

BIDDERS COMPANY NAME

REQUEST FOR PROPOSAL

#6646

OFFICE SUPPLIES FOR

WASHTENAW COUNTY

Prepared By:

Washtenaw County Purchasing
Administration Building
220 N. Main, B-35
Ann Arbor, MI 48107

Crystal A. Wake, C.P.M., CPPB
Senior Buyer
(734) 222-6760





WASHTENAW COUNTY

Finance Department

Purchasing Division

220 N. Main, Ann Arbor, MI 48107-8645
Phone (734) 222-6760, Fax (734) 222-6764

REQUEST FOR PROPOSAL # 6646

November 14, 2011

Washtenaw County Purchasing Division on behalf of the Washtenaw County Departments is issuing a Sealed Request for Proposal (RFP) #6646 for Office Supplies.

Sealed Proposals: Consultant will deliver one (1) original and **two (2)** copies to the following address:

Washtenaw County
Administration Building
Purchasing Division
220 N. Main St. Room B-35
Ann Arbor, MI. 48107

BY 4:00 P.M. ON MONDAY NOVEMBER 28, 2011

Proposals received after the above cited time will be considered a late bid and are not acceptable unless waived by the Purchasing Manager.

- Please direct purchasing and procedural questions regarding this RFP to Crystal A. Wake, C.P.M., CPPB at wakec@ewashtenaw.org or 734-222-6761.

Thank you for your interest.

I. PROPOSAL

Definitions: "County" is Washtenaw County in Michigan.

"Bidder" an individual or business submitting a bid to Washtenaw County.

"Contractor" One who contracts to perform work or furnish materials in accordance with a contract.

Purpose of Proposal:

Provide office supplies with desktop delivery to various Washtenaw County departments.

Proposal Terms:

- A. Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price, quality of service, the Contractors qualifications and capabilities to provide the specified service, and other factors which Washtenaw County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet the County's specifications and needs.
- B. Proposals must be signed by an official authorized to bind the contractor to its provisions for at least a period of 60 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.
- C. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of RFP's may be adjusted to allow for revisions. The **entire** proposal document with any amendments should be returned in **triplicate**. To be considered, original proposal and two copies must be at the County Purchasing Office on or before the date and time specified.
- D. Proposals should be prepared simply and economically providing a straightforward, concise description of the contractor's ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person **signing** the proposal.
- E. The price quotations stated in the bidder's proposal will not be subject to any price increase from the date on which the proposal is opened at the County Purchasing Office to the mutually agreed to date of award.

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- F. No price increases will be allowed during the first year of the contract. Thereafter, for price increases to be considered the Purchasing Division shall be notified, in writing, by letter as well as a letter from the manufacturer stating the reason for the price increase 30 days prior to the increase taking effect.
- G. In the event, the County receives two or more bids from responsive, responsible bidders, one or more of whom are Washtenaw County vendors and the bids are substantially equal in price, quality and service, the County shall award the contract to the most responsive, responsible Washtenaw County vendor. For purposes of this section, Washtenaw County vendor means a company which has maintained its principle office in Washtenaw County for at least six (6) months. Maintaining a Washtenaw County P.O. Box is not, in and of itself, sufficient to discretion under this section to determine if a company qualifies as a Washtenaw County vendor and if two or more bids are substantially equal.

II. VENDOR SPECIFICATIONS

The proposal should include all of the following information:

- A. Contractor's Qualifications, years in business, size of operation, number of employees. Location of company Headquarters, address and phone number.
(Addenda A)
- B. State location of warehouse where supply orders will be filled and shipped.
(Addenda B)
- C. At least three (3) current references that you have provided services as listed in this RFP. Include company name, contact name, phone number.
(Addenda C)
- D. Bank reference with name and phone number of contact person.
(Addenda D)
- E. Contractor's ability to provide Internet On-line ordering for items listed on the RFP. Include set up requirements and maintenance requirements.
(Addenda E)
- F. Describe procedures for delivery and pick-up of returned supplies.
(Addenda F)
- G. Review requirements in **Requirements** (pgs. 3 & 4) and concur these will be met.
(Addenda G)

III. GENERAL SPECIFICATIONS

REQUIREMENTS

Web-Based Ordering System

- Bidders must have a Secure Internet ordering system already established.
- System will provide individual access to the web site with password availability.
- System must have the capability to review, cancel, and track orders while providing product information.
- System must accept purchase orders, P-Cards or credit cards for payment.
- System must provide at least two (2) levels for approval of orders.
- System will show discounted pricing.

Delivery and Returns

- Saleable items returned must be accepted without restocking fees. Exceptions will be customized or special orders.
- Returns must be picked-up from desktop location and receipt provided.
- Indicate your credit policy for returned goods.
- Indicate policy and procedures for back orders.
- Describe delivery policies for stock and non-stock goods.
- All deliveries shall be FOB Destination.
- No delivery fees for stocked items.

Accounting Procedures

- System should be an invoice payment system with Net 30 day terms.
- Invoices and credit memos must be available on request.
- Credit memos must show original invoice number for cross-reference purposes.
- Purchase order, P-Card or credit card numbers must appear on invoice.
- Invoices must provide name of individual ordering. Receipt of order must be signed.
- Invoicing should be immediately after delivery and acceptance of goods.
- Monthly statements are required for account reconciliation.
- Quarterly reports on recycled, minority or woman-owned purchases are required.

Pricing and Discounts

- State discounts for catalog and for special ordered items.

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- State items that are not included in the general discount and state the discount percentage for those items.
- Must have the capability to block or restrict ordering of such items as furniture, computers, copiers and fax machines. Purchasing must have the ability to order these items.
- Enter pricing on Bid Sheet on page x.
- State policy for offering discounted pricing to County employee's and Non-Profit agencies.
- State any additional pricing information.
- State any rebates offered.

Minimum Orders and Freight Costs

- Vendor is responsible for paying freight to dock or desktop location.
- All shipments are FOB Destination.
- State any exceptions for freight costs.
- State any minimum order requirements.

Special Ordering and Delivery

- Purchasing must have a separate account for copy paper ordering.
- Account must be set-up to order and have paper shipped to departments.
- Invoices for paper orders are sent to Purchasing for payment.
- State minimum order amounts if applicable.

Implementation Plan

- Presently Washtenaw County is using an online ordering system.
- State plan to implement new system including timeline for implementation
- State training procedures
- Process for setting up users ID, passwords, shipping and billing information.
- Setting up approval processes and levels.
- Interaction between vendor, purchasing, IT and general staff.

IV. STANDARD PROVISIONS FOR CONTRACTS

If a contract is awarded, the selected vendor will be required to adhere to a set of general contract provisions that will become a part of any formal agreement. These provisions are general principles that apply to all contractors of service to Washtenaw County such as the following:

ARTICLE I - SCOPE OF SERVICES

The Contractor will (***SPELL OUT SCOPE OF SERVICE***)

ARTICLE II - COMPENSATION

Upon completion of the above services and submission of invoices the County will pay the Contractor an amount not to exceed (***SPELL OUT DOLLAR AMOUNT***).

ARTICLE III - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to (***DEPARTMENT HEAD TITLE***) and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 4 - The County may review and inspect the Contractor's activities during the term of this contract.

Section 5 - When applicable, the Contractor will submit a final, written report to the County Administrator.

Section 6 - After reasonable notice to the Contractor, the County may review any of the Contractor's internal records, reports, or insurance policies.

ARTICLE IV - TERM

This contract begins on (***MONTH, DAY, YEAR***) and ends on (***MONTH, DAY, YEAR***).

ARTICLE V - PERSONNEL

Section 1 - The contractor will provide the required services and will not subcontract or assign the services without the County's written approval.

Section 2 - The Contractor will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that the Contractor is neither an employee nor an agent of the County for any purpose.

Section 4 - The parties agree that all work done under this contract shall be completed in the United States and that none of the work will be partially or fully completed by either an offshore

subcontractor or offshore business interest either owned or affiliated with the contractor. For purposes of this contract, the term, "offshore" refers to any area outside the contiguous United States, Alaska or Hawaii.

ARTICLE VI - INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

ARTICLE VII - INSURANCE REQUIREMENTS

The Contractor will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and non-owned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.

Insurance companies, named insureds and policy forms may be subject to the approval of the Washtenaw County Administrator, if requested by the County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Washtenaw County. Contractor shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the County Administrator's Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the County

Administrator, P. O. Box 8645, Ann Arbor, MI, 48107, and shall provide for 30 day written notice to the Certificate holder of cancellation of coverage.

ARTICLE VIII - COMPLIANCE WITH LAWS AND REGULATIONS

The Contractor will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

ARTICLE IX - INTEREST OF CONTRACTOR AND COUNTY

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

ARTICLE X - CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

ARTICLE XI – DEBARMENT AND SUSPENSION

By signing this Contract, Contractor assures the County that it will comply with Federal Regulation 45 CFR Part 76 and certifies that to the best of its knowledge and belief the Contractor and any subcontractors retained by Contractor:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or contractor;
2. Have not within a three-year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated in section 2, and ;

4. Have not within a three-year period preceding this Contract had one or more public transactions (federal, state or local) terminated for cause or default.

ARTICLE XII – LOBBYING

By signing this contract, Contractor assures the County that it will comply with Section 1352, Title 31 of the U.S. Code (pertaining to not using federal monies to influence federal contracting and financial transactions). The Contractor assures the County that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the Contractor shall complete and submit Standard Form - LLL, Disclosure of Lobbying Activities," in accordance with its instructions;
3. This language shall be included in the award documents for all sub-awards at all tiers (including sub-grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

ARTICLE XIII - DRUG-FREE WORKPLACE

Grantees Other Than Individuals

- A. As required by the Drug-Free Workplace Act of 1988, the Contractor assures the County that it will or will continue to provide a drug-free workplace by:
 - a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - b) Establishing an on-going drug-free awareness program to inform employees about—
 - 1) The dangers of drug abuse in the workplace;
 - 2) The grantee's policy of maintaining a drug-free workplace;
 - 3) Any available drug counseling, rehabilitation, *and* employee assistance programs; and
 - 4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

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- 1) Abide by the terms of the statement; and
- 2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- e) Notifying the County, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the County; Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
 - 1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - 2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- f) Making a good faith effort to continue to maintain a drug- free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

Grantees Who Are Individuals

As required by the Drug-Free Workplace Act of 1988:

- A. As a condition of the grant, the Contractor assures the County that it will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, the Contractor agrees to report the conviction, in writing, within 10 calendar days of the conviction, to the County.

ARTICLE XIV - FEDERAL PROCUREMENT STANDARDS

The Contractor assures the County that it will follow federal procurement standards as described in the Code of Federal Regulations section 2 CFR Part 215.4 when procuring goods or services with federal funds to insure that procurement decisions are made ethically and with free and open competition among those providing the goods or services.

ARTICLE XV - EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

ARTICLE XVI - LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service contract with the County to pay their employees under that contract, a minimum of either \$11.05 per hour with benefits or \$ 12.96 per hour without benefits. Contractor agrees to comply with this Ordinance in paying its employees. Contractor understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on or before April 30, 2012 and annually thereafter which amount shall be automatically incorporated into this contract. County agrees to give Contractor thirty (30) days written notice of such change. Contractor agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees.

ARTICLE XVII - EQUAL ACCESS

The Contractor shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

ARTICLE XVIII - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

ARTICLE XIX - ASSIGNS AND SUCCESSORS

This contract is binding on the County and the Contractor, their successors and assigns. Neither the County nor the Contractor will assign or transfer its interest in this contract without the written consent of the other.

ARTICLE XX - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

ARTICLE XXI - PAYROLL TAXES

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability.

ARTICLE XXII - PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

ARTICLE XXIII- CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the County and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

ARTICLE XXIV - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

ARTICLE XXV - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

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V. TERMS AND CONDITIONS

Award: Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price (See: "Low Bidder" following), quality of service, the Contractors' qualifications and capabilities to provide the specified service, and other factors which the County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet the County's specifications and needs.

Low Bidder: Low Bidder will be based on lowest total aggregate price for items listed on the Bid sheet and the most responsive, responsible bidder.

Term: The term of the contract is for a three (3) year term with the option to renew for years four (4) and five (5) providing the Contractor and County agree.

Cost of RFP: The County will not be liable for any costs associated with the preparation, transmittal, or presentation of any materials submitted in response to this RFP.

Inspection of Facilities: The Manager of the Purchasing Division reserves the right before making an award to have the premise of the bidder inspected, or to take any other action necessary to determine fitness, reliability and ability to perform. The inspection could check the physical location, facilities, products or warehouse for ability to comply with conditions of the bid.

Delivery Locations: See attachment "A" listing department name, shipping code number and address.

Addenda: Attach requested **Addenda A thru G** to the balance of this RFP.

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Mfg. Number	Item Description	Your Item #	UOM	Qty	Unit Price	Total Amt.
GENERIC	PAPER 8.5X11 30% REC COPY 20LB 92 BRIGHT		CT/5000	1600		
GENERIC	PAPER 8.5X11 COPY 20LB 92 BRIGHTNESS		CT/5000	350		
GENERIC	PAPER 8.5X11 COPY 3-HOLE PUNCHED		CT/5000	10		
GENERIC	PAPER 8.5X14 COPY		CT/5000	20		
GENERIC	PAPER 8.5X17 COPY 20LB, 92 BRIGHTNESS		CT/2500	10		
GENERIC	PAPER CMP 9.5X11 3PT W/CP		CT/1100	20		
GENERIC	PASTELS 8.5X11 CANARY 20LB		RM	20		
GENERIC	PASTELS 8.5X11 GREEN 20LB		RM	70		
GENERIC	PASTELS 8.5X11 LILAC 20LB		RM	15		
GENERIC	PASTELS 8.5X11 PINK 20LB		RM	10		
GENERIC	PASTELS 8.5X11 GOLD 20LB		RM	10		
GENERIC	PASTELS 8.5X11 SALMON 20LB		RM	10		
GENERIC	PASTELS 8.5X11 CREAM 20LB		RM	10		
GENERIC	ASTRO BRITE 8.5X11 TERRA GREEN 20LB		RM	40		
GENERIC	ASTRO BRITE 8.5X11 YELLOW 20LB		RM	10		
GENERIC	ASTRO BRITE 8.5X11 LT. YELLOW 20LB		RM	10		
GENERIC	ASTRO BRITE 8.5X11 ORANGE 20LB		RM	10		
GENERIC	BRIGHTS 8.5X11 NEON ASST. 20LB		RM	10		
DUR2400	BATTERY ALKALINE AAA		PK/4	205		
DUR1500	BATTERY AA INDUSTRIAL		PK/4	425		
DURPC1604	BATTERY ALKALINE 9 VOLT		PK	150		
DURPC1400	BATTERY ALKALINE C		EA	205		
DURPC1300	BATTERY ALKALINE D		EA	100		
DELL RM956	TONER CARTRIDGE M5200/W5300N BLK		EA	25		
DELL PK941	TONER, BLACK		EA	50		
DELL J2925	TONER, BLACK		EA	30		
DELL 2130CN	TONER, BLACK		EA	15		
DELL 5100CN	TONER, BLACK		EA	15		
DELL 2130CN	TONER, MAGENTA		EA	15		

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Mfg. Number	Item Description	Your Item #	UOM	Qty	Unit Price	Total Amt.
DELL 2130CN	TONER, CYAN		EA	15		
DELL 2130CN	TONER, YELLOW		EA	15		
DELL C233R	TONER, BLACK		EA	10		
DELL 1230CN	TONER, BLACK		EA	10		
DELL F362T	TONER, BLACK		EA	15		
DELL W895P	TONER, BLACK		EA	5		
DELL 5200N	TONER, BLACK 18K		EA	5		
HEW C4127X	HP 27X TONER		EA	125		
HEW C6578DN	HP 78 TRI-COLOR INK		EA	45		
HEW C6656AN	HP 56 BLACK INK		EA	60		
HEW C8061X	HP C8061X BLACK TONER		EA	75		
HEW Q5942A	HP 42A TONER		EA	35		
HEW Q5949A	HP 49A TONER		EA	15		
HEW 51645A	HP 45 BLACK INK		EA	30		
XER 113R00657	PRINT CARTRIDGE PHASER 4500 18		EA	365		
PANUG 3313	TONER FAX PANA UF550/770		EA	20		
GENERIC	TWIN-POCKET PORTFOLIO ASSORTED		PK/10	1800		
GENERIC	FILE FOLDER 100% RECY PCW 1/3 LTR MAN		BX/250	35		
SMD 14547	FOLDER FILE LTR 1/3CUT W/FAST		BX/50	65		
C3025AL1D	FOLDER TT CLASS 1 DIV LTR MAN		BX/100	50		
FEL 703	BOX FILE LTR/LGL WHITE BANKER BOX		CT/12	45		
QUA 63972	FILE MEDICAL FLAT		BX/100	35		
AVE 5160	AVY 1X2 5/8 LSR LBL 100SH		BX/3000	60		
MMMR330YW	POST IT NOTES POP-UP 3X3 YW		DZ	30		
AVE 05731	BINDER VIEW 2 WE		EA	345		
AVE 19651	BINDER VIEW 1.5 WE		EA	50		
18042	BINDER ECONOMY 1 WHITE - SIMPLY		EA	565		
AVE 17002	BINDER VIEW .5 WHITE		EA	50		
CRD 10330	BINDER VIEW 3 WHITE		EA	25		
CRD 10301	BINDER CV D-RING 1 BLK		EA	20		

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Mfg. Number	Item Description	Your Item #	UOM	Qty	Unit Price	Total Amt.
BICGSM11BK	PEN BALL PT RND STIC MED BK		DZ	150		
PAP30301	PENCIL MECH W/ERASER 0.7MM YW		DZ	20		
MMF2580	SECURITY PEN MED BLK		EA	70		
SAN30001	SHARPIE PERM FINE BLK		DZ	50		
SAN 27005	HIGHLIGHTER POCKET ACCENT YW		DZ	20		
BIC 50523	WITE-OUT CORRECTION TAPE		EA	130		
BIC 50605	CORRECT FLUID QUIK DRY 20ML WE		EA	130		
AVE 00916	PERM GLUE STIC 1 OZ		EA	280		
3M60012PK	TAPE TRANSPARENT 3/4X1296		DZ	15		
GENERIC	TAPE DISPENSER BLK		EA	40		
GENERIC	CLIP BINDER LARGE		DZ	25		
GENERIC	CLIP BINDER MED 1-1/4 WIDE BK		PK/144	20		
OIC 99021	CLIP BINDER SM 3/4 WIDE BK		PK	25		
SWI 74050	PUNCH 2 HOLE DELUXE 28SHT BK		EA	15		
SWI 40501	STAPLER FULL STRIP METAL BLK		EA	25		
BOS 02210	STAPLER DESK ELECTRIC BK		EA	20		
UNV-43733	BOARD, D-ERASE, MAG, AL24X36		EA	10		
AVE 24409	DRY ERASE MARKER ASST		PK/4	30		
SAN 81505	ERASER- DRY ERASE		EA	25		
AAG 89805	DESK PAD FLORAL 22X17		EA	25		
MEM-32509025	DRIVE, USB 256 MB, SR/BK		EA	30		
MEM-04581	MEMOREX 100PK CDR SPINDLE		PK/100	35		

GRAND TOTAL \$

RFP #6646 OFFICE SUPPLIES

Special Requirements for Ordering

State normal ordering format and delivery format:

Minimum order limits, if any:

Product Return Policy:

Delivery Schedule for delivery days and times:

RFP #6646 OFFICE SUPPLIES

SIGNATURE PAGE

_____ Signature	_____ Company Name	
_____ Print Name	_____ Company Address	
_____ Title		
_____ City	_____ State	_____ Zip
_____ Telephone #	_____ Fax #	
_____ Email Address	_____ Purchase Order Email Address	
_____ Federal Tax ID #		

The above individual is authorized to sign on behalf of company submitting proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.

By checking this box we hereby certify that we are a Washtenaw County company as defined in Section I., G. above. If proven otherwise you may be subject to Disbarment and/or Suspension of doing business with Washtenaw County.

ATTACHMENT "A"

SHIP TO #	BUSINESS	DEPARTMENT NAME	ADDRESS	City	STATE	ZIP
80000	WASHTENAW COUNTY	COMMUNITY MENTAL HEALTH/80000	FIRST HAVEN 324 SUMMIT RD	ANN ARBOR	MI	48103
80001	WASHTENAW COUNTY	SHERIFF STATION #7/Scio Township	1055 N. ZEEB ROAD	ANN ARBOR	MI	48103
80002	WASHTENAW COUNTY	PROSECUTING ATTY/CHILD SUPPORT	200 N. MAIN STREET STE.410	ANN ARBOR	MI	48104
80003	WASHTENAW COUNTY	PARKS & RECREATION COMMISSION	2960 WASHTENAW AVE	ANN ARBOR	MI	48104
80004	WASHTENAW COUNTY	RISK MANAGER/80004	220 N. MAIN STREET	ANN ARBOR	MI	48104
80005	WASHTENAW COUNTY	CORPORATION COUNSEL/80005	220 N. MAIN STREET	ANN ARBOR	MI	48104
80006	WASHTENAW COUNTY	LAW/LIBRARY/BAR ASSOC/80006	110 N. FOURTH AVE, STE 200	ANN ARBOR	MI	48104
80007	WASHTENAW COUNTY	CIRCUIT COURT #1/80007	101 E. HURON STREET RM. 212	ANN ARBOR	MI	48104
80008	WASHTENAW COUNTY	CIRCUIT COURT #2/80008	101 E. HURON STREET RM. 222	ANN ARBOR	MI	48104
80009	WASHTENAW COUNTY	CIRCUIT COURT #3/80009	101 E. HURON STREET RM. 207	ANN ARBOR	MI	48104
80010	WASHTENAW COUNTY	CIRCUIT COURT #4/80010	101 E. HURON STREET RM. 217	ANN ARBOR	MI	48104
80011	WASHTENAW COUNTY	CIRCUIT COURT #5/80011	101 E. HURON STREET RM. 201	ANN ARBOR	MI	48104
80012	WASHTENAW COUNTY	REGISTER OF DEEDS/80012	200 N. MAIN STREET	ANN ARBOR	MI	48104
80013	WASHTENAW COUNT	PROSECUTING ATTY/ROOM 314	200 N. MAIN STREET	ANN ARBOR	MI	48104
80014	WASHTENAW COUNTY	UNIFIED COURT OFFICE/80014	4133 WASHTENAW AVE	ANN ARBOR	MI	48108
80015	WASHTENAW COUNTY	COMMUNITY CORRECTIONS	4101 WASHTENAW AVE	ANN ARBOR	MI	48108
80016	WASHTENAW COUNTY	WAREHOUSE/80016	2155 HOGBACK ROAD	ANN ARBOR	MI	48105
80017	WASHTENAW COUNTY	MENTAL HEALTH/ASST. SRV/80017	2140 ELLSWORTH RD	ANN ARBOR	MI	48108
80018	WASHTENAW COUNTY	MENTAL HEALTH/ASST. SRV/80018	2140 ELLSWORTH RD	ANN ARBOR	MI	48108
80019	WASHTENAW COUNTY	PROSECUTING ATTY/80019	4133 WASHTENAW AVE	ANN ARBOR	MI	48105
80020	WASHTENAW COUNTY	PUB HLTH/ENROLLM & COORD-80020	555 TOWNER STREET	YPSILANTI	MI	48197
80021	SAFEHOUSE	SAFEHOUSE/80021	4100 CLARK ROAD/80021	ANN ARBOR	MI	48105
80022	WASHTENAW COUNTY	CENTRAL ASSIGNMENT/80022	101 E. HURON STREET RM 103	ANN ARBOR	MI	48104
80024	WASHTENAW COUNTY	VETERAN SERVICES/80024	2155 HOGBACK ROAD	ANN ARBOR	MI	48108
80025	WASHTENAW COUNTY	CHILD ASSERTIVE TREATMENT/80025	2890 CARPENTER RD. STE.1000	ANN ARBOR	MI	48108
80026	WASHTENAW COUNTY	DRAIN COMMISSIONER/80026/FIELD	705 N. ZEEB ROAD	ANN ARBOR	MI	48107
80028	WASHTENAW COUNTY	VITAL RECORDS/80028	200 N. MAIN STREET STE.100	ANN ARBOR	MI	48104
80029	WASHTENAW COUNTY	COMMUNITY MENTAL HEALTH/80029	2140 E ELLSWORTH ROAD	ANN ARBOR	MI	48108
80030	WASHTENAW COUNTY	CENTRAL DISPATCH AUTH./80030	2201 HOGBACK RD	ANN ARBOR	MI	48105
80031	WASHTENAW COUNTY	PROBATE COURT ESTATE &/80031	101 E. HURON STREET	ANN ARBOR	MI	48104
80032	WASHTENAW COUNTY	COUNTY CLERK/REGISTER/80032	200 N. MAIN STREET STE. 120	ANN ARBOR	MI	48104
80033	WASHTENAW COUNTY	FRIEND OF THE COURT/80033	101 E. HURON STREET	ANN ARBOR	MI	48104
80034	WASHTENAW COUNTY	SHERIFF DEPT SECURITY DESK/80034	101 E. HURON STREET	ANN ARBOR	MI	48104
80035	WASHTENAW COUNTY	PLANNING COMMISSION/80035	705 N. ZEEB ROAD	ANN ARBOR	MI	48103
80036	WASHTENAW COUNTY	DEPT. OF PLANNING & ENVIRONMENT	705 N. ZEEB ROAD	ANN ARBOR	MI	48103
80037	WASHTENAW COUNTY	JUV DAY PROGRAM	4125 WASHTENAW AVE	ANN ARBOR	MI	48108

ATTACHMENT "A"

SHIP TO #	BUSINESS	DEPARTMENT NAME	ADDRESS	City	STATE	ZIP
80038	WASHTENAW COUNTY	JUVENILE COURT/80038	101 E HURON STREET 3RD FL	ANN ARBOR	MI	48104
80039	WASHTENAW COUNTY	JUVENILE COURT ADMIN/80039	101 E HURON STREET 3RD FL	ANN ARBOR	MI	48104
80040	WASHTENAW COUNTY	JUVENILE COURT/PUBLIC DEFENDER	110 N FOURTH AVE. 4TH FL	ANN ARBOR	MI	48104
80041	WASHTENAW COUNTY	JUVENILE CRT DETENT/80041	4125 WASHTENAW AVE	ANN ARBOR	MI	48108
80042	WASHTENAW COUNTY	JUVENILE COURT PROBATE/80042	101 E HURON STREET 1ST FL	ANN ARBOR	MI	48104
80043	WASHTENAW COUNTY	PROBATION - CIRCUIT COURT/80043	101 E. HURON STREET	ANN ARBOR	MI	48104
80044	WASHTENAW COUNTY	COURT SERVICES/80044	101 E. HURON STREET	ANN ARBOR	MI	48104
80045	WASHTENAW COUNTY	JURY CLERK/80045	101 E. HURON STREET	ANN ARBOR	MI	48104
80046	WASHTENAW COUNTY	ELECTION DIVISION/80046	200 N. MAIN STREET STE. 120	ANN ARBOR	MI	48104
80047	WASHTENAW COUNTY	RETIREMENT/80047	220 N. MAIN STREET	ANN ARBOR	MI	48104
80048	WASHTENAW COUNTY	CORPORATE COUNSEL/80048	220 N. MAIN STREET	ANN ARBOR	MI	48104
80051	WASHTENAW COUNTY	PARKS & REC. COMM/80051	2205 PLATT ROAD	ANN ARBOR	MI	48104
80053	WASHTENAW COUNTY	INFORM & TECH SYS/80053	110 N. FOURTH AVE	ANN ARBOR	MI	48104
80054	WASHTENAW COUNTY	PURCHASING/BASEMENT/80054	220 N. MAIN STREET	ANN ARBOR	MI	48104
80055	WASHTENAW COUNTY	BOARD OF COMMISSIONERS/80055	220 N. MAIN STREET	ANN ARBOR	MI	48104
80056	WASHTENAW COUNTY	COUNTY ADMINISTRATOR/80056	220 N. MAIN STREET	ANN ARBOR	MI	48104
80057	WASHTENAW COUNTY	FINANCE/1ST FLOOR/80057	220 N. MAIN STREET	ANN ARBOR	MI	48104
80058	WASHTENAW COUNTY	HUMAN RES/1ST FLOOR/80058	220 N. MAIN STREET	ANN ARBOR	MI	48104
80059	WASHTENAW COUNTY	COUNTY CLERK/REGISTER/80059	200 N. MAIN STREET	ANN ARBOR	MI	48104
80060	WASHTENAW COUNTY	PAYROLL/BASEMENT/80060	220 N. MAIN STREET	ANN ARBOR	MI	48104
80061	WASHTENAW COUNTY	ACCOUNTS PAYABLE/80061	220 N. MAIN STREET	ANN ARBOR	MI	48104
80062	WASHTENAW COUNTY	INFORM & TECH SYSTEMS/80062	220 N. MAIN STREET	ANN ARBOR	MI	48104
80063	WASHTENAW COUNTY	TREASURER/SUITE 200/80063	200 N. MAIN STREET	ANN ARBOR	MI	48104
80064	WASHTENAW COUNTY	CIRCUIT COURT ADMIN/80064	101 E. HURON STREET RM. 105	ANN ARBOR	MI	48104
80065	WASHTENAW COUNTY	PROSECUTOR/80065	200 N. MAIN STREET STE 300	ANN ARBOR	MI	48104
80068	WASHTENAW COUNTY	MAILROOM/WAREHOUSE/80068	2155 HOGBACK ROAD	ANN ARBOR	MI	48105
80069	WASHTENAW COUNTY	RECORD RETENTION/BASEMENT/80069	101 E. HURON STREET	ANN ARBOR	MI	48104
80070	WASHTENAW COUNTY	PROBATE COURT/80070	101 E. HURON STREET	ANN ARBOR	MI	48104
80071	WASHTENAW COUNTY	PUBLIC DEFENDER	110 N. FOURTH AVE FL. 4	ANN ARBOR	MI	48104
80072	WASHTENAW COUNTY	PUBLIC WORKS/80072	705 N. ZEEB ROAD	ANN ARBOR	MI	48108
80073	WASHTENAW COUNTY	EQUALIZATION/80073	200 N. MAIN STREET STE. 210	ANN ARBOR	MI	48104
80074	WASHTENAW COUNTY	DRAIN COMMISSIONER/80074	705 N. ZEEB ROAD	ANN ARBOR	MI	48103
80075	WASHTENAW COUNTY	INNOVATION CENTER/80075	110 N FOURTH AVE.	ANN ARBOR	MI	48104
80076	WASHTENAW COUNTY	SHERIFF'S DPT-LAW ENF/80076	2201 HOGBACK ROAD	ANN ARBOR	MI	48105
80077	WASHTENAW COUNTY	SHERIFF'S DPT.-COMMUN/80077	2201 HOGBACK ROAD	ANN ARBOR	MI	48105
80078	WASHTENAW COUNTY	SHERIFF'S DEPT.-JAIL/80078	2201 HOGBACK ROAD	ANN ARBOR	MI	48105

ATTACHMENT "A"

SHIP TO #	BUSINESS	DEPARTMENT NAME	ADDRESS	City	STATE	ZIP
80079	WASHTENAW COUNTY	EMERGENCY MANAGEMENT/80079	2201 HOGBACK ROAD	ANN ARBOR	MI	48105
80080	WASHTENAW COUNTY	FACILITIES MANAGMENT/80080	2155 HOGBACK ROAD	ANN ARBOR	MI	48105
80081	WASHTENAW COUNTY	FACILITIES MANAGE-FLEET/80081	2201 HOGBACK ROAD	ANN ARBOR	MI	48105
80082	WASHTENAW COUNTY	DISTRICT COURT-ADMIN/80082	4133 WASHTENAW AVE	ANN ARBOR	MI	48108
80083	WASHTENAW COUNTY	DISTRICT COURT #1/80083	4133 WASHTENAW AVE	ANN ARBOR	MI	48108
80084	WASHTENAW COUNTY	DISTRICT COURT #1/#2 PROB/80084	4133 WASHTENAW AVE	ANN ARBOR	MI	48108
80085	WASHTENAW COUNTY	COMMUNITY CORRECTIONS/80085	4101 WASHTENAW AVE	ANN ARBOR	MI	48108
80086	WASHTENAW COUNTY	COURT SERVICES/80086	101 E. HURON STREET	ANN ARBOR	MI	48104
80087	WASHTENAW COUNTY	COUNTY EXTENSION GROUP/80087	705 N. ZEEB ROAD	ANN ARBOR	MI	48103
80089	WASHTENAW COUNTY	LIBRARY/80089	4135 WASHTENAW AVE	ANN ARBOR	MI	48108
80090	WASHTENAW COUNTY	PROSECUTING ATTY./80090	200 N. MAIN STREET STE. 300	ANN ARBOR	MI	48104
80091	WASHTENAW COUNTY	BUILDING INSPECTIONS/80091	705 N. ZEEB ROAD	ANN ARBOR	MI	48108
80092	WASHTENAW COUNTY	ENVIROMENTAL HEALTH/80092	705 N. ZEEB ROAD RM 1350	ANN ARBOR	MI	48103
80094	WASHTENAW COUNTY	CSTS-ADULT SERVICES/80094	2140 E. ELLSWORTH ROAD	ANN ARBOR	MI	48108
80095	WASHTENAW COUNTY	C.M.H. MED./HEALTH SERV/80095	2140 E. ELLSWORTH ROAD	ANN ARBOR	MI	48108
80097	WASHTENAW COUNTY	CSTS-REHAB. SERVICES/80097	2140 E. ELLSWORTH ROAD	ANN ARBOR	MI	48108
80098	WASHTENAW COUNTY	C.M.H. DAY PROGRAM/80098	2140 E. ELLSWORTH ROAD	ANN ARBOR	MI	48108
80099	WASHTENAW COUNTY	DISTRICT COURT #3/80099	122 S. MAIN STREET	CHELSEA	MI	48118
80100	WASHTENAW COUNTY	PIERCE LAKE GOLF COURSE	1755 MAIN STREET	CHELSEA	MI	48118
80101	WASHTENAW COUNTY	SHERIFF STATION #3/80101	8140 MAIN STREET	DEXTER	MI	48130
80102	WASHTENAW COUNTY	SHERIFF STATION #4/80102	275 S MACOMB	MANCHESTER	MI	48158
80104	WASHTENAW COUNTY	PARKS & REC (INDEPENDENCE LAKE)/80104	3200 JENNINGS ROAD	WHITMORE LAKE	MI	48189
80106	WASHTENAW COUNTY	MENTAL HEALTH/PSYCHIATRIC/80106	2140 E. ELLSWORTH ROAD	ANN ARBOR	MI	48108
80107	WASHTENAW COUNTY	MENTAL HEALTH/CHILD SERV/80107	2940 ELLSWORTH	YPSILANTI	MI	48197
80108	WASHTENAW COUNTY	PARKS & REC (ROLLING HILLS)/80108	7660 STONEY CREEK ROAD	YPSILANTI	MI	48197
80112	WASHTENAW COUNTY	WORKFORCE DEVELOPMENT/80112	302 HARRIET STREET	YPSILANTI	MI	48197
80113	WASHTENAW COUNTY	PH SEX. ASSAULT CRISIS CTR./80113	2940 ELLSWORTH	YPSILANTI	MI	48197
80114	WASHTENAW COUNTY	CSTS-H V CG/80114	2940 ELLSWORTH	YPSILANTI	MI	48197
80120	WASHTENAW COUNTY	PUBLIC HEALTH/HEARING & VISION/80120	555 TOWNER	YPSILANTI	MI	48198
80121	WASHTENAW COUNTY	PUBLIC HEALTH/MEDICAL EXAM/80121	555 TOWNER	YPSILANTI	MI	48198
80122	WASHTENAW COUNTY	PUBLIC HEALTH/LIFE STYLE/80122	555 TOWNER	YPSILANTI	MI	48198
80123	WASHTENAW COUNTY	PUBLIC HEALTH/FAMILY/80123	555 TOWNER	YPSILANTI	MI	48198
80124	WASHTENAW COUNTY	PUBLIC HEALTH/POSTPARTUM/80124	555 TOWNER	YPSILANTI	MI	48198
80125	WASHTENAW COUNTY	PUBLIC HEALTH/WIC PROGRAM/80125	555 TOWNER/WIC PROGRAM	YPSILANTI	MI	48198
80126	WASHTENAW COUNTY	PUBLIC HLTH/CRIPPLED CHILDREN/80128	555 TOWNER	YPSILANTI	MI	48198
80127	WASHTENAW COUNTY	COMMUNITY HEALTH BUREAU/80127	555 TOWNER	YPSILANTI	MI	48198

ATTACHMENT "A"

SHIP TO #	BUSINESS	DEPARTMENT NAME	ADDRESS	City	STATE	ZIP
80128	WASHTENAW COUNTY	HUMAN SERVICES/IMMUNIZATION	555 TOWNER BLDG. 1	YPSILANTI	MI	48198
80129	WASHTENAW COUNTY	HSD/WCCMH/OSAP GRANT	555 TOWNER	YPSILANTI	MI	48198
80130	WASHTENAW COUNTY	MENTAL HEALTH/SUBSTANCE ABUSE	555 TOWNER	YPSILANTI	MI	48198
80131	WASHTENAW COUNTY	SHERIFF STATION #2/80131	7200 HURON RIVER DRIVE	YPSILANTI	MI	48197
80132	WASHTENAW COUNTY	CHILDREN SERVICES ADMIN/80132	4125 WASHTENAW AVE	ANN ARBOR	MI	48108
80133	WASHTENAW COUNTY	ACCOUNTING OFFICE/80133	555 TOWNER	YPSILANTI	MI	48198
80134	WASHTENAW COUNTY	PUBLIC HEALTH ADMIN/80134	555 TOWNER	YPSILANTI	MI	48198
80135	WASHTENAW COUNTY	CSTS-ADMIN/80135	2140 E ELLSWORTH ROAD	ANN ARBOR	MI	48108
80136	WASHTENAW COUNTY	E.T.C.S. /80136	301 W MICHIGAN AVE. STE 400	YPSILANTI	MI	48197
80137	WASHTENAW COUNTY	E.T.C.S. (COMM. SERV.)/80137	336 HARRIET STREET	YPSILANTI	MI	48198
80140	WASHTENAW COUNTY	CSTS-CLIENT SERVICES/80140	2140 E ELLSWORTH ROAD	ANN ARBOR	MI	48108
80142	WASHTENAW COUNTY	SHERIFF STATION #6/80142	3040 N PROPECT	YPSILANTI	MI	48198
80143	WASHTENAW COUNTY	HUMAN SERV/TRANSPORTATION/80143	555 TOWNER	YPSILANTI	MI	48198
80144	WASHTENAW COUNTY	PUBLIC HEALTH NURSING/80144	555 TOWNER /HIS/104	YPSILANTI	MI	48198
80145	WASHTENAW COUNTY	PUBLIC HEALTH/TB/80145	555 TOWNER	YPSILANTI	MI	48198
80146	WASHTENAW COUNTY	PUBLIC HEALTH/AIDS/80146	555 TOWNER	YPSILANTI	MI	48198
80147	WASHTENAW COUNTY	PUBLIC HEALTH/EDUCATION/80147	555 TOWNER	YPSILANTI	MI	48198
80148	WASHTENAW COUNTY	PUBLIC HEALTH/EMS/80148	555 TOWNER	YPSILANTI	MI	48198
80149	WASHTENAW COUNTY	PUBLIC HEALTH/OUTREACH/80149	555 TOWNER	YPSILANTI	MI	48198
80150	WASHTENAW COUNTY	PUBLIC HEALTH/EPS-DT/80150	555 TOWNER BLDG. 2	YPSILANTI	MI	48198
80151	WASHTENAW COUNTY	MENTAL HEALTH/STATE INS/80151	555 TOWNER	YPSILANTI	MI	48198
80152	WASHTENAW COUNTY	MENTAL HEALTH/COMM SERV./80152	555 TOWNER	YPSILANTI	MI	48198
80153	WASHTENAW COUNTY	ETCS/JTP/80153	301 W MICHIGAN AVE. STE 400	YPSILANTI	MI	48197
80154	WASHTENAW COUNTY	ETCS/CSBG/80154	301 W MICHIGAN AVE. STE 400	YPSILANTI	MI	48197
80155	WASHTENAW COUNTY	ETCS/FCC/80155	301 W MICHIGAN AVE. STE 400	YPSILANTI	MI	48197
80156	WASHTENAW COUNTY	ETCS/SUMMER FOOD PROGRAM/80156	301 W MICHIGAN AVE. STE 400	YPSILANTI	MI	48197
80157	WASHTENAW COUNTY	ETCS/TRANSPORTATION/80157	301 W MICHIGAN AVE. STE 400	YPSILANTI	MI	48197
80158	WASHTENAW COUNTY	ETCS/FOSTER GRANDPARENT/80158	336 HARRIET STREET	YPSILANTI	MI	48198
80159	WASHTENAW COUNTY	ETCS/FED EMERGENCY MGMT/80159	301 W MICHIGAN AVE. STE 400	YPSILANTI	MI	48197
80160	WASHTENAW COUNTY	ETCS/FAMILY SERVICE CENTER/80160	301 W MICHIGAN AVE. STE 400	YPSILANTI	MI	48197
80161	WASHTENAW COUNTY	ETCS/WEATHERIZATION/80161	301 W MICHIGAN AVE. STE 400	YPSILANTI	MI	48197
80162	WASHTENAW COUNTY	ETCS/SENIOR NUTRITION/80162	336 HARRIET STREET	YPSILANTI	MI	48198
80164	WASHTENAW COUNTY	INFORMATION SYSTEMS/80164	555 TOWNER	YPSILANTI	MI	48198
80166	WASHTENAW COUNTY	DISTRICT COURT #2/80166	415 W. MICHIGAN AVE	YPSILANTI	MI	48198
80167	WASHTENAW COUNTY	DISTRICT CRT #2 PROBATION/80167	415 W. MICHIGAN AVE	YPSILANTI	MI	48198
80169	WASHTENAW COUNTY	HEADSTART / ADMIN / 80169	1661 LEFORGE	YPSILANTI	MI	48197

ATTACHMENT "A"

SHIP TO #	BUSINESS	DEPARTMENT NAME	ADDRESS	City	STATE	ZIP
80170	WASHTENAW COUNTY	PARKS & RECREATION COMM/80170	2230 PLATT ROAD	ANN ARBOR	MI	48104
111493	WASHTENAW COUNTY	PROJECT MGMT OFFICE/111493	110 N FOURTH AVE	ANN ARBOR	MI	48104
120955	WASHTENAW COUNTY	COMMUNITY MENTAL HEALTH/120955	2140 E ELLSWORTH ROAD	ANN ARBOR	MI	48108
132513	WASHTENAW COUNTY	HEADSTART / ADMIN /132513	1661 LEFORGE	YPSILANTI	MI	48198
136042	WASHTENAW COUNTY	PROSECUTING ATTY/136042	200 N MAIN STREET	ANN ARBOR	MI	48104
148381	WASHTENAW COUNTY	MENTAL HEALTH ACT/RESID/148381	2140 E ELLSWORTH ROAD	ANN ARBOR	MI	48108
219869	WASHTENAW COUNTY	CIRCUIT COURT/219869	101 E. HURON RM. 305	ANN ARBOR	MI	48104
226861	WASHTENAW COUNTY	MICHIGAN WORKS/226861	304 HARRIET STREET	YPSILANTI	MI	48198
243334	WASHTENAW COUNTY	HOLMES RD STATION #8/243334	1405 HOLMES ROAD	YPSILANTI	MI	48198
254864	WCHO	HEALTH ORGANIZATION/254864	555 TOWNER	YPSILANTI	MI	48198
262159	WASHTENAW COUNTY	SHERIFF (AUGUSTA/YORK #5)/262159	11560 STONEY CREEK	MILAN	MI	48160
272116	WASHTENAW COUNTY	CSTS-PORT PROGRAM/272116	110 N. FOURTH AVE. FL. 2	ANN ARBOR	MI	48104
275959	WASHTENAW COUNTY	YOUTH CENTER/275959	4125 WASHTENAW AVE	ANN ARBOR	MI	48108
279492	WASHTENAW COUNTY	INFORM & TECH SYS/279492	555 TOWNER	YPSILANTI	MI	48198
296307	WASHTENAW COUNTY	COURT HOUSE/DIANA GORNEY/296307	101 E. HURON RM. 208	ANN ARBOR	MI	48104
306569	WASHTENAW COUNTY	DELONIS CTR/306569	312 W HURON	ANN ARBOR	MI	48104
318718	WASHTENAW COUNTY	ORG. DEV./318718	4135 WASHTENAW AVE	ANN ARBOR	MI	48108
321439	WASHTENAW COUNTY	CIRCUIT COURT #6/321439	101 E HURON AVE	ANN ARBOR	MI	48104
326840	WASHTENAW COUNTY	COMMUNITY DEVELOPMENT/326840	110 N FOURTH AVE	ANN ARBOR	MI	48104
329309	YPSILANIT TOWNSHIP	FIRE DEPARTMENT/329309	222 S FORD BLVD	YPSILANTI	MI	48198
336506	CITY OF SALINE	POLICE DEPARTMENT/336506	100 N HARRIS STREET	SALINE	MI	48176
336507	EASTERN MICHIGAN UNIVERSITY	EMU/336507	123 STRUCTURE DRIVE	YPSILANTI	MI	48197
336508	PITTSFIELD CHARTER TOWNSHIP	POLICE DEPARTMENT/336508	6227 W MICHIGAN AVE	ANN ARBOR	MI	48108
337618	CITY OF YPSILANTI	POLICE DEPARTMENT/337618	505 W MICHIGAN AVE	YPSILANTI	MI	48197
338993	MICHIGAN HIDTA	HIDTA/338993	28 W ADAMS STE 400	DETROIT	MI	48226
340780	LIMA TOWNSHIP	TOWNSHIP HALL/340780	11452 JACKSON ROAD	CHELSEA	MI	48118
345667	WASHTENAW COUNTY PARKS	MAINTENANCE BARN/345667	2210 PLATT ROAD	ANN ARBOR	MI	48104
347194	WASHTENAW COUNTY	CSTS - CCRT/347194	2051 S STATE STE 1	ANN ARBOR	MI	48104
347588	WASHTENAW COUNTY	SALINE DISTRICT COURT	1000 N MAPLE ROAD	SALINE	MI	48176
347842	WASHTENAW COUNTY	CSTS - OBRA/347842	2140 E ELLSWORTH ROAD	ANN ARBOR	MI	48108
348151	ANN ARBOR	FIRE DEPARTMENT/348151	111 N FIFTH AVE	ANN ARBOR	MI	48104
350082	CITY OF ANN ARBOR	WHEELER SERVICE CENTER/350082	4251 STONE SCHOOL RD	ANN ARBOR	MI	48108
350556	CITY OF ANN ARBOR	POLICE DEPARTMENT/350556	301 E HURON STREET	ANN ARBOR	MI	48104
351489	UMHS SECURITY SERVICES	MED. INN BLDG, C150/351489	1500 E MEDICAL CENTER DR	ANN ARBOR	MI	48109
351549	WASHTENAW COUNTY	FINANCE/BUDGET/351549	220 N. MAIN STREET	ANN ARBOR	MI	48104
353276	PITTSFIELD CHARTER TOWNSHIP	ATTN: DAMIEN WETZEL/ENGINEER/353276	6201 W MICHIGAN AVE	ANN ARBOR	MI	48108

ATTACHMENT "A"

SHIP TO #	BUSINESS	DEPARTMENT NAME	ADDRESS	City	STATE	ZIP
353808	PITTSFIELD CHARTER TOWNSHIP	FIRE DEPARTMENT/353808	6227 W MICHIGAN AVE	ANN ARBOR	MI	48108
354397	WASHTENAW COUNTY PARKS	SHARON MILLS COUNTY PARK/354397	5701 SHARON HOLLOW	MANCHESTER	MI	48158
355601	WASHTENAW COUNTY	ROAD COMMISSION/355601	555 N ZEEB ROAD	ANN ARBOR	MI	48103
356138	EASTERN MICHIGAN UNIVERSITY	EMERGENCY MANAGEMENT/356138	1200 OAKWOOD ST. STE 204	YPSILANTI	MI	48197