

# Schools District of Philadelphia

## OFFICE OF PROCUREMENT SERVICES



“Doing Business with the  
School District of Philadelphia”

### Vendors Handbook

440 N Broad Street  
3<sup>rd</sup> Floor, Portal A  
Philadelphia, PA 19130  
(P) 215.400.4380  
(F) 215.400.4381

[www.phila.k12.pa.us/purchasing](http://www.phila.k12.pa.us/purchasing)  
Hours – M-F 8:00 a.m. - 4:30 p.m.

## **DIVISIONS**

### **I PURCHASING**

The Office of Procurement Services (OPS) is responsible for procuring all goods, services, supplies, books and utilities necessary for the operation of the School District. Within the framework provided by the Pennsylvania School Code, Article VIII, Section 801 through 810 and School Reform Commission policy, OPS purchases supplies, furniture, equipment, textbooks, food and services when required. Additionally, OPS functions as a disposal agent in selling all surplus and obsolete equipment and coordinates development of specifications as required.

In order to receive bids via the U.S. Postal System, your company must be a registered vendor within the Purchasing Division's operating system. The procurement procedure along with bid thresholds, rules and regulations are explained below.

The Office of Procurement Services (OPS) is the central purchasing and materials management agency for the School District of Philadelphia (SDP).

OPS is comprised of three divisions:

- 1) Purchasing
- 2) Small Business Development
- 3) Financial and Technical Services

This guide is intended to assist vendors in doing business with the School District. It is not a complete or legal description of the rules, regulations, policies and procedures governing the procurement process and does not replace or supersede the terms and conditions set forth in a specific bid. Notwithstanding anything contained herein, bidders must strictly adhere to the instructions, conditions of bidding, specifications and contract terms and conditions set forth in each individual bid solicitation to which they respond. Information concerning the Office of Procurement Services can be obtained by one of the venues as described below:

- 1) Visit our website at: [www.phila.k12.pa.us/purchasing](http://www.phila.k12.pa.us/purchasing)
- 2) Visit us at the SDP Education Center, 440 N. Broad Street (see our website for directions)
- 3) Call us at 215.400.4380
- 4) Email us at: [purchasing@phila.k12.pa.us](mailto:purchasing@phila.k12.pa.us)

Bids for construction projects are prepared and processed through the Design and Construction Services of the Office of Facilities Management and are not managed by OPS. Facilities Management prepares the design documents, initiates the advertisement schedules and opens bids for new and improvement construction work. The advertising procedures are as prescribed by the Pennsylvania School Code. Information concerning construction and renovation bidding procedures can be obtained by calling this department directly at 215.400.4730.

We welcome the opportunity to do business with you and hope to make your business experience with the School District a pleasant one.

## **II. THE OPERATIONAL PROCESS**

### **A. VENDOR INFORMATION AND REQUIREMENTS**

Office of Procurement Services maintains a bid mailing list for most of the products and services that it purchases. Placement on a mailing list does not mean the School District considers your firm to be a "responsible" bidder. The School District evaluates responsibility on an individual bid-by-bid basis as noted in the section entitled "Bidder Qualifications." If you wish to be placed on a mailing list to receive bid invitations, please prepare a letter describing your commodities or services and send to the address below or simply go to our website and click "Bidder Application Form" and complete on-line:

Office of Procurement Services  
SDP Education Center  
Third Floor, Portal A  
440 N. Broad Street  
Philadelphia, PA 19130

Please note that due to the extensive listing of vendors on mailing lists the SDP does not guarantee that you will receive an invitation to bid. Furthermore, errors in mailing lists, delays in the mail system and misrouting of mail at vendor locations may contribute to non delivery or late delivery of invitations to bid sent to vendors. It is therefore in your best interest to read the proposal section of the website at [www.phila.k12.pa.us/purchasing](http://www.phila.k12.pa.us/purchasing) or of the following newspapers to keep informed of current bids:

Philadelphia Weekly	South Philadelphia Review	Southwest Philly Review
Philadelphia Tribune	The Public Record	Philadelphia Sunday Sun
AL Diá	El Sol Latino	The Evening Bulletin
The Notebook	World Journal	Dong-A Daily News

### **B. CHANGES IN MAILING LIST**

Vendors should keep the Office of Procurement Services informed of changes that should be made to our vendor information file to assure prompt receipt of invitations to bid and other communications. Incidental correspondence and/or bids received with different addresses will not be considered as requests for changes. Changes in vendor information on file with the Office of Procurement Services (such as company name, address or services, supplies and equipment) you wish to furnish can only be accomplished by writing to the Office of Procurement Services or via email to [purchasing@phila.k12.pa.us](mailto:purchasing@phila.k12.pa.us). If you prefer to use a Post Office box, the School District will mail to the box; however, the street address, city and state of your place of business must be used in response to a bid invitation.

## **III. THE BID PROCESS**

### **A. The School District has three types of bids, each of which have different terms and conditions:**

- Services bids which request a quotation for the provision of a specific service;
- Supplies and equipment bids which request a quotation for the provision of a particular commodity;
- Surplus property bids which offer for sale "as is" surplus SDP equipment or supplies to the highest bidder.

B. The School District has two classes of competitive bids for procurements involving services, supplies and equipment:

- Invited bids are for amounts \$10,000 - \$24,999 and are mailed to those vendors who have responded to previous solicitations and are frequently posted on our website at [www.phila.k12.pa.us/purchasing](http://www.phila.k12.pa.us/purchasing).
- Advertised bids are for amounts of \$25,000 and over and are advertised in the three previously mentioned newspapers. These bids are also sent to those who have responded to previous solicitations and are always posted on our website at [www.phila.k12.pa.us/purchasing](http://www.phila.k12.pa.us/purchasing).

#### **IV. BID DETAILS**

##### **A. SPECIFICATIONS**

Each bid invitation includes formal specifications which define the project or service being purchased. To the greatest extent possible, the School District uses generic type specifications to encourage competition and no deviation from the specification will be permitted. Unless otherwise specified, whenever catalogs, model numbers, trade names or cuts are included, they are for reference/informational purposes only. In such an instance a bidder may offer an article which it certifies to be equal in quality, performance, essential characteristics and meets the specifications of the referenced article. The Office of Procurement Services has the final decision on whether such an offering is acceptable. Where a bidder proposes to furnish an article and/or service which it certifies to be equal to that specified, the bidder must set forth on a separate document enclosed with the bid, a complete description of the article and/or service proposed to be furnished. If this is not done, the bidder will be required to furnish a sample of the article and/or service referenced in the bid invitation.

When completing your bid, always follow the specifications and terms exactly, otherwise your bid will be disqualified. Counter offers, deviations and/or exceptions to the specification or terms normally result in bid disqualification.

##### **B. PRE-BID CONFERENCES**

For all bids in excess of \$100,000, the bid invitation will specify a date, time and location for a pre-bid opening conference. It is to your advantage to attend these meetings as they provide you with an opportunity to discuss any aspect of the bid invitation which is unclear to you. In those instances where attendance at the pre-bid opening conference is specified to be mandatory, you will not be eligible to bid or receive an award unless you attend the conference.

##### **C. BID INFORMATION**

At times, it is necessary to make changes to a bid. When this occurs, a written addendum will be mailed to all vendors on the bid mailing list for the goods or service solicited. These changes become an integral part of the bid documents.

**D. BID BONDS: (EQUIPMENT AND SUPPLIES)**

As a general rule, the School District does not require a bid bond. The bid bond is replaced with a "confession of judgment" clause in all bids/contracts. It is explained on each contract form in Paragraph 4B under conditions of bidding. There are some exceptions where a bid bond is required as a condition of bidding or contract performance. When special bonding is required, the type and amount are specified.

**E. BID OPENING**

You may attend bid openings and request that specific bids be read. This is your opportunity to obtain bid information prior to award. After the bid opening, while bids are under review, no information concerning the bids received will be released. The review process is intended to avoid errors and insure careful consideration of each bid submitted. If you ask about bids during the School District's review process, you will be told "the bid is under review." Our staff is under specific instructions to say nothing else, so please do not persist.

Award of an invited bid is usually made within 1-3 weeks of the bid opening and an advertised bid 4-8 weeks from the bid opening date. Once an award is made, vendors may obtain bid and award information by visiting the Office of Procurement Services. No bid or award information will be provided over the telephone.

**V. MAILING OF BIDS**

- A. BIDS MUST BE SUBMITTED ON THE FORM PROVIDED AND MUST BE SIGNED AND SEALED IN THE RETURN ENVELOPE WITH THE BID NUMBER CLEARLY WRITTEN ON THE ENVELOPE** If using an overnight carrier the bid number, name and bid opening date must be prominently displayed on the outside of the envelope. Bid submittals may also be delivered by hand to the Office of Procurement Services, Monday to Friday between the hours of 8:00 a.m. to 4:30 p.m. The Office is located at the address below. Directions can be found on the Office website.

Office of Procurement Services  
SDP Education Center  
Third Floor  
440 N. Broad Street  
Philadelphia, PA 19130

**VI. BIDS TERMS AND CONDITIONS**

**A. DISCOUNTS**

If you offer a discount for prompt payment, please indicate this in the space provided in the bid form. Your offer to discount must be for a period of no less than 15 days. Do not use the "Cash Discount" section to provide other than a discount for prompt payment. If you specify payment terms other than an acceptable discount then payment will be made according to the SDP's standard payment process. Payment discounts are not considered in the bid evaluation process and award determination.

**B. ERRORS IN BIDDING**

If an error is made in bidding, you must notify the Office of Procurement Services in writing within two business days after the bid opening. The SDP will not permit a bid to be withdrawn because of a mistake after the bid opening except as provided under Pennsylvania law.

**C. DURATION OF BID**

As stated in the conditions of bidding, your bids for supplies, equipment and services once opened, is valid for a period of ninety (90) days from date of bid opening.

**D. IMPROPER BID WITHDRAWALS**

Except as otherwise provided under Pennsylvania law, no bid, once opened, may be withdrawn. In the event that a bidder, who is not legally released from their bid, fails to execute a contract in accordance with their bid or refuses to furnish the required bonds and/or insurance, the School District may take one or more of the following actions:

- School District will exercise its right to secure the goods from the next lowest responsible bidder and proceed to recover damages as is under Pennsylvania State Law;
- Remove the firm's name from all School District mailing lists;
- Declare the firm to be "not a responsible bidder" and disqualify it from doing business with the School District in any capacity;
- Bidder will forfeit bid bond or bid deposit if applicable;
- Exercise any other rights the SDP may have by law.

*Given these circumstances, always check and recheck your bid. Make sure the figures you submit are accurate because you will be held accountable for them.*

**E. PURCHASE ORDERS (P.O.)**

Pursuant to the bid award, the School District issues a purchase order that details the actual items being purchased including quantity, terms, bid reference, delivery instructions and location. To insure that funds are always available to pay its obligations, the School District utilizes a purchase order encumbrance and certification system, whereby each purchase order is budgeted, checked and reviewed prior to issuance.

Delivery of goods or services must be made in accordance with the terms of the bid contract and purchase order. Under no circumstances should delivery be made prior to the receipt of a purchase order. Vendors who deliver prior to the issuance of a purchase order run the risk that they will not be paid. The only exception to this is when an emergency request is made directly by the Purchasing Department and an authorization letter is issued. Delivery of goods and services should be coordinated with the SDP agency to whom the goods or services are to be furnished.

## **VII. BID EVALUATION**

A. Under the terms of the Pennsylvania School Code, bids are awarded to the "lowest responsible bidder, meeting specifications." Bids are not simply awarded to the firm that submits the lowest price. In determining "responsibility," the SDP will normally consider such factors as the bidder's prior performance experience, resources, technical and financial ability to perform. Bids submitted must also be "responsive" to all the requirements of the bid, which include:

- Submitting proper bid bonds when required;
- Submitting a complete bid (including all pages and correct signatures on SDP bid form);
- Responding precisely to the specifications;
- Financial stability of the company;
- Meeting all the requirements of the specifications;
- Properly signing the bid and submitting company information on page 1.
- Responding to the requirements of the School District's Anti-Discrimination Policy

Deficiency on any one of these points may lead to disqualification of the bid.

## **B. REBIDS**

The School District has the right to reject any and all bids submitted and either rebid the items desired or cancel the bid entirely. Most common reasons for rebidding are: to obtain better pricing, poor response from vendors or the initial bid reveals a need to revise specification. A bid may also be canceled in its entirety, usually because the goods and services are no longer required by the School District. In most rebids or cancellations, the School District does not send out a separate notification indicating the action being taken or the reason for it. This information is, however, on file.

## **VIII. THE CONTRACT PROCESS**

### **A. AWARD NOTIFICATION**

Vendors are notified that they have been awarded a bid in one of two ways depending on the type of bid.

- For awards valued at \$2,000 and over the vendor will be sent an award letter notifying the firm of the award and detailing the remaining steps necessary to complete the contract process and permit the issuance of a purchase order. The award notification is not a notice to proceed. Do not deliver goods or proceed with any work until you receive an executed purchase order which will contain appropriate instructions.
- For awards under \$2,000 the vendor will be sent a purchase order.

**B. PERFORMANCE BONDS**

When required by specifications, (generally for awards over \$10,000) the next step in completing the contract process is for the successful bidder to obtain and submit a performance bond. Performance bonds guarantee that the successful bidder will faithfully perform the work or deliver the materials in strict compliance with the terms of the contract.

Please don't confuse the requirement for bid bonding with the requirement for a performance bond. Bid bonding guarantees that the vendor will honor the bid and furnish all required documents if awarded the contract; the performance bond insures that the vendor will perform according to the contract.

**C. PACKING SLIPS/PROOF OF DELIVERY**

Packing slips/proof of delivery must accompany the delivery of goods. Service slips must contain the specific information indicated on the purchase order to verify service was satisfactorily performed. Failure to do so could significantly delay payment. It is helpful if the SDP purchase order number is on the slip.

**IX. PAYMENT PROCESS**

It is responsibility of the vendor to invoice the School District for goods delivered and services rendered. All invoices must contain the specific information indicated on the purchase order. The unit of issue cited on the invoice must agree with that cited on the purchase order, failure to do so could significantly delay payment.

**The most common mistakes on invoices are to omit the purchase order number.** Unless directed otherwise, all invoices should be sent to:

School District of Philadelphia  
Accounts Payable  
P.O. Box 11726  
Philadelphia, PA 19101-1726

**A. PAYMENT**

The School District customarily renders payment in 30 days following acceptance of the goods or services.

The School District uses a three way matching payment process to ensure accurate payments and protect the taxpayer. All invoices are rendered to a central accounts payable section. Based on the services or goods received, the department/school receiving the items prepares and forwards via computer a payment authorization to the same central accounts payable section. The accounts payable section then matches the information on the invoice, the information on the purchase order and the information on the payment authorization section. If the information matches on all three documents, payment is made. If these documents do not match, process is initiated to determine the correct information and obtain the authorization for payment.

If you have a problem with payment you should first inquire of the department/school to which the goods were delivered or the services rendered to verify that they have processed the authorization for payment. All other inquiries should be directed to the **Accounts Payable Division at 215-400-5425.**

**B. SPLIT AWARDS, ITEM DELETIONS, "ALL OR NOTHING" BIDS**

It is the general practice of the School District to make awards on an item-by-item basis. This is usually done when items are not part of an integrated set or system and the School District can obtain better prices without sacrificing delivery or service. The School District may decide after the bid opening that it isn't going to award an item. When vendors state that they are bidding on an "all or nothing" basis, they run the risk of not being awarded anything.

**C. BIDDER DISQUALIFICATION**

Vendors may be disqualified from doing business with the School District and have their names removed from the mailing list for a number reasons including, but not limited to:

- Failure to deliver or comply with the specifications and/or the contract terms and conditions;
- Failure to deliver or perform on a timely basis;
- Offering any gift, gratuity, favor or advantage present or future, to any School District employee exercising procurement responsibility. This includes extending any discount or privilege not available to all SDP employees;
- Failing to disclose a conflict of interest in a bid or contract;
- Conviction of any criminal offense involving public contracting.

This is explained in Board of Education Policies #120 and #621, which are available upon request.

**D. OVERSHIPMENTS**

Unless the contract or purchase order provides for it, the School District does not accept overshipments. If delivered, overshipments must be picked up by the vendor, returned at the vendor's expense (freight collect) or may be declared abandoned.

**X. SMALL BUSINESS DEVELOPMENT (SBD)**

The Small Business Development division in the Office of Procurement Services is responsible for promoting equal opportunity for small, minority and woman-owned business enterprises in all contracts with the School District of Philadelphia. The office engages in developing and implementing procedures for increasing the number of local small, minority, and woman-owned businesses bidding on and ultimately awarded School District of Philadelphia contracts. These procedures include eliminating practices and procedures that restrict the ability of Minority and Women's Business Enterprises (M/WBE) firms to compete for contracts; developing and maintaining relationships with the minority business community; providing technical assistance on doing business with the School District of Philadelphia; developing training activities for School District of Philadelphia staff and communicating the School District of Philadelphia's commitment to equal opportunity to all School District of Philadelphia staff. Small Business Development generally focuses on outreach, monitoring and reporting as related to contract awards to small, minority and woman-owned business enterprises.

## **A. ANTI-DISCRIMINATION POLICY**

The Anti-Discrimination Policy, was developed to formalize the commitment of the School Reform Commission to fair and equal access of contracting opportunities with the School District. The adoption of the policy will provide the frame work for developing procedures to ensure that contracts, suppliers, vendors and consultants with whom the School District does business reflects the community it serves. The policy applies to publicly awarded contracts for design, development, construction, supplies, services, equipment and professional services.

The School District does not certify M/WBE's. The School District accepts the certification of approved certifying agencies including local, state and federal governments. To begin registration, complete the Business Data Form located on the Small Business Development webpage at [www.phila.k12.pa.us/offices/smallbusiness](http://www.phila.k12.pa.us/offices/smallbusiness).

For information and assistance call (215) 400-4390.

## **XI. SURPLUS PROPERTY**

Bids are publicly invited by the School District for surplus personal property, materials, equipment and supplies. The disposal is usually carried out either by auction or by sealed bid. Items include automobiles, trucks, vans and typewriters. Proposals are advertised, mailed to those on the appropriate surplus mailing list and made available at the Office of Procurement Services.

## **XII. WHAT TO DO IF YOU HAVE A PROBLEM**

The Office of Procurement Services issues over 31,000 purchase orders per year. Deliveries are made to over 300 separate delivery points.

Given the size and complexity of the procurement system some errors and problems will occur, but patience and understanding will usually overcome these situations.

## **XIII. PROFESSIONAL SERVICES**

Contracting for professional or consulting services is the responsibility of the individual School District departments. The School District does not maintain any central mailing list for the distribution of requests for professional services. If you are interested in providing a professional service, you should contact the department(s) directly that you believe can best use your type of service.

As a guide to the overall needs of the School District, the following is a list of commodities has been compiled:

## **XIV. BID PROTEST PROCEDURES**

### **A. WHO MAY FILE A PROTEST?**

Any bidder, offeror, prospective bidder, prospective offeror or a prospective contractor who is aggrieved in connection with the solicitation or award of a contract may file a protest. Protest relating to a cancellation of invitations for bids or requests for proposals and protest relating to the rejection of all bids or proposals will not be considered. **NO EXCEPTIONS!!!**

**B. TIME FOR FILING.**

1. If a protest is submitted by a prospective bidder or prospective contractor, the protest must be filed before bid opening time or proposal receipt date.
2. If a protest is filed by a bidder, offeror or prospective contractor, the protest must be filed within seven (7) days after the protesting bidder, offeror or prospective contractor knew or should have known the facts giving the rise to the protest. EXCEPTION: IN NO EVENT MAY A PROTEST BE FILED LATER THAN SEVEN (7) DAYS AFTER THE DATE THE CONTRACT WAS AWARDED. Awards will be timely posted on the Office of Procurement (OPS) website.
3. Untimely filed protests will be disregarded by OPS.

**C. FORM OF PROTEST.**

1. A Bid protest must be in writing and filed with the Buyer responsible for the respective Bid.
2. A Bid protest must state each and every ground upon which the protesting party asserts that the solicitation or award was improper. Issues not raised by the protesting party in the protest are deemed waived and may not be raised on appeal.
3. The protesting party may not submit with the protest any documents or information deemed relevant.

**D. NOTICE OF PROTEST.**

If award has been made, OPS shall notify the successful bidder or contractor of the protest. If the protest is received before award and substantial issues are raised by the protest, all bidders and offerors who appear to have a substantial and reasonable prospect of winning the award shall be notified and may file their agreement/disagreement with OPS within five (5) days after receipt of notice of protest.

**E. STAY OF PROCUREMENT.**

Upon receipt of the Bid protest, the Senior Vice President, Procurement shall immediately decide whether the protest is timely received. If so, the Senior Vice President, Procurement shall determine if the solicitation or award shall be stayed. If the contract performance has already begun, the Senior Vice President, Procurement shall determine whether the performance of the contract should be suspended. After examination of the issues surrounding the Bid protest, the Senior Vice President, Procurement will issue a written communication determining whether the protest has merit and whether further action is necessary to protect the interests of the District.

**F. MISCELLANEOUS.**

1. **Senior Vice President, Procurement Response.** Within fifteen (15) days of the receipt of a protest, the Senior Vice President, Procurement shall submit a written response to the protestor and other District officials as appropriate. The response may include any documentation deemed relevant to the protest.
2. **Protesting Party Reply.** Within ten (10) days of the date of the Senior Vice President, Procurement Response, the protesting party may file a written reply to the Senior Vice President, Procurement.

3. **Review.** The Senior Vice President, Procurement shall:
  - a. Review the protest and any response of reply.
  - b. Request and review any additional documents or information deemed necessary to render a decision.
  - c. Consult with appropriate District officials and provide them the opportunity to review and address any additional documents or information related to the protest.
  - d. Within sixty (60) days of the receipt of the protest, issue a written determination stating the reason for the decision.
  - e. If additional time is required to investigate the protest, inform the protesting party of the additional time needed to render a determination and obtain the protesting party's consent.
4. **“Clearly Without Merit” Determinations.** If the Senior Vice President, Procurement determines, upon receipt, that the protest is clearly without merit and does not stay the procurement, the Senior Executive Vice President, Procurement shall immediately issue the decision as required by Section H below.

**G. SETTLEMENT.** The Office of General Counsel has the authority to settle and resolve bid protests.

**H. DECISION.** The Senior Vice President, Procurement shall promptly, but in no event later than sixty (60) days from the filing of the protest, issue a written decision. The decision shall:

1. State the reason for the decision; and
2. Inform the protesting party of its right to pursue any legal action they deem appropriate.

**I. REMEDY BEFORE EXECUTION OF CONTRACT.** If, before execution of a contract, it is determined that a solicitation or proposed award of a contract was in violation of law, the Senior Vice President, Procurement may do one of the following.

1. Cancel the solicitation.
2. Change the solicitation to comply with the law;
3. Reject all bids or proposals or those parts of the bids or proposals which were affected by the violation; or
4. Change or cancel the award to comply with the law.

**J. REMEDIES AFTER EXECUTION OF CONTRACT.** If, after the execution of a contract, it is determined that a solicitation or award of a contract was in violation of law:

1. If the contractor did not act fraudulently or in bad faith, the contract may be:
  - a. Ratified and affirmed provided it is determined that by the Department that doing so is in the best interest of the Commonwealth.
  - b. Modified to comply with the law with the consent of all parties.
  - c. Cancelled and the contractor shall be compensated for the actual expenses reasonably incurred under the contract prior to termination. Such compensation shall not include loss of anticipated profit, loss of use of money, or administrative or overhead costs.
2. If the contractor has acted fraudulently or in bad faith, the contract may be:
  - a. Declared void.
  - b. Modified to comply with law with the consent of all parties.
  - c. Ratified and affirmed, if the Department determines that it is in the best interests of the Commonwealth, and without prejudice to the right of the agency to damages, as may be appropriate.

<b>COMMODITY LISTING</b>		
<b>SUPPLIES, FURNITURE AND EQUIPMENT</b>		
Acids and Chemicals	Art Supplies	Athletic Supplies
Audio-Visual Equipment	Audio-Visual Equipment	Automotive Supplies
Boiler Tubes and Sections	Chairs and Desks-Classroom	Classroom, Stationery
Cleaning Chemicals	Continuous Forms for Data Processing	Copier Rental
Data Processing Equipment	Data Processing Equipment	Data Processing Supplies
Duplicating Machines	Duplicating Supplies	Educational Training Systems
Electrical Supplies	Electronic Supplies	Fax Machines
Floor Covering	Floor Covering	Food Service Equipment
Fuel Oil	Garden and Lawn Equipment	Gasoline
General Custodial Supplies	Heating, Ventilation and Refrigeration Supplies	Home Economics Supplies
Kindergarten Supplies	Lamps	Library Supplies
Locks and Lock Parts	Lumber and Related Supplies	Major Appliances
Medical Supplies	Microcomputers	Mill Supplies
Music Supplies	Office Furniture	Paper
Plumbing and Heating	Polyliners	Printing and Binding
Printing and jobbing	Projectors	Radios and Televisions
Safety Supplies	Science Supplies and Office Supplies	Tools
Trucks and Buses	Typewriters	Vocational Education Supplies
<b>SERVICE</b>		
Electric Motor Repairs	Kitchen Equipment and Refrigeration Repair	Laundry-Child Care Centers
Microcomputer Repair	Musical Instrument Repair	Printing of Brochures, Forms and Newsletters
Printing Optical Scan Forms	School Bus Service	Temporary Help-Food Service Workers
Temporary Help-Food Service Workers	Temporary Help-Security Guards	Temporary Help-Clerical/Office Workers
Turkish Towels Rental	Typewriter Repair	Uniform Rental and laundry
<b>FOOD AND RELATED ITEMS</b>		
Bread and Rolls	Breakfast Cereals	Chilled Juice
Disposables and Detergents	Emergency Lunches, Shelf Storage	Fresh Fruit
Fruit Drinks	Grains	Ice Cream
Laboratory Analysis	Milk	Pizza and Pasta Products
Plasticware	Prepacked Meals	Pretzels, Frozen
Snack Foods	Soft Drinks	Sweet Goods
<b>TEXTBOOKS</b>		
Library Books	Subscriptions	