**Invitation for Bid**

**Promotional Products**

370-800-22-019

April 15, 2022

Bids due before 2:00 p.m. CT on May 11, 2022

Mr. Christopher M. Flynn

Chief Procurement Officer

One East Old State Capitol Plaza

Springfield, IL 62701

Office of the Illinois State Treasurer

Invitation for Bid

Promotional Products

370-800-22-019

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# I. OVERVIEW

The Office of the Illinois State Treasurer (“Treasurer”) is issuing this Invitation for Bids Promotional Products (“IFB”) for various products which may be purchased in order to facilitate public awareness of constituent services. Respondents must submit their bids (“Bid”) before 2:00 p.m. CT on May 11, 2022. The Treasurer intends to select the lowest bid submitted by a responsible and responsive Respondent. The successful Respondent (“Contractor”) shall enter into a contract with the Treasurer (“Agreement”) for an initial term of four (4) years. Upon expiration of this term, the Treasurer may elect to extend the Agreement for a period of time agreed upon by the parties, not to exceed a total of ten (10) years, including the initial four (4) years.

# II. BACKGROUND

The Treasurer is responsible for the operation and maintenance of several programs made available to the citizens of Illinois. In order to ensure awareness of such programs the Treasurer maintains an ongoing need for signs and other items. The Treasurer seeks a vendor that can provide these various branded items.

# III. SCOPE OF SERVICES

The Contractor will perform the following services (“Services”) at the request and subject to the direction of the Treasurer:

1. Provide all labor, materials, tools, equipment, subcontractors and any other materials required to provide promotional products requested by the Treasurer (“Promotional Products”);
2. If requested by the Treasurer, provide satisfactory evidence as to the kind and quality of any materials used;
3. To the extent required by applicable law, ensure Contractor’s compliance with the Illinois Prevailing Wage Act, 820 ILCS 130/0.01 et seq.;
4. Replace any defective or damaged Promotional Products, if reported by and in the sole opinion the Treasurer, at no cost to the Treasurer;
5. Provide a written estimate for any Services if requested by the Treasurer, including a description of work to be performed and a detailed breakdown of any material, labor, and other costs;
6. Maintain records of all Services provided and furnish such records to the Treasurer upon request;
7. Maintain any and all required licensure for Contractor and all individuals providing Services on Contractor’s behalf;
8. Provide proof of adequate insurance, if applicable;
9. Ensure the safety of Treasurer staff, including reporting any illnesses or COVID-19 symptoms of employees providing deliveries on Contractor’s behalf, prior to arrival; and
10. Comply with all instructions issued and provide any additional and related Services requested by the Treasurer.

# IV. CONTENTS OF BID

Should a bidder elect to submit a hard copy Bid, Bids must be submitted in a sealed envelope or package bearing the title “Office of the Illinois State Treasurer Promotional Products 370-800-22-019.” The package must include one original copy of the Bid. The package must also include one (1) electronic copy of the Bid on a thumb drive.

Respondent’s Bid shall contain the following:

1. Cover page – The cover page shall provide the name, physical address, e-mail address, and telephone number of the person(s) available for contact regarding the Bid. Such person(s) must be authorized to make representations on behalf of the Respondent.
2. Scope of Work – Respondent shall identify any Service it is unwilling or unable to provide and explain why. Respondent shall also explain how Services it meets will meet the overall needs specified herein.
3. Cost – Respondent shall provide a cost proposal as laid out in Section V below.
4. Statement – Respondent shall provide a statement indicating that, with the Bid submission, Respondent a) understands that it is making an offer to the Treasurer that is binding from the due date for Bids through 180 days thereafter and b) acknowledges agreement to the contractual provisions set forth in Section VII of this IFB.
5. Proof of Bond – Respondent shall provide a copy of their surety bond.
6. Subcontractors – Respondent shall provide a list of the subcontractor(s) Respondent will use for the Services, if any, and the general type of work to be performed by each subcontractor.
7. State Certifications and Disclosures **-** Respondent and any subcontractor(s) must submit the following three (3) fully executed documents: Illinois State Treasurer Certifications, Disclosures Financial Interest and Potential Conflicts of Interest (Disclosure Form A), and the Disclosures Other Contract and Procurement Related Information (Disclosure Form B).

1. Redacted Copy – If the Bid contains any information that Respondent considers to be exempt from public disclosure under the Illinois Freedom of Information Act (“FOIA”) (5 ILCS 140) or other applicable laws and rules, Respondent should submit in a separately sealed envelope (or, if the Bid is submitted electronically, as a separate attachment) an additional copy of the Bid with proposed confidential information redacted, as detailed in Section VI.D.9 of this IFB (“Redacted Copy”).

# V. COST PROPOSAL

Please complete the table included in Exhibit A with costs for the listed items. Please note, while the Treasurer reserves the right to order any amounts needed of the Promotional Products identified in Exhibit A or other items to meet its needs, please provide per-item prices as well as estimated setup or shipping costs, if any, and please be advised that solely for the purposes of evaluating bids the Treasurer has assumed the annual ordering quantity listed in Exhibit A.

Any per-hour labor rates utilized in developing quotes shall include all applicable prevailing basic wage rates; fringe benefits (Health and Welfare, pension or others) which shall also include all employer expenses for FICA, Workers’ Compensation, Liability Insurance, Unemployment Insurance and any other city, State or federal requirements regarding employees. Per hour labor rate shall also include all costs and expenses for trucks and/or vehicles, tools and equipment associated with trade, travel, pick-up and delivery of materials, estimating, call-backs, supervision, administrative, overhead and profit.

# VI. IFB PROCESS AND SCHEDULE

This Section outlines the process and schedule associated with this IFB.

1. **Schedule**

The following is the schedule for this IFB:

|  |  |
| --- | --- |
| **Date** | **Event** |
| April 15, 2022 | IFB published on the Treasurer’s website. |
| April 21, 2022  | All Respondent questions due by 12:00 pm CT. |
| April 26, 2022 | Responses to all questions posted on the Treasurer’s website. |
| May 11, 2022 | Bids due before 2:00 pm CT. |
| Week of May 16, 2022 | Notification of award and begin negotiation of Agreement. |

These dates are subject to change at the Treasurer’s discretion.

1. **Contact information**

The Treasurer’s Chief Procurement Officer (“CPO”) is the sole point of contact concerning this IFB.

Respondents should submit questions about the intent or content of this IFB and request clarification of any and all procedures used for this procurement prior to the submission of a Bid. Respondents must submit their questions via e-mail to the CPO at cflynn@illinoistreasurer.gov by 12:00 p.m. CT on April 21, 2022.

1. **Bid Submittal**
2. Packet submission in hard copy form

 Bids submitted in hard copy form must be submitted in a sealed envelope or package with “Invitation for Bids Promotional Products 370-800-22-019 for the Office of the Illinois State Treasurer” shown in the front of the envelope or package, along with Respondent's name and address.

 If confidentiality of any information is asserted, please include an electronic Redacted Copy in accordance with Section VI.D.9 of this RFP.

 Packet must be mailed to:

Mr. Christopher M. Flynn

Chief Procurement Officer

Office of the Illinois State Treasurer

One East Old State Capitol Plaza

Springfield, IL 62701

 Bids will be opened publicly, via livestream only, at 2:00 p.m. CT on May 11, 2022. The livestream will be available online at <https://www.facebook.com/ILTreasurerProcurement>.

1. Packet submission via electronic form

 To start the proposal submission process for a Bid submitted electronically, please e-mail the following to PromotionalIFB@illinoistreasurer.gov:

a. name of contact person

b. business name and business address

c. e-mail address and telephone number

1. Instructions for electronic submission

 Upon timely receipt of Respondent’s e-mail, the Treasurer will promptly e-mail Respondent indicating its submission has been received. It is crucial that Respondent emails a complete list of the files that s/he submitted to PromotionalIFB@illinoistreasurer.gov.

1. Use of electronic version of this IFB

 This IFB is electronically available. If Respondent electronically accepts the IFB, s/he acknowledges and accepts full responsibility to ensure that no changes are made to the IFB. Should a conflict arise between a version of the IFB in Respondent’s possession and the Treasurer’s version, the Treasurer’s version shall prevail.

1. **IFB Process**
	1. Questions about this IFB

Respondents should submit questions about the intent or content of this IFB and request clarification of any and all procedures used for this procurement prior to the submission of a response. Respondents must prepare their questions in writing and send them by e-mail to the CPO.

* 1. Internet/E-mail Communications

The Treasurer may also communicate with Respondents via e-mail. Each Respondent should provide an e-mail address with its response for ease of communication throughout this IFB process.

* 1. Verbal Communications

Any verbal communication from the Treasurer’s employees or its contractors concerning this IFB is not binding on the Treasurer, and shall in no way alter a specification, term, or condition of this IFB.

* 1. Amendment

If it is necessary to amend this IFB, the Treasurer will post amendments on the Treasurer’s website.

* 1. Respondent’s Costs

The cost of developing a response to this IFB is each Respondent’s responsibility and may not be charged to the Treasurer.

* 1. Withdrawal/Modification of Bid

Respondent may withdraw or modify its Bid at any time prior to the deadline for receipt of Bids. For withdrawals, the Respondent must submit a written withdrawal request, addressed to the CPO and signed by the Respondent’s duly authorized representative. In order to modify a bid, the amended Bid must be a complete replacement for the previously submitted Bid and must be clearly identified as such in the transmittal letter to the CPO.

* 1. Bid is an Offer

A Bid submitted in response to this IFB is a binding offer valid for 180 days after the due date for Bids.

* 1. Response to IFB is State Property

On the response due date all Bids and related material submitted in response to this IFB become the property of the State of Illinois.

* 1. Bid is Part of a Public Procurement File

All Bids received by the Treasurer will be open to the public, though a Respondent may request that the Treasurer treat certain information as confidential in accordance with 44 Ill. Admin. Code § 1400.2505. If Respondent requests confidential treatment of any information it considers to be exempt from public disclosure under FOIA or other applicable laws and rules, Respondent should submit a Redacted Copy, which copy shall be clearly identified as the “Redacted Copy.” In a separate attachment to the Redacted Copy, Respondent shall supply a listing of the provisions of the Bid, identified by section number, for which it seeks confidential treatment, identify the basis of each claimed exemption and show how that basis applies to the request for exemption in accordance with 44 Ill. Admin. Code § 1400.2505(l). The Redacted Copy must retain as much of the Bid as possible.

A request for confidential treatment will not supersede the Treasurer’s legal obligations under FOIA. The Treasurer will not honor requests to keep entire Bids confidential, and will in any event disclose the successful Respondent’s name, the substance of the Bid, and the price. In responding to a request made under FOIA, the Treasurer reserves the right to rely on Respondent’s decision whether to submit a Redacted Copy with its Bid, and the Treasurer is under no obligation to notify the vendor prior to providing a complete and unredacted Bid, with any unredacted attachments, if Respondent does not elect to provide a Redacted Copy with its Bid as described in this Section.

* 1. CPO May Cancel the IFB

If the CPO determines it is in the Treasurer’s best interest, she reserves the right to do any of the following:

* + 1. Cancel this IFB;
		2. Modify this IFB in writing as needed; or
		3. Reject any or all bids received for this IFB.
	1. Additional Information

The Treasurer reserves the right to request additional information and to meet with Respondents to discuss their Bids.

# VII. CONTRACTUAL TERMS

By submitting a Bid, the Respondent agrees to each of the contractual provisions set forth below.

**A. Contractual Responsibility**

If chosen to provide the Services under this IFB, the Contractor will be contractually responsible for all goods and services provided. Contractor shall at all times provide goods and services in a commercially reasonable manner.

**B. Governing Law**

The Agreement shall be governed in all respects by the laws of the State of Illinois, without regard to conflicts of law principles. Any action by Contractor against the Treasurer can only be brought in the Illinois Court of Claims.

**C. Term of Agreement**

The term of the Agreement shall be four (4) years, unless terminated in accordance with the terms of the Agreement. The Treasurer may with the consent of the Contractor, elect to extend the Agreement for additional periods, not to exceed a total term of ten (10) years, including the initial four (4) years.

**D. Compensation**

Any per-hour labor rates paid in providing the Services shall include the prevailing basic wage rate and fringe benefits (Health and Welfare, pension or others), which shall also include all employer expenses for FICA, Workers’ Compensation, Liability Insurance, Unemployment Insurance and any other city, State or federal requirements regarding employees. er hour labor rates also include all cost and expenses for trucks and/or vehicles, tools and equipment associated with trade, travel, pick-up and delivery of materials, estimating, call-backs, supervision, administrative, overhead and profit.

Contractor may be compensated for parts and materials only at Contractor’s own cost, which may include a reasonable shipping fee as applicable.

**E. Billing**

The Treasurer shall be invoiced monthly for any Services provided in the month immediately preceding the month in which the invoice is received. The Contractor will be required to submit itemized billings for the Services rendered. The Contractor's failure to submit properly completed itemized billings may result in delays in payment.

**F. Termination**

1. Termination without Cause

The Treasurer may elect to terminate the Agreement at any time upon thirty (30) days’ notice. Upon termination, the Treasurer will pay for work satisfactorily completed prior to the date of termination as determined by the Treasurer in a reasonable manner.

1. Termination for Cause

The Agreement may be terminated by the Treasurer under any of the following circumstances:

1. Contractor fails to furnish satisfactory performance within the time specified;
2. Contractor fails to perform any of the provisions of the Agreement or so fails to make progress so as to endanger the performance of the Agreement in accordance with its terms;
3. Any goods or services provided under the Agreement are rejected and are not promptly replaced or correctly by the Contractor or repeatedly rejected even though Contractor offers to replace or correct the goods or services promptly;
4. There is sufficient evidence to show that fraud, collusion, conspiracy, or other unlawful means were used to obtain the Agreement;
5. Contractor is guilty of misrepresentation in connection with another contract for goods or services to the State;
6. Contractor is adjudged bankrupt or enters into a general assignment for the benefit of its creditors or receivership due to insolvency;
7. Change in federal or State law or rules, or the Contractor’s, or Treasurer’s policies that would frustrate the purpose of the Agreement;
8. Contractor disregards or violates any applicable laws, rules, or the Treasurer’ instructions, acts in violation of any provision of the Agreement, or the agreement conflicts with any statutory or constitutional provision of the State of Illinois or the United States; or
9. Any other breach of contract or other unlawful act by Contractor occurs.

Prior to terminating the Agreement for cause, the Treasurer shall issue a written warning that outlines the remedial action necessary to bring the Contractor into conformance with the Agreement.  If such remedial action is not completed to the satisfaction of the Treasurer within thirty (30) business days, a second written warning may be issued.  If satisfactory action is not taken by Contractor within five (5) business days of the date of the second written warning, the Agreement may be cancelled and the Treasurer may recover any and all damages, including incidental and consequential damages.  Failure by the Treasurer to issue a warning or cancel this Agreement does not waive any of the Treasurer’s rights to issue subsequent warnings.

In addition, the Treasurer reserves the right to reduce the amount paid to Contractor as compensation under the Agreement during any period Contractor fails to perform with reasonable care any of its obligations under the Agreement.

**G. Work Product**

1. Ownership of work product.

Except as otherwise agreed to in writing, all work product including, but not limited to, documents, reports, data, information, and ideas specially produced, developed, or designed by the Contractor pursuant to the Agreement, including any copyright or service marks developed on behalf of the Treasurer, whether preliminary or final, (collectively, the “Work Product”) will become and remain the property of the Treasurer. The Treasurer shall have the right to use all such Work Product without restriction or limitation and without further compensation to the Contractor.

2. Return of Work Product

Within thirty (30) days after expiration or termination of the Agreement, the Contractor shall deliver to Treasurer, or to a third party, if so instructed by the Treasurer, all Work Product in Contractor’s possession in the performance of the Agreement. If requested by the Treasurer, the Contractor shall certify in writing that all such Work Product has been delivered to the Treasurer.

**H. State Furnished Property**

Contractor shall be responsible for the security, protection, and return of all property furnished by the State of Illinois, if any, including but not limited to, items, research materials, photographs, and drawings.

**I. Internal Controls**

If applicable and upon request, the Contractor shall provide the Treasurer with a copy of the most recent Annual Report or Form 10-K of itself or its holding company and its most recent SSAE 16 report, both of which shall include the attestation of the company’s independent registered accounting firm regarding the company’s internal control over financial reporting.

**J. Back-up Facilities**

Upon request, the Contractor and its subcontractor(s), if applicable shall provide the Treasurer a copy of their disaster recovery plan, back-up plan, and results of the annual audit of the disaster recovery plan.

**K. Liability**

The Treasurer assumes no liability for the acts or omissions of the Contractor. This liability rests solely with the Contractor. The Contractor shall be liable to the Treasurer for actual and compensatory damages that are available to the Treasurer in law or remedies in equity.

**L. Indemnification**

Contractor shall indemnify and hold the Treasurer harmless from and against any and all losses, including but not limited to, any liabilities; demands; claims; lawsuits; damages; causes of action; settlements; judgments, including costs, attorneys’ and witnesses’ fees and expenses incident thereto; or fines, any of which arise out of or relate to violation of applicable law, breach of the Agreement, the negligent acts or omissions, or willful misconduct by Contractor, its employees, or agents. Contractor has a duty to select, with due diligence, all other entities that shall be necessary to implement the Agreement. Contractor shall establish and enforce reasonable procedures to assure the Treasurer of the performance by all other entities of the services necessary to implement this Agreement.

**M. Subcontractors**

The Contractor may not use subcontractors to provide the goods or perform the services, unless the subcontractor is approved in advance by the Treasurer. Respondent must disclose the duties to be performed by the subcontractor. The Contractor will be required to obtain written approval from the Treasurer prior to adding or changing subcontractors. Subcontractors will be required to complete the attached State Certifications and Disclosure Forms, found at Exhibit B.

**N. Record Retention and Audit**

Contractor and subcontractors, if any, shall maintain adequate books, records, and supporting documents related to the Agreement, including those necessary to support amounts charged to the State under the Agreement, for a minimum of three (3) years from the last action on the Agreement or after termination of the Agreement, whichever is longer. The Contractor and subcontractors agree to cooperate fully with any audit conducted by the Auditor General or the Treasurer and to provide full access to all requested materials. If any litigation or claim involving the Agreement has been filed or any audit commenced before the expiration of the three (3) year period, the Contractor shall maintain the records required by this Section 1) in the case of any litigation or claim, until completion of the action and resolution of all issues that arise from it or until the end of the three (3) year period, whichever is later and 2) in the case of any audit, until completion of the audit or until the end of the three (3) year period, whichever is later. Failure to maintain the books, records and supporting documents required by this Section shall establish a presumption in favor of the Treasurer for the recovery of any funds paid by the Treasurer under the Agreement for which adequate books, records, and supporting documentation are not available to support their purported disbursement.

**O.** **Confidentiality**

This Section shall survive the termination of the Agreement.

1. Confidential Information

Contractor shall be prohibited from using or disclosing information received in the course of fulfilling its obligations pursuant to the Agreement (“Confidential Information”), except in the performance of its internal responsibilities and normal functions and as directed by the Treasurer. Confidential Information includes all information but the following:

1. Information already known or independently developed by the recipient;
2. Information required to be released by law;
3. Information in the public domain through no wrongful act of the recipient; and
4. Information received from a third party who was free to disclose it.

2. Use of Confidential Information by Employees and Agents of Contractor

The requirement of confidentiality under this Agreement also applies to the employees and agents of the Contractor. The Contractor shall use its best efforts to ensure that its employees and agents adhere to the confidentiality requirements set forth herein. The Contractor’s use by and disclosure to employees and agents of Confidential Information to the extent necessary to carry out the terms and purposes of this Agreement is acceptable.

3. Protection of Confidential Information

Contractor represents, warrants, and covenants that it has implemented and will maintain an information security program reasonably designed to protect the Confidential Information, which program includes administrative, technical, and physical safeguards to ensure the security and confidentiality of all Confidential Information, to protect against anticipated threats or hazards to the security or integrity of such customer information, and to protect against unauthorized access to or use of the Confidential Information.

4. Privacy Policy

Contractor will comply with any applicable federal or state laws or regulations, as well as any privacy policy developed by the Treasurer. Contractor further agrees to establish, maintain, and comply with a privacy policy with respect to the Performance of the Agreement that meets the requirements of applicable law.

5. Program Lists

The Contractor specifically agrees that it shall not, and shall cause its subcontractors and affiliates not to, sell, provide, or otherwise disclose information from, any program list to any third party, unless otherwise directed to or approved by the Treasurer or required by applicable law.

**P. Successor and Assignment**

Each term and provision of the Agreement is binding and enforceable against and inures to the benefit of any successors of the Treasurer and any successors of Contractor, but neither the Agreement nor any of the rights or obligations under the Agreement may be transferred or assigned without the Treasurer’s prior written consent. The Treasurer may unilaterally bind any successor of the Contractor to the terms and conditions of the Agreement.

**Q. Certifications**

The Contractor shall certify the following:

1. That the Contractor has the full legal right, power, and authority to execute and deliver the Agreement and to perform its obligations pursuant to the Agreement with no other corporate action on the part of the Contractor or its stockholders being necessary, and that the Agreement has been duly and validly executed and delivered by the Contractor, thereby constituting a legal, valid, and binding obligation of the Contractor, enforceable against the Contractor in accordance with its terms;
2. That the execution and delivery by the Contractor of the Agreement, the performance by Contractor of its duties and obligations thereunder, and the consummation of the transactions contemplated do not result in any of the following:
	1. Conflict with or result in a violation or breach of any of the terms, conditions, or provisions of the charter or by-laws of Contractor;
	2. Conflict with or result in a violation or breach of any term or provision of (a) any law, rule, regulation, judgment, decree, order, or injunction applicable to the Contractor or any of its assets and properties or (b) any agreement binding on or affecting the Contractor or any of its properties; or
	3. Conflict with or result in a violation or breach of, or constitute (with or without notice or lapse of time or both) a default under any material agreement to which the Contractor is a party, or any material obligation or responsibility which the Contractor has to any third party.
3. That there is no action, suit, investigation, or proceeding pending or, to the best knowledge of the Contractor, threatened against the Contractor before any court, arbitrator, or administrative or governmental body that might result in any material adverse change in the operations of the Contractor or which might materially and adversely affect the ability of the Contractor to provide the goods or perform the services or otherwise comply with its obligations under the Agreement.

**R. Review**

The Treasurer may conduct periodic performance reviews of the Contractor, during which its compliance with all aspects of the Agreement will be reviewed and assessed.

**S. Severability**

If any provision, or portion thereof, of the Agreement is, or becomes, invalid under any applicable statute or rule of law, it is to be deemed stricken and the rest of the Agreement shall remain in full force and effect.

**T. Access to Information**

Upon request, the Contractor shall provide the Treasurer access to all files, records, documents, and data that are in its possession and control pursuant to the Agreement, regardless of how that information is stored.  The information shall be provided in a form acceptable to the Treasurer.

**U. Change of Law or Policy**

The Contractor shall notify the Treasurer in writing within ten (10) business days of any change or addition applicable to the Contractor in federal or state regulations or laws that would adversely affect either the terms of or the rights granted the Treasurer by the Agreement, and within five (5) business days of any legally required change in or addition to Contractor’s internal operational policy that might affect the Contractor’s provision of the goods or performance of the services, including but not limited to any policy that relates to management, maintenance, record keeping, safekeeping, custody, or subcontracting.

**V. State Certifications/Disclosures**

# The Agreement shall incorporate Contractor’s fully executed State Certifications and Disclosure Forms, a copy of which is attached hereto as Exhibit B.

**W. No Recourse**

For any obligation or liability arising pursuant to the Agreement, no recourse may be had for such obligation or liability of the Treasurer of the State of Illinois or any employee or official of the Treasurer or the State in his or her personal or individual capacity.  Contractor hereby waives all such obligations and liabilities of the Treasurer of the State of Illinois and any such employee or official.

**X.       Sovereign Immunity**

Contractor acknowledges that the Treasurer and the State of Illinois reserve all immunities, defenses, rights, or actions arising out of their status as a sovereign state or entity, including those under the Eleventh Amendment to the United States Constitution, and that no waiver of any such immunities, defenses, rights, or actions will be implied or otherwise deemed to exist as a result of the Agreement.

**Exhibit A**

**Cost Proposal**

Please complete the table that follows. Please note, while the Treasurer reserves the right to order any amounts needed of the Promotional Products identified below or other items to meet its needs, please provide per-item prices as well as estimated costs for setup, if any, and shipping, and please be advised that solely for the purposes of evaluating bids the Treasurer has assumed the ordering quantity listed below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Estimated Quantity | Per-Item Cost | Setup | Total(Quantity X Per-Item Cost, Plus Setup) |
| Stylus Pens |  5,000  |  |  |  |
| Collapsible Flyers |  5,000  |  |  |  |
| Lip Balm |  5,000  |  |  |  |
| Hand Sanitizer |  5,000  |  |  |  |
| Tote Bags |  350  |  |  |  |
| Pig-Shaped Jar Opener, Rubber |  7,500  |  |  |  |
| Band-aid Dispensers |  10,000  |  |  |  |
| Chip Clips |  7,500  |  |  |   |
| Emery Boards |  6,000  |  |  |   |
| Estimated Freight |   |
| GRAND TOTAL (Sum of Totals plus Estimated Freight) |   |

A Respondent should fully describe with its bid any variations from the specifications above.