

CITY OF CASPER  
RFP PROFESSIONAL SERVICES FOR THE PROVISION OF OFFICE SUPPLIES  
**ATTACHMENT "A"**

City Employee Facilities

Balefill/Landfill/Special Waste Facility	1886 North Station Road
Recreation Center/Aquatics Center/Ice Arena	1801 East 4 <sup>th</sup> Street
Central Service Center	1800 East "K" Street
Central Wyoming Regional Water Treatment Plant	1500 SW Wyoming Boulevard
City Center Building	100 West B Street
City Hall	200 North David Street
Fire Station No. 1	200 West 1 <sup>st</sup> Street
Fire Station No. 2	4000 South Coffman
Fire Station No. 3	2140 East 12 <sup>th</sup> Street
Fire Station No. 5	555 Landmark Drive
Fire Station No. 6	185 Valley Drive
Fort Caspar Museum	4001 Fort Caspar Road
Golf Course Club House	2120 Allendale Boulevard
Hall of Justice/1 <sup>st</sup> floor Police Dept.	201 North David Street
Hall of Justice/3 <sup>rd</sup> floor Municipal Court	201 North David Street
Highland Park Cemetery Office	1860 East 12 <sup>th</sup> Street
Hogadon Ski Lodge	2500 West Hogadon Road, Casper Mountain
Metro Animal Shelter	2232 East Metro Road
Wastewater Treatment Plant/WWC Op. Bldg.	2400 Bryan Stock Trail
Water Distribution Garage	1600 SW Wyoming Boulevard

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**ATTACHMENT "B"**

The following is a list of suggested, but not limited to, categories of the most common office supplies used. Please attach a unit price for each quantity per unit, with item description, for items you supply for the items listed below. The Vendor list should correspond in the same fashion as listed below with corresponding numbers and supplies listed behind the number, with unit price and quantity per unit.

1. Pencils
2. Pens in assorted colors, and point size
3. Markers in assorted colors and point size, permanent/non-permanent, highlighters, dry erase
4. Correction fluid and/or tape
5. Tape, tape dispenser, mailing tape, glue, paste, and other adhesives
6. Staplers -standard, electronic staplers, heavy duty stapler, staples in various sizes
7. Paper and binder clips, in various sizes
8. Rubber bands various sizes
9. Zip ties and fasteners
10. Labels for files, folders, mailing, etc. variety of color and sizes
11. Standard file folders, hanging file folders, expandable file folders, in variety of colors and sizes
12. Desk trays, pencil/pen holder, and other like organizing systems
13. Chair mats, compressed gas duster, keyboard wrist rests, monitor stands, mouse pads, privacy filters, screen protectors, USB, surge protector, mouse for computers
14. Paper for photocopier (standard letter, legal, and 11 x 17) white
15. Paper (standard letter and legal) variety color
16. Envelopes with windows, and without windows, manila standard and legal size
17. Writing pads variety of size and color, index cards, laser postcards, card and cover stock
18. Name plates, name badges, and business card holders, calculators
19. Post it notes, variety of colors, shapes, sizes
20. Thumb tacks, push pins
21. Three ring binder in variety of colors and sizes, tabs for three ring binders
22. Calendars desktop and wall, planners, appointment books
23. Three-hole punch, two-hole, and single-hole punch tool
24. Black toners, ink, and refill cartridges
25. Individual Color toners, ink, and refill cartridges
26. Variety of office stamps, ink pads, self-inking stamps
27. Cash box, cash drawers, cash register tape, coin wraps, deposit bag, moisteners, receipt books
28. Paper cutter, rulers, tape measures, yardsticks
29. Erasers, staple remover, white board cleaner, white board erasers
30. Bubble wrap, rubber finger tips, letter openers, mailing tubes, padded envelopes