

**NOTICE OF MANDATORY SOURCE**

**WRITING INSTRUMENTS and OTHER OFFICE SUPPLIES**  
VIRGINIA INDUSTRIES FOR THE BLIND (VIB)

**Who Must Buy from VIB:** Unless exempted by DPS, all departments, institutions and agencies of the Commonwealth which are supported in whole or in part with state funds, **must** purchase the goods produced and services offered by the Virginia Industries for the Blind (VIB). Per the *Code of Virginia* §2.2-1117, any purchasing officer convicted of a violation of this section shall be guilty of a Class 1 misdemeanor. VIB products *may* also be purchased by any county, district of any county, city or town and by any nonprofit organization, including volunteer lifesaving or first aid crews, rescue squads, fire departments, sheltered workshops and community service organizations. If the commodity and/or services available from VIB cannot be used by a non-exempt agency, a request to purchase other goods or services of the same or similar nature shall be submitted to VIB for approval. The VIB Request for Waiver Form which is found within this document shall be used to submit all waiver requests. A complete and factual written justification is necessary to support the request. (*Refer to Chapter 2.1c of the APSPM for additional guidance*)

**Additional Information:** This document is provided as a Product Line Card for the writing instruments and other office supplies produced by VIB. DPS has assigned it a Contract Number for administrative purposes, however this is a Mandatory Source with no expiration date. This Mandatory Source shall take precedence over any other mandatory or optional use contract or Employment Services Organizations (ESO). Agencies may obtain further product information by visiting VIB’s website at <http://www.vibonline.org/manufactured-products.htm> or by accessing VIB’s Punch-out Catalog in eVA.

- 1. CONTRACT NUMBER ..... VIB-72845
- 2. COMMODITY NAME ..... Writing Instruments and other Office Supplies
- 3. PRICING EFFECTIVE: ..... March 22, 2013 through March 21, 2014
- 4. VIB eVA Vendor ID# ..... **C21574**
- 5. VIB Contact Information ..... **Virginia Industries for the Blind**  
1102 Monticello Road  
Charlottesville, VA 22902  
FAX: (434) 977-0122  
FISCAL Inquiries-Phone: (434) 422-3005  
ORDER Inquiries-Phone: (804) 325-8289
- 6. DPS Contract Officer: ..... Kimberly Hatala, CPPB, VCO  
Phone: (804) 786-3849  
Email: kim.hatala@dgs.virginia.gov

*Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.*

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## I. ORDERING INFORMATION AND INSTRUCTIONS

- A. **Order Placement:** Purchase Orders shall be submitted to VIB through eVA, the Commonwealth of Virginia's electronic procurement system. Items may be ordered in eVA eMail through VIB's eVA catalogs or added to the eVA order as non-catalog items. The orders will be governed by this agreement and the terms and conditions contained in the separate agreement for participation in eVA executed by the contractor. VIB accepts the state's Small Purchase Credit Card. Non-State Entities should also use eVA to the maximum extent possible. All orders must reference the contract number show above. An Order Form is also contained in this contract, however, it may not supersede procurement procedures internal to your agency or eVA requirements.
- B. **Minimum Orders:** Agencies must purchase from VIB regardless of order size. Orders of \$30.00 or more will be delivered at no charge, shipped FOB Destination freight prepaid. Orders less than \$30.00, the VIB will be permitted to add actual transportation costs, prepaid and added to the invoice for payment. Partial shipments of less than the minimum order value which are made at the option of the VIB, when the total order exceeds \$30.00, shall be made FOB Destination with no transportation charges added. Orders are shipped UPS. Agencies may also pick up orders at the Virginia Industries for the Blind at 1535 High Street, Richmond VA.
- C. **Delivery Days:** Ten (10) Calendar Days ARO, except for items with imprint services. Imprinted items will be delivered within 4 weeks ARO.
- D. **Payment Terms:** Net 30 days. VIB also accepts the Commonwealth's Small Purchase Charge Card (SPCC)
- E. **Delivery Inspection:** Inspection on delivery and approval of vendor's invoice is the responsibility of the entity who placed the order.
- F. **Complaints:** Any complaint as to quality, faulty or delinquent delivery, or violation of contract provisions shall be reported to the Division of Purchases and Supply for handling. DPS Procurement Complaint Forms (DGS-41-024), by which to facilitate the notification of the contractor and this office of complaints, are available at the [www.eva.virginia.gov](http://www.eva.virginia.gov) website at the Buyer tab.
- G. **Imprinting Services:** See Page 3.
- H. **Waiver Exception:** VIB is a mandatory source for all state agencies for writing instruments and other office supplies produced by VIB, except for the items specifically listed below. VIB has granted a blanket waiver for these items, therefore agencies may order them using the normal state procurement policies and procedures. A Request for Waiver Release Form is not required for only these items. Unless notated below, a waiver request must be submitted when requesting a release for any same or similar writing instrument or office supply produced by VIB.
- |                                |                                       |                                       |
|--------------------------------|---------------------------------------|---------------------------------------|
| - Pen with Holders             | - Colored lead for mechanical pencils | - Metallic Markers                    |
| - Calligraphy pens             | - Rapidograph technical pens          | - Vis-a'-Vis overhead marker          |
| - Fountain pens                | - Audio Visual markers                | - Pencils to be imprinted             |
| - Drafting Pencils and refills | - Golf Pencils                        | - Colored pencil sets                 |
| - Water based Markers          | - Washable Markers                    | - <u>Fine Point</u> Dry Board Markers |
| for Easel Pads                 | - Chalk                               |                                       |
| - Erasable Pens                |                                       |                                       |

## **II. IMPRINTING SERVICES INFORMATION**

1. Writing Instruments recommended for imprinting are shown below. These items are also denoted throughout this document with the following symbol: ””
2. Artwork: Will be retained on file for 24 months. Repeat orders submitted after that time may require new artwork. Logos are acceptable and can be used to enhance printing.
3. Delivery: Allow four (4) weeks for delivery of imprinted goods.
4. Imprint Charge: The charges for imprinting are shown in the table below. This does not include the cost of the writing instruments.
5. Imprint Minimum Orders: See table below.

CALL (804) 325-8286 for Details

<b>VIB PRODUCT NUMBER</b>	<b>DESCRIPTION</b>	<b>IMPRINT AREA</b>	<b>IMPRINT CHARGE</b>	<b>MINIMUM ORDER</b>
1204 to 1209	Stickpen Ballpoint	7/8" x 3"	\$2.40/dn.	25 Dozen
1210 to 1212	Stickpen Accountant	7/8" x 3"	\$2.40/dn.	25 Dozen
1219 to 1221	Twist Cap Ballpoint	1/2" x 1 3/4"	\$2.40/dn.	25 Dozen
1222 to 1224, 1226 to 1228	Standard Retractable Ballpoint	1" x 1 1/4"	\$2.40/dn.	43 Dozen
1251 to 1252	Deluxe Retractable Ballpoint	7/8" x 1 5/8"	\$2.40/dn.	25 Dozen
1370 to 1371, 1373 to 1374	Cushion Grip Retractable Ballpoint	1/2 x 1 3/4"	\$2.40/dn.	43 Dozen
1476 to 1481	Soft Grip Stickpen	7/8" x 2 1/2"	\$2.40/dn.	25 Dozen
1498 to 1499	Rubberized Anti-Microbial Retractable Ballpoint	Only one line on this pen.	\$2.40/dn.	25 Dozen
1508 to 1510	AlphaElite Gel	2" x 3/4"	FREE	60 Dozen
1511 to 1513	AlphaGrip Ballpoint	2" x 3/4"	FREE	60 Dozen

### III. PRODUCT DESCRIPTION AND PRICING

*See Section IV. for Product Images*

DESCRIPTION	PRODUCT ITEM NUMBER	INK COLOR	POINT SIZE	UNIT PRICE (\$)	UNIT OF MEASURE (per)
<b>Stickpen Ballpoint:</b>  A round ivory barrel for writing comfort with cap and clip. Cap color denotes ink color. Non-refillable. Popular for Imprinting	1204	Blue	Fine	2.15	Dozen
	1205	Black	Fine	2.15	Dozen
	1206	Red	Fine	2.15	Dozen
	1207	Blue	Medium	2.15	Dozen
	1208	Black	Medium	2.15	Dozen
	1209	Red	Medium	2.15	Dozen
<b>Stickpen Accountant:</b>  Ballpoint with auditor's extra fine point. Non-refillable.	1210	Blue	Ex.Fine	2.15	Dozen
	1211	Black	Ex.Fine	2.15	Dozen
	1212	Red	Ex.Fine	2.15	Dozen
<b>G'Soft Pen:</b> Uses revolutionary oil based gel ink that writes like a gel, lasts like a ballpoint. Bright intense ink is waterproof, permanent, fade-resistant, archival safe. Shelf life 5 years, 3 years cap off and pen will still write. Non-refillable	1472	Blue	0.7 mm	5.75	Dozen
	1473	Black	0.7 mm	5.75	Dozen
<b>Flex Security Pen:</b> The flexible ball point pen is designed for safe use in high risk areas where sharp objects may pose harm to residents or employees. Flexible 4" long. Non-refillable. Purchase by Dozen or Hundred.	1372	Black	Medium	6.00	Dozen
	1393	Black	Medium	45.00	Hundred
<b>Vista Retractable:</b> Retractable Ball Point Pen has a cushion grip offer maximum control and comfort. The tinted translucent barrel displays ink color and allows user to monitor ink levels. Includes handy pocket clip. Medium point. Cushion Grip refills fit Vista and Ergo Wide Body, #1391-92 & 1383-85	1292	Black	Medium	11.35	Dozen
	1293	Blue	Medium	11.35	Dozen
	1294	Red	Medium	11.35	Dozen
<b>Aristocrat Retractable:</b> Elegantly designed retractable combines a comfortable wide diameter design featuring a rubberized grip with top line performance for everyday use. Black, accented with gold trim. Gift Boxed and Refillable.	1375	Black	Medium	4.95	Each
<b>Aristocrat Refill:</b> Six jumbo refill cartridges per pack.	1367	Black	Medium	3.15	Pack of 6
<b>Mini-Stick Pen:</b> Courtesy miniature stick pen, 7/32" dia. X 4 1/4" long white barrel. This economical pen is disposable, making it ideal for use in public settings. One hundred in a pack.	1270	Black	Medium	13.30	Pack of 100
<b>Twist Cap Ball Point:</b>  New Muted Granite Barrel Colors Fixed cap with pocket clip twists to retract. Non-refillable.	1219	Blue	Medium	2.95	Dozen
	1220	Black	Medium	2.95	Dozen
	1221	Red	Medium	2.95	Dozen

DESCRIPTION	PRODUCT ITEM NUMBER	INK COLOR	POINT SIZE	UNIT PRICE (\$)	UNIT OF MEASURE (per)
<b>Standard Retractable Ball Point Pen:</b>  Reliable classic "government" retractable. Solid color indicates ink color. Chrome pocket clip and distinctive band. Refillable Deluxe ink. May be Imprinted.	1222	Blue	Fine	5.95	Dozen
	1223	Black	Fine	5.95	Dozen
	1224	Red	Fine	5.95	Dozen
	1226	Blue	Medium	5.95	Dozen
	1227	Black	Medium	5.95	Dozen
	1228	Red	Medium	5.95	Dozen
<b>Standard Retractable Refills:</b> Brass cartridge with tungsten carbide ball, 24 month shelf life and 5,000 feet write out.	1229	Blue	Fine	3.55	Dozen
	1230	Black	Fine	3.55	Dozen
	1231	Red	Fine	3.55	Dozen
	1233	Blue	Medium	3.55	Dozen
	1234	Black	Medium	3.55	Dozen
	1235	Red	Medium	3.55	Dozen
<b>Deluxe Retractable Ballpoint:</b>  Retractable, refillable ballpoint pen. Styled in classic European fashion found in more expensive pens. Barrel and cap made from high impact plastic with gold trim. Burgundy barrel blue ink, Black barrel black ink. Very popular for Imprinting.	1251	Black	Medium	12.00	Dozen
	1252	Blue	Medium	12.00	Dozen
<b>Refills for Deluxe Retractable Ballpoint:</b>	1309	Black	Medium	3.80	Dozen
	1330	Blue	Medium	3.80	Dozen
<b>Aristocrat GEL:</b> The Aristocrat Gel Ink Pen with gold accents has a strikingly handsome, contemporary design. Cushioned Grip and refillable.	1432	Black	0.7mm (Medium)	5.95	Each
<b>Aristocrat GEL Refill:</b> Six large refills in each pack. Black or blue.	1433	Blue	0.7mm	4.05	Pack of 6
	1434	Black	0.7mm	4.05	Pack of 6
<b>GEL Retractable:</b> 0.7mm GEL ink technology provides the permanence of a ball point with the exceptionally smooth write of a roller ball pen.	1407	Blue	Medium	12.95	Dozen
	1408	Red	Medium	12.95	Dozen
	1409	Black	Medium	12.95	Dozen
<b>GEL Retractable Refills:</b> .7mm smooth writing.	1411	Blue	Medium	5.10	Dozen
	1412	Red	Medium	5.10	Dozen
	1410	Black	Medium	5.10	Dozen
<b>Cushion Grip Retractable Ballpoint:</b>  Ergonomically engineered for comfort and writing ease. Unique grooved cushion grip provides maximum non-slip, sure-grip. Refillable with 1391 -1392 and 1383 – 1385.	1370	Black	Medium	10.35	Dozen
	1371	Black	Fine	10.35	Dozen
	1373	Blue	Medium	10.35	Dozen
	1374	Blue	Fine	10.35	Dozen
<b>Cushion Grip, Vista, Ergo Refills:</b> Ballpoint refills are interchangeable among the Cushion Grip, Vista and Ergo pens.	1392	Black	Medium	3.40	Dozen
	1391	Black	Fine	3.40	Dozen
	1383	Blue	Medium	3.40	Dozen
	1384	Blue	Fine	3.40	Dozen
	1385	Red	Fine	3.40	Dozen

DESCRIPTION	PRODUCT ITEM NUMBER	INK COLOR	POINT SIZE	UNIT PRICE (\$)	UNIT OF MEASURE (per)
<b>Ultra Retractable Pen:</b> Ultra Soft RUBBER grip with stainless steel and black styling. Refillable with .7mm blue (#1242) or black (1243) ink.	1419	Black	Medium	29.95	Dozen
<b>Ultra Ink Refill:</b> Refills fit the new Ultra Retractable Ballpoint Pen.	1243	Black	Medium	13.45	Dozen
<b>Ultra Mechanical Pencil:</b> Grooved plastic Grip with stainless steel and black styling. 0.5mm. Match for the Ultra retractable pen. Refillable with Item # 1430.	1420	Lead	0.5mm	29.95	Dozen
<b>Ultra .5mm Mechanical Lead Refill:</b> Refills for the Ultra 0.5mm Mechanical pencil refill box includes 8 erasers and eighty leads. Eraser fits only the Ultra .5mm Mechanical Pencil.	1430	Lead / Eraser	0.5mm	5.75	Pack
<b>Side Action 0.7mm Mechanical Pencil:</b> This ergonomic, side action mechanical pencil is designed to advance the 0.7mm lead with the touch of a button without changing writing position. Twist- action eraser mechanism, 4 each.	1474	Lead	0.7mm	6.35	Box of 4
<b>Side Action Mechanical Lead Refill:</b> Two Tubes of 0.7mm, 12 count lead and 8 erasers per pack.	1475	Lead/ Eraser	0.75mm	2.00	Pack
<b>Cusheeze:</b> Five foam rubber grips in assorted colors promote ergonomics and relieve calluses. Fits all standard pencils and stick pens. Each box contains 5 grips; One (1) of each color listed.	1390	Rose, Blue, Lavender, Yellow, Green	Soft	1.25	Box
<b>Wood Lead Pencils:</b> Wood case pencil with yellow finish and rounded hexagonal shape. Packed 6 dozen in a box, sold in any increment of dozen. (* Item # 1394 are <b>Sharpened</b> # 2 Dixon Oriole pencils.)	1340 1342 1343 1344 * 1394	Lead Lead Lead Lead Lead	# 1 # 2.5 # 3 # 4 # 2 -Sharp	1.10 1.10 1.10 1.10 1.10	Dozen Dozen Dozen Dozen Dozen
<b>Erasable Red Pencil:</b> Special lead erases clean. Stays sharper longer for bookkeeping entries, engineering notations and blueprints.	1346	Red	Lead	4.50	Dozen
<b>Liquid Magnus Roller Ball:</b> Roller ball pen with metal clip provides <u>smooth writing</u> in .5mm or .7mm point with black or blue ink. Barrel has a window to observe ink supply and end plug indicates ink color.	1269 1266 1267 1268 1436	Blue Black Blue Black Red	0.5mm 0.5mm 0.7mm 0.7mm 0.7mm	15.95 15.95 15.95 15.95 15.95	Dozen Dozen Dozen Dozen Dozen
<b>Roller Ball Pen:</b> Precision 0.5 mm ball for clean, crisp lines. Barrel and cap match ink color. Non-refillable.	1313 1312 1314	Blue Black Red	Fine (0.5mm) Fine (0.5mm) Fine (0.5mm)	7.75 7.75 7.75	Dozen Dozen Dozen
<b>Laundry Marker:</b> Clipped black pocket-size; permanent on cloth. Indelible ink.	1258	Black	Fine	9.65	Dozen

DESCRIPTION	PRODUCT ITEM NUMBER	INK COLOR	POINT SIZE	UNIT PRICE (\$)	UNIT OF MEASURE (per)
<b>Sharpie Fine Point Permanent Markers:</b> Permanent quick drying for precise marking on glass, metal, Plastic, and many other materials.	1323	Blue	Fine	9.60	Dozen
	1306	Black	Fine	9.60	Dozen
	1316	Red	Fine	9.60	Dozen
	1317	Green	Fine	9.60	Dozen
<b>Sharpie Fine : Assortment:</b> Fine Point Permanent Markers in four colors: (Eight Markers) 2 each - Blue, black, red, green.	1305	Assorted	Fine	6.40	Pack of 8
<b>Liquid Impressions Medium:</b> Visible ink supply with a smooth writing style. Favorably compares to Sanford Liquid Espresso. Similar line to the Sharpie Extra Fine. Assorted pack has 2 blacks, 1 blue and 1 red.	1459	Black	Ultra Fine	12.30	Dozen
	1460	Blue	Ultra Fine	12.30	Dozen
	1461	Red	Ultra Fine	12.30	Dozen
	1462	Assorted	Ultra Fine	4.35	Pack of 4
<b>Sharpie Extra Fine Point Permanent Markers:</b> Extra Fine Point Permanent marks on virtually all materials, no smears, no smudges. Water resistant.	1318	Blue	Ex. Fine	9.60	Dozen
	1319	Black	Ex. Fine	9.60	Dozen
	1320	Red	Ex. Fine	9.60	Dozen
	1321	Green	Ex. Fine	9.60	Dozen
<b>Sharpie Extra Fine Assortment:</b> Extra Fine Point Permanent Markers in four colors: Each pack contains 8 markers. (2 each - Blue, black, red, green)	1322	Assorted	Ex. Fine	6.40	Pack of 8
<b>Fine Point Marking Pen:</b> Porous fiber tip produces medium line with permanent ink. Barrel and cap color match ink color. Non-refillable.	1259	Blue	Fine	3.15	Dozen
	1260	Black	Fine	3.15	Dozen
	1261	Red	Fine	3.15	Dozen
	1262	Green	Fine	3.15	Dozen
<b>Liquid Impressions Ultra Fine:</b> Visible ink supply with a smooth writing style. Compares to Sanford Liquid Espresso. Assorted pack (item #1470) has 2 blacks, 1 blue and 1 red.	1467	Black	Ultra Fine	12.35	Dozen
	1468	Blue	Ultra Fine	12.35	Dozen
	1469	Red	Ultra Fine	12.35	Dozen
	1470	Assorted	Ultra Fine	4.35	Pack of 4
<b>Ultra Fine Markers:</b> Firm, Ultra fine tip produces thin accurate lines. Non-refillable.	1356	Blue	Ultra Fine	5.65	Dozen
	1355	Black	Ultra Fine	5.65	Dozen
	1357	Red	Ultra Fine	5.65	Dozen
<b>China Marker:</b> Non-toxic; marks on metal, glass, or any polished surface. Paper wrapped stick, pull string to expose point.	1351	Blue	Bold	8.45	Dozen
	1352	Black	Bold	8.45	Dozen
	1353	Red	Bold	8.45	Dozen
	1354	Yellow	Bold	8.45	Dozen
<b>Pocket Highlighters:</b> Packaged in five colors of two each: pink, blue, fluorescent: Yellow, green and orange.	1276	5 colors	Narrow (Chisel Tip)	5.50	Pack of 10
<b>Pocket Highlighters:</b> Ten fluorescent yellow pocket highlighters in pack.	1288	Yellow	Narrow (Chisel Tip)	5.50	Pack of 10
<b>Desk Highlighter:</b> Broad Chisel Tip Highlighters available in three colors: fluorescent yellow, light blue, and pink.	1278	Yellow	Broad	6.55	Dozen
	1281	Lt. Blue	Broad	6.55	Dozen
	1282	Pink	Broad	6.55	Dozen

DESCRIPTION	PRODUCT ITEM NUMBER	INK COLOR	POINT SIZE	UNIT PRICE (\$)	UNIT OF MEASURE (per)
<b>Desk Marker:</b> Desk size permanent marker with chisel tip marks broad, medium, or standard lines. ( <b>Not</b> for Dry-Board)	1284	Blue	Broad	3.85	Dozen
	1285	Black	Broad	3.85	Dozen
	1286	Red	Broad	3.85	Dozen
<b>Dry-Board Markers Assorted:</b> Colors that go on wet, dry instantly, and wipe off completely with dry tissue. For use on erasable marker boards. (Each pack contains one of each color)	1350	Red Blue Black Green	Broad (Chisel Tip)	4.00	Pack of 4
<b>Dry-Board Markers:</b> Color goes on wet, dry instantly, and wipe off completely with dry tissue. For use on erasable marker boards.	1358	Black	Broad	12.00	Dozen
	1360	Red	Broad	12.00	Dozen
	1361	Blue	Broad	12.00	Dozen
<b>Whistle Clean Whiteboard Cleaner:</b> Dry Erase Surfaces come whistle clean, eliminates ghosting, spray on/wipe off. Non-toxic and non-flammable fluid.	1427	Clear	8 fluid oz.	2.55	Each
<b>Whistle Clean Eraser:</b> Removes markings quickly and cleanly from dry-erase surfaces.	1428	Black		2.60	Each
<b>Clam-Clip DESK Dispenser:</b> Paper fastening system uses stainless steel clips to hold up to 40 pages together neatly and securely. Won't damage documents. Loaded with 10 removable and <u>reusable</u> clips.	1253	Black		13.75	Each
<b>Clam-Clip Hand Held Dispenser:</b> Clips interchangeable with desk model. Fully loaded with 8 clips. Easy to use and reload. Great for documents to be faxed or copied later.	1254	Blue		4.75	Each
<b>Refills for Desk and Hand Held Clam-Clip:</b>	1255	Chrome		3.25	Box of 50
<b>Revise Correction Pen:</b> Advanced metal tip applicator allows for precise Corrections. White, Point size = 0.7mm, Volume = 8ml.	1426	White	0.7mm	1.75	Each
<b>White Board Wipes:</b> Pre-moistened, static free and non-streaking to remove marks left behind by Dry Erasers, 50 per tub.	1453	Clear	Wipes	4.35	Each
<b>Screen Cleaner Wipes:</b> Pre-moistened, static free and non-streaking to quickly clean many display screens, CRT's, Laptops, keyboard and mouse, 50 per tub.	1454	Clear	Wipes	4.35	Each
<b>Soft Grip Stickpen:</b> Ball point with Soft rubber grip. Non-refillable 	1476	Black	Medium	7.55	Dozen
	1477	Blue	Medium	7.55	Dozen
	1478	Red	Medium	7.55	Dozen
	1479	Black	Fine	7.55	Dozen
	1480	Blue	Fine	7.55	Dozen

DESCRIPTION	PRODUCT ITEM NUMBER	INK COLOR	POINT SIZE	UNIT PRICE (\$)	UNIT OF MEASURE (per)
	1481	Red	Fine	7.55	Dozen
<b>Essential LVX Retractable:</b> Retractable ball point pen features a translucent barrel for monitoring ink supply levels and uses <b>easy low viscosity</b> ink for easy writing. Includes non-corroding metal tip and push action retractor. Pocket clip indicates ink color. Pen is refillable.	1492 1493 1494	Black Black Blue	Medium Fine Medium	8.35 8.35 8.35	Dozen Dozen Dozen
<b>Essential LVX Refills:</b> Ball point refills for the above LVX retractable in two point sizes.	1495 1496 1497	Black Black Blue	Medium Fine Medium	3.40 3.40 3.40	Dozen Dozen Dozen
<b>Rubberized Anti-Microbial Retractable:</b>  Retractable ball point pen features <b>Antimicrobial</b> protection in a lightweight barrel design for easy gripping. Non-refillable ballpoint pen has a rubberized barrel that matches the color of the ink. One line may be imprinted.	1498 1499	Black Blue	Medium Medium	6.95 6.95	Dozen Dozen
<b>Standard .5mm Mechanical Pencil:</b> Three full-length leads provide smooth, continuous operation. Strong pocket clip keeps your pencil with you at all times. The advance feature delivers more lead almost seamlessly. HB Refillable however refills are not available through VIB.	1413	Black	0.5mm	4.55	Dozen
<b>Bio-Write Ball Point:</b> Retractable ballpoint pen is made using corn starch-based Bio-Plastic which leaves no chemical residue in commercial composting facilities. Latex-free rubber grip provides added writing comfort. Accent color identifies color of ink. Refillable.	1500 1501	Black Blue	Medium Medium	10.00 10.00	Dozen Dozen
<b>Bio-Write Ballpoint Refill:</b>	1517 1518	Black Blue	Medium Medium	2.10 2.10	Dozen Dozen
<b>Bio-Write GEL Retractable:</b> Bio-Based, retractable, components are 35% bio-based and biodegradable corn based bio-resin and 27% pre-consumer recycled plastic by pen weight. Latex-free rubber grip to protect against allergic reactions while providing added writing comfort. Grip color indicates ink color. Translucent barrel allows monitoring of ink supply. Product packaging contains 100% recycled material and 35% post-consumer material. Refillable.	1504 1505	Blue Black	Medium Medium	12.00 12.00	Dozen Dozen
<b>Bio-Write GEL Refill:</b>	1506 1507	Blue Black	Medium Medium	4.50 4.50	Dozen Dozen

DESCRIPTION	PRODUCT ITEM NUMBER	INK COLOR	POINT SIZE	UNIT PRICE (\$)	UNIT OF MEASURE (per)
<b>AlphaElite GEL:</b>  AlphaElite Gel non-retractable pens have a wide barrel with a ridged cushion grip. The water-based gel ink glides effortlessly across the paper. Clear barrel makes it easy to see the ink level. 0.7mm medium point. Popular for imprinting.	1508	Black	Medium	7.30	Dozen
	1509	Blue	Medium	7.30	Dozen
	1510	Red	Medium	7.30	Dozen
<b>AlphaGrip Ball Point:</b>  AlphaGrip Ball Point pen features an ergonomic design with contoured soft rubber grip for added comfort and reduced writing fatigue. The color barrel indicates ink color for easy identification. Ballpoint pen offers permanent, fade-proof and acid-free ink. Fine Point. Popular for imprinting.	1511	Black	Fine	5.10	Dozen
	1512	Blue	Fine	5.10	Dozen
	1513	Red	Fine	5.10	Dozen
<b>AlphaGrip Refills:</b>	1514	Black	Fine	2.10	Dozen
	1515	Blue	Fine	2.10	Dozen
	1516	Red	Fine	2.10	Dozen



Wizard Wall® is a cling film that turns any indoor surface into an easel *without* the need for tape, pins or adhesive. Wizard Wall film serves as an instant repositionable white board with its embedded static charge clings on either side. Wizard Wall is available in various sizes, in either white or clear film as shown below. Easel Pads, Refill Rolls and Supplies are also available.

Please visit VIB's website for further product information: [www.vibonline.org](http://www.vibonline.org)

<b>Wizard Wall 28" System – (Jumbo White):</b> Includes Jumbo roll of 27.5 inch x 40 ft. <b>white</b> film in a patented dispenser box with slide cutter.	27540SBW	White	27.5" Wide x 40 ft. long	78.50	Each
<b>Wizard Wall 28" System – (White):</b> Includes roll of 27.5 inch x 25 ft. <b>white</b> film in a patented dispenser box with slide cutter.	27525SBW	White	27.5" Wide x 25 ft. long	62.50	Each
<b>Wizard Wall 28" System – (Clear):</b> Includes roll of 27.5 inch x 25 ft. <b>clear</b> film in a patented dispenser box with slide cutter.	27525SBC	Clear	27.5" Wide x 25 ft. long	62.50	Each
<b>Wizard Wall 13" System – (White):</b> Includes roll of 13 inch x 25 ft. <b>white</b> film in a patented dispenser box with slide cutter. <i>Available Q3 2013</i>	1325SBW	White	13" Wide x 25ft. long	33.50	Each
<b>Wizard Wall 13" System – (Clear):</b> Includes roll of 13 inch x 25 ft. <b>clear</b> film in a patented dispenser box with slide cutter. <i>Available Q3 2013</i>	1325SBC	Clear	13" Wide x 25ft. long	33.50	Each

DESCRIPTION	PRODUCT ITEM NUMBER	INK COLOR	POINT SIZE	UNIT PRICE (\$)	UNIT OF MEASURE (per)
<b>Wizard Wall 28" System, REFILL Roll- (Jumbo White):</b> Includes <b>Jumbo</b> refill roll of 27.5 inch x 40 ft. <b>white</b> film that can be easily inserted in any Wizard Wall 28" system.	275240W	White	27.5" Wide x 40 ft. long	62.50	Each
<b>Wizard Wall 28" System, REFILL Roll - (White):</b> Includes <b>standard</b> refill roll of 27.5 inch x 25 ft. <b>white</b> film that can be easily inserted in any Wizard Wall 28" system.	275225W	White	27.5" Wide x 25 ft. long	44.50	Each
<b>Wizard Wall REFILL Roll for 28" System,- (Clear):</b> Includes <b>standard</b> refill roll of 27.5 inch x 25 ft. <b>clear</b> film that can be easily inserted in any Wizard Wall 28" system.	275225C	Clear	27.5" Wide x 25 ft. long	44.50	Each
<b>Wizard Wall REFILL Roll for 13" System,- (White):</b> Includes refill roll of 13 inch x 25 ft. <b>white</b> film that can be easily inserted in any Wizard Wall 13" system. <i>Available Q3 2013</i>	13225W	White	13" Wide x 25 ft. long	28.50	Each
<b>Wizard Wall REFILL Roll for 13" System,- (Clear):</b> Includes refill roll of 13 inch x 25 ft. <b>clear</b> film that can be easily inserted in any Wizard Wall 13" system. <i>Available Q3 2013</i>	13225C	Clear	13" Wide x 25 ft. long	28.50	Each
<b>Wizard Wall 30" Small Kit - (White):</b> Includes roll of 30 inch x 50 ft. <b>white</b> film in patented dispenser box with slide cutter, 2 permanent markers (black & red), 1 blue dry erase marker and dry eraser.	3050TOW	White	30" Wide x 50 ft. long	125.00	Each
<b>Wizard Wall 30" Large Kit - (White):</b> Includes roll of 30 inch x 50 ft. <b>white</b> film in patented dispenser box with slide cutter, Two permanent markers (black & red), One blue dry erase marker, dry eraser, Two 31 "x 3" dia. storage/mailling tubes and storage area.	3050T2W	White	30" Wide x 50 ft. long	142.00	Each
<b>Wizard Wall REFILL for 30" Kit , - (White):</b> Includes refill cartridge roll of 30 inch x 50 ft. <b>white</b> film in patented dispenser box with slide cutter that can be easily inserted in the Small or Large Wizard Wall Kits.	30150W	White	30" Wide x 50 ft. long	85.00	Each
<b>Wizard Wall Easel Pads, 6-Pack:</b> Easel Pads fit on all standard easels, but no easel required. Simply write on a sheet, tear the sheet off the pad, and cling the sheet to any dry indoor surface. Each 24" x 29" pad contains 15 sheets.	EP156PK	White	6-Pack	272.50	Each

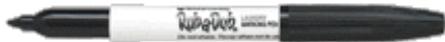
DESCRIPTION	PRODUCT ITEM NUMBER	INK COLOR	POINT SIZE	UNIT PRICE (\$)	UNIT OF MEASURE (per)
<b>Wizard Wall Easel Pads, 2-Pack:</b> Easel Pads fit on all standard easels, but no easel required. Simply write on a sheet, tear the sheet off the pad, and cling the sheet to any dry indoor surface. Each 24" x 29" pad contains 15 sheets.	EP152PK	White	2-Pack	96.00	Each
<b>Wizard Wall Markers &amp; Eraser Pack (7-Pack)</b> Includes 5 Markers (2 permanent black, 1 permanent red, 2 blue dry erase) and 2 dry erasers.	EFM4E2PK			21.00	Each

To assist us in expediting your order, please give the purchase order number, the Commodity Code Number, Description of the Item, and Price Per Unit. This will allow us to serve your writing instrument needs in a more efficient manner.

**FOR MAXIMUM QUALITY AND LONGEVITY OF INK SUPPLY, RECAP MARKERS WHEN NOT IN USE, OR IF USAGE IS INTERRUPTED FOR A PERIOD OF TIME.**

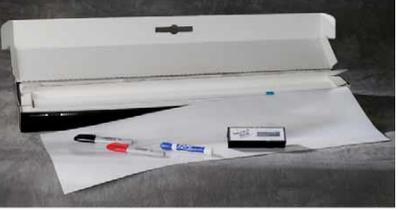
**IV. VIB PRODUCT IMAGES**

<b><u>VIB ITEM #</u></b>	<b><u>IMAGE EXAMPLE</u></b>	<b><u>REFILL ITEM #</u></b>
(Numerical Order)	Product color and features will vary depending on the VIB Item # ordered. See Pricing sheet and/or Order Form for detailed information.	Refill colors and sizes may be interchangeable. Contact the Vendor if additional information is needed.
1204	 	N/A
1205		N/A
1206		N/A
1207		N/A
1208		N/A
1209		N/A
1210		N/A
1211		N/A
1212	N/A	
1219		N/A
1220		N/A
1221		N/A
1222	 	1229
1223		1230
1224		1231
1226		1233
1227		1234
1228		1235
1251	 	1309
1252		1330
1253		1255
1254		1255
1255		N/A

1258		N/A
1259		N/A
1260		N/A
1261		N/A
1262		N/A
1266		N/A
1267		N/A
1268		N/A
1269		N/A
1270		N/A
1276		N/A
1278		N/A
1281		N/A
1282		N/A
1284		N/A
1285		N/A
1286		N/A
1288	(see # 1276 image)	N/A
1292		1392
1293		1383
1294		1385 (Fine only)
	(other refill colors/tips available)	
1305		N/A
1306		N/A
1312		N/A
1313		N/A
1314		N/A
1316	(see # 1305 image)	N/A
1317	(see # 1305 image)	N/A
1318		N/A
1319		N/A
1320		N/A
1321		N/A
1322		N/A

1323	(see # 1305 image)	N/A
1340		N/A
1342		N/A
1343		N/A
1344		N/A
1346		
1350		N/A
1351		N/A
1352		N/A
1353		N/A
1354		N/A
1355		N/A
1356		N/A
1357		N/A
1358	(see # 1350 Image)	N/A
1360		N/A
1361		N/A
1370	  <i>(red fine available as a refill only #1385)</i>	1392
1371		1391
1373		1383
1374		1384
1372		N/A
1375		1367
1390	(see # 1340 image for cusheeze image)	N/A
1393	(see # 1372 image)	N/A
1394	(sharpened) (see # 1340 image)	N/A
1407		1411
1408		1412
1409		1410
1413		N/A
1419		1243
1420		1430
1426	Rollerball 	N/A

1427		N/A
1428		N/A
1432		1433 or 1434
1436	(see # 1266 image)	N/A
1453		N/A
1454	(see #1453 image)	N/A
1459		N/A
1460		N/A
1461		N/A
1462		N/A
1467		N/A
1468		N/A
1469		N/A
1470		N/A
1472		N/A
1473		N/A
1474		1475
1476		N/A
1477		N/A
1478		N/A
1479		N/A
1480		N/A
		

1481		N/A
1492		1495
1493		1496
1494		1497
1498	 	N/A
1499		N/A
1500		1517
1501		1518
1504		1506
1505		1507
27540SBW 27525SBW		275240W 275225W
1325SBW *		13225W *
27525SBC		275225C
1325SBC *		13225C *
3050TOW	 	30150W

3050T2W		30150W
EP156PK		N/A
EP152PK		N/A
EFM4E2PK		N/A

\* Available Q3 2013.



**VIRGINIA INDUSTRIES FOR THE BLIND (VIB)**

An Enterprise Division of the Virginia Department for the Blind and Vision Impaired (DBVI)

**Request for Waiver Release Form**

Writing Instruments and Other Office Supplies

Date: \_\_\_\_\_

Requestor's phone number: (\_\_\_\_) \_\_\_\_\_

Requestor's fax number: (\_\_\_\_) \_\_\_\_\_

Agency requesting release: \_\_\_\_\_

Address: \_\_\_\_\_

Person requesting release: \_\_\_\_\_ Title: \_\_\_\_\_

User's Department: \_\_\_\_\_

User's name (if different from requestor): \_\_\_\_\_ Title: \_\_\_\_\_

**Send To:**  
Virginia Industries for the Blind  
Attn: Waiver Reviewer  
**Fax: 804-786-4582** or  
Mail: 1535 High Street, Richmond, VA 23220

**ITEM(s):** Indicate the item(s) requested to be purchased from an alternate source.

<u>LINE</u>	<u>ITEM NO.</u>	<u>PRODUCT</u>	<u>BRAND-TYPE-MODEL-DESCRIPTION</u>	<u>QUANTITY</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

**JUSTIFICATION:** For each item listed above, indicate the specific functional requirements not met by VIB's product(s) with a clear explanation to substantiate your request. (NOTE: Personal preference is not considered a justification for waiver.)

Above corresponding Line #;

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Section to be completed by VIB**

Above corresponding;

Line # 1.	[ ] GRANTED	[ ] DENIED	DATE: _____
Line # 2.	[ ] GRANTED	[ ] DENIED	DATE: _____
Line # 3.	[ ] GRANTED	[ ] DENIED	DATE: _____

COMMENTS: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 VIB AUTHORIZED SIGNATURE DATE