

Attachment - SIN 339940 Office Supply Definition and Examples per Category

OFFICE SUPPLIES DEFINITION

Office products include, but are not limited to items such as: pens, pencils, markers, xerographic paper, printer paper, fax paper, binders, tape, envelopes, shredders, helical-scan, disk packs, disk cartridges, CDs, diskettes, DVDs, anti-glare/anti-radiation screens (VDT), ergonomic workstations products other than furniture, security, protective and related ADP supplies, and toner cartridges. Toner cartridge offerors must provide arrangements for empty toner cartridges to be returned from customers. This may include prepaid shipping labels in the product's packaging and/or rebates.

Office Supply Examples per Category: This list is not meant to be all encompassing, but examples of common items in these categories.

Office Supplies Definition Office Supplies Category	Office Supplies Subcategories	Definition
Paper	1. Paper	Carbon, cards, computer, fine stationery, inkjet, laser multipurpose, copier, notebook filler, bond, résumé, rolls, stationery, and labels
Toner	2. New toner and inkjet cartridges	New ink and laser jet cartridges; multicolor and black; and solid ink
	3. Remanufactured toner and inkjet cartridges	Remanufactured ink and laser jet cartridges; multicolor and black; and solid ink
General Office Supplies	4. Adding machines and calculators	
	5. Binding and filing supplies	Binders, binding elements, file folders, document protectors, bank boxes and other filing boxes
	6. Calendars, personal organizers, and other dated office items	All office-related calendars and organizers
	7. Cases and portfolios	Carrying cases, presentation portfolios, leather and vinyl portfolios, twin-pocket portfolios, and zipper portfolios
	8. Computer accessories	Mouse pads, wrist rests, antiglare screens, desktop cleaning supplies, media storage, keyboard drawers (excludes electronic information technology (EIT)). This excludes products that require a connection to a computer for functionality (e.g., electronic pieces of equipment, barcode scanners, USB devices, etc.) These items fall under the IT large category attachment.
	9. Computer media	Diskettes, CDs, DVDs, data tape This excludes USB devices that require a connection to a computer for functionality. These fall under the IT large category attachment.
	10. Drawing and graphic arts supplies	Adhesives and glue, erasers, rulers and measures
	11. Mailing and shipping supplies	Envelopes, shipping sacks, packaging tape

	12. Miscellaneous office supplies	Fastening items including staplers, paper clips, binder clips, etc.; adhesive tape, label makers, rubber stamps, ink, push pins, paper- hole punchers
	13. Shredders	Office-type and high-security shredders
	14. Visual communications and meeting aids	Blackboards, whiteboards, easels, videotapes, audiotapes, dictation supplies
	15. Writing instruments	Pens, pencils, highlighters, markers

The following items DO NOT fall within scope of Office Products:

- Restroom products
- Cleaning supplies
- Computer Peripherals (e.g., USB devices, barcode scanners, and other electronic equipment requiring a computer connection for functionality; these fall under the IT Category Attachment)
- Office furnishings/furniture
- Food, candy, and drinks (see General Information section of each large category attachment)