

UH Manoa Campus Source

Introduction

The Campus Source operation will procure, warehouse, sell, and deliver commonly used office and UH departmental supplies to the Manoa Campus. The supplies will be available through a website for departments to place their orders.

Objective

- The objective of the Campus Source will provide campus departments with competitive prices for a core selection of office supplies through a convenient, online only procurement process.
- At this time, P-cards are the only method of payment and will be processed through the website. Invoices will be provided for each transaction.
- On-campus warehousing with fulfillment & delivery within 48 hours.

Approach

The Campus Source is made up of two major components:

- An e-commerce website with a customer relationship management component will be developed. The website will be accessible only by UH faculty or staff who create an account on the website.
- An on-campus warehouse facility that will stock most of the products and can process and deliver orders within 48 hours.
- Product lines will be expanded to include such things as computer hardware and supplies or scientific supplies and equipment.

Product Categories

- Adhesives, Tapes & Dispensers
- Binders & Accessories
- Computers & Accessories
- Correction Tape & Fluids
- Desk Accessories & Organizers
- Electronics
- Fasteners - clips, pins, rubber bands
- Files & Storage
- Ink & Toner Supplies
- Labels

- Mailing Supplies
- Misc. Supplies
- Note Pads & Self-Stick Notes
- Paper
- Pens, Pencils, & Markers
- Report Covers & Portfolios
- Scissors, Paper Cutters, Hole Punches
- Stamps & Pads
- Staplers, Staples, & Removers

CAMPUS SOURCE PRICE COMPARISON WORKSHEET (rev.091010)

<u>ADHEISIVES, TAPES & DISPENSERS</u>	<u>BOOKST</u>	<u>CAMPUS S (*each)</u>	<u>O DEPOT</u>	<u>O MAX</u>	<u>FISHER HI</u>
Tape, Magic 3/4 x 1296"(36yds) 3M810	\$ 4.00	\$31.00/12pk (\$2.58)	** \$ 7.49/4pk	** \$ 14.49/ 6pk	\$ 23.88/12pk
Tape, Transparent 3/4 x 36yds 3M600	\$ 3.15	\$27.00/12pk (\$2.25)	** \$ 7.49/3pk	\$ 8.79/ 3pk	\$ 22.68/ 12pk
Tape, Sealing 2 x 50 yds 3M3710	\$ 1.90	\$ 7.00/ 6pk (\$1.17)	\$22.99/ 3/pk	\$ 12.99/ 3pk	\$ 2.80
Tape Dispenser, Black 3M C28	\$ 4.65	\$32.00/12ct (\$2.67)	\$ 4.29	\$ 4.49	\$ 3.29
Glue, Elmer 4 oz	\$ 1.75	\$13.00/12/pk (\$1.08)		\$ 2.29	\$ 0.89
Glue Stick Permanent 26 oz	\$ 0.70	\$6.00/12pk (\$.50)		** \$ 11.29/ 3pk	\$ 0.74
<u>BINDERS & ACCESSORIES</u>	<u>BOOKST</u>	<u>CAMPUS S</u>	<u>O DEPOT</u>	<u>O MAX</u>	<u>FISHER HI</u>
Binder D Overlay 1" Black or White	\$ 4.25	\$24.00/12pk (\$2.00)	\$ 2.89	\$ 5.79	\$ 10.14
Binder D Overlay 1.5" Black or White	\$ 5.00	\$ 29.00/12ct (\$2.24)	\$ 4.59	\$ 8.29	\$ 10.53
Binder D Overlay 2" Black or White	\$ 6.25	\$ 18.00/6ct (\$3.00)	\$ 9.99	\$ 12.99	\$ 13.63
Binder D Overlay 3" Black or White	\$ 9.00	\$ 26.00/6ct (\$4.33)	\$ 12.99	\$ 15.49	\$ 15.49
Sheet Protector 100ct	\$ 0.15	\$ 8.00/100ct (\$.08)		\$ 13.49	\$ 5.29
Divider Index 8.5 x 11 5ct color	\$ 0.45	\$ 14.00/ 50ct (\$.28)	\$ 5.79	\$ 6.79	\$ 1.11
Divider Index 8.5 x 11 8ct color	\$ 0.65	\$ 10.00/ 25ct (\$.40)	\$ 4.59	\$ 7.99	\$ 2.39
<u>CORRECTION TAPE & FLUID</u>	<u>BOOKST</u>	<u>CAMPUS S</u>	<u>O DEPOT</u>	<u>O MAX</u>	<u>FISHER HI</u>
Correction Film, White	\$ 3.05	\$ 13.00/ 6pk (\$2.17)	** \$ 3.79	** \$ 12.99/ 4pk	\$ 1.89
Correction Film, Yellow	\$ 3.05	\$ 13.00/ 6pk "	na	na	\$ 1.89
Correcton Film, Blue	\$ 3.05	\$ 13.00/ 6pk "	na	na	\$ 1.89
Correction Film, Pink	\$ 3.05	\$ 13.00/ 6pk "	na	na	\$ 1.89
Correction Fluid	\$ 1.35	\$ 14.00/12pk (\$1.17)	** \$ 1.99	** \$ 2.29	** \$ 2.11
<u>FASTENERS - CLIPS, PINS & RUBBERBANDS</u>	<u>BOOKST</u>	<u>CAMPUS S</u>	<u>O DEPOT</u>	<u>O MAX</u>	<u>FISHER HI</u>
Binder Clip .75" 12 ct Black (sm)	\$ 0.60	\$ 4.00/ 12pk (\$.33)	\$ 14.99/ 12bx	\$ 3.99/ 36 ct	\$ 0.60
Binder Clipr 1.25" 12 ct Black (med)	\$ 1.25	\$ 7.00/ 12pk (\$.58)	\$ 14.99/ 12bx	\$ 5.99/ 24 ct	\$ 1.54
Binder Clip 2" 12 ct Black (lg)	\$ 3.35	\$ 8.00/ 4pk (\$2.00)	\$ 4.99	\$ 9.79/18 ct	\$ 4.37
Paper Clip #1 100ct (sm)	\$ 0.55	\$ 3.00/ 12pk (\$.25)	\$ 1.19	\$ 2.79/ 4bx	\$ 5.54/ 10bx
Paper Clip #3 100ct (jumbo)	\$ 0.55	\$ 4.00/ 12pk (\$.33)	\$ 1.99	\$ 3.19/ 4bx	\$ 10.40/ 10bx
Rubber Bands # 54 (asst sz)	\$1.35/ pkg (75ct)	\$ 5.00/ box (1lb)	\$ 4.99	\$ 6.49	\$ 4.79
Fastener w/ Prong 2" (50ct)		\$ 32.00/12pk (\$2.67)			\$ 1.99
** na using comparable brands & prices					1/4 08/2010

FILING SUPPLIES	BOOKST	CAMPUS S (*each)	O DEPOT	O MAX	FISHER HI
Manilla Folder, Letter (1/3/cut)	\$ 0.40	\$ 25.00/100ct (\$.25)	\$ 0.11	\$ 14.49/ 100ct	\$ 9.49/ 100ct
Manilla Folder, Legal (1/3 cut)	\$ 0.39	\$ 30.00/100ct (\$.30)	\$ 0.19	\$ 10.29/ 100ct	\$ 8.95/ 100ct
Classification File Folder, 6 part	\$ 2.85	\$ 25.00/10ct (\$2.50)		\$ 10.99	\$ 2.02
Hanging File Folder, Letter (green) 25ct	\$ 9.10	\$ 65.00/cs (\$6.50/bx)	\$ 16.99	\$ 10.29	\$ 9.99
Hanging File Folder, Legal (green) 25ct	\$ 11.85	\$ 84.00/cs (\$8.40/bx)	\$ 14.99	\$ 11.29	\$ 7.89
FLASH DRIVES	BOOKST	CAMPUS S	O DEPOT	*O MAX	FISHER HI
2GB	\$ 11.95	\$ 45.00/5pk (\$9.00)		\$ 14.99	
4GB	\$ 14.95	\$ 55.00/5pk (\$11.00)		\$ 27.99	
8GB	\$ 26.95	\$105.00/5pk(\$21.00)		\$ 39.99	
16GB	\$ 51.95	\$200.00/5pk(\$40.00)		\$ 79.99	
32GB	\$ 99.95	\$410.00/5pk(\$82.00)		na	
* sandisk @ office max					
LABELS	BOOKST	CAMPUS S	O DEPOT	O MAX	FISHER HI
Address Label, Avery 5160 3000ct	\$ 35.40/pk	\$115.00/5pk(\$23.00)	** \$ 9.29	\$ 26.99	\$ 26.49
Shipping Label, Avery 5163 1000ct	\$ 36.45/pk	\$118.00/5pk (\$23.60)	** \$ 11.99	\$ 42.89	\$ 32.95
Return Label, Avery 5167 8000ct	\$ 5.50/pk (800ct)	\$118.00/5pk (\$23.60)	na	\$ 41.49	\$ 32.97
MAILING SUPPLIES	BOOKST	CAMPUS S	O DEPOT	O MAX	FISHER HI
Manilla Clasp Envelope 6.5 x 9.5	\$ 0.16	\$11.00/100ct (\$.11)	\$ 0.13	\$ 18.69/ 100ct	\$ 36.95/ 500ct
Manilla Clasp Envelope 9 x 12	\$ 0.17	\$13.00/100ct (\$.13)	\$ 0.08	\$ 5.59/ 5ct	\$ 14.95/ 100ct
Envelope # 6.75 White 50ct	\$ 1.60	\$14.00/cs (\$1.40bx)	\$ 4.39	\$ 4.99/100ct	\$ 1.09/ 100ct
Envelope #10 White 50ct	\$ 1.60	\$14.00/cs (\$1.40bx)	\$ 3.29	\$ 4.39	\$ 1.09/ 100ct
Envelope #10 White 100ct	na	na	\$ 5.29	\$ 8.29	\$ 7.95
MISC SUPPLIES	BOOKST	CAMPUS S	O DEPOT	O MAX	FISHER HI
Acetate Laser & Copier 3M CG5000	\$ 0.90	\$ 25.00/box (\$.50)			
CG6000				\$ 58.99/ 65ct	
NOTE PADS & SELF-STICK NOTES	BOOKST	CAMPUS S	O DEPOT	O MAX	FISHER HI
Pad 8.5 x 11.75, 50 sheet (yellow)	\$ 1.85	\$ 9.00/12pk (\$.75)		\$ 19.99/ 12pk	\$ 6.29/12pk
Pad 8.5 x 11.75, 50 sheet (white)	\$ 1.85	\$ 9.00/12pk (\$.75)		\$ 19.99/ 12pk	\$ 6.99/ 12pk
Post-it Note 3 x 3 Yellow Recycled	\$ 0.50	\$ 4.00/ 12 pk (\$.33)		\$ 5.49	\$ 0.85
Post-it Note 1.5 x 2 Yellow 12pk	\$ 8.35	\$22.00/ 4 pk (\$5.50)		\$ 14.29	\$ 11.99



Pre-Registration for CAMPUS SOURCE

NAME:			
DEPARTMENT:		POSITION:	
DELIVERY ADDRESS:			
ALTERNATE ADDRESS:			
CONTACT PHONE NUMBER(S):			
EMAIL ADDRESS:			

Please return to:
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