

# OFFICE ESSENTIALS CAPABILITY STATEMENT

## CORE COMPETENCIES

### OFFICE ESSENTIALS

- **We Accept Credit and Purchase Cards**
- Pens, Pencils, Paperclips, Staples
- Notes, Binders, Folders, Pads
- Printer Ink, Toner, Paper
- Facility Supplies: Toilet Paper, Paper Towels, Soap
- Cleaning Materials: Spray Bottles, Disinfectant, Wipes, Brooms, Mops, Buckets, Carts etc...
- Employee Lounge: Coffee, Snacks, Utensils
- Office Furniture
- Office Technology



## COMPANY SNAPSHOT

**CAGE CODE:** 5F4S2  
**Unique Entity ID:** NAA5M26N7SB1

**Managing Partner:** Cassandra Bing  
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## SOCIO-ECONOMIC

- WOSB/WBE
- MBE
- SBAM (Michigan)
- WCAA SBE

## DIFFERENTIATORS

- Stocked items ship within 1-3 days
- Experienced account managers to assist with all your office must-haves
- Dedicated US-based Customer Service
- Local Courier Services Southeast Michigan
- Philanthropic outreach in local neighborhoods

## NAICS CODES

339940	424120
337214	322230
322120	424130

## PAST PERFORMANCES

