



# County of Jefferson

## State of Missouri

Administration Center  
729 Maple Street · PO Box 100  
Hillsboro, Missouri 63050

Ken Waller

County Executive

### DEPARTMENT OF ADMINISTRATIVE SERVICES

**David Courtway - Director**

Web Address: [www.jeffcomo.org](http://www.jeffcomo.org)

Linda Kresko  
Human Resources Manager  
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Vickie Pratt  
General Services/Contracts & Grants Manager  
(636)797-5380 / Fax (636)797-5067

### ADDENDUM 1

October 4, 2012

Re: Bid – Office Supplies 2013

An Addendum has been made to the Office Supplies 2013.  
Enclosed please find the additional page 10A for your reference.  
Please follow submittal requirements on page 10A of the Office Supplies 2013.

If you would like to review the original Invitation for Bid Packet, please visit our website [www.jeffcomo.org](http://www.jeffcomo.org), located under the services link.

We will keep you on our current vendor list and hope to hear from your company for future bid opportunities.

The County of Jefferson, Missouri would like to thank you for your time and interest through our bid process.

Vickie S. Pratt  
Office of Contracts and Grants  
(636) 797-5382

## **OFFICE SUPPLIES SPECIFICATIONS**

1. Items listed under Proposed Manufacture with a (\*). These items CAN NOT be substituted.

2. UOM (Unit of Measure) the following units of measure can only be used.

- a. Ea. (each).
- b. St. (set).
- c. Cs. (case) must indicate number per case.
- d. Pk. (package) must indicate number per package.
- e. Bx. (box) must indicate number per box.
- f. Btl. (bottle) must indicate number of oz. Per bottle.
- g. Rm (ream) must indicate number of sheets per ream.
- h. Gal. (gallon).
- i. Ctn. (carton) must indicate number per carton.
- j. Rl. (roll).
- k. Dz. (dozen).
- l. Pd. (pad) indicates number of pads per package.

3. Deliveries are to be NEXT DAY service after order is placed. (Delivery times and Order time to be set with awarded vendors).

4. Prices are ALL INCLUSIVE: (Shipping, Handling, Delivery, and Assembly to locations specified by the County. Refer to section "2.4").

5. If the proposed unit of measure varies from the amount listed, mark through the listed amount and fill in the appropriate unit of measure to reflect the cost per unit of measure.

6. If the suggested manufacturer or the manufacturer item number is different, mark through the listed information to reflect the correct information.

and revised suggested item number for county id 8110 on page 16  
and revised suggested item number and suggested manufacture for county id 9507.

8110	Labels - Address Labels for Copiers, 1-1/2 x 2-13/16, Bright White, 2100/Box	Universal	UNV90106 UNV80106	BOX	5
9507	SB3512-1M Staples - Stanley® Bostitch 1/2" Heavy-Duty Staples, 85- Sheet Capacity, 1,000/ Box	Swingline Bostitch	SW435312 SB3512-1M	BOX	5