



# County of Jefferson

## State of Missouri

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

Ken Waller

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County Executive

### DEPARTMENT OF ADMINISTRATIVE SERVICES

**David Courtway - Director**

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

Linda Kresko  
Human Resources Manager  
(636)797-5071 / Fax (636)797-5596

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

### ADDENDUM 1

October 4, 2012

Re: Bid – Printer, Copier and Fax Supplies 2013

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

## **PRINTER, COPIER & FAX 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. Ctn. (carton) must indicate number per carton.
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"). All prices are firm, this includes all CPI (Consumer Price Index) cost fluctuations.
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.