

MISCELLANEOUS OPERATIONAL SUPPLIES 2014 BID OPEINGING 6-24-14	AIRGAS REFRIGERANTS INC 38-18 J3RD ST LONG ISLAND CITY NY 11101	ATLAS SUPPLY COMPANY 3820 DR MARTIN LUTHER KING DR ST LOUIS MO 63113	BRAUER SUPPLY COMPANY 1218 SOUTH VANDEVENTER AVE ST LOUIS MO 63110	BUCHHEIT OF HERCULANEUM 200 RIVERVIEW DR HERCULANEUM MO 63048	BUTLER SUPPLY 4106 HUNT RD FARMINGTON MO 63640	CENTRAL POLY CORP 2400 BEDLE PLACE LINDEN NJ 07036	CHEMISPHERE CORP 2701 CLIFTON AVE ST LOUIS MO 63139	DESOTO ELECTRIC PRODUCT INC (DBA DEP BUILDERS SUPPLY) 12561 STATE RD 21 DESOTO MO 63020	ED ROEHR SAFETY PRODUCTS 2710 LOCUST ST ST LOUIS MO 63103	FACTORY MOTOR PARTS 11109 LINDBERGH BUS CTR ST LOUIS MO 63123	HAMEL & ROWE INC 210 N MAIN ST DESOTO MO 63020	HOPSON LUMBER CO 918 S MAIN ST DESOTO MO 63020	JEFFERSON COUNTY LUMBER CO PO BOX 935 1000 MAIN ST IMPERIAL MO 63052	MILFORD SUPPLY 10943 LIN-VALLE DR ST LOUIS MO 63123	NUWAY CONCRETE FORMS INC 4990 HOFFMEISTER AVE ST LOUIS MO 63125	PLUMBMASTER INC PO BOX 859 CONCORDVILLE PA 19331	QUILL CORPORATION 100 SCHELTER RD LINCOLNSHIRE IL 60069	SPACEWALKER INC 8483 BERRY RD BONNE TERRE MO 63628	THE EDELEN CO INC 6556 JONAS PLACE ST LOUIS MO 63134	UNIPACK CORP PO BOX 300027 BROOKLYN NY 11230	VOSS LIGHTING 1840 FENPARK DR FENTON MO 63026	WIRELESS USA 1536 LONDELL IND CT ARNOLD MO 63010	WOODY'S MUNICIPAL SUPPLY CO 3979 BLACKBURN RD EDWARDSVILLE IL 62025
PICKUP & DELIVERY																							
All supplies for delivery shall be delivered to the specific County location, if applicable.																							
Time required for delivery from time of order	FREE DELIVERY 1-3 DAYS A.R.O. (EMERGENCY SOONER)	1-3 DAYS IF IN STOCK	STOCK ITEMS 2-5 WORKING DAYS DEPENDING ON QTY'S	2 DAYS	1-2 DAYS	7-14 BUS DAYS ARO	4 DAYS	4 HRS	0-15 DAYS ARO	DAILY		1-2 DAYS	1 TO 3 DAYS	1 DAY	1-2 DAYS	3-5 DAYS ARO STOCK ITEMS	1-2 BUSINESS DAYS	2 HOURS SUPPLIES	1-2 DAYS ON SERVICE	1-10 ARO	NEXT DAY	2 DAYS	2 DAYS
Time required for order of supplies you do not stock from time of order	VARIES	1-3 WEEKS	NON-STOCK 2 DAYS - 3 WEEKS ARO DEPENDING ON PRODUCT	VARIES PRODUCT TO PRODUCT	1-2 WEEKS	10-21 BUS DAYS ARO	4 DAYS	7 DAYS	30 DAYS	WEEKLY		2-30 DAYS (DEPENDING ON THE ITEM)	1 WEEK	3-5 DAYS	5-7 DAYS MOST OF THE TIME	2 WEEKS	2-5 BUSINESS DAYS	2 DAYS TO 2 WEEKS	7-10 DAYS	1-10 ARO	4-8 DAYS	3 DAYS	SAME DAY
Will you provide your normal delivery service at no charge? (Y/N)	YES	YES	NO	YES	YES	YES	YES	YES	YES	YES		YES	YES (IF OVER \$1000) NO (IF UNDER \$1000) \$40 FEE	YES	NO	NO	YES	NO	YES	YES	YES	NO	YES
Minimum \$ if required	NO	NO		\$500.00	NO	NO	4-DRUMS \$500.00	\$250.00	\$50.00	NO		NO		\$50.00	\$5.00 SURCHARGE APPLIES	\$25.00	NO		NO	NO	NO	NO	NO
If you charge for delivery services:																							
State amount \$ per delivery			\$11.00	N/A		N/A	\$0.00	VARIES	\$10.00	N/A			\$40.00 (UNDER \$1000)		\$5.00 PER DELIVERY	SEE ATTACHED FREIGHT TABLE		\$35.00 TO \$60.00 DEPENDS ON WHAT PART OF JEFF COUNTY			\$0.00	\$30.00	-
Minimum order required (Y/N) / \$			YES / \$130.00	YES / \$500.00		NO		NO	NO	NO				\$50.00	NO	\$25.00		NO		NO	NO	NO	NO
For supplies picked up at your location:																							
How many miles from County location to your supplies center?	PLEASE SEE ATTACHED	40	13.51 MILES	15 MILES		N/A	40 MILES	5	40.12 MILES	28		8 MILES		25	32 MILES	N/A	N/A	FROM HILLSBORO	30	TBD	29	16 MILES	63.46 MILES
Time required for order of supplies you do not stock from time of order	VARIES	1-3 WEEKS	DEPENDS ON PRODUCT, ANYWHERE FROM 2 DAYS TO 3 WEEKS	VARIES PRODUCT TO PRODUCT			4 DAYS	7 DAYS	30 DAYS	WEEK		2-30 DAYS (DEPENDING ON THE ITEM)	1 WEEK	3-5 DAYS	0	N/A		2 DAYS TO 2 WEEKS	7-10 DAYS	15 DAYS	4-8 DAYS	1 DAY	SAME DAY
Value of supplies stocked	VARIES						\$6,000.00	\$300,000.00	\$500,000.00	\$2M		\$400,000.00		2,000,000 +	8 MILLION	N/A	N/A MULTIPLE WAREHOUSES	OVER \$300,000.00		400K	\$200,000.00	\$10,000.00	\$350,000.00
What are your regular business hours?	8:00AM-8:00PM EST	7 - 4:30	7:30AM - 4:30PM	M-S 7AM-9PM, SUNDAY 8-6	7:00AM - 5:00PM	M-F 8AM-4PM EST	8:00AM-4:30PM	7AM - 5PM	8:00AM - 4:30PM CENTRAL TIME	7:30-5:30	8:30-5:00 M-F SATURDAY 8:30-1:00	M-F 6:30AM-5PM, SAT 7-NOON	7AM-5PM MON-FRI, 8AM-4PM SATURDAY	7:00AM - 4:30 PM	M-F 7-5 SAT 8-12	M-T 8AM-7PM, F 8AM-6PM	7AM-9PM CST	7:00AM-5:00 M-F 8:00-12:00 SAT	7:30 - 5:30	9-5	8-5	M-F 8-5	7:00AM-1:00PM MON-FRI
In emergency, can we call you after regular hours? (Y/N)	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO	YES	YES	NO	NO	YES	YES	YES	YES	YES	YES
If yes, name of party to call	EMERGENCY CONTACT PERSONNEL	MIKE RABBIT	BOB ECK	GARY ASHER	HILL BERRY	ANDREW HOFFER	VALERIE VONEY	GERALD H SOLOMON	SCOTT DUEFFELHARD	AMY JANISH	STEVE ROWE	STOKELY R WISCHMEIER		JACK MILFORD, VP	ANDY SMITH		PATRICIA MURPHY	COMMERCIAL EMERGENCY	BRIAN MARCUS	TIM HANDYSIDE	WIRELESS USA	TED PHELAN	
Telephone Number	(800) 861-6478	(314) 724-0408	(314) 370-5554	(314) 238-4100	(573) 823-2388	(908) 862-7570	(314) 541-0662	(636) 586-6763 CELL (314) 607-4912	(314) 277-6112	(217) 440-9346	(636) 586-8389	(314) 607-0240		(314) 575-6338	(314) 565-6970		CUSTOMER SERVICE (800) 634-4809	(573) 218-2388 (573) 338-2050	(314) 521-2060	(917) 532-5913	(314) 479-7106	(636) 333-3232	(618) 910-6507
SUPPLIES CATEGORY BID																							
Supplies Category	HVAC SUPPLIES	PLUMBING	HVAC SUPPLIES	BUILDING LUMBER		PLASTIC LINERS	INDUSTRIAL SUPPLIES	BUILDING/LUMBER	(EMERGENCY EQUIPMENT SUPPLIES) MISC. EMERGENCY VEHICLE ACC. (INCLUDES LIGHTS, SIRENS, SPEAKERS, ETC....EXAMPLE CODE 3)	AUTO SHOP SUPPLIES	HARDWARE AND TOOLS	HARDWARE SUPPLIES	CATEGORY I	PLUMBING SUPPLIES		PLUMBING	OFFICE SUPPLIES	METAL SUPPLIES		JANITORIAL SUPPLIES	LAMPS	TWO WAY RADIO PARTS AND ACCESSORIES	DIAMOND MOWERS
Pricing Offered	ARI INTERNAL LIST *	LIST	GOVERNMENT PRICE SCHEDULE	CONTRACTOR		SEE ATTACHED	\$16.34/GALLON, \$2.2507/PER LB, DRUM DEPOSIT \$25.00	RETAIL	DEALER	VARIES-SEE ATTACHED	RETAIL	MSRP	CONTRACTOR	WHOLESALE DISCOUNT	PRICING DISCOUNTS WILL VARY DEPENDING ON EXACT ITEM	PRICE LIST	CATALOG COLUMN	CONTRACTOR		10%	GOVERNMENT	LIST	DEALER
Discount	25%	X .85		VARIES		5%		10-25%	43% OFF LIST PRICE		X95%	10%	INCLUDED IN CONTRACTOR PRICING	30-75% OFF LIST	OUR DISCOUNT TO YOU RANGES FROM 10-15% OFF	20%	15%	10% OF LIST		10%	PER STATE BID	10%	
Supplies Category	AUTO SHOP SUPPLIES			GENERAL CLEANING SUPPLIES				HVAC			CLEANING AND PAINT	PLUMBING SUPPLIES	CATEGORY II				SCHOOL SUPPLIES			TRASH LINERS	BALLASTS		FLANK SNOW BLOWERS AND SPREADERS
Pricing Offered	ARI INTERNAL LIST *			CONTRACTOR				RETAIL			RETAIL	MSRP	CONTRACTOR				CATALOG COLUMN			15%	GOVERNMENT		DEALER
Discount	25.00%			VARIES				10-25%			X95%	10%	INCLUDED IN CONTRACTOR PRICING				15%			15%	PER STATE BID		
Supplies Category				GENERAL ELECTRIC SUPPLIES				ELECTRICAL PLUMBING			PLUMBING AND ELEC	BUILDING LUMBER SUPPLIES					INK AND TONER			GLOVES	ALL BY PHILIPS ELECTRONICS		CARBIDE SNOW BLOW BLADES
Pricing Offered				CONTRACTOR				RETAIL			RETAIL	MSRP					CATALOG COLUMN			15%			DEALER
Discount				VARIES				10-25%			X95%	10%					15%			15%			10%
Supplies Category				CONTRACTOR SUPPLIES				HARDWARE			EMERGENCY SUPPLIES	GEN ELECTRICAL SUPPLIES					FIRST AID						REPLACEMENT BROOMS
Pricing Offered				CONTRACTOR				RETAIL			RETAIL	MSRP					CATALOG COLUMN						DEALER
Discount				VARIES				10-25%			X95%	40%					15%						10%
Supplies Category				PLUMBING SUPPLIES													ALL CATEGORIES EXCEPT THOSE LISTED IN EXCLUSIONS. SEE ATTACHED EXCLUSION LIST						GALLON TRUCK BODIES
Pricing Offered				CONTRACTOR																			DEALER
Discount				VARIES																			10%
AFFIDAVIT COMPLETED	YES	NO	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
COPY OF INSURANCE PROVIDED	NO	NO	YES	NO	NO	NO	YES	YES	YES	NO	NO	YES	YES	NO	YES	NO	YES	YES	NO	NO	NO	NO	NO
COMMENTS:	See attached sheets. Bid has been modified and pages added and edited for requirements. Last page of Bid is not filled out. Pricing list is also attached.	Last page of bid is not filled out. No pricing list attached.	Page 11 has a note in red: Currently Jefferson County Courthouse picks up product from our Festus branch location will call courier at no charge and no minimum order.	Page 13 of 15 has the following items marked through: Plumbing Supplies, Building Lumber Supplies, General Electric Supplies, Contractor Supplies, Emergency Equipment Supplies, General Cleaning Supplies, Industrial Cleaning Supplies.	Page 13 has items circled: Plumbing Supplies, General Electric Supplies, Emergency Equipment Supplies.	See attached pricing and information sheets. 5% applies to orders over \$300.00.	Page 13 of 15 has Industrial Supplies circled.		No pricing list attached.	See attached pricing list.			Last page of bid was not filled out. Page 13 is broken down into Category I and Category II, see attached sheet.	Page 13 of 15 has check marks by: Industrial Supplies, Plumbing Supplies, back page of bid is not filled out.		Page 12 says to See Attached Freight Table, there was no Table Attached. There is also no price list attached.	See Attached copy of the Delivery Policy.	Page 11 notes, Fabrication Work, Machine Shop Work, Depends on Complexity.	See Attachments.	Last page of bid was not filled out.	Last page of the bid is not filled out.		



JEFFERSON COUNTY  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
729 MAPLE ST / PO BOX 100  
HILLSBORO MO 63050  
WWW.JEFFCOMO.ORG

Invitation for Bid: **MISCELLANEOUS OPERATIONAL  
SUPPLIES 2014**

Date Issued: **5-22-14**

BIDS SHALL BE ACCEPTED UNTIL: **TUESDAY, JUNE 24, 2014** AT 2:00 P.M. LOCAL TIME.

**Specification  
Contact:**

**JASON JONAS**  
Department of the Public Works  
636-797-5369  
jjonas@jeffcomo.org

**Contract  
Contact:**

**VICKIE PRATT**  
Department of Administrative Services  
636-797-5382

**Mail (3) Three  
Complete Copies  
With Vendor And  
Bid Information As  
Shown In Sample:**

**SAMPLE ENVELOPE**

VENDOR NAME

VENDOR ADDRESS

CONTACT NUMBER

DEPARTMENT OF THE COUNTY CLERK

JEFFERSON COUNTY MISSOURI

729 MAPLE ST / PO BOX 100

HILLSBORO MO 63050-0100

SEALED BID: (BID NAME)

**Contract Term:**  
UPON APPROVAL OF THE  
COUNTY COUNCIL AND  
COUNTY EXECUTIVE

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for one additional one-year term with the written consent of the successful bidder. Price increases for renewals are not authorized unless approved in writing by the County.

**Vendor  
Information:**

Airgas Refrigerants, Inc.

Company Name

38-18 33rd Street

Address

Long Island City, NY 11101

City/State/Zip Code

800-473-3766

Telephone #

contracts.department@airgas.com

E-mail

Jay Kestenbaum

Authorized Agent (Print)

Signature

Sr. V.P., Sales & Purchasing

Title

26-2708880

Tax ID #

718-392-8006

Fax #

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AIRGAS REFRIGERANTS INC.  
3318 11th St.  
Boulder, CO 80501

## 1.0 BID REQUIREMENTS

Bidder shall initial all pages and return where the Bid Document denotes

"BIDDER'S INITIALS: \_\_\_\_\_"

### 1.1 BID SUBMISSION:

Submit bid form in triplicate (three copies) with specification pages, if applicable. No facsimile or electronic bids shall be accepted and shall be rejected. The Vendor prior to the submission dead line as stated on page 1 must submit all bids. Late bids will not be accepted and returned to the vendor unopened. The County reserves the right to request additional written or oral information from Respondents in order to obtain clarification. A fully executed Affidavit is required by Section 285.530 RSMo and shall be submitted with the bid form. A copy of the Affidavit is attached hereto. Failure to execute the Affidavit shall result in the bid being rejected.

### 1.2 BASIS OF BID AWARD:

Award may be made on an item-by-item basis to the lowest and best bidder(s) or award may be made to the lowest and best bid total, whichever provides the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, ability to deliver, or any other reason deemed to be in the best interest of the County. Quantities stated herein represent an estimate for the period stated. Orders shall be placed for actual requirements as needed. The County may reject any or all bids for any reason and may waive any informality. Bids submitted from a Missouri State Contract shall include a copy of the State Contract with the bid. Bid award does not constitute an order or obligation to order by the County. The issuance of a Purchase Order Number shall be construed as acceptance of a Contract with all terms, conditions, and prices firm during the length of the agreement terms.

### 1.3 BID AWARD:

It is further agreed that the Contract shall not be valid and binding upon the County until approved by the County Counselor, as to legal form and is subject to the Ordinances, Resolutions and Orders of Jefferson County, Missouri, and State and Federal Law. If no Bid or Bids have been awarded by the County Council within forty-five (45) days following the opening of the bids then all bids will be deemed Rejected.

### 1.4 BID PREPARATION:

1. Bidders are responsible for examination of drawings, specifications, schedules and instructions. Failure to do so will be at the bidder's risk.
2. Each bidder shall furnish the information required by the invitation. The bidder shall sign all required documents. All deletions and erasures shall be initialed
3. Alternate bids for supplies or services other than specified shall not be considered unless authorized by invitation.
4. Bidder shall state a definite time for delivery of goods or for performance of services unless otherwise specified in the invitation for bid.
5. When specified, samples must be timely submitted and at no expense to the County.
6. Failure to adhere to all requirements may result in the response being disqualified as non-responsive.

### 1.5 MODIFICATION OR WITHDRAWAL OF BIDS:

Bids may be modified or withdrawn prior to the exact hour and date specified for receipt of bids, provided the modification or withdrawal is in writing and is delivered in the same manner as a bid submission.

### 1.6 LATE BIDS:

It is the responsibility of the bidder to deliver his bid or bid modification on or before the date and time of the bid closing to the Department of the County Clerk. Bids received late will be rejected and returned unopened to the bidder.

### 1.7 BID DEPOSITS:

Bid Deposits are not required unless specified in the specifications.

### 1.8 MATERIAL AVAILABILITY:

Bidders must accept responsibility for verification of material availability, product schedules and other pertinent data prior to submission of bid and delivery time. It is the responsibility of the bidder to notify the County immediately if the materials specified are discontinued, replaced, or not available for an extended period of time. All materials ordered by the County, shall be as needed. A sample of materials may be requested.

ARGAS REFRIGERANTS INC.  
38-18 33rd ST.  
LONG ISLAND CITY, NY 11101

**1.9 ALTERNATE BIDS:**

Alternate Bids for items will be accepted except when stated "NO SUBSTITUTIONS". Bidders must submit complete specifications on all alternate bids with the bid form. Alternate bids without complete specifications may be rejected. Alternate bids and exceptions to bid clauses must be clearly noted on the bid form. The County may accept or reject alternate bids; whatever is most advantageous to the County.

**1.10 INCORPORATION OF DOCUMENTS:**

The terms of the Bid Invitation, Bid Specifications, Bid Form are incorporated into the contract as if fully setout therein.

**1.11 ADDENDA:**

Addenda to bid specifications are incorporated by reference as if fully setout herein. It is the responsibility of the vendor to insure and verify that they are in receipt of and completed all attached addenda's prior to submission of bid forms. Verification is made by contacting the Office of Contracts and Grants at (636) 797-5382, or by reviewing the County Web Site. ([www.jeffcomo.org](http://www.jeffcomo.org)).

**\*1.12 INSURANCE:**

\*Please see attached. The Vendor/Contractor shall purchase and maintain insurance with an insurance company licensed to do business in the State of Missouri or in the state where the vendor is incorporated or otherwise licensed to do business and which shall remain, at all times during the term of any contract with the County, in full force and effect. Preference will be given to a Vendor/Contractor who provides insurance with an insurance company licensed to do business in the State of Missouri, but in any event said Vendor/Contractor shall provide said insurance at it's own expense. Such insurance shall be provided as will protect the Vendor/Contractor from claims which may arise out of or result from the Vendor/Contractor's execution of the work, whether such execution be by himself, his employees, agents, or by anyone for whose acts any of them may be liable. If any such work covered by the Contract is to be performed on County owned or leased premises, the Vendor agrees to carry liability and workman's compensation insurance, satisfactory to the County, and to indemnify the County against all liability, loss, and damage arising out of any injuries to persons and property caused by the Vendor, his sub-contractors, employees or agents. The insurance coverage shall be such as to fully protect the County and the general public from any and all claims for injury and damage resulting by any actions on the part of the Vendor/Contractor or its' forces as enumerated above. All policies must name the County as an additional insured and provide for thirty (30) days written prior to any material changes or cancellation. Any disputes regarding a breach, insurance amounts, liability, coverage, lapse or otherwise shall be litigated in the Circuit Court of Jefferson County, Missouri and the same shall be incorporated into any Contract agreed to by the parties.

THE COUNTY REQUIRES ORIGINAL CERTIFICATES OF INSURANCE BEFORE THE CONTRACT IS AWARDED. ANY LAPSE IN INSURANCE COVERAGE OR CANCELLATION THEREOF BY THE CONTRACTOR OR SUB-CONTRACTORS DURING THE TERMS OF THE CONTRACT SHALL IMMEDIATELY BE DEEMED A MATERIAL BREACH UNDER THE TERMS OF ANY CONTRACT.

A. ☒ Required ☐ Not Required **Comprehensive General Liability Insurance**

The Vendor/Contractor shall maintain and keep in full force and effect during the terms of this Contract such comprehensive general liability insurance as shall protect them from claims which may arise from operations under this Contract, whether such operations be by themselves or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$1,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death.

B. ☒ Required ☐ Not Required **Professional Liability Insurance**

The Vendor/Contractor shall provide the County with proof of Professional Liability Insurance, which shall protect the County against any and all claims, which might arise as a result of the operation of the Vendor/Contractor in fulfilling the terms of this Contract during the life of the Contract. The minimum amounts of such insurance will be \$1,000,000.00. Should any work be subcontracted, these limits will also apply.

C. ☒ Required ☐ Not Required **Worker's Compensation Insurance:**  
per Missouri Revised Statutes Chapter 287

The Vendor/Contractor or his sub-contractor or contractors, shall maintain and keep in force of this Contract such worker's compensation insurance limits as required by the statutes of the State of Missouri and Employer's Liability with limits no less than \$500,000.00.

June 18, 2014

Mr. Jason Jonas  
Department of the Public Works  
Jefferson County  
729 Maple St. / PO Box 100  
Hillsboro, MO 63050

Re: Jefferson County IFB: MISCELLANEOUS OPERATIONAL SUPPLIES 2014 due 06.24.14 at 2:00 p.m.

Dear Mr. Jonas,

We greatly appreciate the opportunity we have to supply Jefferson County's upcoming refrigerant gas requirements in the above-referenced bid.

After reviewing "BID REQUIREMENTS" with respect to the above-referenced request for proposal, Airgas legal counsel requests changes to certain clauses as they do not compromise the integrity of the proposal as follows:

Please rewrite Subsection 1.12 "INSURANCE" of "BID REQUIREMENTS" to read as follows (additions are in bold, deletions are in strikethrough):

The Vendor/Contractor shall purchase and maintain insurance with an insurance company licensed to do business in the State of Missouri or in the state where the vendor is incorporated or otherwise licensed to do business and which shall remain, at all times during the term of any contract with the County, in full force and effect. Preference will be given to a Vendor/Contractor who provides insurance with an insurance company licensed to do business in the State of Missouri, but in any event said Vendor/Contractor shall provide said insurance at its own expense. Such insurance shall be provided as will protect the Vendor/Contractor from claims which may arise out of or result from the Vendor/Contractor's execution of the work, whether such execution be by himself, his employees, agents, or by anyone for whose acts any of them may be liable. If any such work covered by the Contract is to be performed on County owned or leased premises, the Vendor agrees to carry liability and workman's compensation insurance, satisfactory to the County, and to indemnify the County against all liability, loss, and damage arising out of to the extent of any negligent acts or omissions of the Vendor/Contractor in relation to any injuries to persons and property caused by the Vendor, his sub-contractors, employees or agents. **Notwithstanding anything to the contrary, Vendor/Contractor shall not be liable for any special, incidental, or consequential damages related to Vendor's/Contractor's performance hereunder.** The insurance coverage shall be such as to fully protect the County and the general public from any and all claims for injury and damage resulting by any actions on the part of the Vendor/Contractor or its' forces as enumerated above. All policies must name the County as an additional insured and provide for ~~thirty (30) days~~ written prior to any material changes or cancellation. Any disputes regarding a breach, insurance amounts, liability, coverage, lapse or otherwise shall be litigated in the Circuit Court of Jefferson County, Missouri and the same shall be incorporated into any Contract agreed to by the parties.

We believe that these minor changes still maintain the intent of the agreement and we hope that it will be allowed.

Should you feel that these adjustments are absolutely not allowed and would result in a disqualification of our bid, we do hereby request that we be notified prior to any such disqualification.

We appreciate your understanding in this matter and look forward to supplying your refrigerant gas requirements.

Sincerely,

Airgas Refrigerants, Inc.

Jay Kestenbaum  
Senior Vice President  
Sales and Purchasing

### 1.13 BID SUBMISSIONS

Bids submitted on separate forms are NOT acceptable unless specified in the Bid Document. Failure to complete bid forms to the satisfaction of the County may result in rejection of your bid. It is the responsibility of each bidder before submitting a bid to examine ALL documents thoroughly, and request written or oral interpretation of clarifications soon after discovering any conflicts, ambiguities, errors, or omissions in the bidding documents. Request for clarification must be received prior to bid openings.

### 1.14 BID OPENINGS

Bids will be publicly opened and read aloud at the time indicated on page 1. The bidders and the public are invited but not required to attend the formal opening of the bids. No decisions relating to the award of a contract or agreement will be made at the opening.

### 1.15 BID TABULATIONS

Bid Tabulations are not available for 5 to 7 business days following the Bid Opening. Bid submissions are open for public review at the time of the Bid Opening. Bid tabulations are posted on the County's web-site address, [www.jeffcomo.org](http://www.jeffcomo.org). **NO COPIES** of bid tabulations are sent to vendors.

## 2.0 BID RESPONSE AND CONTRACT

### 2.1 BIDDER REPRESENTATIONS:

The Bidder, by executing the Bid form certifies that:

- A. The bid complies with Invitation for Bid form and Bid Specifications.
- B. Bidder is not debarred or suspended from participation in Federal Assistance programs.

### 2.2 TAXES:

No bid or proposal shall be awarded by Jefferson County unless the prospective bidder provides proof that the bidder does not owe delinquent real or personal property taxes to Jefferson County. The prospective bidder may be required to provide proof in the form of an original paid tax receipt issued by the Jefferson County Collector or a verified affidavit stating that the applicant does not own any real or personal property in Jefferson County.

Section 135.040 of the Jefferson County Code of Ordinances (Ord. No. 10-0411) requires that no bid or proposal shall be awarded by Jefferson County unless the prospective bidder provides proof that the bidder does not owe delinquent real or personal property, or that the bidder does not own any real or personal property in Jefferson County. All delinquent real or personal property taxes shall be paid, in-full, prior to the award of any bid, or proof shall be provided that the bidder does not own any real or personal property in Jefferson County prior to the award of any bid. Jefferson County considers that the failure to pay any and all real or personal property taxes due Jefferson County, Missouri, the failure to report all real or personal property owned, held or used in Jefferson County, the failure to provide proof thereof, and/or the failure to keep said tax bills current shall be deemed a material breach of the contract and will subject the contract to immediate cancellation. All taxes, due and owing, must be paid in full at the time the bid is awarded by Jefferson County and remain paid during the entire term of the contract unless the prospective bidder provides proof that the bidder does not own real or personal property in Jefferson County. This requirement shall not apply to the award of bids for projects which are funded in whole or in part by Federal funds.

### 2.3 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:

- A. The prices in the bid shall be independently determined, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to price with any bidder or other person.
- B. Unless otherwise required by law, the prices shall not have been knowingly disclosed by the bidder prior to opening.
- C. No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a bid.

### 2.4 PRICE:

The price(s) specified in this bid shall be firm and not subject to contingency or reservation. If the Vendor fails to honor stated prices as submitted in the Bid Form or Contract, the County reserves the right to obtain the same items from the next lower vendor who submitted a bid price for the item. The original vendor shall be responsible for the difference in price and required to make restitution to the County for the difference in price. The bidder represents prices specified in the bid do not exceed current selling price for the same or substantially similar good or service, and are the same as or lower than other prices charged to the bidder's most favored customer. In the event the stated prices are determined to be higher than the prices for which Supplier has sold the items, or services, to others, this contract price shall be reduced accordingly. **Bid prices are ALL INCLUSIVE: (Shipping, Handling, Delivery, and Assembly to locations specified by the County).** Prices shall be firm for ALL County departments and locations for term of the agreement.

**2.5 MISSOURI DOMESTIC PRODUCT PROCUREMENT ACT:**

Bidder represents that the goods provided comply with Sections 34.350 to 34.359, RSMo, known as the Domestic Product Procurement Act. The Act encourages the purchase of products manufactured or produced in the United States, State of Missouri, and Jefferson County, Missouri. Bidder shall include proof of compliance with the Act with the bid when requested.

**2.6 NON-EXCLUSIVE AGREEMENT:**

The contractor shall understand and agree that the contract shall not be construed as an exclusive agreement and further agrees that the County may secure identical and/or similar services or products from other sources at anytime in conjunction with or in replacement of the contractor's services.

**2.7 DEFINITIONS:**

- A. The term "County" means the Jefferson County, Missouri and its designated representatives.
- B. The term "Vendor" means Supplier, Contractor, and Seller and includes designated representatives.
- C. The term "IFB" means Invitation for Bid.
- D. The term "Agreement/Contract" means Binding Agreement, Contract, Request for Purchase, Order.

**2.8 INSPECTION, ACCEPTANCE AND APPROVALS:**

Goods shall at all times and places, including the period of manufacture, are subject to inspection and test by County. County will accept or give notice of rejection of goods delivered within a reasonable time after receipt. Acceptance shall not waive any warranty. All goods supplied are subject to final inspection and acceptance by County notwithstanding payment, prior inspections or approvals. County may require prompt replacement or correction of rejected goods at Supplier's expense, including a reduction in price for rejected goods. Supplier shall not resubmit rejected goods to County without prior written approval and instructions from County. In addition, Supplier shall identify resubmitted goods as previously rejected. Supplier shall provide and maintain a quality assurance and control system acceptable to County.

**2.9 WARRANTY:**

Unless otherwise agreed to in writing by the parties, Supplier warrants that items ordered to specifications will conform thereto and to any drawings, samples or other descriptions furnished or adopted by County, or, if not ordered to specifications will be fit and sufficient for the purpose intended, and that all items will be new, merchantable, of good material and workmanship, and free from defect. Such warranties, together with Supplier's service warranties and guarantees, if any, shall survive inspection, test, acceptance of, and payment for the items and shall run to County and its assigns. Except for latent defects, the County shall give notice of any nonconformity to the Supplier within one (1) year after acceptance. County may return for credit or require prompt correction or replacement of the defective or non-conforming goods or have the defective good corrected or replaced at Supplier's expense. Return to Supplier of any defective or non-conforming goods and delivery to County of any corrected or replaced goods shall be at Supplier's expense. Defective or non-conforming items shall not be corrected or replaced without written authorization by County. Goods required to be corrected or replaced shall be subject to the provisions of this clause and the clause hereof entitled "Inspection, Acceptance and Approvals" in the same manner and to the same extent as goods originally delivered under this contract.

**2.10 PAYMENT:**

County will pay Supplier for goods upon delivery to, submission of certified invoices with attached tipping fee receipts and acceptance. The County will not be responsible for articles or services furnished without a purchase order. Price is tax-exempt.

**2.11 CHANGE ORDER:**

County may make changes within the general scope of this contract. If any such changes cause an increase or decrease in the cost of or the time required for the performance of any part of the work, whether changed or not changed by any such order, an equitable adjustment shall be made in the price or delivery schedule or both, and any change order shall be in writing. Any claim by a Supplier for adjustment under this clause shall be asserted within fifteen (15) days from the date of receipt of this written order directing the change, provided, however, County, if it decides that the facts justify such action, may receive and act upon such claim asserted at any time prior to final payment.

**2.12 DELIVERIES:**

Deliveries shall be made in strict accordance with any delivery schedule contained in the bid specification or contract and in the exact quantity ordered. Failure to adhere to delivery schedule is reason for termination in accordance with the "termination" clause. Deliveries are to be made at locations specified by the County at time of Order.

**2.13 RESPONSIBILITY FOR SUPPLIES:**

Pursuant to Section 290.560 RSMo, Supplier/Contractor shall employ only Missouri laborers and laborers from nonrestrictive states except that other laborers may be used when Missouri laborers or laborers from nonrestrictive states are not available, or are incapable of performing the particular type of work involved, if so certified by the contractor and approved by the County. Except



as otherwise provided, Supplier shall be responsible and bear all risks for loss and damage to goods until delivery at County's facilities, regardless of F.O.B. point, point of inspection or acceptance; and if the goods are rejected.

**2.14 SUBCONTRACTS:**

Supplier shall not enter into any subcontract(s) in excess of \$25,000 or 20% of this contract price; whichever is less, for any goods without County's prior written approval.

**2.15 CHOICE OF LAW:**

This bid and contract shall be governed and interpreted according to the laws of the State of Missouri. Venue for any court action shall be in Jefferson County, Missouri.

**2.16 TERMINATION:**

- A. General: Performance of work may be terminated by the County in whole, or from time to time in part, whenever County shall determine that such termination is in the best interests of County with a thirty (30) day written notice. The Vendor may terminate the Agreement/Contract upon a sixty (60) day prior notice in writing. In the event of any termination of the Agreement/Contract by the Vendor, the County may purchase such supplies and/or services similar to those terminated and for the duration of the Agreement/Contract period the Vendor will be liable for all costs in excess of the established contract pricing.
- B. Bankruptcy or Insolvency: In the event bankruptcy proceedings are commenced by or against Supplier or under any provisions of the United States Bankruptcy Act or for the appointment of a receiver or trustee or a general assignment for the benefit of creditors of either party, County shall be entitled to terminate without further cost or liability. The County may cancel the Agreement/Contract or affirm the Contract and hold the Vendor responsible for damages.
- C. Section 135.040 of the Jefferson County Code of Ordinances (Ord. No. 10-0411) requires that no bid or proposal shall be awarded by Jefferson County unless the prospective bidder provides proof that the bidder does not owe delinquent real or personal property, or that the bidder does not own any real or personal property in Jefferson County. All delinquent real or personal property taxes shall be paid, in-full, prior to the award of any bid, or proof shall be provided that the bidder does not own any real or personal property in Jefferson County prior to the award of any bid. Jefferson County considers that the failure to pay any and all real or personal property taxes due Jefferson County, Missouri, the failure to report all real or personal property owned, held or used in Jefferson County, the failure to provide proof thereof, and/or the failure to keep said tax bills current shall be deemed a material breach of the contract and will subject the contract to immediate cancellation. All taxes, due and owing, must be paid in full at the time the bid is awarded by Jefferson County and remain paid during the entire term of the contract unless the prospective bidder provides proof that the bidder does not own real or personal property in Jefferson County. This requirement shall not apply to the award of bids for projects which are funded in whole or in part by Federal funds.
- D. Default: County may terminate the whole Contract or any part in either of the following circumstances:
  - D-1. If supplier fails to deliver the items required by the contract within the time specified; or
  - D-2. If supplier fails to perform any of the other provisions of the contract, or so fails to make progress as to endanger performance of the contract in accordance with its terms, and in either of these two circumstances does not cure such failure within a period of ten (10) days after notice from County specifying such failure. In the event of termination under subparagraph 1, County shall have the right to procure, on such terms and in such manner as it may deem appropriate, items similar to those terminated, and to recover from Supplier the excess cost for such similar items provided, however, Supplier shall not be liable for such excess costs where the failure upon which the termination is based has arisen out of causes beyond the control of Supplier and without the fault or negligence of Supplier. Such causes shall be deemed to include fires, floods, earthquakes, strikes, and acts of the public enemy. The rights of County provided in subparagraph 1 shall be in addition to any other rights provided by law or the contract.
  - D-3. In the event of the Supplier's non-compliance with the provisions as set forth, this Contract may be cancelled, terminated or suspended in whole or in part and the supplier may be declared ineligible for further County contracts. The rights and remedies of the County provided in this paragraph shall not be exclusive but are in addition to any remedies provided in this Contract or as provided for by law.

**2.17 NOTICE AND SERVICE THEREOF:**

Any notice from the County shall be in writing and considered delivered and the service thereof completed when said notice is posted, by certified or regular mail, to the Supplier, at the address stated on the bid form.

**2.18 CONTRACT TERM:**

Performance shall be governed solely by the terms and conditions as set forth in the Invitation for Bid, Bid Specifications, Bid Form and the Contract notwithstanding any language contained on any invoice, shipping order, bill of lading or other document furnished the Seller at any time and the acceptance by the County for any goods furnished.

**2.19 COMPLIANCE WITH APPLICABLE LAWS:**

Supplier warrants it has complied with all applicable laws, rules and ordinances of the United States, Missouri or any other Governmental authority or agency in the manufacture or sale of the goods, including but not limited to all provisions of the Fair Labor Standards Act of 1938, as amended, including provisions of the Home Rule Charter of Jefferson County, Missouri requiring all workers performing work under any contract with Jefferson County be paid a wage that is at least the prevailing hourly rate of wages for work of a similar character in Jefferson County.

**2.20 ACTS OF GOD:**

No party shall be liable for delays, nor defaults due to Acts of God or the public enemy, riots, strikes, fires, explosions, accidents, governmental actions of any kind or any other causes of a similar character beyond its control and without its fault or negligence.

**2.21 SELLER'S INVOICES:**

Invoices shall contain the following information. Contract number (if any), Purchase Order Number, Item number, contract description of goods or services, sizes, quantities, unit prices and extended totals. Invoices for and inquiries regarding payment should be addressed to the County Accounts Payable Clerk.

**2.22 APPROVAL:**

It is agreed the acceptance of a Bid shall not be valid and binding upon the County until approved by the County Purchasing Agent, County Council, and the County Counselor.

**2.23 RENEWAL OPTION:**

The County reserves the right to negotiate the contract for one (1) additional one-year term with the written consent of the awarded vendor. If the contractor/vendor request an increase in compensation for any renewal period, the vendor shall notify the Office of Contracts and Grants no less than 60 days prior to the end of the contract period. The County shall notify the Vendor of the intent to exercise the renewal option. However, failure to notify the Vendor does not waive the County's right to exercise the renewal option.

**2.24 INDIVIDUAL, PARTNERSHIPS, CORPORATIONS:**

Indicate: ☐ Individual: ☐ Partnership: ☒ Corporation.

Incorporated in the State of Delaware.

**2.25 LITIGATION:**

This agreement shall be interpreted under the laws of the State of Missouri. Any disagreements, questions, controversies, litigation or other causes of action whatsoever arising from or under the terms of this agreement shall be resolved in the trial courts of 23rd Judicial Circuit Court of the State of Missouri-Hillsboro, Missouri.

**2.26 LANGUAGE:** Bids and all related documents will only be accepted in the English Language.

**AIRGAS REFRIGERANTS, INC. INTERNAL LIST PRICES****DATE: AS OF 06/18/14**

Product	Size	ARI Internal List Price Price Per Lb
R123	100	\$13.50
R123	200	\$13.50
R123	630	\$13.13
R124	30	\$11.03
R124	150	\$10.73
R125	100	\$18.00
R134a	30	\$9.00
R134a (m)	30	\$9.00
R134a	125	\$8.63
R134a	1000	\$8.48
R134a	1750	\$8.48
R22	30	\$25.50
R22	50	\$25.50
R22	125	\$25.50
R22	1000	\$25.50
R22	1750	\$25.50
R236FA	145	\$34.50
R245FA	30	\$21.00
R401A	30	\$22.07
R401A	125	\$21.68
R401A	1700	\$21.68
R401B	30	\$22.22
R401B	125	\$21.83
R401B	1700	\$21.83
R402A	27	\$25.47
R402A	110	\$24.72
R402B	13	\$28.20
R404A	24	\$16.88
R404A	100	\$16.19
R404A	800	\$16.13
R404A	1300	\$16.10
R407A	25	\$14.25
R407A	115	\$13.88
R407C	25	\$16.46
R407C	115	\$16.08
R407C	1000	\$16.08
R407F	25	\$10.88
R407F	115	\$10.88
R408A	24	\$24.83
R408A	100	\$24.45
R409A	30	\$21.96
R409A	125	\$21.80
R410A	25	\$15.86
R410A	100	\$15.48
R410A	850	\$15.48
R410A	1450	\$15.48
R414B	25	\$21.57
R416A	25	\$9.75

Product	Size	ARI Internal List Price Price Per Lb
R417A	25	\$16.97
R417A	110	\$16.56
R422D	25	\$15.92
R422D	110	\$15.75
R427A	25	\$13.50
R427A	110	\$13.13
R437A	30	\$16.83
R437A	125	\$16.46
R438A	25	\$15.45
R438A	110	\$15.05
R507	25	\$16.88
R507	100	\$16.19
R507	800	\$16.13
R507	1400	\$16.10
R508B	10	\$150.00
R508B	20	\$123.00
R508B	70	\$105.00

AIRGAS REFRIGERANTS, INC.  
38-18 33rd ST.  
LONG ISLAND CITY, NY 11106

For calculation purposes, the Airgas Refrigerants, Inc.'s (ARI) internal list prices represent a mark-up from the actual DuPont refrigerant product list price schedule.



Airgas Refrigerants, Inc.  
38-18 33<sup>rd</sup> Street  
Long Island City, NY 11101  
(800) 473-3766 Fax: (718) 392-8006

April 2014

To All Airgas Refrigerants Customers:

As you surely know, Airgas Refrigerants, Inc. is the leading distributor of refrigerant gases in the country and maintains a wide selection and a dependable inventory nationwide. As a subsidiary of Airgas, Inc. (NYSE:ARG), the country's largest supplier of industrial, medical and specialty gases, with more than 15,000 employees working in approximately 1,100 locations generating over \$5 billion in annual revenue, Airgas Refrigerants, Inc. is also teamed with experts who contribute the strengths and resources developed over 30 years in the industrial gas industry and over 60 years in the refrigerant gas industry.

We carry millions of pounds of refrigerants in our inventories throughout the United States, and our arrangements with so many manufacturers provide us with the greatest flexibility of product despite various industry changes, production cutbacks, plant closings, and raw material shortages, all of which have occurred in the past many years. We are the largest purchaser of refrigerant from Arkema, DuPont, Honeywell, and Mexichem among many others.

Our commitment as the largest supplier of packaged gases in the United States is to supply our customers with the highest quality product. All the refrigerants we sell meet AHRI 700 purity standards, which thereby assures you of the utmost in quality, purity, and dryness of the refrigerant and the safety of the cylinders, which we know is so important to the functioning of your system and the safety of your personnel. Please see attached our formal Quality Assurance Policy.

We look forward to supplying your needs as we have done so well to the American industry nationwide for more than 60 years, first as Refron and now as Airgas, and we will spare no effort to give you maximum cooperation and full satisfaction.

Sincerely,

AIRGAS REFRIGERANTS, INC.

Jay Kestenbaum  
Sr. V.P., Sales & Purchasing



Airgas Refrigerants, Inc.  
2530 Sever Rd., Suite 300  
Lawrenceville, GA 30043  
(404) 352-4007 Fax: (404) 352-6959

March 2014

To All Airgas Refrigerants Customers:

Airgas Refrigerants Inc. is the largest distributor of refrigerant gases in the United States and as a proud member of the Air-Conditioning, Heating and Refrigeration Institute (AHRI ); Airgas Refrigerants provides a wide portfolio of refrigerants that meet or exceed the latest AHRI –700 2011 specifications in order to supply your business needs.

Airgas Refrigerants is committed to providing our customers with the highest product purity, consistency and overall service that you have come to expect. As part of this commitment, Airgas Refrigerants stands behind all of the bulk refrigerants and packaged products supplied to every customer, every order, every time. Airgas Refrigerants maintains the most reputable supplier network across the globe with many of our suppliers certified to both the ISO 9001 and ISO 14001 standard.

In order to ensure that all refrigerant products meet or exceed AHRI-700 2011 specifications, a receiving and inspection process is conducted on all incoming raw materials and packaged product sourced from suppliers. The inspection process includes a review of the receiving paperwork, the Certificate of Analysis indicating that the product meets or exceeds the required specifications and, on many occasions, a 3<sup>rd</sup> party AHRI accredited lab is used to verify the suppliers results.

Additionally, Airgas Refrigerants has internal quality control processes in place that support the verification of product samples being sent out to 3<sup>rd</sup> party AHRI accredited labs for final AHRI-700 2011 certification.

AIRGAS REFRIGERANTS, INC.

Patrick J. Kitchen  
Director of Operations

In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as of this \_\_\_\_\_ day of \_\_\_\_\_ 2014:

\_\_\_\_\_  
Company Name

County of Jefferson, State of Missouri

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Kenneth B. Waller County Executive

\_\_\_\_\_  
Print

Company Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

I hereby certify under section 50.660 RSMo there is either: (1) a balance of funds, otherwise unencumbered, to the credit of the appropriation to which the obligation contained herein is chargeable, and a cash balance otherwise unencumbered, in the treasury, to the credit of the funds from which payment is to be made, each sufficient to meet the obligation contained herein; or (2) bonds or taxes have been authorized by vote of the people and there is a sufficient unencumbered amount of the bonds yet to be sold or of the taxes levied and yet to be collected to meet the obligation in case there is not a sufficient unencumbered cash balance in the treasury.

\_\_\_\_\_  
County Auditor

APPROVED AS TO FORM

\_\_\_\_\_  
County Counselor



**JEFFERSON COUNTY**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
729 MAPLE ST / PO BOX 100  
HILLSBORO MO 63050  
WWW.JEFFCOMO.ORG

**Invitation for Bid: MISCELLANEOUS OPERATIONAL**  
**SUPPLIES 2014**

**Date Issued: 5-22-14**

**BIDS SHALL BE ACCEPTED UNTIL: TUESDAY, JUNE 24, 2014 AT 2:00 P.M. LOCAL TIME.**

**Specification  
Contact:**

**JASON JONAS**  
Department of the Public Works  
636-797-5369  
jjonas@jeffcomo.org

**Contract  
Contact:**

**VICKIE PRATT**  
Department of Administrative Services  
636-797-5382

**Mail (3) Three  
Complete Copies  
With Vendor And  
Bid Information As  
Shown In Sample:**

**SAMPLE ENVELOPE**

*VENDOR NAME*

*VENDOR ADDRESS*

*CONTACT NUMBER*

**DEPARTMENT OF THE COUNTY CLERK**

**JEFFERSON COUNTY MISSOURI**

**729 MAPLE ST / PO BOX 100**

**HILLSBORO MO 63050-0100**

*SEALED BID: (BID NAME)*

**Contract Term:**  
UPON APPROVAL OF THE  
COUNTY COUNCIL AND  
COUNTY EXECUTIVE

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for one additional one-year term with the written consent of the successful bidder. Price increases for renewals are not authorized unless approved in writing by the County.

**Vendor  
Information:**

Central Poly-Bag Corp Andrew J. Keeser  
Company Name Authorized Agent (Print)  
2400 Bede Place [Signature]  
Address Signature  
Linden, NY 07036 President  
City/State/Zip Code Title  
908 862 7570 6/16/14 22-324103416  
Telephone # Date Tax ID #  
Bids@centralpoly.com 908 862 9019  
E-mail Fax #



# CENTRAL POLY CORP.

Manufacturers of Polyethylene Films, Bags, Drum Liners, Box Liners & Specialties

2400 Bedle Place Linden, NJ 07036 Tel(908)862-7570 Fax(908)862-9019

June 20, 2014

Jefferson County Missouri  
Purchasing Department  
729 Maple Street  
Hillsboro, MO 63050-0100

Sealed Bid: Miscellaneous Operational Supplies 2014  
Bid Due: 06-24-2014 @ 2:00pm  
Our Reference Number: 123269

Please be advised that we are enclosing 1 copy of our Catalog as per the above referenced bid. If additional copies are required please feel free to contact us at the above reference number or just email [Melissa@centralpoly.com](mailto:Melissa@centralpoly.com).

The prices are as listed in the catalog and a 5% discount can be applied to any purchases with a minimum order of \$500.00.

Please note that the 5% discount will only be applied to any orders placed from the catalog.

If you have any question regarding the catalog please feel free in contacting us at the above referenced number.

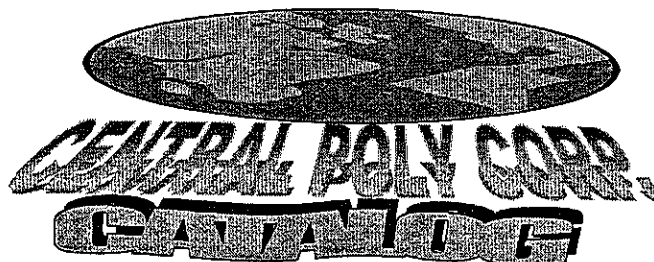
Central Poly Corporation is looking forward to the opportunity of doing business with your facilities.

Truly,



Andrew Hoffer  
President

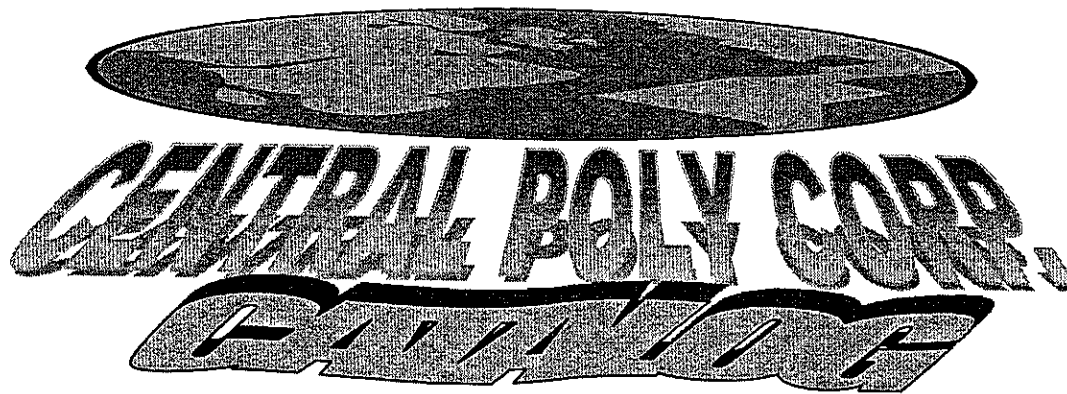




WE HAVE THOUSANDS OF BAGS IN STOCK AND CAN MAKE CUSTOM SIZES TO MANUFACTURE NEEDS  
 SO IF YOU DON'T SEE WHAT YOU ARE LOOKING FOR CONTACT US.  
 18 DONALDSON PL., LINDEN NJ 07036 PHONE 908-862-7570 FAX 908-862-9019

## HIGH DENSITY

CODE	NAME	DIMENSION	THICKNESS	COLOR	CRTN QTY	PRICES
202206H	BAG LINER	20 X 22	6 MICRON	CLEAR, BLACK	2000/CS	\$51.18
242406H	BAG LINER	24 X 24	6 MICRON	CLEAR, BLACK	1000/CS	\$43.08
242408H	BAG LINER	24 X 24	8 MICRON	CLEAR, BLACK	1000/CS	\$44.30
243306H	BAG LINER	24 X 33	6 MICRON	CLEAR, BLACK	1000/CS	\$54.15
243308H	BAG LINER	24 X 33	8 MICRON	CLEAR, BLACK	1000/CS	\$56.99
303708H	BAG LINER	30 X 37	8 MICRON	CLEAR, BLACK	500/CS	\$42.81
303710H	BAG LINER	30 X 37	10 MICRON	CLEAR, BLACK	500/CS	\$47.54
303713H	BAG LINER	30 X 37	13 MICRON	CLEAR, BLACK	500/CS	\$53.95
303716H	BAG LINER	30 X 37	16 MICRON	CLEAR, BLACK	500/CS	\$56.34
334009H	BAG LINER	33 X 40	9 MICRON	CLEAR, BLACK	500/CS	\$48.55
334011H	BAG LINER	33 X 40	11 MICRON	CLEAR, BLACK	500/CS	\$55.64
334013H	BAG LINER	33 X 40	13 MICRON	CLEAR, BLACK	500/CS	\$60.43
334016H	BAG LINER	33 X 40	16 MICRON	CLEAR, BLACK	250/CS	\$44.84
334017H	BAG LINER	33 X 40	17 MICRON	CLEAR, BLACK	250/CS	\$47.81
334019H	BAG LINER	33 X 40	19 MICRON	CLEAR, BLACK	250/CS	\$50.24
334022H	BAG LINER	33 X 40	22 MICRON	CLEAR, BLACK	250/CS	\$52.94
404812H	BAG LINER	40 X 48	12 MICRON	CLEAR, BLACK	250/CS	\$46.97
404814H	BAG LINER	40 X 48	14 MICRON	CLEAR, BLACK	250/CS	\$50.07
404816H	BAG LINER	40 X 48	16 MICRON	CLEAR, BLACK	250/CS	\$53.21
404817H	BAG LINER	40 X 48	17 MICRON	CLEAR, BLACK	250/CS	\$55.64
404819H	BAG LINER	40 X 48	19 MICRON	CLEAR, BLACK	200/CS	\$45.54
404822H	BAG LINER	40 X 48	22 MICRON	CLEAR, BLACK	150/CS	\$46.46
434812H	BAG LINER	43 X 48	12 MICRON	CLEAR, BLACK	200/CS	\$48.48
434814H	BAG LINER	43 X 48	14 MICRON	CLEAR, BLACK	200/CS	\$51.18
434816H	BAG LINER	43 X 48	16 MICRON	CLEAR, BLACK	200/CS	\$54.02
434817H	BAG LINER	43 X 48	17 MICRON	CLEAR, BLACK	200/CS	\$55.64
434822H	BAG LINER	43 X 48	22 MICRON	CLEAR, BLACK	150/CS	\$47.27
386014H	BAG LINER	38 X 60	14 MICRON	CLEAR, BLACK	200/CS	\$50.24
386017H	BAG LINER	38 X 60	17 MICRON	CLEAR, BLACK	200/CS	\$57.26
386022H	BAG LINER	38 X 60	22 MICRON	CLEAR, BLACK	150/CS	\$45.19



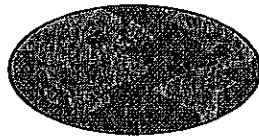
HANDS OF BAGS IN STOCK AND CAN MAKE CUSTOM SIZES TO MANUFACTURE NEEDS

SO IF YOU DON'T SEE WHAT YOU ARE LOOKING FOR CONTACT US.

CE, LINDEN NJ 07036 PHONE: 908-862-7570 FAX: 908-862-9019

# Low Density

CODE	CAPACITY	DIMENSION	THICKNESS	CRTN QTY	PRICE
150923L	7-10 GAL	15 X 9 X 23	MEDIUM-GAUGE	500/CS	\$43.43
150932L	12-16 GAL	15 X 9 X 32	MEDIUM-GAUGE	500/CS	\$52.88
161436M	20-27 GAL	16 X 14 X 36	MEDIUM-GAUGE	250/CS	\$46.43
161436H	20-27 GAL.	16 X 14 X 36	HEAVY GAUGE	250/CS	\$50.02
161436X	20-27 GAL	16 X 14 X 36	X-HEAVY GAUGE	250/CS	\$55.14
231039M	30-33 GAL	23 X 10 X 39	MEDIUM-GAUGE	250/CS	\$47.31
231039H	30-33 GAL	23 X 10 X 39	HEAVY GAUGE	250/CS	\$50.90
231039X	30-33 GAL	23 X 10 X 39	X-HEAVY GAUGE	250/CS	\$53.61
231039Xa	30-33 GAL	23 X 10 X 39	X-HEAVY GAUGE	100/CS	\$38.33
231746X	40 GAL	23 X 17 X 46	X-HEAVY GAUGE	100/CS	\$40.55
231746	40 GAL	23 X 17 X 46	HEAVY GAUGE	100/CS	\$55.49
232147H	44 GAL	23 X 21 X 47	HEAVY GAUGE	100/CS	\$47.78
221458H	55 GAL	22 X 14 X 58	HEAVY GAUGE	100/CS	\$50.13
221458X	55 GAL	22 X 14 X 58	X-HEAVY GAUGE	100/CS	\$46.96
221658H	56 GAL	22 X 16 X 58	HEAVY GAUGE	100/CS	\$41.59
221658X	56 GAL	22 X 16 X 58	X-HEAVY GAUGE	100/CS	\$46.96



# CENTRAL POLY CORP.

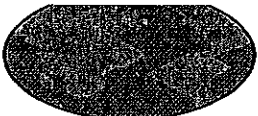
Manufacturers of Polyethylene Films, Bags, Drum Liners, Box Liners & Specialties  
2400 Bedle Place PO Box 4097 Linden ,NJ 07036 Tel (908) 862-7570 Fax (908) 862-9019

## Company Policy

Please be advised Central Poly Corporation will not accept verbal orders unless you have a Blanket Purchase Order.

Orders will be accepted;

- E-mailed to [bids@centralpoly.com](mailto:bids@centralpoly.com)
- Fax to (908) 862-9019
- Mail to 2400 Bedle Place-Linden-NJ-07036



# **CENTRAL POLY CORP.**

Manufacturers of Polyethylene Films, Bags, Drum Liners, Box Liners & Specialties  
2400 Bedle Pl. PO Box 4097 Linden ,NJ 07036 Tel(908)862-7570 Fax(908)862-9019

Attention: Buyer,

The principle of this letter is to inquire all facilities to include us to your vendors list for bids referring to the commodities listed below.

We manufacture plastic bags and now have a full line of paper products, cafeteria supplies, cleaning, sanitary products, custodial and janitorial supplies, and Rubbermaid commercial products.

Central Poly is dedicated to providing quality products in a timely fashion. We are looking forward to doing business with your Facilities.

We receive bids via mail, fax and emailed to [Melissa@centralpoly.com](mailto:Melissa@centralpoly.com).

If there is a way that we can register please advice us at your earliest convenience so that we can start receiving bids for the above listed commodities.

If there are any questions or comments, please do not hesitate to contact us at the above referenced number.

Once again, we are looking forward to doing business with your facilities.

Thank You,  
Andrew Hoffer/President

# **CENTRAL POLY CORP.**

Manufacturers Of Polyethylene Films, Bags, Drum Liners, Box Liners & Specialties  
2400 Bedle Place Po Box 4097 Linden, NJ 07036 Tel (908) 862-7570 Fax (908) 862-9019

## **EQUAL EMPLOYMENT OPPORTUNITY**

*Central Poly Corporation will not discriminate against any employee or applicant for employment because of race, creed, color sex, national origin or handicap status.*

*Central Poly Corporation will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, creed, color, sex, national origin or handicap status. Such action shall include, but not be limited to the following: Employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.*

*Central Poly Corp. agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provision of this nondiscrimination clause.*

*Central Poly Corp. will, in all applications or advertisements for employees placed by or on behalf of Central Poly Corp., state that all qualified applicants will receive consideration for employment without regard to race, creed, color, se, national origin or handicap status.*

*Truly*  
  
**Andrew Hoffer**  
**President.**



JEFFERSON COUNTY  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
729 MAPLE ST / PO BOX 100  
HILLSBORO MO 63050  
WWW.JEFFCOMO.ORG

Invitation for Bid: MISCELLANEOUS OPERATIONAL  
SUPPLIES 2014

Date Issued: 5-22-14

BIDS SHALL BE ACCEPTED UNTIL: TUESDAY, JUNE 24, 2014 AT 2:00 P.M. LOCAL TIME.

**Specification  
Contact:**

JASON JONAS  
Department of the Public Works  
636-797-5369  
jjonas@jeffcomo.org

**Contract  
Contact:**

VICKIE PRATT  
Department of Administrative Services  
636-797-5382

**Mail (3) Three  
Complete Copies  
With Vendor And  
Bid Information As  
Shown In Sample:**

**SAMPLE ENVELOPE**

VENDOR NAME

VENDOR ADDRESS

CONTACT NUMBER

DEPARTMENT OF THE COUNTY CLERK

JEFFERSON COUNTY MISSOURI

729 MAPLE ST / PO BOX 100

HILLSBORO MO 63050-0100

SEALED BID: (BID NAME)

**Contract Term:**  
UPON APPROVAL OF THE  
COUNTY COUNCIL AND  
COUNTY EXECUTIVE

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for one additional one-year term with the written consent of the successful bidder. Price increases for renewals are not authorized unless approved in writing by the County.

**Vendor  
Information:**

Factory Motor Parts  
Company Name

Dana Carney  
Authorized Agent (Print)

1109 Lindbergh Bus Ctr.  
Address

Dana Carney  
Signature

St. Louis, MO 63123  
City/State/Zip Code

Fleet Contract Specialist  
Title

719-599-0237  
Telephone #

6/16/14  
Date

41-0439421  
Tax ID #

d.carney@fmpecc.com  
E-mail

719-434-2417  
Fax #

**JOBBER**

LINE	CAT	PC	Description	Discount %
DEL	10		DELCO CHEMICALS	7.00%
DEL	10	910	DELCO CHEMICALS	7.00%
DEL	10	C10	Antifreeze-All Makes	7.00%
DEL	10	D10	Opticlean, Wash Fluid-All Makes	7.00%
DEL	10	E10	Other Chemical Prod-All Makes	7.00%
DEL	10	F10	Automatic Tran Fluid-All Makes	7.00%
DEL	10	G10	Appearance Prod/Kits-All Makes	7.00%
DEL	10	J10	Motor Oil/Bulk ATF-All Makes	7.00%
DEL	10	Z10	A/C Refrigerant-All Makes	7.00%
FVP	21		FVP Chemicals	34.00%
FVP	22		FVP Chemicals	34.00%
FVP	23		FVP Chemicals	34.00%
FVP	24		FVP OIL	27.00%
MMM			3M PRODUCTS	40.00%
MMM	1		3M PRODUCTS	40.00%
MMM	1	5	Masking Tape	40.00%
MMM	1	6	AC & S Products	40.00%
MMM	1	8	Electrical Products	40.00%
MMM	11		Glass Products	40.00%
MMM	12		Electrical Tape Prod	40.00%
MMM	13		Duct Tape	40.00%
MMM	14		Weatherstrip Adhesiv	40.00%
MMM	16		Trim Adhesive	40.00%
MMM	17		Mech Sealant/Adhesiv	40.00%
MMM	18		Mech Aerosol	40.00%
MMM	18	13	Penet, Degr, Glass Cln	40.00%
MMM	18	2	Brake Cleaner	40.00%
MMM	18	3	Mech AC & S Products	40.00%
MMM	19		Mech Fuel Sys Clean	40.00%
MMM	19	12	Fuel Injection Cleaning	40.00%
MMM	20		Roloc Cond. Discs	40.00%
MMM	20	7	Scotch-Brite Products	40.00%
MMM	21		Hand Pads	40.00%
MMM	22		Body Repair Products	40.00%
MMM	22	11	Body Filler Products	40.00%
MMM	23		Sealers & Coatings	40.00%
MMM	25		Particulate Respirat	40.00%
MMM	26		Glazes/Pads/Car Care	40.00%
MMM	27		233+ Masking Tape	40.00%
MMM	30		Dura-Mix Products	40.00%
MTC	26		MOTOR OIL	28.00%
MTC	26	408	38AD MOTOR OIL	20.00%
MTC	26	409	38AE AUTO TRANS FLUID	20.00%
MTC	26	412	38AJ SYNTH DIESEL OIL	20.00%
MTC	26	414	38AL FFV MOTOR OIL	20.00%
MTC	26	416	38AN OIL DRUMS & TOTES	20.00%
MTC	26	417	38AP ATF DRUMS & TOTES	20.00%
MTC	26	419	38BH GREASE & GEAR LUBRICATION	20.00%
MTC	26	421	38XL MISC ATF OIL & GREASE	20.00%
MTC	26	422	38XM ATF DRUMS & TOTES	20.00%
MTC	26	926	MOTOR OIL OTHER	20.00%
MTC	28		CHEMICAL	8.00%

MTC	28	406	38AB PAINT-TOUCH UP	8.00%
MTC	28	407	38AC CHEMICALS-MISC	8.00%
MTC	28	410	38AF ANTIFREEZE	8.00%
MTC	28	411	38AH LUBRICANTS-MISC	8.00%
MTC	28	413	38AK MISC CAR CARE CHEMICALS	8.00%
MTC	28	420	38DF EXHAUST EMISSION CONTROL	8.00%
MTC	28	456	92BC FUEL ADDITIVES	8.00%
MTC	28	928	CHEMICAL OTHER	8.00%
PRY			PENRAY PRODUCTS	20.00%
PRY	1		PENRAY PRODUCTS	20.00%
PRY	1	1	SPECIAL PF3	20.00%
PYR			PYROIL CHEMICALS	33.00%
PYR	1		PYROIL CHEMICALS	33.00%





JEFFERSON COUNTY  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
729 MAPLE ST / PO BOX 100  
HILLSBORO MO 63050  
WWW.JEFFCOMO.ORG

Invitation for Bid: MISCELLANEOUS OPERATIONAL  
SUPPLIES 2014

Date Issued: 5-22-14

BIDS SHALL BE ACCEPTED UNTIL: TUESDAY, JUNE 24, 2014 AT 2:00 P.M. LOCAL TIME.

Specification  
Contact:

JASON JONAS  
Department of the Public Works  
636-797-5369  
jjonas@jeffcomo.org

Contract  
Contact:

VICKIE PRATT  
Department of Administrative Services  
636-797-5382

Mail (3) Three  
Complete Copies  
With Vendor And  
Bid Information As  
Shown In Sample:

SAMPLE ENVELOPE

VENDOR NAME

VENDOR ADDRESS

CONTACT NUMBER

DEPARTMENT OF THE COUNTY CLERK

JEFFERSON COUNTY MISSOURI

729 MAPLE ST / PO BOX 100

HILLSBORO MO 63050-0100

SEALED BID: (BID NAME)

Contract Term:  
UPON APPROVAL OF THE  
COUNTY COUNCIL AND  
COUNTY EXECUTIVE

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for one additional one-year term with the written consent of the successful bidder. Price increases for renewals are not authorized unless approved in writing by the County.

Vendor  
Information:

Jefferson County Lumber Co.

G. EDWARD KOTTMEIER

Company Name

Authorized Agent (Print)

P.O. BOX 935, 1000 MAIN STREET 2  
Address

G. Edward Kottmeier  
Signature

IMPERIAL, MO 63052  
City/State/Zip Code

PRESIDENT  
Title

636-464-5350  
Telephone #

5/27/14 43-0341580  
Date Tax ID #

jm@jeffersoncounty.lumber.com  
E-mail

636-467-1506  
Fax #

HEK

## CONTRACT RENEWAL

The County of Jefferson reserves the right to renew this contract for two additional 12-month periods at the same discounts, terms and conditions.

## QUALITY

Supplies bid shall be of equal quality, compatible, and interchangeable to original equipment manufacturers and must not void any manufactures warranty.

## LOCATIONS

The County has facilities at the following locations:

Five locations in the City of Hillsboro

2960 Lee Pyle Road off Hwy 67 south of 110 near DeSoto.

5275 Hwy B near Hillsboro

6460 Hwy MM in House Springs

## TYPE OF ITEMS TO BID

Specify type of miscellaneous supplies category, price sheet bid, and percent of discount for the following categories. Bid all supplies you handle.

### Suggested Supplies Categories;

#### Janitorial Supplies

*Category I*

Industrial supplies  
Hardware supplies  
Plumbing supplies  
Building Lumber Supplies  
General Electrical supplies  
Contractor supplies  
HVAC Supplies

#### Electronic Supplies

*Category II*

Concrete Forming Supplies  
Metal supplies  
Portable Radio supplies  
Auto Shop supplies  
Emergency Equipment supplies  
General Cleaning supplies I  
Industrial Cleaning supplies

*JKK*



JEFFERSON COUNTY  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
729 MAPLE ST / PO BOX 100  
HILLSBORO MO 63050  
WWW.JEFFCOMO.ORG

Invitation for Bid: **MISCELLANEOUS OPERATIONAL  
SUPPLIES 2014**

Date Issued: **5-22-14**

BIDS SHALL BE ACCEPTED UNTIL: **TUESDAY, JUNE 24, 2014** AT 2:00 P.M. LOCAL TIME.

**Specification  
Contact:**

JASON JONAS  
Department of the Public Works  
636-797-5369  
jjonas@jeffcomo.org

**Contract  
Contact:**

VICKIE PRATT  
Department of Administrative Services  
636-797-5382

**Mail (3) Three  
Complete Copies  
With Vendor And  
Bid Information As  
Shown In Sample:**

SAMPLE ENVELOPE

VENDOR NAME  
VENDOR ADDRESS  
CONTACT NUMBER DEPARTMENT OF THE COUNTY CLERK  
JEFFERSON COUNTY MISSOURI  
729 MAPLE ST / PO BOX 100  
HILLSBORO MO 63050-0100  
SEALED BID: (BID NAME)

**Contract Term:**  
UPON APPROVAL OF THE  
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COUNTY EXECUTIVE

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**Vendor  
Information:**

Quill Corporation Barb Slotten  
Company Name Authorized Agent (Print)  
100 scheller Road Barb Slotten  
Address Signature  
Lincolnshire, IL 60069 National Sales Manager  
City/State/Zip Code Title  
800-634-4809 6/23/2014 36-2952904  
Telephone # Date Tax ID #  
bid@quill.com 800-789-2016  
E-mail Fax #



100 Schelter Road  
Lincolnshire, IL 60069  
P: 800.634.4809  
F: 800.789.2016  
[www.quill.com](http://www.quill.com)

## CATALOG DISCOUNT EXCLUSIONS

**\*Discount does not apply to Dell™ ink & toner; computer peripherals (digital cameras, scanners, PDAs and software); e-readers; desktop, laptop, netbook, and tablet computers; electronic office machines (copiers, fax machines and LCD projectors); printers; multifunction machines; office communications equipment (phones, radios, DVD players, TVs, VCRs, and camcorders); food; beverages; breakroom, cleaning and janitorial supplies; safety and maintenance items; vending and gumball machines; refurbished and closeout merchandise; taxes or freight charges. Discount does not apply to furniture unless you are a contract bid account. Sale prices, free offer deals, Top Seller/Best Price items, special order items and items beginning with the prefix "SPW" or "UNI", or indicated as an 'extended assortment' item are also excluded from this discount offer. We reserve the right to change our programs and their benefits, including shipping charges.**



100 Schelter Road  
Lincolnshire, IL 60069  
P: 800.634.4809  
F: 800.789.2016  
www.quill.com

June 16, 2014

Wes Wagner  
County of Jefferson  
Department of the County Clerk  
729 Maple Street  
Hillsboro, MO 63050

Quill Bid Number: 14-9346  
Customer Bid Info: Miscellaneous Operational Supplies  
Account Number: 2327611

Dear Wes Wagner,

Thank you for your recent bid request. We appreciate your interest in Quill.com and are pleased to offer your organization a **15% column discount\*** to our already discounted prices in our catalog which are up to 80% off list and **free shipping on virtually all items** good through **June 30, 2015**.

Below are a few guidelines that we ask for you to follow to ensure the proper pricing and handling of your purchase orders:

- ☐ Verbal or written acceptance is requested to guarantee your discounts. Please see attached Bid Response Form.
- ☐ Please be sure to reference the above Quill account for easy and accurate processing.
- ☐ Quill.com offers easy online ordering with visibility to your **15%\* discount**.
- ☐ Orders will ship and invoice the same day, if orders must invoice and/or ship on or after a certain date this must be indicated clearly on your purchase order.
- ☐ Please fax or email your tax exempt form to [taxexempt@Quill.com](mailto:taxexempt@Quill.com) or fax 800-499-8805.

Quill's delivery policy is standard UPS or local carrier drop off, or truck tailgate delivery. Inside delivery is available at an additional charge. Installation or set up is not included.

**This contract must be renewed before expiration date and will not automatically renew.**

Thank you once again for choosing Quill.com. We look forward to working with you in the future

Sincerely,  
Quill's Bid Department

\*Discount does not apply to Dell™ ink & toner; computer peripherals (digital cameras, scanners, PDAs and software); e-readers; desktop, laptop, netbook, and tablet computers; electronic office machines (copiers, fax machines and LCD projectors); printers; multifunction machines; office communications equipment (phones, radios, DVD players, TVs, VCRs, and camcorders); food; beverages; breakroom, cleaning and janitorial supplies; safety and maintenance items; vending and gumball machines; refurbished and closeout merchandise; taxes or freight charges. Discount does not apply to furniture unless you are a contract bid account. Sale prices, free offer deals, Top Seller/Best Price items, special order items and items beginning with the prefix "SPW" or "UNI", or indicated as an 'extended assortment' item are also excluded from this discount offer. We reserve the right to change our programs and their benefits, including shipping charges.



100 Schelter Road  
Lincolnshire, IL 60069  
P: 800.634.4809  
F: 800.789.2016  
www.quill.com

## **BID AWARD FORM CATALOG BID**

**Verbal or written acceptance** in order to ensure the proper bid pricing discount quoted, **please fill out and return** this form as soon as possible.

Quill Bid #: **14-9346** \* Please reference this bid # on ALL purchase orders

Account #: **2327611** State: **MO**

Account Name: **County of Jefferson**

Do you accept our **15% discount** on our catalog? Yes ☐ No ☐

**If Quill.com is awarded, please provide us a list of contacts and/or locations that need to be included as a part of this bid.**

If no, who was awarded your bid \_\_\_\_\_

In order to remain on your bid solicitation list, we welcome your feedback as to the reason(s) we were not considered \_\_\_\_\_

Are you tax exempt? Yes ☐ No ☐ If yes, please send your certificate to [taxexempt@Quill.com](mailto:taxexempt@Quill.com) or fax to 800-499-8805.

This BID RESPONSE FORM can be returned by:

**Fax: (888) 888-8250**

**Email: [bid@quill.com](mailto:bid@quill.com)**

**Or Mail:**

Quill Corporation  
Bid Department  
100 Schelter Road  
Lincolnshire, IL 60069-3621

Thank you for the opportunity to do business with you!  
Your Quill Bid Team  
(800) 634 - 4809



100 Schelter Road  
Lincolnshire, IL 60069  
P: 800.634.4809  
F: 800.789.2016  
[www.quill.com](http://www.quill.com)

## **Sales Contact Information**

Chad Wisneski

Account Manager

Phone: (800) 789-7020 ext. 1428

Fax: (888) 888-8250

Email: [Chad.Wisneski@quill.com](mailto:Chad.Wisneski@quill.com)

## **Sales Manager**

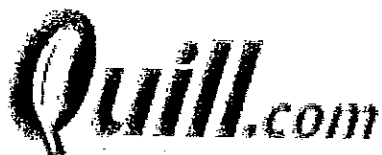
Jason Koepke

Phone: (800) 789-7020 ext. 3355

Email: [Jason.Koepke@quill.com](mailto:Jason.Koepke@quill.com)

## **Bid Department Email**

[bid@quill.com](mailto:bid@quill.com)



## Delivery

- 99% in stock rate, 98% on time delivery
- **Standard Shipping** is via UPS or Local Carrier within 1-2 business days (Mon-Fri) ARO.
  - UPS automatically provides inside delivery (the driver will bring the merchandise inside to a main location-no desk top delivery).
  - Standard shipping for items w/prefix of JV are normally 1-2 business days ARO, however, large quantities of an item may require longer delivery times-up to 5-7 business days ARO
  - No shipping or processing fees.
- **Large Volume Orders** may ship via Truck - Tailgate Delivery within 2-7 business days ARO.
  - Tailgate Delivery means the driver is only responsible to get cartons to the end of the truck and customer is responsible for unloading and bringing inside the building. No shipping or processing fees
  - A call 24 hours before a truck delivery can be arranged at no charge.
  - Lift gates (cargo lift) can be requested for truck orders at no charge-- you must note the PO.
  - For an additional fee of \$25.00 the driver will assist in unloading cartons from truck and bringing inside the building.
  - Installation and or set/up is not included. Additional charges will apply based on weight and site conditions. Please call for quote.
  - Pallet size is 48" X 42"
  - We cannot guarantee full carton shipments due to our automated order system.
  - In order to provide prompt delivery of your order, we may have to utilize stock from multiple warehouse locations.
  - We cannot guarantee palletized shipments for large orders due to our automated order system.
  - For us to ship larger quantities and provide prompt delivery service, we may have to utilize stock from multiple warehouse locations.
- Quill's Future Delivery option enables a school to plan for future needs while securing today's low sale prices
  - Schedule delivery and billing up to 4 months from the time of submitting your order. Just write "Future Delivery" on your purchase order and the date you want the order to ship. If ordering online, simply click "Delayed Shipment" on the checkout screen.