



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

Invitation for Bid: **OFFICE SUPPLIES 2016**

Date Issued: **9-15-15**

BIDS SHALL BE ACCEPTED UNTIL: TUESDAY, **OCTOBER 27, 2015**, AT 2:00 P.M. LOCAL TIME.

**Specification
Contact:**

VICKIE PRATT

Department of Administrative Services
636-797-5380
vpratt@jeffcomo.org

**Contract
Contact:**

VICKIE PRATT

Department of Administrative Services
636-797-5380

**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. This Bid, if accepted, will constitute an Agreement and Contract with Jefferson County, Missouri, upon approval of the County Council and County Executive. 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:**

Company Name

Authorized Agent (Print)

Address

Signature

City/State/Zip Code

Title

Telephone #

Date

Tax ID #

E-mail

Fax #

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REQUIRED DOCUMENTS

- 1. Current and valid Certificate of Insurance or binder showing required insurance coverage must be provided with each bid.
(County must be added as additional insured if awarded)**
- 2a. Proof that Bidder does not owe delinquent real or personal property in Jefferson County (tax receipts for past 3 years)
Obtain receipts at <http://jeffersonmo.devnetwedge.com>
Or**
- 2b. A notarized affidavit stating that the applicant does not own any real estate or personal property in Jefferson County on company letterhead.**
- 3. A Notarized affidavit of work authorization and current business entity status with E-verification documentation. (pages 9 & 10)**
- 4. Agreement to be executed by the County upon approval by the County Council and County Executive. (Bidder is required to complete company information and execute signature)**
- 5. Cooperative Bid Form (last page)**
- 6. All pages of the Invitation for Bid/Request for Proposal must be used when submitting your bid/proposal response along with initialing each page with the bid/proposal. Additional information may be included separately.**
- 7. Bid deposits/bonds must be in the exact amount as stipulated in the bid. (if required)**

***BIDS WILL BE REJECTED IF REQUIRED DOCUMENTATION IS NOT INCLUDED OR COMPLETED**

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 original (one original) and two (two copies) with all 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. Failure to comply with any provision, provide any required documentation, insurance forms or deposits or bonds in exact amounts or any other term or condition that is not in strict conformance 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/BONDS:

Bid Deposits/Bonds are not required unless specified in the specifications. Bid deposits/Bonds must be in the exact amount as stipulated in the bid.

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.

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 and shall be incorporated into the contract as if fully setout therein. The Bid, if accepted and approved by the County Council and County Executive shall constitute the terms of a Contract or Agreement with Jefferson County, Missouri, subject to any further Amendments, Memoranda or other documents or specifications which must be set forth in writing and signed by all parties.

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).

1.12 INSURANCE:

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 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 A CURRENT AND VALID CERTIFICATE OF INSURANCE OR BINDER SHOWING REQUIRED INSURANCE COVERAGE MUST BE PROVIDED WITH EACH BID. JEFFERSON COUNTY MUST BE ADDED AS AN ADDITIONAL INSURED AFTER AWARD OF THE BID. 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.

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. **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 is 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. Tax receipts for the past 3 years are required and may be obtained at <http://jeffersonmo.devnetwedge.com/> or a notarized affidavit stating that the applicant does not own any real or personal property in Jefferson County on company letterhead.

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 requests 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.

Indicate: ☐ Individual: ☐ Partnership: ☐ Corporation.

2.24 INDIVIDUAL, PARTNERSHIPS, CORPORATIONS:

Incorporated in the State of _____.

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.

AFFIDAVIT OF WORK AUTHORIZATION

The grantee, sub grantee, contractor or subcontractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now _____ (Name of Business Entity Authorized Representative) as
_____ (Position/Title) first being duly sworn on my oath, affirm
_____ (Business Entity Name) is enrolled and will continue to participate in the
E-Verify federal work authorization program with respect to employees hired after enrollment in the program
who are proposed to work in connection with the services related to _____
(Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contractor, or subcontractor,
if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that
_____ (Business Entity Name) does not and will not knowingly employ a person
who is an unauthorized alien in connection with the contracted services related to
_____ (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of
the grant, subgrant, contract, or subcontract, if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

Authorized Representative's Signature Printed Name

Title Date

Subscribed and sworn to before me this _____ of _____. I am
(DAY) (MONTH, YEAR)

commissioned as a notary public within the County of _____, State of
(NAME OF COUNTY)

_____ and my commission expires on _____.
(NAME OF STATE) (DATE)

Signature of Notary Date

AFFIDAVIT OF WORK AUTHORIZATION

(Continued)

CURRENT BUSINESS ENTITY STATUS

I certify that _____ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above.

Authorized Business Entity
Representative's Name
(Please Print)

Authorized Business Entity
Representative's Signature

Business Entity Name

Date

As a business entity, the grantee, sub grantee, contractor, or subcontractor must perform/provide the following. The grantee, sub grantee, contractor, or subcontractor shall check each to verify completion/submission:

- ☐ Enroll and participate in the E-Verify federal work authorization program
(Website: <http://www.dhs.gov/e-verify>;
Phone: 888-464-4218; Email: e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein;

AND

- ☐ Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include a page from the E-Verify Memorandum of Understanding (MOU) listing the grantee's, subgrantee's, contractor's, or subcontractor's name and the MOU signature page completed and signed, at minimum, by the grantee, subgrantee, contractor, or subcontractor and the Department of Homeland Security – Verification Division; (if the signature page of the MOU lists the grantee's, subgrantee's, contractor's, or subcontractor's name, then no additional pages of the MOU must be submitted).

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.**

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
1100	Binder - 1" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Avery	AVE04301	EACH	123	
1101	Binder - 1-1/2" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Avery	AVE04401	EACH	27	
1102	Binder - 2" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Avery	AVE04501	EACH	30	
1103	Binder - 3" Vinyl Round Ring Binder With Label Holder, Black, Two Inside Pockets	Avery	AVE04601	EACH	36	
1104	Binder - 4" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Avery	AVE79604	EACH	17	
1105	Binder - 5" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Avery	AVE79606	EACH	0	
1110	Binder - 1" View (Presentation) Binder, Black, Two Inside Pockets	Avery	AVE05710	EACH	2	
1111	Binder - 1-1/2" View (Presentation) Binder, Black, Two Inside Pockets	Avery	AVE05725	EACH	2	
1112	Binder - 2" View (Presentation) Binder, Black, Two Inside Pockets	Avery	AVE05730	EACH	19	
1113	Binder - 3" View (Presentation) Binder, Black, Two Inside Pockets	Avery	AVE05740	EACH	1	
1120	Binder - 1" View (Presentation) Binder, White, Two Inside Pockets	Avery	AVE05711	EACH	0	
1121	Binder - 1-1/2" View (Presentation) Binder, White, Two Inside Pockets	Avery	AVE05726	EACH	17	
1122	Binder - 2" View (Presentation) Binder, White, Two Inside Pockets	Avery	AVE05731	EACH	1	
1123	Binder - 3" View (Presentation) Binder, White, Two Inside Pockets	Avery	AVE05741	EACH	2	
1150	Data Binder - Hanging Data Binder, 6" Capacity, 8.50" x 12" Sheet Size, Post Fastener, Presstex, Light Blue	Acco *	ACC54132	EACH	0	
1195	Index - Legal Exhibit Dividers, Letter, Printed 1-25, White	Avery *	AVE11370	SET	0	
1196	Index - Legal Exhibit Dividers, Letter, Printed 26-50, White	Avery *	AVE11372	SET	0	
1197	Index - Legal Exhibit Dividers, Letter, Printed 51-75, White	Avery *	AVE11396	SET	0	

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
1198	Index - Legal Exhibit Dividers, Letter, Printed 76-100, White	Avery *	AVE11397	SET	0	
1199	Index - Legal Exhibit Dividers, Letter, Printed 101-125, White	Avery *	AVE01334	SET	0	
1200	Indexes - Letter, Insertable Index, Multicolor Tabs, 8-Tab, Buff	Universal	UNV21872	SET	59	
1201	Indexes - Letter, Insertable Index, Clear Tabs, 5- Tab, Buff	Universal	UNV21871	SET	73	
1202	Indexes - A-Z Quick Index Dividers With Contents Page, Printed A-Z - 25 / Set, White Divider, Multicolor Tab	Sparco	SPR21905	SET	10	
1204	Tabs - Self-Adhesive Tabs with White Printable Inserts, Two Inch, Clear Tab, 25/ Pack	Avery	AVE16241	PACKAGE	4	
1205	Tabs - Self-Adhesive Tabs with White Printable Inserts, Two Inch, Assorted Tab, 25/ Pack	Avery	AVE16239	PACKAGE	0	
1301	Sheet Protectors - Heavyweight Polypropylene Sheet Protector, Non-Glare, 11 x 8 1/2, 100/BX	C-Line	CLI62028	BOX	33	
1403	Report Covers - Clear Front Report Cover, Tang Clip, Letter, 1/2" Capacity, Black, 25/Box	Duo-Tang *	ESS55806	BOX	11	
1405	Report Covers - Twin-Pocket Portfolio, Embossed Leather Grain Paper, Assorted Colors, 25/Box	Duo-Tang *	ESS57513	BOX	12	
1500	Transcript Covers - Deluxe Transcript Covers with Clear Front Cover, Black, 100/Box	Oxford *	OXF55806	BOX	5	
2103	Paper Clips - Smooth Finish, No. 1, Silver, 100/Box, 10 Boxes/Pack	Universal	UNV72210	BOX	220	
2104	Paper Clips - Smooth, Wire, Jumbo, Silver, 100/Box, 10 Boxes/Pack	Universal	UNV72220	BOX	280	
2105	Binder Clips - Small, Steel Wire, 3/8" Capacity, 3/4" Wide, Black/Silver, Dozen	Universal	UNV10200	DOZEN	78	
2106	Binder Clips - Medium, Steel Wire, 5/8" Cap., 1-1/4" Wide, Black/Silver, Dozen	Universal	UNV10210	DOZEN	80	
2107	Binder Clips - Large, Steel Wire, 1" Capacity, 2" Wide, Black/Silver, Dozen	Universal	UNV10220	DOZEN	44	
2150	Flash Drive - 8GB Flash Drive, USB 3.0, Retractable, Gray	Verbatim	VER49171	EACH	0	
2151	Flash Drive - 16GB Flash Drive, USB 3.0, , Retractable, Gray	Verbatim	VER49172	EACH	0	

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
2152	Flash Drive - 32GB Flash Drive, USB 3.0, , Retractable, Gray	Verbatim	VER49173	EACH	0	
2153	Flash Drive - 64GB Flash Drive, USB 3.0, , Retractable, Gray	Verbatim	VER49174	EACH	0	
2205	Paper File Fasteners - Standard Two-Piece, Two Inch Capacity, 50/Box	Acco	ACC12992	BOX	121	
2300	Push Pins - Colored Push Pins, Plastic, Rainbow, 3/8", 100/Pack	Universal	UNV31310	PACKAGE	13	
2400	Rubber Bands - Size 18, 3 x 1/16, 1600 Bands/1lb Pack	Universal	UNV00118	PACKAGE	5	
2401	Rubber Bands - Size 32, 3 x 1/8, 820 Bands/1lb Pack	Universal	UNV00132	PACKAGE	7	
2402	Rubber Bands - Size 33, 3-1/2 x 1/8, 640 Bands/1lb Pack	Universal	UNV00133	PACKAGE	5	
2403	Rubber Bands - Size 64, 3-1.2 x 1/4, 320 Bands/1lb Pack	Universal	UNV00164	PACKAGE	2	
3100	Correction Tape - Non-Refillable, 1/6" x 394", White Tape	BIC *	BICWOTAP10	EACH	516	
3101	Correction Pen - .24 oz./7ml, Double Ball Tip, White	Papermate	PAP5620115	EACH	28	
3200	Correction Fluid - .68 oz Bottle, White, 12/ Pack	BIC *	BICWOFQD12WE	EACH	87	
4100	Book Ends - Standard, 4 3/4 x 5 1/4 x 5, Heavy Gauge Steel, 9", Black	Universal	UNV54051	PAIR	0	
4200	Clipboard - Hardboard Clipboard, 1-1/4" Capacity, Holds 8-1/2 x 11, Brown	Universal	UNV40304	EACH	23	
4201	Clipboard - Hardboard Clipboard, 1-1/4" Capacity, Holds 8-1/2w x 14h, Brown	Universal	UNV40305	EACH	4	
4302	Finger Tip - Rubber Finger Tips, Size 12, Medium/Large, Amber, 12/Pack	Swingline	SWI54032	PACKAGE	4	
4305	Sortkwik - Sortkwik Fingertip Moisteners, 1 3/4 oz, Pink	Lee	LEE10134	EACH	27	
4504	Rolodex - Open Tray Card File with 24 A-Z Guides Holds 500 2 1/4 x 4 Cards, Black	Eldon	ROL66998	EACH	2	
4602	Receipt Book - Money/Rent Receipt Books, 2-3/4 x 7 1/8, Three-Part Carbonless, 100 Sets/Book	Tops	TOP46808	BOOK	65	

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
4701	Pencil Cup - Big Pencil Cup, Plastic, 4 1/4 dia. x 5 3/4, Black	Universal	UNV08108	EACH	11	
4703	Clip Dispenser - Magnetic Clip Dispenser, Two Compartments, Plastic, 2 1/2 x 2 1/2 x 3	Universal	UNV08126	EACH	9	
4705	Step File - Wire Step File Junior, Six Sections, 4 3/8 x 6 1/2 x 7 3/4, Black	Fellowes	FEL72613	EACH	1	
4706	Wall Pocket - Unbreakable Docupocket Single Pocket Wall File, Letter, Smoke	Deflect-O	DEF63202	EACH	0	
4707	Wall Pocket - Unbreakable Docupocket Single Pocket Wall File, Legal, Smoke	Deflect-O	DEF64302	EACH	2	
4708	Wall Pocket - Vertical File System - 14.9" x 13.0" x 4.0" - Black, 3/Pack	Sparco	SPR60000	PACKAGE	1	
4710	Business Card Holder - Holds 50 Cards, Black	Eldon	ELDON63525	EACH	9	
4711	Shoulder Rest - Standard Telephone Shoulder Rest, 7 Long x 2w x 2-1/2h, Black	Softalk	SOF101	EACH	13	
4712	Organizer - Drawer Tray, 9 Section	Universal	UNV53052	EACH	2	
4800	Letter Tray - Side Load Letter Desk Tray, Two Tier, Plastic, Black	Universal	UNV08100	SET	16	
4801	Legal Tray - Side Load Legal Desk Tray, Two Tier, Plastic, Black	Universal	UNV08101	SET	0	
4802	Letter Tray - Front Load Letter Desk Tray, Two Tier, Plastic, Smoke	Eldon	16073	SET	7	
4900	Calculator - Canon MP21DX Color Printing Calculator - 12 Digit - 2 Color Display (Black/Red) - AC Supply Powered - 12.2" x 9" - White	Canon *	CNMMP21DX	EACH	0	
4901	Calculator - Pocket Calculator, Dual-Power, 8 Digit(s), LCD, Battery/Solar Powered, 2.4" x 4.1"	Sharp	SHREL244TB	EACH	0	
5100	Stamp Pad - Foam Stamp Pad, 4 1/4 x 2 3/4, Black, 12 Each/Box	Sanford	AVE21381	EACH	1	
5101	Stamp Pad - Felt Stamp Pad, 4 1/4 x 2 3/4, Red, 12 Each/Box	Avery	AVE21071	EACH	0	
5200	Ink - Stamp Pad Neat-Flo Bottle Inker, Two Ounces, Black	Avery	AVE21448	EACH	4	
5201	Ink - Stamp Pad Neat-Flo Bottle Inker, Two Ounces, Red	Avery	AVE21447	EACH	1	

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
5204	Ink - Stamp Pad Refill Ink for Klik! & Universal Stamps, 7ml-Bottle, Black	Universal	USSIK60	EACH	10	
5218	Message Stamp - "COPY", Pre-Inked/Re-Inkable, Red	Universal	UNV10048	EACH	6	
5219	Message Stamp - "RECEIVED", Pre-Inked/Re-Inkable, Red	Universal	UNV10067	EACH	0	
5220	Date Stamp - Rubber Stamp, Dater, Conventional, Type Size 1	Cosco	USSRD010	EACH	0	
5221	Date Stamp - Self-Inking Stamp, "RECEIVED" with Date, 1" x 1.63" Impression, Blue/Red Ink	US Stamp & Sign	USSE4752	EACH	0	
5222	Date Stamp - Self-Inking Date Stamp, 0.38" x 1.63", 4 Bands, Black	US Stamp & Sign	USSE4820	EACH	2	
5225	Date Stamp - Message/Date Stamp - "RECEIVED, FAXED, E-MAILED, PAID" - 0.38" x 1" Impression - 4 Bands - Blue, Red	US Stamp & Sign	USSE4850L	EACH	0	
6100	File Folders - Letter, Manila, 1/3 Cut Assorted, One-Ply Top Tab, 100/Box	Universal	UNV12113	BOX	98	
6101	File Folders - Legal, Manila, 1/3 Cut Assorted, One-Ply Top Tab, 100/Box	Universal	UNV15113	BOX	75	
6103	File Folders - Letter, Pink, 1/3 Cut Top Tab, 100/Box	Smead	SMD12643	BOX	0	
6104	File Folders - Letter, Red, 1/ 3 Cut Top Tab, 100/ Box	Smead	SMD12743	BOX	6	
6105	File Folders - Letter, Blue, 1/ 3 Cut Top Tab, 100/ Box	Smead	SMD12043	BOX	1	
6106	File Folders - Letter, Yellow, 1/ 3 Cut Top Tab, 100/ Box	Smead	SMD12943	BOX	4	
6107	File Folders - Letter, Orange, 1/ 3 Cut Top Tab, 100/ Box	Smead	SMD12543	BOX	1	
6108	File Folders - Letter, Green, 1/3 Cut Top Tab, 100/Box	Smead	SMD12143	BOX	1	
6109	File Folders - Legal, Blue, 1/3 Cut Top Tab, 100/Box	Smead	SMD17043	BOX	3	
6110	File Folders - Legal, Red, 1/3 Cut Top Tab, 100/Box	Smead	SMD17743	BOX	1	
6111	File Folders - Legal, Green, 1/3 Cut Top Tab, 100/Box	Smead	SMD17143	BOX	0	

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
6112	File Folders - Legal, Yellow, 1/3 Cut Top Tab, 100/Box	Smead	SMD17943	BOX	0	
6113	File Folders - Legal, Orange, 1/ 3 Cut Top Tab, 100/ Box	Smead	SMD17534	BOX	0	
6114	File Folders - Legal, Pink, 1/ 3 Cut Top Tab, 100/ Box	Smead	SMD17634	BOX	1	
6116	File Folders - Letter, Manila, Shelf Folders, Straight Cut, Single-Ply End Tab, 100/Box	Smead	SMD24100	BOX	21	
6118	File Folders - Letter, Blue, Straight Cut, Reinforced End Tab, 100/ Box	Smead	SMD25010	BOX	0	
6119	File Folders - Letter, Green, Straight Cut, Reinforced End Tab, 100/Box	Smead	SMD25110	BOX	0	
6121	File Folders - Letter, Red, Straight Cut, Reinforced End Tab, 100/Box	Smead	SMD25710	BOX	0	
6122	File Folders - Letter, Yellow, Straight Cut, Reinforced End Tab, 100/Box	Smead	SMD25910	BOX	0	
6123	File Folders - Letter, Lavender, Straight Cut Reinforced End Tab, 100/Box	Smead	SMD25410	BOX	0	
6124	File Folders - Letter, Pink, Reinforced End Tab Folders, Two Ply Tab, 100/ Box	Esselte	SMD12643	BOX	1	
6125	File Folders - Letter, Red, 2" Capacity Fastener Folders, Straight Tab, 50/Box	Smead	SMD25740	BOX	8	
6126	File Folders - Letter, Manilla, End-Tab Folders, Straight Cut Tab, 14 Pt., 12-1/4"x9-1/2", 50/Box	Smead	SMD24210	BOX	28	
6127	File Folders - Letter, Green, Pressboard Classification Folder, Six-Section, 10/Box	Universal	ACC15046	BOX	5	
6128	File Folders - Letter, Scarlet, Pressguard Classification Folders, Six-Section, 10/Box	Esselte	ESS1257SC	BOX	3	
6200	Hanging File Folders - Letter, Standard Green, 1/5 Tab, 25/Box	Universal	UNV14115	BOX	54	
6201	Hanging File Folders - Legal, Standard Green, 1/5 Tab, 25/Box	Universal	UNV14215	BOX	19	
6205	Hanging File Folders - Letter, Standard Green, 3-1/2 Inch Hanging File Pockets with Sides, 10/Box	Smead	SMD 64220	BOX	3	
6300	Hanging File Folder Tabs - Poly Tabs, 1/3" Cut, 3-1/2"x1/2", 25/PK, Clear	Smead	SMD64615	PACKAGE	0	

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
6301	Hanging File Folder Tabs - Poly Tabs, 1/5" Cut Tab, 2-1/4"x1/2", 25/PK, Clear	Smead	SMD64600	PACKAGE	3	
6302	File Tabs - 1" x 1 1/2", Striped, Blue/Green/Red, Self-Stick Tabs, 66/Pack	3M	MMM686LGBR	PACKAGE	9	
6304	File Tabs - 1" x 1 1/2", Assorted Standard Colors, Self-Stick Tabs, 66/Pack	3M	MMM686RYB	PACKAGE	0	
6305	File Tabs - Printable Repositionable Plastic Tabs, 1 3/4 Inch, White, 80/Pack	Avery	AVE16282	PACKAGE	1	
6400	Drawer Frames - Letter Size, Screw-Together Hanging Folder Frame, 23-26.77" Long	Universal	UNV17000	EACH	22	
6401	Drawer Frames - Legal Size, Screw-Together Hanging Folder Frame, 23-26.77" Long	Universal	UNV18000	EACH	8	
6500	File Guides - Letter, Recycled Top Tab File Guides, Alpha, 1/5 Tab, Pressboard, 25/Set	Smead	SMD50376	SET	9	
6501	File Guides - Legal, Recycled Top Tab File Guides, Alpha, 1/5 Tab, Pressboard, 25/Set	Smead	SMD52376	SET	5	
6600	Expansion Wallet - Letter, 3 1/2 Inch Expansion Wallets, Leather-Like Redrope, 10/Box	Smead	SMD71353	EACH	44	
6601	Expansion Wallet - Legal, 3 1/2 Inch Expansion Wallets, Leather-Like Redrope, 10/Box	Smead	SMD71356	EACH	237	
6608	Expansion Folder - Letter, Daily 1- 31 Open Expanding File, 31 Pockets, Leather- Like Redrope	Smead	SMD70467	EACH	3	
6609	Expansion Folder - Legal, Daily 1- 31 Open Expanding File, 31 Pockets, Leather- Like Redrope	Smead	SMD70469	EACH	0	
6610	Expansion Folder - Letter, Alphabetic A-Z, Open Expanding File, 21 Pockets, Leather-Like Redrope	Smead	SMD70425	EACH	0	
6611	Expansion Folder - Legal, A- Z Open Expanding File, 21 Pockets, Legal, Leather- Like Redrope	Smead	SMD70430	EACH	5	
6612	Expansion Folder - Letter, Monthly Jan-Dec Expanding File, 12 Pocket, Leather-Like Redrope	Smead	SMD70388	EACH	4	
6613	Expansion Folder - Legal, Monthly Jan-Dec Expanding File, 12 Pocket, Leather-Like Redrope	Smead	SMD70490	EACH	0	
6700	File Pockets - Letter, 3 1/2 Expansion Drop Front Pocket, Straight Tab, 25/Box	Smead	SMD73224	EACH	25	
6701	File Pockets - Legal, 3 1/2 Inch Expansion Drop Front Pocket, 25/Box	Smead	SMD74224	EACH	29	

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
6702	File Jackets - Letter, 11 Point Manila, 100/Box	Universal	UNV72300	BOX	24	
6703	File Jackets - Legal, File Jackets, 11 Point Manila, 100/Box	Universal	UNV72500	BOX	2	
6704	File Jackets - Letter, File Jackets with Two Inch Expansion, 11 Point Manila, 50/Box	Universal	UNV76300	BOX	3	
6705	File Jackets - Legal, File Jackets with Two Inch Expansion, 11 Point Manila, 50/Box	Universal	UNV76500	BOX	1	
6802	Storage Boxes - Legal, String/Button Storage Box, Fiberboard, White, 12/Carton	Universal	UNV75131	CARTON	6	
6803	Storage Boxes - Letter/Legal, Economy Storage Box, Lift-Off Lid. White, 12/Ct	Universal	UNV95223	EACH	274	
6804	Storage Boxes - Letter/Legal, R-Kive Max Storage Box, Locking Lid, Woodgrain, 12/Carton	Fellowes	FEL00725	CARTON	5	
7100	Glue Stick - Glue Stic for Envelopes, .26 oz, Stick	Avery	AVE00134	EACH	462	
7102	Glue Stick - Permanent Glue Stick, .74 oz, Stick	Universal	UNV75749	EACH	90	
7103	Glue - Loctite Super Glue Gel, .07 Grams, 2 pk	LOCTITE	LOC1363131	PACKAGE	11	
7200	Tape - Invisible Tape, 3/4" x 1296", 1" Core, Clear	Universal	UNV83436	ROLL	480	
7201	Tape - General Purpose Masking Tape, 1" x 60 yards, 3" Core	Universal	UNV51301	ROLL	18	
7203	Tape - Box Sealing Tape, 2" x 110 yards, 3" Core, Clear, 6/Box	Universal	UNV63120	ROLL	46	
7204	Tape - Filament Tape, .94" x 60 yards, 3" Core	3M	MMM 8931	ROLL	2	
7300	Tape Dispenser - Desktop Tape Dispenser, 1" Core, Weighted Non-Skid Base, Black	Universal	UNV15001	EACH	27	
7500	Envelope Moistener - Squeeze Bottle Moistener, 2 oz, Blue	Universal	UNV56502	EACH	7	
7601	Mounting Squares - Precut Foam Mounting 1 Squares, Double-Sided, Permanent, 16 Squares/Pack	3M	MMM111	PACKAGE	10	
8105	Labels - Laser Printer Permanent Labels, 1 1/3" x 4, White, 1400/Box	Avery	UNV80106	BOX	0	

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
8106	Labels - Address Labels for Copiers, 1 x 2-3/4, Bright White, 3300/Box	Universal	UNV90102	BOX	1	
8107	Labels - Laser Printer Permanent Labels, 1 x 2-5/8, White, 3000/Box	Universal	UNV80102	BOX	13	
8108	Labels - Laser Printer Permanent Labels, 1 x 4, White, 100 Sheets, 2000/Box	Universal	UNV80104	BOX	15	
8109	Labels - Laser Printer Permanent Labels, 2 x 4, White, 1000/Box	Universal	UNV80107	BOX	5	
8110	Labels - Laser Pinter Permanent Labels, Full Sheet Letter 8.5" x 11", White, 100/Box	Avery	AVE30605	BOX	0	
8116	Labels - Print or Write Removable Color-Coding Labels, 3/ 4in dia, Red, 1008/ Pack	Avery	AVE05466	PACKAGE	17	
8117	Labels - Print or Write Removable Color-Coding Labels, 3/4 in dia, Yellow, 1008/ Pack	Avery	AVE05462	PACKAGE	3	
8119	Labels - Print or Write Removable Color-Coding Labels, 3/4 in dia., Blue, 1008/Pack	Avery	AVE05469	PACKAGE	0	
8125	Label Cartridge - For DYMO Label Writer Printer, Address Labels, 1- 1/ 8 x 3- 1/ 2, White, 700/ Box	DYMO	DYM30252	BOX	204	
8150	Labels - Brother Address Label - 1.14" Width x 2.42" Length - 800/Roll - White - 1/Roll	Brother *	BRTDK1209	ROLL	0	
8200	Reinforcements - Hole Reinforcements, 1/ 4" Diameter, White, 200/ Pack	Avery	AVE05729	BOX	7	
8201	Reinforcements - Self- Adhesive Reinforcing Strips, 10 3/ 4 x 1, 200/ BX	C-Line	CLI64112	BOX	7	
8300	Seals - Inkjet Print or Write Notarial Seals, 2" Diameter, Gold, 44/ Pack	Avery	AVE05868	PACKAGE	6	
8400	Post-it - Standard Self-Stick Notes, 1- 1/ 2 x 2, Yellow, 12 100- Sheet Pad/ Pack	Universal	UNV35662	PACKAGE	105	
8401	Post-it - Standard Self-Stick Notes, 3 x 3, Yellow, 12 100- Sheet Pads/ Pack	Universal	UNV35668	PACKAGE	168	
8403	Post-it - Standard Tape Flags in Dispenser, Yellow, 50 Flags/ Dispenser	3M	MMM680YW2	EACH	80	
8404	Post-it - Standard Tape Flags in Dispenser, Blue, 50 Flags/ Dispenser	3M	MMM680BE2	EACH	48	
8405	Post-it - Standard Tape Flags in Dispenser, Red, 50 Flags/ Dispenser	3M	MMM680RD2	EACH	49	

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
8406	Post-it - Standard Tape Flags in Dispenser, Green, 50 Flags/ Dispenser	3M	MMM680GN2	EACH	48	
8407	Post-it - Standard Tape Flags in Dispenser, Orange, 50 Flags/ Dispenser	3M	MMM680OE2	EACH	48	
8410	Message Tabs - "Sign Here" Arrow Message, 1/ 2" Flags, 4 Colors w/ Dispensers, 120/Pack	3M	MMM684SH	PACKAGE	8	
9201	Punch - 30-Sheet Two-Hole Punch, 9/32" Holes, Black	Universal	UNV74222	EACH	7	
9202	Punch - 12-Sheet Deluxe Two- and Three- Hole Adjustable Punch, 9/ 32" Holes, Black	Universal	UNV74323	EACH	15	
9203	Punch - 40-Sheet Three-Hole Punch, Reduced Effort, 9/32" Holes, Black/Silver	Paperpro *	ACI2240	EACH	0	
9301	Ruler - Acrylic Plastic Ruler, 12", Clear	Universal	UNV59022	EACH	3	
9302	Engineering Scale - Triangular Scale, Plastic, 12", Engineering, Color- Coded	Chartpak	CHA235E	EACH	0	
9401	Scissors - All Purpose Scissors, Black, 8"	Deskworks	ACM13135	EACH	36	
9501	Staples - Standard Chisel Point 210 Strip Count Staples, 5,000/ Box	Universal	UNV79000	BOX	155	
9503	Staples - S.F. 4 Premium Chisel Point 210 Count Full Strip Staples, 5,000/ Box	Swingline	SWI35450	BOX	8	
9504	Staples - High-Capacity Staples, 3/ 8 Inch Leg Length, 2500/ Box	Swingline	SWI35550	BOX	0	
9507	Staples - Stanley® Bostitch 1/2" Heavy-Duty Staples, 85- Sheet Capacity, 1,000/ Box	Bostitch	SB35121M	BOX	8	
9508	Staples - Heavy Duty, 150 Sheet Capacity, 5/8", 1000/Box	Bostitch	SB35581M	BOX	0	
9511	Staples - S.F. 13 Heavy- Duty 1/ 2 Inch Leg Length Staples, 90- Sheet Capacity, 1,000/ Box	Swingline	SWI35312	BOX	2	
9515	Staples - Swingline Optima Jam-Free Premium Staples - Standard 1/4" Leg, 3,750/Box	Swingline *	SWI35556	BOX	60	
9602	Stapler - Half Strip Stapler, 12-Sheet Capacity, Black	Universal	UNV43119	EACH	1	
9603	Stapler - Light-Duty Desk Stapler, 20-Sheet Capacity, Black, Full Strip	Swingline	SWI40701	EACH	33	

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Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
9604	Stapler - Heavy-Duty Stapler, 160- Sheet Capacity, Black/ Gray	Swingline	SWI39005	EACH	4	
9605	Stapler - Light-duty Stand-up Stapler, Reduced effort, Full-Strip, Black/Gray	PaperPro	ACI1423	EACH	34	
9700	Staple Remover - Jaw Style Staple Remover, Burgundy	Universal	UNV00700	EACH	15	
9701	Staple Remover - Heavy-Duty Staple Remover, Black	Max	MXB RZ3F	EACH	4	
9702	Staple Remover - Deluxe Jaw Style Staple Remover	Swingline	SWI38101	EACH	3	
9703	Staple Remover - Premium Blade Style Staple Remover, Satin Chrome Finish	Swingline	SWI37141	EACH	3	
9800	Letter Opener - Lightweight Hand Letter Opener, 9", Silver	Universal	UNV31750	EACH	12	
9801	Letter Opener - Letter Slitter Hand Letter Opener w/ Concealed Blade, 2 1/2", White, 2/Pack	Universal	UNV31803	EACH	62	
10001	Plotter Paper - Designjet Bright White Inkjet Paper, 24 lbs., 36" x 150 ft, White	HP *	HEWC1861A	ROLL	0	
10002	Plotter Paper - HP Universal Brand Paper Roll, 21 lbs., 2" Core, 24" x 150 ft, White	HP *	HEWQ1396A	EACH	0	
10100	Adding Tape - Adding Machine/ Calculator Roll, 16 lb, 1/ 2" Core, 2- 1/ 4" x 150 ft, White, 100/ CT	Universal	UNV35710	ROLL	239	
10120	Thermal Paper Rolls - For Verifone VX520 Credit Card Terminal, 50/Cartron	PMC *	PMC05262	ROLL	50	
10201	Dry Toner - Transparency Film for Laser Copiers, Ltr, Clear, 100/ Box	3M	MMM PP2500	BOX	3	
10400	Pads - Letter, Perforated Edge Writing Pad, Canary, 50-Sheet, Dozen	Universal	UNV10630	PAD	477	
10401	Pads - Legal, Perforated Edge Writing Pad, Canary, 50-Sheet, Dozen	Universal	UNV40000	PAD	80	
10402	Pads - 5 x 8 Perforated Edge Writing Pad, Jr. Legal Rule, 5 x 8, Canary, 50-Sheet, Dozen	Universal	UNV46200	PAD	405	
10500	Steno Notebooks - Steno Book, Gregg Rule, 6 x 9, Green, 80 Sheets/Pad	Universal	UNV86920	DOZEN	26	
10501	Spiral Bound Notebook - College Rule, 8- 1/ 2 x 11, White, 100 Sheets/Pad	Mead	MEA06622	EACH	31	

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
10600	Phone Message Books - Wirebound Message Books, 2 3/ 4 x 5, Two- Part Carbonless, 400 Sets/Book	Universal	UNV48003	BOOK	1	
10811	Index Cards - 3" x 5" Unruled Index Cards, White, 100/Pack	Esselte	ESS 30	PACKAGE	40	
10812	Index Cards - 3" x 5" Ruled Index Cards, White, 100/Pack	Esselte	ESS 31	PACKAGE	41	
10813	Index Cards - 4" x 6" Ruled Index Cards, White, 100/Pack	Esselte	ESS 41	PACKAGE	4	
10815	Index Cards - 4" x 6" Unruled Index Cards, White, 100/Pack	Esselte	ESS 40	PACKAGE	264	
11200	Eraser - Eraser Caps, 144/Box	Sanford	PAP73015	BOX	1	
11201	Eraser - Eraser Refills, Z21, 3/Tube	Pentel	PENZ21	PACKAGE	0	
11202	Eraser - Clic Eraser Pen-Style Eraser, 3/Pack	Pentel	ZE21BP3	PACKAGE	4	
11203	Eraser - Clic Eraser Pen-Style Eraser Refills, 2/Pack	Pentel	ZER2	PACKAGE	9	
11204	Dry Erase Eraser - Expo Dry Erase Marker Board Eraser - Charcoal Gray	Expo	SAN81505	EACH	8	
11300	Highlighter - Brite Liner Grip XL Highlighter, Chisel Tip, Fluorescent Yellow Ink, 12/Pk	Bic *	BLMG11YW	EACH	724	
11301	Highlighter - Assorted Colors, Chisel Tip, Fluorescent, 5/Set	Bic	BICBLP51WASST	SET	18	
11302	Highlighter - Chisel Tip, Fluorescent Blue, Dozen	Universal	UNV08864	DOZEN	2	
11303	Highlighter - Chisel Tip, Fluorescent Orange, Dozen	Universal	UNV08863	DOZEN	6	
11304	Highlighter - Chisel Tip, Fluorescent Green, Dozen	Universal	UNV08862	DOZEN	4	
11306	Towelettes - Dry Erase Board Cleaning Wet Wipes, 6 x 9, 50/Container	Expo	SAN81850	CONTAINER	3	
11307	Markers - Low Odor Dry Erase Marker, Fine Point, Assorted, 4/Set	Expo	SAN86074	SET	22	
11308	Markers - Low Odor Dry Erase Markers, Chisel Tip, Basic Assorted, 4/Set	Expo	SAN80074	SET	15	

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
11309	Markers - Permanent Markers, Chisel Tip, Black, Dozen	Universal	UNV07051	EACH	56	
11310	Markers - Permanent Markers, Chisel Tip, Red, Dozen	Universal	UNV07052	DOZEN	1	
11311	Markers - Red Porous Point Stick Pen, Red Ink, Medium, Dozen	Universal	UNV50503	DOZEN	1	
11312	Highlighter - Brite Liner Highlighter, Chisel Tip, Fluorescent Yellow Ink, 12 per Pack	Bic	BICBL11YW	DOZEN	11	
11350	Pen - Counterfeit Bill Detector Pen for Use w/U.S. Currency	DriMark	351B	EACH	1	
11400	Pencils - Economy Woodcase Pencil, HB #2, Yellow Barrel, Dozen	Universal	UNV55400	DOZEN	7	
11401	Pencils - Sharplet-2 Mechanical Pencil, 0.50 mm, Black Barrel	Pentel	PENA125A	DOZEN	1	
11402	Pencils - Sharplet-2 Mechanical Pencil, 0.70 mm, Dark Blue Barrel	Pentel	PENA127C	DOZEN	2	
11403	Pencils - Sharplet-2 Mechanical Pencil, 0.90 mm, Brown Barrel	Pentel	PENA129E	EACH	12	
11404	Pencils - Super Hi-Polymer Lead Refills, 0.5mm, HB, Black, 12 Leads/Tube	Pentel	PENC505HB	TUBE	6	
11405	Pencils - Super Hi-Polymer Lead Refills, 0.7mm, HB, Black, 12 Leads/Pack	Pentel	PEN50HB	TUBE	12	
11406	Pencils - Super Hi-Polymer Lead Refills, 0.9mm, HB, Black, 15 Leads/Pack	Pentel	PEN509HB	TUBE	4	
11408	Pencils - Sharpwriter Mechanical Pencil, HB, 0.70 mm, Yellow Barrel, Dozen	Paper Mate	PAP30301	DOZEN	4	
11605	Pens - Roller Ball Stick Dye-Based Pen, Blue Ink, Micro, Dozen	Sanford	SAN60153	DOZEN	5	
11606	Pens - Roller Ball Stick Dye-Based Pen, Black Ink, Micro, Dozen	Sanford	SAN60151	DOZEN	4	
11607	Pens - Roller Ball Stick Dye-Based Pen Black Ink, Fine, Dozen	Sanford	SAN60101	DOZEN	2	
11610	Pens - Precise V5 Roller Ball Stick Pen, Needle Pt, Black Ink, 0.5mm Extra Fine, Dozen	Pilot	PIL35334	DOZEN	8	
11611	Pens - Precise V5 Roller Ball Stick Pen, Needle Pt, Red Ink, 0.5mm Extra Fine, Dozen	Pilot	PIL35336	DOZEN	5	

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
11620	Pens - Sign Pen Porous Point Pen, Bold, Black, Dozen	Pentel *	PENS520A	DOZEN	0	
11702	Pens - Standard Ballpoint Counter Pen, Black Ink, Medium	PMF	PMC05057	EACH	43	
11797	Pens - Round Stic Grip Ballpoint Stick Pen, Red Ink, Fine, Dozen	Bic	GSFG11RD	DOZEN	1	
11798	Pens - Soft Feel Ballpoint Stick Pen, Red Ink, Medium, Dozen	Bic	SGSM11RD	DOZEN	5	
11799	Pens - Soft Feel Ballpoint Stick Pen, Blue Ink, Medium, Dozen	Bic	SGSM11BE	DOZEN	17	
11801	Pens - Soft Feel Ballpoint Stick Pen, Black Ink, Medium, Dozen	Bic	SGSM11BK	DOZEN	36	
11802	Pens - Round Stic Ballpoint Stick Pen, Black Ink, Medium, Dozen	Bic	GSM11BK	DOZEN	23	
11809	Pens - Ballpoint Stick Oil- Based Pen, Blue Ink, Fine, Dozen	Universal	UNV27421	DOZEN	0	
11810	Pens - Ballpoint Stick Oil- Based Pen, Black Ink, Fine, Dozen	Universal	UNV27420	DOZEN	1	
11811	Pens - Ballpoint Stick Oil- Based Pen, Red Ink, Medium, Dozen	Universal	UNV27412	DOZEN	1	
11812	Pens - Ballpoint Stick Oil- Based Pen, Black Ink, Medium, Dozen	Universal	UNV27410	DOZEN	4	
11813	Pens - Ballpoint Stick Oil- Based Pen, Blue Ink, Medium, Dozen	Universal	UNV27411	DOZEN	4	
11822	Pencil Sharpener - Compact Desktop Battery-Operated Pencil Sharpener, Black, Uses Four AA batteries	Hunt	EPI16750	EACH	3	
11827	Pens - Round Stic Ballpoint Stick Pen, Black Ink, Fine, Dozen	Bic	GSF11BK	DOZEN	20	
11830	Pens - Round Stic Ballpoint Stick Pen Blue Ink, Fine, Dozen	Bic	GSF11BE	DOZEN	0	
11831	Pens - Round Stic Ballpoint Stick Pen, Blue Ink, Medium, Dozen	Bic	GSM11BE	DOZEN	19	
11835	Pens - Clic Stic Ballpoint Retractable Pen, Black Ink, Medium, Dozen	Bic	CSM11BK	DOZEN	25	
11836	Pens - Clic Stic Ballpoint Retractable Pen, Blue Ink, Medium, Dozen	Bic	CSM11BE	DOZEN	4	

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
11838	Pens - Zebra Sarasa Roller Ball Retractable Gel Pen, Black Ink, Medium, 20 per Box	Zebra	ZEB14680	BOX	25	
11903	Sharpie - Permanent Marker, Fine Point, Black, Dozen	Sharpie	SAN30001	DOZEN	18	
11904	Sharpie - Permanent Marker, Extra Fine Point, Black, Dozen	Sharpie	SAN 35001	DOZEN	5	
11905	Sharpie - Permanent Marker, Fine Point, Red, Dozen	Sharpie	SAN 30002	DOZEN	8	
11907	Pens - Signo Gel RT Roller Ball Retractable Gel Pen, Black Ink, Medium, Dozen	Sanford	SAN 65940	DOZEN	4	
11909	Pen Refill - Refill for G2 Gel, Dr. Grip Gel/ Ltd, ExecuGel G6, Q7, Fine Tip, Black, 2/ Pack	Pilot	PIL77240	PACKAGE	2	
11910	Pens - G2 Gel Roller Ball Pen, Retractable, Refillable, Red Ink, 0.7mm Fine, Dozen	Pilot	PIL31022	DOZEN	3	
11911	Pens - G2 Gel Roller Ball Pen, Retractable, Refillable, Black Ink, 0.7mm Fine, Dozen	Pilot	PIL31020	DOZEN	14	
11912	Pens - G2 Gel Roller Ball Pen, Retractable, Refillable, Blue Ink, 0.7mm Fine, Dozen	Pilot	PIL31021	DOZEN	12	
11913	Pens - Signo Gel 207 Roller Ball Retractable Gel Pen, Blue Ink, Medium, Dozen	Sanford	SAN33951	DOZEN	17	
11914	Pens - Signo Gel GRIP Roller Ball Stick Gel Pen, Black Ink, Medium, Dozen	Sanford	SAN 65450	DOZEN	15	
12105	Ribbon - Data Products® R5110 Correctable Ribbon for IBM Wheelwriter Series Typewriters		ITKKOR192B	EACH	1	
12107	Ribbon - DPS-R1427 Compatible Ribbon, Calculator Ribbon, Black/Red	Industrias Kores	ITKKOR42	EACH	2	
12112	Ribbon - Calculator, R3027 Compatible Ribbon, Black/ Red	DataProducts	R3027	EACH	21	
12116	Ribbon - R1420 Compatible Ribbon, Black, Typewriter, (for use in Brother typewriter)	DataProducts	R1420	EACH	0	
12203	Lift-Off Tape - Lift-Off Tape for use with IBM Selectric II/III Series and Others, 6/Box	DataProducts	R51816	BOX	0	
13200	Batteries "AA" - Duracell® Alkaline "AA" Batteries; 16-Pack	Duracell *	MN1500B16	EACH	1359	
13201	Batteries "AAA" - Duracell® Alkaline "AAA" Batteries; 12-Pack	Duracell *	MN24RT12Z	EACH	713	

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
13202	Batteries "C" - Duracell® Alkaline "C" Batteries; 1.5V, 8-Pack	Duracell *	MN14RT8Z	EACH	16	
13203	Batteries "D" - Duracell® Alkaline "D" Batteries; 8-Pack	Duracell *	MN13RT8Z	EACH	222	
13204	Batteries "9V" - Duracell® Alkaline "9V" Batteries; 4-Pack	Duracell *	MN16RT4Z	EACH	61	
13205	Batteries "E2 Lithium" - Energizer® Specialty Batteries; e2 Lithium Photo Battery, 123, 3V, EACH	Energizer *	EVE-EL123AP	EACH	54	
17101	CD-RW Discs - 700MB/80min, 12x, w/Jewel Cases, Silver, 5/Pack	Imation *	16950	EACH	12	
17102	CCS72100 CD-R Discs - 700MB/80min, 52x, Spindle, Silver, 100/Pack	Innovera	IVR77990	PACKAGE	14	
17103	CD-R Discs - 700MB/80min, 52x, w/Slim Jewel Cases, Silver, 10/Pack	Verbatim *	VER94935	EACH	105	
17104	DVD-R/RAM - Recordable DVD's, Rewriteable 1000 times, Capacity 9.4GB/Double-Sided, Each	Innovera	IVR46805	EACH	0	
17105	DVD+RW - Rewritable DVDs w/jewel case, Capacity 4.7GB/Single-Sided, 120 minute capacity, Each	Verbatim	VER94520	EACH	20	
17110	DVD-R - 4.7GB, 16x, Spindle, Silver, 50/Pack	Innovera	IVR46850	PACKAGE	18	
17111	DVD-R - 8cm Minidisc DVD- R, 1.4GB, 4x, w/ Jewel Case, Silver, 3/ Pack	Innovera	IVR46803	PACKAGE	0	
17200	Photo Paper - Glossy Photo Paper, 60 lbs., Glossy, 8-1/2 x 11, 50 Sheets/Pack	Epson	EPSS041649	PACKAGE	0	
17210	CD/DVD Envelopes - CD/DVD Envelopes, Paper Envelope With Clear Poly Window, 50/Box	Innovera	IVR39403	BOX	26	
17300	Compressed Air Duster - Compressed Gas Duster, 7 oz Can	Universal	IVR51501	EACH	74	
17400	Surge Protector - Six- Outlet Surge Suppressor, 1080 Joules, 6 ft. cord, Putty	Compucessory	CCS25102	EACH	14	
17500	Mouse Pad - Standard Mouse Pad, 8" x 9", Blue	Fellowes	FEL58021	EACH	22	
17501	Wrist Rest - Memory Foam Mouse Pad/Wrist Rest, 1.0" x 7.9" x 9.3", Silver/Black	Fellowes	FEL9175801	EACH	18	
17502	Wrist Rest - PlushTouch Keyboard Wrist Rest with FoamFusion Technology, 3.2" x 18.1", Microban Anti-Microbial Protection, Contoured, Black	Fellowes *	FEL9252101	EACH	0	

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
18100	Calendar Refill - Desk Calendar Refill, 3-1/2" x 6", 2 Pages For Each Weekday	At-A-Glance	AAG E71750	EACH	15	
18101	Calendar Base - Base for E71750 Calendar Refills, 3 1/2" x 6", Black	At-A-Glance	AAGE1700	EACH	1	
18102	Calendar Refill - Compact Desk Calendar Refill, 3" x 3 3/4", 2 Pages For Each Weekday	At-A-Glance	AAGE91950	EACH	7	
18103	Calendar Base - Compact Desk Calendar Base, 3" x 3 3/4"for E919-50 Calendar Refills, Black	At-A-Glance	AAGE1900	EACH	0	
18200	Calendar - Desk Pad, 22" x 17", Non-Refillable, Ruled Daily Blocks, Vinyl Corners, Eyelets For Hanging, Jan-Dec	At-A-Glance	AAGSK2400	EACH	364	
18301	Calendar - Yearly Wall Calendar, Metal Bound, Unruled Daily Blocks, Hanging Eyelets, 24" x 36", Blue Ink	At-A-Glance	AAG PM1228	EACH	20	
18401	Appointment Book - Daily Appointment Book, 4-7/8" x 8", DayMinder, Nonrefillable, Ruled, One Day Per Page, 2 month reference blocks	At-A-Glance	AAG G10000	EACH	2	
18402	Appointment Book - 4-Person Daily Appt. Book, 7 7/8" x 11", DayMinder, Nonrefillable, Ruled, 1 Day/Page, 2 Month Ref. Blocks	At-A-Glance	AAG G56000	EACH	2	
18502	Appointment Book - Weekly Planner, 6-7/8" x 8-3/4", Nonrefillable, Ruled, One Week Per Spread, 12 month reference blocks	At-A-Glance	AAGG53500	EACH	38	
18503	Appointment Book - Weekly Appointment Book, 8-1/4" x 10 -7/8", Nonrefillable, Ruled, One Week Per Spread, 12 Month Reference Blocks	At-A-Glance	AAG7095005	EACH	4	
18504	Appointment Book - Weekly/Monthly Appointment Book, 8" x 9-7/8", Simulated Leather, Black	At-A-Glance	AAG760105	EACH	8	
18600	Appointment Book - Monthly Planner, 6-7/8" x 8-3/4", Nonrefillable, Unruled, One Month Per Spread, 6 Month Reference Blocks, 16 Month Fiscal	At-A-Glance	AAG 7012705	EACH	5	
18601	Appointment Book - Monthly Planner, 9" x 11", Nonrefillable, Unruled, One Month Per Spread, 13 Month Jan-Jan, Telephone/Address Pages	At-A-Glance	AAG 7026005	EACH	16	
18602	Appointment Book - Monthly Planner, 6-7/8" x 8-3/4", Nonrefillable, Unruled, 1 Month/Spread, 6 Month Reference Blocks, Memo Section	At-A-Glance	AAG G40000	EACH	27	
18603	Appointment Book - 3-Year Mo. Planner, 8-1/2" x 11", Refillable, Unruled, 1 Month/Spread, 6 Month Ref. Blocks, Yrly. Dividers. Sim. Leather, Black	At-A-Glance	AAG 7023605	EACH	1	
18604	Appointment Book - QuickNotes Monthly Planner, Jan. - Dec., 8 1/4" x 10 7/8", Black	At-A-Glance	AAG 760605	EACH	1	
18605	"Today Is" Wall Calendar - Refill, 6 5/8" x 9 1/8", 2013	At-A-Glance	AAGK150	EACH	3	
18606	Appointment Book - 5-Year Monthly Planner, 8-1/2" x 11", Refillable, Unruled, 1 Month/Spread, Yrly. Dividers. Sim. Leather. Black	At-A-Glance	AAG 7029605	EACH	4	

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
18610	Appointment Book - DayMinder Four-Person Group Appointment Book	At-A-Glance	AAGG5600	EACH	11	
18619	Appointment Book Refill - Three- Or Five-Year Planner, Black, 9" x 11", 2015 Refill for 7023605 and 7029605	At-A-Glance	AAG7092375	EACH	4	
18620	Appointment Book Refill - Three- Or Five-Year Planner, Black, 9" x 11", 2016 Refill for 7023605 and 7029605	At-A-Glance	AAG7092376	EACH	10	
18621	Appointment Book Refill - Three- Or Five-Year Planner, Black, 9" x 11", 2017 Refill for 7023605 and 7029605 - **Available July, 2014**	At-A-Glance	AAG 7092377	EACH	4	
18622	Appointment Book Refill - Three- Or Five-Year Planner, Black, 9" x 11", 2018 Refill for 7023605 and 7029605	At-A-Glance	AAG 7092378	EACH	1	
21100	Binding Combs - Plastic Comb Bindings, 5/16" Diameter, 40 Sheet Capacity, Black, 100 Combs/Pack	Fellows	FEL 52507	BOX	5	
21101	Binding Combs - Plastic Comb Bindings, 3/8" Diameter, 55 Sheet Capacity, Black, 100 Combs/Pack	Acco	FEL52325	BOX	0	
21102	Binding Combs - CombBind Standard Spines, 1/2" Diameter, 85 Sheet Capacity, Black, 100/Box	Acco	GBC4090034	BOX	5	
21103	Binding Combs - CombBind Standard Spines, 5/8" Diameter, 125 Sheet Capacity, Black, 25/Box	Acco	GBC4090046	BOX	0	
21104	Binding Combs - CombBind Standard Spines, 3/4" Diameter, 150 Sheet Capacity, Black, 100/Box	Acco	GBC4090052	BOX	1	
21105	Binding Combs - CombBind Standard Spines, 1" Diameter, 200 Sheet Capacity, Black, 100/Pack	GBC	GBC4090306	BOX	0	
21106	Binding Combs - CombBind Standard Spines, 1-1/2" Diameter, 320 Sheet Capacity, Black, 100/Box	GBC	GBC 4200010	EACH	0	
22201	Phone Cord - Handset 12', dark gray	Tech Electronics	B107	EACH	34	
22400	Wall Clock - Round Wall Clock, 12-1/2in, Black	Universal	UNV10431	EACH	6	
22500	Visitor Register Book - Visitor Register Book, Red Hardcover, 112 Pages, 8 1/2 x 11 1/2	Wilson-Jones	WLJS490	EACH	0	
22502	Notary Public Record Book - Burgundy Cover, 60 Pages, 8 1/2 x 10 1/2	Dome	DOM880	EACH	3	
22505	Journal Books - Esselte Canvas Journal Books, 150 Sheet(s), Thread Sewn, 12.12" x 7.62" Sheet Size	Esselte*	66150J	EACH	10	
22506	Journal Book - Esselte Canvas Journal Book, 500 Sheet(s), Thread Sewn, 12.12" x 7.62" Sheet Size	Esselte*	66500J	EACH	0	

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
22600	Posterboard - White Poster Board, 28 x 22, 50/Carton	Elmers	EPI750173	EACH	6	
22800	Waste Basket - 7 gallon	Rubbermaid	22177	EACH	10	
22901	Dry Erase Board - Quartet® Wood Framed Dry-Erase Board; 3'x2'	Quartet	QRT S573	EACH	5	
22902	Cork Board - Quartet® Oak Finish Frame Cork Board; 36"x24"	Quartet	QRT303	EACH	4	
23000	Floor Mats - Economy Carpet Chair Mat; 36x48", Standard Lip	Rubbermaid	11265STCLR	EACH	42	
24001	Laminating Pouches - HeatSeal Laminating Pouches, 3 mil, Letter, 9 x 11 1/2, 100/Box	GBC	GBC3745022	BOX	9	
24002	Laminating Pouches - HeatSeal Laminating Pouches, 5 mil, Legal, 9 x 14 1/2, 100/Box	GBC	GBC3745011	PACKAGE	0	
24003	Laminating Pouches - HeatSeal Laminating Pouch, 11.25" x 17.25", 3mil, 25 Pack	HeatSeal	3200579	EACH	50	
25000	Business Card Kit - Inkjet Matte Business Cards, 2 x 3 1/2, Ivory, 10/Sheet, 250/Pack	Avery	AVE 8376	PACKAGE	4	
26000	Shredder Oil - 12 oz. Bottle, for Oiling Shredder Blades	Fellowes	FEL 35250	EACH	3	
28000	Name Badge Holders - Photo ID Badge Holder, Horizontal, 4w x 3h, Clear, 25/Pack	Avery	74471	PACKAGE	1	
28002	Lanyards - Round Lanyards w/Bulldog Clips, 24/Package	GBC	3747478	PACKAGE	4	

In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as of this _____ day of _____ 2015:

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

COOPERATIVE BID FORM

Bid Name: _____

INSTRUCTIONS: Bidders **MUST** fill out this form as part of the bidding process and attach to your bid response to Jefferson County, Missouri.

COOPERATIVE PROCUREMENT CONTRACT

This is a cooperating supply contract in accordance with Chapter 130, Section 130.020. K.3., of the Procurement Policy and Procedures, Jefferson County Code of Ordinances.

Will you extend bid prices, cash terms, and all other terms and conditions of any contract resulting from this bid with Jefferson County, Missouri, to any Jefferson County, Missouri, Municipality, government agency, district, sub-district or other tax-supported entity?

Yes _____ No _____

Although agreeing to the extension of the terms of this contract to municipalities or other tax-supported entities, *is not a prerequisite for award*, Jefferson County, Missouri, may take this factor into consideration if tie bids are received, in addition to the normal Terms and Conditions of the Invitation for Bid, enclosed herewith as a part of this bid.

**Bidders are encouraged to extend contract prices to
Municipalities and any other tax-supported entities.**

If agreeable to the above, state the **minimum** dollar value *per order* you will require from a Municipality or any other tax-supported entity (**this shall not apply to Jefferson County, Missouri Government, Departments or Divisions**):

MINIMUM DOLLAR VALUE PER ORDER: \$ _____

BY: _____

TITLE: _____

COMPANY: _____

CONTACT INFORMATION FOR COOPERATIVE AGREEMENT

Phone _____ **E-mail** _____

**THIS FORM WILL BECOME PART OF THE BID DOCUMENT PACKAGE SUBMITTED TO
JEFFERSON COUNTY, MISSOURI**