



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

**Invitation for Bid:** **PRINTER – COPIER – FAX 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**

**Vendor  
Information:**

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.

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](http://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](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 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](mailto: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).

## **PRINTER - COPIER – FAX SUPPLIES SPECIFICATIONS**

1. **Items listed under Proposed Manufacture with a (\*). These items CAN NOT be substituted.**
2. UOM (Unit of Measure) the following units of measure can only be used.
  - a. Ctn. (carton) must indicate number per carton.
  - b. M. (1000).
  - c. Bx. (box) must indicate number per box.
  - d. Btl. (bottle) must indicate number of oz. Per bottle.
3. **Deliveries are to be NEXT DAY** service after order is placed. (Delivery times and Order time to be set with awarded vendors).
4. **Prices are ALL INCLUSIVE:** (Shipping, Handling, Delivery, and Assembly to locations specified by the County. Refer to section “2.4”). All prices are firm, this includes all CPI (Consumer Price Index) cost fluctuations.
5. **If the proposed unit of measure varies from the amount listed, mark through the listed amount and fill in the appropriate unit of measure to reflect the cost per unit of measure.**
6. **If the suggested manufacturer or the manufacturer item number is different, mark through the listed information to reflect the correct information.**

## 2016 PRINTER - COPIER - FAX SUPPLY BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
13512	Copier Staples - Sharp AR-M237/AR-M277 Copier, 3/Box	Sharp	AR-SC1	BOX	0	
13514	Copier Staples - Sharp AR-M350 Copier AG559, 3/Box	Sharp	AR-SC1	BOX	0	
13555	Copier Staples - Staple Cartridge for use in RICOH Aficio MP5002	Ricoh *	MXSCX1	BOX	1	
14204	Toner - Sharp AR270 NT1 also AR310NT	Sharp *	SHRAR310NT	EACH	10	
14205	Toner - Sharp AR450U	Sharp *	SHRAR450NT	EACH	4	
14206	Toner - Sharp ARM620U	Sharp *	SHRAR621NT1	EACH	2	
14207	Toner - Sharp ARM255N,355/455	Sharp *	AR455NT1	EACH	12	
14208	Toner - RICOH Aficio MP 50022 Copier	Ricoh *	RIC 841346	EACH	0	
14209	Toner - Sharp MX-M310 Copier	Sharp *	SHR MX-312NT	EACH	0	
14215	Toner - Sharp MX-M503N Copier, Black	Sharp *	SHR-MX500NT	EACH	4	
14216	Drum - Sharp MX-M503N Copier	Sharp *	SHR-MX500NR	EACH	0	
14217	Developer - Sharp MX-M503N Copier	Sharp *	SHR-MX500NV	EACH	0	
14220	Toner - Sharp MX 3501N Color Copier, Black	Sharp *	MX45NTBA	EACH	2	
14221	Toner - Sharp MX 3501N Color Copier, Cyan	Sharp *	MX27NTCA	EACH	7	
14222	Toner - Sharp MX 3501N Color Copier, Magenta	Sharp *	MX27NTMA	EACH	6	
14223	Toner - Sharp MX 3501N Color Copier, Yellow	Sharp *	MX27NTYA	EACH	2	
14224	Waste Toner Cartridge - Sharp MX 3501N Color Copier	Sharp *	SHRMX270HB	EACH	3	
14230	Toner - Sharp MXM364N Copier, Black	Sharp *	SHRARMX560NT	EACH	4	

## 2016 PRINTER - COPIER - FAX SUPPLY BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
14231	Waste Toner - Sharp MXM364N Copier	Sharp *	SHRARMX560HB	EACH	2	
14303	Toner - XEROX MFP 8560 Color, Cyan, 3/Box	XEROX *	XER108R00723	BOX	0	
14304	Toner - XEROX MFC 8560 Color, Magenta, 3/Box	XEROX *	XER108R00724	BOX	0	
14305	Toner - XEROX MFC 8560 Color, Yellow, 3/Box	XEROX *	XER108R00725	BOX	0	
14306	Toner - XEROX MFC 8560 Color, Black, 3/Box	XEROX *	XER108R00726	BOX	0	
14307	Toner - XEROX MFC 8560 Color, Black, 6/Box	XEROX *	XER108R00727	BOX	0	
14509	Toner - Toshiba T3500 Studio E35 and Studio E34, 4 Cartridges/Box	Toshiba *	TOST3500	BOX	0	
14601	Toner - Toshiba E-studio 555/655	Toshiba *	T8550	EACH	2	
14603	Toner - Toshiba E-studio 523/523T/603	Toshiba *	T7200	EACH	1	
14702	Toner - Panasonic DP2000/2500	Panasonic *	DQTU18B	EACH	0	
14703	Toner - Panasonic DP18 WORKIO/DP1810P	Panasonic *	DQTU10C	EACH	0	
14707	Toner - Panasonic DP2310/3030	Panasonic *	DQTU15E	EACH	2	
14800	Toner - Minolta Bizhub 222	Minolta *	MLNTN211	EACH	2	
15104	Laser Toner - HP LaserJet, 1012, 1020, 1022, 3020, & 3030 Series, Black	HP *	HEWQ2612A	EACH	6	
15107	Laser Toner - HP LaserJet 4200 Series	HP *	HEWQ1338A	EACH	16	
15109	Laser Toner - Hewlett Packard 4000, 4000N, 4000SE	HP *	HEWC4127X	EACH	1	
15118	Drum - HP Color Laser Jet 4500 and 4550N Series	HP *	C4195A	EACH	1	
15119	Laser Toner - HP 2100 Series, Black	HP *	HEWC4096A	EACH	1	

**2016 PRINTER - COPIER - FAX SUPPLY BID**

<b>Our Item Number</b>	<b>Item Description</b>	<b>Suggested Manufacturer</b>	<b>Manuf. Item Number</b>	<b>Unit Of Measure</b>	<b>Estimated Annual Use</b>	<b>Unit Cost</b>
15120	Laser Toner - HP 4100 Series, Black	HP *	HEWC8061X	EACH	10	
15121	Laser Toner - HP Laserjet 1000 Series, Black	HP *	HEWC7115A	EACH	5	
15124	Laser Toner - HP Laserjet 5500 Color Printer, Black	HP *	HEWC9730A	EACH	0	
15125	Laser Toner - HP Laserjet 5500 Color Printer, Cyan	HP *	HEWC9731A	EACH	0	
15126	Laser Toner - HP Laserjet 5500 Color Printer, Yellow	HP *	HEWC9732A	EACH	0	
15127	Laser Toner - HP Laserjet 5500 Color Printer, Magenta	HP *	HEWC9733A	EACH	1	
15135	Laser Toner - HP Laserjet 4600 Color Printer, Black	HP *	HEWC9720A	EACH	3	
15136	Laser Toner - HP Laserjet 4600 Color Printer, Cyan	HP *	HEWC9721A	EACH	5	
15137	Laser Toner - HP Laserjet 4600 Color Printer, Yellow	HP *	HEWC9722A	EACH	3	
15138	Laser Toner - HP Laserjet 4600 Color Printer, Magenta	HP *	HEWC9723A	EACH	4	
15139	Laser Toner - HP Laserjet 2550N Color Printer, Black	HP *	HEWQ3960A	EACH	2	
15140	Laser Toner - HP Laserjet 2550N Color Printer, Cyan	HP *	HEWQ3961A	EACH	2	
15141	Laser Toner - HP Laserjet 2550N Color Printer, Yellow	HP *	HEWQ3962A	EACH	2	
15142	Laser Toner - HP Laserjet 2550N Color Printer, Magenta	HP *	HEWQ3963A	EACH	2	
15143	Drum Unit - HP Laserjet 2550N Color Printer	HP *	HEWQ3964A	EACH	4	
15144	Laser Toner - HP Laserjet 2300N Printer, Black	HP *	HEWQ2610A	EACH	1	
15145	Laser Toner - HP Laserjet 4300 Printer, Black	HP *	HEWQ1339A	EACH	0	
15147	Laser Toner - HP Laserjet 4350/4250 Printer, Black	HP *	HEWQ5942X	EACH	17	

## 2016 PRINTER - COPIER - FAX SUPPLY BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
15148	Laser Toner - HP Laserjet 2400 Series, Black	HP *	HEWQ6511X	EACH	0	
15149	Laser Toner - P3005 or M3035 Printer, Black	HP *	HEWQ7551A	EACH	7	
15157	Laser Toner - Lexmark E234N, Black	Lexmark*	LEX24015SA	EACH	0	
15158	Laser Toner - LEXMARK T650 Printer, Black	Lexmark*	LEXT650A11A	EACH	2	
15159	Laser Toner - Lexmark T520, T522 Printer, Black	Lexmark *	LEX12A6735	EACH	0	
15161	Laser Toner - HP LaserJet P1606DN, HP LaserJet 1536DNF MFP, Black	HP *	HEWCE278A	EACH	45	
15165	Laser Toner - HP Laserjet 90A, Black	HP *	HEWCE390A	EACH	66	
15166	Laser Toner - HP Color LaserJet CP4025, CP4525 Series Printer, Black	HP *	HEWCE260A	EACH	2	
15167	Laser Toner - HP Color LaserJet CP4025, CP4525 Series Printer, Cyan	HP *	HEWCE261A	EACH	2	
15168	Laser Toner - HP Color LaserJet CP4025, CP4525 Series Printer, Yellow	HP *	HEWCE262A	EACH	3	
15169	Laser Toner - HP Color LaserJet CP4025, CP4525 Series Printer, Magenta	HP *	HEWCE263A	EACH	2	
15171	Laser Toner - HP LaserJet 3600, Cyan	HP *	HEWQ2671A	EACH	0	
15172	Laser Toner - HP LaserJet 3600, Yellow	HP *	HEWQ2672A	EACH	0	
15179	Laser Toner - HP Laserjet 1160, 1320 Series, Black	HP *	HEWQ5949X	EACH	2	
15184	Laser Toner - HP Color Laserjet 3600 & 3800, Cyan	HP *	HEWQ6471A	EACH	8	
15185	Laser Toner - HP Color Laserjet 3600 & 3800, Yellow	HP *	HEWQ6472A	EACH	9	
15186	Laser Toner - HP Color Laserjet 3600 & 3800, Magenta	HP *	HEWQ6473A	EACH	9	
15187	Laser Toner - HP Color Laserjet P2015DN, Black	HP *	HEWQ7553A	EACH	2	

**2016 PRINTER - COPIER - FAX SUPPLY BID**

<b>Our Item Number</b>	<b>Item Description</b>	<b>Suggested Manufacturer</b>	<b>Manuf. Item Number</b>	<b>Unit Of Measure</b>	<b>Estimated Annual Use</b>	<b>Unit Cost</b>
15188	Laser Toner - HP Laserjet P1505, Black	HP *	HEWCB436A	EACH	9	
15190	Laser Toner - HP Laserjet 4013 and 4014, Black	HP *	HEWCC364A	EACH	19	
15191	Laser Toner - HP Laserjet M1212 MFP, HP Laserjet Pro 1102W, Black	HP *	HEWCE285A	EACH	6	
15193	Laser Toner - HP Color Laserjet CP3520/CP3530, Black	HP *	HEWCE250A	EACH	12	
15194	Laser Toner - HP Color Laserjet CP3520/CP3530, Cyan	HP *	HEWCE251A	EACH	5	
15195	Laser Toner - HP Color Laserjet CP3520/CP3530, Magenta	HP *	HEWCE253A	EACH	6	
15196	Laser Toner - HP Color Laserjet CP3520/CP3530, Yellow	HP *	HEWCE252A	EACH	6	
15197	Laser Toner - HP Laserjet P3015, Black	HP *	HEWCE255A	EACH	14	
15210	Laser Toner - Ricoh Aficio SP C811DN Printer, Black	Ricoh *	RIC820000	EACH	10	
15211	Laser Toner - Ricoh Aficio SP C811DN Printer, Yellow	Ricoh *	RIC820008	EACH	4	
15212	Laser Toner - Ricoh Aficio SP C811DN Printer, Magenta	Ricoh *	RIC820016	EACH	3	
15213	Laser Toner - Ricoh Aficio SP C811DN Printer, Cyan	Ricoh *	RIC820024	EACH	3	
15214	Laser Drum Unit - Ricoh Aficio SP C811DN Printer, Black Drum Unit Photo Conductor	Ricoh *	RIC402714	EACH	1	
15215	Laser Drum Unit - Ricoh Aficio SP C811DN Printer, Color Drum Unit Photo Conductor	Ricoh *	RIC402715	EACH	2	
15216	Laser Transfer Unit - Ricoh Aficio SP C811DN Printer	Ricoh *	RIC402717	EACH	1	
15217	Fuser Unit - Ricoh Aficio SP C811DN Printer	Ricoh *	RIC402718	EACH	1	
15218	Waste Toner - Ricoh Aficio SP C811DN	Ricoh *	RIC402716	EACH	0	
15220	Laser Toner - HP LaserJet M175NW, Black	HP *	HEWCE310A	EACH	0	



## 2016 PRINTER - COPIER - FAX SUPPLY BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
15221	Laser Toner - HP LaserJet M175NW, Cyan	HP *	HEWCE311A	EACH	0	
15222	Laser Toner - HP LaserJet M175NW, Yellow	HP *	HEWCE312A	EACH	0	
15223	Laser Toner - HP LaserJet M175NW, Magenta	HP *	HEWCE313A	EACH	0	
15230	Laser Toner - HP LaserJet M750N, Black	HP *	HEWCE270A	EACH	2	
15231	Laser Toner - HP LaserJet M750N, Cyan	HP *	HEWCE271A	EACH	1	
15232	Laser Toner - HP LaserJet M750N, Yellow	HP *	HEWCE272A	EACH	1	
15233	Laser Toner - HP LaserJet M750N, Magenta	HP *	HEWCE273A	EACH	1	
15305	Laser Toner - HP Color Laserjet CP1215/1515, Black	HP *	HEWCB540A	EACH	0	
15306	Laser Toner - HP Color Laserjet CP1215/1515, Cyan	HP *	HEWCB541A	EACH	0	
15307	Laser Toner - HP Color Laserjet CP1215/1515, Magenta	HP *	HEWCB543A	EACH	0	
15308	Laser Toner - HP Color Laserjet CP1215/1515, Yellow	HP *	HEWCB542A	EACH	0	
15309	Laser Toner - HP Laserjet P1005, HP35, black	HP *	HEWCB435A	EACH	2	
15311	Laser Toner - HP Laserjet P2035, Black	HP *	HEWCE505A	EACH	16	
15312	Laser Toner - HP Laserjet 5000 Series, Black (for use in Canon FP400 printer)	HP *	HEWC4129X	EACH	1	
15313	Laser Toner - HP Color LaserJet CM2320NF MFP, Black	HP *	HEWCC530A	EACH	5	
15314	Laser Toner - HP Color LaserJet CM2320NF MFP, Cyan	HP *	HEWCC531A	EACH	4	
15315	Laser Toner - HP Color LaserJet CM2320NF MFP, Magenta	HP *	HEWCC533A	EACH	4	
15316	Laser Toner - HP Color LaserJet CM2320NF MFP, Yellow	HP *	HEWCC532A	EACH	6	

## 2016 PRINTER - COPIER - FAX SUPPLY BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
15317	Laser Toner - HP Laserjet M4345, Black	HP *	HEWQ5945A	EACH	1	
15318	Laser Toner - Canon MF8380CDW, Black	Canon *	CNMCRTDG118BK	EACH	24	
15319	Laser Toner - Canon MF8380CDW, Magenta	Canon *	CNMCRTDG118MA	EACH	15	
15320	Laser Toner - Canon MF8380CDW, Yellow	Canon *	CNMCRTDG118YW	EACH	18	
15321	Laser Toner - Canon MF8380CDW, Cyan	Canon *	CNMCRTDG118CY	EACH	16	
15330	Laser Toner - HP Laserjet 2600N, Black	HP *	HEWQ6000A	EACH	2	
15331	Laser Toner - HP Laserjet 2600N, Cyan	HP *	HEWQ6001A	EACH	2	
15332	Laser Toner - HP Laserjet 2600N, Yellow	HP *	HEWQ6002A	EACH	2	
15333	Laser Toner - HP Laserjet 2600N, Magenta	HP *	HEWQ6003A	EACH	2	
15335	Laser Toner - C610 Series, Black	Okidata *	44315304	EACH	7	
15336	Laser Toner - C610 Series, Cyan	Okidata *	44315303	EACH	4	
15337	Laser Toner - C610 Series, Magenta	Okidata *	44315302	EACH	4	
15338	Laser Toner - C610 Series, Yellow	Okidata *	44315301	EACH	4	
15339	Laser Drum - C610 Series, Black	Okidata *	44315104	EACH	4	
15340	Laser Drum - C610 Series, Cyan	Okidata *	44315103	EACH	1	
15341	Laser Drum - C610 Series, Magenta	Okidata *	44315102	EACH	2	
15342	Laser Drum - C610 Series, Yellow	Okidata *	44315101	EACH	2	
15343	Laser Toner - Okidata MB280	Okidata *	OKI-56123401	EACH	0	

**2016 PRINTER - COPIER - FAX SUPPLY BID**

<b>Our Item Number</b>	<b>Item Description</b>	<b>Suggested Manufacturer</b>	<b>Manuf. Item Number</b>	<b>Unit Of Measure</b>	<b>Estimated Annual Use</b>	<b>Unit Cost</b>
15346	Laser Toner - HP Laserjet 3600/3800N Series Printer, Black	HP *	HEWQ6470A	EACH	5	
15347	Laser Toner - HP Laserjet 3600 Series Printer, Cyan	HP *	HEWQ7581A	EACH	0	
15348	Laser Toner - HP Laserjet 3600 Series Printer, Yellow	HP *	HEWQ7582A	EACH	0	
15349	Laser Toner - HP Laserjet 3600 Series Printer, Magenta	HP *	HEWQ7583A	EACH	0	
15350	Laser Toner - HP Laserjet 400Pro, Black	HP *	HEWCE410X	EACH	23	
15351	Laser Toner - HP Laserjet 400Pro, Cyan	HP *	HEWCE411A	EACH	27	
15352	Laser Toner - HP Laserjet 400Pro, Yellow	HP *	HEWCE412A	EACH	28	
15353	Laser Toner - HP Laserjet 400Pro, Magenta	HP *	HEWCE413A	EACH	26	
15354	Laser Toner - HP Laserjet Pro M201DW, Black	HP *	HEWCF283X	EACH	3	
15355	Laser Toner - HP Laserjet Pro 400, Models M401dn/M401dw/M401n/M425dn, Black	HP *	HEWCF280X	EACH	37	
15356	Laser Toner - HP Laserjet Pro 500 Color MFP, Model M570dn, Black	HP *	HEWCE400X	EACH	3	
15357	Laser Toner - HP Laserjet Pro 500 Color MFP, Model M570dn, Cyan	HP *	HEWCE401A	EACH	2	
15358	Laser Toner - HP Laserjet Pro 500 Color MFP, Model M570dn, Yellow	HP *	HEWCE402A	EACH	2	
15359	Laser Toner - HP Laserjet Pro 500 Color MFP, Model M570dn, Magenta	HP *	HEWCE403A	EACH	3	
15360	Laser Toner - HP Color LaserJet CP5225 Printer, Black	HP *	HEWCE740A	EACH	0	
15361	Laser Toner - HP Color LaserJet CP5225 Printer, Cyan	HP *	HEWCE741A	EACH	1	
15362	Laser Toner - HP Color LaserJet CP5225 Printer, Yellow	HP *	HEWCE742A	EACH	1	
15363	Laser Toner - HP Color LaserJet CP5225 Printer, Magenta	HP *	HEWCE743A	EACH	0	

## 2016 PRINTER - COPIER - FAX SUPPLY BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
15365	Laser Toner - HP LaserJet 6P Printer, Black	HP*	HEWC3903A	EACH	0	
15370	Laser Toner - HP Color LaserJet Pro MPF M476DN Printer, Black	HP *	HEWCF380A	EACH	2	
15371	Laser Toner - HP Color LaserJet Pro MPF M476DN Printer, Cyan	HP *	HEWCF381A	EACH	2	
15372	Laser Toner - HP Color LaserJet Pro MPF M476DN Printer, Yellow	HP *	HEWCF382A	EACH	2	
15373	Laser Toner - HP Color LaserJet Pro MPF M476DN Printer, Magenta	HP *	HEWCF383A	EACH	2	
15380	Maintenance Kit - HP LaserJet 4200 Series	HP *	HEWQ2429A	EACH	0	
15381	Maintenance Kit - HP LaserJet 4250 Series	HP *	HEWQ5421A	EACH	2	
15409	Inkjet Cartridge - HP, Black	HP *	HEW51645A	EACH	0	
15412	Inkjet Cartridge - HP-2000C OR 2500C and 2200/2250 Printers, Black	HP *	HEWC4844A	EACH	7	
15420	Inkjet Cartridge - HP Business Inkjet 2200/2250 & Design Jet 500/800, Cyan	HP *	HEWC4836A	EACH	1	
15421	Inkjet Cartridge - HP Business Inkjet 2200/2250 & Design Jet 500/800, Magenta	HP *	HEWC4837A	EACH	1	
15422	Inkjet Cartridge - HP Business Inkjet 2200/2250 & Design Jet 500/800, Yellow	HP *	HEWC4838A	EACH	1	
15423	Printhead - HP Business Inkjet 2200/2250 & Design Jet 500/800, Black	HP *	HEWC4810A	EACH	0	
15424	Printhead - HP Business Inkjet 2200/2250 & Design Jet 500/800, Cyan	HP *	HEWC4811A	EACH	0	
15425	Printhead - HP Business Inkjet 2200/2250 & Design Jet 500/800, Magenta	HP *	HEWC4812A	EACH	0	
15426	Printhead - HP Business Inkjet 2200/2250 & Design Jet 500/800, Yellow	HP *	HEWC4813A	EACH	0	
15430	Inkjet Cartridge - HP Deskjet 610 & HP Fax 1120, 1120xi, Black	HP *	HEWC6614D	EACH	3	
15432	Inkjet Cartridge - HP Officejet 6110, 6110xi, MFC PSC 1210, 2110, 2210, Black	HP *	HEWC6656AN	EACH	6	

**2016 PRINTER - COPIER - FAX SUPPLY BID**

<b>Our Item Number</b>	<b>Item Description</b>	<b>Suggested Manufacturer</b>	<b>Manuf. Item Number</b>	<b>Unit Of Measure</b>	<b>Estimated Annual Use</b>	<b>Unit Cost</b>
15436	Ink Cartridge - HP Officejet 940XL, Option 140, Black	HP *	HEWC4906AN	EACH	0	
15437	Inkjet Cartridge - HP Officejet 8500, 940XL, Option 140, Cyan	HP *	HEWC4907AN	EACH	0	
15438	Inkjet Cartridge - HP Officejet 8500, Model 940XL, Option 140, Magenta	HP *	HEWC4908AN	EACH	1	
15439	Inkjet Cartridge - HP Officejet 8500, Model 940XL, Option 140, Yellow	HP *	HEWC4909AN	EACH	0	
15440	Inkjet Cartridge - HP 8600 Office Jet Premium; 950XL, Black	HP *	HEWCN045AN	EACH	71	
15441	Inkjet Cartridge - HP 8600 Office Jet Premium; 951XL, Cyan	HP *	HEWCN046AN	EACH	36	
15442	Inkjet Cartridge - HP 8600 Office Jet Premium; 951XL, Magenta	HP *	HEWCN047AN	EACH	36	
15443	Inkjet Cartridge - HP 8600 Office Jet Premium, 951XL, Yellow	HP *	HEWCN048AN	EACH	37	
15451	Inkjet Cartridge - HP DesignJet T2500 Plotter, Black	HP *	HEWC1Q12A	EACH	1	
15452	Inkjet Cartridge - HP DesignJet T2500 Plotter, Cyan	HP *	HEWB3P19A	EACH	2	
15453	Inkjet Cartridge - HP DesignJet T2500 Plotter, Magenta	HP *	HEWB3P20A	EACH	2	
15454	Inkjet Cartridge - HP DesignJet T2500 Plotter, Yellow	HP *	HEWB3P21A	EACH	1	
15455	Inkjet Cartridge - HP DesignJet T2500 Plotter, Photo Black	HP *	HEWB3P23A	EACH	1	
15456	Inkjet Cartridge - HP DesignJet T2500 Plotter, Grey	HP *	HEWB3P24A	EACH	1	
15457	Printhead - HP DesignJet T2500 Plotter	HP *	HEWB3P06A	EACH	0	
15464	Printhead - HP 1055 Plotter/Design Jet 1050C, & 1055CM Plotter, Black	HP *	HEWC4820A	EACH	0	
15465	Printhead - HP 1055 Plotter/Design Jet 1050C, & 1055CM Plotter, Cyan	HP *	HEWC4821A	EACH	0	
15466	Printhead - HP 1055 Plotter/Design Jet 1050C, & 1055CM Plotter, Magenta	HP *	HEWC4822A	EACH	0	

## 2016 PRINTER - COPIER - FAX SUPPLY BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
15467	Printhead - HP 1055 Plotter/Design Jet 1050C, & 1055CM Plotter, Yellow	HP *	HEWC4823A	EACH	0	
15468	Inkjet Cartridge - HP Design Jet 500 Plotter, Cyan	HP *	HEWC4911A	EACH	2	
15469	Inkjet Cartridge - HP Design Jet 500 Plotter, Magenta	HP *	HEWC4912A	EACH	2	
15470	Inkjet Cartridge - HP Design Jet 500 Plotter, Yellow	HP *	HEWC4913A	EACH	2	
15474	Inkjet Cartridge - HP Office Jet 7210, HP94 Black	HP *	HEWC8765WN	EACH	0	
15475	Inkjet Cartridge - HP Office Jet 7210, HP97 Tri-Color	HP *	HEWC9363WN	EACH	97	
15476	Inkjet Cartridge - HP Office Jet 7210, HP100 Photo Gray	HP *	HEWC9368AN	EACH	3	
15477	Inkjet Cartridge - HP Office Jet 7210, HP96 Black	HP *	HEWC8767WN	EACH	159	
15478	Inkjet Cartridge - HP Office Jet 7210, Photo Black	HP *	HEWC9369WN	EACH	0	
15479	Ink Jet - Hewlett Packard, for use in Deskjet 5940; black	HP *	HEWC9364WN	EACH	0	
15480	Inkjet Cartridge - HP Deskjet 3940/3920/1400/F4140, Tri-Color	HP *	HEWC9352AN	EACH	0	
15482	Inkjet Cartridge - HP Deskjet 4140, HP21 Black	HP *	HEWC9351AN	EACH	4	
15484	Inkjet Cartridge - HP Officejet, 88XL Black	HP *	HEWC9396AN	EACH	0	
15485	Inkjet Cartridge - HP Officejet, 88XL Cyan	HP *	HEWC9386AN	EACH	0	
15486	Inkjet Cartridge - HP Officejet, 88XL Magenta	HP *	HEWC9392AN	EACH	0	
15487	Inkjet Cartridge - HP Officejet, 88XL Yellow	HP *	HEWC9393AN	EACH	0	
15495	Printhead - HP Officejet Pro L7680, HP88 Black/Yellow	HP *	HEWC9381A	EACH	0	
15496	Printhead - HP Officejet Pro L7680, HP88 Magenta/Cyan	HP *	HEWC9382A	EACH	0	

**2016 PRINTER - COPIER - FAX SUPPLY BID**

<b>Our Item Number</b>	<b>Item Description</b>	<b>Suggested Manufacturer</b>	<b>Manuf. Item Number</b>	<b>Unit Of Measure</b>	<b>Estimated Annual Use</b>	<b>Unit Cost</b>
15497	Inkjet Cartridge - HP95 Tri-Color	HP *	HEWC8766WN	EACH	0	
15498	Printhead - HP Officejet Pro 8500 All-in-One , HP940 Black/Yellow	HP *	HEWC4900A	EACH	0	
15499	Printhead - HP Officejet Pro 8500 All-in-One , HP940 Cyan/Magenta	HP *	HEWC4901A	EACH	0	
15508	Inkjet Cartridge - Standard Print Cartridge, MB260, 280, 290	Okidata *	56123401	EACH	3	
15515	Inkjet Cartridge - HP OfficeJet Pro X476DNMFP, HP970, Black	HP *	HEWCN621AM	EACH	4	
15516	Inkjet Cartridge - HP OfficeJet Pro X476DNMFP, HP971, Cyan	HP *	HEWCN622AM	EACH	4	
15517	Inkjet Cartridge - HP OfficeJet Pro X476DNMFP, HP971, Magenta	HP *	HEWCN623AM	EACH	4	
15518	Inkjet Cartridge - HP OfficeJet Pro X476DNMFP, HP971, Yellow	HP *	HEWCN624AM	EACH	4	
15540	Inkjet Cartridge - HP Officejet Pro 6230 Series, Black, HP 934XL	HP *	HEWC2P23AN	EACH	27	
15541	Inkjet Cartridge - HP Officejet Pro 6230 Series, Cyan, HP 935XL	HP *	HEWC2P24AN	EACH	18	
15542	Inkjet Cartridge - HP Officejet Pro 6230 Series, Magenta, HP 935XL	HP *	HEWC2P25AN	EACH	18	
15543	Inkjet Cartridge - HP Officejet Pro 6230 Series, Yellow, HP 935XL	HP *	HEWC2P26AN	EACH	20	
15545	Inkjet Cartridge - Epson Printer, Black	Epson *	EPST711XXL120	EACH	2	
15546	Inkjet Cartridge - Epson Printer, Cyan	Epson *	EPST711XXL220	EACH	2	
15547	Inkjet Cartridge - Epson Printer, Magenta	Epson *	EPST711XXL320	EACH	2	
15548	Inkjet Cartridge - Epson Printer, Yellow	Epson *	EPST711XXL420	EACH	2	
15550	Inkjet Cartridge - Epson Stylus Photo R2000 Printer, Black	Epson *	EPST159120	EACH	2	
15551	Inkjet Cartridge - Epson Stylus Photo R2000 Printer, Cyan	Epson *	EPST159220	EACH	2	

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Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
15552	Inkjet Cartridge - Epson Stylus Photo R2000 Printer, Magenta	Epson *	EPST159320	EACH	2	
15553	Inkjet Cartridge - Epson Stylus Photo R2000 Printer, Yellow	Epson *	EPST159420	EACH	2	
15554	Inkjet Cartridge - Epson Stylus Photo R2000 Printer, Red	Epson *	EPST159720	EACH	2	
15555	Inkjet Cartridge - Epson Stylus Photo R2000 Printer, Matte Black	Epson *	EPST159820	EACH	2	
15556	Inkjet Cartridge - Epson Stylus Photo R2000 Printer, Orange	Epson *	EPST159920	EACH	2	
15557	Inkjet Cartridge - Epson Stylus Photo R2000 Printer, Gloss Optimizer	Epson *	EPST159020	EACH	2	
15590	Inkjet Cartridge - HP Officejet Pro 8600/8100 Series, Black, HP 950	HP *	HEWCN049AN	EACH	9	
15591	Inkjet Cartridge - HP Officejet Pro 8600/8100 Series, Cyan, HP 951	HP *	HEWCN050AN	EACH	6	
15592	Inkjet Cartridge - HP Officejet Pro 8600/8100 Series, Magenta, HP 951	HP *	HEWCN051AN	EACH	5	
15593	Inkjet Cartridge - HP Officejet Pro 8600/8100 Series, Yellow, HP 951	HP *	HEWCN052AN	EACH	6	
15595	Inkjet Cartridge - Fujitsu FI-614PR, Black	HP *	HEWC6602A	EACH	8	
15596	Inkjet Cartridge - Fujitsu FI-614PR, Blue	HP *	HEWC6602B	EACH	0	
15597	Inkjet Cartridge - Fujitsu FI-614PR, Green	HP *	HEWC6602G	EACH	0	
15598	Inkjet Cartridge - Fujitsu FI-614PR, Red	HP *	HEWC6602R	EACH	0	
15602	Ribbon - Printer, IBM	Lexmark*	LEX1040930	EACH	0	
15610	Ribbon - Epson Ribbon Cartridge for TM-U675 Printer		ITKKOR500P	EACH	12	
15612	Ribbon - Canon CP1200D Calculator Ribbon, 2-Color		ITKKOR80CBR	EACH	6	
16101	Fax Cartridge - Brother Intellifax 2840, High Yield	Brother *	BRTTN450	EACH	15	



## 2016 PRINTER - COPIER - FAX SUPPLY BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
16102	Fax Drum Cartridge - Brother Intellifax 2840	Brother *	BRTDR420	EACH	3	
16103	Fax Cartridge - Brother PPF 4750, Black	Brother *	BRTTN460	EACH	6	
16104	Fax Cartridge - Brother Thermal Ribbon Cartridge PFC1170, 1270, 1570, 1770, 1870, 1970MC	Brother *	BRTPC201	EACH	11	
16105	Fax Cartridge - Brother 2800, Toner Cartridge	Brother *	BRTTN250	EACH	0	
16107	Fax Drum Cartridge - Brother 4750	Brother *	BRTDR400	EACH	1	
16108	Fax Cartridge - Brother 775, Thermal Ribbon Cartridge	Brother *	BRTPC301	EACH	0	
16109	Fax Drum Cartridge - Brother 2800	Brother *	BRTDR250	EACH	0	
16110	Fax Cartridge - Brother DCP 7020, MFC-7220	Brother *	BRTTN350	EACH	2	
16111	Fax Cartridge - Brother 950C	Brother *	BRTTN550	EACH	6	
16115	Fax/Copier Cartridge - Brother DCP-8020	Brother *	BRTTN530	EACH	0	
16116	Fax Cartridge - Brother TN540	Brother *	BRTTN540	EACH	7	
16117	Fax Drum Cartridge - Brother DR510	Brother *	DR510	EACH	0	
16118	Fax Drum Cartridge - Brother DR350	Brother *	BRTDR350	EACH	1	
16121	Fax Drum Cartridge - Brother MFC 8480DN	Brother *	BRTDR620	EACH	0	
16123	Fax Toner Cartridge - Brother MFC 8480DN, 3,000 pages	Brother *	BRTTN620	EACH	0	
16125	Fax Toner Cartridge - Brother 4100E/4750E/5750E, 3,000 pages	Brother *	BRTTN430	EACH	2	
16135	Fax Cartridge - Sharp UX355L, Thermal Transfer Refill Ribbon, Black, 2/Box	Sharp *	SHRUX3CR	EACH	0	
17000	Multi-Function Machine Toner - DCP-7030, DCP-7040, HL-2140, HL-2170W, MFC-7340, MFC-7345N, MFC-7440N, MFC-7840W	Brother*	BRTTN330	EACH	2	

## 2016 PRINTER - COPIER - FAX SUPPLY BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
17005	Multi-Function Machine Toner - HL-3040CN/3045CN/3070CW/3075CW, MFC-9010CN/9120CN/ 9125CN/9320CW/9325CW, Black	Brother *	BRTTN210BK	EACH	0	
17006	Multi-Function Machine Toner - HL-3040CN/3045CN/3070CW/3075CW, MFC-9010CN/9120CN/ 9125CN/9320CW/9325CW, Cyan	Brother *	BRTTN210C	EACH	0	
17007	Multi-Function Machine Toner - HL-3040CN/3045CN/3070CW/3075CW, MFC-9010CN/9120CN/ 9125CN/9320CW/9325CW, Magenta	Brother *	BRTTN210M	EACH	0	
17008	Multi-Function Machine Toner - HL-3040CN/3045CN/3070CW/3075CW, MFC-9010CN/9120CN/ 9125CN/9320CW/9325CW, Yellow	Brother *	BRTTN210Y	EACH	0	

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**