



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

## ADDENDUM #1:

**Request for  
Proposal:**

PRINTER - COPIER - FAX SUPPLIES 2016

**Addendum** 9-24-15  
**Date Issued:**

ORIGINAL INVITATION FOR BID NOTICE ISSUED: September 15, 2015

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

**Specification  
Contact:**

**VICKIE PRATT**  
Department 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)*

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

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

**Vendor  
Information:**

**Company Name**

**Authorized Agent (Print)**

**Address**

**Signature**

**City/State/Zip Code**

**Title**

**Telephone #**

**Date**

**Tax ID #**

**E-mail**

**Fax #**

# ADDENDUM #1:

THE INVITATION FOR BID FOR PRINTER, COPIER AND FAX SUPPLIES 2016 BID SPECIFICATIONS HAS BEEN REVISED.

## Addendum 1

*Jefferson County Department of Administrative Services has recently been added to an HP Supplies Big Deal to support this bid.*

*Please contact [Jamalyn.Ackley@hp.com](mailto:Jamalyn.Ackley@hp.com) with your HP Loc ID and she will get you added to the big deal.  
303-570-1745*

Only HP Qualified partners with an HP Location ID.

Only HP Original toner & Ink, manufactured by HP