

1 represent the lowest and best bid for the respective items or services and met the bid or
2 proposal specifications issued by the County; and

3 **WHEREAS**, the Jefferson County, Missouri, Council finds it is in the best
4 interest of the County to award the bids and proposals to Office Source and Quill
5 Corporation for a term from 1-1-16 to 12-31-16 upon approval by the County Council
6 and County Executive for the total amount up to **\$60,000.00** subject to budgetary
7 limitations.

8 **BE IT ENACTED BY THE JEFFERSON COUNTY, MISSOURI,**
9 **COUNCIL, AS FOLLOWS:**

10 Section 1. The County awards the following bids and proposals which are
11 incorporated by this reference as if fully set out herein, to the lowest and best vendor
12 bidding for each respective item or service as follows:

13 BID NAME

14 Office Supplies 2016

15 TERM

16 1-1-16 to 12-31-+16

17 Upon approval by the County Council and County Executive

18 AMOUNT

19 Up to **\$60,000.00**

20 subject to budgetary limitations

21 AWARDED BIDDER

22 Office Source (A1)

1 Quill Corporation (A2)

2 Section 2. The Jefferson County, Missouri, Council hereby authorizes the
3 County Executive to execute the agreement incorporated by Reference as Exhibit "A1
4 through A2" and any agreements or contracts necessary to effectuate the award of the
5 bids and proposals set forth in this Ordinance. The County Executive is further
6 authorized to take any and all actions necessary to carry out the intent of this Ordinance.
7 An unexecuted copy of the Agreement is attached hereto as Exhibit "A1 through A2" and
8 incorporated herein, by reference.

9 Section 3. Copies of all Invitations for Bid, Requests for Proposals, responses
10 thereto, and any contracts or agreements shall be maintained by the Department of the
11 County Clerk consistent with the rules and procedures for the maintenance and retention
12 of records as promulgated by the Secretary of State.


13 Section 4. This Ordinance shall be in full force and effect from and after its
14 date of approval. If any part of this Ordinance is invalid for any reason, such invalidity
15 shall not affect the remainder of this Ordinance.

**THIS BILL BEING DULY INTRODUCED, THE MEMBERS OF THE
JEFFERSON COUNTY, MISSOURI, COUNCIL VOTED AS FOLLOWS:**

Council Member District 1, Don Bickowski	<u>yes</u>
Council Member District 2, Renee Reuter	<u>yes</u>
Council Member District 3, Robert Boyer	<u>yes</u>
Council Member District 4, George Engelbach	<u>yes</u>
Council Member District 5, Oscar J. "Jim" Kasten	<u>yes</u>
Council Member District 6, Cliff Lane	<u>yes</u>
Council Member District 7, James Terry	<u>yes</u>

THE ABOVE BILL ON THIS 23rd DAY OF November, 2015:

☒ **PASSED** ☐ **FAILED**


Renee Reuter, County Council Chair


Pat Schlette, Council Administrative Assistant

THIS BILL WAS ✓ APPROVED BY THE JEFFERSON COUNTY
EXECUTIVE AND ENACTED AS AN ORDINANCE OF JEFFERSON COUNTY,
MISSOURI, THIS 24TH DAY OF NOVEMBER, 2015.

THIS BILL WAS _____ VETOED AND RETURNED TO THE
JEFFERSON COUNTY, MISSOURI, COUNCIL WITH WRITTEN
OBJECTIONS BY THE JEFFERSON COUNTY EXECUTIVE, THIS _____ DAY
OF _____, 2015.

Kenneth B. Waller
Kenneth B. Waller, Jefferson County, Missouri, Executive

ATTEST:

Wes Wagner
Wes Wagner, County Clerk

BY: Katherine E. Missey

Reading Date: 11-23-2015



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:**

OFFICE SOURCE

Company Name

KRAIG SIMMONS

Authorized Agent (Print)

719 RUDDER ROAD

Address

[Signature]

Signature

FENTON MO 63024

City/State/Zip Code

Owner / PARTNER

Title

636-349-5101

Telephone #

10-21-15 43-1863461

Date

Tax ID #

Kraig@officesource1.com

E-mail

636349-5109

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.jeffco.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 Missouri.

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 KRAIG SIMMONS (Name of Business Entity Authorized Representative) as OWNER / PARTNER (Position/Title) first being duly sworn on my oath, affirm OFFICE SOURCE (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 OFFICE SUPPLIES 2014 (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contract, or subcontract, if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that OFFICE SOURCE (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 OFFICE SUPPLIES 2014 (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.)

[Signature]
Authorized Representative's Signature

KRAIG SIMMONS
Printed Name

Owner / PARTNER
Title

10/26/15
Date

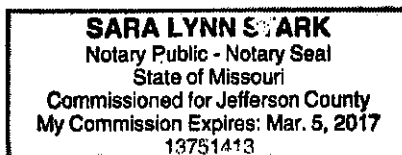
Subscribed and sworn to before me this 26TH of OCTOBER, I am
(DAY) (MONTH, YEAR)

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

Missouri and my commission expires on Mar 5 2017
(NAME OF STATE) (DATE)

[Signature]
Signature of Notary

October 26 2015
Date



AFFIDAVIT OF WORK AUTHORIZATION

(Continued)

CURRENT BUSINESS ENTITY STATUS

I certify that OFFICE SOURCE (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.

KRAIG SIMMONS

Authorized Business Entity
Representative's Name
(Please Print)

[Signature]

Authorized Business Entity
Representative's Signature

OFFICE SOURCE

Business Entity Name

10/21/15

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	Business Avery Source	BSN28559	EACH	123	\$1.24
1101	Binder - 1-1/2" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Business Avery Source	BSN28560	EACH	27	\$1.89
1102	Binder - 2" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Business Avery Source	BSN28561	EACH	30	\$2.24
1103	Binder - 3" Vinyl Round Ring Binder With Label Holder, Black, Two Inside Pockets	Business Avery Source	BSN28562	EACH	36	\$3.55
1104	Binder - 4" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	SPARCO	SPR26964	EACH	17	\$6.89
1105	Binder - 5" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Business Avery Source	SPR62474	EACH	0	\$7.19
1110	Binder - 1" View (Presentation) Binder, Black, Two Inside Pockets	Business Avery Source	BSN09952	EACH	2	\$1.29
1111	Binder - 1-1/2" View (Presentation) Binder, Black, Two Inside Pockets	Business Avery Source	BSN09954	EACH	2	\$1.89
1112	Binder - 2" View (Presentation) Binder, Black, Two Inside Pockets	Business Avery Source	BSN09956	EACH	19	\$2.29
1113	Binder - 3" View (Presentation) Binder, Black, Two Inside Pockets	Business Avery Source	BSN09958	EACH	1	\$3.30
1120	Binder - 1" View (Presentation) Binder, White, Two Inside Pockets	Business Avery Source	BSN09953	EACH	0	\$1.24
1121	Binder - 1-1/2" View (Presentation) Binder, White, Two Inside Pockets	Business Avery Source	BSN09955	EACH	17	\$1.49
1122	Binder - 2" View (Presentation) Binder, White, Two Inside Pockets	Business Avery Source	BSN09957	EACH	1	\$2.24
1123	Binder - 3" View (Presentation) Binder, White, Two Inside Pockets	Business Avery Source	BSN09959	EACH	2	\$2.99
1150	Data Binder - Hanging Data Binder, 6" Capacity, 8.50" x 12" Sheet Size, Post Fastener, Presstex, Light Blue	Acco *	ACC54132	EACH	0	\$5.89
1195	Index - Legal Exhibit Dividers, Letter, Printed 1-25, White	Avery *	AVE11370	SET	0	\$1.59
1196	Index - Legal Exhibit Dividers, Letter, Printed 26-50, White	Avery *	AVE11372	SET	0	\$1.89
1197	Index - Legal Exhibit Dividers, Letter, Printed 51-75, White	Avery *	AVE11396	SET	0	\$1.89

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	\$1.89
1199	Index - Legal Exhibit Dividers, Letter, Printed 101-125, White	Avery *	AVE01334	SET	0	\$1.89
1200	Indexes - Letter, Insertable Index, Multicolor Tabs, 8-Tab, Buff	Business Universal Source	BSN36693	SET	59	\$4.40
1201	Indexes - Letter, Insertable Index, Clear Tabs, 5-Tab, Buff	Business Universal Source	BSN20068	SET	73	\$4.29
1202	Indexes - A-Z Quick Index Dividers With Contents Page, Printed A-Z - 25 / Set, White Divider, Multicolor Tab	Sparco	SPR21905	SET	10	\$1.99
1204	Tabs - Self-Adhesive Tabs with White Printable Inserts, Two Inch, Clear Tab, 25/ Pack	Avery	AVE16241	PACKAGE	4	\$2.09
1205	Tabs - Self-Adhesive Tabs with White Printable Inserts, Two Inch, Assorted Tab, 25/ Pack	Avery	AVE16239	PACKAGE	0	\$2.09
1301	Sheet Protectors - Heavyweight Polypropylene Sheet Protector, Non-Glare, 11 x 8 1/2, 100/BX	Business Universal Source	BSN74449	BOX	33	\$3.99
1403	Report Covers - Clear Front Report Cover, Tang Clip, Letter, 1/2" Capacity, Black, 25/Box	Duo-Tang *	ESS55806	BOX	11	\$18.99
1405	Report Covers - Twin-Pocket Portfolio, Embossed Leather Grain Paper, Assorted Colors, 25/Box	Duo-Tang *	ESS57513	BOX	12	\$4.87
1500	Transcript Covers - Deluxe Transcript Covers with Clear Front Cover, Black, 100/Box	Oxford *	OXF55806	BOX	5	\$18.99
2103	Paper Clips - Smooth Finish, No. 1, Silver, 100/Box, 10 Boxes/Pack	Business Universal Source	SPR85001	BOX	220	\$0.01
2104	Paper Clips - Smooth, Wire, Jumbo, Silver, 100/Box, 10 Boxes/Pack	Universal	SPR85009	BOX	280	\$0.29
2105	Binder Clips - Small, Steel Wire, 3/8" Capacity, 3/4" Wide, Black/Silver, Dozen	Business Universal Source	BSN36650	DOZEN	78	\$6.18
2106	Binder Clips - Medium, Steel Wire, 5/8" Cap., 1-1/4" Wide, Black/Silver, Dozen	Business Universal Source	BSN36651	DOZEN	80	\$6.39
2107	Binder Clips - Large, Steel Wire, 1" Capacity, 2" Wide, Black/Silver, Dozen	Business Universal Source	BSN36652	DOZEN	44	\$6.99
2150	Flash Drive - 8GB Flash Drive, USB 3.0, Retractable, Gray	Verbatim	VER49171	EACH	0	\$6.59
2151	Flash Drive - 16GB Flash Drive, USB 3.0, Retractable, Gray	Verbatim	VER49172	EACH	0	\$9.39

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	\$15.49
2153	Flash Drive - 64GB Flash Drive, USB 3.0, Retractable, Gray	Verbatim	VER49174	EACH	0	\$25.49
2205	Paper File Fasteners - Standard Two-Piece, Two Inch Capacity, 50/Box	SPR Aeco	SPR220	BOX	121	\$1.00
2300	Push Pins - Colored Push Pins, Plastic, Rainbow, 3/8", 100/Pack	SPR Universal	SPR81001	PACKAGE	13	\$1.45
2400	Rubber Bands - Size 18, 3 x 1/16, 1600 Bands/1lb Pack	BSN Universal	BSN15735	PACKAGE	5	\$1.99
2401	Rubber Bands - Size 32, 3 x 1/8, 820 Bands/1lb Pack	BSN Universal	BSN15741	PACKAGE	7	\$1.99
2402	Rubber Bands - Size 33, 3-1/2 x 1/8, 640 Bands/1lb Pack	BSN Universal	BSN15743	PACKAGE	5	\$1.99
2403	Rubber Bands - Size 64, 3-1.2 x 1/4, 320 Bands/1lb Pack	BSN Universal	BSN15748	PACKAGE	2	\$1.99
3100	Correction Tape - Non-Refillable, 1/6" x 394", White Tape	BIC *	BICWOTAP10	EACH	516	\$1.35 *
3101	Correction Pen - .24 oz./7ml, Double Ball Tip, White	ITP Papermate	ITP02307	EACH	28	\$1.29
3200	Correction Fluid - .68 oz Bottle, White, 12/ Pack	BIC *	BICWOFQD12WE	EACH	87	\$1.59
4100	Book Ends - Standard, 4 3/4 x 5 1/4 x 5, Heavy Gauge Steel, 9", Black	BSN Universal	BSN42550	PAIR	0	\$1.99
4200	Clipboard - Hardboard Clipboard, 1-1/4" Capacity, Holds 8-1/2 x 11, Brown	BSN Universal	BSN05037	EACH	23	\$1.69
4201	Clipboard - Hardboard Clipboard, 1-1/4" Capacity, Holds 8-1/2w x 14h, Brown	BSN Universal	BSN28554	EACH	4	\$1.89
4302	Finger Tip - Rubber Finger Tips, Size 12, Medium/Large, Amber, 12/Pack	Swingline Swingline	SWI54032	PACKAGE	4	\$1.09
4305	Sortkwik - Sortkwik Fingertip Moisteners, 1 3/4 oz, Pink	SPR Aeco	SPR01571	EACH	27	\$1.55
4504	Rolodex - Open Tray Card File with 24 A-Z Guides Holds 500 2 1/4 x 4 Cards, Black	Eldon	ROL66998	EACH	2	\$9.00
4602	Receipt Book - Money/Rent Receipt Books, 2-3/4 x 7 1/8, Three-Part Carbonless, 100 Sets/Book	Tops	TOP46808	BOOK	65	\$7.29

Sold
Box
05/10

Sold
Pack
05/12

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	B.S. Universal	BSN32355	EACH	11	\$.82
4703	Clip Dispenser - Magnetic Clip Dispenser, Two Compartments, Plastic, 2 1/2 x 2 1/2 x 3	SPR Universal	SPR11796	EACH	9	\$.44
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	\$ 2.99
4706	Wall Pocket - Unbreakable Docupocket Single Pocket Wall File, Letter, Smoke	Deflect-O	DEF63202	EACH	0	\$ 4.45
4707	Wall Pocket - Unbreakable Docupocket Single Pocket Wall File, Legal, Smoke	Deflect-O	DEF64302	EACH	2	\$ 5.45
4708	Wall Pocket - Vertical File System - 14.9" x 13.0" x 4.0" - Black, 3/Pack	Sparco	SPR60000	PACKAGE	1	\$ 6.00
4710	Business Card Holder - Holds 50 Cards, Black	OIC Hidden	OIC97833	EACH	9	\$.44
4711	Shoulder Rest - Standard Telephone Shoulder Rest, 7 Long x 2w x 2-1/2h, Black	Softalk	SOF00101M	EACH	13	\$ 5.25
4712	Organizer - Drawer Tray, 9 Section	SPR Universal	SPR60006	EACH	2	\$ 1.09
4800	Letter Tray - Side Load Letter Desk Tray, Two Tier, Plastic, Black	B.S. Universal	BSN42585	SET	16	\$ 1.49
4801	Legal Tray - Side Load Legal Desk Tray, Two Tier, Plastic, Black	OIC Universal	OIC21102	SET	0	\$ 2.49
4802	Letter Tray - Front Load Letter Desk Tray, Two Tier, Plastic, Smoke	B.S. Hidden	BSN62881	SET	7	\$ 2.94
4900	Calculator - Canon MP21DX Color Printing Calculator - 12 Digit - 2 Color Display (Black/Red) - AC Supply Powered - 12.2" x 9" - White	Canon *	CNMP21DX	EACH	0	\$ 55.00
4901	Calculator - Pocket Calculator, Dual-Power, 8 Digit(s), LCD, Battery/Solar Powered, 2.4" x 4.1"	Sharp	SHREL244TB	EACH	0	\$ 3.19
5100	Stamp Pad - Foam Stamp Pad, 4 1/4 x 2 3/4, Black, 12 Each/Box	Sanford	AVE21381	EACH	1	\$.74
5101	Stamp Pad - Felt Stamp Pad, 4 1/4 x 2 3/4, Red, 12 Each/Box	Avery	AVE21071	EACH	0	\$ 1.59
5200	Ink - Stamp Pad Neat-Flo Bottle Inker, Two Ounces, Black	Avery	AVE21448	EACH	4	\$ 1.18
5201	Ink - Stamp Pad Neat-Flo Bottle Inker, Two Ounces, Red	Avery	AVE21447	EACH	1	\$ 1.18

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 Click! & Universal Stamps, 7ml-Bottle, Black	Universal	USSIK60	EACH	10	\$1,90
5218	Message Stamp - "COPY", Pre-Inked/Re-Inkable, Red	SAECO Universal	SPR60014	EACH	6	\$1,90
5219	Message Stamp - "RECEIVED", Pre-Inked/Re-Inkable, Red	SAECO Universal	SPR60026	EACH	0	\$1,90
5220	Date Stamp - Rubber Stamp, Dater, Conventional, Type Size 1	SAECO Gesso	SPR01493	EACH	0	\$1,29
5221	Date Stamp - Self-Inking Stamp, "RECEIVED" with Date, 1" x 1.63" Impression, Blue/Red Ink	US Stamp & Sign	USSE4752	EACH	0	\$15,00
5222	Date Stamp - Self-Inking Date Stamp, 0.38" x 1.63", 4 Bands, Black	US Stamp & Sign	USSE4820	EACH	2	\$10,00
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	\$11,00
6100	File Folders - Letter, Manila, 1/3 Cut Assorted, One-Ply Top Tab, 100/Box	B.S. Universal	BSN17525	BOX	98	\$4,29
6101	File Folders - Legal, Manila, 1/3 Cut Assorted, One-Ply Top Tab, 100/Box	B.S. Universal	BSN17526	BOX	75	\$6,49
6103	File Folders - Letter, Pink, 1/3 Cut Top Tab, 100/Box	Smead	SMD12643	BOX	0	\$15,49
6104	File Folders - Letter, Red, 1/3 Cut Top Tab, 100/Box	B.S. Smead	BSN65776	BOX	6	\$11,00
6105	File Folders - Letter, Blue, 1/3 Cut Top Tab, 100/Box	B.S. Smead	BSN65779	BOX	1	\$11,00
6106	File Folders - Letter, Yellow, 1/3 Cut Top Tab, 100/Box	B.S. Smead	BSN65778	BOX	4	\$11,00
6107	File Folders - Letter, Orange, 1/3 Cut Top Tab, 100/Box	B.S. Smead	BSN44105	BOX	1	\$11,00
6108	File Folders - Letter, Green, 1/3 Cut Top Tab, 100/Box	B.S. Smead	BSN65777	BOX	1	\$11,00
6109	File Folders - Legal, Blue, 1/3 Cut Top Tab, 100/Box	Smead	SMD17043	BOX	3	\$19,00
6110	File Folders - Legal, Red, 1/3 Cut Top Tab, 100/Box	Smead	SMD17743	BOX	1	\$19,00
6111	File Folders - Legal, Green, 1/3 Cut Top Tab, 100/Box	Smead	SMD17143	BOX	0	\$19,00

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	\$19.-
6113	File Folders - Legal, Orange, 1/3 Cut Top Tab, 100/Box	Smead	SMD17534	BOX	0	\$24.-
6114	File Folders - Legal, Pink, 1/3 Cut Top Tab, 100/Box	Smead	SMD17634	BOX	1	\$24.-
6116	File Folders - Letter, Manila, Shelf Folders, Straight Cut, Single-Ply End Tab, 100/Box	SPAECO Smead	SPRSP17237	BOX	21	\$13.49
6118	File Folders - Letter, Blue, Straight Cut, Reinforced End Tab, 100/Box	Smead	SMD25010	BOX	0	\$24.-
6119	File Folders - Letter, Green, Straight Cut, Reinforced End Tab, 100/Box	Smead	SMD25110	BOX	0	\$24.-
6121	File Folders - Letter, Red, Straight Cut, Reinforced End Tab, 100/Box	Smead	SMD25710	BOX	0	\$24.-
6122	File Folders - Letter, Yellow, Straight Cut, Reinforced End Tab, 100/Box	Smead	SMD25910	BOX	0	\$24.-
6123	File Folders - Letter, Lavender, Straight Cut Reinforced End Tab, 100/Box	Smead	SMD25410	BOX	0	\$27.-
6124	File Folders - Letter, Pink, Reinforced End Tab Folders, Two Ply Tab, 100/Box	Esselte	SMD12643	BOX	1	\$16.49
6125	File Folders - Letter, Red, 2" Capacity Fastener Folders, Straight Tab, 50/Box	Smead	SPRSP17247	BOX	8	\$22.-
6126	File Folders - Letter, Manila, End-Tab Folders, Straight Cut Tab, 14 Pt., 12-1/4"x9-1/2", 50/Box	Smead	SMD24210	BOX	28	\$14.-
6127	File Folders - Letter, Green, Pressboard Classification Folder, Six-Section, 10/Box	Universal	NAT01057	BOX	5	\$18.-
6128	File Folders - Letter, Scarlet, Pressguard Classification Folders, Six-Section, 10/Box	Universal	NATSP17206	BOX	3	\$19.40
6200	Hanging File Folders - Letter, Standard Green, 1/5 Tab, 25/Box	Universal	BSN17533	BOX	54	\$5.12
6201	Hanging File Folders - Legal, Standard Green, 1/5 Tab, 25/Box	Universal	BSN43570	BOX	19	\$7.12
6205	Hanging File Folders - Letter, Standard Green, 3-1/2 Inch Hanging File Pockets with Sides, 10/Box	SPAECO Smead	SPR17715	BOX	3	\$29.89
6300	Hanging File Folder Tabs - Poly Tabs, 1/3" Cut, 3-1/2"x1/2", 25/PK, Clear	SPAECO Smead	SPRSP437	PACKAGE	0	\$1.45

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	SPARCO Smead	SPR5P42T	PACKAGE	3	\$.75
6302	File Tabs - 1" x 1 1/2", Striped, Blue/Green/Red, Self-Stick Tabs, 66/Pack	3M	MMM686LGBR	PACKAGE	9	\$4.09
6304	File Tabs - 1" x 1 1/2", Assorted Standard Colors, Self-Stick Tabs, 66/Pack	3M	MMM686RYB	PACKAGE	0	\$4.09
6305	File Tabs - Printable Repositionable Plastic Tabs, 1 3/4 Inch, White, 80/Pack	Avery	AVE16282	PACKAGE	1	\$5.09
6400	Drawer Frames - Letter Size, Screw-Together Hanging Folder Frame, 23-26.77" Long	SPARCO Universal	SPR60529	EACH	22	\$2.29
6401	Drawer Frames - Legal Size, Screw-Together Hanging Folder Frame, 23-26.77" Long	SPARCO Universal	SPR60530	EACH	8	\$2.29
6500	File Guides - Letter, Recycled Top Tab File Guides, Alpha, 1/5 Tab, Pressboard, 25/Set	Smead	SMD50376	SET	9	\$12.00
6501	File Guides - Legal, Recycled Top Tab File Guides, Alpha, 1/5 Tab, Pressboard, 25/Set	Smead	SMD52376	SET	5	\$15.00
6600	Expansion Wallet - Letter, 3 1/2 Inch Expansion Wallets, Leather-Like Redrope, 10/Box	Smead	SMD71353	EACH	44	\$1.89
6601	Expansion Wallet - Legal, 3 1/2 Inch Expansion Wallets, Leather-Like Redrope, 10/Box	Smead	SMD71356	EACH	237	\$2.79
6608	Expansion Folder - Letter, Daily 1-31 Open Expanding File, 31 Pockets, Leather-Like Redrope	SPARCO Smead	SPR26535	EACH	3	\$7.09
6609	Expansion Folder - Legal, Daily 1-31 Open Expanding File, 31 Pockets, Leather-Like Redrope	SPARCO Smead	SPR26538	EACH	0	\$9.69
6610	Expansion Folder - Letter, Alphabetic A-Z, Open Expanding File, 21 Pockets, Leather-Like Redrope	SPARCO Smead	SPR26534	EACH	0	\$5.09
6611	Expansion Folder - Legal, A-Z Open Expanding File, 21 Pockets, Legal, Leather-Like Redrope	SPARCO Smead	SPR26537	EACH	5	\$6.99
6612	Expansion Folder - Letter, Monthly Jan-Dec Expanding File, 12 Pocket, Leather-Like Redrope	SPARCO Smead	SPR23682	EACH	4	\$6.09
6613	Expansion Folder - Legal, Monthly Jan-Dec Expanding File, 12 Pocket, Leather-Like Redrope	SPARCO Smead	SPR26539	EACH	0	\$4.89
6700	File Pockets - Letter, 3 1/2 Inch Expansion Drop Front Pocket, Straight Tab, 25/Box	B.S. Smead	BSN65791	EACH	25	\$16.00
6701	File Pockets - Legal, 3 1/2 Inch Expansion Drop Front Pocket, 25/Box	B.S. Smead	BSN65794	EACH	29	\$18.00

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	B.S. Universal	BSN05796	BOX	24	\$14.50
6703	File Jackets - Legal, File Jackets, 11 Point Manila, 100/Box	B.S. Universal	BSN05800	BOX	2	\$20.00
6704	File jackets - Letter, File Jackets with Two Inch Expansion, 11 Point Manila, 50/Box	B.S. Universal	BSN05799	BOX	3	\$16.49
6705	File jackets - Legal, File Jackets with Two Inch Expansion, 11 Point Manila, 50/Box	B.S. Universal	BSN05803	BOX	1	\$19.49
6802	Storage Boxes - Legal, String/Button Storage Box, Fiberboard, White, 12/Carton	B.S. Universal	BSN26750	CARTON	6	\$34.00
6803	Storage Boxes - Letter/Legal, Economy Storage Box, Lift-Off Lid. White, 12/Ct	B.S. Universal	BSN32450	EACH	274	\$18.00
6804	Storage Boxes - Letter/Legal, R-Kive Max Storage Box, Locking Lid, Woodgrain, 12/Carton	B.S. Fellowes	BSN26757	CARTON	5	\$27.00
7100	Glue Stick - Glue Stic for Envelopes, .26 oz, Stick	B.S. Avery	BSN15786	EACH	462	\$1.15
7102	Glue Stick - Permanent Glue Stick, .74 oz, Stick	B.S. Universal	BSN15787	EACH	90	\$3.33
7103	Glue - Loctite Super Glue Gel, .07 Grams, 2 pk	SPACCO LOCTITE	SPR0264	PACKAGE	11	\$6.75
7200	Tape - Invisible Tape, 3/4" x 1296", 1" Core, Clear	B.S. Universal	BSN32952	ROLL	480	\$5.59
7201	Tape - General Purpose Masking Tape, 1" x 60 yards, 3" Core	B.S. Universal	BSN16461	ROLL	18	\$6.98
7203	Tape - Box Sealing Tape, 2" x 110 yards, 3" Core, Clear, 6/Box	B.S. Universal	BSN32946	ROLL	46	\$6.00
7204	Tape - Filament Tape, .94" x 60 yards, 3" Core	SPACCO 3M	SPR64005	ROLL	2	\$2.00
7300	Tape Dispenser - Desktop Tape Dispenser, 1" Core, Weighted Non-Skid Base, Black	B.S. Universal	BSN32954	EACH	27	\$1.00
7500	Envelope Moistener - Squeeze Bottle Moistener, 2 oz, Blue	SPACCO Universal	SPR01483	EACH	7	\$6.39
7601	Mounting Squares - Precut Foam Mounting 1 Squares, Double-Sided, Permanent, 16 Squares/Pack	3M	MMM111	PACKAGE	10	\$6.90
8105	Labels - Laser Printer Permanent Labels, 1 1/3" x 4, White, 1400/Box	B.S. Avery	BSN26114	BOX	0	\$6.19

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	B.S. Universal	BSN24131	BOX	1	\$5.99
8107	Labels - Laser Printer Permanent Labels, 1 x 2-5/8, White, 3000/Box	B.S. Universal	BSN21050	BOX	13	\$5.99
8108	Labels - Laser Printer Permanent Labels, 1 x 4, White, 100 Sheets, 2000/Box	B.S. Universal	BSN24112	BOX	15	\$5.99
8109	Labels - Laser Printer Permanent Labels, 2 x 4, White, 1000/Box	B.S. Universal	BSN24114	BOX	5	\$6.09
8110	Labels - Laser Printer Permanent Labels, Full Sheet Letter 8.5" x 11", White, 100/Box	B.S. Avery	BSN24119	BOX	0	\$5.99
8116	Labels - Print or Write Removable Color-Coding Labels, 3/4 in dia, Red, 1008/Pack	Avery	AVE05466	PACKAGE	17	\$2.69
8117	Labels - Print or Write Removable Color-Coding Labels, 3/4 in dia, Yellow, 1008/Pack	Avery	AVE05462	PACKAGE	3	\$2.69
8119	Labels - Print or Write Removable Color-Coding Labels, 3/4 in dia., Blue, 1008/Pack	Avery	AVE05469	PACKAGE	0	\$2.69
8125	Label Cartridge - For DYMO Label Writer Printer, Address Labels, 1-1/8 x 3-1/2, White, 700/Box	DYMO	DYM30252	BOX	204	\$13.50
8150	Labels - Brother Address Label - 1.14" Width x 2.42" Length - 800/Roll - White - 1/Roll	Brother *	BRTDK1209	ROLL	0	\$17.00
8200	Reinforcements - Hole Reinforcements, 1/4" Diameter, White, 200/ Pack	B.S. Avery	BSN44508	BOX	7	\$6.32
8201	Reinforcements - Self- Adhesive Reinforcing Strips, 10 3/4 x 1, 200/ BX	B.S. Avery	BSN16457	BOX	7	\$4.79
8300	Seals - Inkjet Print or Write Notarial Seals, 2" Diameter, Gold, 44/ Pack	Avery	AVE05868	PACKAGE	6	\$2.00
8400	Post-it - Standard Self-Stick Notes, 1-1/2 x 2, Yellow, 12 100- Sheet Pad/ Pack	B.S. Universal	BSN34410	PACKAGE	105	\$6.95
8401	Post-it - Standard Self-Stick Notes, 3 x 3, Yellow, 12 100- Sheet Pads/ Pack	B.S. Universal	BSN34412	PACKAGE	168	\$1.95
8403	Post-it - Standard Tape Flags in Dispenser, Yellow, 50 Flags/ Dispenser	SPR200	SPR19259	EACH	80	\$1.50
8404	Post-it - Standard Tape Flags in Dispenser, Blue, 50 Flags/ Dispenser	SPR200	SPR19261	EACH	48	\$1.50
8405	Post-it - Standard Tape Flags in Dispenser, Red, 50 Flags/ Dispenser	SPR200	SPR19260	EACH	49	\$1.50

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 <u>SPARC</u>	<u>SPR19262</u>	EACH	48	\$1.50
8407	Post-it - Standard Tape Flags in Dispenser, Orange, 50 Flags/ Dispenser	3M <u>SPARC</u>	<u>MMN600-082</u>	EACH	48	\$3.65
8410	Message Tabs - "Sign Here" Arrow Message, 1/2" Flags, 4 Colors w/ Dispensers, 120/Pack	3M <u>SPARC</u>	<u>SPR-38008</u>	PACKAGE	8	\$1.49
9201	Punch - 30-Sheet Two-Hole Punch, 9/32" Holes, Black	Universal <u>B.S.</u>	<u>BSN65626</u>	EACH	7	\$2.90
9202	Punch - 12-Sheet Deluxe Two- and Three- Hole Adjustable Punch, 9/32" Holes, Black	Universal <u>B.S.</u>	<u>BSN65645</u>	EACH	15	\$3.30
9203	Punch - 40-Sheet Three-Hole Punch, Reduced Effort, 9/32" Holes, Black/Silver	Paperpro *	ACI2240	EACH	0	\$26.49
9301	Ruler - Acrylic Plastic Ruler, 12", Clear	Universal <u>B.S.</u>	<u>BSN32365</u>	EACH	3	\$.24
9302	Engineering Scale - Triangular Scale, Plastic, 12", Engineering, Color- Coded	Chartpak	CHA235E	EACH	0	\$8.00
9401	Scissors - All Purpose Scissors, Black, 8"	Deskworks <u>B.S.</u>	<u>BSN65647</u>	EACH	36	\$.69
9501	Staples - Standard Chisel Point 210 Strip Count Staples, 5,000/ Box	Universal <u>B.S.</u>	<u>BSN65649</u>	BOX	155	\$.45
9503	Staples - S.F. 4 Premium Chisel Point 210 Count Full Strip Staples, 5,000/ Box	Swingline <u>B.S.</u>	<u>BSN65649</u>	BOX	8	\$.45
9504	Staples - High-Capacity Staples, 3/8 Inch Leg Length, 2500/ Box	Swingline	SWI35550	BOX	0	\$3.00
9507	Staples - Stanley® Bostitch 1/2" Heavy-Duty Staples, 85- Sheet Capacity, 1,000/ Box	Bostitch <u>B.S.</u>	<u>BSN02615</u>	BOX	8	\$.90
9508	Staples - Heavy Duty, 150 Sheet Capacity, 5/8", 1000/Box	Bostitch	SB35581M	BOX	0	\$4.00
9511	Staples - S.F. 13 Heavy- Duty 1/2 Inch Leg Length Staples, 90- Sheet Capacity, 1,000/ Box	Swingline <u>B.S.</u>	<u>BSN02615</u>	BOX	2	\$.90
9515	Staples - Swingline Optima Jam-Free Premium Staples - Standard 1/4" Leg, 3,750/Box	Swingline *	SWI35556	BOX	60	\$2.89
9602	Stapler - Half Strip Stapler, 12-Sheet Capacity, Black	Universal <u>SPARC</u>	<u>SPR70350</u>	EACH	1	\$2.95
9603	Stapler - Light-Duty Desk Stapler, 20-Sheet Capacity, Black, Full Strip	Swingline <u>B.S.</u>	<u>BSN62636</u>	EACH	33	\$2.95

2016 OFFICE SUPPLIES BID

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	B.S. Swingline	BSN02819	EACH	4	\$18.70
9605	Stapler - Light-duty Stand-up Stapler, Reduced effort, Full-Strip, Black/Gray	PaperPro	ACI1423	EACH	34	\$7.40
9700	Staple Remover - Jaw Style Staple Remover, Burgundy	B.S. Universal	BSN05050	EACH	15	\$1.18
9701	Staple Remover - Heavy-Duty Staple Remover, Black	Max	MXB RZ3F	EACH	4	\$7.50
9702	Staple Remover - Deluxe Jaw Style Staple Remover	B.S. Swingline	BSN05050	EACH	3	\$1.18
9703	Staple Remover - Premium Blade Style Staple Remover, Satin Chrome Finish	B.S. Swingline	BOSG2K	EACH	3	\$2.40
9800	Letter Opener - Lightweight Hand Letter Opener, 9", Silver	B.S. Universal	BSN32376	EACH	12	\$3.37
9801	Letter Opener - Letter Slitter Hand Letter Opener w/ Concealed Blade, 2 1/2", White, 2/Pack	SPALCO Universal	SPR11818	EACH	62	\$6.28
10001	Plotter Paper - Designjet Bright White Inkjet Paper, 24 lbs., 36" x 150 ft, White	HP *	HEWC1861A	ROLL	0	\$21.50
10002	Plotter Paper - HP Universal Brand Paper Roll, 21 lbs., 2" Core, 24" x 150 ft, White	HP *	HEWQ1396A	EACH	0	\$10.31
10100	Adding Tape - Adding Machine/ Calculator Roll, 16 lb, 1/2" Core, 2-1/4" x 150 ft, White, 100/ CT	B.S. Universal	BSN28025	ROLL	239	\$39.70
10120	Thermal Paper Rolls - For Verifone VX520 Credit Card Terminal, 50/ Carton	PMC *	PMC05262	ROLL	50	\$34.00
10201	Dry Toner - Transparency Film for Laser Copiers, Ltr, Clear, 100/ Box	HP Color 3M	APOPP100	BOX	3	\$17.00
10400	Pads - Letter, Perforated Edge Writing Pad, Canary, 50-Sheet, Dozen	B.S. Universal	BSN03105	PAD	477	\$5.70
10401	Pads - Legal, Perforated Edge Writing Pad, Canary, 50-Sheet, Dozen	B.S. Universal	BSN03106	PAD	80	\$8.70
10402	Pads - 5 x 8 Perforated Edge Writing Pad, Jr. Legal Rule, 5 x 8, Canary, 50-Sheet, Dozen	B.S. Universal	BSN03107	PAD	405	\$4.40
10500	Steno Notebooks - Steno Book, Gregg Rule, 6 x 9, Green, 80 Sheets/Pad	B.S. Universal	BSN20741	DOZEN	26	\$11.28
10501	Spiral Bound Notebook - College Rule, 8- 1/2 x 11, White, 100 Sheets/Pad	Mead	MEAD0622	EACH	31	\$1.70

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	SP-4-2-10 Universal	SPR02301	BOOK	1	\$2.40
10811	Index Cards - 3" x 5" Unruled Index Cards, White, 100/Pack	B's Esselte	BSN65258	PACKAGE	40	\$.40
10812	Index Cards - 3" x 5" Ruled Index Cards, White, 100/Pack	B's Esselte	BSN65259	PACKAGE	41	\$.40
10813	Index Cards - 4" x 6" Ruled Index Cards, White, 100/Pack	B's Esselte	BSN65261	PACKAGE	4	\$.75
10815	Index Cards - 4" x 6" Unruled Index Cards, White, 100/Pack	B's Esselte	BSN65260	PACKAGE	264	\$.65
11200	Eraser - Eraser Caps, 144/Box	ITA Sanford	ITA36523	BOX	1	\$1.40
11201	Eraser - Eraser Refills, Z21, 3/Tube	Pentel	PENZ21	PACKAGE	0	\$.50
11202	Eraser - Clic Eraser Pen-Style Eraser, 3/Pack	Pentel	ZE21BP3K6	PACKAGE	4	\$2.69
11203	Eraser - Clic Eraser Pen-Style Eraser Refills, 2/Pack	Pentel	ZER2BPK6	PACKAGE	9	\$.89
11204	Dry Erase Eraser - Expo Dry Erase Marker Board Eraser - Charcoal Gray	Expo	LEO74500	EACH	8	\$.95
11300	Highlighter - Brite Liner Grip XL Highlighter, Chisel Tip, Fluorescent Yellow Ink, 12/Pk	Bic *	BLMG11YW	EACH	724	\$4.40
11301	Highlighter - Assorted Colors, Chisel Tip, Fluorescent, 5/Set	ITA Bic	ITA36180	SET	18	\$.95
11302	Highlighter - Chisel Tip, Fluorescent Blue, Dozen	ITA Universal	ITA33323	DOZEN	2	\$2.90
11303	Highlighter - Chisel Tip, Fluorescent Orange, Dozen	ITA Universal	ITA33322	DOZEN	6	\$2.90
11304	Highlighter - Chisel Tip, Fluorescent Green, Dozen	ITA Universal	ITA33324	DOZEN	4	\$2.90
11306	Towelettes - Dry Erase Board Cleaning Wet Wipes, 6 x 9, 50/Container	Generative Joe Expo	GJO75627	CONTAINER	3	\$2.39
11307	Markers - Low Odor Dry Erase Marker, Fine Point, Assorted, 4/Set	Expo	SAN86074	SET	22	\$2.43
11308	Markers - Low Odor Dry Erase Markers, Chisel Tip, Basic Assorted, 4/Set	ITA Expo	ITA30015	SET	15	\$1.50

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	INTEGRA Universal	ITA 30011	EACH DOZEN	56	\$2.79
11310	Markers - Permanent Markers, Chisel Tip, Red, Dozen	Universal	ITA 33328	DOZEN	1	\$2.79
11311	Markers - Red Porous Point Stick Pen, Red Ink, Medium, Dozen	B.S. Universal	BSN 37504	DOZEN	1	.69
11312	Highlighter - Brite Liner Highlighter, Chisel Tip, Fluorescent Yellow Ink, 12 per Pack	INTEGRA Brite	ITA 36101	DOZEN	11	\$2.45
11350	Pen - Counterfeit Bill Detector Pen for Use w/U.S. Currency	DriMark	351B1	EACH	1	\$1.90
11400	Pencils - Economy Woodcase Pencil, HB #2, Yellow Barrel, Dozen	B.S. Universal	BSN 37507	DOZEN	7	\$5.77
11401	Pencils - Sharplet-2 Mechanical Pencil, 0.50 mm, Black Barrel	Pentel	PENA125A	DOZEN	1	\$13.00
11402	Pencils - Sharplet-2 Mechanical Pencil, 0.70 mm, Dark Blue Barrel	Pentel	PENA127C	DOZEN	2	\$14.00
11403	Pencils - Sharplet-2 Mechanical Pencil, 0.90 mm, Brown Barrel	Pentel	PENA129E	EACH	12	\$1.25
11404	Pencils - Super Hi-Polymer Lead Refills, 0.5mm, HB, Black, 12 Leads/Tube	INTEGRA Pentel	ITA 38014	TUBE	6	\$5.19
11405	Pencils - Super Hi-Polymer Lead Refills, 0.7mm, HB, Black, 12 Leads/Pack	Pentel	ITA 38015	TUBE	12	\$5.19
11406	Pencils - Super Hi-Polymer Lead Refills, 0.9mm, HB, Black, 15 Leads/Pack	Pentel	PEN509HB	TUBE	4	\$5.45
11408	Pencils - Sharpwriter Mechanical Pencil, HB, 0.70 mm, Yellow Barrel, Dozen	INTEGRA Paper Mate	ITA 36153	DOZEN	4	\$1.49
11605	Pens - Roller Ball Stick Dye-Based Pen, Blue Ink, Micro, Dozen	Samford	ITA 36170	DOZEN	5	\$2.50
11606	Pens - Roller Ball Stick Dye-Based Pen, Black Ink, Micro, Dozen	Samford	ITA 36169	DOZEN	4	\$2.50
11607	Pens - Roller Ball Stick Dye-Based Pen Black Ink, Fine, Dozen	Samford	ITA 36172	DOZEN	2	\$2.50
11610	Pens - Precise V5 Roller Ball Stick Pen, Needle Pt, Black Ink, 0.5mm Extra Fine, Dozen	Pilot	ITA 36160	DOZEN	8	\$3.80
11611	Pens - Precise V5 Roller Ball Stick Pen, Needle Pt, Red Ink, 0.5mm Extra Fine, Dozen	Pilot	ITA 36162	DOZEN	5	\$3.80

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	\$9.00
11702	Pens - Standard Ballpoint Counter Pen, Black Ink, Medium	PMF	PMC05057	EACH	43	\$1.65
11797	Pens - Round Stic Grip Ballpoint Stick Pen, Red Ink, Fine, Dozen	Bic	GSFG11RD	DOZEN	1	\$1.60
11798	Pens - Soft Feel Ballpoint Stick Pen, Red Ink, Medium, Dozen	Bic	SGSM11RD	DOZEN	5	\$3.99
11799	Pens - Soft Feel Ballpoint Stick Pen, Blue Ink, Medium, Dozen	Bic	SGSM11BE	DOZEN	17	\$3.54
11801	Pens - Soft Feel Ballpoint Stick Pen, Black Ink, Medium, Dozen	Bic	SGSM11BK	DOZEN	36	\$3.54
11802	Pens - Round Stic Ballpoint Stick Pen, Black Ink, Medium, Dozen	Business Source	BSN37501	DOZEN	23	\$6.69
11809	Pens - Ballpoint Stick Oil- Based Pen, Blue Ink, Fine, Dozen	Universal	BSN37502	DOZEN	0	\$6.69
11810	Pens - Ballpoint Stick Oil- Based Pen, Black Ink, Fine, Dozen	Universal	BSN37503	DOZEN	1	\$6.69
11811	Pens - Ballpoint Stick Oil- Based Pen, Red Ink, Medium, Dozen	Universal	BSN37504	DOZEN	1	\$6.69
11812	Pens - Ballpoint Stick Oil- Based Pen, Black Ink, Medium, Dozen	Universal	BSN37501	DOZEN	4	\$6.69
11813	Pens - Ballpoint Stick Oil- Based Pen, Blue Ink, Medium, Dozen	Universal	BSN37500	DOZEN	4	\$6.69
11822	Pencil Sharpener - Compact Desktop Battery-Operated Pencil Sharpener, Black, Uses Four AA batteries	Hunt	B0302697	EACH	3	\$14.00
11827	Pens - Round Stic Ballpoint Stick Pen, Black Ink, Fine, Dozen	Bic	BSN37503	DOZEN	20	\$6.69
11830	Pens - Round Stic Ballpoint Stick Pen Blue Ink, Fine, Dozen	Bic	BSN37502	DOZEN	0	\$6.69
11831	Pens - Round Stic Ballpoint Stick Pen, Blue Ink, Medium, Dozen	Bic	BSN37500	DOZEN	19	\$6.69
11835	Pens - Clic Stic Ballpoint Retractable Pen, Black Ink, Medium, Dozen	Bic	BSN25050	DOZEN	25	\$1.19
11836	Pens - Clic Stic Ballpoint Retractable Pen, Blue Ink, Medium, Dozen	Bic	BSN25051	DOZEN	4	\$1.19

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	\$14.00
11903	Sharpie - Permanent Marker, Fine Point, Black, Dozen	Indecor Sharpie	ITA 30016	DOZEN	18	\$2.89
11904	Sharpie - Permanent Marker, Extra Fine Point, Black, Dozen	Sharpie	SAN 35001	DOZEN	5	\$6.89
11905	Sharpie - Permanent Marker, Fine Point, Red, Dozen	Sharpie	ITA 30018	DOZEN	8	\$2.89
11907	Pens - Signo Gel RT Roller Ball Retractable Gel Pen, Black Ink, Medium, Dozen	Sanford	SAN 65940	DOZEN	4	\$1.09
11909	Pen Refill - Refill for G2 Gel, Dr. Grip Gel/ Ltd, ExecuGel G6, Q7, Fine Tip, Black, 2/ Pack	Pilot	PIL77240	PACKAGE	2	\$1.09
11910	Pens - G2 Gel Roller Ball Pen, Retractable, Refillable, Red Ink, 0.7mm Fine, Dozen	Pilot	ITA 36159	DOZEN	3	\$3.89
11911	Pens - G2 Gel Roller Ball Pen, Retractable, Refillable, Black Ink, 0.7mm Fine, Dozen	Pilot	ITA 30035	DOZEN	14	\$3.89
11912	Pens - G2 Gel Roller Ball Pen, Retractable, Refillable, Blue Ink, 0.7mm Fine, Dozen	Pilot	ITA 30036	DOZEN	12	\$3.89
11913	Pens - Signo Gel 207 Roller Ball Retractable Gel Pen, Blue Ink, Medium, Dozen	Sanford	SAN33951	DOZEN	17	\$12.06
11914	Pens - Signo Gel GRIP Roller Ball Stick Gel Pen, Black Ink, Medium, Dozen	Sanford	ITA 39059	DOZEN	15	\$3.79
12105	Ribbon - Data Products® R5110 Correctable Ribbon for IBM Wheelwriter Series Typewriters		ITKKOR192B	EACH	1	\$4.49
12107	Ribbon - DPS-R1427 Compatible Ribbon, Calculator Ribbon, Black/Red	Industrias Kores	ITKKOR42	EACH	2	\$2.00
12112	Ribbon - Calculator, R3027 Compatible Ribbon, Black/ Red	ITK DataProducts	ITK KOR 80082	EACH	21	\$1.09
12116	Ribbon - R1420 Compatible Ribbon, Black, Typewriter, (for use in Brother typewriter)	ITK DataProducts	ITK KOR 1993	EACH	0	\$3.00
12203	Lift-Off Tape - Lift-Off Tape for use with IBM Selectric II/III Series and Others, 6/Box	DataProducts	DPS R51816	BOX	0	\$4.49
13200	Batteries "AA" - Duracell® Alkaline "AA" Batteries; 16-Pack	Duracell *	MN1500B16Z	EACH	1359	\$13.65
13201	Batteries "AAA" - Duracell® Alkaline "AAA" Batteries; 12-Pack	Duracell *	MN24RT12Z	EACH	713	\$10.43

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	\$12.40
13203	Batteries "D" - Duracell® Alkaline "D" Batteries; 8-Pack	Duracell *	MN13RT8Z	EACH	222	\$11.99
13204	Batteries "9V" - Duracell® Alkaline "9V" Batteries; 4-Pack	Duracell *	MN16RT4Z	EACH	61	\$11.99
13205	Batteries "E2 Lithium" - Energizer® Specialty Batteries; e2 Lithium Photo Battery, 123, 3V, EACH	Energizer *	EVE-EL123APB2	EACH	54	\$9.19
17101	CD-RW Discs - 700MB/80min, 12x, w/jewel Cases, Silver, 5/Pack	MAXELL MAXELL (Discontinued)	MAX930025	EACH	12	\$11.00
17102	CCS72100 CD-R Discs - 700MB/80min, 52x, Spindle, Silver, 100/Pack	Compucessory Innovvera	CCS72100	PACKAGE	14	\$15.00
17103	CD-R Discs - 700MB/80min, 52x, w/Slim Jewel Cases, Silver, 10/Pack	Verbatim *	VER94935	EACH	105	\$3.70
17104	DVD-R/RAM - Recordable DVD's, Rewriteable 1000 times, Capacity 9.4GB/Double-Sided, Each	Verbatim Innovvera	VER9505B	EACH	0	\$7.60
17105	DVD+RW - Rewritable DVDs w/jewel case, Capacity 4.7GB/Single-Sided, 120 minute capacity, Each	Verbatim	VER94839E4 VER94520 (Discontinued)	EACH	20	\$9.90
17110	DVD-R - 4.7GB, 16x, Spindle, Silver, 50/Pack	Compucessory Innovvera	CCS35507	PACKAGE	18	\$13.20
17111	DVD-R - 8cm Minidisc DVD- R, 1.4GB, 4x, w/ Jewel Case, Silver, 3/ Pack	Verbatim Innovvera	VER97237	PACKAGE	0	\$6.49
17200	Photo Paper - Glossy Photo Paper, 60 lbs., Glossy, 8-1/2 x 11, 50 Sheets/Pack	Epson	EPSS041649	PACKAGE	0	\$13.00
17210	CD/DVD Envelopes - CD/DVD Envelopes, Paper Envelope With Clear Poly Window, 50/Box	Compucessory Innovvera	CCS26500	BOX	26	\$9.95
17300	Compressed Air Duster - Compressed Gas Duster, 7 oz Can	Universal	CCS24305	EACH	74	\$2.59
17400	Surge Protector - Six- Outlet Surge Suppressor, 1080 Joules, 6 ft. cord, Putty	Compucessory	CCS25102	EACH	14	\$8.18
17500	Mouse Pad - Standard Mouse Pad, 8" x 9", Blue	Compucessory Fellowes	CCS23005	EACH	22	\$9.94
17501	Wrist Rest - Memory Foam Mouse Pad/Wrist Rest, 1.0" x 7.9" x 9.3", Silver/Black	Fellowes	FEL9175801	EACH	18	\$6.95
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	\$11.25

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 E717501	EACH	15	\$1.39
18101	Calendar Base - Base for E71750 Calendar Refills, 3 1/2" x 6", Black	At-A-Glance	AAGE1700	EACH	1	\$7.49
18102	Calendar Refill - Compact Desk Calendar Refill, 3" x 3 3/4", 2 Pages For Each Weekday	At-A-Glance	AAGE91950	EACH	7	\$4.49
18103	Calendar Base - Compact Desk Calendar Base, 3" x 3 3/4" for E919-50 Calendar Refills, Black	At-A-Glance	AAGE1900	EACH	0	\$6.49
18200	Calendar - Desk Pad, 22" x 17", Non-Refillable, Ruled Daily Blocks, Vinyl Corners, Eyelets For Hanging, Jan-Dec	At-A-Glance	AAGSK24001	EACH	364	\$2.85
18301	Calendar - Yearly Wall Calendar, Metal Bound, Unruled Daily Blocks, Hanging Eyelets, 24" x 36", Blue Ink	At-A-Glance	AAG PM1228	EACH	20	\$6.60
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	\$8.95
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	\$19.48
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	\$7.99
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	\$12.49
18504	Appointment Book - Weekly/Monthly Appointment Book, 8" x 9-7/8", Simulated Leather, Black	At-A-Glance	AAG760105	EACH	8	\$14.20
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	\$8.19
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 70260051	EACH	16	9.49
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	\$6.89
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	\$38.-
18604	Appointment Book - QuickNotes Monthly Planner, Jan. - Dec., 8 1/4" x 10 7/8", Black	At-A-Glance	AAG 760605	EACH	1	\$11.99
18605	"Today Is" Wall Calendar - Refill, 6 5/8" x 9 1/8", 2013	At-A-Glance	AAGK150	EACH	3	\$9.09
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	\$37.-

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	AAG5600	EACH	11	\$20.98
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	\$8.79
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	\$8.09
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	\$7.59
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	\$8.14
21100	Binding Combs - Plastic Comb Bindings, 5/16" Diameter, 40 Sheet Capacity, Black, 100 Combs/Pack	Spaeco Fellows	SPR18004	BOX	5	\$2.65
21101	Binding Combs - Plastic Comb Bindings, 3/8" Diameter, 55 Sheet Capacity, Black, 100 Combs/Pack	Aeco	SPR18005	BOX	0	\$3.19
21102	Binding Combs - CombBind Standard Spines, 1/2" Diameter, 85 Sheet Capacity, Black, 100/Box	Spaeco SWS 4090034	SPR18007	BOX	5	\$3.59
21103	Binding Combs - CombBind Standard Spines, 5/8" Diameter, 125 Sheet Capacity, Black, 25/Box	Aeco	SPR18007	BOX	0	\$4.49
21104	Binding Combs - CombBind Standard Spines, 3/4" Diameter, 150 Sheet Capacity, Black, 100/Box	Spaeco Aeco	SPR18007	BOX	1	\$8.20
21105	Binding Combs - CombBind Standard Spines, 1" Diameter, 200 Sheet Capacity, Black, 100/Pack	Spaeco Aeco	SPR18007	BOX	0	\$4.79
21106	Binding Combs - CombBind Standard Spines, 1-1/2" Diameter, 320 Sheet Capacity, Black, 100/Box	Spaeco Aeco	SPR18007	EACH	0	\$14.43
22201	Phone Cord - Handset 12', dark gray	Spaeco Aeco	SOF48102	EACH	34	\$2.39
22400	Wall Clock - Round Wall Clock, 12-1/2in, Black	Spaeco Aeco	SOF48102	EACH	6	\$10.59
22500	Visitor Register Book - Visitor Register Book, Red Hardcover, 112 Pages, 8 1/2 x 11 1/2	Wilson-Jones	WLJS490	EACH	0	\$34.1
22502	Notary Public Record Book - Burgundy Cover, 60 Pages, 8 1/2 x 10 1/2	Dome	DOM880	EACH	3	\$8.79
22505	Journal Books - Esselte Canvas Journal Books, 150 Sheet(s), Thread Sewn, 12.12" x 7.62" Sheet Size	Esselte*	66150J	EACH	10	\$14.59
22506	Journal Book - Esselte Canvas Journal Book, 500 Sheet(s), Thread Sewn, 12.12" x 7.62" Sheet Size	Esselte*	66500J	EACH	0	\$34.1


2016 OFFICE SUPPLIES BID

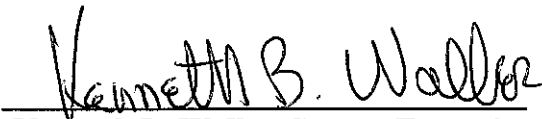
Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
22600	Posterboard - White Poster Board, 28 x 22, 50/Carton	Elmers	EPI750173	EACH	6	\$36.00
22800	Waste Basket - 7 gallon	SA-200 Rubbermaid	SPR02160	EACH	10	\$3.00
22901	Dry Erase Board - Quartet® Wood Framed Dry-Erase Board; 3'x2'	SA-200 Quartet	SPR19767	EACH	5	\$13.00
22902	Cork Board - Quartet® Oak Finish Frame Cork Board; 36"x24"	SA-200 Quartet	SPR19767	EACH	4	\$13.00
23000	Floor Mats - Economy Carpet Chair Mat; 36x48", Standard Lip	SA-200 Rubbermaid	LR02156	EACH	42	\$17.00
24001	Laminating Pouches - HeatSeal Laminating Pouches, 3 mil, Letter, 9 x 11 1/2, 100/Box	SA-200 Bulldog	BSN20870	BOX	9	\$9.49
24002	Laminating Pouches - HeatSeal Laminating Pouches, 5 mil, Legal, 9 x 14 1/2, 100/Box	SA-200 Bulldog	BSN20869	PACKAGE	0	\$9.49
24003	Laminating Pouches - HeatSeal Laminating Pouch, 11.25" x 17.25", 3mil, 25 Pack	HeatSeal	3200579	EACH	50	\$19.00
25000	Business Card Kit - Inkjet Matte Business Cards, 2 x 3 1/2, Ivory, 10/Sheet, 250/Pack	Avery	AVE8376	PACKAGE	4	\$8.00
26000	Shredder Oil - 12 oz. Bottle, for Oiling Shredder Blades	Fellowes	FEL35250	EACH	3	\$5.30
28000	Name Badge Holders - Photo ID Badge Holder, Horizontal, 4w x 3h, Clear, 25/Pack	Avery	74471	PACKAGE	1	\$12.64
28002	Lanyards - Round Lanyards w/Bulldog Clips, 24/Package	Browning Bulldog	BAK69409	PACKAGE	4	\$4.49

In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as of this 21st day of October 2015:

OFFICE SOURCE
Company Name

County of Jefferson, State of Missouri


Signature
CRAG SIMMONS
Print

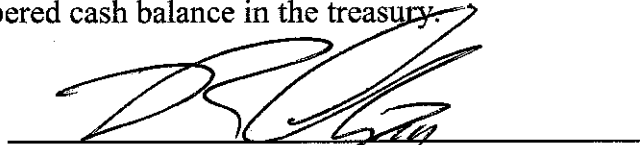

Kenneth B. Waller County Executive

Company Address: _____

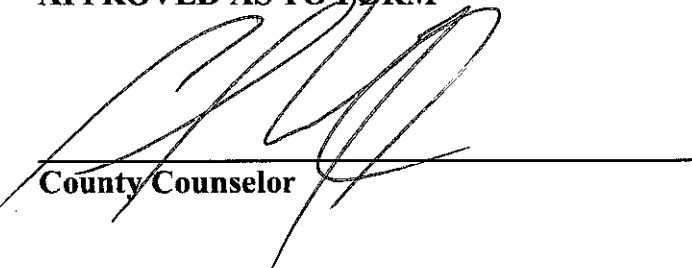
719 RUDDER ROAD
FENTON MO 63024

Phone: 634-349-5101

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: OFFICE SUPPLIES 2016

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: \$.01

BY: KRAIG SUMMERS

TITLE: PARTNER / OWNER

COMPANY: OFFICE SOURCE

CONTACT INFORMATION FOR COOPERATIVE AGREEMENT

Phone 636 349-5101 E-mail Kraig@officesource1.com

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



CERTIFICATE OF LIABILITY INSURANCE

OFFSO-7

OP ID: NC

DATE (MM/DD/YYYY)

07/01/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Huntleigh McGehee
2925 E Battlefield, Suite 120
Springfield, MO 65804
Logan O'Connor

CONTACT NAME: **Nina M Cogdill**
PHONE (A/C, No, Ext): **417-895-4600** FAX (A/C, No): **417-895-4602**
E-MAIL ADDRESS: **ncogdill@hmrisk.com**

INSURER(S) AFFORDING COVERAGE NAIC #
INSURER A : **Travelers Indemnity Co. of Amer** **25866**

INSURER B :
INSURER C :
INSURER D :
INSURER E :
INSURER F :

INSURED **Office Source Inc.**
719 Rudder Road
Fenton, MO 63026

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		6807830X213	05/01/2015	05/01/2016	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		BA7831X990	05/01/2015	05/01/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 5000		CUP7855X244	05/01/2015	05/01/2016	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A		UB7834X064	05/01/2015	05/01/2016	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**KOPMO-1****CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2014 ACORD CORPORATION. All rights reserved.



Company ID Number: 363579

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 888-464-4218.

Employer Office Source

Kris Simmons

Name (Please Type or Print)

Title

Electronically Signed

10/11/2010

Signature

Date

Department of Homeland Security – Verification Division

USCIS Verification Division

Name (Please Type or Print)

Title

Electronically Signed

10/11/2010

Signature

Date

Information Required for the E-Verify Program

Information relating to your Company:

Company Name: **Office Source**

Company Facility Address: **719 Rudder Road**

Fenton, MO 63026

Company Alternate
Address:

County or Parish: **SAINT LOUIS**

Employer Identification
Number: **431863461**

Company ID Number: 363579

North American Industry Classification Systems Code:	453
Administrator:	
Number of Employees:	10 to 19
Number of Sites Verified for:	1
Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:	
<ul style="list-style-type: none">MISSOURI 1 site(s)	

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name:	Kris D Simmons		
Telephone Number:	(636) 349 - 5101	Fax Number:	(636) 349 - 5109
E-mail Address:	kris@officesource1.com		



I Kraig Simmons, of Office Source in Fenton MO, being in the presence of undersigned name of notary and being sworn under the oath of law on the 1st day of November, 2013, state that:

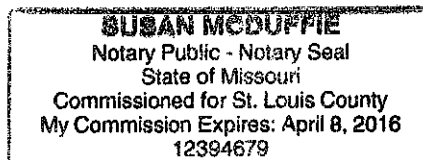
I do not and Office Source does not own any real or personal property in Jefferson County Missouri.

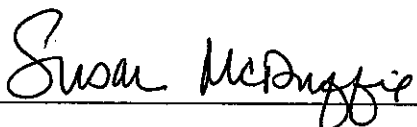
KRAIG SIMMONS: 

WITNESS: Susan McDuffie

SWORN AND SUSCRIBED IN MY PRESENCE: November 1, 2013

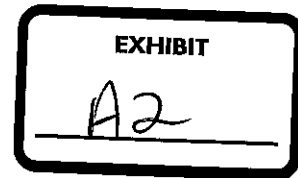
SEAL:



SIGNATURE: 



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**

**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.

<u>QUILL CORPORATION</u>	<u>Martin Colburn</u>
Company Name	Authorized Agent (Print)
<u>100 SCHULTER ROAD</u>	<u>[Signature]</u>
Address	Signature
<u>LINCOLN SHAIRE, IL 60069</u>	<u>National Sales Manager</u>
City/State/Zip Code	Title
<u>800-634-4809</u>	<u>10/9/2015</u>
Telephone #	Date
<u>BID@QUILL.COM</u>	<u>36-295-2904</u>
E-mail	Tax ID #
	<u>800-789-2016</u>
	Fax #

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Legal Notice and Invitation for Bid	Page 1
Table of Contents	Page 2
Bid Requirements	Page 3
Bid Response and Contract	Page 5
Affidavit	Page 9
Specifications	Page 11

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 statues 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 DELAWARE

2.25 LITIGATION:

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

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

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 Martin Colburn (Name of Business Entity Authorized Representative) as National Sales Manager (Position/Title) first being duly sworn on my oath, affirm WILL CORPORATION (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 2016 OFFICE SUPPLIES (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 WILL CORPORATION (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 2016 OFFICE SUPPLIES (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.)

Martin Colburn
Authorized Representative's Signature

Martin Colburn
Printed Name

National Sales Manager
Title

10/9/2015
Date

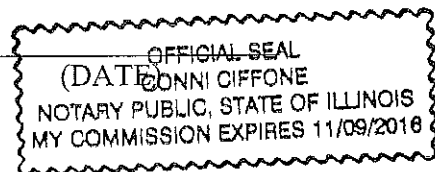
Subscribed and sworn to before me this 9th of October, 2015 I am
(DAY) (MONTH, YEAR)

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

ILLINOIS and my commission expires on _____
(NAME OF STATE)

Donna Ciffone
Signature of Notary

10/9/2015
Date



AFFIDAVIT OF WORK AUTHORIZATION

(Continued)

CURRENT BUSINESS ENTITY STATUS

I certify that 1 QUILL CORPORATION (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.

Martin Colburn
Authorized Business Entity
Representative's Name
(Please Print)

Martin Colburn
Authorized Business Entity
Representative's Signature

1 QUILL CORPORATION
Business Entity Name

10/9/2015
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 <i>AVERY B/D 0430</i>	Avery	AVE04301	EACH	123	1.90/ea
1101	Binder - 1-1/2" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets <i>AVERY B/D 04401</i>	Avery	AVE04401	EACH	27	3.14/ea
1102	Binder - 2" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets <i>AVERY B/D 04501</i>	Avery	AVE04501	EACH	30	3.83/ea
1103	Binder - 3" Vinyl Round Ring Binder With Label Holder, Black, Two Inside Pockets <i>AVERY B/D 04601</i>	Avery	AVE04601	EACH	36	5.61/ea
1104	Binder - 4" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets <i>AVERY B/D 79604</i>	Avery	AVE79604	EACH	17	8.62/ea
1105	Binder - 5" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets <i>AVERY B/D 79606</i>	Avery	AVE79606	EACH	0	16.95/ea
1110	Binder - 1" View (Presentation) Binder, Black, Two Inside Pockets <i>QUILL B/D 7881 BK</i>	Avery	AVE05710	EACH	2	1.72/ea
1111	Binder - 1-1/2" View (Presentation) Binder, Black, Two Inside Pockets <i>QUILL B/D 78815 BK</i>	Avery	AVE05725	EACH	2	1.178/ea
1112	Binder - 2" View (Presentation) Binder, Black, Two Inside Pockets <i>QUILL B/D 7882 BK</i>	Avery	AVE05730	EACH	19	2.27/ea
1113	Binder - 3" View (Presentation) Binder, Black, Two Inside Pockets <i>QUILL B/D 7883 BK</i>	Avery	AVE05740	EACH	1	3.12/ea
1120	Binder - 1" View (Presentation) Binder, White, Two Inside Pockets <i>QUILL B/D 7881 WE</i>	Avery	AVE05711	EACH	0	1.72/ea
1121	Binder - 1-1/2" View (Presentation) Binder, White, Two Inside Pockets <i>QUILL B/D 78815 WE</i>	Avery	AVE05726	EACH	17	1.78/ea
1122	Binder - 2" View (Presentation) Binder, White, Two Inside Pockets <i>QUILL B/D 7882 WE</i>	Avery	AVE05731	EACH	1	2.27/ea
1123	Binder - 3" View (Presentation) Binder, White, Two Inside Pockets <i>QUILL B/D 7883 WE</i>	Avery	AVE05741	EACH	2	3.12/ea
1150	Data Binder - Hanging Data Binder, 6" Capacity, 8.50" x 12" Sheet Size, Post Fastener, Prestex, Light Blue <i>WILSON JONES B/D 54132 Q</i>	Acco *	ACC54132	EACH	0	5.23/ea
1195	Index - Legal Exhibit Dividers, Letter, Printed 1-25, White <i>AVERY B/D 11370 Q</i>	Avery *	AVE11370	SET	0	1.35/ea
1196	Index - Legal Exhibit Dividers, Letter, Printed 26-50, White <i>AVERY B/D 11372 Q</i>	Avery *	AVE11372	SET	0	1.35/ea
1197	Index - Legal Exhibit Dividers, Letter, Printed 51-75, White <i>AVERY B/D 11396</i>	Avery *	AVE11396	SET	0	1.35/ea

2016 OFFICE SUPPLIES BID

QUILL CORPORATION

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 <i>AVERY BID 113978</i>	Avery *	AVE11397	SET	0	1.35/ST
1199	Index - Legal Exhibit Dividers, Letter, Printed 101-125, White <i>QUILL BID 781188</i>	Avery *	AVE01334	SET	0	16 BID
1200	Indexes - Letter, Insertable Index, Multicolor Tabs, 8-Tab, Buff <i>QUILL BID 781188</i>	Universal	UNV21872	SET	59	.34/5
1201	Indexes - Letter, Insertable Index, Clear Tabs, 5-Tab Buff <i>QUILL BID 781156</i>	Universal	UNV21871	SET	73	.23/ST
1202	Indexes - A-Z Quick Index Dividers With Contents Page, Printed A-Z - 25 / Set, White Divider, Multicolor Tab <i>CARDINAL BID UNICARD 60218</i>	Sparco	SPR21905	SET	10	3.99/ST
1204	Tabs - Self-Adhesive Tabs with White Printable Inserts, Two Inch, Clear Tab, 25 / Pack	Avery	AVE16241	PACKAGE	4	16 BID
1205	Tabs - Self-Adhesive Tabs with White Printable Inserts, Two Inch, Assorted Tab, 25 / Pack	Avery	AVE16239	PACKAGE	0	16 BID
1301	Sheet Protectors - Heavyweight Polypropylene Sheet Protector, Non-Glare, 11 x 8 1/2, 100/BX <i>QUILL BID 728100</i>	C-Line	CL162028	BOX	33	5.41/BX
1403	Report Covers - Clear Front Report Cover, Tang Clip, Letter, 1/2" Capacity, Black, 25/BX <i>OXFORD BID 55806Q</i>	Duo-Tang *	ESS55806	BOX	11	6.09/BX
1405	Report Covers - Twin-Pocket Portfolio, Embossed Leather Grain Paper, Assorted Colors, 25/BX <i>OXFORD BID 57573</i>	Duo-Tang *	ESS57513	BOX	12	4.69/BX
1500	Transcript Covers - Deluxe Transcript Covers with Clear Front Cover, Black, 100/Box <i>OXFORD BID 55806Q</i>	Oxford *	OXF55806	BOX	5	6.00/BX
2103	Paper Clips - Smooth Finish, No. 1 Silver, 100/Box, 10 Boxes/Pack <i>QUILL BID 7185</i>	Universal	UNV72210	BOX	220	2.17/PK
2104	Paper Clips - Smooth, Wire, Jumbo, Silver, 100/Box, 10 Boxes/Pack <i>QUILL BID 7136</i>	Universal	UNV72220	BOX	280	5.08/PK
2105	Binder Clips - Small, Steel Wire, 3/8" Capacity, 3/4" Wide, Black/Silver, Dozen <i>QUILL BID 720200</i>	Universal	UNV10200	DOZEN	78	.21/BX
2106	Binder Clips - Medium, Steel Wire, 5/8" Cap., 1-1/4" Wide, Black/Silver, Dozen <i>QUILL BID 720500</i>	Universal	UNV10210	DOZEN	80	.51/BX
2107	Binder Clips - Large, Steel Wire, 1" Capacity, 2" Wide, Black/Silver, Dozen <i>QUILL BID 721000</i>	Universal	UNV10220	DOZEN	44	1.23/BX
2150	Flash Drive - 8GB Flash Drive, USB 3.0, Retractable, Gray <i>VERBATIM BID 721860</i>	Verbatim	VER49171	EACH	0	7.00/EA
2151	Flash Drive - 16GB Flash Drive, USB 3.0, Retractable, Gray <i>VERBATIM BID 721864</i>	Verbatim	VER49172	EACH	0	9.80/EA

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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 <i>VERBATIM BID 721868</i>	Verbatim	VER49173	EACH	0	19.00/EA
2153	Flash Drive - 64GB Flash Drive, USB 3.0, Retractable, Gray <i>VERBATIM BID 73112</i>	Verbatim	VER49174	EACH	0	31.80/EA
2205	Paper File Fasteners - Standard Two-Piece, Two Inch Capacity, 50/Box <i>ACCO BID 18498</i>	Acco	ACC12992	BOX	121	1.84/BOX
2300	Push Pins - Colored Push Pins, Plastic Rainbow 3/8", 100/Pack <i>QUICK BID 117502</i>	Universal	UNV31310	PACKAGE	13	1.87/BOX
2400	Rubber Bands - Size 18, 3 x 1/16, 1600 Bands/1lb Pack <i>QUICK BID 790018</i>	Universal	UNV00118	PACKAGE	5	2.93/BOX
2401	Rubber Bands - Size 32, 3 x 1/8, 820 Bands/1lb Pack <i>QUICK BID 790032</i>	Universal	UNV00132	PACKAGE	7	2.93/BOX
2402	Rubber Bands - Size 33, 3-1/2 x 1/8, 640 Bands/1lb Pack <i>QUICK BID 790033</i>	Universal	UNV00133	PACKAGE	5	2.95/BOX
2403	Rubber Bands - Size 64, 3-1/2 x 1/4, 320 Bands/1lb Pack <i>QUICK BID 790064</i>	Universal	UNV00164	PACKAGE	2	2.93/BOX
3100	Correction Tape - Non-Refillable, 1/6" x 3/4", White Tape <i>BIC BID 007APP10</i>	BIC *	BICWOTAP10	EACH	516	1.13/EA
3101	Correction Pen - .24 oz./7 ml, Double Ball Tip, White <i>PAPERMATE BID PAF56224UN</i>	Papermate	PAF5620115	EACH	28	5.81/PK of 2
3200	Correction Fluid - .68 oz Bottle, White, 12/Pack <i>BID 1240FQD 12</i>	BIC *	BICWOFQD12WE	EACH	87	.80/EA
4100	Book Ends - Standard, 4 3/4 x 5 1/4 x 5, Heavy Gauge Steel, 9" Black <i>STEELMASTER BID 17B E BK</i>	Universal	UNV54051	PAIR	0	2.83/PR
4200	Clipboard - Hardboard Clipboard 1-1/4" Capacity, Holds 8-1/2 x 11, Brown <i>QUICK BID 717643</i>	Universal	UNV40304	EACH	23	.90/EA
4201	Clipboard - Hardboard Clipboard, 1-1/4" Capacity, Holds 8-1/2w x 14h, Brown <i>QUICK BID 717644</i>	Universal	UNV40305	EACH	4	1.09/EA
4302	Finger Tip - Rubber Finger Tips, Size 12, Medium/Large, Amber, 12/Pack <i>QUICK BID 58033</i>	Swingline	SW154032	PACKAGE	4	.82/PK
4305	Sortkwick - Sortkwick Fingertip Moisteners, 1 3/4 oz, Pink <i>LEE BID 10134</i>	Lee	LEE10134	EACH	27	1.50/EA
4504	Rolodex - Open Tray Card File with 24 A-Z Guides Holds 500 2 1/4 x 4 Cards, Black <i>ROLDEX BID 66998</i>	Eldon	ROL66998	EACH	2	11.22/EA
4602	Receipt Book - Money/Rent Receipt Books 2-3/4 x 7 1/8, Three-Part Carbonless, 100 Sets/Book <i>TOPS BID 46808</i>	Tops	TOP46808	BOOK	65	8.19/BK

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	168 BID
4703	Clip Dispenser - Magnetic Clip Dispenser, Two Compartments, Plastic, 2 1/2 x 2 1/2 x 3	Universal	UNV08126	EACH	9	168 BID
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	18.99/EACH
4706	Wall Pocket - Unbreakable Document Single Pocket Wall File, Letter, Smoke	Deflect-O	DEF63202	EACH	0	2.24/EACH
4707	Wall Pocket - Unbreakable Document Single Pocket Wall File, Letter, Smoke	Deflect-O	DEF64302	EACH	2	3.41/EACH
4708	Wall Pocket - Vertical File System - 14.9" x 13.0" x 4.0" - Black 3/Pack	Sparco	SPR60000	PACKAGE	1	4.16/ST
4710	Business Card Holder - Holds 50 Cards, Black	Eldon	ELDON63525	EACH	9	1.73/EACH
4711	Shoulder Rest - Standard Telephone Shoulder Rest, 7 Long x 2w x 2-1/2h, Black	Softalk	SOF101	EACH	13	4.86/EACH
4712	Organizer - Drawer Tray, 9 Section	Universal	UNV53052	EACH	2	44.49/EACH
4800	Letter Tray - Side Load Letter Desk Tray	Universal	UNV08100	SET	16	3.25/ST
4801	Legal Tray - Side Load Legal Desk Tray	Universal	UNV08101	SET	0	6.25/ST
4802	Letter Tray - Front Load Letter Desk Tray	Eldon	16073	SET	7	15.20/EACH
4900	Calculator - Canon MP21DX Color Printing Calculator - 12 Digit - 2 Color Display (Black/Red) - AC Supply Powered - 12.2" x 9" - White	Canon *	CNMP21DX	EACH	0	59.20/EACH
4901	Calculator - Pocket Calculator, Dual-Power, 8 Digit(s), LCD, Battery/Solar Powered, 2.4" x 4.1"	Sharp	SHREL244TB	EACH	0	2.48/EACH
5100	Stamp Pad - Foam Stamp Pad 4 1/4 x 2 3/4, Black, 12 Each/Box	Sanford	AVE21381	EACH	1	16.46/ST
5101	Stamp Pad - Felt Stamp Pad 4 1/4 x 2 3/4, Red, 12 Each/Box	Avery	AVE21071	EACH	0	16.40/ST
5200	Ink - Stamp Pad Neat-Flo Bottle, Ink, Two Ounces, Black	Avery	AVE21448	EACH	4	1.12/EACH
5201	Ink - Stamp Pad Neat-Flo Bottle, Ink, Two Ounces, Red	Avery	AVE21447	EACH	1	1.12/EACH

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 Clik! & Universal Stamps, 7ml-Bottle, Black	Universal	USSIK60	EACH	10	N/O BID
5218	Message Stamp - "COPY", Pre-Inked/Re-Inkable, Red <i>ACCU-STAMP BID 035532</i>	Universal	UNV10048	EACH	6	5.04/EA
5219	Message Stamp - "RECEIVED", Pre-Inked/Re-Inkable, Red <i>OFFICE STAMP BID 3821598</i>	Universal	UNV10067	EACH	0	1.87/EA
5220	Date Stamp - Rubber Stamp, Dater, Conventional Type Size 1 <i>OFFICE STAMP BID 480280</i>	Cosco	USSRD010	EACH	0	6.49/EA
5221	Date Stamp - Self-Inking Stamp, "RECEIVED" with Date, 1" x 1.63" Impression, Blue/Red Ink <i>ACCU-STAMP BID 035537</i>	US Stamp & Sign	USSE4752	EACH	0	5.04/EA
5222	Date Stamp - Self-Inking Date Stamp, 0.38" x 1.63", 4 Bands, Black	US Stamp & Sign	USSE4820	EACH	2	N/O BID
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	N/O BID
6100	File Folders - Letter, Manila, 1/3 Cut Assorted One-Ply Top Tab, 100/Box <i>QUILL BID 740137</i>	Universal	UNV12113	BOX	98	4.20/BOX
6101	File Folders - Legal, Manila, 1/3 Cut Assorted One-Ply Top Tab, 100/Box <i>QUILL BID 7408137</i>	Universal	UNV15113	BOX	75	5.73/BOX
6103	File Folders - Letter, Pink, 1/3 Cut Top Tab, 100/Box <i>Smead BID 711262</i>	Smead	SMD12643	BOX	0	16.45/BOX
6104	File Folders - Letter, Red, 1/3 Cut Top Tab, 100/Box <i>QUILL BID 740913 RD</i>	Smead	SMD12743	BOX	6	7.42/BOX
6105	File Folders - Letter, Blue, 1/3 Cut Top Tab, 100/Box <i>QUILL BID 740913 BE</i>	Smead	SMD12043	BOX	1	7.42/BOX
6106	File Folders - Letter, Yellow, 1/3 Cut Top Tab, 100/Box <i>QUILL BID 740913 YW</i>	Smead	SMD12943	BOX	4	7.42/BOX
6107	File Folders - Letter, Orange, 1/3 Cut Top Tab, 100/Box <i>QUILL BID 740913 OE</i>	Smead	SMD12543	BOX	1	7.42/BOX
6108	File Folders - Letter, Green, 1/3 Cut Top Tab, 100/Box <i>QUILL BID 740913 GR</i>	Smead	SMD12143	BOX	1	7.42/BOX
6109	File Folders - Legal, Blue, 1/3 Cut Top Tab, 100/Box <i>QUILL BID 741013 BE</i>	Smead	SMD17043	BOX	3	9.87/BOX
6110	File Folders - Legal, Red, 1/3 Cut Top Tab, 100/Box <i>QUILL BID 741013 RD</i>	Smead	SMD17743	BOX	1	9.87/BOX
6111	File Folders - Legal, Green, 1/3 Cut Top Tab, 100/Box <i>QUILL BID 741013 GR</i>	Smead	SMD17143	BOX	0	9.87/BOX

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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 Tab, 100/Box <i>Quill Bid 741013440</i>	Smead	SMD17943	BOX	0	9.87/box
6113	File Folders - Legal, Orange, 1/3 Cut Top Tab, 100/Box <i>Quill Bid 741013 0E</i>	Smead	SMD17534	BOX	0	9.87/box
6114	File Folders - Legal, Pink, 1/3 Cut Top Tab, 100/Box <i>Smead Bid 753614UNT</i>	Smead	SMD17634	BOX	1	40.50/box
6116	File Folders - Letter, Manila, Shelf Folders, Straight Cut Single-Ply End Tab, 100/Box <i>Smead Bid 24100</i>	Smead	SMD24100	BOX	21	9.59/box
6118	File Folders - Letter, Blue, Straight Cut, Reinforced End Tab, 100/Box <i>Smead Bid 25010</i>	Smead	SMD25010	BOX	0	16.43/box
6119	File Folders - Letter, Green, Straight Cut, Reinforced End Tab, 100/Box <i>Smead Bid 25110</i>	Smead	SMD25110	BOX	0	16.43/box
6121	File Folders - Letter, Red, Straight Cut, Reinforced End Tab, 100/Box <i>Smead Bid 25710</i>	Smead	SMD25710	BOX	0	16.43/box
6122	File Folders - Letter, Yellow, Straight Cut, Reinforced End Tab, 100/Box <i>Smead Bid 25910</i>	Smead	SMD25910	BOX	0	16.43/box
6123	File Folders - Letter, Lavender, Straight Cut Reinforced End Tab, 100/Box <i>Smead Bid 25910</i>	Smead	SMD25410	BOX	0	16.43/box
6124	File Folders - Letter, Pink, Reinforced End Tab Folders, Two Ply Tab, 100/Box	Esselte	SMD12643	BOX	1	16.08 BID
6125	File Folders - Letter, Red, 2" Capacity Fastener Folders, Straight Tab, 50/Box <i>Smead Bid 25710</i>	Smead	SMD25740	BOX	8	15.25/box
6126	File Folders - Letter, Manila, End-Tab Folders, Straight Cut Tab, 14 Pt., 12-1/4"x9-1/2", 50/Box <i>Smead Bid 24210</i>	Smead	SMD24210	BOX	28	7.30/box
6127	File Folders - Letter, Green, Pressboard Classification Folder, Six-Section, 10/Box <i>Quill Bid 738034</i>	Universal	ACC15046	BOX	5	16.10/box
6128	File Folders - Letter, Scarlet, Pressguard Classification Folders, Six-Section, 10/Box <i>Quill Bid 738030</i>	Esselte	ESS1257SC	BOX	3	16.10/box
6200	Hanging File Folders - Letter, Standard Green, 1/5 Tab, 25/Box <i>Quill Bid 735315</i>	Universal	UNV14115	BOX	54	3.41/box
6201	Hanging File Folders - Legal, Standard Green, 1/5 Tab, 25/Box <i>Quill Bid 735315</i>	Universal	UNV14215	BOX	19	4.25/box
6205	Hanging File Folders - Letter, Standard Green, 3-1/2 Inch Hanging File Pockets with Sides, 10/Box <i>Smead Bid 18424E</i>	Smead	SMD 64220	BOX	3	20.90/box
6300	Hanging File Folder Tabs - Poly Tabs, 1/3" Cut, 3-1/2"x1/2", 25/PK, Clear <i>PenDaflex Bid 43CLCQ</i>	Smead	SMD64615	PACKAGE	0	.90/PK

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 <i>PEN DA FLEY BID 42CLD</i>	Smead	SMD64600	PACKAGE	3	.75/PK
6302	File Tabs - 1" x 1 1/2", Striped, Blue/Green/Red, Self-Stick Tabs, 66/Pack <i>SM BID 68041</i>	3M	MMM686LGBR	PACKAGE	9	1.98/PK
6304	File Tabs - 1" x 1 1/2", Assorted Standard Colors, Self-Stick Tabs, 66/Pack	3M	MMM686RYB	PACKAGE	0	1.08/PK
6305	File Tabs - Printable Repositionable Plastic Tabs, 1 3/4 Inch White, 80/Pack <i>AVERY BID 16282</i>	Avery	AVE16282	PACKAGE	1	4.08/PK
6400	Drawer Frames - Letter Size, Screw-Together Hanging Folder Frame, 23-26.77" Long	Universal	UNV17000	EACH	22	1.08/BID
6401	Drawer Frames - Legal Size, Screw-Together Hanging Folder Frame, 23-26.77" Long	Universal	UNV18000	EACH	8	1.08/BID
6500	File Guides - Letter, Recycled Top Tab File Guides, Alpha, 1/5 Tab, Pressboard, 25/Set <i>SMEAD BID 50376</i>	Smead	SMD50376	SET	9	20.00/ST
6501	File Guides - Legal, Recycled Top Tab File Guides, Alpha, 1/5 Tab, Pressboard, 25/Set <i>SMEAD BID 50376</i>	Smead	SMD52376	SET	5	23.50/ST
6600	Expansion Wallet - Letter, 3 1/2 Inch Expansion Wallets, Leather-Like Redrope, 10/Box <i>SMEAD BID 71353</i>	Smead	SMD71353	EACH	44	15.44/BX
6601	Expansion Wallet - Legal, 3 1/2 Inch Expansion Wallets, Leather-Like Redrope, 10/Box <i>SMEAD BID 71356</i>	Smead	SMD71356	EACH	237	16.89/BX
6608	Expansion Folder - Letter, Daily 1-31 Open Expanding File, 31 Pockets, Leather-Like Redrope <i>SMEAD BID 70467</i>	Smead	SMD70467	EACH	3	20.00/EA
6609	Expansion Folder - Legal, Daily 1-31 Open Expanding File, 31 Pockets, Leather-Like Redrope <i>SMEAD BID 70469</i>	Smead	SMD70469	EACH	0	23.50/EA
6610	Expansion Folder - Letter, Alphabetic A-Z, Open Expanding File, 21 Pockets, Leather-Like Redrope <i>SMEAD BID 70425</i>	Smead	SMD70425	EACH	0	12.00/EA
6611	Expansion Folder - Legal, A-Z Open Expanding File, 21 Pockets, Legal, Leather-Like Redrope <i>SMEAD BID 70430</i>	Smead	SMD70430	EACH	5	17.00/EA
6612	Expansion Folder - Letter, Monthly Jan-Dec Expanding File, 12 Pocket, Leather-Like Redrope <i>SMEAD BID 70388</i>	Smead	SMD70388	EACH	4	17.00/EA
6613	Expansion Folder - Legal, Monthly Jan-Dec Expanding File, 12 Pocket, Leather-Like Redrope <i>SMEAD BID 70490</i>	Smead	SMD70490	EACH	0	17.00/EA
6700	File Pockets - Letter, 3 1/2 Expansion Drop Front Pocket, Straight Tab, 25/Box <i>SMEAD BID 73224</i>	Smead	SMD73224	EACH	25	37.00/BX
6701	File Pockets - Legal, 3 1/2 Inch Expansion Drop Front Pocket, 25/Box <i>SMEAD BID 74224</i>	Smead	SMD74224	EACH	29	18.30/BX

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 <i>Quill Bid 74900 100/Box</i>	Universal	UNV72300	BOX	24	9.36/Box
6703	File jackets - Legal, File jackets, 11 Point Manila, 100/Box <i>Quill Bid 74930 100/Box</i>	Universal	UNV72500	BOX	2	12.48/Box
6704	File jackets - Letter, File jackets with Two Inch Expansion, 11 Point Manila, 50/Box <i>Quill Bid 74920 50/Box</i>	Universal	UNV76300	BOX	3	8.58/Box
6705	File jackets - Legal, File jackets with Two Inch Expansion, 11 Point Manila, 50/Box <i>Quill Bid 74950 50/Box</i>	Universal	UNV76500	BOX	1	9.90/Box
6802	Storage Boxes - Legal, String/Button Storage Box, Fiberglass, White, 12/Carton <i>Fellowes Bid FF85 12/Ct</i>	Universal	UNV75131	CARTON	6	43.08/Box
6803	Storage Boxes - Letter/Legal, Economy Storage Box, Lift-Off Lid, White, 12/Ct <i>Quill Bid 7320300 12/Ct</i>	Universal	UNV95223	EACH	274	13.76/Ct
6804	Storage Boxes - Letter/Legal, R-Kive Max Storage Box, Locking Lid, Woodgrain, 12/Carton <i>Fellowes Bid RK785 12/Ct</i>	Fellowes	FEL00725	CARTON	5	32.46/Ct
7100	Glue Stick - Glue Stic for Envelopes, .26 oz, Stick <i>Avery Bid 00166</i>	Avery	AVE00134	EACH	462	.32/EA
7102	Glue Stick - Permanent Glue Stick, .74 oz, Stick	Universal	UNV75749	EACH	90	NO BID
7103	Glue - Loctite Super Glue Gel, .07 Grams, 2 pk	LOCTITE	LOC1363131	PACKAGE	11	NO BID
7200	Tape - Invisible Tape, 3/4" x 1296", 1" Core, Clear <i>Quill Bid 765002</i>	Universal	UNV83436	ROLL	480	.57/EA
7201	Tape - General Purpose Masking Tape, 1" x 60 yards, 3" Core <i>3M Bid 2341 6/Box</i>	Universal	UNV51301	ROLL	18	4.50/RL
7203	Tape - Box Sealing Tape, 2" x 110 yards, 3" Core, Clear <i>Quill Bid 78152CL</i>	Universal	UNV63120	ROLL	46	6.92/Box
7204	Tape - Filament Tape, .94" x 60 yards, 3" Core <i>Duck Bid 07575</i>	3M	MMM 8931	ROLL	2	3.44/RL
7300	Tape Dispenser - Desktop Tape Dispenser, 1" Core, Weighted Non-Skid Base, Black <i>Quill Bid 71546 RL</i>	Universal	UNV15001	EACH	27	1.44/EA
7500	Envelope Moistener - Squeeze Bottle Moistener, 2 oz, Blue <i>Office Mate Bid 97800</i>	Universal	UNV56502	EACH	7	.39/EA
7601	Mounting Squares - Precut Foam Mounting 1 Squares, Double-Sided, Permanent, 16 Squares/Pack <i>3M Bid 111Q</i>	3M	MMM111	PACKAGE	10	.99/PK
8105	Labels - Laser Printer Permanent Labels, 1 1/3" x 4, White, 1400/Box <i>Avery Bid 5162</i>	Avery	UNV80106	BOX	0	21.46/Box

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 <i>AVERY BID 5557</i>	Universal	UNV90102	BOX	1	17.63/BX
8107	Labels - Laser Printer Permanent Labels, 1 x 2-5/8, White, 3000/Box <i>AVERY BID 5160</i>	Universal	UNV80102	BOX	13	21.46/BX
8108	Labels - Laser Printer Permanent Labels, 1 x 4, White, 100 Sheets, 2000/Box <i>AVERY BID 5161</i>	Universal	UNV80104	BOX	15	21.46/BX
8109	Labels - Laser Printer Permanent Labels, 2 x 4, White, 1000/Box <i>AVERY BID 5163</i>	Universal	UNV80107	BOX	5	22.10/BX
8110	Labels - Laser Printer Permanent Labels, Full Sheet Letter 8.5" x 11", White, 100/Box <i>AVERY BID 30605 UNITS</i>	Avery	AVE30605	BOX	0	9.82/BX
8116	Labels - Print or Write Removable Color-Coding Labels, 3/4 in dia, Red, 1008/Pack <i>AVERY BID 0546</i>	Avery	AVE05466	PACKAGE	17	2.80/PK
8117	Labels - Print or Write Removable Color-Coding Labels, 3/4 in dia, Yellow, 1008/Pack <i>AVERY BID 05462</i>	Avery	AVE05462	PACKAGE	3	2.80/PK
8119	Labels - Print or Write Removable Color-Coding Labels, 3/4 in dia, Blue, 1008/Pack <i>AVERY BID 05469</i>	Avery	AVE05469	PACKAGE	0	2.90/PK
8125	Label Cartridge - For DYMO Label Writer Printer, Address Labels, 1-1/8 x 3-1/2, White, 700/Box <i>DYMO BID 30252</i>	DYMO	DYM30252	BOX	204	12.52
8150	Labels - Brother Address Label - 1.14" Width x 2.42" Length - 800/Roll - White - 1/Roll	Brother *	BRTDK1209	ROLL	0	N0 BID
8200	Reinforcements - Hole Reinforcements, 1/4" Diameter, White, 200/Pack <i>AVERY BID 05729</i>	Avery	AVE05729	BOX	7	.64/BX
8201	Reinforcements - Self-Adhesive Reinforcing Strips, 10 3/4 x 1 200/BX <i>C-CLINE BID 64112</i>	C-Line	CL164112	BOX	7	11.95/BX
8300	Seals - Inkjet Print or Write Notarial Seals, 2" Diameter, Gold, 44/Pack <i>AVERY BID 05868</i>	Avery	AVE05868	PACKAGE	6	1.81/PK
8400	Post-it - Standard Self-Stick Notes, 1-1/2 x 2, Yellow, 12 100-Sheet Pad/Pack <i>3M BID 6534W</i>	Universal	UNV35662	PACKAGE	105	4.08/PK
8401	Post-it - Standard Self-Stick Notes, 3 x 3, Yellow, 12 100-Sheet Pads/Pack <i>3M BID 6534W</i>	Universal	UNV35668	PACKAGE	168	9.50/PK
8403	Post-it - Standard Tape Flags in Dispenser, Yellow, 50 Flags/Dispenser <i>3M BID 680BE</i>	3M	MMM680YW2	EACH	80	2.91/PK
8404	Post-it - Standard Tape Flags in Dispenser, Blue, 50 Flags/Dispenser <i>3M BID 680BE</i>	3M	MMM680BE2	EACH	48	2.91/PK
8405	Post-it - Standard Tape Flags in Dispenser, Red, 50 Flags/Dispenser <i>3M BID 680BE</i>	3M	MMM680RD2	EACH	49	2.91/PK

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 <i>3M BID 680511</i>	3M	MMM680GN2	EACH	48	2.91/ea
8407	Post-it - Standard Tape Flags in Dispenser, Orange, 50 Flags/Dispenser <i>3M BID 680002</i>	3M	MMM680OE2	EACH	48	2.91/ea
8410	Message Tabs - "Sign Here" Arrow Message, 1/2" Flags, 4 Colors w/ Dispensers, 120/Pack <i>3M BID 684514</i>	3M	MMM684SH	PACKAGE	8	3.40/ea
9201	Punch - 30-Sheet Two-Hole Punch, 9/32" Holes, Black <i>Quill BID 793271</i>	Universal	UNV74222	EACH	7	2.82/ea
9202	Punch - 12-Sheet Deluxe Two- and Three-Hole Adjustable Punch, 9/32" Holes, Black <i>Quill BID 793030</i>	Universal	UNV74323	EACH	15	2.65/ea
9203	Punch - 40-Sheet Three-Hole Punch, Reduced Effort, 9/32" Holes Black/Silver <i>MASTER BID 90299411</i>	Paperpro *	ACI2240	EACH	0	37.82/ea
9301	Ruler - Acrylic Plastic Ruler, 12", Clear <i>Quill BID 45012</i>	Universal	UNV59022	EACH	3	.34/ea
9302	Engineering Scale - Triangular Scale, Plastic, 12" Engineering, Color-Coded <i>Chartpak BID 5014177311</i>	Chartpak	CHA235E	EACH	0	7.43/ea
9401	Scissors - All Purpose Scissors, Black, 8" <i>WESTCOTT BID 10572</i>	Deskworks	ACM13135	EACH	36	.59/ea
9501	Staples - Standard Chisel Point 210 Strip Count Staples, 5,000/Box <i>OFFICE BID 849081</i>	Universal	UNV79000	BOX	155	.68/ea
9503	Staples - S.F. 4 Premium Chisel Point 210 Count Full Strip Staples, 5,000/Box <i>Swingline BID 355550</i>	Swingline	SW135450	BOX	8	1.60/ea
9504	Staples - High-Capacity Staples, 3/8 Inch Leg Length, 2500/Box <i>Swingline BID 355550</i>	Swingline	SW135550	BOX	0	3.01/ea
9507	Staples - Stanley® Bostitch 1/2" Heavy-Duty Staples, 85-Sheet Capacity, 1,000/Box <i>BOSTITCH BID SB351AM</i>	Bostitch	SB35121M	BOX	8	1.62/ea
9508	Staples - Heavy Duty, 150 Sheet Capacity, 5/8" 1000/Box <i>BOSTITCH BID SB3581M</i>	Bostitch	SB35581M	BOX	0	1.78/ea
9511	Staples - S.F. 13 Heavy-Duty 1/2 Inch Leg Length Staples, 90-Sheet Capacity, 1,000/Box <i>Swingline BID 35312Q</i>	Swingline	SW135312	BOX	2	2.44/ea
9515	Staples - Swingline Optima Jam-Free Premium Staples - Standard 1/4" Leg, 3,750/Box <i>Swingline BID 35356Q</i>	Swingline *	SW135556	BOX	60	3.01/ea
9602	Stapler - Half Strip Stapler, 12-Sheet Capacity, Black <i>BOSTITCH BID 504635</i>	Universal	UNV43119	EACH	1	3.80/ea
9603	Stapler - Light-Duty Desk Stapler, 20-Sheet Capacity, Black, Full Strip <i>Swingline BID 40701Q</i>	Swingline	SW140701	EACH	33	3.09/ea

W

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 <i>ADAMS BID SC1154L</i>	Universal	UNV48003	BOOK	1	2.00 EA
10811	Index Cards - 3" x 5" Unruled Index Cards, White, 100/Pack <i>DEXTER BID 30 100/PK</i>	Esselte	ESS 30	PACKAGE	40	.31/PK
10812	Index Cards - 3" x 5" Ruled Index Cards, White, 100/Pack <i>DEXTER BID 31 100/PK</i>	Esselte	ESS 31	PACKAGE	41	.31/PK
10813	Index Cards - 4" x 6" Ruled Index Cards, White, 100/Pack <i>DEXTER BID 41 100/PK</i>	Esselte	ESS 41	PACKAGE	4	.58/PK
10815	Index Cards - 4" x 6" Unruled Index Cards, White, 100/Pack <i>DEXTER BID 40 100/PK</i>	Esselte	ESS 40	PACKAGE	264	.58/PK
11200	Eraser - Eraser Caps, 144/Box <i>DIAMONTE BID 345000 144/PK</i>	Sanford	PAP73015	BOX	1	3.44/PK
11201	Eraser - Eraser Refills, Z21, 3/Tube <i>Pentel BID Z21 3/tube</i>	Pentel	PENZ21	PACKAGE	0	.61/PK/100E
11202	Eraser - Clic Eraser Pen-Style Eraser, 3/Pack <i>Pentel BID Z21 BP3</i>	Pentel	ZE21BP3	PACKAGE	4	2.24/PK
11203	Eraser - Clic Eraser Pen-Style Eraser Refills, 2/Pack <i>Pentel BID ZER2</i>	Pentel	ZER2	PACKAGE	9	.87/PK
11204	Dry Erase Eraser - Expo Dry Erase Marker Board Eraser - Charcoal Gray <i>SAFARI BID 81505</i>	Expo	SAN81505	EACH	8	1.55/EA
11300	Highlighter - Brite Liner Grip XL Highlighter, Chisel Tip, Fluorescent Yellow Ink, 12/Pk <i>BIC BID B11YW 50/EA</i>	Bic *	BLMG11YW	EACH	724	2.66/DE
11301	Highlighter - Assorted Colors, Chisel Tip, Fluorescent, 5/Set <i>BIC BID B11P51 5/ST</i>	Bic	BICBLP51WASST	SET	18	2.71/SET
11302	Highlighter - Chisel Tip, Fluorescent Blue, Dozen <i>Quill BID 728153</i>	Universal	UNV08864	DOZEN	2	2.00/DE
11303	Highlighter - Chisel Tip, Fluorescent Orange, Dozen <i>SHARPE BID 25006</i>	Universal	UNV08863	DOZEN	6	2.68/DE
11304	Highlighter - Chisel Tip, Fluorescent Green, Dozen <i>Quill BID 728152</i>	Universal	UNV08862	DOZEN	4	2.00/DE
11306	Towelettes - Dry Erase Board Cleaning Wet Wipes, 6 x 9, 50/Container <i>SAFARI BID 81850 50/CT</i>	Expo	SAN81850	CONTAINER	3	4.55/CT
11307	Markers - Low Odor Dry Erase Marker, Fine Point, Assorted, 4/Set <i>SAFARI BID 86074 4/SET</i>	Expo	SAN86074	SET	22	2.64/SET
11308	Markers - Low Odor Dry Erase Markers, Chisel Tip, Basic Assorted, 4/Set <i>SAFARI BID 86074 4/SET</i>	Expo	SAN80074	SET	15	3.11/SET

W

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 <i>Quill Bid 716897QL</i>	Universal	UNV07051	EACH	56	2.10/DOZ
11310	Markers - Permanent Markers, Chisel Tip, Red, Dozen <i>Quill Bid 78017</i>	Universal	UNV07052	DOZEN	1	5.21/DOZ
11311	Markers - Red Porous Point Stick Pen, Red Ink, Medium, Dozen <i>Quill Bid 782530</i>	Universal	UNV05053	DOZEN	1	7.34/DOZ
11312	Highlighter - Brite Liner Highlighter, Chisel Tip, Fluorescent Yellow Ink, 12 per Pack <i>Quill Bid 78114W</i>	Bic	BICBL11YW	DOZEN	11	2.66/DOZ
11350	Pen - Counterfeit Bill Detector Pen for use w/U.S. Currency <i>Quill Bid 351B</i>	DriMark	351B	EACH	1	.49/EA
11400	Pencils - Economy Woodcase Pencil, HB #2, Yellow Barrel, Dozen <i>Quill Bid 77112</i>	Universal	UNV55400	DOZEN	7	.79/DOZ
11401	Pencils - Sharplet-2 Mechanical Pencil, .050 mm, Black Barrel <i>Quill Bid 72205</i>	Pentel	PENA125A	DOZEN	1	2.37/DOZ
11402	Pencils - Sharplet-2 Mechanical Pencil, .070 mm, Dark Blue Barrel <i>Quill Bid 72807</i>	Pentel	PENA127C	DOZEN	2	2.37/DOZ
11403	Pencils - Sharplet-2 Mechanical Pencil, .090 mm, Brown Barrel <i>Quill Bid 72807</i>	Pentel	PENA129E	EACH	12	1.68/EA
11404	Pencils - Super Hi-Polymer Lead Refills, .05mm, HB, Black, 12 Leads/Tube <i>Quill Bid 72805HB</i>	Pentel	PENC505HB	TUBE	6	.40/DOZ
11405	Pencils - Super Hi-Polymer Lead Refills, .07mm, HB, Black, 12 Leads/Pack <i>Quill Bid 72805HB</i>	Pentel	PEN50HB	TUBE	12	.38/DOZ
11406	Pencils - Super Hi-Polymer Lead Refills, .09mm, HB, Black, 15 Leads/Pack <i>Quill Bid 72805HB</i>	Pentel	PEN509HB	TUBE	4	.45/DOZ
11408	Pencils - Sharpwriter Mechanical Pencil, HB, .070 mm, Yellow Barrel, Dozen <i>Quill Bid 30301</i>	Paper Mate	PAP30301	DOZEN	4	2.69/DOZ
11605	Pens - Roller Ball Stick Dye-Based Pen, Blue Ink, Micro, Dozen <i>Quill Bid 60153</i>	Sanford	SAN60153	DOZEN	5	7.58/DOZ
11606	Pens - Roller Ball Stick Dye-Based Pen, Black Ink, Micro, Dozen <i>Quill Bid 60151</i>	Sanford	SAN60151	DOZEN	4	7.58/DOZ
11607	Pens - Roller Ball Stick Dye-Based Pen Black Ink, Fine, Dozen <i>Quill Bid 60101</i>	Sanford	SAN60101	DOZEN	2	7.58/DOZ
11610	Pens - Precise V5 Roller Ball Stick Pen, Needle Pt, Black Ink, 0.5mm Extra Fine, Dozen <i>Quill Bid 71578K</i>	Pilot	PIL35334	DOZEN	8	11.13/DOZ
11611	Pens - Precise V5 Roller Ball Stick Pen, Needle Pt, Red Ink, 0.5mm Extra Fine, Dozen <i>Quill Bid 71578D</i>	Pilot	PIL35336	DOZEN	5	11.13/DOZ

MW

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 <i>Yellow</i> <i>BID</i> <i>SS809</i>	Pentel *	PENS520A	DOZEN	0	7.34/DOZ
11702	Pens - Standard Ballpoint Counter Pen, Black Ink, Medium <i>Black Ink, Medium</i> <i>BID</i> <i>SS05074UNE</i>	PMF	PMC05057	EACH	43	2.84/EA
11797	Pens - Round Stic Grip Ballpoint Stick Pen, Red Ink, Fine, Dozen <i>Red Ink, Fine, Dozen</i> <i>BID</i> <i>GSF11BK</i>	Bic	GSFG11RD	DOZEN	1	1.37/DOZ
11798	Pens - Soft Feel Ballpoint Stick Pen, Red Ink, Medium, Dozen <i>Red Ink, Medium, Dozen</i> <i>BID</i> <i>GSF11BK</i>	Bic	SGSM11RD	DOZEN	5	1.37/DOZ
11799	Pens - Soft Feel Ballpoint Stick Pen, Blue Ink, Medium, Dozen <i>Blue Ink, Medium, Dozen</i> <i>BID</i> <i>GSF11BK</i>	Bic	SGSM11BE	DOZEN	17	0.82/DOZ
11801	Pens - Soft Feel Ballpoint Stick Pen, Black Ink, Medium, Dozen <i>Black Ink, Medium, Dozen</i> <i>BID</i> <i>SGSM11BK</i>	Bic	SGSM11BK	DOZEN	36	4.97/DOZ
11802	Pens - Round Stic Ballpoint Stick Pen, Black Ink, Medium, Dozen <i>Black Ink, Medium, Dozen</i> <i>BID</i> <i>GSF11BK</i>	Bic	GSM11BK	DOZEN	23	0.82/DOZ
11809	Pens - Ballpoint Stick Oil- Based Pen, Blue Ink, Fine, Dozen <i>Blue Ink, Fine, Dozen</i> <i>BID</i> <i>ITM3196</i>	Universal	UNV27421	DOZEN	0	2.91/DOZ
11810	Pens - Ballpoint Stick Oil- Based Pen, Black Ink, Fine, Dozen <i>Black Ink, Fine, Dozen</i> <i>BID</i> <i>ITM3196</i>	Universal	UNV27420	DOZEN	1	2.91/DOZ
11811	Pens - Ballpoint Stick Oil- Based Pen, Red Ink, Medium, Dozen <i>Red Ink, Medium, Dozen</i> <i>BID</i> <i>ITM3196</i>	Universal	UNV27412	DOZEN	1	1.08/DOZ
11812	Pens - Ballpoint Stick Oil- Based Pen, Black Ink, Medium, Dozen <i>Black Ink, Medium, Dozen</i> <i>BID</i> <i>ITM3196</i>	Universal	UNV27410	DOZEN	4	1.08/DOZ
11813	Pens - Ballpoint Stick Oil- Based Pen, Blue Ink, Medium, Dozen <i>Blue Ink, Medium, Dozen</i> <i>BID</i> <i>ITM3196</i>	Universal	UNV27411	DOZEN	4	1.08/DOZ
11822	Pencil Sharpener - Compact Desktop Battery-Operated Pencil Sharpener, Black, Uses Four AA batteries <i>Black, Uses Four AA batteries</i> <i>BID</i> <i>1770</i>	Hunt	EP116750	EACH	3	14.49/EA
11827	Pens - Round Stic Ballpoint Stick Pen, Black Ink, Fine, Dozen <i>Black Ink, Fine, Dozen</i> <i>BID</i> <i>GSF11BK</i>	Bic	GSF11BK	DOZEN	20	0.83/DOZ
11830	Pens - Round Stic Ballpoint Stick Pen, Blue Ink, Fine, Dozen <i>Blue Ink, Fine, Dozen</i> <i>BID</i> <i>GSF11BK</i>	Bic	GSF11BE	DOZEN	0	0.83/DOZ
11831	Pens - Round Stic Ballpoint Stick Pen, Blue Ink, Medium, Dozen <i>Blue Ink, Medium, Dozen</i> <i>BID</i> <i>GSF11BK</i>	Bic	GSM11BE	DOZEN	19	0.83/DOZ
11835	Pens - Clic Stic Ballpoint Retractable Pen, Black Ink, Medium, Dozen <i>Black Ink, Medium, Dozen</i> <i>BID</i> <i>GSF11BK</i>	Bic	GSM11BK	DOZEN	25	3.87/DOZ
11836	Pens - Clic Stic Ballpoint Retractable Pen, Blue Ink, Medium, Dozen <i>Blue Ink, Medium, Dozen</i> <i>BID</i> <i>GSF11BK</i>	Bic	GSM11BE	DOZEN	4	3.87/DOZ

M

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 <i>ZEBA BID 14680 24PER BX</i>	Zebra	ZEB14680	BOX	25	13.26/BX
11903	Sharpie - Permanent Marker, Fine Point, Black, Dozen <i>SHARPE BID 3000BK</i>	Sharpie	SAN30001	DOZEN	18	7.09/DZ
11904	Sharpie - Permanent Marker, Extra Fine Point, Black, Dozen <i>SHARPE BID 35001</i>	Sharpie	SAN 35001	DOZEN	5	7.09/DZ
11905	Sharpie - Permanent Marker, Fine Point, Red, Dozen <i>SHARPE BID 3000RD</i>	Sharpie	SAN 30002	DOZEN	8	7.09/DZ
11907	Pens - Signo Gel RT Roller Ball Retractable Gel Pen, Black Ink, Medium, Dozen <i>PILOT BID 65940</i>	Sanford	SAN 65940	DOZEN	4	10.51/DZ
11909	Pen Refill - Refill for G2 Gel, Dr. Grip Gel/ Lid, ExecuGel G6, Q7, Fine Tip, Black, 2/ Pack <i>PILOT BID 77240</i>	Pilot	PLI77240	PACKAGE	2	1.03/PK
11910	Pens - G2 Gel Roller Ball Pen, Retractable, Refillable, Red Ink, 0.7mm Fine, Dozen <i>PILOT BID 687RD</i>	Pilot	PLI31022	DOZEN	3	10.39/DZ
11911	Pens - G2 Gel Roller Ball Pen, Retractable, Refillable, Black Ink, 0.7mm Fine, Dozen <i>PILOT BID 687BK</i>	Pilot	PLI31020	DOZEN	14	10.39/DZ
11912	Pens - G2 Gel Roller Ball Pen, Retractable, Refillable, Blue Ink, 0.7mm Fine, Dozen <i>PILOT BID 687BE</i>	Pilot	PLI31021	DOZEN	12	10.39/DZ
11913	Pens - Signo Gel 207 Roller Ball Retractable Gel Pen, Blue Ink, Medium, Dozen <i>SHARPE BID 33951Q</i>	Sanford	SAN33951	DOZEN	17	11.98/DZ
11914	Pens - Signo Gel GRIP Roller Ball Stick Gel Pen, Black Ink Medium, Dozen <i>SHARPE BID 65450</i>	Sanford	SAN 65450	DOZEN	15	10.39/DZ
12105	Ribbon - Data Products® R5110 Correctable Ribbon for IBM Wheelwriter Series Typewriters <i>DATA PRODUCTS BID R5110</i>		ITKKOR192B	EACH	1	3.05/EACH
12107	Ribbon - DPS-R1427 Compatible Ribbon Calculator Ribbon, Black/Red <i>DATA PRODUCTS BID R1427</i>	Industrias Kores	ITKKOR42	EACH	2	1.29/EACH
12112	Ribbon - Calculator, R3027 Compatible Ribbon, Black/Red <i>DATA PRODUCTS BID R3027</i>	DataProducts	R3027	EACH	21	.71/EACH
12116	Ribbon - R1420 Compatible Ribbon, Black, Typewriter. (for use in Brother typewriter) <i>DATA PRODUCTS BID R1420</i>	DataProducts	R1420	EACH	0	1.56/EACH
12203	Lift-Off Tape - Lift-Off Tape for use with IBM Selectric II/III Series and Others, 6/Box <i>DATA PRODUCTS BID R51816</i>	DataProducts	R51816	BOX	0	2.44/BX
13200	Batteries "AA" - Duracell® Alkaline "AA" Batteries; 16-Pack <i>DURACELL BID MN1500 B16 16/PK</i>	Duracell *	MN1500B16	EACH	1359	6.10/PK
13201	Batteries "AAA" - Duracell® Alkaline "AAA" Batteries; 12-Pack <i>DURACELL BID MN24RT12Z 12/PK</i>	Duracell *	MN24RT12Z	EACH	713	4.85/PK

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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 <i>DURACELL BID MN14RT8Z 8/PK</i>	Duracell *	MN14RT8Z	EACH	16	6.53/PK
13203	Batteries "D" - Duracell® Alkaline "D" Batteries; 8-Pack <i>DURACELL BID MN13RT8Z 8/PK</i>	Duracell *	MN13RT8Z	EACH	222	6.53/PK
13204	Batteries "9V" - Duracell® Alkaline "9V" Batteries; 4-Pack <i>DURACELL BID MN16RT4Z 4/PK</i>	Duracell *	MN16RT4Z	EACH	61	6.53/PK
13205	Batteries "E2 Lithium" - Energizer® Specialty Batteries; e2 Lithium Photo Battery, 123, 3V, EACH <i>ENERGIZER BID IM1745903TN 5PK</i>	Energizer *	EVE-EL123AP	EACH	54	5.79/EA
17101	CD-RW Discs - 700MB/80min, 12x, w/Jewel Cases, Silver, 5/Package <i>MAXELL BID MT402951UG</i>	Imation *	16950	EACH	12	6.28/PK
17102	CCS72100 CD-R Discs - 700MB/80min, 52x, Spindle, Silver, 100/Package <i>IMATION BID 172620 100/PK</i>	Innovera	IVR77990	PACKAGE	14	17.09/PK
17103	CD-R Discs - 700MB/80min, 52x, w/Slim Jewel Cases, Silver, 10/Package <i>MAXELL BID CM1848587111 10/PK</i>	Verbatim *	VER94935	EACH	105	6.15/PK
17104	DVD-R/RAM - Recordable DVD's, Rewritable 1000 times, Capacity 9.4GB/Double-Sided, Each <i>VERBATIM BID IM177746111</i>	Innovera	IVR46805	EACH	0	NO BID
17105	DVD+RW - Rewritable DVDs w/Jewel case, Capacity 4.7GB/Single-Sided, 120 minute capacity, Each <i>VERBATIM BID IM177746111</i>	Verbatim	VER94520	EACH	20	4.67/EA
17110	DVD-R - 4.7GB, 16x, Spindle, Silver, 50/Package <i>MEMOREX BID 33023619</i>	Innovera	IVR46850	PACKAGE	18	12.18/PK
17111	DVD-R - 8cm Minidisc DVD-R, 1.4GB, 4x, w/Jewel Case, Silver, 3/Package	Innovera	IVR46803	PACKAGE	0	NO BID
17200	Photo Paper - Glossy Photo Paper, 60 lbs., Glossy, 8 1/2 x 11, 50 Sheets/Package <i>EPSON BID 5041649</i>	Epson	EPSS041649	PACKAGE	0	15.34/PK
17210	CD/DVD Envelopes - CD/DVD Envelopes, Paper Envelope With Clear Poly Window, 50/Box <i>VERBATIM BID 3399802</i>	Innovera	IVR39403	BOX	26	1.34/PK
17300	Compressed Air Duster - Compressed Gas Duster, 7 oz Can <i>WIST DESTROYER BID 50075212 702</i>	Universal	IVR51501	EACH	74	2.10/EA
17400	Surge Protector - Six-Outlet Surge Suppressor, 1080 Joules, 6 ft. cord, Putty <i>FELLOWS BID 19084</i>	Compussory	CCS25102	EACH	14	9.45/EA
17500	Mouse Pad - Standard Mouse Pad, 8" x 9", Blue <i>FULL BID 38295422</i>	Fellows	FEL58021	EACH	22	.56/EA
17501	Wrist Rest - Memory Foam Mouse Pad/Wrist Rest, 10" x 7.9" x 9.3", Silver/Black <i>FELLOWS BID 9175801</i>	Fellows	FEL9175801	EACH	18	7.49/EA
17502	Wrist Rest - PlushTouch Keyboard Wrist Rest with FoamFusion Technology, 3.2" x 18.1", Microban Anti-Microbial Protection, Contoured, Black <i>FELLOWS BID 9252101</i>	Fellows *	FEL9252101	EACH	0	8.65/EA

MA

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	No Bid
18101	Calendar Base - Base for E71750 Calendar Refills, 3 1/2" x 6", Black <i>AT A GLANCE BID @ 1700</i>	At-A-Glance	AAGE1700	EACH	1	5.96/ea
18102	Calendar Refill - Compact Desk Calendar Refill, 3" x 3 3/4", 2 Pages For Each Weekday	At-A-Glance	AAGE91950	EACH	7	No Bid
18103	Calendar Base - Compact Desk Calendar Base, 3" x 3 3/4" for E919-50 Calendar Refills, Black <i>AT A GLANCE BID @ 1900</i>	At-A-Glance	AAGE1900	EACH	0	5.24/ea
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	No Bid
18301	Calendar - Yearly Wall Calendar, Metal Bound, Unruled Daily Blocks, Hanging Eyelets, 24" x 36", Blue Ink	At-A-Glance	AAG PM1228	EACH	20	No Bid
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	No Bid
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	No Bid
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	No Bid
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	No Bid
18504	Appointment Book - Weekly/Monthly Appointment Book, 8" x 9-7/8", Simulated Leather, Black	At-A-Glance	AAG760105	EACH	8	No Bid
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	No Bid
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	No Bid
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	No Bid
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	No Bid
18604	Appointment Book - QuickNotes Monthly Planner, Jan - Dec, 8 1/4" x 10 7/8", Black	At-A-Glance	AAG 760605	EACH	1	No Bid
18605	"Today Is" Wall Calendar - Refill, 6 5/8" x 9 1/8", 2013	At-A-Glance	AAGK150	EACH	3	No Bid
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	No Bid

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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	AAG5600	EACH	11	110 B/D
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	110 B/D
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	110 B/D
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	AAG7092377	EACH	4	110 B/D
18622	Appointment Book Refill - Three- Or Five-Year Planner, Black, 9" x 11", 2018 Refill for 7023605 and 7029605	At-A-Glance	AAG7092378	EACH	1	110 B/D
21100	Binding Combs - Plastic Comb Bindings 5/16" Diameter 40 Sheet Capacity, Black, 100 Combs/Pack	Fellowes	FEL52507	BOX	5	2.85/box
21101	Binding Combs - Plastic Comb Bindings, 3/8" Diameter, 55 Sheet Capacity, Black, 100 Combs/Pack	Acco	FEL52325	BOX	0	3.14/box
21102	Binding Combs - CombBind Standard Spines, 1/2" Diameter, 85 Sheet Capacity, Black, 100/Box	Acco	GBCA090034	BOX	5	4.28/box
21103	Binding Combs - CombBind Standard Spines, 5/8" Diameter, 125 Sheet Capacity, Black, 25/Box	Acco	GBCA090046	BOX	0	6.87/box
21104	Binding Combs - CombBind Standard Spines, 3/4" Diameter, 150 Sheet Capacity, Black, 100/Box	Acco	GBCA090052	BOX	1	7.56/box
21105	Binding Combs - CombBind Standard Spines, 1" Diameter, 200 Sheet Capacity, Black, 100/Pack	GBC	GBCA090306	BOX	0	6.01/box
21106	Binding Combs - CombBind Standard Spines, 1-1/2" Diameter, 320 Sheet Capacity, Black, 100/Box	GBC	GBCA420010	EACH	0	9.30/box
22201	Phone Cord - Handset 12', dark gray	Tech Electronics	B107	EACH	34	110 B/D
22400	Wall Clock - Round Wall Clock, 12-1/2in, Black	Universal	UNV10431	EACH	6	19.32/ea
22500	Visitor Register Book - Visitor Register Book, Red Hardcover, 112 Pages, 8 1/2 x 11 1/2	Wilson-Jones	WLJS490	EACH	0	57.50/ea
22502	Notary Public Record Book - Burgundy Cover, 60 Pages, 8 1/2 x 10 1/2	Dome	DOM880	EACH	3	7.86/ea
22505	Journal Books - Esselte Canvas Journal Books, 150 Sheet(s), Thread Sewn, 12.12" x 7.62" Sheet Size	Esselte*	661501	EACH	10	12.16/ea
22506	Journal Book - Esselte Canvas Journal Book, 500 Sheet(s), Thread Sewn, 12.12" x 7.62" Sheet Size	Esselte*	665001	EACH	0	15.77/ea

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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 <i>PHACON BID 76510</i>	Elmers	EPI750173	EACH	6	11.32/ct
22800	Waste Basket - 7 gallon <i>TRICHTON BID 124567</i>	Rubbermaid	22177	EACH	10	4.55/ea
22901	Dry Erase Board - Quartet® Wood Framed Dry-Erase Board: 3'x3' <i>QUARTET BID 55373</i>	Quartet	QRT S573	EACH	5	24.35/ea
22902	Cork Board - Quartet® Oak Finish Frame Cork Board: 36" x 24" <i>QUARTET BID 303</i>	Quartet	QRT303	EACH	4	22.20/ea
23000	Floor Mats - Economy Carpet Chair Mat: 36x48", Standard Lip <i>QUILL BID 18650</i>	Rubbermaid	11265STCLR	EACH	42	12.30/ea
24001	Laminating Pouches - HeatSeal Laminating Pouches, 3 mil, Letter, 9 x 11 1/2, 100/Box <i>GBC CID 3745022</i>	GBC	GBG3745022	BOX	9	18.71/box
24002	Laminating Pouches - HeatSeal Laminating Pouches, 5 mil, Legal, 9 x 14 1/2, 100/Box <i>GBC BID SUI 3745011</i>	GBC	GBG3745011	PACKAGE	0	44.25/box
24003	Laminating Pouches - HeatSeal Laminating Pouch, 11.25" x 17.25", 3mil, 25 Pack <i>GBC BID SUI 3200579</i>	HeatSeal	3200579	EACH	50	24.25/ea
25000	Business Card Kit - Inkjet Matte Business Cards, 2 x 3 1/2, Ivory, 10/Sheet, 250/Pack <i>AVERY BID 8376</i>	Avery	AVE 8376	PACKAGE	4	6.78/ea
26000	Shredder Oil - 12 oz. Bottle, for Oiling Shredder Blades <i>FELLOWES BID 35250</i>	Fellowes	FEL 35250	EACH	3	3.79/ea
28000	Name Badge Holders - Photo ID Badge Holder, Horizontal, 4w x 3h, Clear, 25/Pack <i>AVERY BID 74471</i>	Avery	74471	PACKAGE	1	9.38/ea
28002	Lanyards - Round Lanyards w/ Bulldog Clips, 24/Pack <i>GBC BID 3747478</i>	GBC	3747478	PACKAGE	4	5.20/pk

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

~~SHILL CORPORATION~~

Company Name

Signature

Martin Colburn

Print

Company Address: _____

100 SCHELTER ROAD

LINCOLNSHIRE, IL 60069

Phone: 800-634-4809

County of Jefferson, State of Missouri

Kenneth B. Waller

Kenneth B. Waller County Executive

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: 2016 OFFICE SUPPLIES

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: \$ NO MINIMUM

BY: Mark D.

TITLE: National Sales Manager

COMPANY: QUILL CORPORATION

CONTACT INFORMATION FOR COOPERATIVE AGREEMENT

Phone 800 634 4809 E-mail BID@QUILL.COM

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