

BID TABULATION PAPER SUPPLIES 2016 BID OPENING DATE 10-27-15					QUILL CORPORATION	OFFICE ESSENTIALS	MIDLAND PAPER	VERITIV	OFFICE DEPOT, INC.
					100 SCHELTER RD LINCOLNSHIRE IL 60069	1834 WALTON RD ST LOUIS MO 63114	2355 BALL DRIVE ST LOUIS MO 63146	2099 CORPORATE 44 DRIVE FENTON MO 63026	6600 N MILITARY TRAIL BOCA RATON FL 33496
Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	UNIT COST				
10300	Envelopes - Coin Envelopes White Wove - Printmaster, SFI, #5-1/2, 24, 3-1/8 x 5-1/2, Gummed, Mailpoint Flap (500/Box, 5000/Ctn)	Quality Park	5170832	BOX	NO BID	\$13.33	\$18.00	\$22.50	\$15.39
10306	Envelopes - Booklet Envelopes, 6 x 9, White, #6-1/2, 24, 20M, Gummed, Wallet Flap (500/Ctn)	National	2256159	BOX	\$9.99	\$42.75	\$16.00	\$13.75	\$32.29
10307	Envelopes - 9 x 12 Catalog Envelopes Brown Kraft OECS - Seville, SFI, #10-1/2, 28, 9 x 12, Kraft, Vellum, Gummed, Mailpoint Flap (250/Ctn)	National	5252741	BOX	\$10.51	\$21.60	\$18.50	\$32.96	\$22.99
10308	Envelopes - 6 x 8 3/ 4 Rugged Padded Mailer, Side Seam, 6 x 8 3/ 4, Light Brown, 25/ Carton	Caremail	CML1143419	EACH	NO BID	\$0.47	\$0.30	NO BID	\$0.3356
10309	Envelopes - 8 1/ 2 x 12 Jiffylite Self- Seal Mailer, Side Seam, #2, 8 1/ 2 x 12, Golden Brown, 25/Carton	Seal Air Corp	SEL10187	EACH	NO BID	\$1.05	\$0.33	NO BID	\$0.74
10310	Envelopes -10 1/ 2x16 Padded Self-Seal Mailer, Side Seam, #5, 10 1/ 2x16, Golden Brown, 25/Carton	Seal Air Corp	SEL21489	EACH	NO BID	\$0.96	\$0.3625	NO BID	\$0.4716
10311	Envelopes - 10 x 15 Catalog Envelopes Brown Kraft OECS - #15, 10 x 15, Vellum, Gummed, Mailpoint Flap (500/Ctn)	National	2198401	BOX	NO BID	\$63.00	\$57.00	\$52.18	\$174.98
10313	Envelopes - #6-3/4, 3-5/8 x 6-1/2 Commercial Envelopes White Wove OSDS Chip Box - White, Gummed, (500/Box, 5000/Ctn)	National	33933	BOX	\$6.81	\$11.14	\$10.20	\$8.95	\$10.99
10314	Envelopes - #10 Window, Commercial Window Left Hand Envelopes, 4-1/8 x 9-1/2, White, Gummed, Commercial Flap, (500/Box, 2500/Ctn)	National	2140238	BOX	\$8.92	\$21.21	\$8.75	\$10.65	\$19.79
10315	Envelopes - #9 Regular, Commercial Envelopes White, 3-7/8 x 8-7/8, Gummed, Commercial Flap (500/Box, 2500/Ctn)	National	2139741	BOX	\$7.68	\$18.60	\$8.00	\$8.98	\$19.49
10316	Envelopes - #10 Regular, Commercial Envelopes White, 4-1/8 x 9-1/2, Gummed, Commercial Flap (500/Box, 2500/Ctn)	National	2256150	BOX	\$6.65	\$9.99	\$8.00	\$8.70	\$8.29
10317	Envelopes - #10 Window, Commercial Window Right Hand Envelopes, White, 4-1/8 x 9-1/2, Gummed, Commercial Flap, (500/Box, 2500/Ctn)	National	2256120	BOX	\$8.93	\$21.21	\$9.80	\$10.57	\$22.79
10319	Envelopes - #9 Window, Commercial Window Envelopes, White, 3-7/8 x 8-7/8, Gummed, Commercial Flap, Poly Window (500/Box, 2500/Ctn)	National	2256161	BOX	\$9.48	\$24.84	\$9.50	\$10.65	\$19.49
10322	Envelopes - 7-1/2 x 10-1/2 Catalog Envelopes Brown Kraft - #6, 7-1/2 x 10-1/2, Gummed, Mailpoint Flap (500/Ctn)	National	2052540	BOX	NO BID	\$54.05	\$45.00	NO BID	\$87.50
10323	Envelopes - 9 x 12 Catalog Envelope, Side Seam, 9 x 12, White, 250/Box	National	2215036	BOX	\$16.72	\$25.01	\$12.60	NO BID	\$59.975
10330	Envelopes - Catalog Envelope - 9" x 12", 24.00 lb, Gummed, Wove, 250/Box, White	Universal	UNV44104	BOX	\$9.28	\$25.01	\$12.60	\$25.75	\$21.69
10700	Copy Paper - Letter, 92 Brightness, 20lb, White, 500 Sheets/Ream, 10 Reams/Carton	Universal	UNV21200	REAM	\$3.29	\$2.89	\$2.79	\$2.85	\$2.99
10701	Copy Paper - Letter, 20lb, Pink, 500 Sheets/Ream, 10 Reams/Carton	Universal	UNV11224	REAM	\$3.81	\$6.38	\$4.20	\$4.17	\$4.99
10702	Copy Paper - Letter, 20lb, Canary, 500 Sheets/Ream, 10 Reams/Carton	Universal	UNV11201	REAM	\$3.81	\$3.47	\$4.20	\$4.17	\$3.69
10703	Copy Paper - Letter, 20lb, Goldenrod, 500 Sheets/Ream, 10 Reams/Carton	Universal	UNV11205	REAM	\$3.81	\$3.47	\$4.20	\$4.17	\$3.69
10704	Copy Paper - Letter, 20lb, Green, 500 Sheets/Ream, 10 Reams/Carton	Universal	UNV11203	REAM	\$3.81	\$3.47	\$4.20	\$4.17	\$3.69
10705	Copy Paper - Letter, 20lb, Blue, 500 Sheets/Ream, 10 Reams/Carton	Universal	UNV11202	REAM	\$3.81	\$3.47	\$4.20	\$4.17	\$3.69
10706	Copy Paper - Letter, 20lb., Buff, 500 Sheets/Ream, 10 Reams/Carton	Universal	UNV11206	REAM	\$3.81	\$4.19	\$4.20	\$4.17	\$3.69
10707	Copy Paper - Legal, 92 Brightness, 20lb, White, 500 Sheets/Ream, 10 Reams/Carton	Universal	UNV24200	REAM	\$4.53	\$3.93	\$4.50	\$4.50	\$4.199
10711	Copy Paper - 11 x 17, 92 Brightness, 20lb, White, 500 Sheets/Ream, 5 Reams/Carton	Universal	UNV28110	REAM	\$7.41	\$6.31	\$6.50	\$6.65	\$6.558
10713	Letterhead - 8-1/2 x 11, 20lb, White, 91 Bright, Perfect Laser, 25% Cotton Fibers, Watermarked, (500/Pkg, 5000/Ctn)	Capitol	2085221	REAM	NO BID	\$15.33	\$11.50	\$11.35	\$18.79
10800	Card Stock - Letter, 90#, White, 250 Sheets/Ream, 8 Reams/Carton	Springhill	2288912	REAM	\$7.08	\$7.34	\$5.25	\$5.15	\$4.49
10802	Cover - Letter, 80#, 94 Brightness, Laser Capatible, White, 250 Sheets/Ream, 8 Reams/Carton	Wausau	2276022	REAM	NO BID	\$9.47	\$6.90	\$6.59	\$7.19
10804	Card Stock - Letter, 90#, Buff, 250 Sheets/Ream, 8 Reams/Carton	Wausau	2288963	REAM	\$7.70	\$6.91	\$5.50	\$6.00	NO BID
10805	Card Stock - Letter, 65#, White, 250 Sheets/Ream, 10 Reams/Carton	Finch	6073124	REAM	\$4.54	\$10.11	\$5.60	\$6.00	\$7.59
10806	Card Stock - Letter, 65#, Green, 250 Sheets/Ream, 8 Ream/Carton	Wausau	2288907	REAM	\$4.54	\$10.08	\$5.50	\$6.50	\$7.09
10807	Card Stock - Letter, 110#, Cherry, 250 Sheets/Ream, 8 Reams/Carton	Wausau	2262297	REAM	NO BID	\$10.08	\$6.55	\$6.89	NO BID
10810	Card Stock - Astroparche Vellum Cover, 65lb, Ancient Gold, 8-1/2 x 11, 250/Pkg	Astroparche	6055237	REAM	NO BID	\$10.08	\$12.40	\$13.95	NO BID
10900	NCR Paper - Heavyweight, 20lb, 2 Part, Reverse, Letter (2/Set, 500/Pkg, 5000/Ctn)	Mead	2063251	REAM	NO BID	\$48.62	\$7.40	\$8.39	13.019
10901	NCR Paper - Heavyweight, 20lb, 3 Part, Reverse, Letter (3/Set, 501/Pkg, 5010/Ctn)	Mead	2241308	REAM	NO BID	\$54.98	\$8.35	\$9.50	\$18.45
10902	NCR Paper - Heavyweight, 20lb, 4 Part, Reverse, Letter (4/Set, 500/Pkg, 5000/Ctn)	Mead	2241305	REAM	NO BID	\$58.66	\$8.70	\$10.13	21.099
10903	NCR Paper - Heavyweight, 20lb, 4 Part, Straight, Letter (4/Set, 500/Pkg, 5000/Ctn)	Mead	2216205	REAM	NO BID	\$58.66	\$8.70	\$10.13	21.099
10904	NCR Paper - Heavyweight, 20lb, 5 Part, Reverse, Letter (5/Set, 500/Pkg, 5000/Ctn)	Mead	5060750	REAM	NO BID	\$60.24	\$9.00	\$10.40	NO BID
10905	NCR Paper - Heavyweight, 20lb, 5 Part, Straight, Letter (5/Set, 500/Pkg, 5000/Ctn)	Mead	5062311	REAM	NO BID	\$60.24	\$9.00	\$10.40	NO BID
10918	NCR Paper - Heavyweight, 20lb, 2 Part, Reverse, Legal (2/Set, 500/Pkg, 5000/Ctn)	Mead	5202999	REAM	NO BID	\$62.24	\$9.90	\$11.62	NO BID
10919	NCR Paper - Heavyweight, 20lb, 3 Part, Reverse, Legal (3/Set, 501/Pkg, 5010/Ctn)	Mead	2241309	REAM	NO BID	\$70.38	\$10.40	\$13.14	NO BID
10920	NCR Paper - Heavyweight, 20lb, 4 Part, Reverse, Legal (4/Set, 500/Pkg, 5000/Ctn)	Mead	2230434	REAM	NO BID	\$75.10	\$11.00	\$14.02	NO BID
10923	NCR Padding Compound - 1 Gallon, Liquid (4/Ctn)	Mead	5000301	GALLON	NO BID	\$111.92	\$115.00	\$116.96	NO BID
10960	Crack-N-Peel - 8 1/2" x 11", Fluorescent Orange, 100/Pkg	Fasson	2249448	PACKAGE	NO BID	\$23.79	\$13.50	\$18.50	NO BID
10972	Paper - 3 Hole Punch, Letter, 20#, 92 Bright, Smooth, Left, White, 500 Sheets/Ream, 10 Reams/Carton	Int'l Paper	2251795	REAM	\$4.29	\$3.40	\$3.25	\$3.85	\$3.299
10980	Color Copy Paper - Letter, 28#, 100 Bright, Smooth, Photo White (500 Sheets/Ream, 8 Reams/Carton	NO SUBSTITUTE Hammermill	2312967	REAM	\$7.11	\$9.19	\$13.50	\$9.76	\$7.09
REQUIRED DOCUMENTS									
NOTARIZED WORK AFFIDAVIT COMPLETED:					Y	Y	Y	Y	Y
E- VERIFICATION DOCUMENTATION (Y/N):					Y	Y	N	Y	Y
COPY OF INSURANCE PROVIDED:					Y	Y	Y	Y	Y
TAX RECEIPTS OR NOTARIZED LETTER STATING NO REAL OR PERSONAL PROPERTY OWNED IN JEFFERSON COUNTY:					Y	N	Y	Y	Y
COOPERATIVE BID FORM (Y/N):					Y	Y	Y	Y	Y
COOPERATIVE CONTACT INFO:					Y	Y	Y	Y	Y
COMPANY INFORMATION AND SIGNATURE:					Y	Y	Y	N	Y
BID DEPOSIT REQUIRED:					N/A	N/A	N/A	N/A	N/A
COMMENTS:					SEE ATTACHED	SEE ATTACHED	SEE ATTACHED	SEE ATTACHED	SEE ATTACHED



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

Invitation for Bid: PAPER 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:**

QUILL CORPORATION  
Company Name  
100 SCHELTER RD.  
Address  
LINCOLNSHIRE, IL 60069  
City/State/Zip Code  
800-634-4809  
Telephone #  
bid@quill.com  
E-mail  
MARTIN C. GOSWAMI  
Authorized Agent (Print)  
Signature  
National Sales Manager  
Title  
9/29/2015  
Date  
36-2952904  
Tax ID #  
800-789-2016  
Fax #

**2016 PAPER SUPPLY BID**

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
10300	Envelopes - Coin Envelopes White Wove - Printmaster, SFI, #5-1/2, 24, 3-1/8 x 5-1/2, Gummed, Mailpoint Flap (500/Box, 5000/Ctn)	Quality Park	5170832	BOX	10	No BID
10306	Envelopes - Booklet Envelopes, 6 x 9, White, #6-1/2, 24, 20M, Gummed, Wallet Flap (500/Ctn) <b>QUILL BID-BE6924</b>	National	2256159	BOX	19	9.990x
10307	Envelopes - 9 x 12 Catalog Envelopes Brown Kraft OECS - Seville, SFI, #10-1/2, 28, 9 x 12, Kraft, Vellum, Gummed, Mailpoint Flap (250/Ctn) <b>OE91228</b>	<b>QUILL</b> National	5252741	BOX	41	10.510x
10308	Envelopes - 6 x 8 3/4 Rugged Padded Mailer, Side Seam, 6 x 8 3/4, Light Brown, 25/ Carton	Caremail	CML1143419	EACH	262	No BID
10309	Envelopes - 8 1/2 x 12 JiffyLite Self-Seal Mailer, Side Seam, #2, 8 1/2 x 12, Golden Brown, 25/ Carton	Seal Air Corp	SEL10187	EACH	87	No BID
10310	Envelopes - 10 1/2 x 16 Padded Self-Seal Mailer, Side Seam, #5, 10 1/2 x 16, Golden Brown, 25/ Carton	Seal Air Corp	SEL21489	EACH	111	No BID
10311	Envelopes - 10 x 15 Catalog Envelopes Brown Kraft OECS - #15, 10 x 15, Vellum, Gummed, Mailpoint Flap (500/Ctn)	National	2198401	BOX	4	No BID
10313	Envelopes - #6-3/4, 3-5/8 x 6-1/2 Commercial Envelopes White Wove OSDS Chip Box - White, Gummed, (500/Box, 5000/Ctn) <b>QUILL BID-WW634ES</b>	National	33933	BOX	0	6.810x
10314	Envelopes - #10 Window, Commercial Window Left Hand Envelopes, 4-1/8 x 9-1/2, White, Gummed, Commercial Flap, (500/Box, 2500/Ctn) <b>WW10WES QUILL</b>	National	2140238	BOX	253	8.920x
10315	Envelopes - #9 Regular, Commercial Envelopes White, 3-7/8 x 8-7/8, Gummed, Commercial Flap (500/Box, 2500/Ctn) <b>QUILL BID-WW9ES</b>	National	2139741	BOX	73	7.680x
10316	Envelopes - #10 Regular, Commercial Envelopes White, 4-1/8 x 9-1/2, Gummed, Commercial Flap (500/Box, 2500/Ctn) <b>QUILL BID-WW10ES</b>	National	2256150	BOX	261	6.650x
10317	Envelopes - #10 Window, Commercial Window Right Hand Envelopes, White, 4-1/8 x 9-1/2, Gummed, Commercial Flap, (500/Box, 2500/Ctn) <b>15035 QUILL</b>	National	2256120	BOX	47	8.930x
10319	Envelopes - #9 Window, Commercial Window Envelopes, White, 3-7/8 x 8-7/8, Gummed, Commercial Flap, Poly Window (500/Box, 2500/Ctn) <b>WW9WES QUILL</b>	National	2256161	BOX	17	9.480x
10322	Envelopes - 7-1/2 x 10-1/2 Catalog Envelopes Brown Kraft - #6, 7-1/2 x 10-1/2, Gummed, Mailpoint Flap (500/Ctn)	National	2052540	BOX	1	No BID
10323	Envelopes - 9 x 12 Catalog Envelope, Side Seam, 9 x 12, White, 250/Box <b>376820 QUILL</b>	<b>QUALITY PARK</b> National	2215036	BOX	10	16.720x
10330	Envelopes - Catalog Envelope - 9" x 12", 24.00 lb, Gummed, Wove, 250/Box, White <b>QUILL BID-OE912-24W</b>	Universal	UNV44104	BOX	15	9.280x
10700	Copy Paper - Letter, 92 Brightness, 20lb, White, 500 Sheets/Ream, 10 <b>SOLD</b>	Universal	UNV21200	REAM	12389	3.29 RM
10701	Reams/Carton <b>QUILL BID-720700 CT \$3290CT</b>	Universal	UNV11224	REAM	24	3.81 RM
	Copy Paper - Letter, 20lb, Pink, 500 Sheets/Ream, 10 Reams/Carton <b>QUILL BID-720567</b>	Universal	UNV11224	REAM	24	3.81 RM

# 2016 PAPER SUPPLY BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
10702	Copy Paper - Letter, 20lb, Canary, 500 Sheets/Ream, 10 Reams/Carton <i>BID-720563 QUILL</i>	Universal	UNV11201	REAM	103	3.81 RM
10703	Copy Paper - Letter, 20lb, Goldenrod, 500 Sheets/Ream, 10 Reams/Carton <i>BID-720565 QUILL</i>	Universal	UNV11205	REAM	15	3.81 RM
10704	Copy Paper - Letter, 20lb, Green, 500 Sheets/Ream, 10 Reams/Carton <i>BID-720561 QUILL</i>	Universal	UNV11203	REAM	75	3.81 RM
10705	Copy Paper - Letter, 20lb, Blue, 500 Sheets/Ream, 10 Reams/Carton <i>BID-720559 QUILL</i>	Universal	UNV11202	REAM	126	3.81 RM
10706	Copy Paper - Letter, 20lb, Buff, 500 Sheets/Ream, 10 Reams/Carton <i>IVORY BID-720569 QUILL</i>	Universal	UNV11206	REAM	20	3.81 RM
10707	Copy Paper - Legal, 92 Brightness, 20lb, White, 500 Sheets/Ream, 10 Reams/Carton <i>BID-720223 QUILL</i>	Universal	UNV24200	REAM	12	4.53 RM
10711	Copy Paper - 11 x 17, 92 Brightness, 20lb, White, 500 Sheets/Ream, 5 Reams/Carton <i>BID-7201117 QUILL 51cs</i>	Universal	UNV28110	REAM	22	7.41 RM
10713	Letterhead - 8-1/2 x 11, 20lb, White, 91 Bright, Perfect Laser, 25% Cotton Fibers, Watermarked, (500/Pkg, 5000/Ctn)	Capitol	2085221	REAM	0	NO BID
10800	Card Stock - Letter, 90#, White, 250 Sheets/Ream, 8 Reams/Carton <i>BID-493110 NEENAH</i>	Springhill	2288912	REAM	4	7.08 PK
10802	Cover - Letter, 80#, 94 Brightness, Laser Capatible, White, 250 Sheets/Ream, 8 Reams/Carton	Wausau	2276022	REAM	32	NO BID
10804	Card Stock - Letter, 90#, Buff, 250 Sheets/Ream, 8 Reams/Carton <i>IVORY BID-49181 NEENAH</i>	Wausau	2288963	REAM	6	7.70 PK
10805	Card Stock - Letter, 65#, White, 250 Sheets/Ream, 10 Reams/Carton <i>BID-8703600 DOMTAR</i>	Finch	6073124	REAM	15	4.54 PK
10806	Card Stock - Letter, 65#, Green, 250 Sheets/Ream, 8 Reams/Carton <i>BID-87040 DOMTAR</i>	Wausau	2288907	REAM	0	4.54 PK
10807	Card Stock - Letter, 110#, Cherry, 250 Sheets/Ream, 8 Reams/Carton	Wausau	2262297	REAM	1	NO BID
10810	Card Stock - Astroparche Vellum Cover, 65lb, Ancient Gold, 8-1/2 x 11, 250/Pkg	Astroparche	6055237	REAM	3	NO BID
10900	NCR Paper - Heavyweight, 20lb, 2 Part, Reverse, Letter (2/Set, 500/Pkg, 5000/Ctn)	Mead	2063251	REAM	167	NO BID
10901	NCR Paper - Heavyweight, 20lb, 3 Part, Reverse, Letter (3/Set, 501/Pkg, 5010/Ctn)	Mead	2241308	REAM	285	NO BID
10902	NCR Paper - Heavyweight, 20lb, 4 Part, Reverse, Letter (4/Set, 500/Pkg, 5000/Ctn)	Mead	2241305	REAM	353	NO BID

*[Signature]*

2016 PAPER SUPPLY BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
10903	NCR Paper - Heavyweight, 20lb, 4 Part, Straight, Letter (4/Set, 500/Pkg, 5000/Ctn)	Mead	2216205	REAM	0	NO BID
10904	NCR Paper - Heavyweight, 20lb, 5 Part, Reverse, Letter (5/Set, 500/Pkg, 5000/Ctn)	Mead	5060750	REAM	23	NO BID
10905	NCR Paper - Heavyweight, 20lb, 5 Part, Straight, Letter (5/Set, 500/Pkg, 5000/Ctn)	Mead	5062311	REAM	2	NO BID
10918	NCR Paper - Heavyweight, 20lb, 2 Part, Reverse, Legal (2/Set, 500/Pkg, 5000/Ctn)	Mead	5202999	REAM	1	NO BID
10919	NCR Paper - Heavyweight, 20lb, 3 Part, Reverse, Legal (3/Set, 501/Pkg, 5010/Ctn)	Mead	2241309	REAM	60	NO BID
10920	NCR Paper - Heavyweight, 20lb, 4 Part, Reverse, Legal (4/Set, 500/Pkg, 5000/Ctn)	Mead	2230434	REAM	0	NO BID
10923	NCR Padding Compound - 1 Gallon, Liquid (4/Ctn)	Mead	5000301	GALLON	0	NO BID
10960	Crack-N-Peel - 8 1/2" x 11", Fluorescent Orange, 100/Pkg	Fasson	2249448	PACKAGE	0	NO BID
10972	Paper - 3 Hole Punch, Letter, 20#, 92 Bright, Smooth, Left, White, 500 Sheets/Ream, 10 Reams/Carton	Int'l Paper	2251795	REAM	96	4.29 RM
10980	Color Copy Paper - Letter, 28#, 100 Bright, Smooth, Photo White (500 Sheets/Ream, 8 Reams/Carton)	NO SUBSTITUTE Hammermill	2312967	REAM	1	7.11 RM

LARGE SHIPMENTS - TRUCK TAILGATE DELIVERY  
SEE QUILL DELIVERY POLICY

## Quill Bid Response Form

**Quill Bid#:** 15-12174  
**Customer Bid#:** 2016 PAPER SUPPLIES  
**Organization Name:** COUNTY OF JEFFERSON  
**Enterprise# :** 10558820  
**Contact Name:** Vickie S. Pratt  
**Contact Phone#:** 6367975382  
**Bid Type:** Item

**Bid Open Date:** 10/27/2015  
**Bid Open Time:** 2:00 PM  
**Item Expiration Date:** 11/1/2016  
**Catalog Expiration Date:**  
**Total Items:** 25 ( 0 Won, 0 Lost )  
**Total:** \$ 48997.47 ( 0.00 Won, 0.00 Lost )

Line#	Item#	Customer Item#	Description	Color	Make	Qty	Price	UoM	UoM Conv	Case Qty	Ext Total	Note	Page
1	BE6924	10306	ENVELOPES, BOOKLET, 6X9	WHITE		19	9.99	BX	500 EA = 1 BX	1	189.81	Quill Brand	
2	OE91228	10307	QB ENVELOPE, OPEN-END, 9X12	KRAFT		41	10.51	BX	250 EA = 1 BX	1	430.91	Quill Brand	
3	WW634ES	10313	QB ENVELOPE, W/O WINDOW, #6-3/4	WHITE		1	6.81	BX	500 EA = 1 BX	10	6.81	Quill Brand	
4	WW10WES	10314	QB ENVELOPES, W/WINDOW, #10	WHITE		253	8.92	BX	15C = 1 BX	5	2,256.76	Quill Brand	
5	WW9ES	10315	QB ENVELOPES, W/O WINDOW, #9	WHITE		73	7.68	BX	15C = 1 BX	5	560.64	Quill Brand	
6	WW10ES	10316	QB ENVELOPES, W/O WINDOW, #10	WHITE		261	6.65	BX	500 EA = 1 BX	5	1,735.65	Quill Brand	
7	75035	10317	QB #10 WINDOW ENV, RIGHT WINDOW	WHITE		47	8.93	BX	500 EA = 1 BX	5	419.71	Quill Brand	
8	WW9WES	10319	QB ENVELOPES, W/WINDOW, #9	WHITE		17	9.48	BX	15C = 1 BX	5	161.16	Quill Brand	
9	37682Q	10323	9X12 BOOKLET ENVELOPE 28WW	WHITE		10	16.72	BX	250 EA = 1 BX	4	167.20	Quill Brand	
10	OE91224W	10330	QB ENVELOPE, GUMMED, 9X12	WHITE		15	9.28	BX	250 EA = 1 BX	1	139.20	Quill Brand	
11	720700CT	10700	QB MULTI PURPOSE PAPER 20 LB	WHITE		1239	32.90	CT	10 RM = 1 CT	1	40,763.10	Quill Brand	
12	720567	10701	QUILL COLORED COPY PAPER-LTR	PINK		24	3.81	RM	10 RM = 1 CS	10	91.44	Quill Brand	
13	720563	10702	QUILL COLORED COPY PAPER-LTR	CANRY		103	3.81	RM	10 RM = 1 CS	10	392.43	Quill Brand	
14	720565	10703	QUILL COLORED COPY PAPER-LTR	GDROD		15	3.81	RM	10 RM = 1 CS	10	57.15	Quill Brand	
15	720561	10704	QUILL COLORED COPY PAPER-LTR	GREEN		75	3.81	RM	10 RM = 1 CS	10	285.75	Quill Brand	
16	720559	10705	QUILL COLORED COPY PAPER-LTR	BLUE		126	3.81	RM	10 RM = 1 CS	10	480.06	Quill Brand	
17	720569	10706	QUILL COLORED COPY PAPER-LTR	IVORY		20	3.81	RM	10 RM = 1 CS	10	76.20	Quill Brand	
18	720223	10707	QUILL BRAND COPY PAPER LEGAL	WHITE		12	4.53	RM	10 RM = 1 CT	10	54.36	Quill Brand	

19	7201117	10711	QUILL BRAND COPY PAPER, 11X17	WHITE		22	7.41	RM	5 RM = 1 CS	1	163.02	Quill Brand	
20	49311Q	10800	EXACT INDEX 90 LB	WHITE		4	7.08	PK	250 EA = 1 PK		28.32		
21	49181	10804	EXACT INDEX 90 LB	IVORY		6	7.70	PK	250 EA = 1 PK		46.20		
22	81036QQ	10805	8.5 X 11 BRT WHITE CARD STOCK	BRTWH	DOMTAR	15	4.54	PK	250 EA = 1 PK	8	68.10		
23	81040	10806	8-1/2X11 GREEN CARD STOCK	GREEN	DOMTAR	1	4.54	PK	250 EA = 1 PK	8	4.54		
24	7203HP	10972	QUILL BRAND COPY PAPER, 3HP	WHITE		96	4.29	RM	10 RM = 1 CS	10	411.84	Quill Brand	
25	102467	10980	COPY PAPER F/COLOR COPIERS	WHITE	HAMMERMILL	1	7.11	RM	500 EA = 1 RM	8	7.11		



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

**Invitation for Bid: PAPER 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**

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

**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:**

<u>Office Essentials</u>	<u>Ken Cooksey</u>
<b>Company Name</b>	<b>Authorized Agent (Print)</b>
<u>1834 Walton Road</u>	<u>Ken Cooksey</u>
<b>Address</b>	<b>Signature</b>
<u>St. Louis / MO / 63114</u>	<u>Business Development Manager</u>
<b>City/State/Zip Code</b>	<b>Title</b>
<u>314-227-4318</u>	<u>10-23-15</u>
<b>Telephone #</b>	<b>Date</b>
<u>KCooksey@OFFESS.COM</u>	<u>43-1910261</u>
<b>E-mail</b>	<b>Tax ID #</b>
	<u>314-432-4691</u>
	<b>Fax #</b>



# 2016 PAPER SUPPLY BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
10300	Envelopes - Coin Envelopes White Wove - Printmaster, SFI, #5-1/2, 24, 3-1/8 x 5-1/2, Gummed, Mailpoint Flap (500/Box, 5000/Ctn)	Quality Park	5170832	BOX	10	13.33
10306	Envelopes - Booklet Envelopes, 6 x 9, White, #6-1/2, 24, 20M, Gummed, Wallet Flap (500/Ctn)	National	2256159	BOX	19	8.55
10307	Envelopes - 9 x 12 Catalog Envelopes Brown Kraft OECS - Seville, SFI, #10-1/2, 28, 9 x 12, Kraft, Vellum, Gummed, Mailpoint Flap (250/Ctn)	National	5252741	BOX	41	8.64
10308	Envelopes - 6 x 8 3/4 Rugged Padded Mailer, Side Seam, 6 x 8 3/4, Light Brown, 25/ Carton	Caremail	CML1143419	EACH	262	.47
10309	Envelopes - 8 1/2 x 12 Jiffylyte Self-Seal Mailer, Side Seam, #2, 8 1/2 x 12, Golden Brown, 25/ Carton	Seal Air Corp	SEL10187	EACH	87	1.05
10310	Envelopes - 10 1/2 x 16 Padded Self-Seal Mailer, Side Seam, #5, 10 1/2 x 16, Golden Brown, 25/ Carton	Seal Air Corp	SEL21489	EACH	111	.96
10311	Envelopes - 10 x 15 Catalog Envelopes Brown Kraft OECS - #15, 10 x 15, Vellum, Gummed, Mailpoint Flap (500/Ctn)	National	2198401	BOX	4	12.60
10313	Envelopes - #6-3/4, 3-5/8 x 6-1/2 Commercial Envelopes White Wove OSDS Chip Box - White, Gummed, (500/Box, 5000/Ctn)	National	33933	BOX	0	11.14
10314	Envelopes - #10 Window, Commercial Window Left Hand Envelopes, 4-1/8 x 9-1/2, White, Gummed, Commercial Flap, (500/Box, 2500/Ctn)	National	2140238	BOX	253	21.21
10315	Envelopes - #9 Regular, Commercial Envelopes White, 3-7/8 x 8-7/8, Gummed, Commercial Flap (500/Box, 2500/Ctn)	National	2139741	BOX	73	18.60
10316	Envelopes - #10 Regular, Commercial Envelopes White, 4-1/8 x 9-1/2, Gummed, Commercial Flap (500/Box, 2500/Ctn)	National	2256150	BOX	261	9.99
10317	Envelopes - #10 Window, Commercial Window Right Hand Envelopes, White, 4-1/8 x 9-1/2, Gummed, Commercial Flap, (500/Box, 2500/Ctn)	National	2256120	BOX	47	21.21
10319	Envelopes - #9 Window, Commercial Window Envelopes, White, 3-7/8 x 8-7/8, Gummed, Commercial Flap, Poly Window (500/Box, 2500/Ctn)	National	2256161	BOX	17	24.84
10322	Envelopes - 7-1/2 x 10-1/2 Catalog Envelopes Brown Kraft - #6, 7-1/2 x 10-1/2, Gummed, Mailpoint Flap (500/Ctn)	National	2052540	BOX	1	10.81
10323	Envelopes - 9 x 12 Catalog Envelope, Side Seam, 9 x 12, White, 250/Box	National	2215036	BOX	10	25.01
10330	Envelopes - Catalog Envelope - 9" x 12", 24.00 lb, Gummed, Wove, 250/Box, White	Universal	UNV44104	BOX	15	25.01
10700	Copy Paper - Letter, 92 Brightness, 20lb, White, 500 Sheets/Ream, 10 Reams/Carton	Universal	UNV21200	REAM	12389	2.89
10701	Copy Paper - Letter, 20lb, Pink, 500 Sheets/Ream, 10 Reams/Carton	Universal	UNV11224	REAM	24	6.38

**2016 PAPER SUPPLY BID**

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
10702	Copy Paper - Letter, 20lb, Canary, 500 Sheets/Ream, 10 Reams/Carton	Universal	UNV11201	REAM	103	3.47
10703	Copy Paper - Letter, 20lb, Goldenrod, 500 Sheets/Ream, 10 Reams/Carton	Universal	UNV11205	REAM	15	3.47
10704	Copy Paper - Letter, 20lb, Green, 500 Sheets/Ream, 10 Reams/Carton	Universal	UNV11203	REAM	75	3.47
10705	Copy Paper - Letter, 20lb, Blue, 500 Sheets/Ream, 10 Reams/Carton	Universal	UNV11202	REAM	126	3.47
10706	Copy Paper - Letter, 20lb., Buff, 500 Sheets/Ream, 10 Reams/Carton	Universal	UNV11206	REAM	20	4.19
10707	Copy Paper - Legal, 92 Brightness, 20lb, White, 500 Sheets/Ream, 10 Reams/Carton	Universal	UNV24200	REAM	12	3.98
10711	Copy Paper - 11 x 17, 92 Brightness, 20lb, White, 500 Sheets/Ream, 5 Reams/Carton	Universal	UNV28110	REAM	22	6.31
10713	Letterhead - 8-1/2 x 11, 20lb, White, 91 Bright, Perfect Laser, 25% Cotton Fibers, Watermarked, (500/Pkg, 5000/Ctn)	Capitol	2085221	REAM	0	15.33
10800	Card Stock - Letter, 90#, White, 250 Sheets/Ream, 8 Reams/Carton	Springhill	2288912	REAM	4	7.34
10802	Cover - Letter, 80#, 94 Brightness, Laser Capatible, White, 250 Sheets/Ream, 8 Reams/Carton	Wausau	2276022	REAM	32	9.47
10804	Card Stock - Letter, 90#, Buff, 250 Sheets/Ream, 8 Reams/Carton	Wausau	2288963	REAM	6	6.91
10805	Card Stock - Letter, 65#, White, 250 Sheets/Ream, 10 Reams/Carton	Finch	6073124	REAM	15	10.11
10806	Card Stock - Letter, 65#, Green, 250 Sheets/Ream, 8 Ream/Carton	Wausau	2288907	REAM	0	10.08
10807	Card Stock - Letter, 110#, Cherry, 250 Sheets/Ream, 8 Reams/Carton	Wausau	2262297	REAM	1	10.08
10810	Card Stock - Astroparche Vellum Cover, 65lb, Ancient Gold, 8-1/2 x 11, 250/Pkg	Astroparche	6055237	REAM	3	10.08
10900	NCR Paper - Heavyweight, 20lb, 2 Part, Reverse, Letter (2/Set, 500/Pkg, 5000/Ctn)	Mead	2063251	REAM	167	24.31
10901	NCR Paper - Heavyweight, 20lb, 3 Part, Reverse, Letter (3/Set, 501/Pkg, 5010/Ctn)	Mead	2241308	REAM	285	54.98
10902	NCR Paper - Heavyweight, 20lb, 4 Part, Reverse, Letter (4/Set, 500/Pkg, 5000/Ctn)	Mead	2241305	REAM	353	58.66

# **2016 PAPER SUPPLY BID**

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
10903	NCR Paper - Heavyweight, 20lb, 4 Part, Straight, Letter (4/Set, 500/Pkg, 5000/Ctn)	Mead	2216205	REAM	0	29.33
10904	NCR Paper - Heavyweight, 20lb, 5 Part, Reverse, Letter (5/Set, 500/Pkg, 5000/Ctn)	Mead	5060750	REAM	23	60.24
10905	NCR Paper - Heavyweight, 20lb, 5 Part, Straight, Letter (5/Set, 500/Pkg, 5000/Ctn)	Mead	5062311	REAM	2	60.24
10918	NCR Paper - Heavyweight, 20lb, 2 Part, Reverse, Legal (2/Set, 500/Pkg, 5000/Ctn)	Mead	5202999	REAM	1	62.24
10919	NCR Paper - Heavyweight, 20lb, 3 Part, Reverse, Legal (3/Set, 501/Pkg, 5010/Ctn)	Mead	2241309	REAM	60	35.19
10920	NCR Paper - Heavyweight, 20lb, 4 Part, Reverse, Legal (4/Set, 500/Pkg, 5000/Ctn)	Mead	2230434	REAM	0	37.55
10923	NCR Padding Compound - 1 Gallon, Liquid (4/Ctn)	Mead	5000301	GALLON	0	111.92
10960	Crack-N-Peel - 8 1/2" x 11", Fluorescent Orange, 100/Pkg	Fasson	2249448	PACKAGE	0	23.79
10972	Paper - 3 Hole Punch, Letter, 20#, 92 Bright, Smooth, Left, White, 500 Sheets/Ream, 10 Reams/Carton	Int'l Paper	2251795	REAM	96	3.40
10980	Color Copy Paper - Letter, 28#, 100 Bright, Smooth, Photo White (500 Sheets/Ream, 8 Reams/Carton)	NO SUBSTITUTE Hammermill	2312967	REAM	1	9.19

## Office Essentials Response to Jefferson County Bid: Paper Supplies 2016

Our Item Number	Item Description	Suggested Manufacturer	Manuf Item Number	UM	Estimated Annual Use	Product Number	Description	UM	UM Qty	Price	Conversion Factor	UM Conversion Price
10300	ENVELOPES-COIN ENVELOPES WHITE WOVE - PRINTMASTER, SFT #5-1/2, 24, 3-1/8 X 5-1/2, GUMMED MAILPOINT FLAP (500/BOX)	QUALITY PARK	5170832	BOX	10	UNV35302	ENVELOPE,#5 BRN COIN,BRKR	BX	500-EA	13.33	1	13.33
10306	ENVELOPES - BOOKLET ENVELOPES, 6 X 9, WHITE, #6-1/2, 24, 20M, GUMMED, WALLET FLAP (500/CTN)	NATIONAL	2256159	BOX	19	UNV42100	ENVELOPE,6X9,CAT,WHT	BX	100-EA	8.55	1	8.55
10307	ENVELOPES - 9X12 CATALOG ENVELOPES BROWN KRAFT OBCS - SEVILLE, SFT, #10-1/2, 28, 9X12, KRAFT VELLUM, GUMMED, MAILPOINT FLAP (250/CTN)	NATIONAL	5252741	BOX	41	UNV35264	ENVELOPE,CLSP,9X12,28#BN	BX	100-EA	8.64	1	8.64
10308	ENVELOPES - 6 X 8 3/4 RUGGED PADDED MAILER, SIDE SEAM, 6 8 3/4, LIGHT BROWN, 25/CARTON	CAREMAIL	CML1143419	EACH	262	CML1143419	MAILER,PADDED,#0,ECO,LBR	CT	25-EA	11.79	25	0.47
10309	ENVELOPES - 8 1/2 X 12 JIFFYLITE SELF-SEAL MAILER, SIDE SEAM, #2, 8 1/2 X 12, GOLDEN BROWN, 25/CARTON	SEAL AIR CORP	SEL10187	EACH	87	SEL10187	MAILER,BUBBL,8.5X12,25CT	CT	25-EA	26.16	25	1.05
10310	ENVELOPES - 10 1/2 X 16 PADDED SELF-SEAL MAILER, SIDE SEAM, #5, 10 1/2X16, GOLDEN BROWN, 25/CARTON	SEAL AIR CORP	SEL21489	EACH	111	SEL21489	MAILER,CSHN,10.5X16,GDBR	CT	25-EA	24.11	25	0.96
10311	ENVELOPES - 10 X 15 CATALOG ENVELOPES BROWN KRAFT OBCS - #15, 10 X 15, VELLUM, GUMMED, MAILPOINT FLAP (500/CTN)	NATIONAL	2198401	BOX	4	UNV35268	ENVELOPE,CLSP,10X15,28#BN	BX	100-EA	12.60	1	12.60
10313	ENVELOPES - #6-3/4, 3-5/8 X 6-1/2 COMMERCIAL ENVELOPES WHITE WOVE OSDS CHIP BOX - WHITE, GUMMED (500/BOX, 5000/CTN)	NATIONAL	33933	BOX	0	UNV35206	ENVELOPE,#6-3/4,W,E,24#	BX	500-EA	11.14	1	11.14
10314	ENVELOPES - #10 WINDOW, COMMERCIAL WINDOW LEFT HAND ENVELOPES, 4-1/8 X 9-1/2, WHITE, GUMMED, COMMERCIAL FLAP (500/BOX, 2500/CTN)	NATIONAL	2140238	BOX	253	UNV35211	ENVELOPE,#10,4X9.5,WND,W,E	BX	500-EA	21.21	1	21.21
10315	ENVELOPES - #9 REGULAR, COMMERCIAL ENVELOPES WHITE, 3-7/8 X 8-7/8, GUMMED, COMMERCIAL FLAP (500/BOX, 2500/CTN)	NATIONAL	2139741	BOX	73	UNV35209	ENVELOPE,#9,W,E,REG 24#	BX	500-EA	18.60	1	18.60
10316	ENVELOPES - #10 REGULAR, COMMERCIAL ENVELOPES WHITE, 4-1/8 X 9-1/2, GUMMED, COMMERCIAL FLAP (500/BOX, 2500/CTN)	NATIONAL	2256150	BOX	261	UNV35210	ENVELOPE,#10,W,E,WOVE,24#	BX	500-EA	9.99	1	9.99
10317	ENVELOPES - #10 WINDOW, COMMERCIAL WINDOW RIGHT HAND ENVELOPES, WHITE, 4-1/8 X 9-1/2, GUMMED, COMMERCIAL FLAP, [500/BOX,2500/CTN]	NATIONAL	2256120	BOX	47	UNV35211	ENVELOPE,#10,4X9.5,WND,W,E	BX	500-EA	21.21	1	21.21
10319	ENVELOPES - #9 WINDOW, COMMERCIAL WINDOW ENVELOPES, WHITE, 3-7/8 X 8-7/8, GUMMED, COMMERCIAL FLAP, POLY WINDOW [500/BOX, 2500/CTN]	NATIONAL	2256161	BOX	17	UNV35219	ENVELOPE,#9,W,E,WNDW,24#	BX	500-EA	24.84	1	24.84

## Office Essentials Response to Jefferson County Bid: Paper Supplies 2016

Our Item Number	Item Description	Suggested Manufacturer	Manuf Item Number	UM	Estimated Annual Use	Product Number	Description	UM	UM Qty	Price	Conversion Factor	UM Conversion Price
10322	ENVELOPES - 7-1/2 X 10-1/2 CATALOG ENVELOPES BROWN KRAFT - #6, 7-1/2 X 10-1/2, GUMMED, MAILPOINT FLAP (500/CTN)	NATIONAL	2052540	BOX	1	UNV35262	ENVELOPE, CLSP, 7.5X10.5, BN	EX	100-EA	10.81	1	10.81
10323	ENVELOPES - 9 X 12 CATALOG ENVELOPE, SIDE SEAM, 9 X 12, WHITE, 250/BOX	NATIONAL	2215036	BOX	10	UNV44104	ENVELOPE, CAT, 9X12, WE, 24#	EX	250-EA	25.01	1	25.01
10330		UNIVERSAL	UNV44104	BOX	15	UNV44104	ENVELOPE, CAT, 9X12, WE, 24#	EX	250-EA	25.01	1	25.01
10700		UNIVERSAL	UNV21200	REAM	12389	OEISMP8511	PAPER, 20#, LTR, 92 BRT	CT	10-RM	28.90	10	2.89
10701		UNIVERSAL	UNV11224	REAM	24	CASMP2204PK	PAPER, XERO/DUP, 20#, LGL, PK	RM	500-SH	6.38	1	6.38
10702		UNIVERSAL	UNV11201	REAM	103	UNV11201	PAPER, XERO/DUP, 20#, LTR, CA	RM	500-SH	3.47	1	3.47
10703		UNIVERSAL	UNV11205	REAM	15	UNV11205	PAPER, XERO/DUP, 20#, LTR, GRD	RM	500-SH	3.47	1	3.47
10704		UNIVERSAL	UNV11203	REAM	75	UNV11203	PAPER, XERO/DUP, 20#, LTR, GN	RM	500-SH	3.47	1	3.47
10705		UNIVERSAL	UNV11202	REAM	126	UNV11202	PAPER, XERO/DUP, 20#, LTR, BE	RM	500-SH	3.47	1	3.47
10706		UNIVERSAL	UNV11206	REAM	20	CASMP2201BF	PAPER, XERO/DUP, 20#, LTR, BUF	RM	500-SH	4.19	1	4.19
10707		UNIVERSAL	UNV24200	REAM	12	UNV24200	PAPER, XERO/DUP, WE, LGL, 20#	CT	10-RM	39.26	10	3.93
10711		UNIVERSAL	UNV28110	REAM	22	UNV28110	PAPER, XERO/DUP, 11X17, 92WE	CT	5-RM	31.53	5	6.31
10713	LETTERHEAD - 8 1/2 X 11, 20LB, WHITE, 91 BRIGHT, PERFECT LASER, 25% COTTON FIBERS, WATERMARKED, (500/PKG, 5000/CTN)	CAPITOL	2085221	REAM	0	XPDMB720	WHITE, 91 BRIGHT, PERFECT LASER, 25% COTTON FIBERS, WATERMARKED, (500/PKG, 5000/CTN)	CT	10-RM	153.26	10	15.33
10800	CARD STOCK - LETTER, 90#, WHITE, 250 SHEETS/REAM, 8 REAMS/CARTON	SPRINGHILL	2288912	REAM	4	SGH015101	PAPER, 8.5X11, INDEX, 250, WH	PK	250-SH	7.34	1	7.34
10802	COVER - LETTER, 8 1/2 X 11, 94 BRIGHTNESS, LASER CAPATIBLE, WHITE, 250 SHEETS/REAM, 8 REAMS/CARTON	WAUSAU	2276022	REAM	32	PFL131482	BRIGHTNESS, LASER CAPATIBLE, WHITE, 250 SHEETS/REAM, 8 REAMS/CARTON	PK	250-SH	9.47	1	9.47
10804	CARD STOCK - LETTER, 90#, BUFF, 250 SHEETS/REAM, 8 REAMS/CARTON	WAUSAU	2288963	REAM	6	SGH055100	PAPER, 8.5X11, 90LBS, BUF	PK	250-SH	6.91	1	6.91
10805	CARD STOCK - LETTER, 65#, WHITE, 250 SHEETS/REAM, 10 REAMS/CARTON	FINCH	6073124	REAM	15	WAU22401	PAPER, 250SH 65#, WE	PK	250-SH	10.11	1	10.11
10806	CARD STOCK - LETTER, 65#, GREEN, 250 SHEETS/REAM, 8 REAMS/CARTON	WAUSAU	2288907	REAM	0	WAU22741	PAPER, LTR 250SH 65#, BGN	PK	250-SH	10.08	1	10.08
10807	CARD STOCK - LETTER, 110#, CHERRY, 250 SHEETS/REAM, 8 REAMS/CARTON	WAUSAU	2262297	REAM	1	WAU22751	PAPER, LTR 250SH 65#, RD	PK	250-SH	10.08	1	10.08
10810	CARD STOCK - ASTROPARCHIE VELLUM COVER, 65LB, ANCIENT GOLD, 8-1/2 X 11, 250/PKG	ASTROPARCHIE	6055237	REAM	3	WAU22731	PAPER, LTR 250SH 65#, YW	PK	250-SH	10.08	1	10.08
10900	NCR PAPER - HEAVYWEIGHT, 20LB, 2 PART, REVERSE, LETTER (2/SET, 500/PKG, 5000/CTN)	MEAD	2063251	REAM	167	XPD165557	NCR PAPER - HEAVYWEIGHT, 20LB, 2 PART, REVERSE, LETTER (2/SET, 500/PKG, 5000/CTN)	PK	250-SH	24.31	1	24.31
10901	NCR PAPER - HEAVYWEIGHT, 20LB, 3 PART, REVERSE, LETTER (3/SET, 501/PKG, 5010/CTN)	MEAD	2241308	REAM	285	XPD16602	NCR PAPER - HEAVYWEIGHT, 20LB, 3 PART, REVERSE, LETTER (3/SET, 501/PKG, 5010/CTN)	PK	250-SH	27.49	0.5	54.98
10902	NCR PAPER - HEAVYWEIGHT, 20LB, 4 PART, REVERSE, LETTER (4/SET, 500/PKG, 5000/CTN)	MEAD	2241305	REAM	353	XPD16603	NCR PAPER - HEAVYWEIGHT, 20LB, 4 PART, REVERSE, LETTER (4/SET, 500/PKG, 5000/CTN)	PK	250-SH	29.33	0.5	58.66
10903	NCR PAPER - HEAVYWEIGHT, 20LB, 4 PART, STRAIGHT, LETTER (4/SET, 500/PKG, 5000/CTN)	MEAD	2216205	REAM	0	XPD16607	NCR PAPER - HEAVYWEIGHT, 20LB, 4 PART, STRAIGHT, LETTER (4/SET, 500/PKG, 5000/CTN)	PK	250-SH	29.33	1	29.33
10904	NCR PAPER - HEAVYWEIGHT, 20LB, 5 PART, REVERSE, LETTER (5/SET, 500/PKG, 5000/CTN)	MEAD	5060750	REAM	23	XPD60371	NCR PAPER - HEAVYWEIGHT, 20LB, 5 PART, REVERSE, LETTER (5/SET, 500/PKG, 5000/CTN)	PK	250-SH	30.12	0.5	60.24
10905	NCR PAPER - HEAVYWEIGHT, 20LB, 5 PART, STRAIGHT, LETTER (5/SET, 500/PKG, 5000/CTN)	MEAD	5062311	REAM	2	XPD60458	NCR PAPER - HEAVYWEIGHT, 20LB, 5 PART, STRAIGHT, LETTER (5/SET, 500/PKG, 5000/CTN)	PK	250-SH	30.12	0.5	60.24

## Office Essentials Response to Jefferson County Bid: Paper Supplies 2016

Our Item Number	Item Description	Suggested Manufacturer	Manuf Item Number	UM	Estimated Annual Use	Product Number	Description	UM	Price	Conversion Factor	UM Conversion Price
10918	NCR PAPER - HEAVYWEIGHT, 20LB, 2 PART, REVERSE, LEGAL (2/SET, 500/PKG, 5000/CTN)	MEAD	5202999	REAM	1	XPD165558	NCR PAPER - HEAVYWEIGHT, 20LB, 2 PART, REVERSE, LEGAL (2/SET, 500/PKG, 5000/CTN)	PK	31.12	0.5	62.24
10919	NCR PAPER - HEAVYWEIGHT, 20LB, 3 PART, REVERSE, LEGAL (3/SET, 501/PKG, 5010/CTN)	MEAD	2241309	REAM	60	XPD16604	NCR PAPER - HEAVYWEIGHT, 20LB, 3 PART, REVERSE, LEGAL (3/SET, 501/PKG, 5010/CTN)	PK	35.19	1	35.19
10920	NCR PAPER - HEAVYWEIGHT, 20LB, 4 PART, REVERSE, LEGAL (4/SET, 500/PKG, 5000/CTN)	MEAD	2230434	REAM	0	XPD16605	NCR PAPER - HEAVYWEIGHT, 20LB, 4 PART, REVERSE, LEGAL (4/SET, 500/PKG, 5000/CTN)	PK	37.55	1	37.55
10923	NCR PADDING COMPOUND - 1 GALLON, LIQUID (4/CTN)	MEAD	5000301	GALLON	0	XPD26366	NCR PADDING COMPOUND - 1 GALLON, LIQUID (4/CTN)	GL	111.92	1	111.92
10960	CRACK-N-PEEL - 8 1/2" X 11", FLUORESCENT ORANGE, 100/PKG	FASSON	2249448	PACKAGE	0	FOI01AX	CRACK-N-PEEL - 8 1/2" X 11", FLUORESCENT ORANGE, 100/PKG	PK	23.79	1	23.79
10972	PAPER - 3 HOLE PUNCH, LETTER, 20#, 92 BRIGHT, SMOOTH, LEFT, WHITE, 500 SHEETS/REAM, 10 REAMS/CARTON	INT'L PAPER	2251795	REAM	96	UNV28230	PAPER, XERO 92 WE, LTR, 3HD	CT	34.02	10	3.40
10980	COLOR COPY PAPER - LETTER, 28#, 100 BRIGHT, SMOOTH, PHOTO WHITE (500 SHEETS/REAM, 8 REAMS/CARTON)	NO SUB - HAMMERMILL	2312967	REAM	1	HAM102450	PPR, COPY, COLOR, 28# LTR, SR	CT	45.94	5	9.19



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

Invitation for Bid: PAPER 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.

Midland Paper

Company Name

John Bridges

Authorized Agent (Print)

2355 Ball Drive

Address

John Bridges

Signature

St. Louis, MO 63146

City/State/Zip Code

Sales Representative

Title

847-777-2669

Telephone #

2-3-12

Date

36-2035026

Tax ID #

john.bridges@midlandpaper.com

E-mail

847-403-6395

Fax #

# 2016 PAPER SUPPLY BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
10300	Envelopes - Coin Envelopes White Wove - Printmaster, SFI, #5-1/2, 24, 3-1/8 x 5-1/2, Gummed, Mailpoint Flap (500/Box, 5000/Ctn)	Quality Park	5170832	BOX	10	18.00
10306	Envelopes - Booklet Envelopes, 6 x 9, White, #6-1/2, 24, 20M, Gummed, Wallet Flap (500/Ctn)	National	2256159	BOX	19	16.00
10307	Envelopes - 9 x 12 Catalog Envelopes Brown Kraft OECS - Seville, SFI, #10-1/2, 28, 9 x 12, Kraft, Vellum, Gummed, Mailpoint Flap (250/Ctn) <del>500 Box</del>	National	5252741	BOX	41	37.00
10308	Envelopes - 6 x 8 3/4 Rugged Padded Mailer, Side Seam, 6 x 8 3/4, Light Brown, 25/ Carton <del>7x9 - 100/case</del>	Caremail	CML1143419	EACH	262	30.00
10309	Envelopes - 8 1/2 x 12 JiffyLite Self-Seal Mailer, Side Seam, #2, 8 1/2 x 12, Golden Brown, 25/ Carton <del>100/case</del>	Seal Air Corp	SEL10187	EACH	87	33.00
10310	Envelopes - 10 1/2 x 16 Padded Self-Seal Mailer, Side Seam, #5, 10 1/2 x 16, Golden Brown, 25/ Carton <del>80/case</del>	Seal Air Corp	SEL21489	EACH	111	29.00
10311	Envelopes - 10 x 15 Catalog Envelopes Brown Kraft OECS - #15, 10 x 15, Vellum, Gummed, Mailpoint Flap (500/Ctn)	National	2198401	BOX	4	57.00
10313	Envelopes - #6-3/4, 3-5/8 x 6-1/2 Commercial Envelopes White Wove OSDS Chip Box - White, Gummed, (500/Box, 5000/Ctn)	National	33933	BOX	0	10.20
10314	Envelopes - #10 Window, Commercial Window Left Hand Envelopes, 4-1/8 x 9-1/2, White, Gummed, Commercial Flap, (500/Box, 2500/Ctn)	National	2140238	BOX	253	8.75
10315	Envelopes - #9 Regular, Commercial Envelopes White, 3-7/8 x 8-7/8, Gummed, Commercial Flap (500/Box, 2500/Ctn)	National	2139741	BOX	73	8.00
10316	Envelopes - #10 Regular, Commercial Envelopes White, 4-1/8 x 9-1/2, Gummed, Commercial Flap (500/Box, 2500/Ctn)	National	2256150	BOX	261	8.00
10317	Envelopes - #10 Window, Commercial Window Right Hand Envelopes, White, 4-1/8 x 9-1/2, Gummed, Commercial Flap, (500/Box, 2500/Ctn)	National	2256120	BOX	47	9.80
10319	Envelopes - #9 Window, Commercial Window Envelopes, White, 3-7/8 x 8-7/8, Gummed, Commercial Flap, Poly Window (500/Box, 2500/Ctn)	National	2256161	BOX	17	9.50
10322	Envelopes - 7-1/2 x 10-1/2 Catalog Envelopes Brown Kraft - #6, 7-1/2 x 10-1/2, Gummed, Mailpoint Flap (500/Ctn)	National	2052540	BOX	1	45.00
10323	Envelopes - 9 x 12 Catalog Envelope, Side Seam, 9 x 12, White, <del>250/Box</del> <del>500/Box</del>	National	2215036	BOX	10	25.20
10330	Envelopes - Catalog Envelope - 9" x 12", 24.00 lb, Gummed, Wove, <del>250/Box</del> <del>500/Box</del>	Universal	UNV44104	BOX	15	25.20
10700	Copy Paper - Letter, 92 Brightness, 20lb, White, 500 Sheets/Ream, 10 Reams/Carton	Universal	UNV21200	REAM	12389	2.79
10701	Copy Paper - Letter, 20lb, Pink, 500 Sheets/Ream, 10 Reams/Carton	Universal	UNV11224	REAM	24	4.20



# 2016 PAPER SUPPLY BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
10702	Copy Paper - Letter, 20lb, Canary, 500 Sheets/Ream, 10 Reams/Carton	Universal	UNV11201	REAM	103	4.20
10703	Copy Paper - Letter, 20lb, Goldenrod, 500 Sheets/Ream, 10 Reams/Carton	Universal	UNV11205	REAM	15	4.20
10704	Copy Paper - Letter, 20lb, Green, 500 Sheets/Ream, 10 Reams/Carton	Universal	UNV11203	REAM	75	4.20
10705	Copy Paper - Letter, 20lb, Blue, 500 Sheets/Ream, 10 Reams/Carton	Universal	UNV11202	REAM	126	4.20
10706	Copy Paper - Letter, 20lb., Buff, 500 Sheets/Ream, 10 Reams/Carton	Universal	UNV11206	REAM	20	4.20
10707	Copy Paper - Legal, 92 Brightness, 20lb, White, 500 Sheets/Ream, 10 Reams/Carton	Universal	UNV24200	REAM	12	4.50
10711	Copy Paper - 11 x 17, 92 Brightness, 20lb, White, 500 Sheets/Ream, 5 Reams/Carton	Universal	UNV28110	REAM	22	6.50
10713	Letterhead - 8-1/2 x 11, 20lb, White, 91 Bright, Perfect Laser, 25% Cotton Fibers, Watermarked, (500/Pkg, 5000/Ctn)	Capitol	2085221	REAM	0	11.50
10800	Card Stock - Letter, 90#, White, 250 Sheets/Ream, 8 Reams/Carton	Dynaflex Springhill	2288912	REAM	4	5.25
10802	Cover - Letter, 80#, 94 Brightness, Laser Capatible, White, 250 Sheets/Ream, 8 Reams/Carton	Dynaflex Wausau Wynn	2276022	REAM	32	6.90
10804	Card Stock - Letter, 90#, Buff, 250 Sheets/Ream, 8 Reams/Carton	Wausau	2288963	REAM	6	5.50
10805	Card Stock - Letter, 65#, White, 250 Sheets/Ream, 10 Reams/Carton	Finch	6073124	REAM	15	5.60
10806	Card Stock - Letter, 65#, Green, 250 Sheets/Ream, 8 Ream/Carton	Wausau	2288907	REAM	0	5.50
10807	Card Stock - Letter, 110#, Cherry, 250 Sheets/Ream, 8 Reams/Carton	Wausau	2262297	REAM	1	6.55
10810	Card Stock - Astroparche Vellum Cover, 65lb, Ancient Gold, 8-1/2 x 11, 250/Pkg	Astroparche	6055237	REAM	3	12.40
10900	NCR Paper - Heavyweight, 20lb, 2 Part, Reverse, Letter (2/Set, 500/Pkg, 5000/Ctn)	Mead	2063251	REAM	167	7.40
10901	NCR Paper - Heavyweight, 20lb, 3 Part, Reverse, Letter (3/Set, 501/Pkg, 5010/Ctn)	Mead	2241308	REAM	285	8.35
10902	NCR Paper - Heavyweight, 20lb, 4 Part, Reverse, Letter (4/Set, 500/Pkg, 5000/Ctn)	Mead	2241305	REAM	353	8.70

# 2016 PAPER SUPPLY BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
10903	NCR Paper - Heavyweight, 20lb, 4 Part, Straight, Letter (4/Set, 500/Pkg, 5000/Ctn)	Mead	2216205	REAM	0	8.70
10904	NCR Paper - Heavyweight, 20lb, 5 Part, Reverse, Letter (5/Set, 500/Pkg, 5000/Ctn)	Mead	5060750	REAM	23	9.00
10905	NCR Paper - Heavyweight, 20lb, 5 Part, Straight, Letter (5/Set, 500/Pkg, 5000/Ctn)	Mead	5062311	REAM	2	9.00
10918	NCR Paper - Heavyweight, 20lb, 2 Part, Reverse, Legal (2/Set, 500/Pkg, 5000/Ctn)	Mead	5202999	REAM	1	9.90
10919	NCR Paper - Heavyweight, 20lb, 3 Part, Reverse, Legal (3/Set, 501/Pkg, 5010/Ctn)	Mead	2241309	REAM	60	10.40
10920	NCR Paper - Heavyweight, 20lb, 4 Part, Reverse, Legal (4/Set, 500/Pkg, 5000/Ctn)	Mead	2230434	REAM	0	11.00
10923	NCR Padding Compound - 1 Gallon, Liquid (4/Ctn)	Mead	5000301	GALLON	0	115.00
10960	Crack-N-Peel - 8 1/2" x 11", Fluorescent Orange, 100/Pkg	<del>Pason</del>	2249448	PACKAGE	0	13.50
10972	Paper - 3 Hole Punch, Letter, 20#, 92 Bright, Smooth, Left, White, 500 Sheets/Ream, 10 Reams/Carton	<del>D. &amp; J. Paper</del>	2251795	REAM	96	3.25
10980	Color Copy Paper - Letter, 28#, 100 Bright, Smooth, Photo White (500 Sheets/Ream, 8 Reams/Carton)	NO SUBSTITUTE Hammermill	2312967	REAM	1	13.50



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

Invitation for Bid: PAPER SUPPLIES 2016

Date Issued: 9-15-15

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

Contract  
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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)

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UPON APPROVAL OF THE  
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Vendor  
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Veritiv

Robert D. Etter

Company Name

Authorized Agent (Print)

2099 Corporate 44 Drive

Robert D. Etter

Address

Signature

Fenton, MO 63026

account Manager

City/State/Zip Code

Title

636-651-3829

Telephone #

Date

Tax ID #

robert.etter@veritivcorp.com

636-651-3802

E-mail

Fax #

# 2016 PAPER SUPPLY BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
10300	Envelopes - Coin Envelopes White Wove - Printmaster, SFL, #5-1/2, 24, 3-1/8 x 5-1/2, Gummed, Mailpoint Flap (500/Box, 5000/Ctn)	Quality Park	5170832	BOX	10	\$22.50
10306	Envelopes - Booklet Envelopes, 6 x 9, White, #6-1/2, 24, 20M, Gummed, Waller Flap (500/Ctn)	National	2256159	BOX	19	\$13.75
10307	Envelopes - 9 x 12 Catalog Envelopes Brown Kraft OEGS - Seville, SFL, #10-1/2, 28, 9 x 12, Kraft, Vellum, Gummed, Mailpoint Flap (250/Ctn)	National	5252741	BOX	41	\$32.96
10308	Envelopes - 6 x 8 3/4 Rugged Padded Mailer, Side Seam, 6 x 8 3/4, Light Brown, 25/Carton	Caremail	CML1143419	EACH	262	No Bid
10309	Envelopes - 8 1/2 x 12 JiffyLite Self-Seal Mailer, Side Seam, #2, 8 1/2 x 12, Golden Brown, 25/Carton	Seal Air Corp	SEL10187	EACH	87	No Bid
10310	Envelopes - 10 1/2 x 16 Padded Self-Seal Mailer, Side Seam, #5, 10 1/2 x 16, Golden Brown, 25/Carton	Seal Air Corp	SEL21489	EACH	111	No Bid
10311	Envelopes - 10 x 15 Catalog Envelopes Brown Kraft OEGS - #15, 10 x 15, Vellum, Gummed, Mailpoint Flap (500/Ctn)	Seville National	2198401	BOX	4	\$52.18
10313	Envelopes - #6-3/4, 3-5/8 x 6-1/2 Commercial Envelopes White Wove OSDS Chip Box - White, Gummed (500/Box, 5000/Ctn)	Seville National	2256156 33933	BOX	0	\$8.95
10314	Envelopes - #10 Window, Commercial Window Left Hand Envelopes, 4-1/8 x 9-1/2, White, Gummed, Commercial Flap, (500/Box, 2500/Ctn)	Seville National	2256151 2440238	BOX	253	\$10.65
10315	Envelopes - #9 Regular, Commercial Envelopes White, 3-7/8 x 8-7/8, Gummed, Commercial Flap (500/Box, 2500/Ctn)	Seville National	2139741	BOX	73	\$8.98
10316	Envelopes - #10 Regular, Commercial Envelopes White, 4-1/8 x 9-1/2, Gummed, Commercial Flap (500/Box, 2500/Ctn)	Seville National	2256150	BOX	261	\$8.70
10317	Envelopes - #10 Window, Commercial Window Right Hand Envelopes, White, 4-1/8 x 9-1/2, Gummed, Commercial Flap, (500/Box, 2500/Ctn)	Seville National	2256120	BOX	47	\$10.57
10319	Envelopes - #9 Window, Commercial Window Envelopes, White, 3-7/8 x 8-7/8, Gummed, Commercial Flap, Poly Window (500/Box, 2500/Ctn)	Seville National	2256161	BOX	17	\$10.65
10322	Envelopes - 7-1/2 x 10-1/2 Catalog Envelopes Brown Kraft - #6, 7-1/2 x 10-1/2, Gummed, Mailpoint Flap (500/Ctn)	Seville National	2052540	BOX	1	No Bid
10323	Envelopes - 9 x 12 Catalog Envelope, Side Seam, 9 x 12, White, 250/Box	Seville National	2215036	BOX	10	No Bid
10330	Envelopes - Catalog Envelope - 9" x 12", 24.00 lb, Gummed, Wove, 250/Box	Seville National	UNV44104	BOX	8	\$25.75
10700	Copy Paper - Letter, 92 Brightness, 20lb, White, 500 Sheets/Ream, 10 Reams/Carton	Universal Paper Mills	UNV21200	REAM	12389	\$2.85
10701	Copy Paper - Letter, 20lb, Pink, 500 Sheets/Ream, 10 Reams/Carton	Universal Paper Mills	UNV11224	REAM	24	\$4.17

# 2016 PAPER SUPPLY BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
10702	Copy Paper - Letter, 20lb, Canary, 500 Sheets/Ream, 10 Reams/Carton	<del>Force MP Universal</del>	<del>2001018</del>	REAM	103	<del>\$4.17</del>
10703	Copy Paper - Letter, 20lb, Goldenrod, 500 Sheets/Ream, 10 Reams/Carton	<del>Force MP Universal</del>	<del>2001020</del>	REAM	15	<del>\$4.17</del>
10704	Copy Paper - Letter, 20lb, Green, 500 Sheets/Ream, 10 Reams/Carton	<del>Force MP Universal</del>	<del>2001021</del>	REAM	75	<del>\$4.17</del>
10705	Copy Paper - Letter, 20lb, Blue, 500 Sheets/Ream, 10 Reams/Carton	<del>Force MP Universal</del>	<del>2001015</del>	REAM	126	<del>\$4.17</del>
10706	Copy Paper - Letter, 20lb, Buff, 500 Sheets/Ream, 10 Reams/Carton	<del>Force MP Universal</del>	<del>2001016</del>	REAM	20	<del>\$4.17</del>
10707	Copy Paper - Legal, 92 Brightness, 20lb, White, 500 Sheets/Ream, 10 Reams/Carton	<del>Force MP Universal</del>	<del>2001016</del>	REAM	12	<del>\$4.50</del>
10711	Copy Paper - 11 x 17, 92 Brightness, 20lb, White, 500 Sheets/Ream, 5 Reams/Carton	<del>Force MP Universal</del>	<del>2001016</del>	REAM	22	<del>\$6.65</del>
10713	Letterhead - 8-1/2 x 11, 20lb, White, 91 Bright, Perfect Laser, 25% Cotton Fibers, Watermarked, (500/Pkg, 5000/Ctn)	Capitol	2085221	REAM	0	\$11.35
10800	Card Stock - Letter, 90#, White, 250 Sheets/Ream, 8 Reams/Carton	Springhill	2288912	REAM	4	\$5.15
10802	Cover - Letter, 80#, 94 Brightness, Laser Capable, White, 250 Sheets/Ream, 8 Reams/Carton	<del>Accent</del>	2276022	REAM	32	<del>\$6.59</del>
10804	Card Stock - Letter, 90#, Buff, 250 Sheets/Ream, 8 Reams/Carton	<del>Accent</del>	2288963	REAM	6	<del>\$6.00</del>
10805	Card Stock - Letter, 65#, White, 250 Sheets/Ream, 10 Reams/Carton	<del>Accent</del>	2255410	REAM	15	<del>\$6.00</del>
10806	Card Stock - Letter, 65#, Green, 250 Sheets/Ream, 8 Ream/Carton	<del>Accent</del>	2288907	REAM	0	<del>\$6.50</del>
10807	Card Stock - Letter, 110#, Cherry, 250 Sheets/Ream, 8 Reams/Carton	<del>Accent</del>	2262297	REAM	1	<del>\$6.89</del>
10810	Card Stock - Astroparche Vellum Cover, 65lb, Ancient Gold, 8-1/2 x 11, 250/Pkg	Astroparche	6055237	REAM	3	\$13.95
10900	NCR Paper - Heavyweight, 20lb, 2 Part, Reverse, Letter (2/Set, 500/Pkg, 5000/Ctn)	Mead	2063251	REAM	167	<del>\$8.39</del>
10901	NCR Paper - Heavyweight, 20lb, 3 Part, Reverse, Letter (3/Set, 501/Pkg, 5010/Ctn)	Mead	2241308	REAM	285	<del>\$9.50</del>
10902	NCR Paper - Heavyweight, 20lb, 4 Part, Reverse, Letter (4/Set, 500/Pkg, 5000/Ctn)	Mead	2241305	REAM	353	<del>\$10.13</del>

*J.E.*

# 2016 PAPER SUPPLY BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
10903	NCR Paper - Heavyweight, 20lb, 4 Part, Straight, Letter (4/Set, 500/Pkg, 5000/Ctn)	Mead	2216205	REAM	0	\$10.13
10904	NCR Paper - Heavyweight, 20lb, 5 Part, Reverse, Letter (5/Set, 500/Pkg, 5000/Ctn)	Mead	5060750	REAM	23	\$10.40
10905	NCR Paper - Heavyweight, 20lb, 5 Part, Straight, Letter (5/Set, 500/Pkg, 5000/Ctn)	Mead	5062311	REAM	2	\$10.40
10918	NCR Paper - Heavyweight, 20lb, 2 Part, Reverse, Legal (2/Set, 500/Pkg, 5000/Ctn)	Mead	5202999	REAM	1	\$11.62
10919	NCR Paper - Heavyweight, 20lb, 3 Part, Reverse, Legal (3/Set, 501/Pkg, 5010/Ctn)	Mead	2241309	REAM	60	\$13.14
10920	NCR Paper - Heavyweight, 20lb, 4 Part, Reverse, Legal (4/Set, 500/Pkg, 5000/Ctn)	Mead	2230434	REAM	0	\$14.02
10923	NCR Padding Compound - 1 Gallon, Liquid (4/Ctn)	Mead	5000301	GALLON	0	\$116.96
10960	Crack-N-Peel - 8 1/2" x 11", Fluorescent Orange, 100/Pkg	<del>Shorecase</del> <del>Passon</del>	2249448	PACKAGE	0	\$18.50
10972	Paper - 3 Hole Punch, Letter, 20#, 92 Bright, Smooth, Left White, 500 Sheets/Ream, 10 Reams/Carton	<del>Shorecase</del> <del>Hammermill</del>	2251795	REAM	96	\$3.85
10980	Color Copy Paper - Letter, 28#, 100 Bright, Smooth, Photo White (500 Sheets/Ream, 8 Reams/Carton)	NO SUBSTITUTE Hammermill	2312967	REAM	1	\$7.76

*FL*



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

**Invitation for Bid: PAPER 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  
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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:**

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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.

Office Depot, Inc.

Company Name

6600 North Military Trail

Address

Boca Raton, Florida 33496

City/State/Zip Code

(561) 438-4800

Telephone #

kevin.herr@officedepot.com

E-mail

**JEFFREY GILLMER**

Authorized Agent (Print)

*Jeffrey Gillmer*

Signature

Vice President

Title

10/27/15

Date

59-2663954

Tax ID #

(800) 593-8830

Fax #

*js*

Our Item Number	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost	Unit Price	Quantity	Multiplier	Call Price	SKU	
Item Description											
10300	Quality Park	5170832	BOX	10	\$ 15.39	\$ 15.39	500	1	\$ 153.90	960336	
10306	National	2256159	BOX	19	\$ 32.29	\$ 32.29	500	1	\$ 633.51	931492	
10307	National	5252741	BOX	41	\$ 22.99	\$ 22.99	250	1	\$ 942.59	331000	
10308	Coramall	CM11143419	EACH	262	\$ 8.39	\$ 8.39	CA	25	\$ 89.08	576034	
10309	Seal Air Corp	SEL10187	EACH	87	\$ 8.89	\$ 8.89	PK	12	\$ 84.36	444407	
10310	Seal Air Corp	SEL21489	EACH	111	\$ 11.79	\$ 11.79	CA	25	\$ 52.17	576142	
10311	National	2198401	BOX	4	\$ 87.49	\$ 87.49	BX	250	\$ 699.92	532348	
10313	National	33933	BOX	0	\$ 10.99	\$ 10.99	BX	500	1	\$ -	311008
10314	National	2140238	BOX	253	\$ 19.79	\$ 19.79	BX	500	1	\$ 5,006.87	634000
10315	National	2139741	BOX	73	\$ 19.49	\$ 19.49	BX	500	1	\$ 1,422.77	475683
10317	National	2256150	BOX	261	\$ 8.29	\$ 8.29	BX	500	1	\$ 2,163.69	693888
10318	National	2256120	BOX	47	\$ 22.79	\$ 22.79	BX	500	1	\$ 1,071.33	477965
10322	National	2256161	BOX	17	\$ 19.49	\$ 19.49	BX	500	1	\$ 331.33	475725
10323	National	2052540	BOX	1	\$ 43.75	\$ 43.75	BX	250	2	\$ 87.50	749705
10324	National	2215035	BOX	10	\$ 23.99	\$ 23.99	BX	100	2.5	\$ 595.80	1381636
10330	Universal	UNV44104	BOX	15	\$ 21.69	\$ 21.69	BX	250	1	\$ 325.35	331016
10700	Universal	UNV21200	REAM	12389	\$ 29.99	\$ 29.99	CA	5000	0.1	\$ 37,167.00	273646
10701	Universal	UNV11224	REAM	24	\$ 4.99	\$ 4.99	RM	500	1	\$ 119.76	345736
10702	Universal	UNV11201	REAM	103	\$ 3.69	\$ 3.69	RM	500	1	\$ 380.07	345660
10703	Universal	UNV11205	REAM	15	\$ 3.69	\$ 3.69	RM	500	1	\$ 55.35	345686
10704	Universal	UNV11209	REAM	75	\$ 3.69	\$ 3.69	RM	500	1	\$ 276.75	345645
10705	Universal	UNV11202	REAM	126	\$ 3.69	\$ 3.69	RM	500	1	\$ 464.94	345637
10706	Universal	UNV11206	REAM	20	\$ 3.69	\$ 3.69	RM	500	1	\$ 73.90	345678
10707	Universal	UNV24200	REAM	12	\$ 41.99	\$ 41.99	CA	5000	0.1	\$ 50.40	348045
10711	Universal	UNV28110	REAM	22	\$ 32.79	\$ 32.79	CA	2500	0.2	\$ 144.32	536648
10713	Capitol	2085221	REAM	0	\$ 18.79	\$ 18.79	BX	500	1	\$ -	402354
10800	Springhill	2276022	REAM	4	\$ 4.49	\$ 4.49	PK	250	1	\$ 17.96	240556
10802	Wausau	2288912	REAM	32	\$ 7.19	\$ 7.19	RM	250	1	\$ 230.08	3053484
10804	Wausau	2288963	REAM	6	\$ 7.59	\$ 7.59	PK	250	1	\$ 113.85	423983
10805	Finch	6073124	REAM	15	\$ 7.09	\$ 7.09	PK	250	1	\$ -	423545
10806	Wausau	2288907	REAM	0	\$ 7.09	\$ 7.09	PK	250	1	\$ -	423545
10807	Wausau	2262297	REAM	1	\$ 7.09	\$ 7.09	PK	250	1	\$ -	423545
10810	Astroparche	6055237	REAM	3	\$ 130.19	\$ 130.19	CT	2500	0.2	\$ 4,348.68	351493
10900	Mead	2063251	REAM	167	\$ 184.49	\$ 184.49	CT	1670	0.3	\$ 15,774.75	756926
10901	Mead	2241308	REAM	285	\$ 210.99	\$ 210.99	CT	1250	0.4	\$ 29,793.20	576648
10902	Mead	2241305	REAM	353	\$ 210.99	\$ 210.99	CT	1250	0.4	\$ 29,793.20	576648
10903	Mead	2216205	REAM	0	\$ 210.99	\$ 210.99	CT	1250	0.4	\$ -	576648
10904	Mead	5060750	REAM	23	\$ 210.99	\$ 210.99	CT	1250	0.4	\$ -	576648
10905	Mead	5062311	REAM	2	\$ 210.99	\$ 210.99	CT	1250	0.4	\$ -	576648
10915	Mead	5202999	REAM	1	\$ 210.99	\$ 210.99	CT	1250	0.4	\$ -	576648
10920	Mead	2241309	REAM	60	\$ 210.99	\$ 210.99	CT	1250	0.4	\$ -	576648
10923	Mead	2230434	REAM	0	\$ 210.99	\$ 210.99	CT	1250	0.4	\$ -	576648
10950	Mead	5000901	REAM	0	\$ 210.99	\$ 210.99	CT	1250	0.4	\$ -	576648
10972	Falcon	2249448	REAM	0	\$ 210.99	\$ 210.99	CT	1250	0.4	\$ -	576648
10980	Int'l Paper	2251795	REAM	96	\$ 32.99	\$ 32.99	CA	5000	0.1	\$ 316.80	495200
	NO SUBSTITUTE Hammermill	2312957	REAM	1	\$ 7.09	\$ 7.09	RM	500	1	\$ 7.09	343454



**1.10 INCORPORATION OF DOCUMENTS:**

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

**1.11 ADDENDA:**

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

**1.12 INSURANCE:**

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

THE COUNTY REQUIRES A CURRENT AND VALID CERTIFICATE OF INSURANCE OR BINDER SHOWING REQUIRED INSURANCE COVERAGE MUST BE PROVIDED WITH EACH BID. JEFFERSON COUNTY MUST BE ADDED AS AN ADDITIONAL INSURED AFTER AWARD OF THE BID. ANY LAPSE IN INSURANCE COVERAGE OR CANCELLATION THEREOF BY THE CONTRACTOR OR SUB-CONTRACTORS DURING THE TERMS OF THE CONTRACT SHALL IMMEDIATELY BE DEEMED A MATERIAL BREACH UNDER THE TERMS OF ANY CONTRACT.

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

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

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

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

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

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

**Response:** Office Depot takes exception to providing Professional Liability Insurance. Office Depot can provide an appropriate level of insurance coverage for the County. Currently, our insurance provider is National Union. Office Depot has the following coverage:

- Workers Compensation – statutory coverage for all states. \$1 million each loss self-insured retention.
- Commercial General Liability – \$1 million each loss self-insured retention, with \$15 million aggregate.

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- Automobile Liability – all owned, hired and non-owned autos are covered to \$2 million per accident.
- Employee Dishonesty/Third Party Fidelity Bond – \$20 million.

Office Depot has included our Memorandum of Insurance with our response which includes all of our insurance coverages and amounts of coverage. We do not agree to provide Professional Liability Insurance, as that would not be applicable to the services that we are providing on any resulting agreement. The above is in no way a certificate of insurance, or a legal representation of binding coverage. It is intended as a general outline of what intended coverage will be. At the time of finalization, Office Depot will provide a Memorandum of insurance that documents binding coverage. Please refer to the attached, Office Depot Inc. Sample Certificate of insurance.

### 1.13 BID SUBMISSIONS

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

### 1.14 BID OPENINGS

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

### 1.15 BID TABULATIONS

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

## 2.0 BID RESPONSE AND CONTRACT

### 2.1 BIDDER REPRESENTATIONS:

The Bidder, by executing the Bid form certifies that:

- The bid complies with Invitation for Bid form and Bid Specifications.
- 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:

- 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.
- Unless otherwise required by law, the prices shall not have been knowingly disclosed by the Bidder prior to opening.
- 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.



**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.**

**CORE LIST PRICING:** Office Depot agrees to supply to Customer those office products and services as set forth on the pricing file included in the bid documents (the "Core List") at the prices listed. With the exception of paper and toner/ink items, Core List pricing will be held firm for one year from the Effective Date of any resulting agreement and thereafter will be firm for one year and updated on an annual basis. Pricing for paper and toner/ink items on the Core List will be firm for three months from the Effective Date and will fluctuate with market conditions. Upon request, and when available, Office Depot shall provide Customer with manufacturer documentation to verify that paper and toner/ink price adjustments are being appropriately passed through to Customer. Office Depot will meet with Customer on an annual basis (or as otherwise necessary) during the "Initial Term" (as hereinafter defined) and any "Renewal Term" (as hereinafter defined) to review the products and services on the Core List. In addition, the products and services on the Core List, and the prices thereof, may be updated from time to time upon notification by Office Depot to Customer (including via e-mail).

**NON-CORE ITEM PRICING:** Items not on the Core List ("Non-Core Items"), but which are identified in the primary printed catalog in use for account customers (also known as "contract" customers) of the Business Solutions Division that is in circulation at the time of the order ("BSD Catalog"), will be priced at a discount up to 5 % off of the regular sales price (promotions excluded) set forth on [www.officedepot.com](http://www.officedepot.com) at the time of the order, exclusive of bulk pricing discounts or other specials. Notwithstanding anything herein to the contrary, the aforementioned discount shall not apply to (i) products in the following categories (as such categories are identified on [www.officedepot.com](http://www.officedepot.com)): Technology, Custom Printing, Breakroom Supplies, Food and Beverage, Copy and Print Services, Promotional Products, Furniture, Mail Room and Shipping Supplies, Gift Cards, and Warranties; and (ii) clearance items and promotional items, including, but not limited to, Instant Savings, Coupon Savings, Mail-In Savings, and Bundled Savings (collectively, "Excluded Categories"). Non-Core Items that are not identified in the BSD Catalog shall not be subject to the discounts or pricing methodology otherwise set forth in this Agreement. Rather, prices for such items, as well as Excluded Categories, will be established by Office Depot in its discretion and will be presented to the Customer at the point of sale or otherwise at the time of order placement.

**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.

Response: Office Depot is unable to certify that the products that we would be selling to the County will all meet the intent of the Missouri Domestic Product Procurement Act, as frequently they are manufactured outside of the United States in order to provide the highest quality for the lowest cost to the County and other Customers.

**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.

Response: To the extent Customer requires Office Depot to provide warranties on products sold to Customer, Office Depot's warranties shall be limited to Office Depot-branded products. For all other products, Office Depot will pass through to Customer, to the extent permissible under applicable law, all manufacturer-supplied end-user warranties.

**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.

Response: Office Depot would request that the term "subcontractor" not include those parties involved in Office Depot's day-to-day business operations, including but not limited to, delivery carriers and customer service providers and that Office Depot would not need prior approval from the County to delegate the respective duties to such third parties.

**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.

**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.

**Response:** In the event the County terminates for Breach, Office Depot agrees to pay any extra costs over the contract price, however, Office Depot does not agree to pay any addition costs if Office Depot terminates for any reason.

- 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~~ thirty (30) 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.
- Response:** Office Depot requests a thirty (30) day cure period.
- 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.