



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 interest  
4 of the County to award the bids and proposals to Quill Corporation and Veritiv for a term  
5 from 01-01-17 to 12-31-17 upon approval by the County Council and County Executive  
6 for the total amount up to **\$50,000.00** subject to budgetary limitations.

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

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

12 BID NAME

13 Paper Supplies 2017

14 TERM

15 01-01-17 to 12-31-17

16 Upon approval by the County Council and County Executive

17 AMOUNT

18 Up to **\$50,000.00**

19 subject to budgetary limitations

20 AWARDED BIDDER

21 Quill Corporation (A1)

22 Veritiv (A2)

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

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

12       Section 4.     This Ordinance shall be in full force and effect from and after its  
13    date of approval. If any part of this Ordinance is invalid for any reason, such invalidity  
14    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 12<sup>th</sup> DAY OF December, 2016:**

✓ **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 13<sup>TH</sup> DAY OF DECEMBER, 2016.

THIS BILL WAS \_\_\_\_\_ VETOED AND RETURNED TO THE  
JEFFERSON COUNTY, MISSOURI, COUNCIL WITH WRITTEN OBJECTIONS  
BY THE JEFFERSON COUNTY EXECUTIVE, THIS \_\_\_\_\_ DAY OF  
\_\_\_\_\_, 2016.

Kenneth B. Waller

Kenneth B. Waller, Jefferson County, Missouri, Executive

**ATTEST:**

Wes Wagner  
Wes Wagner, County Clerk

BY: Katherine E. Missey

First Reading: 12-12-2016



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



**Invitation for Bid: PAPER SUPPLIES 2017**

**Date Issued: 10-19-2016**

**BIDS SHALL BE ACCEPTED UNTIL: TUESDAY, NOVEMBER 15, 2016, AT 2:00 P.M. LOCAL TIME.**

**Specification  
Contact:**

**MICHELLE SAUER**  
 Department of General Services  
 636-797-6249  
 msauer@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.

QUILL CORPORATION

Company Name

100 SCHELTER ROAD

Address

LINCOLNSHIRE, IL

City/State/Zip Code

60069

800-634-4809

Telephone #

bid@quill.com

E-mail

Romi Mohammed

Authorized Agent (Print)

Romi

Signature

National Sales Manager

Title

36-2952904

Tax ID #

Date

800-789-2016

Fax #

RV

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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) 797-5380, or by reviewing the County Web Site. ([www.jeffcomomo.org](http://www.jeffcomomo.org)).

**1.12 INSURANCE:**

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

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

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

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

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

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

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

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

**1.13 BID SUBMISSIONS**

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

**1.14 BID OPENINGS**

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

**1.15 BID TABULATIONS**

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

**2.0 BID RESPONSE AND CONTRACT**

**2.1 BIDDER REPRESENTATIONS:**

The Bidder, by executing the Bid form certifies that:

- A. The bid complies with Invitation for Bid form and Bid Specifications.
- B. Bidder is not debarred or suspended from participation in Federal Assistance programs.

**2.2 TAXES:**

No bid or proposal shall be awarded by Jefferson County unless the prospective Bidder provides proof that the Bidder does not owe delinquent real or personal property taxes to Jefferson County. The prospective Bidder is required to provide proof in the form of an original paid tax receipt issued by the Jefferson County Collector or a verified affidavit stating that the applicant does not own any real or personal property in Jefferson County. Tax receipts for the past 3 years are required and may be obtained at <http://jeffersonmo.devnetwedge.com/> or a notarized affidavit stating that the applicant does not own any real or personal property in Jefferson County on company letterhead.

Section 135.040 of the Jefferson County Code of Ordinances (Ord. No. 10-0411) requires that no bid or proposal shall be awarded by Jefferson County unless the prospective Bidder provides proof that the Bidder does not owe delinquent real or personal property, or that the Bidder does not own any real or personal property in Jefferson County. All delinquent real or personal property taxes shall be paid, in-full, prior to the award of any bid, or proof shall be provided that the Bidder does not own any real or personal property in Jefferson County prior to the award of any bid. Jefferson County considers that the failure to pay any and all real or personal property taxes due Jefferson County, Missouri, the failure to report all real or personal property owned, held or used in Jefferson County, the failure to provide proof thereof, and/or the failure to keep said tax bills current shall be deemed a material breach of the contract and will subject the contract to immediate cancellation. All taxes, due and owing, must be paid in full at the time the bid is awarded by Jefferson County and remain paid during the entire term of the contract unless the prospective Bidder provides proof that the Bidder does not own real or personal property in Jefferson County. This requirement shall not apply to the award of bids for projects which are funded in whole or in part by Federal funds.

**2.3 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:**

- A. The prices in the bid shall be independently determined, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to price with any Bidder or other person.
- B. Unless otherwise required by law, the prices shall not have been knowingly disclosed by the Bidder prior to opening.
- C. No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a bid.

**2.4 PRICE:**

The price(s) specified in this bid shall be firm and not subject to contingency or reservation. If the Vendor fails to honor stated prices as submitted in the Bid Form or Contract, the County reserves the right to obtain the same items from the next lower vendor who submitted a bid price for the item. The original vendor shall be responsible for the difference in price and required to make restitution to the County for the difference in price. The Bidder represents prices specified in the bid do not exceed current selling price for the same or substantially similar good or service, and are the same as or lower than other prices charged to the Bidder's most favored customer. In the event the stated prices are determined to be higher than the prices for which Supplier has sold the items, or services, to others, this contract price shall be reduced accordingly. **Bid prices are ALL INCLUSIVE: (Shipping, Handling, Delivery, and Assembly to locations specified by the County).** Prices shall be firm for ALL County departments and locations for term of the agreement.

**2.5 MISSOURI DOMESTIC PRODUCT PROCUREMENT ACT:**

Bidder represents that the goods provided comply with Sections 34.350 to 34.359, RSMo, known as the Domestic Product Procurement Act. The Act encourages the purchase of products manufactured or produced in the United States, State of Missouri, and Jefferson County, Missouri. Bidder shall include proof of compliance with the Act with the bid when requested.



**2.6 NON-EXCLUSIVE AGREEMENT:**

The contractor shall understand and agree that the contract shall not be construed as an exclusive agreement and further agrees that the County may secure identical and/or similar services or products from other sources at anytime in conjunction with or in replacement of the contractor's services.

**2.7 DEFINITIONS:**

- A. The term "County" means the Jefferson County, Missouri and its designated representatives.
- B. The term "Vendor" means Supplier, Contractor, and Seller and includes designated representatives.
- C. The term "IFB" means Invitation for Bid.
- D. The term "Agreement/Contract" means Binding Agreement, Contract, Request for Purchase, Order.

**2.8 INSPECTION, ACCEPTANCE AND APPROVALS:**

Goods shall at all times and places, including the period of manufacture, are subject to inspection and test by County. County will accept or give notice of rejection of goods delivered within a reasonable time after receipt. Acceptance shall not waive any warranty. All goods supplied are subject to final inspection and acceptance by County notwithstanding payment, prior inspections or approvals. County may require prompt replacement or correction of rejected goods at Supplier's expense, including a reduction in price for rejected goods. Supplier shall not resubmit rejected goods to County without prior written approval and instructions from County. In addition, Supplier shall identify resubmitted goods as previously rejected. Supplier shall provide and maintain a quality assurance and control system acceptable to County.

**2.9 WARRANTY:**

Unless otherwise agreed to in writing by the parties, Supplier warrants that items ordered to specifications will conform thereto and to any drawings, samples or other descriptions furnished or adopted by County, or, if not ordered to specifications will be fit and sufficient for the purpose intended, and that all items will be new, merchantable, of good material and workmanship, and free from defect. Such warranties, together with Supplier's service warranties and guarantees, if any, shall survive inspection, test, acceptance of, and payment for the items and shall run to County and its assigns. Except for latent defects, the County shall give notice of any nonconformity to the Supplier within one (1) year after acceptance. County may return for credit or require prompt correction or replacement of the defective or non-conforming goods or have the defective good corrected or replaced at Supplier's expense. Return to Supplier of any defective or non-conforming goods and delivery to County of any corrected or replaced goods shall be at Supplier's expense. Defective or non-conforming items shall not be corrected or replaced without written authorization by County. Goods required to be corrected or replaced shall be subject to the provisions of this clause and the clause hereof entitled "Inspection, Acceptance and Approvals" in the same manner and to the same extent as goods originally delivered under this contract.

**2.10 PAYMENT:**

County will pay Supplier for goods upon delivery to, submission of certified invoices with attached tipping fee receipts and acceptance. The County will not be responsible for articles or services furnished without a purchase order. Price is tax-exempt.

**2.11 CHANGE ORDER:**

County may make changes within the general scope of this contract. If any such changes cause an increase or decrease in the cost of or the time required for the performance of any part of the work, whether changed or not changed by any such order, an equitable adjustment shall be made in the price or delivery schedule or both, and any change order shall be in writing. Any claim by a Supplier for adjustment under this clause shall be asserted within fifteen (15) days from the date of receipt of this written order directing the change, provided, however, County, if it decides that the facts justify such action, may receive and act upon such claim asserted at any time prior to final payment.

**2.12 DELIVERIES:**

Deliveries shall be made in strict accordance with any delivery schedule contained in the bid specification or contract and in the exact quantity ordered. Failure to adhere to delivery schedule is reason for termination in accordance with the "termination" clause. Deliveries are to be made at locations specified by the County at time of Order.

**2.13 RESPONSIBILITY FOR SUPPLIES:**

Pursuant to Section 290.560 RSMo, Supplier/Contractor shall employ only Missouri laborers and laborers from nonrestrictive states except that other laborers may be used when Missouri laborers or laborers from nonrestrictive states are not available, or are incapable of performing the particular type of work involved, if so certified by the contractor and approved by the County. Except as otherwise provided, Supplier shall be responsible and bear all risks for loss and damage to goods until delivery at County's facilities, regardless of F.O.B. point, point of inspection or acceptance; and if the goods are rejected.

**2.14 SUBCONTRACTS:**

Supplier shall not enter into any subcontract(s) in excess of \$25,000 or 20% of this contract price; whichever is less, for any goods without County's prior written approval.



**2.15 CHOICE OF LAW:**

This bid and contract shall be governed and interpreted according to the laws of the State of Missouri. Venue for any court action shall be in Jefferson County, Missouri.

**2.16 TERMINATION:**

- A. General: Performance of work may be terminated by the County in whole, or from time to time in part, whenever County shall determine that such termination is in the best interests of County with a thirty (30) day written notice. The Vendor may terminate the Agreement/Contract upon a sixty (60) day prior notice in writing. In the event of any termination of the Agreement/Contract by the Vendor, the County may purchase such supplies and/or services similar to those terminated and for the duration of the Agreement/Contract period the Vendor will be liable for all costs in excess of the established contract pricing.
- B. Bankruptcy or Insolvency: In the event bankruptcy proceedings are commenced by or against Supplier or under any provisions of the United States Bankruptcy Act or for the appointment of a receiver or trustee or a general assignment for the benefit of creditors of either party, County shall be entitled to terminate without further cost or liability. The County may cancel the Agreement/Contract or affirm the Contract and hold the Vendor responsible for damages.
- C. Section 135.040 of the Jefferson County Code of Ordinances (Ord. No. 10-0411) requires that no bid or proposal shall be awarded by Jefferson County unless the prospective Bidder provides proof that the Bidder does not owe delinquent real or personal property, or that the Bidder does not own any real or personal property in Jefferson County. All delinquent real or personal property taxes shall be paid, in-full, prior to the award of any bid, or proof shall be provided that the Bidder does not own any real or personal property in Jefferson County prior to the award of any bid. Jefferson County considers that the failure to pay any and all real or personal property taxes due Jefferson County, Missouri, the failure to report all real or personal property owned, held or used in Jefferson County, the failure to provide proof thereof, and/or the failure to keep said tax bills current shall be deemed a material breach of the contract and will subject the contract to immediate cancellation. All taxes, due and owing, must be paid in full at the time the bid is awarded by Jefferson County and remain paid during the entire term of the contract unless the prospective Bidder provides proof that the Bidder does not own real or personal property in Jefferson County. This requirement shall not apply to the award of bids for projects which are funded in whole or in part by Federal funds.
- D. Default: County may terminate the whole Contract or any part in either of the following circumstances:
  - D-1. If supplier fails to deliver the items required by the contract within the time specified; or
  - D-2. If supplier fails to perform any of the other provisions of the contract, or so fails to make progress as to endanger performance of the contract in accordance with its terms, and in either of these two circumstances does not cure such failure within a period of ten (10) days after notice from County specifying such failure. In the event of termination under subparagraph 1, County shall have the right to procure, on such terms and in such manner as it may deem appropriate, items similar to those terminated, and to recover from Supplier the excess cost for such similar items provided, however, Supplier shall not be liable for such excess costs where the failure upon which the termination is based has arisen out of causes beyond the control of Supplier and without the fault or negligence of Supplier. Such causes shall be deemed to include fires, floods, earthquakes, strikes, and acts of the public enemy. The rights of County provided in subparagraph 1 shall be in addition to any other rights provided by law or the contract.
  - D-3. In the event of the Supplier's non-compliance with the provisions as set forth, this Contract may be cancelled, terminated or suspended in whole or in part and the supplier may be declared ineligible for further County contracts. The rights and remedies of the County provided in this paragraph shall not be exclusive but are in addition to any remedies provided in this Contract or as provided for by law.

**2.17 NOTICE AND SERVICE THEREOF:**

Any notice from the County shall be in writing and considered delivered and the service thereof completed when said notice is posted, by certified or regular mail, to the Supplier, at the address stated on the bid form.

**2.18 CONTRACT TERM:**

Performance shall be governed solely by the terms and conditions as set forth in the Invitation for Bid, Bid Specifications, Bid Form and the Contract notwithstanding any language contained on any invoice, shipping order, bill of lading or other document furnished the Seller at any time and the acceptance by the County for any goods furnished.

**2.19 COMPLIANCE WITH APPLICABLE LAWS:**

Supplier warrants it has complied with all applicable laws, rules and ordinances of the United States, Missouri or any other Governmental authority or agency in the manufacture or sale of the goods, including but not limited to all provisions of the Fair Labor Standards Act of 1938, as amended, including provisions of the Home Rule Charter of Jefferson County, Missouri requiring all workers performing work under any contract with Jefferson County be paid a wage that is at least the prevailing hourly rate of wages for work of a similar character in Jefferson County.

**2.20 ACTS OF GOD:**

No party shall be liable for delays, nor defaults due to Acts of God or the public enemy, riots, strikes, fires, explosions, accidents, governmental actions of any kind or any other causes of a similar character beyond its control and without its fault or negligence.

**2.21 SELLER'S INVOICES:**

Invoices shall contain the following information. Contract number (if any), Purchase Order Number, Item number, contract description of goods or services, sizes, quantities, unit prices and extended totals. Invoices for and inquiries regarding payment should be addressed to the County Accounts Payable Clerk.

**2.22 APPROVAL:**

It is agreed the acceptance of a Bid shall not be valid and binding upon the County until approved by the County Purchasing Agent, County Council, and the County Counselor.

**2.23 RENEWAL OPTION:**

The County reserves the right to negotiate the contract for one (1) additional one-year term with the written consent of the awarded vendor. If the contractor/vendor requests an increase in compensation for any renewal period, the vendor shall notify the Office of Contracts and Grants no less than 60 days prior to the end of the contract period. The County shall notify the Vendor of the intent to exercise the renewal option. However, failure to notify the Vendor does not waive the County's right to exercise the renewal option.

Indicate: [ ] Individual: [ ] Partnership: [X] 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 Romi Montrose (Name of Business Entity Authorized Representative) as National Sales Manager (Position/Title) first being duly sworn on my oath, affirm QUILL 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 PAPER SUPPLIES 2017 BID (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 QUILL 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 PAPER SUPPLIES BID 2017 (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.)*

Romi  
Authorized Representative's Signature

Romi Montrose  
Printed Name

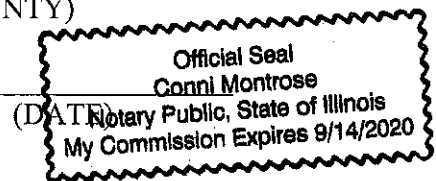
National Sales Manager  
Title

10/31/16  
Date

Subscribed and sworn to before me this 31<sup>st</sup> of October, I am  
(DAY) (MONTH, YEAR)

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

Illinois and my commission expires on \_\_\_\_\_  
(NAME OF STATE) (DATE)



Corni Montrose  
Signature of Notary

10/31/16  
Date

RM

**AFFIDAVIT OF WORK AUTHORIZATION**

(Continued)

**CURRENT BUSINESS ENTITY STATUS**

I certify that 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.

John Mark Moore

Authorized Business Entity  
Representative's Name  
(Please Print)

[Signature]

Authorized Business Entity  
Representative's Signature

QUILL CORPORATION

Business Entity Name

10/31/14

Date

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

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

AND

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

## **PAPER SUPPLIES SPECIFICATIONS**

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

RM

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Unit Of Measure	Quantity Ordered	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	8	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	14	\$14.64 BX
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>QUILL BID-0E91228</b>	National	5252741	BOX	47	\$17.58 BX
10308	Envelopes - 6 x 8 3/4 Rugged Padded Mailer, Side Seam, 6 x 8 3/4, Light Brown, 100/ Carton	Caremail	CML1143419	EACH	271	NO BID
10309	Envelopes - 8 1/2 x 12 Jiffylite Self-Seal Mailer, Side Seam, #2, 8 1/2 x 12, Golden Brown, 100/ Carton	Seal Air Corp	SEL10187	EACH	107	NO BID
10310	Envelopes - 10 1/2 x 16 Padded Self-Seal Mailer, Side Seam, #5, 10 1/2 x 16, Golden Brown, 100/ Carton	Seal Air Corp	SEL21489	EACH	100	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	1	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-WW134ES</b>	National	33933	BOX	0	\$9.66 BX
10314	Envelopes - #10 Window, Commercial Window Left Hand Envelopes, 4-1/8 x 9-1/2, White, Gummed, Commercial Flap, Poly Window (500/Box, 2500/Ctn) <b>QUILL BID-WW10WES</b>	National	2140238	BOX	321	\$8.92 BX
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	113	\$9.99 BX
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	223	\$10.07 BX
10317	Envelopes - #10 Window, Commercial Window Right Hand Envelopes, White, 4-1/8 x 9-1/2, 14M, Gummed, Commercial Flap, (500/Box, 2500/Ctn) <b>QUILL BID-15035</b>	National	2256120	BOX	36	\$8.93 BX
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>QUILL BID-WW9WES</b>	National	2256161	BOX	13	\$13.37 BX
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	0	NO BID
10323	Envelopes - 9 x 12 Catalog Envelope, Side Seam, 9 x 12, White, 500/Box	National	2215036	BOX	0	NO BID
10330	Envelopes - Catalog Envelope - 9" x 12", 24.00 lb, Gummed, Wove, 250/Box, White <b>QUILL BID-0E91224W</b>	Universal	UNV44104	BOX	24	\$10.44 BX
10700	Copy Paper - Letter, 92 Brightness, 20lb, White, 500 Sheets/Ream, 10 Reams/Carton <b>QUILL BID-720700</b>	Universal	UNV21200	REAM	8338	\$3.29 RM
10701	Copy Paper - Letter, 20lb, Pink, 500 Sheets/Ream, 10 Reams/Carton <b>QUILL BID-720567</b>	Universal	UNV11224	REAM	35	\$3.81 RM

10702	Copy Paper - Letter, 20lb, Canary, 500 Sheets/Ream, 10 Reams/Carton <del>QUILL BID-720563</del>	Universal	UNV11201	REAM	70	# 3.81 RM
10703	Copy Paper - Letter, 20lb, Goldenrod, 500 Sheets/Ream, 10 Reams/Carton <del>QUILL BID-720565</del>	Universal	UNV11205	REAM	51	# 3.81 RM
10704	Copy Paper - Letter, 20lb, Green, 500 Sheets/Ream, 10 Reams/Carton <del>QUILL BID-720561</del>	Universal	UNV11203	REAM	62	# 3.81 RM
10705	Copy Paper - Letter, 20lb, Blue, 500 Sheets/Ream, 10 Reams/Carton <del>QUILL BID-720559</del>	Universal	UNV11202	REAM	101	# 3.81 RM
10706	Copy Paper - Letter, 20lb, Buff, 500 Sheets/Ream, 10 Reams/Carton <del>QUILL BID-720569</del>	Universal	UNV11206	REAM	20	# 3.81 RM
10707	Copy Paper - Legal, 92 Brightness, 20lb, White, 500 Sheets/Ream, 10 Reams/Carton <del>QUILL BID-720223</del>	Universal	UNV24200	REAM	34	# 4.53 RM
10711	Copy Paper - 11 x 17, 92 Brightness, 20lb, White, 500 Sheets/Ream, 5 Reams/Carton <del>QUILL BID-720117</del>	Universal	UNV28110	REAM	15	# 7.41 RM
10713	Letterhead - 8-1/2 x 11, 20lb, White, 91 Bright, Perfect Laser, 25% Cotton Fibers, Watermarked, (500/Pkg, 5000/Ctn) <del>SOUTHWORTH BID-403C 95806HT</del>	Capitol	2085221	REAM	1	# 14.25 RM
10800	Card Stock - Letter, 90#, White, 250 Sheets/Ream, 8 Reams/Carton <del>NEENAH BID-493119</del>	Springhill	2288912	REAM	0	# 7.08 RM
10802	Cover - Letter, 80#, 94 Brightness, Laser Capatible, White, 250 Sheets/Ream, 8 Reams/Carton	Wausau 56981	2276022	REAM	35	NO BID
10804	Card Stock - Letter, 90#, Buff, 250 Sheets/Ream, 8 Reams/Carton	Wausau	2288963	REAM	4	NO BID
10805	Card Stock - Letter, 65#, White, 250 Sheets/Ream, 10 Reams/Carton <del>DONTAR BID-8103600</del>	Finch	6073124	REAM	25	# 4.54 RM
10806	Card Stock - Letter, 65#, Green, 250 Sheets/Ream, 8 Reams/Carton <del>DONTAR BID-81040</del>	Wausau	2288907	REAM	0	# 4.54 RM
10807	Card Stock - Letter, 110#, Cherry, 250 Sheets/Ream, 8 Reams/Carton	Wausau	2262297	REAM	3	NO BID
10810	Card Stock - Astroparche Vellum Cover, 65lb, Ancient Gold, 8-1/2 x 11, 250/Pkg	Astroparche	6055237	REAM	1	NO BID
10811	Index Cards - 3" x 5" Unruled Index Cards, White, 100/Pack <del>OXFORD BID-30</del>	Esselte	ESS 30	PACKAGE	31	# .29 PK
10812	Index Cards - 3" x 5" Ruled Index Cards, White, 100/Pack <del>OXFORD BID-31</del>	Esselte	ESS 31	PACKAGE	44	# .29 PK
10813	Index Cards - 4" x 6" Ruled Index Cards, White, 100/Pack <del>OXFORD BID-41</del>	Esselte	ESS 41	PACKAGE	1	# .54 PK
10815	Index Cards - 4" x 6" Unruled Index Cards, White, 100/Pack <del>OXFORD BID-40</del>	Esselte	ESS 40	PACKAGE	99	# .54 PK

*PS*

10900	NCR Paper - Heavyweight, 20lb, 2 Part, Reverse, Letter (2/Set, 500/Pkg, 5000/Ctn)	Mead	2063251	REAM	140	NO BID
10901	NCR Paper - Heavyweight, 20lb, 3 Part, Reverse, Letter (3/Set, 501/Pkg, 5010/Ctn)	Mead	2241308	REAM	172	NO BID
10902	NCR Paper - Heavyweight, 20lb, 4 Part, Reverse, Letter (4/Set, 500/Pkg, 5000/Ctn)	Mead	2241305	REAM	344	NO BID
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	13	NO BID
10905	NCR Paper - Heavyweight, 20lb, 5 Part, Straight, Letter (5/Set, 500/Pkg, 5000/Ctn)	Mead	5062311	REAM	10	NO BID
10918	NCR Paper - Heavyweight, 20lb, 2 Part, Reverse, Legal (2/Set, 500/Pkg, 5000/Ctn)	Mead	5202999	REAM	2	NO BID
10919	NCR Paper - Heavyweight, 20lb, 3 Part, Reverse, Legal (3/Set, 501/Pkg, 5010/Ctn)	Mead	2241309	REAM	36	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	1	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 <b>QUILL BID-7203HP</b>	International Paper	2251795	REAM	97	\$4,296m
10980	Color Copy Paper - Letter, 28#, 100 Bright, Smooth, Photo White (500 Sheets/Ream, 8 Reams/ Carton <b>HAMMERMILL BID-102467</b>	NO SUBSTITUTE Hammermill	2312967	REAM	3	\$ 7.11 pm

*Ben*

## Quill Bid Response Form

**Quill Bid#:** 16-14043  
**Customer Bid#:** PAPER SUPPLIES 2017  
**Organization Name:** COUNTY OF JEFFERSON  
**Enterprise# :** 10558820  
**Contact Name:** Vickie Pratt  
**Contact Phone#:** 6367975380  
**Bid Type:** Item

**Bid Open Date:** 11/15/2016  
**Bid Open Time:** 2:00 PM

**Item Expiration Date:** 1/1/2018  
**Catalog Expiration Date:**

**Total Items:** 28 ( 0 Won, 0 Lost )  
**Total:** \$ 37928.71 ( 0.00 Won, 0.00 Lost )

Line#	Item#	Customer Item#	Description	Color	Make	Qty	Price	UoM	Conv	Case Qty	Ext Total	Note	Page
1	BE6924	10306	ENVELOPES, BOOKLET, 6X9	WHITE		14	14.64	BX	500 EA = 1 BX	1	204.96	Quill Brand	
2	OE91228	10307	QB ENVELOPE, OPEN-END, 9X12	KRAFT		47	17.58	BX	250 EA = 1 BX	1	826.26	Quill Brand	
3	WW634ES	10313	QB ENVELOPE, W/O WINDOW, #6-3/4	WHITE		4	9.66	BX	500 EA = 1 BX	10	38.64	Quill Brand	
4	WW10WES	10314	QB ENVELOPES, W/WINDOW, #10	WHITE		321	8.92	BX	15C = 1 BX	5	2,863.32	Quill Brand	
5	WW9ES	10315	QB ENVELOPES, W/O WINDOW, #9	WHITE		113	9.99	BX	15C = 1 BX	5	1,128.87	Quill Brand	
6	WW10ES	10316	QB ENVELOPES, W/O WINDOW, #10	WHITE		223	10.07	BX	500 EA = 1 BX	5	2,245.61	Quill Brand	
7	75035	10317	QB #10 WINDOW ENV, RIGHT WINDOW	WHITE		36	8.93	BX	500 EA = 1 BX	5	321.48	Quill Brand	
8	WW9WES	10319	QB ENVELOPES, W/WINDOW, #9	WHITE		13	15.69	BX	15C = 1 BX	5	203.97	Quill Brand	
9	OE91224W	10330	QB ENVELOPE, GUMMED, 9X12	WHITE		24	10.44	BX	250 EA = 1 BX	1	250.56	Quill Brand	
10	720700	10700	QB MULTI-PURPOSE PAPER, 20#	WHITE		8338	3.29	RM	500 EA = 1 RM	10	27,432.02	Quill Brand	
11	720567	10701	QUILL COLORED COPY PAPER-LTR	PINK		35	3.81	RM	10 RM = 1 CS	10	133.35	Quill Brand	
12	720563	10702	QUILL COLORED COPY PAPER-LTR	CANRY		70	4.48	RM	10 RM = 1 CS	10	313.60	Quill Brand	
13	720565	10703	QUILL COLORED COPY PAPER-LTR	GDROD		51	4.48	RM	10 RM = 1 CS	10	228.48	Quill Brand	
14	720561	10704	QUILL COLORED COPY PAPER-LTR	GREEN		62	4.48	RM	10 RM = 1 CS	10	277.76	Quill Brand	
15	720559	10705	QUILL COLORED COPY PAPER-LTR	BLUE		101	4.48	RM	10 RM = 1 CS	10	452.48	Quill Brand	
16	720569	10706	QUILL COLORED COPY PAPER-LTR	IVORY		20	4.48	RM	10 RM = 1 CS	10	89.60	Quill Brand	
17	720223	10707	QUILL BRAND COPY PAPER LEGAL	WHITE		34	4.53	RM	10 RM = 1 CT	10	154.02	Quill Brand	
18	7201117	10711	QUILL BRAND COPY PAPER, 11X17	WHITE		15	7.41	RM	5 RM = 1 CS	1	111.15	Quill Brand	
19	403C	10713	20 LB 4-STAR REG-8 1/2 X	WHITE	SOUTHWORTH	1	14.25	BX	1 RM = 1 BX	5	14.25		



In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as of this 31<sup>st</sup> day of October 2016:

QUILL CORPORATION

Company Name

[Signature]

Signature

Dani Marmion

Print

County of Jefferson, State of Missouri

Kenneth B. Waller

Kenneth B. Waller County Executive

Company Address: \_\_\_\_\_

100 SCHELER ROAD

LINCOLNSHIRE, IL 60069

Phone: 800-634-4809

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.

[Signature]  
County Auditor

APPROVED AS TO FORM

[Signature]  
County Counselor

## COOPERATIVE BID FORM

Bid Name: PAPER SUPPLIES 2017

**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: \$ NONE

BY: [Signature]

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**

[Signature]

**ACORD®**

### ADDITIONAL REMARKS SCHEDULE

Page \_ of \_

AGENCY Aon Risk Services Northeast, Inc.		NAMED INSURED Staples, Inc.
POLICY NUMBER See Certificate Number: 570064231833		
CARRIER See Certificate Number: 570064231833	NA/IC CODE	EFFECTIVE DATE:

### ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER	
INSURER	
INSURER	
INSURER	

## ADDITIONAL POLICIES

If a policy below does not include limit information, refer to the corresponding policy on the ACORD certificate form for policy limits.

[illegible]



October 28, 2016

Vicki Pratt  
Department of the County Clerk  
Jefferson County Missouri  
729 Maple Street  
Hillsboro MO 63050

Quill Bid Number: 16-14043  
Customer Bid Info: Paper Supplies 2017  
Account Number: 2327611

Dear Vicki Pratt,

Thank you for your recent bid request. We appreciate your interest in Quill.com and are pleased to extend special pricing on the enclosed bid. Please note that the bid prices and free shipping are good through **December 31, 2017** and are not valid with any other offers or promotions.

Below are a few guidelines that we ask for you to follow to ensure the proper pricing and handling of your purchase orders:

- ❑ **Verbal or written acceptance** is requested to guarantee your discounts. Please see attached Bid Award Form. If any additional recap information is available please forward as well. This will allow us to review and revise our pricing in order to continue to provide the best product pricing available.
- ❑ Please use the Quill bid number above, Quill item numbers and prices that are referenced on your bid when placing purchase orders for easy and accurate processing. Orders will ship and invoice the same day, if orders must invoice and/or ship on or after a certain date this must be indicated clearly on your purchase order.
- ❑ Please email your tax exempt form to **taxexempt@quill.com** or fax to 800-499-8805.
- ❑ Quill.com offers easy online ordering with visibility to your special item pricing. **www.Quill.com**

Thank you once again for choosing Quill.com. We look forward to working with you in the future.

Sincerely,

Quill Bid Department

Note: All Quill brand products are equal to (or better than) other name brand products and they're deeply discounted every day. We are so sure of this statement that we proudly stand behind it with our lifetime guarantee.



## **BID AWARD FORM**

**Written acceptance is requested.** In order to ensure the proper bid pricing is received, **please fill out and return** this form along with any detailed recap information available.

Quill Bid #: 16-14043 \*\* Please reference this bid # and Quill item numbers on ALL purchase orders

Account #: 2327611 State MO

Account Name: County of Jefferson

- Quill.com reserves the right to review and correct pricing/product errors. We will make every effort to satisfy the needs of our customers, as you are our most important asset.
- If Quill.com is awarded, please provide us a list of contacts and/or locations that need to be included as a part of this bid.

Were items awarded to Quill.com on this bid? All ☐ Some ☐ None ☐

If not, who was awarded your bid? \_\_\_\_\_

Is a bid tabulation available? Yes ☐ No ☐

If tabulation will not be available until a later date, approximately what date will the tabulation be available?  
\_\_\_\_\_

In order to remain on your bid solicitation list, we welcome your feedback as to the reason(s) we were not considered \_\_\_\_\_

Are you tax exempt? Yes ☐ No ☐

If so, please send your tax exemption certificate to [taxexempt@Quill.com](mailto:taxexempt@Quill.com) or fax to 800-499-8805.

This **BID AWARD FORM** can be returned via:

**Fax:** (888) 888-8250

**Email:** [bid@quill.com](mailto:bid@quill.com)

**Mail:**

Quill Corporation  
Bid Department  
100 Schelter Road  
Lincolnshire, IL 60069-3621

Thank you for the opportunity to do business with you!

Quill's Bid Team  
(800) 634 - 4809



100 Schelter Road  
Lincolnshire, IL 60069  
P: 800.634.4809  
F: 800.789.2016  
[www.quill.com](http://www.quill.com)

## **Sales Contact Information**

Meredith Evens  
National Account Manager  
Phone: (800) 789-7020 ext. 1428  
Fax: (888) 888-8250  
Email: [Meredith.Evens@quill.com](mailto:Meredith.Evens@quill.com)

## **Sales Team Manager**

Daniel White  
Phone: (847) 789-7020 ext. 4352  
Email: [Daniel.White@quill.com](mailto:Daniel.White@quill.com)

## **Bid Department Email**

[bid@quill.com](mailto:bid@quill.com)



## Delivery

- 99% in stock rate, 98% on time delivery
- **Standard Shipping** is via UPS or Local Carrier within 1-2 business days (Mon-Fri) ARO.
  - UPS automatically provides inside delivery (the driver will bring the merchandise inside to a main location-no desk top delivery).
  - Standard shipping for items w/prefix of JV are normally 1-2 business days ARO, however, large quantities of an item may require longer delivery times-up to 5-7 business days ARO
  - No shipping or processing fees.
- **Large Volume Orders** may ship via Truck - Tailgate Delivery within 2-7 business days ARO.
  - Tailgate Delivery means the driver is only responsible to get cartons to the end of the truck and customer is responsible for unloading and bringing inside the building. No shipping or processing fees
  - A call 24 hours before a truck delivery can be arranged at no charge.
  - Lift gates (cargo lift) can be requested for truck orders at no charge- you must note the PO.
  - For an additional fee of \$25.00 the driver will assist in unloading cartons from truck and bringing inside the building.
  - Installation and or set/up is not included. Additional charges will apply based on weight and site conditions. Please call for quote.
  - Pallet size is 48" X 42"
  - We cannot guarantee full carton shipments due to our automated order system.
  - In order to provide prompt delivery of your order, we may have to utilize stock from multiple warehouse locations.
  - We cannot guarantee palletized shipments for large orders due to our automated order system.
  - For us to ship larger quantities and provide prompt delivery service, we may have to utilize stock from multiple warehouse locations.
- Quill's Future Delivery option enables a school to plan for future needs while securing today's low sale prices
  - Schedule delivery and billing up to 4 months from the time of submitting your order Just write "Future Delivery" on your purchase order and the date you want the order to ship. If ordering online, simply click "Delayed Shipment" on the checkout screen.



October 27, 2016

Vickie Pratt  
County of Jefferson  
Hillsboro, MO 63050

Subject: Bid for Paper Supplies 2014  
Current paid tax receipts

Quill Corporation does not own any real or personal property in Jefferson County.

Signature

Dami Montrose National Sales Mgr.

Print name & title

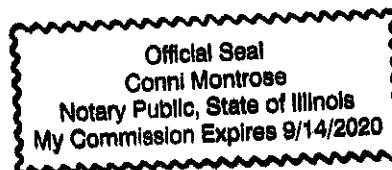
Notary:

State of: ILLINOIS

County of: LAKE

Signed and sworn to before me on October 27, 2016

Signature





Company ID Number: 468942  
Client Company ID Number: 575106

The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer, the E-Verify Employer Agent and DHS respectively.

If you have any questions, contact E-Verify at 1-888-464-4218.

Approved by:

Employer Quill Corporation

Colin Doherty  
Name (Please Type or Print)

[Signature]  
Signature

Director of Sales  
Title

6/29/2012  
Date

E-Verify Employer Agent Alabama Department of Homeland Security

Brittany Calloway

Name (Please Type or Print)

Title

Electronically Signed

Signature

06/27/2012

Date

Department of Homeland Security – Verification Division

Name (Please Type or Print)

Title

Signature

Date

### Information Required For the E-Verify E-Verify Employer Agent Program

Information relating to your Company:

Company Name: Quill Corporation



Company ID Number: 468942  
Client Company ID Number: 575106

Company Facility Address: 100 Schelter Road

Lincolnshire, IL 60069

County or Parish: LAKE

Employer Identification

Number: 362952904

North American Industry

Classification Systems

Code: 541

Administrator:

Number of Employees: 500 to 999



# CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
10/25/2016

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 have ADDITIONAL INSURED provisions or 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  
Aon Risk Services Northeast, Inc.  
Stamford CT office  
1600 Summer Street  
Stamford CT 06907-4907 USA

CONTACT  
NAME:  
PHONE  
(A/C. No. Ext): (866) 283-7122 FAX (A/C. No.): (800) 363-0105  
E-MAIL  
ADDRESS:

INSURED  
Staples, Inc.  
500 Staples Drive  
Framingham MA 07102 USA

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: ACE Property & Casualty Insurance Co.	20699
INSURER B: ACE American Insurance Company	22667
INSURER C: Indemnity Insurance Co of North America	43575
INSURER D: Agri General Insurance Company	42757
INSURER E: ACE Fire Underwriters Insurance Co.	20702
INSURER F:	

## COVERAGES

CERTIFICATE NUMBER: 570064231833

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.

Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	Y	XSLG27404091 SIR applies per policy terms & conditions	02/01/2016	02/01/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$975,000 MED EXP (Any one person) PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> Ded \$250,000 <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	ISAH08867252	02/01/2016	02/01/2017	COMBINED SINGLE LIMIT (Ea accident) \$3,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$25,000 <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE			XOOG27947542001	02/01/2016	02/01/2017	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000
C	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 N	N/A	WLCR48598134 AOS WLCR48598171 AZ, CA, MA	02/01/2016	02/01/2017	<input checked="" type="checkbox"/> PER STATUTE E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000

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

RE: Tax ID No. 12545597, Quill No. 16-13916, Order No. C17officesupplies. Certificate Holder is included as Additional Insured in accordance with the policy provisions of the Business Automobile Coverage, Umbrella Liability and General Liability Coverage policies. General Liability evidenced herein is Primary and Non-Contributory to other insurance available to an Additional Insured, but only in accordance with the policy's provisions. A waiver of Subrogation is granted in favor of Additional Insured in accordance with the policy provisions of the Umbrella Liability, General Liability Coverage, Business Automobile Coverage and Workers' Compensation - Casualty policies.

## CERTIFICATE HOLDER

## CANCELLATION

County of Jefferson  
Attn: Vickie Pratt  
729 Maple Street  
Hillsboro MO 63050 USA

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

*Aon Risk Services Northeast, Inc.*

Holder Identifier:

Certificate No : 570064231833



## **Return Policy:**

If there's a problem with your order or you need to make a return, we will do whatever it takes to make it right. Unless otherwise noted below, merchandise must be returned within 60 days for full credit, refund or replacement. Machines and furniture must be returned in the original box.

**Technology and Electronic Items:** Non-defective technology and electronics items such as, but not limited to, electronics, printers, copiers, multifunction/fax machines, peripherals, networking, computer hardware, cameras, scanners, PDAs, monitors, multimedia projectors, and video equipment must be returned within 30 days and meet the following conditions: All computer product returns will be inspected and must be 100% complete. Returns must contain all original packing materials (including box), UPC codes on the box, all product documentation, parts, and accessories. Defective products must be handled under each manufacturer's guidelines.

**Vending Equipment:** The following policy covers non-defective vending equipment that includes, but is not limited to, bulk vending machines (gumball machines), electronic and mechanical snack machines, beverage machines, change machines and accessories. Defective products must be handled under each manufacturer's guidelines. Items must be returned within 30 days and meet the following conditions: The box must contain all original packing materials (where applicable), all product documentation as well as all parts and accessories with the UPC codes on the exterior. All returns will be inspected and must be 100% complete. All free items included with a specific product purchase must be returned as well to receive credit.

**Non-perishable free items** included with a specific product purchase must be returned as well to receive credit.

**Software:** Software must be returned in the original, unopened packaging within 30 days from receipt of product for a full credit, return or replacement unless noted by the manufacturer. Any defective software must be returned within 30 days and will be exchanged for the exact same software. Software licensing varies by manufacturer; call 1-800-789-1331 for details. Multiple licenses may not be returned beyond 30 days for any reason unless authorized by the manufacturer.

**Computers/Laptops:** You must have all of your original packaging and documentation. All notebooks/laptops must be returned within 14 days of receipt of product for a full credit or refund. Defective products must be handled under the guidelines stated in the warranty and repair policy sheet included with the product. All returns will be inspected and must be 100% complete. Notebook/Laptop returns must contain all original packing materials (including box), UPC codes on the box, all product documentation, parts and accessories.

# Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

Print or type  
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Quill Corporation</b>	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3). Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) <b>100 Schelter Road</b>	Requester's name and address (optional)
6 City, state, and ZIP code <b>Lincolnshire, IL 60069</b>	
7 List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number								
			-				-	
or								
Employer identification number								
3	6		-	2	9	5	2	9 0 4

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶ 	Date ▶ <b>1/4/2016</b>
-----------	--	------------------------

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third-party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



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

EXHIBIT

A2

Invitation for Bid: PAPER SUPPLIES 2017

Date Issued: 10-19-2016

BIDS SHALL BE ACCEPTED UNTIL: TUESDAY, NOVEMBER 15, 2016, AT 2:00 P.M. LOCAL TIME.

**Specification  
Contact:**

**MICHELLE SAUER**  
Department of General Services  
636-797-6249  
msauer@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:**

Veritiv  
Company Name  
2099 Corporate 44 Drive  
Address  
Fenton, MO 63026  
City/State/Zip Code  
636-651-3800  
Telephone #  
john.bridges@veritivcorp.com  
E-mail  
HEN J. DE GONIA  
Authorized Agent (Print)  
John J. DeGonia  
Signature  
General Mgr.  
Title  
11/14/16  
Date  
13-5349500  
Tax ID #  
636-651-3803  
Fax #

JB

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<b>Affidavit</b>	<b>Page 9</b>
<b>Specifications</b>	<b>Page 11</b>

### **\*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**

JB

**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) 797-5380, or by reviewing the County Web Site. ([www.jeffcomo.org](http://www.jeffcomo.org)).

**1.12 INSURANCE:**

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

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

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

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

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

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

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

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

**1.13 BID SUBMISSIONS**

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



**1.14 BID OPENINGS**

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

**1.15 BID TABULATIONS**

Bid Tabulations are not available for 5 to 7 business days following the Bid Opening. Bid submissions are open for public review at the time of the Bid Opening. Bid tabulations are posted on the County's web-site address, [www.jeffcom.org](http://www.jeffcom.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 New York.

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

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

[Signature]  
Authorized Representative's Signature

Carolyn Schmiedt  
Printed Name

HRBP  
Title

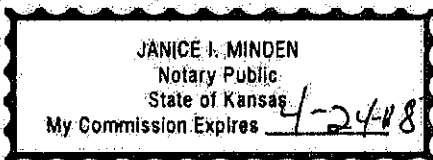
11/14/16  
Date

Subscribed and sworn to before me this 14 of November, I am  
(DAY) (MONTH, YEAR)

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

Kansas and my commission expires on 4-24-18.  
(NAME OF STATE) (DATE)

[Signature] 11-14-16  
Signature of Notary Date



**AFFIDAVIT OF WORK AUTHORIZATION**  
(Continued)

**CURRENT BUSINESS ENTITY STATUS**

I certify that Veritiv (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.

Carolyn Schmiedt  
Authorized Business Entity  
Representative's Name  
(Please Print)

[Signature]  
Authorized Business Entity  
Representative's Signature

Veritiv  
Business Entity Name

11/14/16  
Date

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

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

AND

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

[Signature]

## **PAPER SUPPLIES SPECIFICATIONS**

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



Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Unit Of Measure	Quantity Ordered	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) <i>Order 5,000</i>	Quality Park	5170832	BOX	8	21.50
10306	Envelopes - Booklet Envelopes, 6 x 9, White, #6-1/2, 24, 20M, Gummed, Wallet Flap (500/Ctn)	National	2256159	BOX	14	14.15
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) <i>500 per Box</i>	National	5252741	BOX	47	30.90
10308	Envelopes - 6 x 8 3/4 Rugged Padded Mailer, Side Seam, 6 x 8 3/4, Light Brown, 100/ Carton	Caremail	CML1143419	EACH	271	0.32
10309	Envelopes - 8 1/2 x 12 Jiffyite Self-Seal Mailer, Side Seam, #2, 8 1/2 x 12, Golden Brown, 100/ Carton	Seal Air Corp	SEL10187	EACH	107	0.35
10310	Envelopes - 10 1/2 x 16 Padded Self-Seal Mailer, Side Seam, #5, 10 1/2 x 16, Golden Brown, 100/ Carton	Seal Air Corp	SEL21489	EACH	100	0.35
10311	Envelopes - 10 x 15 Catalog Envelopes Brown Kraft OECS - #15, 10 x 15, Vellum, Gummed, Mailpoint Flap (500/Ctn)	National	2198401	BOX	1	56.00
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	9.05
10314	Envelopes - #10 Window, Commercial Window Left Hand Envelopes, 4-1/8 x 9-1/2, White, Gummed, Commercial Flap, Poly Window (500/Box, 2500/Ctn)	National	2140238	BOX	321	8.90
10315	Envelopes - #9 Regular, Commercial Envelopes White, 3-7/8 x 8-7/8, Gummed, Commercial Flap (500/Box, 2500/Ctn)	National	2139741	BOX	113	7.45
10316	Envelopes - #10 Regular, Commercial Envelopes White, 4-1/8 x 9-1/2, Gummed, Commercial Flap (500/Box, 2500/Ctn)	National	2256150	BOX	223	7.45
10317	Envelopes - #10 Window, Commercial Window Right Hand Envelopes, White, 4-1/8 x 9-1/2, 14M, Gummed, Commercial Flap, (500/Box, 2500/Ctn)	National	2256120	BOX	36	10.40
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	13	9.05
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	0	40.00
10323	Envelopes - 9 x 12 Catalog Envelope, Side Seam, 9 x 12, White, 500/Box	National	2215036	BOX	0	24.70
10330	Envelopes - Catalog Envelope - 9" x 12", 24.00 lb, Gummed, Wove, 250/Box, White	Universal	UNV44104	BOX	24	27.00
10700	Copy Paper - Letter, 92 Brightness, 20lb, White, 500 Sheets/Ream, 10 Reams/ Carton	Universal	UNV21200	REAM	8338	2.89
10701	Copy Paper - Letter, 20lb, Pink, 500 Sheets/Ream, 10 Reams/ Carton	Universal	UNV11224	REAM	35	4.40

Bidder's Initials JB

10702	Copy Paper - Letter, 20lb, Canary, 500 Sheets/Ream, 10 Reams/Carton	Universal	UNV11201	REAM	70	4.40
10703	Copy Paper - Letter, 20lb, Goldenrod, 500 Sheets/Ream, 10 Reams/Carton	Universal	UNV11205	REAM	51	4.40
10704	Copy Paper - Letter, 20lb, Green, 500 Sheets/Ream, 10 Reams/Carton	Universal	UNV11203	REAM	62	4.40
10705	Copy Paper - Letter, 20lb, Blue, 500 Sheets/Ream, 10 Reams/Carton	Universal	UNV11202	REAM	101	4.40
10706	Copy Paper - Letter, 20lb., Buff, 500 Sheets/Ream, 10 Reams/Carton	Universal	UNV11206	REAM	20	4.40
10707	Copy Paper - Legal, 92 Brightness, 20lb, White, 500 Sheets/Ream, 10 Reams/Carton	Universal	UNV24200	REAM	34	4.10
10711	Copy Paper - 11 x 17, 92 Brightness, 20lb, White, 500 Sheets/Ream, 5 Reams/Carton	Universal	UNV28110	REAM	15	6.40
10713	Letterhead - 8-1/2 x 11, 20lb, White, 91 Bright, Perfect Laser, 25% Cotton Fibers, Watermarked, (500/Pkg, 5000/Ctn)	Capitol	2085221	REAM	1	11.30
10800	Card Stock - Letter, 90#, White, 250 Sheets/Ream, 8 Reams/Carton	Springhill	2288912	REAM	0	5.10
10802	Cover - Letter, 80#, 94 Brightness, Laser Capatible, White, 250 Sheets/Ream, 8 Reams/Carton	Wausau 56981	2276022	REAM	35	6.60
10804	Card Stock - Letter, 90#, Buff, 250 Sheets/Ream, 8 Reams/Carton	Wausau	2288963	REAM	4	5.45
10805	Card Stock - Letter, 65#, White, 250 Sheets/Ream, 10 Reams/Carton	Finch	6073124	REAM	25	5.50
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	3	6.40
10810	Card Stock - Astroparche Vellum Cover, 65lb, Ancient Gold, 8-1/2 x 11, 250/Pkg	Astroparche	6055237	REAM	1	11.90
10811	Index Cards - 3" x 5" Unruled Index Cards, White, 100/Pack	Esselte	ESS 30	PACKAGE	31	No Bid
10812	Index Cards - 3" x 5" Ruled Index Cards, White, 100/Pack	Esselte	ESS 31	PACKAGE	44	No Bid
10813	Index Cards - 4" x 6" Ruled Index Cards, White, 100/Pack	Esselte	ESS 41	PACKAGE	1	No Bid
10815	Index Cards - 4" x 6" Unruled Index Cards, White, 100/Pack	Esselte	ESS 40	PACKAGE	99	No Bid

10900	NCR Paper - Heavyweight, 20lb, 2 Part, Reverse, Letter (2/Set, 500/Pkg, 5000/Ctn)	Mead	2063251	REAM	140	7.35
10901	NCR Paper - Heavyweight, 20lb, 3 Part, Reverse, Letter (3/Set, 501/Pkg, 5010/Ctn)	Mead	2241308	REAM	172	8.15
10902	NCR Paper - Heavyweight, 20lb, 4 Part, Reverse, Letter (4/Set, 500/Pkg, 5000/Ctn)	Mead	2241305	REAM	344	8.69
10903	NCR Paper - Heavyweight, 20lb, 4 Part, Straight, Letter (4/Set, 500/Pkg, 5000/Ctn)	Mead	2216205	REAM	0	8.69
10904	NCR Paper - Heavyweight, 20lb, 5 Part, Reverse, Letter (5/Set, 500/Pkg, 5000/Ctn)	Mead	5060750	REAM	13	8.94
10905	NCR Paper - Heavyweight, 20lb, 5 Part, Straight, Letter (5/Set, 500/Pkg, 5000/Ctn)	Mead	5062311	REAM	10	8.94
10918	NCR Paper - Heavyweight, 20lb, 2 Part, Reverse, Legal (2/Set, 500/Pkg, 5000/Ctn)	Mead	5202999	REAM	2	9.55
10919	NCR Paper - Heavyweight, 20lb, 3 Part, Reverse, Legal (3/Set, 501/Pkg, 5010/Ctn)	Mead	2241309	REAM	36	10.65
10920	NCR Paper - Heavyweight, 20lb, 4 Part, Reverse, Legal (4/Set, 500/Pkg, 5000/Ctn)	Mead	2230434	REAM	0	11.35
10923	NCR Padding Compound - 1 Gallon, Liquid (4/Ctn)	Mead	5000301	GALLON	1	110.00
10960	Crack-N-Peel - 8 1/2" x 11", Fluorescent Orange, 100/Pkg	Fasson	2249448	PACKAGE	0	17.59
10972	Paper - 3 Hole Punch, Letter, 20#, 92 Bright, Smooth, Left, White, 500 Sheets/Ream, 10 Reams/Carton	International Paper	2251795	REAM	97	3.17
10980	Color Copy Paper - Letter, 28#, 100 Bright, Smooth, Photo White (500 Sheets/Ream, 8 Reams/Carton)	NO SUBSTITUTE Hammermill	2312967	REAM	3	8.85

In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as of this \_\_\_\_\_ day of \_\_\_\_\_ 2016;

Veritiv  
Company Name

County of Jefferson, State of Missouri

John Bridges  
Signature  
John Bridges  
Print

Kenneth B. Waller  
Kenneth B. Waller County Executive

Company Address: \_\_\_\_\_

2099 Corporate 44 Drive  
Fenton, MO 63026

Phone: 636-651-3800

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.

[Signature]  
County Auditor

APPROVED AS TO FORM

[Signature]  
County Counselor

In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as of this \_\_\_\_\_ day of \_\_\_\_\_ 2016:

County of Jefferson, State of Missouri

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Kenneth B. Waller County Executive

\_\_\_\_\_  
Print

Company Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

I hereby certify under section 50.660 RSMo there is either: (1) a balance of funds, otherwise unencumbered, to the credit of the appropriation to which the obligation contained herein is chargeable, and a cash balance otherwise unencumbered, in the treasury, to the credit of the funds from which payment is to be made, each sufficient to meet the obligation contained herein; or (2) bonds or taxes have been authorized by vote of the people and there is a sufficient unencumbered amount of the bonds yet to be sold or of the taxes levied and yet to be collected to meet the obligation in case there is not a sufficient unencumbered cash balance in the treasury.

  
\_\_\_\_\_  
County Auditor

APPROVED AS TO FORM

\_\_\_\_\_  
County Counselor

## COOPERATIVE BID FORM

Bid Name: Paper Supplies 2017

**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 X 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: \$ 400.00

BY: John Bridges

TITLE: Sales Representative

COMPANY: Veritiv

#### CONTACT INFORMATION FOR COOPERATIVE AGREEMENT

Phone 314-808-8029 E-mail john.bridges@veritivcorp.com

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

JB



November 14, 2016

Veritiv Operating Company  
1000 Abernathy Rd. NE, Bldg 400  
Suite 1700  
Atlanta, GA 30328

To Whom It May Concern:

To the best of our knowledge, Veritiv Operating Company (FEIN 13-5369500), does not own any real estate or personal property in Jefferson County, Missouri.

IN WITNESS WHEREOF:

The undersigned has hereunto set our hands and affixed our seals this the 14<sup>th</sup> day of November 2016.

ACCEPTED:

Angela Marks

Director - Operating Tax

BY:

TITLE:

Angela Marks

11/14/16

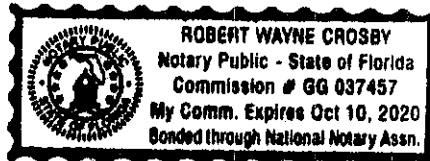
PRINT NAME:

DATE:

Sworn to and subscribed before me this 14<sup>th</sup> day of November, 2016

Robert Wayne Crosby

NOTARY PUBLIC





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/28/2016

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).

<b>PRODUCER</b> MCGRUFF, SEIBELS & WILLIAMS OF GEORGIA, INC. 5605 Glenridge Drive - Suite 300 Atlanta, GA 30342	<b>CONTACT NAME:</b>		
	<b>PHONE (A/C, No, Ext):</b> 404 497-7500	<b>FAX (A/C, No):</b>	
<b>INSURED</b> Veritiv Operating Company 1000 Abernathy Rd NE Building 400, Suite 1700 Atlanta, GA 30328	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	INSURER A : Zurich American Insurance Company		16535
	INSURER B : American Zurich Insurance Company		40142
	INSURER C :		
	INSURER D :		
	INSURER E :		
INSURER F :			

**COVERAGES** **CERTIFICATE NUMBER:** PEFV5BC2 **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"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		GLO 3878575-02	07/01/2016	07/01/2017	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 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"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		BAP 3878576-02	07/01/2016	07/01/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N <input type="checkbox"/> A	WC 3878573-02 (AOS) WC 3878574-02 (MA, WI)	07/01/2016	07/01/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000 \$ \$ \$ \$

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

<b>CERTIFICATE HOLDER</b>  Evidence of Insurance	<b>CANCELLATION</b>  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 

Company ID Number: 761968

may subject the Web Services Employer, its subcontractors, its employees, or its representatives to: (1) prosecution for false statements pursuant to 18 U.S.C. 1001 and/or; (2) immediate termination of its MOU and/or; (3) possible debarment or suspension.

G. The foregoing constitutes the full agreement on this subject between DHS and the Web Services Employer.

**Approved by:**

<b>Web Services Employer</b>	
xpedx, LLC	
Name (Please Type or Print)	Title
Danya Eliah	
Signature	Date
Electronically Signed	03/07/2014
<b>Department of Homeland Security – Verification Division</b>	
Name (Please Type or Print)	Title
USCIS Verification Division	
Signature	Date
Electronically Signed	03/07/2014