



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

## **ADDENDUM #1:**

**Request for  
Proposal:**

**PRINTER-COPIER-FAX SUPPLIES 2018**

**Addendum** **9-26-2017**  
**Date Issued:**

**ORIGINAL INVITATION FOR BID NOTICE ISSUED:** **SEPTEMBER 13, 2017**

BIDS SHALL BE ACCEPTED UNTIL: **TUESDAY, OCTOBER 17, 2017** AT 2:00 P.M. LOCAL TIME.

**Specification  
Contact:**

**MICHELLE SAUER**  
Department of Administrative 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:**

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

**Vendor  
Information:**

SAMPLE ENVELOPE

*VENDOR NAME*

*VENDOR ADDRESS*

*CONTACT NUMBER*

**DEPARTMENT OF THE COUNTY CLERK**

**JEFFERSON COUNTY MISSOURI**

**729 MAPLE ST / PO BOX 100**

**HILLSBORO MO 63050-0100**

**SEALED BID: (BID NAME)**

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

**Company Name**

**Authorized Agent (Print)**

**Address**

**Signature**

**City/State/Zip Code**

**Title**

**Telephone #**

**Date**

**Tax ID #**

**E-mail**

**Fax #**

# **ADDENDUM #1:**

**THE INVITATION FOR BID FOR PRINTER-COPIER-FAX SUPPLIES 2018 BID SPECIFICATIONS HAS BEEN REVISED.**

## **Addendum 1**

**Bidder shall initial all pages and return where the Bid Document denotes "BIDDER'S INITIALS: \_\_\_\_\_"**

**This document should be submitted with the original bid/proposal.**

**Jefferson County MO has an HP Supplies Big Deal to support this bid.  
Please contact [Jamalyn.Ackley@hp.com](mailto:Jamalyn.Ackley@hp.com) with your HP Loc ID and she will get you added to the bid deal.**

**Jamalyn Ackley  
Public Sector Account Manager  
Supplies  
CO, NE, MO, KS, AR, OK, WY  
[Jamalyn.Ackley@hp.com](mailto:Jamalyn.Ackley@hp.com)  
M (303) 570-1745  
Parker, Colorado**

**In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as of this \_\_\_\_\_ day of \_\_\_\_\_ 2017:**

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

**County of Jefferson, State of Missouri**

\_\_\_\_\_  
**Signature**

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

\_\_\_\_\_  
**Print**

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

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

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

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

**APPROVED AS TO FORM**

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