

BILL NO.: 17-1113

ORDINANCE NO.: 17-

0497

INTRODUCED BY: COUNCIL MEMBER (s)

Keuter

1 **AN ORDINANCE AWARDING BIDS FOR CERTAIN PRODUCTS AND**
2 **SERVICES TO THE LOWEST AND BEST BIDDERS AS REFLECTED IN THE**
3 **RESPONSES TO CERTAIN INVITATIONS FOR BID AND REQUESTS FOR**
4 **PROPOSALS FOR OFFICE SUPPLIES 2018; AND AUTHORIZATION FOR THE**
5 **COUNTY EXECUTIVE TO EXECUTE ANY NECESSARY AGREEMENTS OR**
6 **CONTRACTS TO EFFECTUATE THE AWARD OF THE BIDS AND**
7 **PROPOSALS.**

8 **WHEREAS**, Jefferson County, Missouri, (hereafter, the "County") in response to
9 certain Invitations for Bids and Requests for Proposals issued by the County, received bids
10 and proposals for the following items or services:

11 BID NAME

12 Office Supplies

13 NUMBER OF BIDS RECEIVED

14 4

15 DATE OF BID OPENING

16 10-17-2017

17 **WHEREAS**, after reviewing the bids and proposals set forth above, the
18 Department of Administrative Services has determined that certain bids and proposals

FILED

NOV 29 2017

RANDY B. HOLMAN
COUNTY CLERK, JEFFERSON COUNTY, MO

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 Office Source, Inc.
5 for a term from 01-01-18 to 12-31-18 upon approval by the County Council and County
6 Executive for **up to \$60,000.00 per year, for total amount not to exceed \$60,000.00**
7 **annually**, subject to budgetary limitations.

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

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

13 BID NAME

14 Office Supplies 2018

15 TERM

16 01-01-18 to 12-31-18

17 with one (1) additional renewal option

18 Upon approval by the County Council and County Executive

19 AMOUNT

20 **Up to \$60,000.00 per year,**

21 **for total amount not to exceed \$60,000.00 annually,**

22 **subject to budgetary limitations**

1 AWARDED BIDDER

2 Quill Corporation (A1)

3 Office Source, Inc. (A2)

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

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

15 Section 4. This Ordinance shall be in full force and effect from and after its
16 date of approval. If any part of this Ordinance is invalid for any reason, such invalidity
17 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

Yes

Council Member District 2, Renee Reuter

Yes

Council Member District 3, Phil Hendrickson

Yes

Council Member District 4, Charles Groeteke

Yes

Council Member District 5, Oscar J. "Jim" Kasten

Yes

Council Member District 6, Daniel Stallman

Yes

Council Member District 7, James Terry

THE ABOVE BILL ON THIS 21st DAY OF November, 2017:

✓ PASSED FAILED



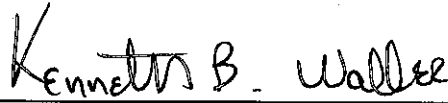
Renee Reuter, County Council Chair



Pat Schlette, Council Administrative Assistant

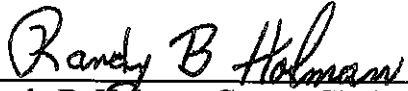
THIS BILL WAS ✓ APPROVED BY THE JEFFERSON COUNTY
EXECUTIVE AND ENACTED AS AN ORDINANCE OF JEFFERSON COUNTY,
MISSOURI, THIS 22ND DAY OF NOVEMBER, 2017.

THIS BILL WAS _____ VETOED AND RETURNED TO THE
JEFFERSON COUNTY, MISSOURI, COUNCIL WITH WRITTEN OBJECTIONS
BY THE JEFFERSON COUNTY EXECUTIVE, THIS _____ DAY OF
_____, 2017.

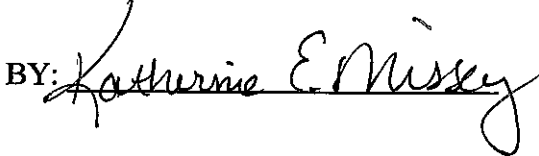


Kenneth B. Waller, Jefferson County, Missouri, Executive

ATTEST:



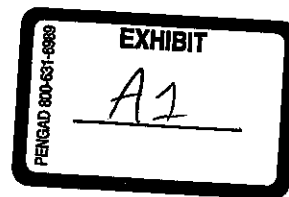
Randy B. Holman, County Clerk

BY: 

Reading Date: 11-21-2017



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



BID #: 17-0073

Invitation for Bid: OFFICE SUPPLIES 2018

Date Issued: 9-13-2017

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:**

SAMPLE ENVELOPE

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

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

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

**Vendor
Information:**

QUILL CORPORATION
 Company Name *Romi M. Meyer*
 Address Authorized Agent (Print)
100 SCHELTER RD.
 City/State/Zip Code Signature
LINCOLNSHIRE, IL 60069 *National Sales Manager*
 Telephone # Title
800-634-4809 *10/9/2017* *362952904*
 E-mail Date Tax ID #
bid@quill.com *800-789-2016*
 Fax #

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REQUIRED DOCUMENTS

1. **Current and valid Certificate of Insurance or binder showing required insurance coverage must be provided with each bid.**
(County must be added as additional insured if awarded)
- 2a. **Proof that Bidder does not owe delinquent real or personal property in Jefferson County (tax receipts for past 3 years)**
Obtain receipts at <http://jeffersonmo.devnetwedge.com>
- Or
- 2b. **A notarized affidavit, on company letterhead stating that the applicant does not own any real or personal property in Jefferson County, Missouri.**
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 MAYBE REJECTED IF REQUIRED DOCUMENTATION IS NOT INCLUDED OR COMPLETED AT DISCRETION OF THE COUNTY**



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).

1.12 INSURANCE:

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

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

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

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

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

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

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

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

1.13 BID SUBMISSIONS

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

1.14 BID OPENINGS

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

1.15 BID TABULATIONS

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

2.0 BID RESPONSE AND CONTRACT

2.1 BIDDER REPRESENTATIONS:

The Bidder, by executing the Bid form certifies that:

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

2.2 TAXES:

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

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

2.3 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:

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

2.4 PRICE:

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

2.5 MISSOURI DOMESTIC PRODUCT PROCUREMENT ACT:

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



2.6 NON-EXCLUSIVE AGREEMENT:

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

2.7 DEFINITIONS:

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

2.8 INSPECTION, ACCEPTANCE AND APPROVALS:

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

2.9 WARRANTY:

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

2.10 PAYMENT:

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

2.11 CHANGE ORDER:

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

2.12 DELIVERIES:

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

2.13 RESPONSIBILITY FOR SUPPLIES:

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

2.14 SUBCONTRACTS:

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

2.15 CHOICE OF LAW:

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

2.16 TERMINATION:

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

2.17 NOTICE AND SERVICE THEREOF:

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

2.18 CONTRACT TERM:

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

2.19 COMPLIANCE WITH APPLICABLE LAWS:

Supplier warrants it has complied with all applicable laws, rules and ordinances of the United States, Missouri or any other Governmental authority or agency in the manufacture or sale of the goods, including but not limited to all provisions of the Fair Labor Standards Act of 1938, as amended, including provisions of the Home Rule Charter of Jefferson County, Missouri requiring all workers



performing work under any contract with Jefferson County be paid a wage that is at least the prevailing hourly rate of wages for work of a similar character in Jefferson County.

2.20 ACTS OF GOD:

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

2.21 SELLER'S INVOICES:

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

2.22 APPROVAL:

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

2.23 RENEWAL OPTION:

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

Indicate: ☐ Individual: ☐ Partnership: ☒ Corporation.

2.24 INDIVIDUAL, PARTNERSHIPS, CORPORATIONS:

Incorporated in the State of 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 Moormeier (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 OFFICE SUPPLIES 2018
(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
OFFICE SUPPLIES 2018 (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.)

R
Authorized Representative's Signature

Romi Moormeier
Printed Name

National Sales Manager
Title

10/3/2017
Date

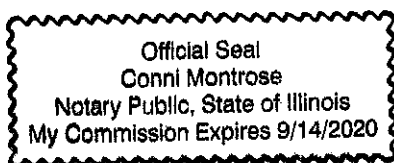
Subscribed and sworn to before me this 3rd of October, 2017. I am
(DAY) (MONTH, YEAR)

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

ILLINOIS and my commission expires on 9/14/2020.
(NAME OF STATE) (DATE)

Connie Montrose
Signature of Notary

10/3/2017
Date



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.

Rami Moormeier
Authorized Business Entity
Representative's Name
(Please Print)

[Signature]
Authorized Business Entity
Representative's Signature

QUILL CORPORATION

Business Entity Name

10/3/2017

Date

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

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

AND

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

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.**

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2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
1100	Binder - 1" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Avery	AVE04301 04301	22	EACH	1.24 EA
1101	Binder - 1-1/2" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Avery	AVE04401 04401	28	EACH	1.93 EA
1102	Binder - 2" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Avery	AVE04501 04501	14	EACH	2.45 EA
1103	Binder - 3" Vinyl Round Ring Binder With Label Holder, Black, Two Inside Pockets	Avery	AVE04601 04601	25	EACH	3.65 EA
1104	Binder - 4" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Avery	AVE79604 79604	3	EACH	7.21 EA
1110	Binder - 1" View (Presentation) Binder, Black, Two Inside Pockets	Avery QUILL	AVE05710 7221BK	13	EACH	1.95 EA
1111	Binder - 1-1/2" View (Presentation) Binder, Black, Two Inside Pockets	Avery QUILL	AVE05725 72215 BK	0	EACH	1.78 EA
1112	Binder - 2" View (Presentation) Binder, Black, Two Inside Pockets	Avery QUILL	AVE05730 7222BK	0	EACH	2.27 EA
1113	Binder - 3" View (Presentation) Binder, Black, Two Inside Pockets	Avery QUILL	AVE05740 7223BK	0	EACH	3.12 EA
1120	Binder - 1" View (Presentation) Binder, White, Two Inside Pockets	Avery QUILL	AVE05711 7221WE	9	EACH	1.95 EA
1121	Binder - 1-1/2" View (Presentation) Binder, White, Two Inside Pockets	Avery QUILL	AVE05726 72215WE	0	EACH	1.78 EA
1122	Binder - 2" View (Presentation) Binder, White, Two Inside Pockets	Avery QUILL	AVE05731 7222WE	0	EACH	2.27 EA
1123	Binder - 3" View (Presentation) Binder, White, Two Inside Pockets	Avery QUILL	AVE05741 7223WE	3	EACH	3.12 EA
1150	Data Binder - Hanging Data Binder - 6" Capacity - 8.50" x 12" Sheet Size, Post Fastener, Prestex, Light Blue	Acco *	ACC54132 54132Q	0	EACH	5.23 EA
1195	Index - Legal Exhibit Dividers, Letter, Printed 1-25, White	Avery *	AVE11370 11370Q	0	SET	1.35 ST

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2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
1196	Index - Legal Exhibit Dividers, Letter, Printed 26-50, White	Avery *	AVE11372 11372Q	0	SET	1.35 ST
1197	Index - Legal Exhibit Dividers, Letter, Printed 51-75, White	Avery *	AVE11396 11396Q	0	SET	1.35 ST
1198	Index - Legal Exhibit Dividers, Letter, Printed 76-100, White	Avery *	AVE11397 11397Q	0	SET	1.35 ST
1199	Index - Legal Exhibit Dividers, Letter, Printed 101-125, White	Avery *	AVE01334	0	SET	NO BID
1200	Indexes - Letter, Insertable Index, Multicolor Tabs, 8-Tab, Buff	Universal QUILL	UNV21872 78118Q	27	SET	0.34 ST
1201	Indexes - Letter, Insertable Index, Clear Tabs, 5- Tab, Buff	Universal QUILL	UNV21871 78115CQ	88	SET	0.23 ST
1202	Indexes - A-Z Quick Index Dividers With Contents Page, Printed A-Z - 25 / Set, White Divider, Multicolor Tab	Sparto QUILL	SPR21905 7305126	1	SET	1.98 ST
1204	Tabs - Self-Adhesive Tabs with White Printable Inserts, Two Inch, Clear Tab, 25/ Pack	Avery	AVE16241 16241	5	PACKAGE	2.38 PK
1205	Tabs - Self-Adhesive Tabs with White Printable Inserts, Two Inch, Assorted Tab, 25/ Pack	Avery	AVE16239	3	PACKAGE	NO BID
1206	Indexes - Monthly Tab Divider - 12 Divider(s) - January to December	Avery	AVE11307 11307Q	0	SET	2.96 ST
1301	Sheet Protectors - Heavyweight Polypropylene Sheet Protector, Non-Glare, 11 x 8 1/2, 100/BX	C-Line	CLI62028 62028	20	BOX	9.48 BX
1403	Report Covers - Clear Front Report Cover, Tang Clip, Letter, 1/2" Capacity, Black, 25/Box	Duo-Tang OXFORD	ESS55806 55806Q	3	BOX	6.00 BX
1405	Report Covers - Twin-Pocket Portfolio, Embossed Leather Grain Paper, Assorted Colors, 25/Box	Duo-Tang OXFORD	ESS57513 57513	23	BOX	4.69 BX
1500	Transcript Covers - Deluxe Transcript Covers with Clear Front Cover, 1-1/2" prongs, Black, 100/Box	Pengad	SC-X1A A6-XL	3	BOX	NO BID
2103	Paper Clips - Smooth Finish, No. 1, Silver, 100/Box, 10 Boxes/Pack #1 REGULAR SOLD 10 BX/PACK	Universal QUILL	UNV2210 PKS	155	BOX PACK	2.17 PK

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2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
2104	Paper Clips - Smooth, Wire, Jumbo, Silver, 100/Box, 10 Boxes/Pack SOLD 10 BX / PACK	Universal QUILL	UNV72220 P1TG	195	BOX PACK	5.08 PK
2105	Binder Clips - Small, Steel Wire, 3/8" Capacity, 3/4" Wide, Black/Silver, Dozen MINIMUM ORDER 1 BX 12 BX	Universal QUILL	UNV40200 720200	87	DOZEN	0.21 DZ
2106	Binder Clips - Medium, Steel Wire, 5/8" Cap., 1-1/4" Wide, Black/Silver, Dozen MINIMUM ORDER 2 BX 12 BX	Universal QUILL	UNV40210 720500	73	DOZEN	0.51 DZ
2107	Binder Clips - Large, Steel Wire, 1" Capacity, 2" Wide, Black/Silver, Dozen MINIMUM ORDER 3 BX 12 BX	Universal QUILL	UNV10220 721000	21	DOZEN	1.23 DZ
2150	Flash Drive - 8GB Flash Drive, USB 3.0, Retractable, Gray BLACK	Verbatim V7	VER49171 IM12US852	4	EACH	6.74 EA
2151	Flash Drive - 16GB Flash Drive, USB 3.0, Retractable, Gray BLACK	Verbatim VERBATIM	VER49172 721864	11	EACH	9.80 EA
2152	Flash Drive - 32GB Flash Drive, USB 3.0, Retractable, Gray GRAY	Verbatim PNY	VER49173 338657	6	EACH	19.00 EA
2153	Flash Drive - 64GB Flash Drive, USB 3.0, Retractable, Gray GRAY	Verbatim KINGSTON	VER49174 IM14U7906	1	EACH	34.19 EA
2205	Paper File Fasteners - Standard Two-Piece, Two Inch Capacity, 50/Box	Acco	ACC12992 12992	78	BOX	1.84 BX
2300	Push Pins - Colored Push Pins, Plastic, Rainbow, 3/8", 100/Pack	Universal QUILL	UNV21310 117506	9	PACKAGE	1.87 PK
2400	Rubber Bands - Size 18, 3 x 1/16, 1600 Bands/1lb Pack	Universal QUILL	UNV00018 790018	14	PACKAGE	2.93 PK
2401	Rubber Bands - Size 32, 3 x 1/8, 820 Bands/1lb Pack	Universal QUILL	UNV00132 790032	8	PACKAGE	2.93 PK
2402	Rubber Bands - Size 33, 3-1/2 x 1/8, 640 Bands/1lb Pack	Universal QUILL	UNV00133 790033	4	PACKAGE	2.93 PK
2403	Rubber Bands - Size 64, 3-1.2 x 1/4, 320 Bands/1lb Pack	Universal QUILL	UNV00164 790064	3	PACKAGE	2.93 PK
3100	Correction Tape - Non-Refillable, 1/6" x 394", White Tape	BIC	BICWOTAP10 WOTAP11	338	EACH	1.13 EA

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2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
3101	Correction Pen - .24 oz./7ml, Double Ball Tip, White	Papermate	PAP5620115 56201	10	EACH	1.52 EA
3200	Correction Fluid - .68 oz Bottle, White, 12/ Pack	BIC	BICWOFQD12WE WDFQD12	37	EACH	0.80 EA
4100	Book Ends - Standard, 4 3/4 x 5 1/4 x 5, Heavy Gauge Steel, 9", Black	Universal STEELMASTER	UNV54054 17BEBK	2	PAIR	2.83 PR
4200	Clipboard - Hardboard Clipboard, 1-1/4" Capacity, Holds 8-1/2 x 11, Brown	Universal QUILL	UNV40304 717643	8	EACH	0.90 EA
4201	Clipboard - Hardboard Clipboard, 1-1/4" Capacity, Holds 8-1/2w x 14h, Brown	Universal QUILL	UNV40305 717644	8	EACH	1.09 EA
4302	Finger Tip - Rubber Finger Tips, Size 12, Medium/Large, Amber, 12/Pack	Swagline COSO	SWI54032 54032	1	PACKAGE	0.82 PK
4305	Sortkwik - Sortkwik Fingertip Moisteners, 1 3/4 oz, Pink	Lee SORTKWIK	LEE10134 10134	18	EACH	1.67 EA
4504	Rolodex - Open Tray Card File with 24 A-Z Guides Holds 500 2 1/4 x 4 Cards, Black	Eldon ROLODEX	ROL66998 66704	2	EACH	21.31 EA
4602	Receipt Book - Money/Rent Receipt Books, 2-3/4 x 7 1/8, Three-Part Carbonless, 100 Sets/Book	Tops	TOP46808 46808	15	BOOK	8.19 BK
4701	Pencil Cup - Big Pencil Cup, Plastic, 4 1/4 dia. x 5 3/4, Black	Universal OFFICE-MATE	UNV68108 93682	4	EACH	2.55 EA
4703	Clip Dispenser - Magnetic Clip Dispenser, Two Compartments, Plastic, 2 1/2 x 2 1/2 x 3	Universal	UNV08126	7	EACH	NO BID
4706	Wall Pocket - Unbreakable Docupocket Single Pocket Wall File, Letter, Smoke	Deflect-O	DEF63202 63202	4	EACH	2.46 EA
4707	Wall Pocket - Unbreakable Docupocket Single Pocket Wall File, Legal, Smoke	Deflect-O	DEF64302 64302	0	EACH	3.71 EA
4710	Business Card Holder - Holds 50 Cards, Black	Eldon POPPIN	ELDON63525 1913968	3	EACH	3.28 EA
4711	Shoulder Rest - Standard Telephone Shoulder Rest, 7 Long x 2w x 2-1/2h, Black	Softalk	SOFTALK 199299	6	EACH	5.46 EA

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2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
4712	Organizer - Drawer Tray, 9 Section	Universal OFFICEMATE	UNV53052 813616	0	EACH	212 EA
4800	Letter Tray - Side Load Letter Desk Tray, Plastic, Black SOLD 2/PACK	Universal OFFICEMATE	UNV08100 756013	20	EACH PK	3.25 PK
4801	Legal Tray - Side Load Legal Desk Tray, Plastic, Black SOLD 2/PACK	Universal OFFICEMATE	UNV08101 756010	3	EACH PK	6.25 PK
4802	Letter Tray - Front Load Letter Desk Tray, Plastic, Smoke	Eldon	16073	0	EACH	NO BID
4900	Calculator - Canon MP21DX Color Printing Calculator - 12 Digit - 2 Color Display (Black/Red) - AC Supply Powered - 12.2" x 9" - White	Canon *	CNMP21DX MP21DX	5	EACH	59.20 EA
4901	Calculator - Pocket Calculator, Dual-Power, 8 Digit(s), LCD, Battery/Solar Powered, 2.4" x 4.1" (FL243SB)	Sharp	SHREL244TB 813174	4	EACH	3.27 EA
5100	Stamp Pad - Foam Stamp Pad, 4 1/4 x 2 3/4, Black, 12 Each/Box	Sanford	AVE21381 21381	7	EACH	0.89 EA
5101	Stamp Pad - Felt Stamp Pad, 4 1/4 x 2 3/4, Red, 12 Each/Box	Avery	AVE21071 21071	5	EACH	1.59 EA
5200	Ink - Stamp Pad Neat-Flo Bottle Ink, Two Ounces, Black	Avery	AVE21448 21448	4	EACH	1.12 EA
5201	Ink - Stamp Pad Neat-Flo Bottle Ink, Two Ounces, Red	Avery	AVE21447 21447	2	EACH	1.12 EA
5204	Ink - Stamp Pad Refill Ink for Click! & Universal Stamps, 7ml-Bottle, Black	Universal	USSIK60	1	EACH	NO BID
5218	Message Stamp - "COPY", Pre-Inked/Re-Inkable, Red	Universal ACCU STAMP	UNV10048 035532	12	EACH	5.04 EA
5221	Date Stamp - Self-Inking Stamp, "RECEIVED" with Date, 1" x 1.63" Impression, Blue/Red Ink	US STAMP & SIGN *	USSE4752	3	EACH	NO BID
5222	Date Stamp - Self-Inking Date Stamp, 0.38" x 1.63", 4 Bands, Black	US Stamp & Sign	USSE4820	3	EACH	NO BID
5225	Date Stamp - Message/Date Stamp - "RECEIVED, FAXED, E-MAILED, PAID" - 0.38" x 1" Impression - 4 Bands - Blue, Red	US STAMP & SIGN	USSE4850L	2	EACH	NO BID

Invitation for Bid

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Bidder's Initials

2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
6100	File Folders - Letter, Manila, 1/3 Cut Assorted, One-Ply Top Tab, 100/Box	Universal Quill	UNV17113 740137	43	BOX	4.82 BX
6101	File Folders - Legal, Manila, 1/3 Cut Assorted, One-Ply Top Tab, 100/Box	Universal	UNV17113 760137	116	BOX	6.66 BX
6103	File Folders - Letter, Pink, 1/3 Cut Top Tab, 100/Box	Smead	SMD12643 811262	1	BOX	10.30 BX
6104	File Folders - Letter, Red, 1/3 Cut Top Tab, 100/Box	Smead Quill	SMD12743 740913 RD	9	BOX	8.79 BX
6105	File Folders - Letter, Blue, 1/3 Cut Top Tab, 100/Box	Smead Quill	SMD12042 740913 BE	10	BOX	8.79 BX
6106	File Folders - Letter, Yellow, 1/3 Cut Top Tab, 100/Box	Smead Quill	SMD12943 740913 YW	12	BOX	8.79 BX
6107	File Folders - Letter, Orange, 1/3 Cut Top Tab, 100/Box	Smead Quill	SMD12543 740913 OE	18	BOX	8.79 BX
6108	File Folders - Letter, Green, 1/3 Cut Top Tab, 100/Box	Smead Quill	SMD12143 740913 GR	9	BOX	8.79 BX
6109	File Folders - Legal, Blue, 1/3 Cut Top Tab, 100/Box	Smead Quill	SMD17043 741013 BE	6	BOX	11.00 BX
6110	File Folders - Legal, Red, 1/3 Cut Top Tab, 100/Box	Smead Quill	SMD17743 741013 RD	0	BOX	11.00 BX
6111	File Folders - Legal, Green, 1/3 Cut Top Tab, 100/Box	Smead Quill	SMD17143 741013 GR	0	BOX	11.00 BX
6112	File Folders - Legal, Yellow, 1/3 Cut Top Tab, 100/Box	Smead Quill	SMD17943 741013 YW	5	BOX	11.00 BX
6113	File Folders - Legal, Orange, 1/3 Cut Top Tab, 100/Box	Smead Quill	SMD17534 741013 OE	1	BOX	11.00 BX
6114	File Folders - Legal, Pink, 1/3 Cut Top Tab, 100/Box	Smead	SMD17634 75361 UNI	0	BOX	16.74 BX
6116	File Folders - Letter, Manila, Shelf Folders, Straight Cut, Single-Ply End Tab, 100/Box	Smead	SMD24100 24100	32	BOX	11.83 BX

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2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
6118	File Folders - Letter, Blue, Straight Cut, Reinforced End Tab, 100/Box	Smead	SMD25010 25010Q	0	BOX	16.70 BX
6119	File Folders - Letter, Green, Straight Cut, Reinforced End Tab, 100/Box	Smead	SMD25110 25110	0	BOX	20.43 BX
6121	File Folders - Letter, Red, Straight Cut, Reinforced End Tab, 100/Box	Smead	SMD25710 25710	0	BOX	20.43 BX
6122	File Folders - Letter, Yellow, Straight Cut, Reinforced End Tab, 100/Box	Smead	SMD25910 25910	0	BOX	19.29 BX
6123	File Folders - Letter, Lavender, Straight Cut Reinforced End Tab, 100/Box	Smead	SMD25410 25410	0	BOX	16.70 BX
6124	File Folders - Letter, Pink, Reinforced End Tab Folders, Two Ply Tab, 100/Box	Esselte	SMD12643	0	BOX	N0 BID
6125	File Folders - Letter, Red, 2" Capacity Fastener Folders, Straight Tab, 50/Box	Smead	SMD25740 25740	0	BOX	18.52 BX
6126	File Folders - Letter, Manilla, End-Tab Folders, Straight Cut Tab, 14 Pt., 12-1/4"x9-1/2", 50/Box	Smead	SMD24210 24210	0	BOX	7.80 BX
6127	File Folders - Letter, Green, Pressboard Classification Folder, Six-Section, 10/Box	Universal QUILL	ACC15045 738034	7	BOX	16.10 BX
6128	File Folders - Letter, Scarlet, Pressguard Classification Folders, Six-Section, 10/Box	Esselte QUILL	ESS12575L 738030	5	BOX	16.10 BX
6200	Hanging File Folders - Letter, Standard Green, 1/5 Tab, 25/Box	Universal QUILL	UNV14115 705215	38	BOX	4.43 BX
6201	Hanging File Folders - Legal, Standard Green, 1/5 Tab, 25/Box	Universal QUILL	UNV14215 705315	18	BOX	5.87 BX
6205	Hanging File Folders - Letter, Standard Green, 3-1/2 Inch Hanging File Pockets with Sides, 10/Box	Smead	SMD64220 18424E	0	BOX	22.71 BX
6300	Hanging File Folder Tabs - Poly Tabs, 1/3" Cut, 3-1/2"x1/2", 25/PK, Clear	Smead PENDAFLEX	SMD64615 430LQ	0	PACKAGE	0.90 PK
6301	Hanging File Folder Tabs - Poly Tabs, 1/5" Cut Tab, 2-1/4"x1/2", 25/PK, Clear	Smead PENDAFLEX	SMD64600 420LQ	0	PACKAGE	0.96 PK

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2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
6302	File Tabs - 1" x 1 1/2", Striped, Blue/Green/Red, Self-Stick Tabs, 66/Pack	3M	MMM686LGBR 686LG-BR	13	PACKAGE	4.06 PK
6305	File Tabs - Printable Repositionable Plastic Tabs, 1 3/4 Inch, White, 80/Pack	Avery	AVE16282 16282	4	PACKAGE	4.08 PK
6400	Drawer Frames - Letter Size, Screw-Together Hanging Folder Frame, 23-26.77" Long	Universal OFFICEMATE	UNV17000 9991	1	EACH	4.62 EA
6401	Drawer Frames - Legal Size, Screw-Together Hanging Folder Frame, 23-26.77" Long	Universal	UNV18000	0	EACH	NO BID
6500	File Guides - Letter, Recycled Top Tab File Guides, Alpha, 1/5 Tab, Pressboard, 25/Set	Smead	SMD50376	2	SET	NO BID
6501	File Guides - Legal, Recycled Top Tab File Guides, Alpha, 1/5 Tab, Pressboard, 25/Set	Smead	SMD52376	0	SET	NO BID
6600	Expansion Wallet - Letter, 3 1/2 Inch Expansion Wallets, Leather-Like Redrope, 10/Box (SOLD 10/BOX)	Smead QUILL	SMD71353 7CL1053	65	EACH BX	17.81 BX
6601	Expansion Wallet - Legal, 5 1/4 Inch Expansion Wallets, Leather-Like Redrope, 10/Box (SOLD 10/BOX)	Smead QUILL	SMD71111 7CL1076	182	EACH BX	21.03 BX
6610	Expansion Folder - Letter, Alphabetic A-Z, Open Expanding File, 21 Pockets, Leather-Like Redrope	Smead QUILL	SMD70425 723316	4	EACH	4.68 EA
6611	Expansion Folder - Legal, A-Z Open Expanding File, 21 Pockets, C189 Leather-Like Redrope	Smead QUILL	SMD70430 723317	2	EACH	6.13 EA
6612	Expansion Folder - Letter, Monthly Jan-Dec Expanding File, 12 Pocket, Leather-Like Redrope	Smead QUILL	SMD70368 723314	5	EACH	4.33 EA
6613	Expansion Folder - Legal, Monthly Jan-Dec Expanding File, 12 Pocket, Leather-Like Redrope	Smead QUILL	SMD70490 723315	0	EACH	5.80 EA
6700	File Pockets - Letter, 3 1/2 Inch Expansion Drop Front Pocket, Straight Tab, 25/Box	Smead QUILL	SMD73224 7FC1524	201	EACH	0.78 EA
6701	File Pockets - Legal, 3 1/2 Inch Expansion Drop Front Pocket, 25/Box	Smead QUILL	SMD74224 7FC1526	50	EACH	0.91 EA
6703	File Jackets - Legal, File Jackets, 11 Point Manila, 100/Box	Universal QUILL	UNV72500 74930	3	BOX	13.41 BX

2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
6704	File Jackets - Letter, File Jackets with Two Inch Expansion, 11 Point Manila, 50/Box SOL BX	Universal QUILL	UNV76380 74920	2	BOX	9.31 BX
6705	File Jackets - Legal, File Jackets with Two Inch Expansion, 11 Point Manila, 50/Box SOL BX	Universal QUILL	UNV76500 74950	3	BOX	10.58 BX
6802	Storage Boxes - Legal, String/Button Storage Box, Fiberboard, White, 12/Carton SOLD 12/CT	Universal QUILL	UNV75131 733055	6	CARTON	41.69 CT
6803	Storage Boxes - Letter/Legal, Economy Storage Box, Lift-Off Lid. White, 12/Ct SOLD 12/CT	Universal QUILL	UNV55223 732030	84	EACH CT	13.76 CT
6804	Storage Boxes - Letter/Legal, R-Kive Max Storage Box, Locking Lid, Woodgrain, 12/Carton SOLD 12/CT	Fellowes	FE100725 RK725	3	CARTON	32.46 CT
7100	Glue Stick - Glue Stic for Envelopes, .26 oz, Stick .26 oz	Avery	AVE00134 00166	228	EACH	0.32 EA
7102	Glue Stick - Permanent Glue Stick, .74 oz, Stick GLUE ALL .77oz	Universal ELMERS	UNV75749 E516	38	EACH	0.82 EA
7103	Glue - Loctite Super Glue Gel, .07 Grams, 2 pk 2/PK	LOCTITE	LOC1363131 C1363131	6	PACKAGE	3.35 PK
7200	Tape - Invisible Tape, 3/4" x 1296", 1" Core, Clear	Universal QUILL	UNV83426 765002	284	ROLL	0.61 RL
7201	Tape - General Purpose Masking Tape, 1" x 60 yards, 3" Core	Universal 3M	UNV51201 2341	9	ROLL	4.78 RL
7203	Tape - Box Sealing Tape, 2" x 110 yards, 3" Core, Clear, 6/Box 1.8 mil 6/PK	Universal QUILL	UNV63120 781520	31	ROLL	6.92 PK
7204	Tape - Filament Tape, .94" x 60 yards, 3" Core	3M DUCK	MM14893T 07575	2	ROLL	3.78 RL
7300	Tape Dispenser - Desktop Tape Dispenser, 1" Core, Weighted Non-Skid Base, Black	Universal QUILL	UNV15001 711546	21	EACH	1.44 EA
7500	Envelope Moistener - Squeeze Bottle Moistener, 2 oz, Blue	Universal OFFICEMATE	UNV56502 97800	0	EACH	0.43 EA
7601	Mounting Squares - Precut Foam Mounting 1 Squares, Double-Sided, Permanent, 16 Squares/Pack 16/PK	3M	MM1111 1118	15	PACKAGE	0.99 PK

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2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
8105	Labels - Laser Printer Permanent Labels, 1 1/3" x 4, White, 1400/Box	Avery	UNV80105 209908	0	BOX	21.46 BX
8107	Labels - Laser Printer Permanent Labels, 1 x 2-5/8, White, 3000/Box	Universal QUILL	UNV80102 710786	21	BOX	8.04 BX
8108	Labels - Laser Printer Permanent Labels, 1 x 4, White, 100 Sheets, 2000/Box	Universal QUILL	UNV80104 710790	5	BOX	8.30 BX
8109	Labels - Laser Printer Permanent Labels, 2 x 4, White, 1000/Box	Universal QUILL	UNV80107 710784	9	BOX	7.98 BX
8110	Labels - Laser Printer Permanent Labels, Full Sheet Letter 8.5" x 11", White, 100/Box	Avery QUILL	AVE30605 710808	6	BOX	8.04 BX
8113	Labels - Laser Printer Permanent Labels, 8x5" x 11", Full Sheet, White, 100/Box	Business Source	BSN26119	0	BOX	NO BID
8114	Labels - Laser Printer Permanent Labels, 3.33" x 4", 6 per page, White, 600/Box	Business Source QUILL	BSN21052 710788	0	BOX	8.30 BX
8116	Labels - Print or Write Removable Color-Coding Labels, 3/4 in dia, Red, 1008/ Pack	Avery	AVE05466 166751	0	PACKAGE	2.80 PK
8117	Labels - Print or Write Removable Color-Coding Labels, 3/4 in dia, Yellow, 1008/ Pack	Avery	AVE05462 05462	0	PACKAGE	2.80 PK
8119	Labels - Print or Write Removable Color-Coding Labels, 3/4 in dia., Blue, 1008/Pack	Avery	AVE05469 166769	1	PACKAGE	2.80 PK
8125	Label Cartridge - For DYMO Label Writer Printer, Address Labels, 1- 1/8 x 3- 1/2, White, 700/ Box	DYMO	DYM30252 30252	129	BOX	12.52 BX
8150	Labels - Brother Address Label - 1.14" Width x 2.42" Length - 800/Roll - White - 1/Roll	Brother *	BRTDK1209 DK1209	9	ROLL	17.12-RL
8200	Reinforcements - Hole Reinforcements, 1/4" Diameter, White, 200/ Pack	Avery	AVE05729 05729	15	BOX	0.64
8201	Reinforcements - Self-Adhesive Reinforcing Strips, 10 3/4 x 1, 200/ BX	C-Line	CL164112 64112Q	5	BOX	11.95 BX
8300	Seals - Inkjet Print or Write Notarial Seals, 2" Diameter, Gold, 44/ Pack	Avery	AVE05868 5868	23	PACKAGE	1.81 PK

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2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
8400	Post-it - Standard Self-Stick Notes, 1- 1/2 x 2, Yellow, 12 100- Sheet Pad/ 12 PK	Universal QUILL	UNV35002 7382YW	42	PACKAGE	1.33 PK
8401	Post-it - Standard Self-Stick Notes, 3 x 3, Yellow, 12 100- Sheet Pads/ Pack 12 PK	Universal QUILL	UNV35008 7384YW	102	PACKAGE	2.81 PK
8403	Post-it - Standard Tape Flags in Dispenser, Yellow, 50 Flags/ Dispenser (250 PK 100/PACK)	3M	MMM680YW2 680YW	30	EACH	2.91 PK
8404	Post-it - Standard Tape Flags in Dispenser, Blue, 50 Flags/ Dispenser	3M	MMM680BE2 680BE	18	EACH	2.91 PK
8405	Post-it - Standard Tape Flags in Dispenser, Red, 50 Flags/ Dispenser	3M	MMM680RD2 680RD	38	EACH	2.91 PK
8406	Post-it - Standard Tape Flags in Dispenser, Green, 50 Flags/ Dispenser	3M	MMM680GN2 680GN	21	EACH	2.91 PK
8407	Post-it - Standard Tape Flags in Dispenser, Orange, 50 Flags/ Dispenser	3M	MMM680OE2 680OE	35	EACH	2.91 PK
8410	Message Tabs - "Sign Here" Arrow Message, 1/ 2" Flags, 4 Colors w/ Dispensers, 120/Pack	3M	MMM684SH 684SH	8	PACKAGE	3.40 PK
9201	Punch - 30-Sheet Two-Hole Punch, 9/32" Holes, Black	Universal SWING-LINE	UNV74222 74050Q	6	EACH	6.73 EA
9202	Punch - 12-Sheet Deluxe Two- and Three- Hole Adjustable Punch, 9/ 32" Holes, Black	Universal QUILL	UNV74323 793030	7	EACH	2.65 EA
9203	Punch - 40-Sheet Three-Hole Punch, Reduced Effort, 9/32" Holes, Black/Silver	Paperpro *	ACI2240 ACI2240UNI	14	EACH	21.55 EA
9301	Ruler - Acrylic Plastic Ruler, 12" , Clear	Universal QUILL	UNV59022 45012	13	EACH	0.48 EA
9302	Engineering Scale - Triangular Scale, Plastic, 12" , Engineering, Color- Coded	Chartpak	CHA235E 1417731UNI	17	EACH	7.43 EA
9401	Scissors - All Purpose Scissors, Black, 8"	Deskworks ACME	ACM13135 10572	34	EACH	0.59 EA
9501	Staples - Standard Chisel Point 210 Strip Count Staples, 5,000/ Box 114" SEI	Universal SWING-LINE	UNV79000 35108Q	93	BOX	0.60 BX

2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
9503	Staples - S.F. 4 Premium Chisel Point 210 Count Full Strip Staples, 5,000/Box	Swingline	SW135450 SF4	6	BOX	1.87 BX
9507	Staples - Stanley® Bostitch 1/2" Heavy-Duty Staples, 85-Sheet Capacity, 1,000/Box	Bostitch	SB35121M SB35121M	6	BOX	1.62 BX
9508	Staples - Heavy Duty, 150 Sheet Capacity, 5/8", 1000/Box	Bostitch	SB35581M SB35581M	3	BOX	1.78 BX
9515	Staples - Swingline Optima Jam-Free Premium Staples - Standard 1/4" Leg, 3,750/Box	Swingline *	SW135556 35556Q	26	BOX	3.01 BX
9603	Stapler - Light-Duty Desk Stapler, 20-Sheet Capacity, Black, Full Strip	Swingline	SW140701 40701Q	35	EACH	3.09 EA
9604	Stapler - Heavy-Duty Stapler, 160-Sheet Capacity, Black/Gray	Swingline	SW139005 39005	4	EACH	19.25 EA
9605	Stapler - Light-duty Stand-up Stapler, Reduced effort, Full-Strip, Black/Gray	PaperPro BOSTITCH	AST1423 487228	14	EACH	12.36 EA
9700	Staple Remover - Jaw Style Staple Remover, Burgundy	Universal QUILL	UNV00700 793211	12	EACH	0.33 EA
9701	Staple Remover - Heavy-Duty Staple Remover, Black	Max	MXB RZ3F	1	EACH	NO BID
9703	Staple Remover - Premium Blade Style Staple Remover, Satin Chrome Finish	Swingline QUILL	SW137141 711515QL	9	EACH	0.41 EA
9800	Letter Opener - Lightweight Hand Letter Opener, 9", Silver	Universal QUILL	UNV01750 711431	6	EACH	0.38 EA
9801	Letter Opener - Letter Slitter Hand Letter Opener w/ Concealed Blade SOLD 2/PACK	Universal QUILL	UNV31803 711430	44	EACH PK	0.73 PK
10001	Plotter Paper - Designjet Bright White Inkjet Paper, 24 lbs., 36" x 150 ft, White	HP *	HEWC1861A	0	ROLL	NO BID
10002	Plotter Paper - HP Universal Brand Paper Roll, 21 lbs., 2" Core, 24" x 150 ft, White	HP *	HEWQ1396A	0	EACH	NO BID
10100	Adding Tape - Adding Machine/ Calculator Roll, 16 lb, 1/2" Core, 2- 1/4" x 150 ft, White, 100/CT SOLD 100/case	Universal QUILL	UNV33719 740100	110	ROLL CS	29.14 CS

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2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
10110	Cash Register Printer Rolls - One-Ply, White, 5/PK	PMC	PMC09862	0	PACKAGE	N0 BID
10120	Thermal Paper Rolls - For Verifone VX520 Credit Card Terminal, 50/ Carton SOLD 5/PACK	PMC *	PMC05262	175	ROLL	2.35 PK
10201	Dry Toner - Transparency Film for Laser Copiers, Ltr, Clear, 100/ Box	3M	MMM PP2500	0	BOX	N0 BID
10400	Pads - Letter, Perforated Edge Writing Pad, Canary, 50-Sheet, Dozen SOLD PER DZ	Universal	UNV40630	390	PAD	5.72 DZ
10401	Pads - Legal, Perforated Edge Writing Pad, Canary, 50-Sheet, Dozen SOLD PER DZ	Universal	UNV40000	74	PAD	6.45 DZ
10402	Pads - 5 x 8 Perforated Edge Writing Pad, Jr. Legal Rule, 5 x 8, Canary, 50-Sheet, Dozen	Universal	UNV405200	346	PAD	2.66 DZ
10500	Steno Notebooks - Steno Book, Gregg Rule, 6 x 9, Green, 80 Sheets/Pad	Universal	UNV86920	21	DOZEN	7.22 DZ
10501	Spiral Bound Notebook - College Rule, 8- 1/2 x 11, White, 100 Sheets/Pad	Mead	MEA06622	22	EACH	1.66 EA
10600	Phone Message Books - Wirebound Message Books, 2 3/4 x 5, Two- Part Carbonless, 400 Sets/Book SOLD 2/PACK	Universal	UNV408002	3	BOOK	4.11 PK
11200	Eraser - Eraser Caps, 144/Box	Sanford	PAP73015	1	BOX	6.21 BX
11201	Eraser - Eraser Refills, Z21, 3/Tube	Pentel	PENZ21	0	PACKAGE	N0 BID
11202	Eraser - Clic Eraser Pen-Style Eraser, 3/Pack	Pentel	ZE21BP3	0	PACKAGE	2.24 PK
11203	Eraser - Clic Eraser Pen-Style Eraser Refills, 2/Pack	Pentel	ZER2	0	PACKAGE	0.87 PK
11204	Dry Erase Eraser - Expo Dry Erase Marker Board Eraser - Charcoal Gray	Expo	SAN81505	12	EACH	1.55 EA
11300	Highlighter - Brite Liner Grip XL Highlighter, Chisel Tip, Fluorescent Yellow Ink, 12/Pk (GRIP) SOLD PER DZ	Bic	BIMG11VW	83	EACH	4.66 DZ

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Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
11301	Highlighter - Assorted Colors, Chisel Tip, Fluorescent, 5/Set	Bic	BICBLP51WASST BLRP51	15	SET	2.71 ST
11302	Highlighter - Chisel Tip, Fluorescent Blue, Dozen	Universal QUILL	UNV08864 728153	0	DOZEN	2.00 DZ
11303	Highlighter - Chisel Tip, Fluorescent Orange, Dozen	Universal SANFORD	UNV08865 25006	0	DOZEN	4.88 DZ
11304	Highlighter - Chisel Tip, Fluorescent Green, Dozen	Universal QUILL	UNV08852 728152	0	DOZEN	2.00 DZ
11306	Towelettes - Dry Erase Board Cleaning Wet Wipes, 6 x 9, 50/Container	Expo	SAN81850 81850	14	CONTAINER	4.55 EA
11307	Markers - Low Odor Dry Erase Marker, Fine Point, Assorted, 4/Set	Expo	SAN86074 86074	13	SET	2.64 ST
11308	Markers - Low Odor Dry Erase Markers, Chisel Tip, Basic Assorted, 4/Set	Expo	SAN80074 80074	17	SET	3.11 ST
11309	Markers - Permanent Markers, Chisel Tip, Black, Dozen SOLD DOZEN	Universal QUILL	UNV07051 7168970L	66	EACH	2.21 DZ
11310	Markers - Permanent Markers, Chisel Tip, Red, Dozen	Universal AVERY	UNV07052 98017	2	DOZEN	5.50 DZ
11311	Markers - Red Porous Point Stick Pen, Red Ink, Medium, Dozen	Universal PAPER MATE	UNV50503 84201	1	DOZEN	9.99 DZ
11312	Highlighter - Brite Liner Highlighter, Chisel Tip, Fluorescent Yellow Ink, 12 per Pack	Bic	BICBL11YW BL11YW	7	DOZEN	2.66 DZ
11350	Pen - Counterfeit Bill Detector Pen for Use w/U.S. Currency	DriMark MMF INDUSTRIES	351B1 319932MMF	14	EACH	5.29 EA
11400	Pencils - Economy Woodcase Pencil, HB #2, Yellow Barrel, Dozen	Universal QUILL	UNV55400 7112	4	DOZEN	0.79 DZ
11401	Pencils - Sharplet-2 Mechanical Pencil, 0.50 mm, Black Barrel	Pentel	PENA125A A125A DZ	1	DOZEN	12.71 DZ
11402	Pencils - Sharplet-2 Mechanical Pencil, 0.70 mm, Dark Blue Barrel	Pentel	PENA127C A127C DZ	3	DOZEN	12.71 DZ

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2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
11403	Pencils - Sharplet-2 Mechanical Pencil, 0.90 mm, Brown Barrel (SOLD EACH)	Pentel	PENAL29E PENAL29E UNIT	24	EACH	1.05 EA
11404	Pencils - Super Hi-Polymer Lead Refills, 0.5mm, HB, Black, 12 Leads/Tube	Pentel	PENC505HB LO505HB	14	TUBE	0.40 TB
11405	Pencils - Super Hi-Polymer Lead Refills, 0.7mm, HB, Black, 12 Leads/Pack	Pentel	PEN50HB L50HB	63	TUBE	0.38 TB
11406	Pencils - Super Hi-Polymer Lead Refills, 0.9mm, HB, Black, 15 Leads/Pack	Pentel	PEN509HB L509HB	4	TUBE	0.45 TB
11408	Pencils - Sharpwriter Mechanical Pencil, HB, 0.70 mm, Yellow Barrel, Dozen	Paper Mate	PAP30301 30301	9	DOZEN	2.69 DZ
11605	Pens - Roller Ball Stick Dye-Based Pen, Blue Ink, Micro, Dozen	Sanford	SAN60153 60153	3	DOZEN	7.58 DZ
11606	Pens - Roller Ball Stick Dye-Based Pen, Black Ink, Micro, Dozen	Sanford	SAN60151 60151	0	DOZEN	7.58 DZ
11610	Pens - Precise V5 Roller Ball Stick Pen, Needle Pt, Black Ink, 0.5mm Extra Fine, Dozen	Pilot	PIL35334 PV5BK	4	DOZEN	11.13 DZ
11611	Pens - Precise V5 Roller Ball Stick Pen, Needle Pt, Red Ink, 0.5mm Extra Fine, Dozen	Pilot	PIL35336 PV5RD	3	DOZEN	11.13 DZ
11612	Pens - Precise V5 Roller Ball Stick Pen, Needle Pt, Blue Ink, 0.5mm Extra Fine, Dozen	Pilot	PIL35335 PV5BE	0	DOZEN	11.13 DZ
11620	Pens - Sign Pen Porous Point Pen, Bold, Black, Dozen	Pentel *	PENS520A S520A	0	DOZEN	7.34 DZ
11702	Pens - Standard Ballpoint Counter Pen, Black Ink, Medium	PMF	PMC05057 05057 UNIT	10	EACH	2.05 EA
11797	Pens - Round Stic Grip Ballpoint Stick Pen, Red Ink, Fine, Dozen	Bic	GSEFG11RD GSEFG11RD	0	DOZEN	1.37 DZ
11798	Pens - Soft Feel Ballpoint Stick Pen, Red Ink, Medium, Dozen	Bic	GSEFG11RD 13103	2	DOZEN	3.14 DZ
11799	Pens - Soft Feel Ballpoint Stick Pen, Blue Ink, Medium, Dozen	Bic	GSEFG11RD 13101	27	DOZEN	3.14 DZ

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Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
11801	Pens - Soft Feel Ballpoint Stick Pen, Black Ink, Medium, Dozen	Bic	SGSM11BK 13102	30	DOZEN	3.14 DZ
11802	Pens - Round Stic Ballpoint Stick Pen, Black Ink, Medium, Dozen	Bic	GSM11BK	1	DOZEN	0.83 DZ
11822	Pencil Sharpener - Compact Desktop Battery-Operated Pencil Sharpener, Black, Uses Four AA batteries	HUNT XACTO	EP116750 17700	0	EACH	10.51 EA
11827	Pens - Round Stic Ballpoint Stick Pen, Black Ink, Fine, Dozen	Bic	GSF11BK	0	DOZEN	0.83 DZ
11830	Pens - Round Stic Ballpoint Stick Pen Blue Ink, Fine, Dozen	Bic	GSF11BE	0	DOZEN	0.83 DZ
11831	Pens - Round Stic Ballpoint Stick Pen, Blue Ink, Medium, Dozen	Bic	GSM11BE	5	DOZEN	0.83 DZ
11835	Pens - Clic Stic Ballpoint Retractable Pen, Black Ink, Medium, Dozen	Bic	CSM11BK	17	DOZEN	3.87 DZ
11836	Pens - Clic Stic Ballpoint Retractable Pen, Blue Ink, Medium, Dozen	Bic	CSM11BE	15	DOZEN	3.87 DZ
11838	Pens - Zebra Sarasa Roller Ball Retractable Gel Pen, Black Ink, Medium, 20 per Box 12/60 X	Zebra	ZEB14680 46810	23	BOX	7.09 BX
11903	Sharpie - Permanent Marker, Fine Point, Black, Dozen	Sharpie	SAN30001 3000BK	25	DOZEN	7.09 DZ
11904	Sharpie - Permanent Marker, Extra Fine Point, Black, Dozen	Sharpie	SAN37001 3700BK	8	DOZEN	7.12 DZ
11905	Sharpie - Permanent Marker, Fine Point, Red, Dozen	Sharpie	SAN30002 3000RD	7	DOZEN	7.09 DZ
11907	Pens - Signo Gel RT Roller Ball Retractable Gel Pen, Black Ink, Medium, Dozen	Sanford	SAN 65940 65940	9	DOZEN	10.51 DZ
11910	Pens - G2 Gel Roller Ball Pen, Retractable, Refillable, Red Ink, 0.7mm Fine, Dozen	Pilot	PIL31022 G27RD	7	DOZEN	10.39 DZ
11911	Pens - G2 Gel Roller Ball Pen, Retractable, Refillable, Black Ink, 0.7mm Fine, Dozen	Pilot	PIL31020 G27BK	14	DOZEN	10.39 DZ

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Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
11912	Pens - G2 Gel Roller Ball Pen, Retractable, Refillable, Blue Ink, 0.7mm Fine, Dozen	Pilot	PIL31021 G-270E	18	DOZEN	10.3902
11913	Pens - Signo Gel 207 Roller Ball Retractable Gel Pen, Blue Ink, Medium, Dozen	Sanford	SAN33951 33951Q	12	DOZEN	11.9802
11914	Pens - Signo Gel GRIP Roller Ball Stick Gel Pen, Black Ink, Medium, Dozen	Sanford	SAN 65450 65450	4	DOZEN	10.3902
12107	Ribbon - DPS-R1427 Compatible Ribbon, Calculator Ribbon, Black/Red	Industries Kores DATA PRODUCTS	ITKOR42 R1427	0	EACH	1.49 EA
12112	Ribbon - Calculator, R3027 Compatible Ribbon, Black/ Red	DataProducts	R3027	2	EACH	0.81 EA
13200	Batteries "AA" - Duracell® Alkaline "AA" Batteries; 16-Pack	Duracell	MIN1500816	904	EACH PACK	8.12 PK
13201	Batteries "AAA" - Duracell® Alkaline "AAA" Batteries; 12-Pack	Duracell	MIN24RT12Z	612	EACH PACK	7.21 PK
13202	Batteries "C" - Duracell® Alkaline "C" Batteries; 1.5V, 8-Pack	Duracell	MIN14RT8Z	29	EACH PACK	8.35 PK
13203	Batteries "D" - Duracell® Alkaline "D" Batteries; 8-Pack	Duracell	MIN13RT8Z	67	EACH PACK	8.46 PK
13204	Batteries "9V" - Duracell® Alkaline "9V" Batteries; 4-Pack	Duracell	MIN16RT4Z	87	EACH PACK	8.23 PK
13205	Batteries "E2 Lithium" - Energizer® Specialty Batteries; e2 Lithium Photo Battery, 123, 3V, EACH	Energizer	EVE-ET123APB2 EM1T45903IN	68	EACH	5.79 EA
15610	Ribbon - Epson Ribbon Cartridge for TM-U675 Printer	EPSON	ERC-32B 752-325	0	EACH	2.11 EA
15612	Ribbon - Canon CP1200D Calculator Ribbon, 2-Color	DATA PRODUCTS	ITKORR80C8R 392726	10	EACH PK	1.06 PK
17101	CD-RW Discs - 700MB/80min, 12x, w/Jewel Cases, Silver, 5/Pack	Imation *	16950	10	EACH	NO BID
17102	CD-R Discs - 700MB/80min, 52x, Spindle, Silver, 100/Pack	Innovata VERBATIM	IVR77990 IM1K90556IN	10	PACKAGE	18.46 PK

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Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
17103	CD-R Discs - 700MB/80min, 52x, w/Slim Jewel Cases, Silver, 10/Pack	Verbatim * MAXELL	VER04935 IM1848587IN	40	EACH PK	6.15 PK
17104	DVD-R/RAM - Recordable DVD's, Rewritable 1000 times, Capacity 9.4GB/Double-Sided, Each	Innovera	IVR46805	0	EACH	NO BID
17105	DVD+RW - Rewritable DVDs w/Jewel case, Capacity 4.7GB/Single-Sided, 120 minute capacity, Each	Verbatim	VER04520 IM1C77746IN	0	EACH	4.67 EA
17110	DVD-R - 4.7GB, 16x, Spindle, Silver, 50/Pack	Innovera VERBATIM	IVR46850 IM1KE8179IN	19	PACKAGE	15.26 PK
17200	Photo Paper - Glossy Photo Paper, 60 lbs., Glossy, 8-1/2 x 11, 50 Sheets/Pack	Epson	EPSS041649 S041649	4	PACKAGE	15.34 PK
17210	CD/DVD Envelopes - CD/DVD Envelopes, Paper Envelope With Clear Poly Window, 50/Box	Innovera	IVR39403 33998QL	13	BOX	1.34 PK
17300	Compressed Air Duster - Compressed Gas Duster, 10 oz Can	Universal FALCON	IVR51501 DPSXL	61	EACH	3.47 EA
17400	Surge Protector - Six-Outlet Surge Suppressor, 1080 Joules, 6 ft. cord, Putty	CompuSentry FELLOWES	CCS35102 99027	22	EACH	9.45 EA
17500	Mouse Pad - Standard Mouse Pad, 8" x 9", Blue	Fellowes	FEL58021 382954QL	14	EACH	0.61 EA
17501	Wrist Rest - Memory Foam Mouse Pad/Wrist Rest, 1.0" x 7.9" x 9.3" - Silver/Black	Fellowes	FEL9175801 9175801	12	EACH	5.95 EA
17502	Wrist Rest - Plush Touch Keyboard Wrist Rest with FoamFusion Technology - 3.2" x 18.1" - Microban Anti-Microbial Protection - Black	Fellowes *	FEL9252101 9252101	10	EACH	8.65 EA
18100	Calendar Refill - Desk Calendar Refill, 3-1/2" x 6", 2 Pages For Each Weekday	At-A-Glance	AAGE71750	0	EACH	NO BID
18102	Calendar Refill - Compact Desk Calendar Refill, 3" x 3 3/4", 2 Pages For Each Weekday	At-A-Glance	AAGE91950	2	EACH	NO BID
18200	Calendar - Desk Pad, 22" x 17", Non-Refillable, Ruled Daily Blocks, Vinyl Corners, Eyelets For Hanging, Jan-Dec	At-A-Glance	AAGSK2400	140	EACH	NO BID
18301	Calendar - Yearly Wall Calendar, Metal Bound, Unruled Daily Blocks, Hanging Eyelets, 24" x 36", Blue Ink	At-A-Glance	AAGPM1228	10	EACH	NO BID

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2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
18401	Appointment Book - Daily Appointment Book, 4-7/8" x 8", DayMinder, Nonrefillable, Ruled, One Day Per Page, 2 month reference blocks	At-A-Glance	AAGG10000	3	EACH	NO BID
18402	Appointment Book - 4-Person Daily Appt. Book, 7 7/8" x 11", DayMinder, Nonrefillable, Ruled, 1 Day/Page, 2 Month Ref. Blocks	At-A-Glance	AAGG56000	2	EACH	NO BID
18502	Appointment Book - Weekly Planner, 6-7/8" x 8-3/4", Nonrefillable, Ruled, One Week Per Spread, 12 month reference blocks	At-A-Glance	AAGG53500	6	EACH	NO BID
18503	Appointment Book - Weekly Appointment Book, 8-1/4" x 10-7/8", Nonrefillable, Ruled, One Week/Spread, 12 Month Reference Blocks	At-A-Glance	AAG7095005	0	EACH	NO BID
18504	Appointment Book - Weekly/Monthly Appointment Book, 8" x 9-7/8", Simulated Leather, Black	At-A-Glance	AAG760105	0	EACH	NO BID
18600	Appointment Book - Monthly Planner, 6-7/8" x 8-3/4", Nonrefillable, Unruled, 1 Month/Spread, 6 Month Reference Blocks, 16 Month Fiscal	At-A-Glance	AAG7012705	6	EACH	NO BID
18601	Appointment Book - Monthly Planner, 9" x 11", Nonrefillable, Unruled, 1 Month/Spread, 13 Mo Jan-Jan, Telephone/Address Pages	At-A-Glance	AAG7026005	10	EACH	NO BID
18602	Appointment Book - Monthly Planner, 6-7/8" x 8-3/4", Nonrefillable, Unruled, 1 Month/Spread, 6 Month Reference Blocks, Memo Section	At-A-Glance	AAGG40000	10	EACH	NO BID
18603	Appointment Book - 3-Year Monthly Planner, 8-1/2" x 11", Refillable, 1 Month/Spread, 6 Month Ref. Blocks, Yrly. Dividers, Black	At-A-Glance	AAG7023605	0	EACH	NO BID
18604	Appointment Book - QuickNotes Monthly Planner, Jan. - Dec., 8 1/4" x 10 7/8", Black	At-A-Glance	AAG760605	0	EACH	NO BID
18605	"Today Is" Wall Calendar - Refill, 6 5/8" x 9 1/8", 2013	At-A-Glance	AAGK150	0	EACH	NO BID
18606	Appointment Book - 5-Year Monthly Planner, 8-1/2" x 11", Refillable, Unruled, 1 Month/Spread, Yrly. Dividers. Sim. Leather. Black	At-A-Glance	AAG7029605	0	EACH	NO BID
18610	Appointment Book - DayMinder Four-Person Group Appointment Book	At-A-Glance	AAGG5600	1	EACH	NO BID
18622	Appointment Book Refill - Three- Or Five-Year Planner, Black, 9" x 11", 2018, Refill for 7023605 and 7029605	At-A-Glance	AAG7092378	4	EACH	NO BID
18623	Appointment Book Refill - Three- Or Five-Year Planner, Black, 9" x 11", 2019, Refill for 7023605 and 7029605	At-A-Glance	AAG7092379	0	EACH	NO BID

Invitation for Bid

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Bidder's Initials

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2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
21100	Binding Combs - Plastic Comb Bindings, 5/16" Diameter, 40 Sheet Capacity, Black, 100 Combs/Pack	Fellows	FEL52507 52502	0	BOX	3.54 BX
21101	Binding Combs - Plastic Comb Bindings, 3/8" Diameter, 55 Sheet Capacity, Black, 100 Combs/Pack	Aeco FELLOWS	FEL52325 52325Q	0	BOX	3.80 BX
21102	Binding Combs - CombBind Standard Spines, 1/2" Diameter, 85 Sheet Capacity, Black, 100/Box	Aeco FELLOWS	SWL4090034 52326Q	0	BOX	5.07 BX
21103	Binding Combs - CombBind Standard Spines, 5/8" Diameter, 125 Sheet Capacity, Black, 100/Box	Aeco FELLOWS	GBC4090046 52327Q	0	BOX	7.67 BX
21104	Binding Combs - CombBind Standard Spines, 3/4" Diameter, 150 Sheet Capacity, Black, 100/Box	Aeco FELLOWS	GBC4090052 52367Q	0	BOX	8.46 BX
21105	Binding Combs - CombBind Standard Spines, 1" Diameter, 200 Sheet Capacity, Black, 100/Pack	GBC FELLOWS	GBC4090306 52328Q	0	BOX	6.94 BX
21106	Binding Combs - CombBind Standard Spines, 1-1/2" Diameter, 320 Sheet Capacity, Black, 100/Box	GBC FELLOWS	GBC4300010 52368Q	0	EACH	10.27 BX
22201	Phone Cord - Handset 12', dark gray	Teach Electronics BELKIN	IM121944IN IM121944IN	27	EACH	3.12 EA
22400	Wall Clock - Round Wall Clock, 12-1/2in, Black	Universal QUILL	UNV10431 JC829P	5	EACH	9.70 EA
22500	Visitor Register Book - Red Hardcover, 112 Pages, 8 1/2 x 11 1/2	Wilson-Jones	WLJ5490	1	EACH	N0B1D
22502	Notary Public Record Book - Burgundy Cover, 60 Pages, 8 1/2 x 10 1/2	Dome	DOM880 880	0	EACH	9.02 EA
22505	Journal Books - Esselte Canvas Journal Books, 150 Sheet(s), Thread Sewn, 12.12" x 7.62" Sheet Size	Esselte*	66150J 66150J	10	EACH	12.16 EA
22506	Journal Book - Esselte Canvas Journal Book, 500 Sheet(s), Thread Sewn, 12.12" x 7.62" Sheet Size	Esselte* REDIFORMA	66500J 66500J	10	EACH	19.71 EA
22600	Posterboard - White Poster Board, 28 x 22, 50/Carton	Esselte PACON	EPH50175 76510	13	EACH CT	13.48 CT
22800	Waste Basket - 7 gallon	Rubbermaid BRIGHTON	22177 124867	1	EACH	3.82 EA

[Handwritten Signature]

2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
22901	Dry Erase Board - Quartet® Wood Framed Dry-Erase Board; 3x2'	Quartet	QRT S573 S573	9	EACH	24.35 EA
22902	Cork Board - Quartet® Oak Finish Frame Cork Board; 36x24"	Quartet	QRT303 303	4	EACH	22.20 EA
22903	Dry Erase Board - Wood Frames Dry-Erase Board, 3' x 4'	MEAD QUARTET	MEAD8557 S574	0	EACH	57.75 EA
22904	Corkboard - Oak Finish Frame Cork Board, 3' x 4'	Sparco QUARTET	SDR19768 85352	0	EACH	26.23 EA
23000	Floor Mats - Economy Carpet Chair Mat; 36x48", Standard Lip	Rubbermaid QUILL	412655TELR 112650	26	EACH	15.16 EA
24001	Laminating Pouches - HeatSeal Laminating Pouches, 3 mil, Letter, 9 x 11 1/2, 100/Box	GBC	GBC3745022 3745022	7	BOX	18.71 BX
24002	Laminating Pouches - HeatSeal Laminating Pouches, 5 mil, Legal, 9 x 14 1/2, 100/Box	GBC	GBC3745011 3745011B	0	PACKAGE	25.49 BX
24003	Laminating Pouches - HeatSeal Laminating Pouch, 11.25" x 17.25", 3mil, 25 / Pack	HeatSeal GBC	3200579 3200579	76	EACH	15.63 PK
25000	Business Card Kit - Inkjet Matte Business Cards, 2 x 3 1/2, Ivory, 10/Sheet, 250/Pack	Avery	AVE 8376 8376	0	PACKAGE	6.78 PK
26000	Shredder Oil - 12 oz. Bottle, for Oiling Shredder Blades	Fellowes	FEL35250 35250	0	EACH	3.79 EA
28000	Name Badge Holders - Photo ID Badge Holder, Horizontal, 4w x 3h, Clear, 25/Pack	Avery	74471 74471	2	PACKAGE	6.24 PK
28002	Lanyards - Round Lanyards w/Bulldog Clips, 24/Package	GBC SWINGLINE	3747478 3747478	2	PACKAGE	5.20 PK

K

In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as of this 3rd day of October 2017:

QUILL CORPORATION

County of Jefferson, State of Missouri

Company Name

Signature

Print

Company Address:

100 SCHELTER RD.
LINCOLNSHIRE, IL 60069

Phone: 800-634-4809

Kenneth B. Waller
Kenneth B. Waller County Executive

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

[Signature] 11/8/17
County Auditor

APPROVED AS TO FORM

[Signature]
County Counselor

COOPERATIVE BID FORM

Bid Name: OFFICE SUPPLIES 2018

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: \$ 45.00 (FREE SHIPPING)

BY: Romi Moormeier

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

Quill Bid Response Form

Quill Bid#: 17-15707
Customer Bid#: OFFICE SUPPLIES 2018
Organization Name: COUNTY OF JEFFERSON
Enterprise# : 10558820
Contact Name: Vickie Pratt
Contact Phone#: 6367976249
Bid Type: Item

Bid Open Date: 10/17/2017
Bid Open Time: 2:00 PM
Item Expiration Date: 1/1/2019
Catalog Expiration Date:
Total Items: 261 (0 Won, 0 Lost)
Total: \$ 19133.50 (0.00 Won, 0.00 Lost)

Line#	Item#	Customer Item#	Description	Color	Make	Qty	Price	UoM	UoM Conv	Case Qty	Ext Total	Note	Page
1	04301	1100	BINDER RING W/LBL HLD R 1 BK	BLACK	HEWLETT PACKARD	22	1.24	EA		1	27.28		
2	04401	1101	BINDER RING W/LBL HLD R 1.5 BK	BLACK		28	1.93	EA		1	54.04		
3	04501	1102	ECONOMY BINDER, 2 BLACK	BLACK	HEWLETT PACKARD	14	2.45	EA		1	34.30		
4	04601	1103	3 RING BINDER W/LABEL HOLDER	BLACK	AVERY	25	3.65	EA		12	91.25		
5	79604	1104	VIEW BINDER, HEAVY DUTY 4	BLACK	AVERY	3	7.21	EA		4	21.63		
6	7221BK	1110	QB 1 ROUND-RING VIEW BINDER	BLACK		13	1.95	EA		12	25.35	Quill Brand	
7	72215BK	1111	QB 1-1/2 RR VIEW BINDER	BLACK		1	1.78	EA		12	1.78	Quill Brand	
8	7222BK	1112	QB 2 ROUND-RING VIEW BINDER	BLACK		1	2.27	EA		12	2.27	Quill Brand	
9	7223BK	1113	QUILL 3 ROUND-RING VIEW BIND	BLACK		1	3.12	EA		12	3.12	Quill Brand	
10	7221WE	1120	QB 1 ROUND-RING VIEW BINDER	WHITE		9	1.95	EA		12	17.55	Quill Brand	
11	72215WE	1121	QB 1-1/2 RR VIEW BINDER	WHITE		1	1.78	EA		12	1.78	Quill Brand	
12	7222WE	1122	QB 2 ROUND-RING VIEW BINDER	WHITE		1	2.27	EA		12	2.27	Quill Brand	
13	7223WE	1123	QUILL 3 ROUND-RING VIEW BIND	WHITE		3	3.12	EA		12	9.36	Quill Brand	
14	54132Q	1150	PRESSTEX DATA BINDER	LTBE	WILSON JONES	1	5.23	EA		25	5.23		
15	11370Q	1195	LEGAL EXHIBIT DIVIDERS 1-25	WHITE	AVERY	1	1.35	ST		12	1.35		
16	11372Q	1196	LEGAL INDEX DIVIDERS, #26-50	WHITE	AVERY	1	1.35	ST		12	1.35		
17	11396	1197	LEGAL DIVIDERS,LTR SZ, 51-75	WHITE	AVERY	1	1.35	ST		12	1.35		
18	11397Q	1198	LEGAL INDEX DIVIDERS # 76-100	WHITE	AVERY	1	1.35	ST		1	1.35		
19	78118Q	1200	QB INSERTABLE	ASSTD		27	.34	ST		192	9.18	Quill Brand	

75	741013BE	6109	QB 1/3-CUT LEGAL SIZE FOLDERS	BLUE			6	11.00	BX	100 EA = 1 BX	5	66.00	Quill Brand
76	741013RD	6110	QB 1/3-CUT LEGAL SIZE FOLDERS	RED			1	11.00	BX	100 EA = 1 BX	5	11.00	Quill Brand
77	741013GR	6111	QB 1/3-CUT LEGAL SIZE FOLDERS	GREEN			1	11.00	BX	100 EA = 1 BX	5	11.00	Quill Brand
78	741013YW	6112	QB 1/3-CUT LEGAL SIZE FOLDERS	YELLOW			5	11.00	BX	100 EA = 1 BX	5	55.00	Quill Brand
79	741013OE	6113	QB 1/3-CUT LEGAL SIZE FOLDERS	ORNGE			1	11.00	BX	100 EA = 1 BX	5	11.00	Quill Brand
80	75361UNI	6114	PINK 1/3 CUT LGL TOP TAB FLDR				1	16.74	BX		1	16.74	
81	24100	6116	FILE FOLDERS,W/STRAIGHT TABS	MNILA	SMEAD		32	12.53	BX	100 EA = 1 BX	5	400.96	
82	25010Q	6118	RECYC STRAIGHT CUT END TAB FLD	BLUE			1	16.70	BX	100 EA = 1 BX	5	16.70	
83	25110	6119	RECYC STRAIGHT-CUT END FLD,GN	GREEN			1	20.43	BX	100 EA = 1 BX	1	20.43	
84	25710	6121	RECYC STRAIGHT-CUT END FLD,RD	RED	SMEAD		1	20.43	BX	100 EA = 1 BX	1	20.43	
85	25910	6122	STRAIGHT-CUT END TAB FOLDERS,Y	YELLOW			1	19.29	BX	100 EA = 1 BX	1	19.29	
86	25410	6123	STRAIGHT CUT ENTAB FOLDER,LTR	LVNDR			1	16.70	BX	100 EA = 1 BX	5	16.70	
87	25740	6125	2FASTENER FOLDER,LTR,STRAIGHT	RED	SMEAD		1	18.52	BX	50 EA = 1 BX	5	18.52	
88	24210	6126	END-TAB FOLDERS,LETTER SIZE	MNILA	SMEAD		1	7.80	BX	50 EA = 1 BX	5	7.80	
89	738034	6127	QB 6-FAST. PARTITION FLDR, LTR	GREEN			7	16.10	BX	15 EA = 1 BX	5	112.70	Quill Brand
90	738030	6128	QB 6-FAST. PARTITION FLDR, LTR	RED			5	16.10	BX	15 EA = 1 BX	5	80.50	Quill Brand
91	7Q5215	6200	QB HANGING FILE FOLDERS,LTR	GREEN			38	4.43	BX	25 EA = 1 BX	10	168.34	Quill Brand
92	7Q5315	6201	QB HANGING FILE FOLDERS,LGL	GREEN			18	5.87	BX	25 EA = 1 BX	10	105.66	Quill Brand
93	18H24E	6205	HANGING POCKET,LTR,3-1/2 EXP	DKGN	SMEAD		1	22.71	BX	10 EA = 1 BX	5	22.71	
94	43CLQ	6300	PENDAFLEX PLASTIC INDEX TABS	CLEAR			1	.90	PK		80	.90	
95	42CLQ	6301	PENDAFLEX PLASTIC INDEX TABS	CLEAR			1	.96	PK		80	.96	
96	686LGBR	6302	POST-IT(R) DURABLE FILING TAB		3M		13	4.06	PK	1 EA = 1 PK	24	52.78	
97	16282	6305	PRINTABLE TABS, 1-3/4	WHITE	AVERY		4	4.08	PK	80 EA = 1 PK	24	16.32	
98	91991	6400	HANGING FOLDER FRAME,LTR SIZE	SILVR	OFFICEMATE INTERNATIONAL		1	4.62	BX	1 EA = 1 BX	1	4.62	
99	7CL1053	6600	QB HD EXP WALLET, 3.5, LTR	BROWN			7	17.81	BX	10 EA = 1 BX	5	124.67	Quill Brand
100	7CL1076	6601	QB HD EXP WALLET, 5.25, LGL	BROWN			18	21.03	BX	10 EA = 1 BX	5	378.54	Quill Brand
101	723316	6610	QB 10X12 A-Z				4	4.68	EA		5	18.72	Quill Brand

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156	711430	9801	PLASTIC 2 PK	BLUE			22	.73	PK	2 EA = 1 PK 100 RL = 1 CS	288	16.06	Quill Brand
157	740100	10100	2 1/4 ADD ROLL BULK PACK	WHITE			1	29.14	CS		1	29.14	Quill Brand
158	05262UNI	10120	CASH RGSTR/POS PAPER, 5 RLS/PK				35	2.35	PK		1	82.25	
159	740022	10400	QUILL RULED PADS, 8- 1/2X11	YELLOW			33	5.72	DZ	12 EA = 1 DZ	6	188.76	Quill Brand
160	740022L	10401	QUILL RULED PADS, 8- 1/2X14	YELLOW			6	6.45	DZ		3	38.70	Quill Brand
161	742332	10402	QUILL RULED PADS, 5X8	YELLOW			29	2.66	DZ		6	77.14	Quill Brand
162	SBNG	10500	QB STENO BOOK, GREGG RULING	GREEN			21	7.22	DZ	12 EA = 1 DZ	6	151.62	Quill Brand
163	06622	10501	MEAD 1-SUBJECT COLLEGE RULED	ASSTD	MEAD		22	1.66	EA		24	36.52	
164	SC11542D	10600	PHONE MESSAGE BOOK - 2 PACK		CARDINAL		2	4.11	PK	2 BK = 1 PK	15	8.22	
165	73015UNI	11200	ARROWHEAD CAP ERASERS				1	6.21	EA		1	6.21	
166	ZE21BP3	11202	REFILLABLE RETRACTABLE ERASER		HEWLETT PACKARD		1	2.24	PK	3 EA = 1 PK	144	2.24	
167	ZER2	11203	PENTEL CLICK ERASE REFILL	WHITE	PENTEL		1	.87	PK	2 EA = 1 PK	576	.87	
168	81505	11204	EXPO ERASER		SANFORD		12	1.55	EA		12	18.60	
169	BLMG11YEL	11300	BIC BRITELINER GRIP YEL		HEWLETT PACKARD		7	4.66	DZ	12 EA = 1 DZ	12	32.62	
170	BLRP51	11301	BRITE LINER RT HIGHLIGHTER	ASSTD	BIC		15	2.71	PK	5 EA = 1 PK	36	40.65	
171	728153	11302	QUILL TANK STYLE HIGHLIGHTER	BLUE			1	2.00	DZ	12 EA = 1 DZ	24	2.00	Quill Brand
172	25006	11303	MAJOR ACCENT HIGHLIGHTERS	FLORG			1	4.88	DZ		12	4.88	
173	728152	11304	QUILL TANK HIGHLIGHTERS	GREEN			1	2.00	DZ	12 EA = 1 DZ	24	2.00	Quill Brand
174	81850	11306	EXPO TOWELETTES		SANFORD		14	4.55	EA		6	63.70	
175	86074	11307	FINE POINT DRY ERASE MARKER	ASSTD	SANFORD		13	2.64	ST	1 EA = 1 ST	72	34.32	
176	80074Q	11308	DRY ERASE MARKER 4- COLOR SET	ASSTD	SANFORD		17	2.99	ST	1 EA = 1 ST	12	50.83	
177	716897QL	11309	QB PERMANENT MARKERS CHISEL T	BLACK			6	2.21	DZ	12 EA = 1 DZ	36	13.26	Quill Brand
178	98017	11310	MARKS-A-Lot CHISEL- TIP MARKER	RED	AVERY		2	5.50	DZ	12 EA = 1 DZ	12	11.00	
179	84201	11311	FLAIR NYLON TIP PEN	RED	HEWLETT PACKARD		1	9.99	DZ	1 BX = 1 DZ	12	9.99	
180	BL11YW	11312	BIC BRITE LINER	YELLOW	BIC		7	2.66	DZ	12 EA = 1 DZ	18	18.62	
181	319932MMF	11350	CNTFET DETECTOR PEN W/UV LIGHT				14	5.29	EA		1	74.06	
182	T7112	11400	QUILL'S ECONOMY PENCILS, #2				4	.79	DZ	12 EA = 1 DZ	120	3.16	Quill Brand
183	A125ADZ	11401	PENCIL A125A SHARPLET .5MM BK				1	12.71	DZ		48	12.71	
			PENCIL A127C										

184	A127CDZ	11402	SHARPLETT.7MMDBE					3	12.71	DZ		48	38.13	
185	PENA129EUNI	11403	BROWN 0.9MM MECH PENCIL					24	1.05	EA		1	25.20	
186	LC505HB	11404	PENTEL HI-POLYMER .5MM LEADS				PENTEL	14	.40	TB		1728	5.60	
187	L50HB	11405	PENTEL HI-POLYMER .7MM LEADS				PENTEL	63	.38	TB		144	23.94	
188	L509HB	11406	PENTEL HI-POLYMER .9MM LEADS				PENTEL	4	.45	TB		144	1.80	
189	30301	11408	SHARPPWRITER PENCIL	YELLOW	HEWLETT PACKARD			9	2.69	DZ		36	24.21	
190	60153	11605	MICRO UNI-BALL .5MM	BLUE	SANFORD			3	7.58	DZ	1 BX = 1 DZ	72	22.74	
191	60151	11606	MICRO UNI-BALL .5MM	BLACK	SANFORD			1	7.58	DZ	1 BX = 1 DZ	72	7.58	
192	PV5BK	11610	PRECISE ROLLING BALL V5	BLACK	PILOT			4	11.13	DZ		72	44.52	
193	PV5RD	11611	PRECISE ROLLING BALL V5	RED	PILOT			3	11.13	DZ		72	33.39	
194	PV5BE	11612	PRECISE ROLLING BALL V5	BLUE	PILOT			1	11.13	DZ		72	11.13	
195	S520A	11620	PEN S520A SIGN BK-BOLD PT		HEWLETT PACKARD			1	7.34	DZ		48	7.34	
196	05057UNI	11702	STANDARD BALLPOINT COUNTER PEN					10	2.05	EA		1	20.50	
197	GSG11RD	11797	ROUND STICK GRIP BP PEN	RED	BIC			1	1.37	DZ	12 EA = 1 DZ	36	1.37	
198	13103	11798	SOFTFEEL STIC PEN,MEDIUM POINT	RED	BIC			2	3.14	DZ		18	6.28	
199	13101	11799	SOFTFEEL STIC PEN,MEDIUM POINT	BLUE	BIC			27	3.14	DZ	12 EA = 1 DZ	18	84.78	
200	13102	11801	SOFTFEEL STIC PEN,MEDIUM POINT	BLACK	BIC			30	3.14	DZ		18	94.20	
201	GSM11BK	11802	BIC ROUNDSTIC MEDIUM POINT PEN	BLACK	BIC			1	.83	DZ	1 BX = 1 DZ	36	.83	
202	1770Q	11822	X-ACTO SHARPX BATTERY SHARPEN					1	10.51	EA		4	10.51	
203	GSI11BK	11827	BIC ROUNDSTIC FINE POINT PEN	BLACK	BIC			1	.83	DZ	1 BX = 1 DZ	36	.83	
204	GSI11BE	11830	BIC ROUNDSTIC FINE POINT PEN	BLUE	BIC			1	.83	DZ	1 BX = 1 DZ	36	.83	
205	GSM11BE	11831	BIC ROUNDSTIC MEDIUM POINT PEN	BLUE	BIC			5	.83	DZ	1 BX = 1 DZ	36	4.15	
206	CSM11BK	11835	CLIC STIC RETRACTABLE PEN, MED	BLACK	BIC			17	3.87	DZ	12 EA = 1 DZ	18	65.79	
207	CSM11BE	11836	CLIC STIC RETRACTABLE PEN, MED	BLUE	BIC			15	3.87	DZ		18	58.05	
208	46810	11903	SARASA GEL RETRACTABLE PEN	BLACK	ZEBRA			23	7.09	DZ	12 EA = 1 DZ	48	163.07	
209	3000BK	11903	FINE-POINT MARKERS	BLACK	SANFORD			25	7.09	DZ	12 EA = 1 DZ	24	177.25	
210	3700BK	11904	ULTRA FINE-POINT MARKERS	BLACK	SANFORD			8	7.12	DZ	12 EA = 1 DZ	24	56.96	
211	3000RD	11907	FINE-POINT MARKERS	RED	SANFORD			7	7.09	DZ	12 EA = 1 DZ	24	49.63	

212	65940	11910	UNIBALL GEL RT MED PT PEN	BLACK	SANFORD	9	10.51	DZ	12 EA = 1 DZ	12	94.59	
213	G27RD	11910	G2 GEL INK PEN, FINE PT	RED	PILOT	7	10.39	DZ		72	72.73	
214	G27BK	11911	G2 GEL INK PEN, FINE PT	BLACK	PILOT	14	10.39	DZ	12 EA = 1 DZ	72	145.46	
215	G27BE	11912	G2 GEL INK PEN, FINE PT	BLUE	PILOT	18	10.39	DZ	12 EA = 1 DZ	72	187.02	
216	33951Q	11913	UNI-BALL SIGNO GEL 207 RT PEN	BLUE	SANFORD	12	11.98	DZ	12 EA = 1 DZ	12	143.76	
217	65450	11914	UNI-GEL GRIP MEDIUM POINT PEN	BLACK	SANFORD	4	10.39	DZ	12 EA = 1 DZ	72	41.56	
218	R1427	12107	DP INK ROLLER F/CANON / CASIO	BKRD		1	1.49	EA		144	1.49	
219	R3027	12112	RIBB FUNIVERSAL CALC/CASH RE	BKRD	CLOVER	2	.81	EA		96	1.62	
220	MN1500B16	13200	COPPERTOP AA BATTERIES 16-PK		DURACELL	57	8.12	PK	16 EA = 1 PK	12	462.84	
221	MN24RT12Z	13201	COPPERTOP AAA BATTERIES 12-PK		DURACELL	51	7.21	PK	12 EA = 1 PK	12	367.71	
222	MN14RT8Z	13202	COPPERTOP C BATTERIES 8-PK		DURACELL	4	8.35	PK	8 EA = 1 PK	12	33.40	
223	MN13RT8Z	13203	COPPERTOP D BATTERIES 8-PK		DURACELL	8	8.46	PK	8 EA = 1 PK	12	67.68	
224	MN16RT4Z	13204	COPPERTOP 9VOLT BATTERIES 4-PK		DURACELL	22	8.23	PK	4 EA = 1 PK	12	181.06	
225	IM1T45903IN	13205	ENERGIZER LITHIUM DIGICAM BATT			68	5.79	EA		1	393.72	
226	752325	15610	EPSON ERC-32B RIBBON BLACK			1	2.11	EA		80	2.11	
227	392726	15612	2-PACK CALC RIBBON RED/BLACK			5	1.06	PK		1	5.30	
228	IM1K90556IN	17102	VERBATIM700MB SHINY SILVE			10	18.46	PK		1	184.60	
229	IM1848587IN	17103	MAXELL 700MB 40X CD- R			4	6.15	PK		1	24.60	
230	IM1C77746IN	17105	VERBATIM 4.70GB DVD-RW			1	4.67	EA		1	4.67	
231	IM1KE8179IN	17110	VERBATIM 4.7GB 16X VX DVD-R			19	15.26	PK		1	289.94	
232	S041649	17200	GLOSSY PHOTO LAB INKJET PPR	WHITE	EPSON	4	16.61	PK	50 EA = 1 PK	10	66.44	
233	33998QL	17210	QUILL PAPER CD ENVELOPES 50PK	WHITE		13	1.34	PK	50 EA = 1 PK	20	17.42	Quill Brand
234	DPSXL	17300	DUST-OFF XL DISPOSABLE DUSTER		FALCON	61	3.47	EA		12	211.67	
235	99027	17400	6 OUTLET METAL STRIP	PLAT	FELLOWES	22	9.45	EA		6	207.90	
236	382954QL	17500	QUILL MOUSE PAD	BLUE		14	.61	EA		60	8.54	Quill Brand
237	9175801	17501	MEMORY FOAM MOUSEPAD/WRISTREST	SILVR	FELLOWES	12	5.95	EA		4	71.40	
238	9252101	17502	PLUSH TOUCH WRIST REST			10	8.65	EA		4	86.50	
			FELLOWES BINDCMBS						100 EA = 1			

239	52502	21100	PLS, 25 100P	NAVY	FELLOWES	1	3.54	PK	PK	30	3.54	
240	52325Q	21101	FELLOWES PLSTC CMBNDNG .375IN	BLACK	FELLOWES	1	3.80	PK	100 EA = 1 PK	20	3.80	
241	52326Q	21102	FELLOWES PLSTC CMBNDNG .5IN	BLACK	FELLOWES	1	5.07	PK	100 EA = 1 PK	12	5.07	
242	52327Q	21103	FELLOWES PLSTC CMBNDNGS .625	BLACK		1	7.67	PK		1	7.67	
243	52367Q	21104	FELLOWES PLSTC CMBNDNG .75IN	BLACK	FELLOWES	1	8.46	PK	100 EA = 1 PK	5	8.46	
244	52328Q	21105	FELLOWES BND CMBS BK, 1.50PK	BLACK	FELLOWES	1	6.94	PK	50 EA = 1 PK	5	6.94	
245	52368Q	21106	FELLOWES BINDCMBS PLS, 1.5 50P	BLACK	FELLOWES	1	10.27	PK	50 EA = 1 PK	5	10.27	
246	IM1219440IN	22201	12FT PRO SERIES RJ9 TELEPHONE			27	3.12	EA		1	84.24	
247	JC829P	22400	QUILL 14 IN ALWAYS SET CLOCK	black		5	9.70	EA		4	48.50	Quill Brand
248	66150J	22505	12-1/8X7-1/2 JOURNAL BOOK	BLUE		10	12.16	EA	1 EA = 1 BX	12	121.60	
249	A66500J	22506	ACCT BOOK JOURNAL RULED, 500PG	GREEN	REDIFORM	10	19.71	EA		6	197.10	
250	76510	22600	SUPER VALUE POSTER BOARD	WHITE		13	13.48	CT	50 EA = 1 CT	1	175.24	
251	124867	22800	WASTEBASKET, 7 GAL, BLACK			1	3.82	EA		0	3.82	Quill Brand
252	S573	22901	3X2 WOOD FRAMED DRY ERASE BRD		QUARTET	9	24.35	EA		1	219.15	
253	303	22902	3X2 WOOD FRAMED CORK BOARD		QUARTET	4	22.20	EA		1	88.80	
254	S574	22903	4X3 WOOD FRAMED DRY ERASE BRD		QUARTET	1	57.75	EA		1	57.75	
255	85352	22904	4 X 3 CORK BOARD, OAK FRAME			1	26.23	EA		1	26.23	
256	11265Q	23000	ECONOMY CHAIRMAT 36X48	CLEAR		26	15.16	EA		35	394.16	Quill Brand
257	3745022	24001	GBC LMNTNG PCHES, LTR SZ 9X12	CLEAR	GBC	7	18.71	BX	100 EA = 1 BX	12	130.97	
258	3745011B	24002	GBC LEGAL SIZE LAM POUCHES			1	25.49	BX		5	25.49	
259	3200579	24003	SWINGLINE GBC 3ML MNU PCH11X17	CLEAR	HEWLETT PACKARD	76	15.63	PK	25 EA = 1 PK	1	1,187.88	
260	74471	28000	VINYL NAME BADGE HOLDER HORIZ	CLEAR	AVERY	2	6.24	PK	25 EA = 1 PK	12	12.48	
261	3747478	28002	ROUND LANYARD W/ BULLDOG CLIP	BLACK	ACCO	4	5.20	PK	12 EA = 1 PK	50	20.80	



Bid Samples

In your bid specifications, in order for us to be considered for an item award you require a sample. Due to the economy we are cutting back on the samples we are sending out with our bids. However, we did include one or more samples for your review. If we are truly in consideration for an item award, we would be more than happy to forward a sample of the other items to you, when requested. Specification sheets are attached for information on some items. You can view all items on our website, [www. Quill.com](http://www.Quill.com).

Quill Bid Team



ITEM # 1110

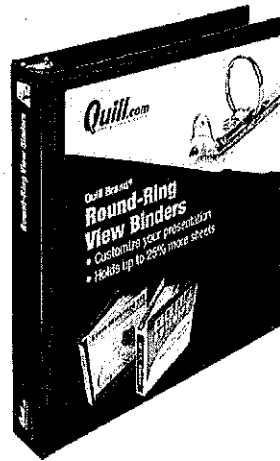
Item # BID-7221BK

Quill Brand® 1" Round Ring View Binder; 3-Ring, Black

Item #: 901-7221BK

Model #: 7221BK

Brand: Quill Brand



Description

Quill Brand® 1" view binders are the ideal way to keep your papers and presentations organized. Clear overlay for customization on all three sides. PVC-free, non-stick material will not damage contents. Clear pockets on the inside front and back covers are ideal for storing loose documents. Back mounted round rings provide a cleaner look. Holds 8 - 1/2" x 11" sheets. 1". Black. 225 sheet capacity.

- Clear overlay for customization on all three sides
- PVC-free, non-stick material will not damage contents
- Clear pockets on the inside front and back covers are ideal for storing loose documents
- Back mounted round rings provide a cleaner look
- Holds 8-1/2" x 11" sheets
- 1"
- Black
- 225 Sheet Capacity



ITEM # 1403

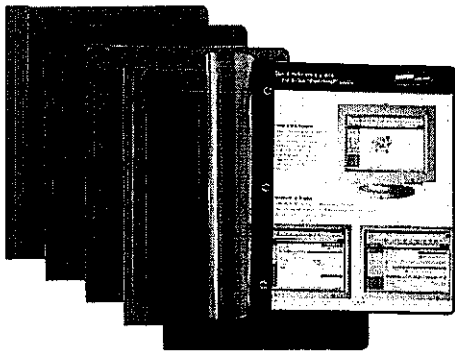
Item # BID-55806Q

Oxford® Clear Front Report Covers, Black

Item #: 901-55806Q

Model #: 55806

Brand: Esselte



Description

- 25 report covers per pack
- Clear front cover
- Three double-tang fasteners
- Contains 10% recycled post-consumer content
- Leatherette finish
- Standard grade leatherette embossed back cover
- Three double tang fasteners hold up to 100 letter size sheets
- Holds 8-1/2x11" sheets

Oxford Clear Front Report Covers for Protective Presentation Take reports to the next level with Oxford clear front report covers. The back cover and spine feature a professional-looking black color that allows the report cover to take center stage. Plus, your employees' reports get the added support from the back cover and the plastic front to keep grease, dirt and moisture away. Stock these covers for reports, presentation documents and other situations that call for that extra touch. Finish Your Reports in Style Go office chic with these Oxford report covers. Clear fronts let the covers your employees design show. They went to the work of creating stellar cover page, why hide it behind an opaque report cover? Black is always in, even when it comes to office documents, and this cover adds just the right amount along the fastener edge and back. Embossed leatherette on the back adds to the detailing that makes this cover noticeable. The design creates the look of a frame, highlighting the information in the report. Keep Stains, Tears and Other Damage at Bay That report took hours of time for your employee to create. Ensure it stays in pristine condition with a durable cover. The cover holds up 1/2 inch of papers with the three secure double-tang fasteners. That translates to about 100 letter-sized sheets, all secured to the cover so they don't shift or fall out of it. The clear front keeps small amounts of moisture off the paper, so that dribble of coffee won't leave a stain on the report. Keep key documents ready to present without tears, bends or stains with protection from Oxford clear front report covers.



ITEM # 1405

Item # BID-57513

Oxford® Twin-Pocket Portfolio, Assorted

Item #: 901-57513

Model #: 57513

Brand: Oxford



Description

- Leatherette grain stock with twin pockets to hold all your papers
- Reinforced pockets resist tearing
- Holds 100 sheets (50 per pocket)
- 10% post-consumer content
- Includes die-cut business card holder
- 8-1/2x11" letter size
- 25 per box
- Assorted colors: light blue, light green, yellow, orange and red



ITEM #4504

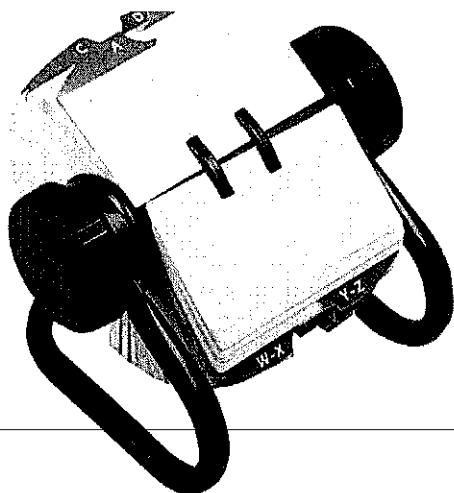
Item # BID-66704

Rolodex® Classic Rotary Files, for 2-1/4Hx4"W Cards, 500-Card Capacity

Item #: 901-66704

Model #: 5024X-BLK

Brand: Rubbermaid



Description

Rolodex® Metal open rotary card file with an efficient design offers easy access to addresses, important information, dates and more. Rolodex® Metal open rotary card file with black metal finish can store cards and insertable A-Z index tabs. Card file measuring 5 3/8" x 7" x 6 3/4" can hold up to 500 cards.

- Card Size: 2 1/4" x 4"
- 500 card capacity
- 5 3/8"H x 7"W x 6 3/4"D
- Black metal finish
- Complete with cards and insertable A-Z index tabs
- Organizes addresses, important information, dates and more
- Rubber feet protect desk surface
- Cards and "A-Z" index guides included
- Size: 5-3/4Hx6-3/4Wx8"D
- Rotary card file holds cards securely in place



ITEM #4710

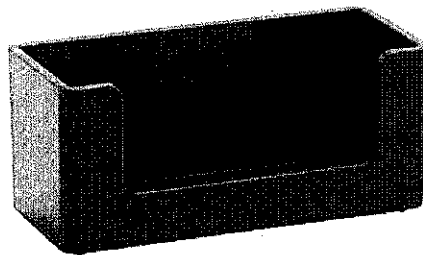
Item # BID-1913968

Poppin, Business Card Holder, Dark Gray (102741)

Item #: 901-1913968

Model #: 102741

Brand: Poppin



Description

This colorful business card holder holds up to 90 business cards. Give your business cards a home on your desktop with this colorful business card holder.

- Business Card Holder with lacquer-like finish
- Holds up to 90 standard sized business cards (3.5" x 2") for making 90 new friends
- 4"L x 1.75"W x 1.75"H



ITEM #6600

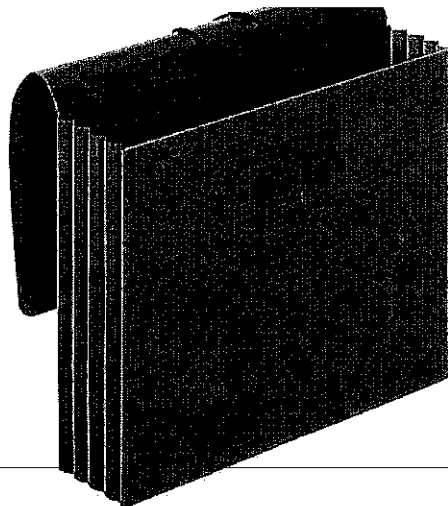
Item # **BID-7CL1053**

Quill Brand® Heavy Duty Expanding Wallets; Letter Size, 3-1/2" Expansion

Item #: 901-7CL1053

Model #: 7CL1053

Brand: Quill Brand



Description

- Super-strong wallets are built to handle your toughest projects
- Letter size with 3-1/2" expansion
- Extra-thick 24-point cover, fully lined Tyvek® gussets and added Tyvek® strip inside the back cover
- Extra-long reinforced flap with thick cord closure
- 30% recycled with 30% post-consumer content
- 10 wallets per box



ITEM #6610

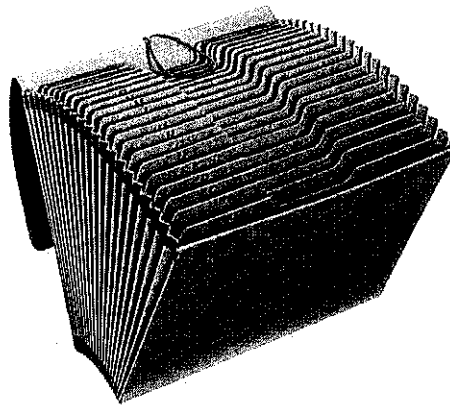
Item # BID-723316

Quill Brand® Heavy Duty Expanding File; Alphabetical, Flap and Elastic Cord, Letter, 21 Pockets

Item #: 901-723316

Model #: 723316

Brand: Quill Brand



Description

- Double-reinforced 21-pt flap
- Hefty elastic cord for added security
- Alphabetical (A-Z) files with 21 pockets
- Letter
- High-quality expanding files are made to resist everyday use
- Extra-thick 80-pt. front and back covers
- Rip-proof Tyvek® reinforced gussets
- Straight-line filing with indexes
- Contains 10% recycled post-consumer content



ITEM #6612

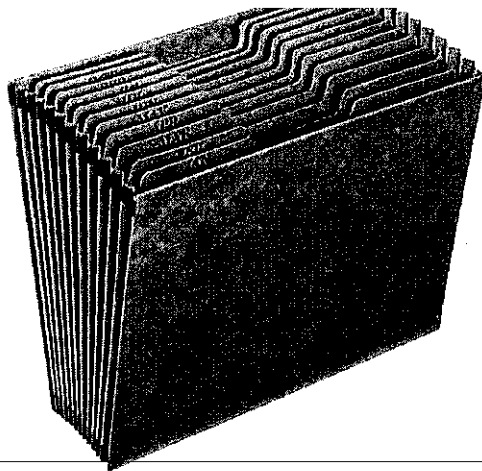
Item # BID-723314

Quill Brand® Heavy-Duty Expanding File; Monthly, Letter, 12 Pockets

Item #: 901-723314

Model #: 723314

Brand: Quill Brand



Description

- Monthly file (Jan-Dec) with 12 pockets
- Letter
- High-quality expanding files are made to resist everyday use
- Extra-thick 80-pt. front and back covers
- Rip-proof Tyvek® reinforced gussets
- Straight-line filing with indexes
- Contains 10% recycled post-consumer content



ITEM #6700

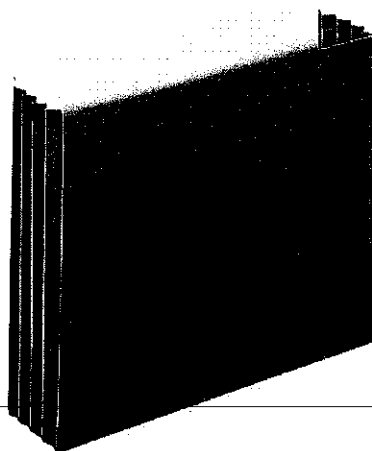
Item # BID-7FC1524

Quill Brand® File Cabinet Pockets; 3-1/2" Expansion, Letter Size

Item #: 901-7FC1524

Model #: FC1524E

Brand: Quill Brand



Description

- Letter size
- 3-1/2" expansion
- 9-1/2" raised gusset height prevents interference when removing file from cabinet
- 22-pt. red-fiber front and back panels resist everyday abuse
- Tyvek® strips along top and bottom corners and gussets for rip-proof reinforcement
- Contains 10% recycled post-consumer content



ITEM #6703

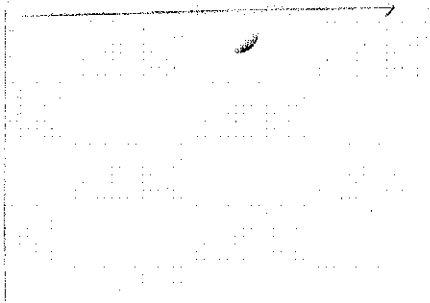
Item # BID-74930

Quill Brand® Manila File Jackets; Legal, Flat, 100/Box

Item #: 901-74930

Model #: 74930GW

Brand: Quill Brand



Description

- Flat
- Legal: 9-1/2x14-3/4"
- 100 per box
- Superior strength for everyday use
- Sturdy 11-pt. manila stock
- Double reinforced top
- Closed sides keep papers inside jacket to easily fit in file drawers
- Contains 10% post-consumer recycled content



ITEM #6705

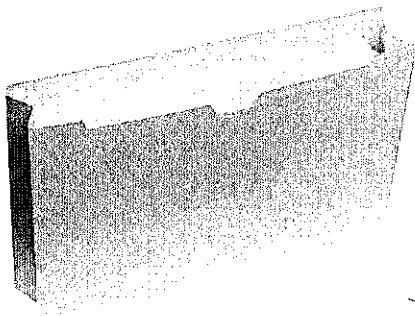
Item # BID-74950

Quill Brand® Manila File Jackets; Legal, 2" Expansion, 50/Box

Item #: 901-74950

Model #: 74950GW

Brand: Quill Brand



Description

- 2" expansion
- Legal: 9-1/2x14-3/4"
- 50 per box
- Superior strength for everyday use
- Sturdy 11-pt. manila stock
- Double reinforced top
- Closed sides keep papers inside jacket to easily fit in file drawers
- Contains 10% post-consumer recycled content



ITEM #6802

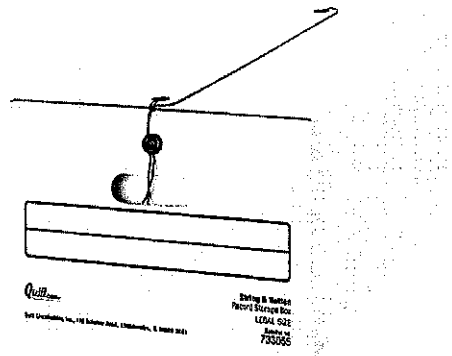
Item # BID-733055

Quill Brand® String and Button Basic Duty Storage Boxes; Legal Size, 350lbs Stacking Strength, 12/Carton

Item #: 901-733055

Model #: 33055

Brand: Quill Brand



Description

- 350lbs Stacking Strength
- String & button closure keeps contents secure even if box is overturned
- Basic set-up that holds legal size documents
- Item Dimension: 10-1/4"x15"x24"
- Guaranteed minimum of 35% post-consumer recycled content
- 12 per carton



ITEM #6803

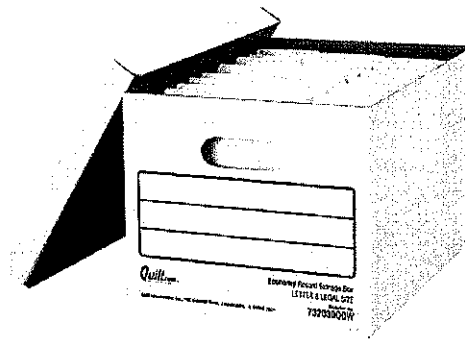
Item # BID-732030QQW

Quill Brand® Economy Basic Duty Storage Boxes; Letter/Legal Size, 350lbs Stacking Strength, 12/Carton

Item #: 901-732030QQW

Model #: 004561

Brand: Quill Brand



Description

- 350lbs Stacking Strength
- Basic-duty, standard set-up construction for moderate stacking or use with shelving
- Lift-off lid for easy file access (lid ships attached and tears off for use)
- Item Dimension: 10" x 12" x 15"
- Guaranteed minimum of 35% post-consumer recycled content
- 12 per carton



ITEM #7102

Item # BID-E516

Elmer's® Glue Sticks, Glue-All, 1 Each

Item #: 901-E516

Model #: E-516

Brand: ELMER'S



Description

0.77 oz. multipurpose glue stick bonds together a wide variety of materials. Elmer's glue sticks are safe, non-toxic and wash out with soap and water.

- For clean up, wipe excess with damp cloth
- If necessary, use soap & water
- Dries fast and colorless
- Handy twist-up applicator
- .77-oz. stick
- Glue-All



ITEM #8107

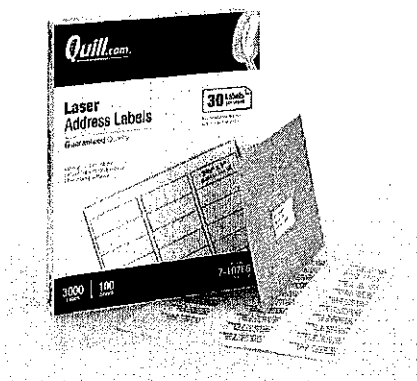
Item # BID-710786

Quill Brand Laser Address Labels; White, 1x2-5/8", 3,000 Labels

Item #: 901-710786

Model #: 710786

Brand: Quill Brand



Description

- Rectangular labels are ideal for return address, file folders and bar coding
- Size: 1 x 2-5/8"
- 30 labels per sheet; 3,000 per box
- For use in laser printers only



ITEM #8110

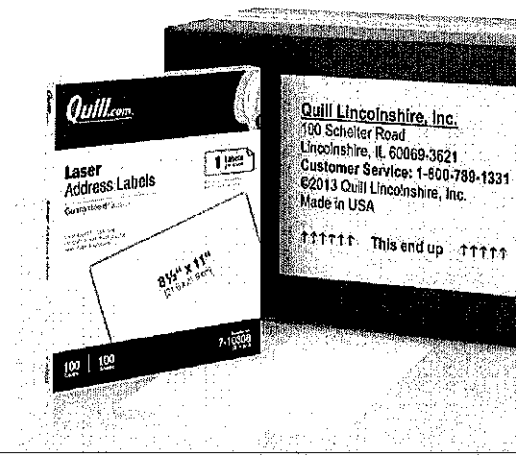
Item # BID-710808

Quill® Laser Address Labels; White, 8-1/2x11", 100 Labels, Comparable to Avery 5165

Item #: 901-710808

Model #: 710808

Brand: Quill Brand



Description

Comparable product to Avery® 5165

- White labels give addresses a personal, customized look
- Rectangular labels are ideal for large pallet labels, caution, bin and shipping cases
- Size: 8-1/2x11"
- 1 label per sheet; 100 per box



ITEM #8400

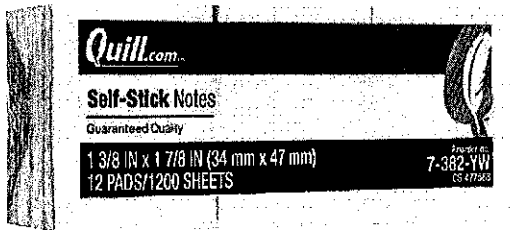
Item # **BID-7382YW**

Quill Brand® Self-Stick Sticky Flat Notes; 1-1/2" x 2", Yellow, 12 Pack

Item #: 901-7382YW

Model #: 7-382-YW

Brand: Quill Brand



Description

Our self-stick notes have the same adhesive and high-quality paper as other name brands, but our price is unbeatable

- Paper is less "grainy" for smoother ink flow
- Yellow
- Size: 1-1/2 x 2"
- 100 sheets per pad
- Order in full-dozen quantities, same item number



ITEM #9605

Item # BID-487228

Stanley Bostitch® B3000-BLK Antimicrobial Desktop Full Strip Stand Up Stapler, Fastening Capacity 20 Sheets/20 lb., Black

Item #: 901-487228

Model #: B3000-BLK

Brand: Stanley Bostitch



Description

Stanley Bostitch B3000-BLK Antimicrobial Full Strip Stand Up Stapler, Fastening Capacity 20 Sheets/20 lb., Black

- Full strip stand up desk stapler
- Staples up to 20 sheets
- Prevents staple jams with Anti-Jam mechanism
- Open channel loading of standard staples SBS1914CP
- Rugged die cast metal construction
- Desktop stapler
- Die cast metal construction for superior quality and durability
- Stands upright or lays flat
- Antimicrobial protected
- Sleek, curved design
- Soft rubber handle for comfortable use
- Rubberized base for stability during operation
- Uses a full-strip (210) of standard staples
- Lifetime limited warranty



ITEM #17103

Item # BID-IM1848587IN

Maxell 700MB 48X CD-R; Slim Jewel Case, 10/Pack

Item #: 901-IM1848587IN

Model #: 648210

Brand: Maxell



Description

The Maxell 648210 700 MB CD-R can be used to create a safe and secure backup of all your important data. Record and save important data like work files, documents or media content quickly and easily with the Maxell 648210 CD-R that comes with ample storage capacity. This 700 MB CD provides 80 minutes of recording time, with a recording speed of 48x for quick data transfer. It can be used for single-time recording to secure the data from erasing, and comes in a set of 10 in a slim jewel case packing.

- CD-R secures your data permanently after a one-time burning session
- 48x write speed for quick data transfer
- Comes with 700 MB storage capacity and records up to 80 mins of audio
- Comes in a set of 10 for added convenience
- Lifetime limited warranty



ITEM #22201

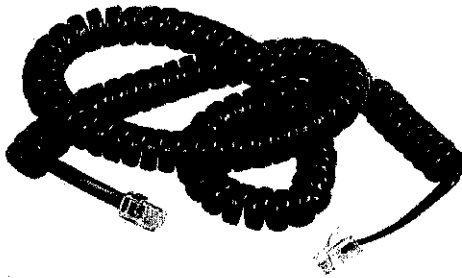
Item # BID-IM1219440IN

Belkin™ Pro Series 12' RJ-11 Male to Male Coiled Telephone Handset Cable; Black

Item #: 901-IM1219440IN

Model #: F8V101-12-BK

Brand: Belkin



Description

The Belkin™ Pro Series 12' black RJ-11 male to male coiled telephone handset cable features PVC cable jacket construction that retains spring and durability. It allows for clear signals with high-micron plating and connects your phone handset to the phone base. This cord maintains connections with low-gauge conductors. It offers more line while working in the office or at home.

- Handset cord offers clear signals with high-micron plating
- Cable length: 12'
- Connections: 1 x RJ-11 male phone to 1 x RJ-11 male phone
- Copper conductor for good conductivity
- Used with telephone devices
- Comes in black color
- Plenum jacket for durability
- High micron plating on connectors allows for clearer conversations
- Maintains reliable connection with low-gauge conductors
- Endures repeated usage, included extending of the phone cord
- Provides reliable connection with low-gauge conductors
- Comes with lifetime warranty



ITEM #22400

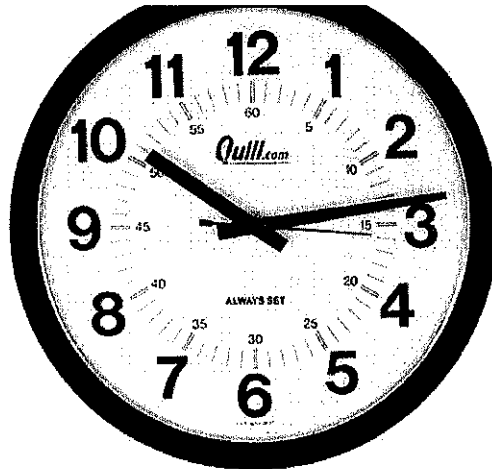
Item # BID-JC829P

Quill Brand® Wall Clocks; Quartz, Black

Item #: 901-JC829P

Model #: JC829P

Brand: Quill Brand



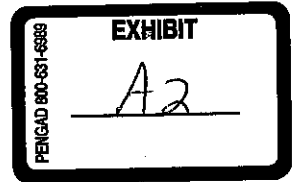
Description

Always Set feature changes time automatically

- Clear plastic lens
- Quartz movement
- Easy-to-read numbers
- Battery-powered operation; requires 1 "AA" battery (included)
- Black
- 14" diameter
- **If you're not 100% satisfied with your Quill Brand® product we'll refund your money or replace your purchase with a comparable national brand. Quill will even pay to have your return picked up!**



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



BID #: 17-0073

Invitation for Bid: **OFFICE SUPPLIES 2018**

Date Issued: 9-13-2017

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:**

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:**

<u>OFFICE SOURCE Inc.</u>	<u>KRAIG SIMMONS</u>
Company Name	Authorized Agent (Print)
<u>719 RUDDER ROAD</u>	<u>[Signature]</u>
Address	Signature
<u>FENTON, MO, 63026</u>	<u>Owner / PARTNER</u>
City/State/Zip Code	Title
<u>636 349 5101</u>	<u>43-1863461</u>
Telephone #	Date Tax ID #
<u>Kraig@OfficeSource1.com</u>	<u>636-349-5109</u>
E-mail	Fax #

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Specifications	Page 11

REQUIRED DOCUMENTS

1. **Current and valid Certificate of Insurance or binder showing required insurance coverage must be provided with each bid.**
(County must be added as additional insured if awarded)
- 2a. **Proof that Bidder does not owe delinquent real or personal property in Jefferson County (tax receipts for past 3 years)**
Obtain receipts at <http://jeffersonmo.devnetwedge.com>
Or
- 2b. **A notarized affidavit, on company letterhead stating that the applicant does not own any real or personal property in Jefferson County, Missouri.**
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 MAYBE REJECTED IF REQUIRED DOCUMENTATION IS NOT INCLUDED OR COMPLETED AT DISCRETION OF THE COUNTY**

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***BIDS MAYBE REJECTED IF REQUIRED DOCUMENTATION IS NOT INCLUDED OR COMPLETED AT DISCRETION OF THE COUNTY**

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).

1.12 INSURANCE:

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

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

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

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

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

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

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

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

1.13 BID SUBMISSIONS

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

1.10 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).

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.

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A. (X)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. (X)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. (X)Required () Not Required **Worker's Compensation Insurance:**
per Missouri Revised Statutes Chapter 287

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

1.13 BID SUBMISSIONS

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

1.14 BID OPENINGS

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

1.15 BID TABULATIONS

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

2.0 BID RESPONSE AND CONTRACT

2.1 BIDDER REPRESENTATIONS:

The Bidder, by executing the Bid form certifies that:

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

2.2 TAXES:

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

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

2.3 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:

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

2.4 PRICE:

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

2.5 MISSOURI DOMESTIC PRODUCT PROCUREMENT ACT:

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

2.6 NON-EXCLUSIVE AGREEMENT:

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

2.7 DEFINITIONS:

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

2.8 INSPECTION, ACCEPTANCE AND APPROVALS:

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

2.9 WARRANTY:

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

2.10 PAYMENT:

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

2.11 CHANGE ORDER:

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

2.12 DELIVERIES:

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

2.13 RESPONSIBILITY FOR SUPPLIES:

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

2.14 SUBCONTRACTS:

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

2.6 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.

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

2.9 WARRANTY:

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

2.10 PAYMENT:

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

2.11 CHANGE ORDER:

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

2.12 DELIVERIES:

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

2.13 RESPONSIBILITY FOR SUPPLIES:

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

2.14 SUBCONTRACTS:

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

2.15 CHOICE OF LAW:

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

2.16 TERMINATION:

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

2.17 NOTICE AND SERVICE THEREOF:

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

2.18 CONTRACT TERM:

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

2.19 COMPLIANCE WITH APPLICABLE LAWS:

Supplier warrants it has complied with all applicable laws, rules and ordinances of the United States, Missouri or any other Governmental authority or agency in the manufacture or sale of the goods, including but not limited to all provisions of the Fair Labor Standards Act of 1938, as amended, including provisions of the Home Rule Charter of Jefferson County, Missouri requiring all workers

performing work under any contract with Jefferson County be paid a wage that is at least the prevailing hourly rate of wages for work of a similar character in Jefferson County.

2.20 ACTS OF GOD:

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

2.21 SELLER'S INVOICES:

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

2.22 APPROVAL:

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

2.23 RENEWAL OPTION:

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

Indicate: ☐ Individual: ☐ Partnership: ☐ Corporation.

2.24 INDIVIDUAL, PARTNERSHIPS, CORPORATIONS:

Incorporated in the State of Missouri

2.25 LITIGATION:

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

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

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.

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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.

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

AFFIDAVIT OF WORK AUTHORIZATION

The grantee, sub grantee, contractor or subcontractor who meets the section 285.525, RSMo. definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now Kraig Simmons (Name of Business Entity Authorized Representative) as Partner/owner (Position/Title) first being duly sworn on my oath, affirm OFFICE SOURCE INC. (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to OFFICE SUPPLIES 2018 (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 OFFICE SOURCE INC. (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services related to OFFICE SUPPLIES 2018 (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contract, or subcontract, if awarded.

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

[Signature]
Authorized Representative's Signature

KRAIG SIMMONS
Printed Name

Partner Owner
Title

10/16/17
Date

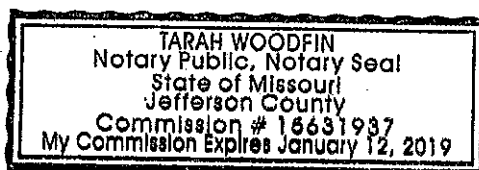
Subscribed and sworn to before me this 16th of Oct 2017. I am
(DAY) (MONTH, YEAR)

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

Missouri and my commission expires on 01/12/2019.
(NAME OF STATE) (DATE)

[Signature]
Signature of Notary

10/16/17
Date



AFFIDAVIT OF WORK AUTHORIZATION

(Continued)

CURRENT BUSINESS ENTITY STATUS

I certify that OFFICE SOURCE Inc (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo., pertaining to section 285.530, RSMo., as stated above.

Kraig Simmons

Authorized Business Entity
Representative's Name
(Please Print)

[Signature]

Authorized Business Entity
Representative's Signature

OFFICE SOURCE Inc

Business Entity Name

10/11/17

Date

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

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

AND

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

AFFIDAVIT OF WORK AUTHORIZATION

(Continued)

CURRENT BUSINESS ENTITY STATUS

I certify that OFFICE SOURCE Inc (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo., pertaining to section 285.530, RSMo., as stated above.

Kraig Simmons

Authorized Business Entity
Representative's Name
(Please Print)

[Signature]

Authorized Business Entity
Representative's Signature

OFFICE SOURCE Inc

Business Entity Name

10/11/17

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:

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(Website: <http://www.dhs.gov/e-verify>;
Phone: 888-464-4218; Email: e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein;

AND

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

OFFICE SUPPLIES SPECIFICATIONS

1. **Items listed under Proposed Manufacture with a (*).**
These items CAN NOT be substituted.
 2. UOM (Unit of Measure) the following units of measure can only be used.
 - a. Ea. (each).
 - b. St. (set).
 - c. Cs. (case) must indicate number per case.
 - d. Pk. (package) must indicate number per package.
 - e. Bx. (box) must indicate number per box.
 - f. Btl. (bottle) must indicate number of oz. Per bottle.
 - g. Rm (ream) must indicate number of sheets per ream.
 - h. Gal. (gallon).
 - i. Ctn. (carton) must indicate number per carton.
 - j. Rl. (roll).
 - k. Dz. (dozen).
 - l. Pd. (pad) indicates number of pads per package.
 3. **Deliveries are to be NEXT DAY service after order is placed. (Delivery times and Order time to be set with awarded vendors).**
 4. **Prices are ALL INCLUSIVE: (Shipping, Handling, Delivery, and Assembly to locations specified by the County. Refer to section "2.4").**
 5. **If the proposed unit of measure varies from the amount listed, mark through the listed amount and fill in the appropriate unit of measure to reflect the cost per unit of measure.**
 6. **If the suggested manufacturer or the manufacturer item number is different, mark through the listed information to reflect the correct information.**
-

2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
1100	Binder - 1" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Avery	AVE04301 BSN 28559	22	EACH	1.24
1101	Binder - 1-1/2" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Avery	AVE04401 BSN 28560	28	EACH	2.09
1102	Binder - 2" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Avery	AVE04501 BSN 28561	14	EACH	2.49
1103	Binder - 3" Vinyl Round Ring Binder With Label Holder, Black, Two Inside Pockets	Avery	AVE04601 BSN 28562	25	EACH	3.59
1104	Binder - 4" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Avery	AVE79604 SPR 02472	3	EACH	6.89
1110	Binder - 1" View (Presentation) Binder, Black, Two Inside Pockets	Avery	AVE05710 BSN 09952	13	EACH	1.39
1111	Binder - 1-1/2" View (Presentation) Binder, Black, Two Inside Pockets	Avery	AVE05725 BSN 09954	0	EACH	1.69
1112	Binder - 2" View (Presentation) Binder, Black, Two Inside Pockets	Avery	AVE05730 BSN 09956	0	EACH	2.19
1113	Binder - 3" View (Presentation) Binder, Black, Two Inside Pockets	Avery	AVE05740 BSN 09958	0	EACH	2.99
1120	Binder - 1" View (Presentation) Binder, White, Two Inside Pockets	Avery	AVE05711 BSN 09953	9	EACH	1.24
1121	Binder - 1-1/2" View (Presentation) Binder, White, Two Inside Pockets	Avery	AVE05726 BSN 09955	0	EACH	1.49
1122	Binder - 2" View (Presentation) Binder, White, Two Inside Pockets	Avery	AVE05731 BSN 09957	0	EACH	2.49
1123	Binder - 3" View (Presentation) Binder, White, Two Inside Pockets	Avery	AVE05741 BSN 09959	3	EACH	2.99
1150	Data Binder - Hanging Data Binder - 6" Capacity - 8.50" x 12" Sheet Size, Post Fastener, Presstex, Light Blue	Acco *	ACC54132	0	EACH	5.19
1195	Index - Legal Exhibit Dividers, Letter, Printed 1-25, White	Avery *	AVE11370	0	SET	1.39

2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
1100	Binder - 1" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Avery	AVE04301 BSN28559	22	EACH	1.24
1101	Binder - 1-1/2" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Avery	AVE04401 BSN28560	28	EACH	2.09
1102	Binder - 2" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Avery	AVE04501 BSN28561	14	EACH	2.49
1103	Binder - 3" Vinyl Round Ring Binder With Label Holder, Black, Two Inside Pockets	Avery	AVE04601 BSN28562	25	EACH	3.59
1104	Binder - 4" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Avery	AVE79604 SPR62472	3	EACH	6.89
1110	Binder - 1" View (Presentation) Binder, Black, Two Inside Pockets	Avery	AVE05710 BSN09952	13	EACH	1.39
1111	Binder - 1-1/2" View (Presentation) Binder, Black, Two Inside Pockets	Avery	AVE05725 BSN09954	0	EACH	1.69
1112	Binder - 2" View (Presentation) Binder, Black, Two Inside Pockets	Avery	AVE05730 BSN09956	0	EACH	2.19
1113	Binder - 3" View (Presentation) Binder, Black, Two Inside Pockets	Avery	AVE05740 BSN09958	0	EACH	2.99
1120	Binder - 1" View (Presentation) Binder, White, Two Inside Pockets	Avery	AVE05711 BSN09953	9	EACH	1.24
1121	Binder - 1-1/2" View (Presentation) Binder, White, Two Inside Pockets	Avery	AVE05726 BSN09955	0	EACH	1.49
1122	Binder - 2" View (Presentation) Binder, White, Two Inside Pockets	Avery	AVE05731 BSN09957	0	EACH	2.49
1123	Binder - 3" View (Presentation) Binder, White, Two Inside Pockets	Avery	AVE05741 BSN09959	3	EACH	2.99
1150	Data Binder - Hanging Data Binder - 6" Capacity - 8.50" x 12" Sheet Size, Post Fastener, Presstex, Light Blue	Acco *	ACC54132	0	EACH	5.19
1195	Index - Legal Exhibit Dividers, Letter, Printed 1-25, White	Avery *	AVE11370	0	SET	1.39

2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
1196	Index - Legal Exhibit Dividers, Letter, Printed 26-50, White	Avery *	AVE11372	0	SET	1.39
1197	Index - Legal Exhibit Dividers, Letter, Printed 51-75, White	Avery *	AVE11396	0	SET	1.39
1198	Index - Legal Exhibit Dividers, Letter, Printed 76-100, White	Avery *	AVE11397	0	SET	1.39
1199	Index - Legal Exhibit Dividers, Letter, Printed 101-125, White	Avery *	AVE01334	0	SET	1.39
1200	Indexes - Letter, Insertable Index, Multicolor Tabs, 8-Tab, Buff	Universal	UNV21872 BSN 36693	27	SET	.34
1201	Indexes - Letter, Insertable Index, Clear Tabs, 5- Tab, Buff	Universal	UNV21871 BSN 20068	88	SET	.23
1202	Indexes - A-Z Quick Index Dividers With Contents Page, Printed A-Z - 25 / Set, White Divider, Multicolor Tab	Sparco	SPR21905	1	SET	1.69
1204	Tabs - Self-Adhesive Tabs with White Printable Inserts, Two Inch, Clear Tab, 25/ Pack	Avery	AVE16241	5	PACKAGE	2.39
1205	Tabs - Self-Adhesive Tabs with White Printable Inserts, Two Inch, Assorted Tab, 25/ Pack	Avery	AVE16239	3	PACKAGE	2.39
1206	Indexes - Monthly Tab Divider - 12 Divider(s) - January to December	Avery	AVE11307 SPR 1807	0	SET	.69
1301	Sheet Protectors - Heavyweight Polypropylene Sheet Protector, Non-Glare, 11 x 8 1/2, 100/BX	C-Line	CL162028 BSN 74449	20	BOX	3.99
1403	Report Covers - Clear Front Report Cover, Tang Clip, Letter, 1/2" Capacity, Black, 25/Box	Duo-Tang *	ESS55806 BSN 78520	3	BOX	5.99
1405	Report Covers - Twin-Pocket Portfolio, Embossed Leather Grain Paper, Assorted Colors, 25/Box	Duo-Tang *	ESS57513 BSN 57513	23	BOX	5.99
1500	Transcript Covers - Deluxe Transcript Covers with Clear Front Cover, 1-1/2" prongs, Black, 100/Box	Pengad	SC-X1A A6-XL	3	BOX	23.47
2103	Paper Clips - Smooth Finish, No. 1, Silver, 100/Box, 10 Boxes/Pack	Universal	UNV72210 BSN 65638	155	BOX	.01

2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
2104	Paper Clips - Smooth, Wire, Jumbo, Silver, 100/Box, 10 Boxes/Pack	Universal	UNV72220 <i>BSN 65339</i>	195	BOX	.29
2105	Binder Clips - Small, Steel Wire, 3/8" Capacity, 3/4" Wide, Black/Silver, Dozen	Universal	UNV10200 <i>BSN 36550</i>	87	DOZEN	.18
2106	Binder Clips - Medium, Steel Wire, 5/8" Cap., 1-1/4" Wide, Black/Silver, Dozen	Universal	UNV10210 <i>BSN 36551</i>	73	DOZEN	.39
2107	Binder Clips - Large, Steel Wire, 1" Capacity, 2" Wide, Black/Silver, Dozen	Universal	UNV10220 <i>BSN 36552</i>	21	DOZEN	1.09
2150	Flash Drive - 8GB Flash Drive, USB 3.0, Retractable, Gray	Verbatim	VER49171 <i>VER 49062</i>	4	EACH	
2151	Flash Drive - 16GB Flash Drive, USB 3.0, Retractable, Gray	Verbatim	VER49172	11	EACH	9.39
2152	Flash Drive - 32GB Flash Drive, USB 3.0, Retractable, Gray	Verbatim	VER49173	6	EACH	14.49
2153	Flash Drive - 64GB Flash Drive, USB 3.0, Retractable, Gray	Verbatim	VER49174	1	EACH	22.99
2205	Paper File Fasteners - Standard Two-Piece, Two Inch Capacity, 50/Box	Acco	ACC12992 <i>SAR-R26</i>	78	BOX	1.09
2300	Push Pins - Colored Push Pins, Plastic, Rainbow, 3/8", 100/Pack	Universal	UNV31310 <i>SAR-B1001</i>	9	PACKAGE	.45
2400	Rubber Bands - Size 18, 3 x 1/16, 1600 Bands/1lb Pack	Universal	UNV00118 <i>BSN 15735</i>	14	PACKAGE	1.99
2401	Rubber Bands - Size 32, 3 x 1/8, 820 Bands/1lb Pack	Universal	UNV00132 <i>BSN 15741</i>	8	PACKAGE	1.99
2402	Rubber Bands - Size 33, 3-1/2 x 1/8, 640 Bands/1lb Pack	Universal	UNV00133 <i>BSN 15743</i>	4	PACKAGE	1.99
2403	Rubber Bands - Size 64, 3-1.2 x 1/4, 320 Bands/1lb Pack	Universal	UNV00164 <i>BSN 15748</i>	3	PACKAGE	1.99
3100	Correction Tape - Non-Refillable, 1/6" x 394", White Tape	BIC	BICWOTAP10 <i>*</i>	338	EACH	1.29

304 12 Pack of 6
10

2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
2104	Paper Clips - Smooth, Wire, Jumbo, Silver, 100/Box, 10 Boxes/Pack	Universal	UNV72220 BSN 65639	195	BOX	.29
2105	Binder Clips - Small, Steel Wire, 3/8" Capacity, 3/4" Wide, Black/Silver, Dozen	Universal	UNV10200 BSN 36550	87	DOZEN	.18
2106	Binder Clips - Medium, Steel Wire, 5/8" Cap., 1-1/4" Wide, Black/Silver, Dozen	Universal	UNV10210 BSN 36551	73	DOZEN	.39
2107	Binder Clips - Large, Steel Wire, 1" Capacity, 2" Wide, Black/Silver, Dozen	Universal	UNV10220 BSN 36552	21	DOZEN	1.09
2150	Flash Drive - 8GB Flash Drive, USB 3.0, Retractable, Gray	Verbatim	VER49171 VER 99062	4	EACH	
2151	Flash Drive - 16GB Flash Drive, USB 3.0, Retractable, Gray	Verbatim	VER49172	11	EACH	9.39
2152	Flash Drive - 32GB Flash Drive, USB 3.0, Retractable, Gray	Verbatim	VER49173	6	EACH	14.49
2153	Flash Drive - 64GB Flash Drive, USB 3.0, Retractable, Gray	Verbatim	VER49174	1	EACH	22.99
2205	Paper File Fasteners - Standard Two-Piece, Two Inch Capacity, 50/Box	Acco	ACC12992 SPR-R26	78	BOX	1.09
2300	Push Pins - Colored Push Pins, Plastic, Rainbow, 3/8", 100/Pack	Universal	UNV31310 SPR-B1001	9	PACKAGE	.45
2400	Rubber Bands - Size 18, 3 x 1/16, 1600 Bands/1lb Pack	Universal	UNV00118 BSN 15735	14	PACKAGE	1.99
2401	Rubber Bands - Size 32, 3 x 1/8, 820 Bands/1lb Pack	Universal	UNV00132 BSN 15741	8	PACKAGE	1.99
2402	Rubber Bands - Size 33, 3-1/2 x 1/8, 640 Bands/1lb Pack	Universal	UNV00133 BSN 15743	4	PACKAGE	1.99
2403	Rubber Bands - Size 64, 3-1.2 x 1/4, 320 Bands/1lb Pack	Universal	UNV00164 BSN 15748	3	PACKAGE	1.99
3100	Correction Tape - Non-Refillable, 1/6" x 394", White Tape	BIC	BICWOTAP10 *	338	EACH	1.29

Invitation for Bid

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Sold 10 Pack of 10

Bidder's Initials KAS

2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
3101	Correction Pen - .24 oz./7ml, Double Ball Tip, White	Papermate	PAP5620115	10	EACH	1.29
3200	Correction Fluid - .68 oz Bottle, White, 12/ Pack	BIC	BICWOFQD12WE	37	EACH	.59
4100	Book Ends - Standard, 4 3/4 x 5 1/4 x 5, Heavy Gauge Steel, 9", Black	Universal	UNV54051	2	PAIR	.99
4200	Clipboard - Hardboard Clipboard, 1-1/4" Capacity, Holds 8-1/2 x 11, Brown	Universal	UNV40304 BSA 65637	8	EACH	.69
4201	Clipboard - Hardboard Clipboard, 1-1/4" Capacity, Holds 8-1/2w x 14h, Brown	Universal	UNV40305 BSA 28554	8	EACH	.99
4302	Finger Tip - Rubber Finger Tips, Size 12, Medium/Large, Amber, 12/Pack	Swingline	SWI54032	1	PACKAGE	.79
4305	Sortwik - Sortwik Fingertip Moisteners, 1 3/4 oz, Pink	Lee	LEE10134 SPK01571	18	EACH	1.49
4504	Rolodex - Open Tray Card File with 24 A-Z Guides Holds 500 2 1/4 x 4 Cards, Black	Eldon	ROL66998	2	EACH	
4602	Receipt Book - Money/Rent Receipt Books, 2-3/4 x 7 1/8, Three-Part Carbonless, 100 Sets/Book	Tops	TOP46808	15	BOOK	8.29
4701	Pencil Cup - Big Pencil Cup, Plastic, 4 1/4 dia. x 5 3/4, Black	Universal	UNV08108 BSA 32355	4	EACH	.99
4703	Clip Dispenser - Magnetic Clip Dispenser, Two Compartments, Plastic, 2 1/2 x 2 1/2 x 3	Universal	UNV08126 SPK 11796	7	EACH	.49
4706	Wall Pocket - Unbreakable Docupocket Single Pocket Wall File, Letter, Smoke	Deflect-O	DEF63202	4	EACH	2.49
4707	Wall Pocket - Unbreakable Docupocket Single Pocket Wall File, Legal, Smoke	Deflect-O	DEF64302	0	EACH	2.69
4710	Business Card Holder - Holds 50 Cards, Black	Eldon	ELDON63525 D/C 97833	3	EACH	.39
4711	Shoulder Rest - Standard Telephone Shoulder Rest, 7 Long x 2w x 2-1/2h, Black	Softalk	SOF101	6	EACH	4.99

2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
4712	Organizer - Drawer Tray, 9 Section	Universal	UNV53052 SPR60006	0	EACH	1.09
4800	Letter Tray - Side Load Letter Desk Tray, Plastic, Black	Universal	UNV08100 B3042585	20	EACH	1.49
4801	Legal Tray - Side Load Legal Desk Tray, Plastic, Black	Universal	UNV08101 DEF399104	3	EACH	2.49
4802	Letter Tray - Front Load Letter Desk Tray, Plastic, Smoke	Eldon	16073	0	EACH	2.94
4900	Calculator - Canon MP21DX Color Printing Calculator - 12 Digit - 2 Color Display (Black/Red) - AC Supply Powered - 12.2" x 9" - White	Canon *	CNMMMP21DX	5	EACH	54.00
4901	Calculator - Pocket Calculator, Dual-Power, 8 Digit(s), LCD, Battery/Solar Powered, 2.4" x 4.1"	Sharp	SHREL244TB SHREL23328	4	EACH	1.89
5100	Stamp Pad - Foam Stamp Pad, 4 1/4 x 2 3/4, Black, 12 Each/Box	Sanford	AVE21381	7	EACH	.69
5101	Stamp Pad - Felt Stamp Pad, 4 1/4 x 2 3/4, Red, 12 Each/Box	Avery	AVE21071	5	EACH	1.59
5200	Ink - Stamp Pad Neat-Flo Bottle Ink, Two Ounces, Black	Avery	AVE21448	4	EACH	1.09
5201	Ink - Stamp Pad Neat-Flo Bottle Ink, Two Ounces, Red	Avery	AVE21447	2	EACH	1.09
5204	Ink - Stamp Pad Refill Ink for Click! & Universal Stamps, 7ml-Bottle, Black	Universal	USSIK60	1	EACH	1.89
5218	Message Stamp - "COPY", Pre-Inked/Re-Inkable, Red	Universal	UNV10048 SPR60014	12	EACH	1.90
5221	Date Stamp - Self-Inking Stamp, "RECEIVED" with Date, 1" x 1.63" Impression, Blue/Red Ink	US STAMP & SIGN *	USSE4752	3	EACH	11.99
5222	Date Stamp - Self-Inking Date Stamp, 0.38" x 1.63", 4 Bands, Black	US Stamp & Sign	USSE4820	3	EACH	8.99
5225	Date Stamp - Message/Date Stamp - "RECEIVED, FAXED, E-MAILED, PAID" - 0.38" x 1" Impression - 4 Bands - Blue, Red	US STAMP & SIGN	USSE4850L	2	EACH	10.89

2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
4712	Organizer - Drawer Tray, 9 Section	Universal	UNV53052 SPR 60006	0	EACH	1.09
4800	Letter Tray - Side Load Letter Desk Tray, Plastic, Black	Universal	UNV08100 BSJ 42585	20	EACH	1.49
4801	Legal Tray - Side Load Legal Desk Tray, Plastic, Black	Universal	UNV08101 DEF 399104	3	EACH	2.49
4802	Letter Tray - Front Load Letter Desk Tray, Plastic, Smoke	Eldon	16073	0	EACH	2.94
4900	Calculator - Canon MP21DX Color Printing Calculator - 12 Digit - 2 Color Display (Black/Red) - AC Supply Powered - 12.2" x 9" - White	Canon *	CNMMIP21DX	5	EACH	54.00
4901	Calculator - Pocket Calculator, Dual-Power, 8 Digit(s), LCD, Battery/Solar Powered, 2.4" x 4.1"	Sharp	SHREL244TB SHREL2383B	4	EACH	1.89
5100	Stamp Pad - Foam Stamp Pad, 4 1/4 x 2 3/4, Black, 12 Each/Box	Sanford	AVE21381	7	EACH	.69
5101	Stamp Pad - Felt Stamp Pad, 4 1/4 x 2 3/4, Red, 12 Each/Box	Avery	AVE21071	5	EACH	1.59
5200	Ink - Stamp Pad Neat-Flo Bottle Inker, Two Ounces, Black	Avery	AVE21448	4	EACH	1.09
5201	Ink - Stamp Pad Neat-Flo Bottle Inker, Two Ounces, Red	Avery	AVE21447	2	EACH	1.09
5204	Ink - Stamp Pad Refill Ink for Clikl & Universal Stamps, 7ml-Bottle, Black	Universal	USSIK60	1	EACH	1.89
5218	Message Stamp - "COPY", Pre-Inked/Re-Inkable, Red	Universal	UNV10048 SPR 60014	12	EACH	1.90
5221	Date Stamp - Self-Inking Stamp, "RECEIVED" with Date, 1" x 1.63" Impression, Blue/Red Ink	US STAMP & SIGN *	USSE4752	3	EACH	11.99
5222	Date Stamp - Self-Inking Date Stamp, 0.38" x 1.63", 4 Bands, Black	US Stamp & Sign	USSE4820	3	EACH	8.99
5225	Date Stamp - Message/Date Stamp - "RECEIVED, FAXED, E-MAILED, PAID" - 0.38" x 1" Impression - 4 Bands - Blue, Red	US STAMP & SIGN	USSE4850L	2	EACH	10.89

2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
6100	File Folders - Letter, Manila, 1/3 Cut Assorted, One-Ply Top Tab, 100/Box	Universal	UNV12113 BSN17525	43	BOX	4.19
6101	File Folders - Legal, Manila, 1/3 Cut Assorted, One-Ply Top Tab, 100/Box	Universal	UNV15113 BSN17526	116	BOX	5.69
6103	File Folders - Letter, Pink, 1/3 Cut Top Tab, 100/Box	Smead	SMD12643	1	BOX	10.99
6104	File Folders - Letter, Red, 1/3 Cut Top Tab, 100/Box	Smead	SMD12743 BSN65776	9	BOX	9.00
6105	File Folders - Letter, Blue, 1/3 Cut Top Tab, 100/Box	Smead	SMD12043 BSN65779	10	BOX	9.00
6106	File Folders - Letter, Yellow, 1/3 Cut Top Tab, 100/Box	Smead	SMD12943 BSN65778	12	BOX	9.00
6107	File Folders - Letter, Orange, 1/3 Cut Top Tab, 100/Box	Smead	SMD12543 BSN44105	18	BOX	9.00
6108	File Folders - Letter, Green, 1/3 Cut Top Tab, 100/Box	Smead	SMD12143 BSN65777	9	BOX	9.00
6109	File Folders - Legal, Blue, 1/3 Cut Top Tab, 100/Box	Smead	SMD17043	6	BOX	16.00
6110	File Folders - Legal, Red, 1/3 Cut Top Tab, 100/Box	Smead	SMD17743	0	BOX	16.00
6111	File Folders - Legal, Green, 1/3 Cut Top Tab, 100/Box	Smead	SMD17143	0	BOX	16.00
6112	File Folders - Legal, Yellow, 1/3 Cut Top Tab, 100/Box	Smead	SMD17943	5	BOX	9.00
6113	File Folders - Legal, Orange, 1/3 Cut Top Tab, 100/Box	Smead	SMD17534	1	BOX	24.00
6114	File Folders - Legal, Pink, 1/3 Cut Top Tab, 100/Box	Smead	SMD17634	0	BOX	24.00
6116	File Folders - Letter, Manila, Shelf Folders, Straight Cut, Single-Ply End Tab, 100/Box	Smead	SMD24100	32	BOX	11.99

2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
6118	File Folders - Letter, Blue, Straight Cut, Reinforced End Tab, 100/ Box	Smead	SMD25010	0	BOX	15.99
6119	File Folders - Letter, Green, Straight Cut, Reinforced End Tab, 100/Box	Smead	SMD25110	0	BOX	15.99
6121	File Folders - Letter, Red, Straight Cut, Reinforced End Tab, 100/Box	Smead	SMD25710	0	BOX	15.99
6122	File Folders - Letter, Yellow, Straight Cut, Reinforced End Tab, 100/Box	Smead	SMD25910	0	BOX	15.99
6123	File Folders - Letter, Lavender, Straight Cut Reinforced End Tab, 100/Box	Smead	SMD25410	0	BOX	15.99
6124	File Folders - Letter, Pink, Reinforced End Tab Folders, Two Ply Tab, 100/ Box	Esselte	SMD12643	0	BOX	15.99
6125	File Folders - Letter, Red, 2" Capacity Fastener Folders, Straight Tab, 50/Box	Smead	SMD25740	0	BOX	15.99
6126	File Folders - Letter, Manilla, End-Tab Folders, Straight Cut Tab, 14 Pt., 12- 1/4"x9-1/2", 50/Box	Smead	SMD24210	0	BOX	15.99
6127	File Folders - Letter, Green, Pressboard Classification Folder, Six-Section, 10/Box	Universal	ACC15046 NAT 01057	7	BOX	15.99
6128	File Folders - Letter, Scarlet, Pressguard Classification Folders, Six-Section, 10/Box	Esselte	ESS12575C NAT 3P17200	5	BOX	17.99
6200	Hanging File Folders - Letter, Standard Green, 1/5 Tab, 25/Box	Universal	UNV14115 BSN17533	38	BOX	4.49
6201	Hanging File Folders - Legal, Standard Green, 1/5 Tab, 25/Box	Universal	UNV14215 BSN43570	18	BOX	5.99
6205	Hanging File Folders - Letter, Standard Green, 3-1/2 Inch Hanging File Pockets with Sides, 10/Box	Smead	SMD 64220	0	BOX	22.00
6300	Hanging File Folder Tabs - Poly Tabs, 1/3" Cut, 3-1/2"x1/2", 25/PK, Clear	Smead	SMD64615 SPRSP43T	0	PACKAGE	.89
6301	Hanging File Folder Tabs - Poly Tabs, 1/5" Cut Tab, 2-1/4"x1/2", 25/PK, Clear	Smead	SMD64600	0	PACKAGE	.69

2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
6118	File Folders - Letter, Blue, Straight Cut, Reinforced End Tab, 100/Box	Smead	SMD25010	0	BOX	15.99
6119	File Folders - Letter, Green, Straight Cut, Reinforced End Tab, 100/Box	Smead	SMD25110	0	BOX	15.99
6121	File Folders - Letter, Red, Straight Cut, Reinforced End Tab, 100/Box	Smead	SMD25710	0	BOX	15.99
6122	File Folders - Letter, Yellow, Straight Cut, Reinforced End Tab, 100/Box	Smead	SMD25910	0	BOX	15.99
6123	File Folders - Letter, Lavender, Straight Cut Reinforced End Tab, 100/Box	Smead	SMD25410	0	BOX	15.99
6124	File Folders - Letter, Pink, Reinforced End Tab Folders, Two Ply Tab, 100/Box	Esselte	SMD12643	0	BOX	15.99
6125	File Folders - Letter, Red, 2" Capacity Fastener Folders, Straight Tab, 50/Box	Smead	SMD25740	0	BOX	15.99
6126	File Folders - Letter, Manilla, End-Tab Folders, Straight Cut Tab, 14 Pt., 12-1/4"x9-1/2", 50/Box	Smead	SMD24210	0	BOX	15.99
6127	File Folders - Letter, Green, Pressboard Classification Folder, Six-Section, 10/Box	Universal	ACC15046 NAT 01057	7	BOX	15.99
6128	File Folders - Letter, Scarlet, Pressguard Classification Folders, Six-Section, 10/Box	Esselte	ESS1257SC NAT SP17206	5	BOX	17.99
6200	Hanging File Folders - Letter, Standard Green, 1/5 Tab, 25/Box	Universal	UNV14115 BSN17533	38	BOX	4.49
6201	Hanging File Folders - Legal, Standard Green, 1/5 Tab, 25/Box	Universal	UNV14215 BSN43570	18	BOX	5.99
6205	Hanging File Folders - Letter, Standard Green, 3-1/2 Inch Hanging File Pockets with Sides, 10/Box	Smead	SMD 64220	0	BOX	22.00
6300	Hanging File Folder Tabs - Poly Tabs, 1/3" Cut, 3-1/2"x1/2", 25/PK, Clear	Smead	SMD64615 SPRSP437	0	PACKAGE	.89
6301	Hanging File Folder Tabs - Poly Tabs, 1/5" Cut Tab, 2-1/4"x1/2", 25/PK, Clear	Smead	SMD64600	0	PACKAGE	.69

2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
6302	File Tabs - 1" x 1 1/2", Striped, Blue/Green/Red, Self-Stick Tabs, 66/Pack	3M	MMIM686LGBR SPR 34248	13	PACKAGE	2.49
6305	File Tabs - Printable Repositionable Plastic Tabs, 1 3/4 Inch, White, 80/Pack	Avery	AVE16282	4	PACKAGE	4.09
6400	Drawer Frames - Letter Size, Screw-Together Hanging Folder Frame, 23-26.77" Long	Universal	UNV17000 SPR 60529	1	EACH	1.99
6401	Drawer Frames - Legal Size, Screw-Together Hanging Folder Frame, 23-26.77" Long	Universal	UNV18000 SPR 513-6	0	EACH	1.99
6500	File Guides - Letter, Recycled Top Tab File Guides, Alpha, 1/5 Tab, Pressboard, 25/Set	Smead	SMD50376	2	SET	11.99
6501	File Guides - Legal, Recycled Top Tab File Guides, Alpha, 1/5 Tab, Pressboard, 25/Set	Smead	SMD52376	0	SET	11.99
6600	Expansion Wallet - Letter, 3 1/2 Inch Expansion Wallets, Leather-Like Redrope, 10/Box	Smead	SMD71353	65	EACH	1.89
6601	Expansion Wallet - Legal, 5 1/4 Inch Expansion Wallets, Leather-Like Redrope, 10/Box	Smead	SMD71111 SPR 24576	182	EACH	1.99
6610	Expansion Folder - Letter, Alphabetic A-Z, Open Expanding File, 21 Pockets, Leather-Like Redrope	Smead	SMD70425 SPR 24534	4	EACH	6.79
6611	Expansion Folder - Legal, A-Z Open Expanding File, 21 Pockets, C189 Leather-Like Redrope	Smead	SMD70430 SPR 24537	2	EACH	6.59
6612	Expansion Folder - Letter, Monthly Jan-Dec Expanding File, 12 Pocket, Leather-Like Redrope	Smead	SMD70388 SPR 23682	5	EACH	5.99
6613	Expansion Folder - Legal, Monthly Jan-Dec Expanding File, 12 Pocket, Leather-Like Redrope	Smead	SMD70490 SPR 24539	0	EACH	4.79
6700	File Pockets - Letter, 3 1/2 Inch Expansion Drop Front Pocket, Straight Tab, 25/Box	Smead	SMD73224 BSN 45791	201	EACH	.64
6701	File Pockets - Legal, 3 1/2 Inch Expansion Drop Front Pocket, 25/Box	Smead	SMD74224 BSN 45794	50	EACH	.69
6703	File Jackets - Legal, File Jackets, 11 Point Manila, 100/Box	Universal	UNV72500 BSN 65800	3	BOX	18.00

2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
6704	File Jackets - Letter, File Jackets with Two Inch Expansion, 11 Point Manila, 50/Box	Universal	UNV76300 BSN 65799	2	BOX	12.99
6705	File Jackets - Legal, File Jackets with Two Inch Expansion, 11 Point Manila, 50/Box	Universal	UNV76500 BSN 65803	3	BOX	15.99
6802	Storage Boxes - Legal, String/Button Storage Box, Fiberboard, White, 12/Carton	Universal	UNV75131 BSN 26747	6	CARTON	34.00
6803	Storage Boxes - Letter/Legal, Economy Storage Box, Lift-Off Lid. White, 12/Ct	Universal	UNV95223 BSN 42051	84	EACH	1.45
6804	Storage Boxes - Letter/Legal, R-Kive Max Storage Box, Locking Lid, Woodgrain, 12/Carton	Fellowes	FEL00725 BSN 26751	3	CARTON	26.99
7100	Glue Stick - Glue Stic for Envelopes, .26 oz, Stick	Avery	AVE00134 BSN 15786	228	EACH	.15
7102	Glue Stick - Permanent Glue Stick, .74 oz, Stick	Universal	UNV75749 BSN 15787	38	EACH	.29
7103	Glue - Loctite Super Glue Gel, .07 Grams, 2 pk	LOCTITE	LOC1363131	6	PACKAGE	.70
7200	Tape - Invisible Tape, 3/4" x 1296", 1" Core, Clear	Universal	UNV83436 BSN 32752	284	ROLL	.53
7201	Tape - General Purpose Masking Tape, 1" x 60 yards, 3" Core	Universal	UNV51301 BSN 16461	9	ROLL	.89
7203	Tape - Box Sealing Tape, 2" x 110 yards, 3" Core, Clear, 6/Box	Universal	UNV63120 BSN 32946	31	ROLL	.89
7204	Tape - Filament Tape, .94" x 60 yards, 3" Core	3M	MMM 8931 SPR 44005	2	ROLL	1.89
7300	Tape Dispenser - Desktop Tape Dispenser, 1" Core, Weighted Non-Skid Base, Black	Universal	UNV15001 BSN 32754	21	EACH	.89
7500	Envelope Moistener - Squeeze Bottle Moistener, 2 oz, Blue	Universal	UNV56502 SPR 01483	0	EACH	.19
7601	Mounting Squares - Precut Foam Mounting 1 Squares, Double-Sided, Permanent, 16 Squares/Pack	3M	MM1111	15	PACKAGE	.89

2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
6704	File Jackets - Letter, File Jackets with Two Inch Expansion, 11 Point Manila, 50/Box	Universal	UNV76300 BSN 65799	2	BOX	12.99
6705	File Jackets - Legal, File Jackets with Two Inch Expansion, 11 Point Manila, 50/Box	Universal	UNV76500 BSN 65863	3	BOX	15.99
6802	Storage Boxes - Legal, String/Button Storage Box, Fiberboard, White, 12/Carton	Universal	UNV75131 BSN 26747	6	CARTON	34.00
6803	Storage Boxes - Letter/Legal, Economy Storage Box, Lift-Off Lid. White, 12/Ct	Universal	UNV95223 BSN 42051	84	EACH	1.45
6804	Storage Boxes - Letter/Legal, R-Kive Max Storage Box, Locking Lid, Woodgrain, 12/Carton	Fellowes	FEL00725 BSN 26751	3	CARTON	26.99
7100	Glue Stick - Glue Stic for Envelopes, .26 oz, Stick	Avery	AVE00134 BSN 15786	228	EACH	.15
7102	Glue Stick - Permanent Glue Stick, .74 oz, Stick	Universal	UNV75749 BSN 15787	38	EACH	.29
7103	Glue - Loctite Super Glue Gel, .07 Grams, 2 pk	LOCTITE	LOC1363131	6	PACKAGE	.70
7200	Tape - Invisible Tape, 3/4" x 1296", 1" Core, Clear	Universal	UNV83436 BSN 32952	284	ROLL	.53
7201	Tape - General Purpose Masking Tape, 1" x 60 yards, 3" Core	Universal	UNV51301 BSN 16461	9	ROLL	.89
7203	Tape - Box Sealing Tape, 2" x 110 yards, 3" Core, Clear, 6/Box	Universal	UNV63120 BSN 32946	31	ROLL	.89
7204	Tape - Filament Tape, .94" x 60 yards, 3" Core	3M	MMIM 8931 3PR 64005	2	ROLL	1.89
7300	Tape Dispenser - Desktop Tape Dispenser, 1" Core, Weighted Non-Skid Base, Black	Universal	UNV15001 BSN 32954	21	EACH	.89
7500	Envelope Moistener - Squeeze Bottle Moistener, 2 oz, Blue	Universal	UNV56502 SPR 01483	0	EACH	.19
7601	Mounting Squares - Precut Foam Mounting 1 Squares, Double-Sided, Permanent, 16 Squares/Pack	3M	MMM1111	15	PACKAGE	.89

2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
8105	Labels - Laser Printer Permanent Labels, 1 1/3" x 4, White, 1400/Box	Avery	UNV80106 BSN 26114	0	BOX	5.49
8107	Labels - Laser Printer Permanent Labels, 1 x 2-5/8, White, 3000/Box	Universal	UNV80102 BSN 21050	21	BOX	4.99
8108	Labels - Laser Printer Permanent Labels, 1 x 4, White, 100 Sheets, 2000/Box	Universal	UNV80104 BSN 26112	5	BOX	4.99
8109	Labels - Laser Printer Permanent Labels, 2 x 4, White, 1000/Box	Universal	UNV80107 BSN 26114	9	BOX	4.99
8110	Labels - Laser Printer Permanent Labels, Full Sheet Letter 8.5" x 11", White, 100/Box	Avery	AVE30605 BSN 26119	6	BOX	4.99
8113	Labels - Laser Printer Permanent Labels, 8x5" x 11", Full Sheet, White, 100/Box	Business Source	BSN26119	0	BOX	4.99
8114	Labels - Laser Printer Permanent Labels, 3.33" x 4", 6 per page, White, 600/Box	Business Source	BSN21052	0	BOX	4.99
8116	Labels - Print or Write Removable Color-Coding Labels, 3/4 in dia, Red, 1008/ Pack	Avery	AVE05466	0	PACKAGE	2.49
8117	Labels - Print or Write Removable Color-Coding Labels, 3/4 in dia, Yellow, 1008/ Pack	Avery	AVE05462	0	PACKAGE	2.49
8119	Labels - Print or Write Removable Color-Coding Labels, 3/4 in dia., Blue, 1008/ Pack	Avery	AVE05469	1	PACKAGE	2.49
8125	Label Cartridge - For DYMO Label Writer Printer, Address Labels, 1- 1/8 x 3- 1/2, White, 700/ Box	DYMO	DYM30252	129	BOX	12.99
8150	Labels - Brother Address Label - 1.14" Width x 2.42" Length - 800/Roll - White - 1/Roll	Brother *	BRTDK1209	9	ROLL	16.49
8200	Reinforcements - Hole Reinforcements, 1/ 4" Diameter, White, 200/ Pack	Avery	AVE05729 BSN 41528	15	BOX	.31
8201	Reinforcements - Self- Adhesive Reinforcing Strips, 10 3/4 x 1, 200/ BX	C-Line	CLI64112 BSN 16457	5	BOX	4.39
8300	Seals - Inkjet Print or Write Notarial Seals, 2" Diameter, Gold, 44/ Pack	Avery	AVE05868	23	PACKAGE	1.79

2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
8400	Post-it - Standard Self-Stick Notes, 1- 1/2 x 2, Yellow, 12 100- Sheet Pad/ Pack	Universal	UNV35662 BSN 36610	42	PACKAGE	.95
8401	Post-it - Standard Self-Stick Notes, 3 x 3, Yellow, 12 100- Sheet Pads/ Pack	Universal	UNV35668 BSN 36612	102	PACKAGE	1.89
8403	Post-it - Standard Tape Flags in Dispenser, Yellow, 50 Flags/ Dispenser	3M	MMM680YW2 SPR 19259	30	EACH	1.44
8404	Post-it - Standard Tape Flags in Dispenser, Blue, 50 Flags/ Dispenser	3M	MMM680BE2 SPR 19261	18	EACH	1.44
8405	Post-it - Standard Tape Flags in Dispenser, Red, 50 Flags/ Dispenser	3M	MMM680RD2 SPR 19260	38	EACH	1.44
8406	Post-it - Standard Tape Flags in Dispenser, Green, 50 Flags/ Dispenser	3M	MMM680GN2 SPR 19262	21	EACH	1.44
8407	Post-it - Standard Tape Flags in Dispenser, Orange, 50 Flags/ Dispenser	3M	MMM680OE2	35	EACH	
8410	Message Tabs - "Sign Here" Arrow Message, 1/2" Flags, 4 Colors w/ Dispensers, 120/Pack	3M	MMM684SH SPR 3800B	8	PACKAGE	1.49
9201	Punch - 30-Sheet Two-Hole Punch, 9/32" Holes, Black	Universal	UNV74222 BSN 65624	6	EACH	2.79
9202	Punch - 12-Sheet Deluxe Two- and Three- Hole Adjustable Punch, 9/32" Holes, Black	Universal	UNV74323 BSN 65645	7	EACH	2.89
9203	Punch - 40-Sheet Three-Hole Punch, Reduced Effort, 9/32" Holes, Black/Silver	Paperpro *	ACI2240	14	EACH	26.49
9301	Ruler - Acrylic Plastic Ruler, 12", Clear	Universal	UNV59022 BSN 32359	13	EACH	.23
9302	Engineering Scale - Triangular Scale, Plastic, 12", Engineering, Color- Coded	Chartpak	CHA235E STD 98718-348K	17	EACH	5.09
9401	Scissors - All Purpose Scissors, Black, 8"	Deskworks	ACM13135 BSN 65647	34	EACH	.58
9501	Staples - Standard Chisel Point 210 Strip Count Staples, 5,000/ Box	Universal	UNV79000 BSN 65649	93	BOX	.42

2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
8400	Post-it - Standard Self-Stick Notes, 1- 1/ 2 x 2, Yellow, 12 100- Sheet Pad/ Pack	Universal	UNV35662 BSN36610	42	PACKAGE	.95
8401	Post-it - Standard Self-Stick Notes, 3 x 3, Yellow, 12 100- Sheet Pads/ Pack	Universal	UNV35668 BSN36612	102	PACKAGE	1.89
8403	Post-it - Standard Tape Flags in Dispenser, Yellow, 50 Flags/ Dispenser	3M	MMM680YW2 SPR19259	30	EACH	1.44
8404	Post-it - Standard Tape Flags in Dispenser, Blue, 50 Flags/ Dispenser	3M	MMM680BE2 SPR19261	18	EACH	1.44
8405	Post-it - Standard Tape Flags in Dispenser, Red, 50 Flags/ Dispenser	3M	MMM680RD2 SPR19260	38	EACH	1.44
8406	Post-it - Standard Tape Flags in Dispenser, Green, 50 Flags/ Dispenser	3M	MMM680GN2 SPR19262	21	EACH	1.44
8407	Post-it - Standard Tape Flags in Dispenser, Orange, 50 Flags/ Dispenser	3M	MMM680OE2	35	EACH	
8410	Message Tabs - "Sign Here" Arrow Message, 1/ 2" Flags, 4 Colors w/ Dispensers, 120/Pack	3M	MMM684SH SPR38008	8	PACKAGE	1.49
9201	Punch - 30-Sheet Two-Hole Punch, 9/32" Holes, Black	Universal	UNV74222 BSN65624	6	EACH	2.79
9202	Punch - 12-Sheet Deluxe Two- and Three- Hole Adjustable Punch, 9/ 32" Holes, Black	Universal	UNV74323 BSN65645	7	EACH	2.89
9203	Punch - 40-Sheet Three-Hole Punch, Reduced Effort, 9/32" Holes, Black/Silver	Paperpro *	ACI2240	14	EACH	26.49
9301	Ruler - Acrylic Plastic Ruler, 12", Clear	Universal	UNV59022 BSN32359	13	EACH	.23
9302	Engineering Scale - Triangular Scale, Plastic, 12", Engineering, Color- Coded	Chartpak	CHA235E STD98718-34BK	17	EACH	5.09
9401	Scissors - All Purpose Scissors, Black, 8"	Deskworks	ACM13135 BSN65647	34	EACH	.58
9501	Staples - Standard Chisel Point 210 Strip Count Staples, 5,000/ Box	Universal	UNV79000 BSN65649	93	BOX	.42

2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
9503	Staples - S.F. 4 Premium Chisel Point 210 Count Full Strip Staples, 5,000/Box	Swingline	SWI35450 BSN65649	6	BOX	.39
9507	Staples - Stanley® Bostitch 1/2" Heavy-Duty Staples, 85- Sheet Capacity, 1,000/ Box	Bostitch	SB35121M BSN026015	6	BOX	.89
9508	Staples - Heavy Duty, 150 Sheet Capacity, 5/8", 1000/Box	Bostitch	SB35581M	3	BOX	2.89
9515	Staples - Swingline Optima Jam-Free Premium Staples - Standard 1/4" Leg, 3,750/Box	Swingline *	SWI35556	26	BOX	2.75
9603	Stapler - Light-Duty Desk Stapler, 20-Sheet Capacity, Black, Full Strip	Swingline	SWI40701 BSN62836	35	EACH	2.89
9604	Stapler - Heavy-Duty Stapler, 160- Sheet Capacity, Black/ Gray	Swingline	SWI39005 BSN62879	4	EACH	17.99
9605	Stapler - Light-duty Stand-up Stapler, Reduced effort, Full-Strip, Black/Gray	PaperPro	ACI1423	14	EACH	7.40
9700	Staple Remover - Jaw Style Staple Remover, Burgundy	Universal	UNV00700 BSN6565D	12	EACH	.15
9701	Staple Remover - Heavy-Duty Staple Remover, Black	Max	MXB RZ3F BSN62833	1	EACH	4.89
9703	Staple Remover - Premium Blade Style Staple Remover, Satin Chrome Finish	Swingline	SWI37141 SWT 38121	9	EACH	2.59
9800	Letter Opener - Lightweight Hand Letter Opener, 9", Silver	Universal	UNV31750 BSN32374	6	EACH	.35
9801	Letter Opener - Letter Slitter Hand Letter Opener w/ Concealed Blade	Universal	UNV31803 SPZ 11818	44	EACH	.28
10001	Plotter Paper - Designjet Bright White Inkjet Paper, 24 lbs., 36" x 150 ft, White	HP *	HEWC1861A	0	ROLL	19.00
10002	Plotter Paper - HP Universal Brand Paper Roll, 21 lbs., 2" Core, 24" x 150 ft, White	HP *	HEWQ1396A	0	EACH	9.00
10100	Adding Tape - Adding Machine/ Calculator Roll, 16 lb, 1/ 2" Core, 2- 1/ 4" x 150 ft, White, 100/ CT	Universal	UNV35710	110	ROLL	.37

2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
10110	Cash Register Printer Rolls - One-Ply, White, 5/PK	PMC	PMC09862	0	PACKAGE	6.99
10120	Thermal Paper Rolls - For Verifone VX520 Credit Card Terminal, 50/Cartron	PMC *	PMC05262	175	ROLL	.17
10201	Dry Toner - Transparency Film for Laser Copiers, Ltr, Clear, 100/ Box	3M	MMM PP2500 AOPD100C	0	BOX	13.99
10400	Pads - Letter, Perforated Edge Writing Pad, Canary, 50-Sheet, Dozen	Universal	UNV10630 BSN 63105	390	PAD	.48
10401	Pads - Legal, Perforated Edge Writing Pad, Canary, 50-Sheet, Dozen	Universal	UNV40000 BSN 43104	74	PAD	.58
10402	Pads - 5 x 8 Perforated Edge Writing Pad, Jr. Legal Rule, 5 x 8, Canary, 50-Sheet, Dozen	Universal	UNV46200 BSN 463107	346	PAD	.35
10500	Steno Notebooks - Steno Book, Gregg Rule, 6 x 9, Green, 80 Sheets/Pad	Universal	UNV86920 RED 36746	21	DOZEN	8.49
10501	Spiral Bound Notebook - College Rule, 8- 1/ 2 x 11, White, 100 Sheets/Pad	Mead	MEA06622	22	EACH	1.59
10600	Phone Message Books - Wirebound Message Books, 2 3/ 4 x 5, Two- Part Carbonless, 400 Sets/Book	Universal	UNV48003 SPR 02301	3	BOOK	1.99
11200	Eraser - Eraser Caps, 144/Box	Sanford	PAP73015 ITA 36523	1	BOX	1.40
11201	Eraser - Eraser Refills, Z21, 3/Tube	Pentel	PENZ21	0	PACKAGE	.39
11202	Eraser - Clic Eraser Pen-Style Eraser, 3/Pack	Pentel	ZE21BP3	0	PACKAGE	1.99
11203	Eraser - Clic Eraser Pen-Style Eraser Refills, 2/Pack	Pentel	ZER2	0	PACKAGE	.79
11204	Dry Erase Eraser - Expo Dry Erase Marker Board Eraser - Charcoal Gray	Expo	SAN81505 LEO 74500	12	EACH	.89
11300	Highlighter - Brite Liner Grip XL Highlighter, Chisel Tip, Fluorescent Yellow Ink, 12/Pk	Bic	BLMG11YW	83	EACH	.34

2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
10110	Cash Register Printer Rolls - One-Ply, White, 5/PK	PMC	PMC09862	0	PACKAGE	6.99
10120	Thermal Paper Rolls - For Verifone VX520 Credit Card Terminal, 50/Cartron	PMC *	PMC05262	175	ROLL	.17
10201	Dry Toner - Transparency Film for Laser Copiers, Ltr, Clear, 100/ Box	3M	MMM PP2500 H0PP100C	0	BOX	13.99
10400	Pads - Letter, Perforated Edge Writing Pad, Canary, 50-Sheet, Dozen	Universal	UNV10630 BSN 63105	390	PAD	.48
10401	Pads - Legal, Perforated Edge Writing Pad, Canary, 50-Sheet, Dozen	Universal	UNV40000 BSN 63104	74	PAD	.58
10402	Pads - 5 x 8 Perforated Edge Writing Pad, Jr. Legal Rule, 5 x 8, Canary, 50-Sheet, Dozen	Universal	UNV46200 BSN 63107	346	PAD	.35
10500	Steno Notebooks - Steno Book, Gregg Rule, 6 x 9, Green, 80 Sheets/Pad	Universal	UNV86920 RED 36746	21	DOZEN	8.49
10501	Spiral Bound Notebook - College Rule, 8- 1/2 x 11, White, 100 Sheets/Pad	Mead	MEA06622	22	EACH	1.59
10600	Phone Message Books - Wirebound Message Books, 2 3/4 x 5, Two- Part Carbonless, 400 Sets/Book	Universal	UNV48003 SPR 02301	3	BOOK	1.99
11200	Eraser - Eraser Caps, 144/Box	Sanford	PAP73015 ITA 36523	1	BOX	1.40
11201	Eraser - Eraser Refills, Z21, 3/Tube	Pentel	PENZ21	0	PACKAGE	.39
11202	Eraser - Clic Eraser Pen-Style Eraser, 3/Pack	Pentel	ZE21BP3	0	PACKAGE	1.99
11203	Eraser - Clic Eraser Pen-Style Eraser Refills, 2/Pack	Pentel	ZER2	0	PACKAGE	.79
11204	Dry Erase Eraser - Expo Dry Erase Marker Board Eraser - Charcoal Gray	Expo	SAN81505 LEO 74500	12	EACH	.89
11300	Highlighter - Brite Liner Grip XL Highlighter, Chisel Tip, Fluorescent Yellow Ink, 12/Pk	Bic	BLMG11YW	83	EACH	.34

2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
11301	Highlighter - Assorted Colors, Chisel Tip, Fluorescent, 5/Set	Bic	BICBLP51WASST 17A36180	15	SET	.95
11302	Highlighter - Chisel Tip, Fluorescent Blue, Dozen	Universal	UNV08864 17A33323	0	DOZEN	1.89
11303	Highlighter - Chisel Tip, Fluorescent Orange, Dozen	Universal	UNV08863 17A33322	0	DOZEN	1.89
11304	Highlighter - Chisel Tip, Fluorescent Green, Dozen	Universal	UNV08862 17A33324	0	DOZEN	1.89
11306	Towelettes - Dry Erase Board Cleaning Wet Wipes, 6 x 9, 50/Container	Expo	SAN81850 G5075627	14	CONTAINER	2.29
11307	Markers - Low Odor Dry Erase Marker, Fine Point, Assorted, 4/Set	Expo	SAN86074 17A01019	13	SET	1.09
11308	Markers - Low Odor Dry Erase Markers, Chisel Tip, Basic Assorted, 4/Set	Expo	SAN80074 17A30015	17	SET	1.49
11309	Markers - Permanent Markers, Chisel Tip, Black, Dozen	Universal	UNV07051 17A30011	66	EACH	.17
11310	Markers - Permanent Markers, Chisel Tip, Red, Dozen	Universal	UNV07052 17A33328	2	DOZEN	2.59
11311	Markers - Red Porous Point Stick Pen, Red Ink, Medium, Dozen	Universal	UNV50503 17A36198	1	DOZEN	.69
11312	Highlighter - Brite Liner Highlighter, Chisel Tip, Fluorescent Yellow Ink, 12 per Pack	Bic	BICBL11YVW 17A36181	7	DOZEN	2.39
11350	Pen - Counterfeit Bill Detector Pen for Use w/U.S. Currency	DriMark	351B1	14	EACH	1.89
11400	Pencils - Economy Woodcase Pencil, HB #2, Yellow Barrel, Dozen	Universal	UNV55400 BSA37507	4	DOZEN	.59
11401	Pencils - Sharplet-2 Mechanical Pencil, 0.50 mm, Black Barrel	Pentel	PENA125A	1	DOZEN	10.99
11402	Pencils - Sharplet-2 Mechanical Pencil, 0.70 mm, Dark Blue Barrel	Pentel	PENA127C	3	DOZEN	10.99

2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
11403	Pencils - Sharplet-2 Mechanical Pencil, 0.90 mm, Brown Barrel	Pentel	PENA129E	24	EACH	1.09
11404	Pencils - Super Hi-Polymer Lead Refills, 0.5mm, HB, Black, 12 Leads/Tube	Pentel	PENC505HB 17438014	14	TUBE	.18
11405	Pencils - Super Hi-Polymer Lead Refills, 0.7mm, HB, Black, 12 Leads/Pack	Pentel	PEN50HB 17438015	63	TUBE	.18
11406	Pencils - Super Hi-Polymer Lead Refills, 0.9mm, HB, Black, 15 Leads/Pack	Pentel	PEN509HB	4	TUBE	.39
11408	Pencils - Sharpwriter Mechanical Pencil, HB, 0.70 mm, Yellow Barrel, Dozen	Paper Mate	PAP30301 17436153	9	DOZEN	1.49
11605	Pens - Roller Ball Stick Dye-Based Pen, Blue Ink, Micro, Dozen	Sanford	SAN60153 17439396	3	DOZEN	2.49
11606	Pens - Roller Ball Stick Dye-Based Pen, Black Ink, Micro, Dozen	Sanford	SAN60151 17439390	0	DOZEN	2.49
11610	Pens - Precise V5 Roller Ball Stick Pen, Needle Pt, Black Ink, 0.5mm Extra Fine, Dozen	Pilot	PIL35334 17439390	4	DOZEN	2.49
11611	Pens - Precise V5 Roller Ball Stick Pen, Needle Pt, Red Ink, 0.5mm Extra Fine, Dozen	Pilot	PIL35336	3	DOZEN	3.59
11612	Pens - Precise V5 Roller Ball Stick Pen, Needle Pt, Blue Ink, 0.5mm Extra Fine, Dozen	Pilot	PIL35335 17439391	0	DOZEN	2.49
11620	Pens - Sign Pen Porous Point Pen, Bold, Black, Dozen	Pentel *	PENS520A	0	DOZEN	6.99
11702	Pens - Standard Ballpoint Counter Pen, Black Ink, Medium	PMF	PMC05057	10	EACH	1.59
11797	Pens - Round Stic Grip Ballpoint Stick Pen, Red Ink, Fine, Dozen	Bic	GSFG11RD	0	DOZEN	1.19
11798	Pens - Soft Feel Ballpoint Stick Pen, Red Ink, Medium, Dozen	Bic	SGSM11RD	2	DOZEN	1.49
11799	Pens - Soft Feel Ballpoint Stick Pen, Blue Ink, Medium, Dozen	Bic	SGSM11BE	27	DOZEN	1.49

2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
11403	Pencils - Sharplet-2 Mechanical Pencil, 0.90 mm, Brown Barrel	Pentel	PENA129E	24	EACH	1.09
11404	Pencils - Super Hi-Polymer Lead Refills, 0.5mm, HB, Black, 12 Leads/Tube	Pentel	PENC505HB 17438014	14	TUBE	.18
11405	Pencils - Super Hi-Polymer Lead Refills, 0.7mm, HB, Black, 12 Leads/Pack	Pentel	PEN50HB 17438015	63	TUBE	.18
11406	Pencils - Super Hi-Polymer Lead Refills, 0.9mm, HB, Black, 15 Leads/Pack	Pentel	PEN509HB	4	TUBE	.39
11408	Pencils - Sharpwriter Mechanical Pencil, HB, 0.70 mm, Yellow Barrel, Dozen	Paper Mate	PAP30301 17436153	9	DOZEN	1.49
11605	Pens - Roller Ball Stick Dye-Based Pen, Blue Ink, Micro, Dozen	Sanford	SAN60153 17439390	3	DOZEN	2.49
11606	Pens - Roller Ball Stick Dye-Based Pen, Black Ink, Micro, Dozen	Sanford	SAN60151 17439390	0	DOZEN	2.49
11610	Pens - Precise V5 Roller Ball Stick Pen, Needle Pt, Black Ink, 0.5mm Extra Fine, Dozen	Pilot	PIL35334 17439390	4	DOZEN	2.49
11611	Pens - Precise V5 Roller Ball Stick Pen, Needle Pt, Red Ink, 0.5mm Extra Fine, Dozen	Pilot	PIL35336	3	DOZEN	3.59
11612	Pens - Precise V5 Roller Ball Stick Pen, Needle Pt, Blue Ink, 0.5mm Extra Fine, Dozen	Pilot	PIL35335 17439391	0	DOZEN	2.49
11620	Pens - Sign Pen Porous Point Pen, Bold, Black, Dozen	Pentel *	PENS520A	0	DOZEN	6.99
11702	Pens - Standard Ballpoint Counter Pen, Black Ink, Medium	PMF	PMC05057	10	EACH	1.59
11797	Pens - Round Stic Grip Ballpoint Stick Pen, Red Ink, Fine, Dozen	Bic	GSFG11RD	0	DOZEN	1.19
11798	Pens - Soft Feel Ballpoint Stick Pen, Red Ink, Medium, Dozen	Bic	SGSM11RD	2	DOZEN	1.49
11799	Pens - Soft Feel Ballpoint Stick Pen, Blue Ink, Medium, Dozen	Bic	SGSM11BE	27	DOZEN	1.49

2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
11801	Pens - Soft Feel Ballpoint Stick Pen, Black Ink, Medium, Dozen	Bic	SGSM11BK	30	DOZEN	3.49
11802	Pens - Round Stic Ballpoint Stick Pen, Black Ink, Medium, Dozen	Bic	GSM11BK BSA 37501	1	DOZEN	.49
11822	Pencil Sharpener - Compact Desktop Battery-Operated Pencil Sharpener, Black, Uses Four AA batteries	Hunt	EPI16750	0	EACH	5.99
11827	Pens - Round Stic Ballpoint Stick Pen, Black Ink, Fine, Dozen	Bic	GSF11BK BSA 37503	0	DOZEN	.49
11830	Pens - Round Stic Ballpoint Stick Pen Blue Ink, Fine, Dozen	Bic	GSF11BE BSA 37502	0	DOZEN	.49
11831	Pens - Round Stic Ballpoint Stick Pen, Blue Ink, Medium, Dozen	Bic	GSM11BE BSA 37500	5	DOZEN	.49
11835	Pens - Clic Stic Ballpoint Retractable Pen, Black Ink, Medium, Dozen	Bic	CSM11BK BSA 25050	17	DOZEN	1.19
11836	Pens - Clic Stic Ballpoint Retractable Pen, Blue Ink, Medium, Dozen	Bic	CSM11BE BSA 2501	15	DOZEN	1.19
11838	Pens - Zebra Sarasa Roller Ball Retractable Gel Pen, Black Ink, Medium, 20 per Box	Zebra	ZEB14680 ITA 30016	23	BOX	17.99
11903	Sharpie - Permanent Marker, Fine Point, Black, Dozen	Sharpie	SAN30001	25	DOZEN	2.89
11904	Sharpie - Permanent Marker, Extra Fine Point, Black, Dozen	Sharpie	SAN37001	8	DOZEN	6.49
11905	Sharpie - Permanent Marker, Fine Point, Red, Dozen	Sharpie	SAN30002 ITA 30018	7	DOZEN	2.89
11907	Pens - Signo Gel RT Roller Ball Retractable Gel Pen, Black Ink, Medium, Dozen	Sanford	SAN 65940	9	DOZEN	7.99
11910	Pens - G2 Gel Roller Ball Pen, Retractable, Refillable, Red Ink, 0.7mm Fine, Dozen	Pilot	PIL31022 ITA 30159	7	DOZEN	3.39
11911	Pens - G2 Gel Roller Ball Pen, Retractable, Refillable, Black Ink, 0.7mm Fine, Dozen	Pilot	PIL31020 ITA 30035	14	DOZEN	3.39

2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
11912	Pens - G2 Gel Roller Ball Pen, Retractable, Refillable, Blue Ink, 0.7mm Fine, Dozen	Pilot	PIL31021 17430036	18	DOZEN	3.39
11913	Pens - Signo Gel 207 Roller Ball Retractable Gel Pen, Blue Ink, Medium, Dozen	Sanford	SAN33951	12	DOZEN	9.99
11914	Pens - Signo Gel GRIP Roller Ball Stick Gel Pen, Black Ink, Medium, Dozen	Sanford	SAN 65450 17439059	4	DOZEN	2.99
12107	Ribbon - DPS-R1427 Compatible Ribbon, Calculator Ribbon, Black/Red	Industrias Kores	ITKKOR42	0	EACH	.99
12112	Ribbon - Calculator, R3027 Compatible Ribbon, Black/ Red	DataProducts	R3027	2	EACH	1.29
13200	Batteries "AA" - Duracell® Alkaline "AA" Batteries; 16-Pack	Duracell	MN1500B16	904	EACH	.69
13201	Batteries "AAA" - Duracell® Alkaline "AAA" Batteries; 12-Pack	Duracell	MN24RT12Z	612	EACH	.65
13202	Batteries "C" - Duracell® Alkaline "C" Batteries; 1.5V, 8-Pack	Duracell	MN14RT8Z	29	EACH	1.19
13203	Batteries "D" - Duracell® Alkaline "D" Batteries; 8-Pack	Duracell	MN13RT8Z	67	EACH	1.19
13204	Batteries "9V" - Duracell® Alkaline "9V" Batteries; 4-Pack	Duracell	MN16RT4Z	87	EACH	2.39
13205	Batteries "E2 Lithium" - Energizer® Specialty Batteries; e2 Lithium Photo Battery, 123, 3V, EACH	Energizer	EVE-EL123APB2	68	EACH	5.19
15610	Ribbon - Epson Ribbon Cartridge for TM-U675 Printer	EPSON	ERC-32B	0	EACH	.79
15612	Ribbon - Canon CP1200D Calculator Ribbon, 2-Color		ITKKOR80C8R	10	EACH	.69
17101	CD-RW Discs - 700MB/80min, 12x, w/Jewel Cases, Silver, 5/Pack	Imation *	16950	10	EACH	1.09
17102	CD-R Discs - 700MB/80min, 52x, Spindle, Silver, 100/Pack	Innovera	IVR77990 VER94534	10	PACKAGE	14.99

2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
11912	Pens - G2 Gel Roller Ball Pen, Retractable, Refillable, Blue Ink, 0.7mm Fine, Dozen	Pilot	PIL31021 17430036	18	DOZEN	3.39
11913	Pens - Signo Gel 207 Roller Ball Retractable Gel Pen, Blue Ink, Medium, Dozen	Sanford	SAN33951	12	DOZEN	9.99
11914	Pens - Signo Gel GRIP Roller Ball Stick Gel Pen, Black Ink, Medium, Dozen	Sanford	SAN 65450 17439059	4	DOZEN	2.99
12107	Ribbon - DPS-R1427 Compatible Ribbon, Calculator Ribbon, Black/Red	Industrias Kores	ITKKOR42	0	EACH	.99
12112	Ribbon - Calculator, R3027 Compatible Ribbon, Black/ Red	DataProducts	R3027	2	EACH	1.29
13200	Batteries "AA" - Duracell® Alkaline "AA" Batteries; 16-Pack	Duracell	MN1500B16	904	EACH	.69
13201	Batteries "AAA" - Duracell® Alkaline "AAA" Batteries; 12-Pack	Duracell	MN24RT12Z	612	EACH	.65
13202	Batteries "C" - Duracell® Alkaline "C" Batteries; 1.5V, 8-Pack	Duracell	MN14RT8Z	29	EACH	1.19
13203	Batteries "D" - Duracell® Alkaline "D" Batteries; 8-Pack	Duracell	MN13RT8Z	67	EACH	1.19
13204	Batteries "9V" - Duracell® Alkaline "9V" Batteries; 4-Pack	Duracell	MN16RT4Z	87	EACH	2.39
13205	Batteries "E2 Lithium" - Energizer® Specialty Batteries; e2 Lithium Photo Battery, 123, 3V, EACH	Energizer	EVE-EL123APB2	68	EACH	5.19
15610	Ribbon - Epson Ribbon Cartridge for TM-U675 Printer	EPSON	ERC-32B	0	EACH	.79
15612	Ribbon - Canon CP1200D Calculator Ribbon, 2-Color		ITKKOR80CBR	10	EACH	.69
17101	CD-RW Discs - 700MB/80min, 12x, w/Jewel Cases, Silver, 5/Pack	Imation *	16950	10	EACH	1.09
17102	CD-R Discs - 700MB/80min, 52x, Spindle, Silver, 100/Pack	Innovera	INR77990 VER94534	10	PACKAGE	14.99

2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
17103	CD-R Discs - 700MB/80min, 52x, w/Slim Jewel Cases, Silver, 10/Pack	Verbatim *	VER94935	40	EACH	.36
17104	DVD-R/RAM - Recordable DVD's, Rewriteable 1000 times, Capacity 9.4GB/Double-Sided, Each	Innovera	IVR46805	0	EACH	.28
17105	DVD+RW - Rewritable DVDs w/jewel case, Capacity 4.7GB/Single-Sided, 120 minute capacity, Each	Verbatim	VER94520	0	EACH	.60
17110	DVD-R - 4.7GB, 16x, Spindle, Silver, 50/Pack	Innovera	IVR46850 CCS35557	19	PACKAGE	11.49
17200	Photo Paper - Glossy Photo Paper, 60 lbs., Glossy, 8-1/2 x 11, 50 Sheets/Pack	Epson	EPSS041649	4	PACKAGE	12.89
17210	CD/DVD Envelopes - CD/DVD Envelopes, Paper Envelope With Clear Poly Window, 50/Box	Innovera	IVR39403 CCS24300	13	BOX	.99
17300	Compressed Air Duster - Compressed Gas Duster, 10 oz Can	Universal	IVR51501 CCS24305	61	EACH	2.09
17400	Surge Protector - Six-Outlet Surge Suppressor, 1080 Joules, 6 ft. cord, Putty	Compucessory	CCS25102	22	EACH	7.99
17500	Mouse Pad - Standard Mouse Pad, 8" x 9", Blue	Fellowes	FEL58021 CCS23605	14	EACH	.49
17501	Wrist Rest - Memory Foam Mouse Pad/Wrist Rest, 1.0" x 7.9" x 9.3" - Silver/Black	Fellowes	FEL9175801	12	EACH	6.89
17502	Wrist Rest - Plush Touch Keyboard Wrist Rest with FoamFusion Technology - 3.2" x 18.1" - Microban Anti-Microbial Protection - Black	Fellowes *	FEL9252101	10	EACH	8.59
18100	Calendar Refill - Desk Calendar Refill, 3-1/2" x 6", 2 Pages For Each Weekday	At-A-Glance	AAGE71750	0	EACH	.99
18102	Calendar Refill - Compact Desk Calendar Refill, 3" x 3 3/4", 2 Pages For Each Weekday	At-A-Glance	AAGE91950	2	EACH	4.29
18200	Calendar - Desk Pad, 22" x 17", Non-Refillable, Ruled Daily Blocks, Vinyl Corners, Eyelets For Hanging, Jan-Dec	At-A-Glance	AAGSK2400 AAGSK240017	140	EACH	2.69
18301	Calendar - Yearly Wall Calendar, Metal Bound, Unruled Daily Blocks, Hanging Eyelets, 24" x 36", Blue Ink	At-A-Glance	AAGPM1228	10	EACH	5.89

2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
18401	Appointment Book - Daily Appointment Book, 4-7/8" x 8", DayMinder, Nonrefillable, Ruled, One Day Per Page, 2 month reference blocks	At-A-Glance	AAGG10000	3	EACH	8.29
18402	Appointment Book - 4-Person Daily Appt. Book, 7 7/8" x 11", DayMinder, Nonrefillable, Ruled, 1 Day/Page, 2 Month Ref. Blocks	At-A-Glance	AAGG56000	2	EACH	18.99
18502	Appointment Book - Weekly Planner, 6-7/8" x 8-3/4", Nonrefillable, Ruled, One Week Per Spread, 12 month reference blocks	At-A-Glance	AAGG53500	6	EACH	7.69
18503	Appointment Book - Weekly Appointment Book, 8-1/4" x 10-7/8", Nonrefillable, Ruled, One Week/Spread, 12 Month Reference Blocks	At-A-Glance	AAG7095005	0	EACH	9.89
18504	Appointment Book - Weekly/Monthly Appointment Book, 8" x 9-7/8", Simulated Leather, Black	At-A-Glance	AAG760105	0	EACH	12.99
18600	Appointment Book - Monthly Planner, 6-7/8" x 8-3/4", Nonrefillable, Unruled, 1 Month/Spread, 6 Month Reference Blocks, 16 Month Fiscal	At-A-Glance	AAG7012705	6	EACH	6.89
18601	Appointment Book - Monthly Planner, 9" x 11", Nonrefillable, Unruled, 1 Month/Spread, 13 Mo Jan-Jan, Telephone/Address Pages	At-A-Glance	AAG7026005	10	EACH	8.89
18602	Appointment Book - Monthly Planner, 6-7/8" x 8-3/4", Nonrefillable, Unruled, 1 Month/Spread, 6 Month Reference Blocks, Memo Section	At-A-Glance	AAGG40000	10	EACH	6.89
18603	Appointment Book - 3-Year Monthly Planner, 8-1/2" x 11", Refillable, 1 Month/Spread, 6 Month Ref. Blocks, Yrly. Dividers, Black	At-A-Glance	AAG7023605	0	EACH	33.89
18604	Appointment Book - QuickNotes Monthly Planner, Jan. - Dec., 8 1/4" x 10 7/8", Black	At-A-Glance	AAG760605	0	EACH	10.89
18605	"Today Is" Wall Calendar - Refill, 6 5/8" x 9 1/8", 2013	At-A-Glance	AAGK150	0	EACH	8.09
18606	Appointment Book - 5-Year Monthly Planner, 8-1/2" x 11", Refillable, Unruled, 1 Month/Spread, Yrly. Dividers. Sim. Leather. Black	At-A-Glance	AAG7029605	0	EACH	28.99
18610	Appointment Book - DayMinder Four-Person Group Appointment Book	At-A-Glance	AAGG5600	1	EACH	19.89
18622	Appointment Book Refill - Three- Or Five-Year Planner, Black, 9" x 11", 2018, Refill for 7023605 and 7029605	At-A-Glance	AAG7092378	4	EACH	5.99
18623	Appointment Book Refill - Three- Or Five-Year Planner, Black, 9" x 11", 2019, Refill for 7023605 and 7029605	At-A-Glance	AAG7092379	0	EACH	5.99

2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
18401	Appointment Book - Daily Appointment Book, 4-7/8" x 8", DayMinder, Nonrefillable, Ruled, One Day Per Page, 2 month reference blocks	At-A-Glance	AAGG10000	3	EACH	8.29
18402	Appointment Book - 4-Person Daily Appt. Book, 7 7/8" x 11", DayMinder, Nonrefillable, Ruled, 1 Day/Page, 2 Month Ref. Blocks	At-A-Glance	AAGG56000	2	EACH	18.99
18502	Appointment Book - Weekly Planner, 6-7/8" x 8-3/4", Nonrefillable, Ruled, One Week Per Spread, 12 month reference blocks	At-A-Glance	AAGG53500	6	EACH	7.69
18503	Appointment Book - Weekly Appointment Book, 8-1/4" x 10-7/8", Nonrefillable, Ruled, One Week/Spread, 12 Month Reference Blocks	At-A-Glance	AAG7095005	0	EACH	9.89
18504	Appointment Book - Weekly/Monthly Appointment Book, 8" x 9-7/8", Simulated Leather, Black	At-A-Glance	AAG760105	0	EACH	12.99
18600	Appointment Book - Monthly Planner, 6-7/8" x 8-3/4", Nonrefillable, Unruled, 1 Month/Spread, 6 Month Reference Blocks, 16 Month Fiscal	At-A-Glance	AAG7012705	6	EACH	6.89
18601	Appointment Book - Monthly Planner, 9" x 11", Nonrefillable, Unruled, 1 Month/Spread, 13 Mo Jan-Jan, Telephone/Address Pages	At-A-Glance	AAG7026005	10	EACH	8.89
18602	Appointment Book - Monthly Planner, 6-7/8" x 8-3/4", Nonrefillable, Unruled, 1 Month/Spread, 6 Month Reference Blocks, Memo Section	At-A-Glance	AAGG40000	10	EACH	6.89
18603	Appointment Book - 3-Year Monthly Planner, 8-1/2" x 11", Refillable, 1 Month/Spread, 6 Month Ref. Blocks, Yrly. Dividers, Black	At-A-Glance	AAG7023605	0	EACH	33.89
18604	Appointment Book - QuickNotes Monthly Planner, Jan. - Dec., 8 1/4" x 10 7/8", Black	At-A-Glance	AAG760605	0	EACH	10.89
18605	"Today Is" Wall Calendar - Refill, 6 5/8" x 9 1/8", 2013	At-A-Glance	AAGK150	0	EACH	8.09
18606	Appointment Book - 5-Year Monthly Planner, 8-1/2" x 11", Refillable, Unruled, 1 Month/Spread, Yrly. Dividers. Sim. Leather. Black	At-A-Glance	AAG7029605	0	EACH	28.99
18610	Appointment Book - DayMinder Four-Person Group Appointment Book	At-A-Glance	AAGG5600	1	EACH	19.89
18622	Appointment Book Refill - Three- Or Five-Year Planner, Black, 9" x 11", 2018, Refill for 7023605 and 7029605	At-A-Glance	AAG7092378	4	EACH	5.99
18623	Appointment Book Refill - Three- Or Five-Year Planner, Black, 9" x 11", 2019, Refill for 7023605 and 7029605	At-A-Glance	AAG7092379	0	EACH	5.99

2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
21100	Binding Combs - Plastic Comb Bindings, 5/16" Diameter, 40 Sheet Capacity, Black, 100 Combs/Pack	Fellows	FEL52507 <i>SPR18004</i>	0	BOX	<i>2.09</i>
21101	Binding Combs - Plastic Comb Bindings, 3/8" Diameter, 55 Sheet Capacity, Black, 100 Combs/Pack	Acco	FEL52325 <i>SPR18005</i>	0	BOX	<i>2.09</i>
21102	Binding Combs - CombBind Standard Spines, 1/2" Diameter, 85 Sheet Capacity, Black, 100/Box	Acco	SWI4090034	0	BOX	<i>2.09</i>
21103	Binding Combs - CombBind Standard Spines, 5/8" Diameter, 125 Sheet Capacity, Black, 100/Box	Acco	GBC4090046	0	BOX	<i>2.09</i>
21104	Binding Combs - CombBind Standard Spines, 3/4" Diameter, 150 Sheet Capacity, Black, 100/Box	Acco	GBC4090052	0	BOX	<i>2.09</i>
21105	Binding Combs - CombBind Standard Spines, 1" Diameter, 200 Sheet Capacity, Black, 100/Pack	GBC	GBC4090306	0	BOX	<i>2.09</i>
21106	Binding Combs - CombBind Standard Spines, 1-1/2" Diameter, 320 Sheet Capacity, Black, 100/Box	GBC	GBC 4200010	0	EACH	<i>2.09</i>
22201	Phone Cord - Handset 12', dark gray	Tech Electronics	B107 <i>50F48102</i>	27	EACH	<i>1.99</i>
22400	Wall Clock - Round Wall Clock, 12-1/2in, Black	Universal	UNV10431 <i>LLR 10480</i>	5	EACH	<i>9.09</i>
22500	Visitor Register Book - Red Hardcover, 112 Pages, 8 1/2 x 11 1/2	Wilson-Jones	WLS490	1	EACH	<i>33.00</i>
22502	Notary Public Record Book - Burgundy Cover, 60 Pages, 8 1/2 x 10 1/2	Dome	DOM880	0	EACH	<i>7.49</i>
22505	Journal Books - Esselte Canvas Journal Books, 150 Sheet(s), Thread Sewn, 12.12" x 7.62" Sheet Size	Esselte*	66150J	10	EACH	<i>13.99</i>
22506	Journal Book - Esselte Canvas Journal Book, 500 Sheet(s), Thread Sewn, 12.12" x 7.62" Sheet Size	Esselte*	66500J	10	EACH	<i>32.00</i>
22600	Posterboard - White Poster Board, 28 x 22, 50/Carton	Elmers	EPI750173	13	EACH	<i>.49</i>
22800	Waste Basket - 7 gallon	Rubbermaid	22177 <i>SPR02160</i>	1	EACH	<i>2.89</i>

2018 OFFICE SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
22901	Dry Erase Board - Quartet® Wood Framed Dry-Erase Board; 3x2'	Quartet	QRT S573	9	EACH	19.00
22902	Cork Board - Quartet® Oak Finish Frame Cork Board; 36x24"	Quartet	QRT303 SPK19767	4	EACH	12.00
22903	Dry Erase Board - Wood Frames Dry-Erase Board, 3' x 4'	MEAD	MEA85357	0	EACH	12.00
22904	Corkboard - Oak Finish Frame Cork Board, 3' x 4'	Sparco	SPR19768	0	EACH	14.00
23000	Floor Mats - Economy Carpet Chair Mat; 36x48", Standard Lip	Rubbermaid	1126SSTCLR SPR02-156	26	EACH	14.89
24001	Laminating Pouches - HeatSeal Laminating Pouches, 3 mil, Letter, 9 x 11 1/2, 100/Box	GBC	GBC3745022 BSN20870	7	BOX	9.39
24002	Laminating Pouches - HeatSeal Laminating Pouches, 5 mil, Legal, 9 x 14 1/2, 100/Box	GBC	GBC3745011	0	PACKAGE	.59
24003	Laminating Pouches - HeatSeal Laminating Pouch, 11.25" x 17.25", 3mil, 25 / Pack	HeatSeal	3200579	76	EACH	.69
25000	Business Card Kit - Inkjet Matte Business Cards, 2 x 3 1/2, Ivory, 10/Sheet, 250/Pack	Avery	AVE 8376	0	PACKAGE	6.49
26000	Shredder Oil - 12 oz. Bottle, for Oiling Shredder Blades	Fellowes	FEL35250	0	EACH	3.49
28000	Name Badge Holders - Photo ID Badge Holder, Horizontal, 4w x 3h, Clear, 25/Pack	Avery	74471	2	PACKAGE	8.99
28002	Lanyards - Round Lanyards w/Bulldog Clips, 24/Package	GBC	3747478	2	PACKAGE	5.09

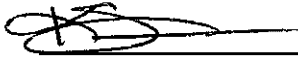
2018 OFFICE SUPPLY BID

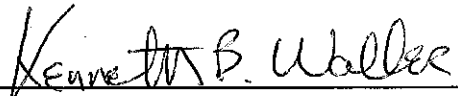
Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
22901	Dry Erase Board - Quartet® Wood Framed Dry-Erase Board; 3x2'	Quartet	QRT S573	9	EACH	17.00
22902	Cork Board - Quartet® Oak Finish Frame Cork Board; 36x24"	Quartet	QRT303 SPR19767	4	EACH	12.00
22903	Dry Erase Board - Wood Frames Dry-Erase Board, 3' x 4'	MEAD	MEA85357	0	EACH	12.00
22904	Corkboard - Oak Finish Frame Cork Board, 3' x 4'	Sparco	SPR19768	0	EACH	14.00
23000	Floor Mats - Economy Carpet Chair Mat; 36x48", Standard Lip	Rubbermaid	11265STCLR SPR02-156	26	EACH	14.89
24001	Laminating Pouches - HeatSeal Laminating Pouches, 3 mil, Letter, 9 x 11 1/2, 100/Box	GBC	GBC3745022 BSN20870	7	BOX	9.39
24002	Laminating Pouches - HeatSeal Laminating Pouches, 5 mil, Legal, 9 x 14 1/2, 100/Box	GBC	GBC3745011	0	PACKAGE	.59
24003	Laminating Pouches - HeatSeal Laminating Pouch, 11.25" x 17.25", 3mil, 25 / Pack	HeatSeal	3200579	76	EACH	.69
25000	Business Card Kit - Inkjet Matte Business Cards, 2 x 3 1/2, Ivory, 10/Sheet, 250/Pack	Avery	AVE 8376	0	PACKAGE	6.49
26000	Shredder Oil - 12 oz. Bottle, for Oiling Shredder Blades	Fellowes	FEL35250	0	EACH	3.49
28000	Name Badge Holders - Photo ID Badge Holder, Horizontal, 4w x 3h, Clear, 25/Pack	Avery	74471	2	PACKAGE	8.99
28002	Lanyards - Round Lanyards w/Bulldog Clips, 24/Package	GBC	3747478	2	PACKAGE	5.09

In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as of this 17TH day of OCTOBER 2017:

OFFICE SOURCE INC.
Company Name

County of Jefferson, State of Missouri


Signature
CRAG SIMMONS
Print


Kenneth B. Waller County Executive

Company Address: _____

719 RUDDER ROAD

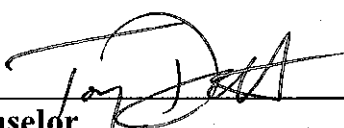
FENTON MO 63024

Phone: 636-349-5101

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


County Auditor

APPROVED AS TO FORM


County Counselor

COOPERATIVE BID FORM

Bid Name: OFFICE SUPPLIES 2018

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: \$ N/A - NO MINIMUM REQUIRED

BY: KRAIG SIMMONS

TITLE: PARTNER - OWNER

COMPANY: OFFICE SOURCE INC

CONTACT INFORMATION FOR COOPERATIVE AGREEMENT

Phone 40363495101

E-mail Kraig@officesource1.com

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

COOPERATIVE BID FORM

Bid Name: OFFICE SUPPLIES 2018

INSTRUCTIONS: Bidders **MUST** fill out this form as part of the bidding process and attach to your bid response to Jefferson County, Missouri.

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Yes ☒ No ☐

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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: \$ N/A - NO MINIMUM REQUIRED

BY: KRAIG SIMMONS

TITLE: PARTNER - OWNER

COMPANY: OFFICE SOURCE INC

CONTACT INFORMATION FOR COOPERATIVE AGREEMENT

Phone 436 349 5101 E-mail Kraig@OfficeSource1.com

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