

ORDINANCE NO.: 17-

INTRODUCED BY: COUNCIL MEMBER (s)

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

3 **WHEREAS**, the Jefferson County, Missouri, Council finds it is in the best interest
4 of the County to award the bids and proposals to Quill Corporation and Veritiv for a term
5 from 01-01-18 to 12-31-18 upon approval by the County Council and County Executive
6 for up to \$50,000.00 per year, for total amount not to exceed \$50,000.00 annually,
7 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 Paper 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 \$50,000.00 per year,

21 for total amount not to exceed \$50,000.00 annually,

22 subject to budgetary limitations

1 AWARDED BIDDER

2 Quill Corporation (A1)

3 Veritiv (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	<u>yes</u>
Council Member District 2, Renee Reuter	<u>yes</u>
Council Member District 3, Phil Hendrickson	<u>yes</u>
Council Member District 4, Charles Groetke	<u>yes</u>
Council Member District 5, Oscar J. "Jim" Kasten	<u>yes</u>
Council Member District 6, Daniel Stallman	<u>yes</u>
Council Member District 7, James Terry	<u>yes</u>

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

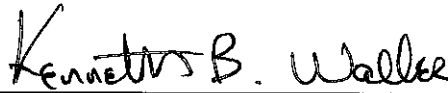
✓ **PASSED** **FAILED**


Renee Reuter, County Council Chair


Pat Schlette, Council Administrative Assistant

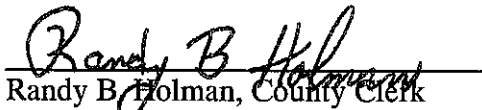
THIS BILL WAS ✓ APPROVED BY THE JEFFERSON COUNTY
EXECUTIVE AND ENACTED AS AN ORDINANCE OF JEFFERSON COUNTY,
MISSOURI, THIS 22ND DAY OF NOVEMBER, 2017.

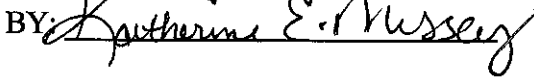
THIS BILL WAS _____ VETOED AND RETURNED TO THE
JEFFERSON COUNTY, MISSOURI, COUNCIL WITH WRITTEN OBJECTIONS
BY THE JEFFERSON COUNTY EXECUTIVE, THIS _____ DAY OF
_____, 2017.



Kenneth B. Waller, Jefferson County, Missouri, Executive

ATTEST:

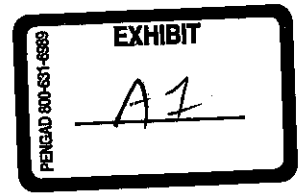

Randy B. Holman, County Clerk

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 #: 17-0074

Invitation for Bid: PAPER 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

SAMPLE ENVELOPE

**Mail (3) Three
Complete Copies
With Vendor And
Bid Information As
Shown In Sample:**

<i>VENDOR NAME</i>	
<i>VENDOR ADDRESS</i>	
<i>CONTACT NUMBER</i>	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	<u>Romi Moormeier</u>
Company Name	Authorized Agent (Print)
<u>100 SCHELTER RD.</u>	<u>[Signature]</u>
Address	Signature
<u>LINCOLNSHIRE, IL 60069</u>	<u>National Sales Manager</u>
City/State/Zip Code	Title
<u>800-634-4809</u>	<u>9/28/2017</u>
Telephone #	Date
<u>bid@quill.com</u>	<u>36-2952904</u>
E-mail	Tax ID #
	<u>800-789-2016</u>
	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 Maormeier (Name of Business Entity Authorized Representative) as National Sales Manager (Position/Title) first being duly sworn on my oath, affirm QUILL CORPORATION (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to PAPER SUPPLIES 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 PAPER 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.)

Authorized Representative's Signature

Printed Name

Title

Date

Subscribed and sworn to before me this 28th of September, 2017. I am
(DAY) (MONTH, YEAR)

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

ILLINOIS

(NAME OF STATE)

and my commission expires on 9/14/2020

(DATE)

Signature of Notary

Date

Official Seal
Conni Montrose
Notary Public, State of Illinois
My Commission Expires 9/14/2020

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.

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

[Signature]
Authorized Business Entity
Representative's Signature

QUILL CORPORATION
Business Entity Name

9/28/2017
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).

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 PAPER SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
10300	Envelopes - Coin Envelopes White Wove - Printmaster, SFI, #5-1/2, 24, 3-1/8 x 5-1/2, Gummed, Mailpoint Flap (500/Box, 5000/Ctn) 500/bx	Quality Park LUX	5170032 214632/LUX	8	BOX	33.84 BX
10306	Envelopes - Booklet Envelopes, 6 x 9, White, #6-1/2, 24, 20M, Gummed, Wallet Flap (500/Ctn) 24 lb. 500/bx	National QUILL	2256159 BE6924	12	BOX	21.59 BX
10307	Envelopes - 9 x 12 Catalog Envelopes Brown Kraft OECS - Seville, SFI, #10-1/2, 28, 9 x 12, Kraft, Vellum, Gummed, Mailpoint Flap (250/Ctn) 250/bx	National QUILL	5252741 OE 91228	24	BOX	25.48 BX
10308	Envelopes - #0, 6 x 10 Rugged Padded Mailer, Side Seam, Light Brown, 100/Carton	Caremail	CML1143419	140	EACH	NO BID
10309	Envelopes - 8 1/2 x 12 JiffyLite Self-Seal Mailer, Side Seam, #2, 8 1/2 x 12, Golden Brown, 100/Carton	Seal Air Corp	SEL10187	26	EACH	NO BID
10310	Envelopes - 10 1/2 x 16 Padded Self-Seal Mailer, Side Seam, #5, 10 1/2 x 16, Golden Brown, 100/Carton	Seal Air Corp	SEL21489	145	EACH	NO BID
10311	Envelopes - #15, 10 x 15 Catalog Envelopes Brown Kraft OECS - Vellum, Gummed, Mailpoint Flap (500/Ctn)	National	2198401	1	BOX	NO BID
10314	Envelopes - #10 Window, Commercial Window Left Hand Envelopes, 4-1/8 x 9-1/2, White, Gummed, Commercial Flap, (500/Box, 2500/Ctn) 500/bx	National QUILL	2140238 WW10RW	184	BOX	19.17 BX
10315	Envelopes - #9 Regular, Commercial Envelopes White, 3-7/8 x 8-7/8, Gummed, Commercial Flap (500/Box, 2500/Ctn) 500/bx	National QUILL	2139241 WW9R	54	BOX	11.15 BX
10316	Envelopes - #10 Regular, Commercial Envelopes White, 4-1/8 x 9-1/2, Gummed, Commercial Flap (500/Box, 2500/Ctn) 500/bx	National QUILL	2256159 WW10R	155	BOX	17.62 BX
10317	Envelopes - #10 Window, Commercial Window Right Hand Envelopes, White, 4-1/8 x 9-1/2, Gummed, Commercial Flap, (500/Box, 2500/Ctn)	National QUILL	2256120 75035	41	BOX	12.30 BX
10319	Envelopes - #9 Window, Commercial Window Envelopes, White, 3-7/8 x 8-7/8, Gummed, Commercial Flap, Poly Window (500/Box, 2500/Ctn)	National QUILL	2256161 WW9WES	10	BOX	19.25 BX
10323	Envelopes - 9" x 12" Catalog Envelope, Side Seam, White, 500/Box 28 lb. 250/bx	National QUALITY PARK	2215036 37682Q	0	BOX	17.38 BX
10330	Envelopes - 9" x 12" Catalog Envelope, 24.00 lb, Gummed, White, 250/Box 250/bx	Universal QUILL	UNV44104 OE 91224W	29	BOX	13.02 BX
10331	Envelopes - 9" x 12" Tamper-Indicating Envelopes - Peel & Seal - Tyvek - 100 / Box - White (PLAIN) 100/bx	Quality Park QUILL	QUAR2400 72018	0	BOX	25.26 BX

Invitation for Bid

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Bidder's Initials

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2018 PAPER SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
10332	Envelopes - 6" x 9" - Tyvek - Peel & Seal - 100 / Box - White (PLAN) 100/BX	Business Source QUILL	BSN65699 72016	0	BOX	17.36 BX
10700	Copy Paper - Letter, 92 Brightness, 20lb, White, 500 Sheets/Ream, 10 Reams/Carton 720222CT \$29.90CT	Universal QUILL	UNV21200 720222	7092	REAM	2.99 RM
10701	Copy Paper - Letter, 20lb, Pink, 500 Sheets/Ream, 10 Reams/Carton	Universal QUILL	UNV11224 720567	17	REAM	4.59 RM
10702	Copy Paper - Letter, 20lb, Canary, 500 Sheets/Ream, 10 Reams/Carton	Universal QUILL	UNV11201 720563	87	REAM	4.59 RM
10703	Copy Paper - Letter, 20lb, Goldenrod, 500 Sheets/Ream, 10 Reams/Carton	Universal QUILL	UNV11205 720565	15	REAM	3.81 RM
10704	Copy Paper - Letter, 20lb, Green, 500 Sheets/Ream, 10 Reams/Carton	Universal QUILL	UNV11203 720561	36	REAM	4.59 RM
10705	Copy Paper - Letter, 20lb, Blue, 500 Sheets/Ream, 10 Reams/Carton	Universal QUILL	UNV11202 720559	51	REAM	4.59 RM
10706	Copy Paper - Letter, 20lb., Buff, 500 Sheets/Ream, 10 Reams/Carton IVORY	Universal QUILL	UNV11206 720569	6	REAM	3.81 RM
10707	Copy Paper - Legal, 92 Brightness, 20lb, White, 500 Sheets/Ream, 10 Reams/Carton 720223CT \$45.30CT	Universal QUILL	UNV24200 720223	8	REAM	4.53 RM
10711	Copy Paper - 11 x 17, 92 Brightness, 20lb, White, 500 Sheets/Ream, 5 Reams/Carton 5 RM/PS \$37.05 7201117CT	Universal QUILL	UNV23110 720117	10	REAM	7.41 RM
10713	Letterhead - 8-1/2 x 11, 20lb, White, 91 Bright, Perfect Laser, 25% Cotton Fibers, Watermarked, (500/Pkg, 5000/Ctn) 500/BX	Capitol SOUTHWORTH	2085221 403C	1	REAM	9.71 BX
10802	Cover - Letter, 80#, 94 Brightness, Laser Capatible, White, 250 Sheets/Ream, 8 Reams/Carton 90# 250/PACK	NEENAH Wausau 56981 EXACT	2276077 49311Q	24	REAM	7.08 PK
10804	Card Stock - Letter, 90#, Buff, 250 Sheets/Ream, 8 Reams/Carton 90# IVORY 250/PK	NEENAH Wausau EXACT	2288963 49181	2	REAM	8.16 PK
10805	Card Stock - Letter, 65#, White, 250 Sheets/Ream, 10 Reams/Carton 67# 250/PK	Domtar DOMTAR	6073124 810360Q	18	REAM	4.54 PK
10806	Card Stock - Letter, 65#, Green, 250 Sheets/Ream, 8 Ream/Carton 67# 250/PK	Wausau DOMTAR	2288907 810410	9	REAM	4.54 PK

Invitation for Bid

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Bidder's Initials

[Handwritten Signature]

2018 PAPER SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
10807	Card Stock - Letter, 110#, Cherry, 250 Sheets/Ream, 8 Reams/Carton	Wausau	2262297	0	REAM	NO BID
10810	Card Stock - Astroparche Vellum Cover, 65lb, Ancient Gold, 8-1/2 x 11, 250/Pkg	Astroparche	6055237	0	REAM	NO BID
10811	Index Cards - 3" x 5" Unruled Index Cards, White, 100/Pack	Esselte OXFORD	ESS 30 3000	34	PACKAGE	0.39 PK
10812	Index Cards - 3" x 5" Ruled Index Cards, White, 100/Pack	Esselte OXFORD	ESS 31 3100	2	PACKAGE	0.39 PK
10813	Index Cards - 4" x 6" Ruled Index Cards, White, 100/Pack	Esselte OXFORD	ESS 41 4100	2	PACKAGE	0.73 PK
10815	Index Cards - 4" x 6" Unruled Index Cards, White, 100/Pack	Esselte OXFORD	ESS 40 4000	154	PACKAGE	0.73 PK
10900	NCR Paper - Heavyweight, 20lb, 2 Part, Reverse, Letter (2/Set, 500/Pkg, 5000/Ctn) 10 Rm/ps SOLD 5000/ct	Mead XEROX	2062351 513420	152	REAM	152.5405
10901	NCR Paper - Heavyweight, 20lb, 3 Part, Reverse, Letter (3/Set, 501/Pkg, 5010/Ctn) 10 Rm/ps SOLD 5010/ct	Mead XEROX	2241308 636802	188	REAM	176.9305
10902	NCR Paper - Heavyweight, 20lb, 4 Part, Reverse, Letter (4/Set, 500/Pkg, 5000/Ctn)	Mead	2241305	200	REAM	NO BID
10903	NCR Paper - Heavyweight, 20lb, 4 Part, Straight, Letter (4/Set, 500/Pkg, 5000/Ctn) 10 Rm/ps SOLD 5000/ct	Mead XEROX	2241305 6464500	20	REAM	196.7605
10904	NCR Paper - Heavyweight, 20lb, 5 Part, Reverse, Letter (5/Set, 500/Pkg, 5000/Ctn)	Mead	5060750	11	REAM	NO BID
10905	NCR Paper - Heavyweight, 20lb, 5 Part, Straight, Letter (5/Set, 500/Pkg, 5000/Ctn)	Mead	5062311	0	REAM	NO BID
10918	NCR Paper - Heavyweight, 20lb, 2 Part, Reverse, Legal (2/Set, 500/Pkg, 5000/Ctn)	Mead	5202999	4	REAM	NO BID
10919	NCR Paper - Heavyweight, 20lb, 3 Part, Reverse, Legal (3/Set, 501/Pkg, 5010/Ctn)	Mead	2241309	48	REAM	NO BID
10920	NCR Paper - Heavyweight, 20lb, 4 Part, Reverse, Legal (4/Set, 500/Pkg, 5000/Ctn)	Mead	2230434	0	REAM	NO BID

2018 PAPER SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
10923	NCR Padding Compound - 1 Gallon, Liquid (4/Ctn)	Mead	5000301	1	GALLON	NO BID
10960	Crack-N-Peel - 8 1/2" x 11", Fluorescent Orange, 100/Pkg	Fasson	2249448	0	PACKAGE	NO BID
10972	Paper - 3 Hole Punch, Letter, 20#, 92 Bright, Smooth, Left, White, (500 Sheets/Ream, 10 Reams/Carton)	International Paper QUILL	2251795 7203HP	71	REAM	4.29 RM
10980	Color Copy Paper - Letter, 28#, 100 Bright, Smooth, Photo White (500 Sheets/Ream, 8 Reams/Carton)	NO SUBSTITUTE Hammermill	2312967 102467	10	REAM	7.11 RM

R

In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as of this 28th day of September 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]
County Auditor

APPROVED AS TO FORM

[Signature]
County Counselor

COOPERATIVE BID FORM

Bid Name: PAPER 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 Maarmeyer

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#: 17-15708

Customer Bid#: PAPER SUPPLIES 2018

Organization Name: COUNTY OF JEFFERSON

Enterprise# : 10558820

Contact Name: Vickie Pratt

Contact Phone#: 6367975380

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: 38 (0 Won, 0 Lost)

Total: \$ 38385.98 (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	2146321LUX	10300	28 LB WHITE ENVELOPES			8	33.84	PK		1	270.72	500/BOX	
2	BE6924	10306	ENVELOPES, BOOKLET, 6X9	WHITE		12	21.59	BX	500 EA = 1 BX	1	259.08	Quill Brand	
3	OE91228	10307	QB ENVELOPE, OPEN-END, 9X12	KRAFT		24	25.48	BX	250 EA = 1 BX	1	611.52	Quill Brand	
4	VWV10RW	10314	#10 PREMIUM WINDOW ENVELOPE	WHITE		184	19.17	BX		5	3,527.28	Quill Brand	
5	VWV9R	10315	QB ENVELOPES, W/O WINDOW, #9	WHITE		54	11.15	BX	1 5C = 1 BX	5	602.10	Quill Brand	
6	VWV10R	10316	QB ENVELOPES, W/O WINDOW, #10	WHITE		155	17.62	BX	1 5C = 1 BX	5	2,731.10	Quill Brand	
7	75035	10317	QB #10 WINDOW ENV, RIGHT WINDOW	WHITE		41	12.30	BX	500 EA = 1 BX	5	504.30	Quill Brand	
8	VWV9WES	10319	QB ENVELOPES, W/WINDOW, #9	WHITE		10	19.25	BX	1 5C = 1 BX	5	192.50	Quill Brand	
9	37682Q	10323	9X12 BOOKLET ENVELOPE 28WW	WHITE	QUALITY PARK PRODUCTS	1	17.38	BX	250 EA = 1 BX	4	17.38		
10	OE91224W	10330	QB ENVELOPE, GUMMED, 9X12	WHITE		29	13.02	BX	250 EA = 1 BX	1	377.58	Quill Brand	
11	72018	10331	QB ENVELOPES, PLAIN, 9X12	WHITE		1	25.26	BX	100 EA = 1 BX	5	25.26	Quill Brand	
12	72016	10332	QUILL 6X9 TYVEK PLAIN	WHITE		1	17.36	BX	100 EA = 1 BX	10	17.36	Quill Brand	
13	720222	10700	QUILL BRAND COPY PAPER LETTER			7092	2.99	RM		10	21,205.08	Quill Brand	
14	720222CT	10700	QUILL BRAND COPY PAPER LETTER	WHITE		1	29.90	CT		1	29.90	Quill Brand	
15	720567	10701	QUILL COLORED COPY PAPER-LTR	PINK		17	4.59	RM	10 RM = 1 CS	10	78.03	Quill Brand	
16	720563	10702	QUILL COLORED COPY PAPER-LTR	CANRY		87	4.59	RM	10 RM = 1 CS	10	399.33	Quill Brand	
17	720565	10703	QUILL COLORED COPY PAPER-LTR	GDROD		15	3.81	RM	10 RM = 1 CS	10	57.15	Quill Brand	
18	720561	10704	QUILL COLORED COPY PAPER-LTR	GREEN		36	4.59	RM	10 RM = 1 CS	10	165.24	Quill Brand	
19	720559	10705	QUILL COLORED COPY	BLUE		51	4.59	RM	10 RM = 1	10	234.09	Quill Brand	

20	720569	10706	PAPER-LTR QUILL COLORED COPY PAPER-LTR	IVORY			6	3.81		CS 10 RM = 1 CS	10	22.86	Quill Brand
21	720223	10707	QUILL BRAND COPY PAPER LEGAL	WHITE			8	4.53		10 RM = 1 CT	10	36.24	Quill Brand
22	720223CT	10707	QUILL BRAND COPY PAPER LEGAL	WHITE			1	45.30		10 RM = 1 CT	10	45.30	Quill Brand
23	7201117	10711	QUILL BRAND COPY PAPER, 11X17	WHITE			10	7.41		5 RM = 1 CS	1	74.10	Quill Brand
24	7201117CT	10711	QUILL BRAND COPY PAPER 11X17 CS				1	37.05			1	37.05	Quill Brand
25	403C	10713	20 LB 4-STAR REG-81/2 X 11	WHITE	SOUTHWORTH		1	9.71		1 RM = 1 BX	5	9.71	
26	49311Q	10802	EXACT INDEX 90 LB	WHITE			24	7.08		250 EA = 1 PK		169.92	
27	49181	10804	EXACT INDEX 90 LB	IVORY			2	8.16		250 EA = 1 PK		16.32	
28	81036QQ	10805	8.5 X 11 BRT WHITE CARD STOCK	BRTWH	DOMTAR		18	4.54		250 EA = 1 PK	8	81.72	
29	81040	10806	8-1/2X11 GREEN CARD STOCK	GREEN	DOMTAR		9	4.54		250 EA = 1 PK	8	40.86	
30	30Q	10811	OXFORD 3X5 BLANK INDEX CARD				34	.39			100	13.26	
31	31QQ	10812	OXFORD 3X5 RULED INDEX CARD				2	.39			100	.78	
32	41QQ	10813	OXFORD 4X6 RULED INDEX CARD				2	.73			60	1.46	
33	40QQQ	10815	OXFORD 4X6 BLANK INDEX CARD				154	.73			60	112.42	
34	513420	10900	XEROX 8.5X11 CARBONLESS CS				15	152.54			1	2,288.10	
35	636802	10901	PAPER 8 1/2X11 3 PART REV				19	176.93			1	3,361.67	
36	646450Q	10903	XEROX 8.5X11 4-PART CMP				2	196.76			1	393.52	
37	7203HP	10972	QUILL BRAND COPY PAPER, 3HP	WHITE			71	4.29		10 RM = 1 CS	10	304.59	Quill Brand
38	102467	10980	COPY PAPER F/COLOR COPIERS	WHITE	HAMMERMILL		10	7.11		500 EA = 1 RM	8	71.10	



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, if we are truly in consideration for an item award, we would be more than happy to forward a sample of the item to you if requested. A specification sheet is attached for information on some items. You can view all items on our website at [www. Quill.com](http://www.Quill.com).

Quill Bid Team



ITEM # 10300

Item # BID-2146321LUX

LUX #5 1/2 Coin Envelopes (3 1/8 x 5 1/2) 500/Box, 28lb. White (512CO-28W-500)

Item #: 901-2146321LUX

Model #: 512CO-28W-500

Brand: LUX

Description

LUX #5 1/2 Coin Envelopes (3 1/8 x 5 1/2) are great for storing small parts, such like: coins, jewelry, stamps, seeds, SD memory cards, resistors capacitors and all other kind of small electronic parts. Please note this envelope size is not mailable via USPS. Use this to send flat, bulky materials or multiple small items like coins, catalogs and jumbo cards. Flap is on the short side, helping to keep things from falling out after opening. Also called a "catalog" envelope, it actually comes in 39 sizes from tiny to huge, in white, traditional kraft, and array of colors for special impact.

- #5 1/2 Coin Envelopes (3 1/8 x 5 1/2) are perfect for storing and transferring of coins/jewelry/stamps/small objects/parts/materials
- Comes in 28lb. White, 28lb. Text Paper
- Dimensions: 3 1/8"L x 5 1/2"W
- Peel & Press Sealing Method

Use this to send flat, bulky materials or multiple small items like coins, catalogs and jumbo cards. Flap is on the short side, helping to keep things from falling out after opening.



ITEM # 10314

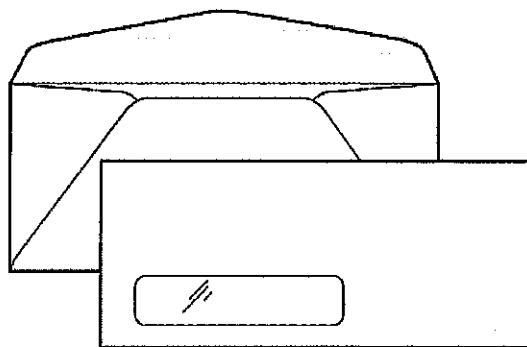
Item # BID-WW10RW

Quill Brand® Premium Single Window Business Envelopes; #10 with Window, 500/Box

Item #: 901-WW10RW

Model #: WW10RW

Brand: Quill Brand



Description

- Premium quality and highly presentable envelopes are ideal for auto-insertion machines
- Diagonal seams provide greater envelope capacity and strength
- Commercial gummed-style flap
- 24-lb. white wove stock
- #10 with window
- Size: 4-1/8Hx9-1/2"W
- 500 envelopes per box



ITEM # 10700

Item # BID-720222

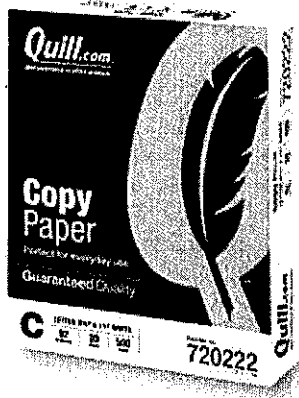
Quill Brand Copy Paper, 8 1/2" x 11", 92 Bright, 20 LB, 10 Reams of 500 Sheets

Item #: 901-720222

Model #: 720222RM

Brand: Quill Brand

Letter Size



Description

- 92 bright
- 20-lb. weight
- 8-1/2x11" letter size
- 500 sheets per ream
- Perfect for everyday use
- Features consistent weight, thickness, moisture level, and "curl control" for fewer copier jams
- Good contrast for greater readability
- Acid free for archival quality
- Poly-wrapped reams

#10701-10706

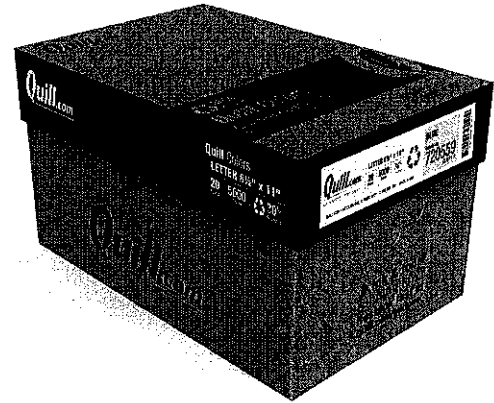
Quill Brand® Colors

Features:

- 7 eye-pleasing colors
- Available in 20 lb. basis weight

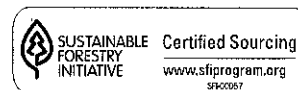
Environmental Characteristics:

- SFI® Certified Sourcing
- Manufactured under alkaline (acid-free) conditions for increased longevity and performance



Specifications:

Basis Weight (lb)	Smoothness	Caliper	PC Fiber
20	160	4.0	30%



Size/SKU:

Quill SKU	Size	Color	Sheets/Ream	Sheets/Carton	Cartons/Pallet
720559	8.5 x 11	Blue	500	5000	40
720573	8.5 x 14	Blue	500	5000	30
720563	8.5 x 11	Canary	500	5000	40
720577	8.5 x 14	Canary	500	5000	30
720565	8.5 x 11	Goldenrod	500	5000	40
720571	8.5 x 11	Gray	500	5000	40
720561	8.5 x 11	Green	500	5000	40
720575	8.5 x 14	Green	500	5000	30
720569	8.5 x 11	Ivory	500	5000	40
720583	8.5 x 14	Ivory	500	5000	30
720567	8.5 x 11	Pink	500	5000	40
720581	8.5 x 14	Pink	500	5000	30



ITEM # 10900

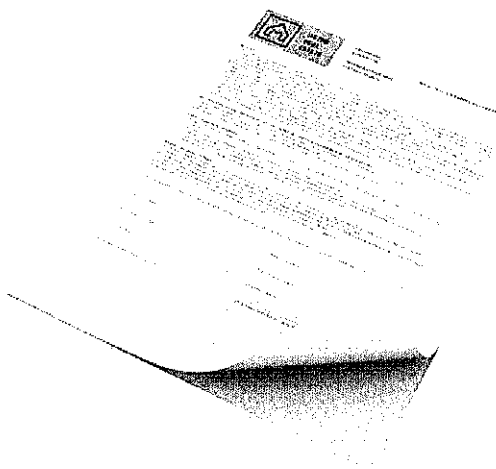
Item # BID-513420

Xerox® Bold™ Digital Carbonless Paper, 2 Part, Straight/Reverse, White/Canary Yellow, 5000/ct

Item #: 901-513420

Model #: 3R12420

Brand: Xerox



Description

Great for important forms created on a wide variety of digital printers Designed for excellent performance on high-speed digital equipment. Proprietary capsule control technology reduces contamination and enhances image quality. Guaranteed to perform with outstanding image legibility through five parts. Performance Guaranteed.

- 2-Part Straight/Reverse, White/Canary
- Letter size, 8 1/2" x 11"
- Designed for excellent performance in high-speed digital equipment
- Benchmark image legibility on multiple part forms
- Sustainable Forestry Initiative® (SFI®) Certified
- Improved runnability



ITEM # 10901

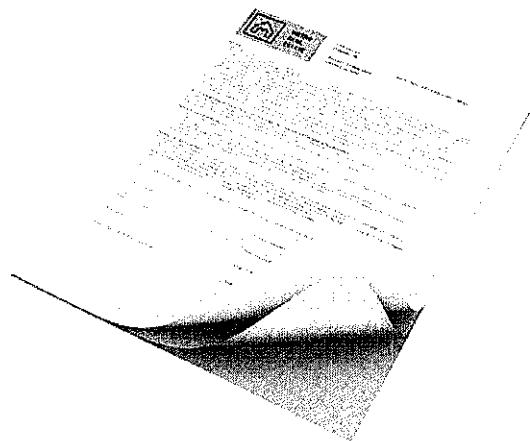
Item # BID-636802

Xerox® Revolution™ Premium Digital Carbonless Paper, 3-Part Reverse, Pink/Canary/White, 8 1/2" x 11"

Item #: 901-636802

Model #: 3R12424

Brand: Xerox



Description

Great for important forms created on a wide variety of digital printers Designed for excellent performance on high-speed digital equipment. Proprietary capsule control technology reduces contamination and enhances image quality. Guaranteed to perform with outstanding image legibility through five parts. Performance Guaranteed.

- 3-Part Reverse, Pink/Canary/White
- Designed for excellent performance in high-speed digital equipment
- Letter size: 8-1/2" x 11"
- Benchmark image legibility on multiple part forms
- Sustainable Forestry Initiative® (SFI®) Certified
- Improved runnability
- Performance Guaranteed
- 5,010 sheets per carton
- 1,670 collated sets



ITEM # 10903

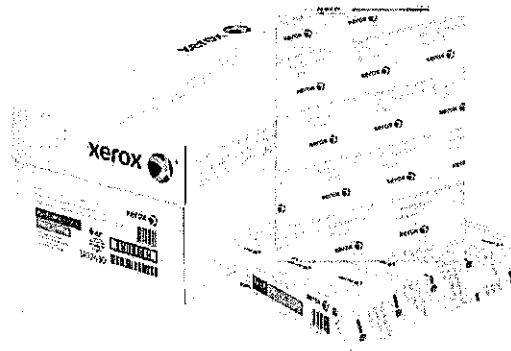
Item # BID-646450Q

Xerox® Revolution™ Premium Digital Carbonless Paper, 4-Part Straight, White/Canary/Pink/Goldenrod, 8 1/2" x 11", Case

Item #: 901-646450Q

Model #: 3R12430

Brand: Xerox



Description

Great for important forms created on a wide variety of digital printers Designed for excellent performance on high-speed digital equipment. Proprietary capsule control technology reduces contamination and enhances image quality. Guaranteed to perform with outstanding image legibility through five parts. Performance Guaranteed.

- 4-Part Straight, White/Canary/Pink/Goldenrod
- Letter size, 8 1/2" x 11"
- Designed for excellent performance in high-speed digital equipment
- Benchmark image legibility on multiple part forms
- Sustainable Forestry Initiative® (SFI®) Certified
- Improved runnability
- Performance Guaranteed



ITEM # 10980

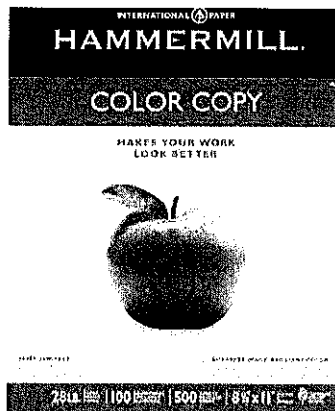
Item # BID-102467

Hammermill Color Copy Paper, 8-1/2" x 11", 100 Bright, 28 LB, 500 Sheets

Item #: 901-102467

Model #: 102467

Brand: Hammermill



Description

Hammer Mill color copy digital paper easily accommodates your high-volume color printing needs. This Hammermill color copy digital paper features a 99.99 percent jam-free guarantee to help decrease downtime and increase productivity in the workplace by eliminating time spent on fixing misfeeds or jams. Ideal for presentations, this paper comes in an ultra-bright photo-white shade to bring out vivid colors, and it features a smooth finish for improved color registration. The archival-quality acid-free paper resists fading and yellowing to provide long-term use. Designed for high-volume color printing, this paper features a heavyweight design to support heavier toner coverage and application.

- Paper size: 8 1/2" x 11"
- Brightness: 100 (US) / 112+ Euro bright
- Paper color: White
- Sheets per ream: 500
- Finish: Ultra-smooth
- Paper weight: 28 lbs.
- Number of sheets: Ream
- Acid-free for archival quality
- Ultrabright "Photowhite" shade provides better color registration
- Heavyweight sheet enables stable surface for supporting heavy toner coverage
- Offers a more stable surface for heavier toner applications and brilliant color
- 99.9% jam-free performance for worry-free results
- Ideal for presentations and proposals
- Certification and standards: FSC certified

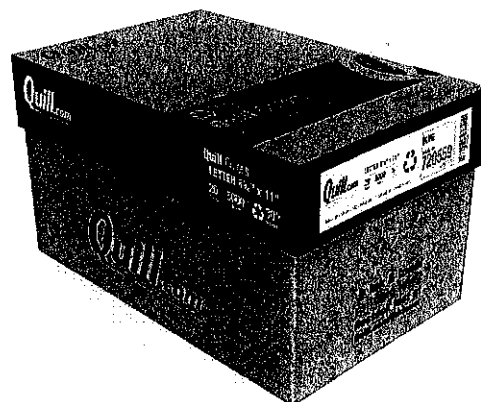
Quill Brand® Colors

Features:

- 7 eye-pleasing colors
- Available in 20 lb. basis weight

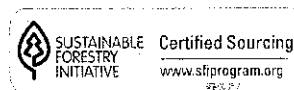
Environmental Characteristics:

- SFI® Certified Sourcing
- Manufactured under alkaline (acid-free) conditions for increased longevity and performance



Specifications:

Basis Weight (lb)	Smoothness	Caliper	PC Fiber
20	160	4.0	30%

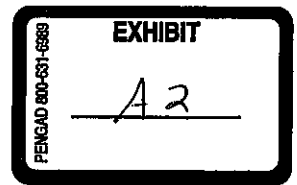


Size/SKU:

Quill SKU	Size	Color	Sheets/Ream	Sheets/Carton	Cartons/Pallet
720539	8.5 x 11	Blue	500	5000	40
720573	8.5 x 14	Blue	500	5000	30
720563	8.5 x 11	Canary	500	5000	40
720577	8.5 x 14	Canary	500	5000	30
720565	8.5 x 11	Goldenrod	500	5000	40
720571	8.5 x 11	Gray	500	5000	40
720561	8.5 x 11	Green	500	5000	40
720575	8.5 x 14	Green	500	5000	30
720569	8.5 x 11	Ivory	500	5000	40
720583	8.5 x 14	Ivory	500	5000	30
720567	8.5 x 11	Pink	500	5000	40
720581	8.5 x 14	Pink	500	5000	30



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



BID #: 17-0074

Invitation for Bid: PAPER 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

SAMPLE ENVELOPE

**Mail (3) Three
Complete Copies
With Vendor And
Bid Information As
Shown In Sample:**

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

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

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

**Vendor
Information:**

Veritiv	Len J. DeGonia
Company Name	Authorized Agent (Print)
2099 Corporate 44 Drive	Signature
Address	
Fenton, MO 63026	General Manager
City/State/Zip Code	Title
636-651-3800	13-5369500
Telephone #	Tax ID #
john.bridges@veritivcorp.com	636-651-3803
E-mail	Fax #

JB

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Bid Requirements	Page 3
Bid Response and Contract	Page 5
Affidavit	Page 9
Specifications	Page 11

REQUIRED DOCUMENTS

1. **Current and valid Certificate of Insurance or binder showing required insurance coverage must be provided with each bid.**
(County must be added as additional insured if awarded)
- 2a. **Proof that Bidder does not owe delinquent real or personal property in Jefferson County (tax receipts for past 3 years)**
Obtain receipts at <http://jeffersonmo.devnetwedge.com>
Or
- 2b. **A notarized affidavit, 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 taxes to Jefferson County. All delinquent real or personal property taxes shall be paid, in-full, prior to the award of any bid, or proof shall be provided that the Bidder does not own any real or personal property in Jefferson County prior to the award of any bid. Jefferson County considers that the failure to pay any and all real or personal property taxes due Jefferson County, Missouri, the failure to report all real or personal property owned, held or used in Jefferson County, the failure to provide proof thereof, and/or the failure to keep said tax bills current shall be deemed a material breach of the contract and will subject the contract to immediate cancellation. All taxes, due and owing, must be paid in full at the time the bid is awarded by Jefferson County and remain paid during the entire term of the contract unless the prospective Bidder provides proof that the Bidder does not own real or personal property in Jefferson County. This requirement shall not apply to the award of bids for projects which are funded in whole or in part by Federal funds.

2.3 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:

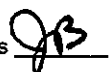
- A. The prices in the bid shall be independently determined, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to price with any Bidder or other person.
- B. Unless otherwise required by law, the prices shall not have been knowingly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

2.4 PRICE:

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

2.5 MISSOURI DOMESTIC PRODUCT PROCUREMENT ACT:

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



2.6 NON-EXCLUSIVE AGREEMENT:

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

2.7 DEFINITIONS:

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

2.8 INSPECTION, ACCEPTANCE AND APPROVALS:

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

2.9 WARRANTY:

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

2.10 PAYMENT:

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

2.11 CHANGE ORDER:

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

2.12 DELIVERIES:

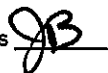
Deliveries shall be made in strict accordance with any delivery schedule contained in the bid specification or contract and in the exact quantity ordered. Failure to adhere to delivery schedule is reason for termination in accordance with the "termination" clause. Deliveries are to be made at locations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

2.13 RESPONSIBILITY FOR SUPPLIES:

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

2.14 SUBCONTRACTS:

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



2.15 CHOICE OF LAW:

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

2.16 TERMINATION:

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

2.17 NOTICE AND SERVICE THEREOF:

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

2.18 CONTRACT TERM:

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

2.19 COMPLIANCE WITH APPLICABLE LAWS:

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



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

2.20 ACTS OF GOD:

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

2.21 SELLER'S INVOICES:

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

2.22 APPROVAL:

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

2.23 RENEWAL OPTION:

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

Indicate: ☐ Individual: ☐ Partnership: ☒ Corporation.

2.24 INDIVIDUAL, PARTNERSHIPS, CORPORATIONS:

Incorporated in the State of New York.

2.25 LITIGATION:

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

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

AFFIDAVIT OF WORK AUTHORIZATION

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

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

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

[Signature]
Authorized Representative's Signature

Carolyn Schmidt
Printed Name

HRBP
Title

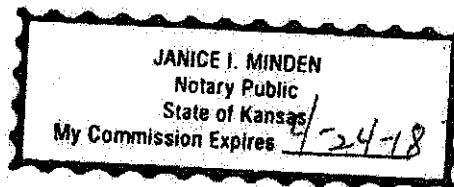
11/2/17
Date

Subscribed and sworn to before me this 2nd of November. I am
(DAY) (MONTH, YEAR)

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

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

[Signature] 11-2-17
Signature of Notary Date



See Attached Page

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

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

Authorized Representative's Signature

Printed Name

Title

Date

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

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

_____ and my commission expires on _____.
(NAME OF STATE) (DATE)

Signature of Notary

Date

JB

AFFIDAVIT OF WORK AUTHORIZATION
(Continued)

CURRENT BUSINESS ENTITY STATUS

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

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

[Signature]
Authorized Business Entity
Representative's Signature

Veritiv
Business Entity Name

11/2/17
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).

See Attached Page
AFFIDAVIT OF WORK AUTHORIZATION
(Continued)

CURRENT BUSINESS ENTITY STATUS

I certify that _____ (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.

Authorized Business Entity
Representative's Name
(Please Print)

Authorized Business Entity
Representative's Signature

Business Entity Name

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).

JB

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.**



2018 PAPER SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
10300	Envelopes - Coin Envelopes White Wove - Printmaster, SFI, #5-1/2, 24, 3-1/8 x 5-1/2, Gummed, Mailpoint Flap (500/Box, 5000/Ctn)	Quality Park	5170832	8	BOX	22.40
10306	Envelopes - Booklet Envelopes, 6 x 9, White, #6-1/2, 24, 20M, Gummed, Wallet Flap (500/Ctn)	National	2256159	12	BOX	15.25
10307	Envelopes - 9 x 12 Catalog Envelopes Brown Kraft OECS - Seville, SFI, #10-1/2, 28, 9 x 12, Kraft, Vellum, Gummed, Mailpoint Flap (250/Ctn) 500 per 1307	National	5252741	24	BOX	35.00
10308	Envelopes - #0, 6 x 10 Rugged Padded Mailer, Side Seam, Light Brown, 100/Carton	Caremail	CM11143419	140	EACH	.35
10309	Envelopes - 8 1/2 x 12 JiffyLite Self-Seal Mailer, Side Seam, #2, 8 1/2 x 12, Golden Brown, 100/Carton	Seal Air Corp	SEL10187	26	EACH	.35
10310	Envelopes -10 1/2x16 Padded Self-Seal Mailer, Side Seam, #5, 10 1/2x16, Golden Brown, 100/Carton	Seal Air Corp	SEL21489	145	EACH	.35
10311	Envelopes - #15, 10 x 15 Catalog Envelopes Brown Kraft OECS - Vellum, Gummed, Mailpoint Flap (500/Ctn)	National	2198401	1	BOX	59.00
10314	Envelopes - #10 Window, Commercial Window Left Hand Envelopes, 4-1/8 x 9-1/2, White, Gummed, Commercial Flap, (500/Box, 2500/Ctn)	National	2140238	184	BOX	4.50
10315	Envelopes - #9 Regular, Commercial Envelopes White, 3-7/8 x 8-7/8, Gummed, Commercial Flap (500/Box, 2500/Ctn)	National	2139741	54	BOX	7.70
10316	Envelopes - #10 Regular, Commercial Envelopes White, 4-1/8 x 9-1/2, Gummed, Commercial Flap (500/Box, 2500/Ctn)	National	2256150	155	BOX	8.00
10317	Envelopes - #10 Window, Commercial Window Right Hand Envelopes, White, 4-1/8 x 9-1/2, Gummed, Commercial Flap, (500/Box, 2500/Ctn)	National	2256120	41	BOX	11.50
10319	Envelopes - #9 Window, Commercial Window Envelopes, White, 3-7/8 x 8-7/8, Gummed, Commercial Flap, Poly Window (500/Box, 2500/Ctn)	National	2256161	10	BOX	11.10
10323	Envelopes - 9" x 12" Catalog Envelope, Side Seam, White, 500/Box	National	2215036	0	BOX	28.50
10330	Envelopes - 9" x 12" Catalog Envelope, 24.00 lb, Gummed, White, 250/Box	Universal	UNV44104	29	BOX	28.00
10331	Envelopes - 9" x 12" Tamper-Indicating Envelopes - Peel & Seal - Tyvek - 400/Box - White 500 per 1307	Quality Park	QUAR2400 2105589	0	BOX	191.00

gfb

2018 PAPER SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
10332	Envelopes - 6 1/2 x 9 " - Tyvek - Peel & Seal - 400 /Box - White <i>500 per box</i>	Business Source	B5N65699 <i>5065223</i>	0	BOX	117.00
10700	Copy Paper - Letter, 92 Brightness, 20lb, White, 500 Sheets/Ream, 10 Reams/Carton	Universal	UNV21200	7092	REAM	2.89
10701	Copy Paper - Letter, 20lb, Pink, 500 Sheets/Ream, 10 Reams/Carton	Universal	UNV11224	17	REAM	4.65
10702	Copy Paper - Letter, 20lb, Canary, 500 Sheets/Ream, 10 Reams/Carton	Universal	UNV11201	87	REAM	4.65
10703	Copy Paper - Letter, 20lb, Goldenrod, 500 Sheets/Ream, 10 Reams/Carton	Universal	UNV11205	15	REAM	4.65
10704	Copy Paper - Letter, 20lb, Green, 500 Sheets/Ream, 10 Reams/Carton	Universal	UNV11203	36	REAM	4.65
10705	Copy Paper - Letter, 20lb, Blue, 500 Sheets/Ream, 10 Reams/Carton	Universal	UNV11202	51	REAM	4.65
10706	Copy Paper - Letter, 20lb., Buff, 500 Sheets/Ream, 10 Reams/Carton	Universal	UNV11206	6	REAM	4.65
10707	Copy Paper - Legal, 92 Brightness, 20lb, White, 500 Sheets/Ream, 10 Reams/Carton	Universal	UNV24200	8	REAM	4.30
10711	Copy Paper - 11 x 17, 92 Brightness, 20lb, White, 500 Sheets/Ream, 5 Reams/Carton	Universal	UNV28110	10	REAM	6.80
10713	Letterhead - 8-1/2 x 11, 20lb, White, 91 Bright, Perfect Laser, 25% Cotton Fibers, Watermarked, (500/Pkg, 5000/Ctn)	Capitol	2085221	1	REAM	11.30
10802	Cover - Letter, 80#, 94 Brightness, Laser Capable, White, 250 Sheets/Ream, 8 Reams/Carton	Wausau 56981	2276022	24	REAM	6.60
10804	Card Stock - Letter, 90#, Buff, 250 Sheets/Ream, 8 Reams/Carton	Wausau	2288963	2	REAM	5.45
10805	Card Stock - Letter, 65#, White, 250 Sheets/Ream, 10 Reams/Carton	Finch	6073124	18	REAM	5.50
10806	Card Stock - Letter, 65#, Green, 250 Sheets/Ream, 8 Ream/Carton	Wausau	2288907	9	REAM	5.50

gfb

2018 PAPER SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
10807	Card Stock - Letter, 110#, Cherry, 250 Sheets/Ream, 8 Reams/Carton	Wausau	2262297	0	REAM	6.40
10810	Card Stock - Astroparche Vellum Cover, 65lb, Ancient Gold, 8-1/2 x 11, 250/Pkg	Astroparche	6055237	0	REAM	11.90
10811	Index Cards - 3" x 5" Unruled Index Cards, White, 100/Pack	Esselte	ESS 30	34	PACKAGE	10.13
10812	Index Cards - 3" x 5" Ruled Index Cards, White, 100/Pack	Esselte	ESS 31	2	PACKAGE	10.13
10813	Index Cards - 4" x 6" Ruled Index Cards, White, 100/Pack	Esselte	ESS 41	2	PACKAGE	10.13
10815	Index Cards - 4" x 6" Unruled Index Cards, White, 100/Pack	Esselte	ESS 40	154	PACKAGE	10.13
10900	NCR Paper - Heavyweight, 20lb, 2 Part, Reverse, Letter (2/Set, 500/Pkg, 5000/Ctn)	Mead	2063251	152	REAM	7.80
10901	NCR Paper - Heavyweight, 20lb, 3 Part, Reverse, Letter (3/Set, 501/Pkg, 5010/Ctn)	Mead	2241308	188	REAM	8.64
10902	NCR Paper - Heavyweight, 20lb, 4 Part, Reverse, Letter (4/Set, 500/Pkg, 5000/Ctn)	Mead	2241305	200	REAM	9.25
10903	NCR Paper - Heavyweight, 20lb, 4 Part, Straight, Letter (4/Set, 500/Pkg, 5000/Ctn)	Mead	2216205	20	REAM	9.25
10904	NCR Paper - Heavyweight, 20lb, 5 Part, Reverse, Letter (5/Set, 500/Pkg, 5000/Ctn)	Mead	5060750	11	REAM	9.48
10905	NCR Paper - Heavyweight, 20lb, 5 Part, Straight, Letter (5/Set, 500/Pkg, 5000/Ctn)	Mead	5062311	0	REAM	9.48
10918	NCR Paper - Heavyweight, 20lb, 2 Part, Reverse, Legal (2/Set, 500/Pkg, 5000/Ctn)	Mead	5202999	4	REAM	10.13
10919	NCR Paper - Heavyweight, 20lb, 3 Part, Reverse, Legal (3/Set, 501/Pkg, 5010/Ctn)	Mead	2241309	48	REAM	11.25
10920	NCR Paper - Heavyweight, 20lb, 4 Part, Reverse, Legal (4/Set, 500/Pkg, 5000/Ctn)	Mead	2230434	0	REAM	12.03

[Signature]

2018 PAPER SUPPLY BID


Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
10923	NCR Padding Compound - 1 Gallon, liquid (4/Ctn)	Mead	5000301	1	GALLON	110.00
10960	Crack-N-Peel - 8 1/2" x 11", Fluorescent Orange, 100/Pkg	Fasson	2249448	0	PACKAGE	17.55
10972	Paper - 3 Hole Punch, letter, 20#, 92 Bright, Smooth, left, White, (500 Sheets/Ream, 10 Reams/Cartron)	International Paper	2251795	71	REAM	3.27
10980	Color Copy Paper - letter, 28#, 100 Bright, Smooth, Photo White (500 Sheets/Ream, 8 Reams/Cartron)	NO SUBSTITUTE Hammermill	2312967	10	REAM	8.85



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

Veritiv
Company Name

County of Jefferson, State of Missouri


Signature
Len J. DeGonia
Print

Kenneth B. Waller County Executive

Company Address: _____
2099 Corporate 44 Drive
Fenton, MO 63026

Phone: 636-651-3800

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

County Auditor

APPROVED AS TO FORM

County Counselor

See Attached Page

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

County of Jefferson, State of Missouri

Company Name

Signature

Kenneth B. Waller
Kenneth B. Waller County Executive

Print

Company Address: _____

Phone: _____

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

[Signature] 1/4/12
County Auditor

APPROVED AS TO FORM

[Signature]
County Counselor

COOPERATIVE BID FORM

Bid Name: Paper 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 X No _____

Although agreeing to the extension of the terms of this contract to municipalities or other tax-supported entities, ***is not a prerequisite for award***, Jefferson County, Missouri, may take this factor into consideration if tie bids are received, in addition to the normal Terms and Conditions of the Invitation for Bid, enclosed herewith as a part of this bid.

**Bidders are encouraged to extend contract prices to
Municipalities and any other tax-supported entities.**

If agreeable to the above, state the **minimum** dollar value *per order* you will require from a Municipality or any other tax-supported entity (**this shall not apply to Jefferson County, Missouri Government, Departments or Divisions**):

MINIMUM DOLLAR VALUE PER ORDER: \$ 400.00

BY: John Bridges

TITLE: Sales Representative

COMPANY: Veritiv

CONTACT INFORMATION FOR COOPERATIVE AGREEMENT

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