

BILL NO.: 17-1115

ORDINANCE NO.: 17-

0499

INTRODUCED BY: COUNCIL MEMBER (s) Reuter

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

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

11 BID NAME

12 Printer – Copier – Fax Supplies 2018

13 **NUMBER OF BIDS RECEIVED**

14 5

15 DATE OF BID OPENING

16 10-17-2017

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

FILED

NOV 29 2017

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 Office Source and Beyond Technology
5 for a term from 01-01-18 to 12-31-18 upon approval by the County Council and County
6 Executive for **up to \$100,000.00 per year, for total amount not to exceed \$100,000.00**
7 **annually**, subject to budgetary limitations.

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

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

13 BID NAME

14 Printer – Copier – Fax 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 \$100,000.00 per year,**

21 **for total amount not to exceed \$100,000.00 annually,**

22 subject to budgetary limitations

AWARDED BIDDER

Office Source (A1)

Beyond Technology (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 Groeteke	<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

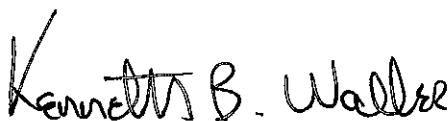


Renee Reuter, County Council Chair

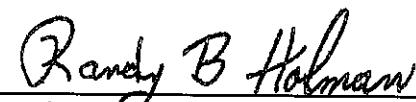
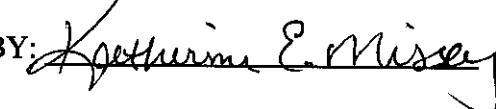
Pat Schlette
Pat Schlette, Council Administrative Assistant

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
Kenneth B. Waller, Jefferson County, Missouri, Executive

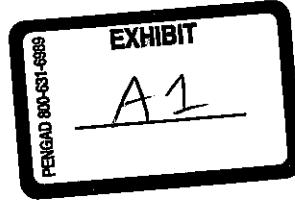
ATTEST:


Randy B. Holman
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



ADDENDUM #1:

Request for
Proposal:

PRINTER-COPIER-FAX SUPPLIES 2018

Addendum 9-26-2017
Date Issued:

ORIGINAL INVITATION FOR BID NOTICE ISSUED: SEPTEMBER 13, 2017

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

**Specification
Contact:**

MICHELLE SAUER
Department of Administrative Services
636-797-6249
msauer@jeffcomo.org

**Contract
Contact:**

VICKIE PRATT
Department of Administrative Services
636-797-5380

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

SAMPLE ENVELOPE

VENDOR NAME

VENDOR ADDRESS

CONTACT NUMBER

DEPARTMENT OF THE COUNTY CLERK

JEFFERSON COUNTY MISSOURI

729 MAPLE ST / PO BOX 100

HILLSBORO MO 63050-0100

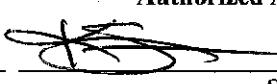
SEALED BID: (BID NAME)

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

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

OFFICE Source INC Kraig Simcox
Company Name Authorized Agent (Print)

**Vendor
Information:**

719 RUBBER ROAD 
Address Signature

FENTON MO 63026 Partner/Owner
City/State/Zip Code Title

6363495101 10/16/17 431863461
Telephone # Date Tax ID #

Kraig@ office Source.1.com 6363495109
E-mail Fax #

ADDENDUM #1:

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

Addendum 1

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

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

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

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

ADDENDUM #1:

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

Addendum 1

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

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

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

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

In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as of this 16TH day of October 2017:

Office Source Inc.
Company Name

County of Jefferson, State of Missouri

Kenneth B. Waller
Kenneth B. Waller County Executive

Signature

Kenia Simmons

Print

Company Address: _____

719 Rudder Road

FENTON MO 63024

Phone: 636-349-5101

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

County Auditor

APPROVED AS TO FORM

County Counselor



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

BID #: 17-0075

Invitation for Bid: **PRINTER – COPIER – FAX SUPPLIES**
2018

Date Issued: 9-13-2017

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

**Specification
Contact:**

MICHELLE SAUER
Department of Administrative Services
636-797-6249
msauer@jeffcomo.org

**Contract
Contact:**

VICKIE PRATT
Department of Administrative Services
636-797-5380

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

SAMPLE ENVELOPE

VENDOR NAME

VENDOR ADDRESS

CONTACT NUMBER

DEPARTMENT OF THE COUNTY CLERK

JEFFERSON COUNTY MISSOURI

729 MAPLE ST / PO BOX 100

HILLSBORO MO 63050-0100

SEALED BID: (B/D NAME)

Contract Term:

UPON APPROVAL OF THE
COUNTY COUNCIL AND
COUNTY EXECUTIVE

**Vendor
Information:**

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

OFFICE SOURCE INC.

Company Name

Kraig Simmons

Authorized Agent (Print)

719 Rudder Road

Address

Signature

FENTON MO 63026

City/State/Zip Code

Owner/PARTNER

Title

6363495101

Telephone #

10/16/17 43-1863461

Date

Tax ID #

Kraig@OfficeSource1.com 6363495109

E-mail

Fax #

TABLE OF CONTENTS:

Legal Notice and Invitation for Bid	Page 1
Table of Contents	Page 2
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**

TABLE OF CONTENTS:

Legal Notice and Invitation for Bid	Page 1
Table of Contents	Page 2
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. (X)Required () Not Required Comprehensive General Liability Insurance

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

B. (X)Required () Not Required Professional Liability Insurance

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

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

The Vendor/Contractor or his sub-contractor or contractors, shall maintain and keep in force of this Contract such worker's compensation insurance limits as required by the 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.

1.10 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. (X)Required () Not Required Comprehensive General Liability Insurance

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

B. (X)Required () Not Required Professional Liability Insurance

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

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

The Vendor/Contractor or his sub-contractor or contractors, shall maintain and keep in force of this Contract such worker's compensation insurance limits as required by the 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.

2.6 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 Missouri

2.25 LITIGATION:

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

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

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

2.20 ACTS OF GOD:

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

2.21 SELLER'S INVOICES:

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

2.22 APPROVAL:

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

2.23 RENEWAL OPTION:

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

Indicate: Individual: Partnership: Corporation.

2.24 INDIVIDUAL, PARTNERSHIPS, CORPORATIONS:

Incorporated in the State of Missouri.

2.25 LITIGATION:

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

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

AFFIDAVIT OF WORK AUTHORIZATION

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

Comes now Kraig Simmons (Name of Business Entity Authorized Representative) as Owner/PARTNER (Position/Title) first being duly sworn on my oath, affirm OFFICE SOURCE INC. (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program, who are proposed to work in connection with the services related to Printer - Copier - Fax Supplies 2018 (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contractor, or subcontractor, if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that OFFICE SOURCE INC. (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services related to Printer - Copier - Fax 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

Kraig Simmons
Printed Name

Partner Owner
Title

10/16/17
Date

Subscribed and sworn to before me this 10th of Oct 2017. I am

(DAY)

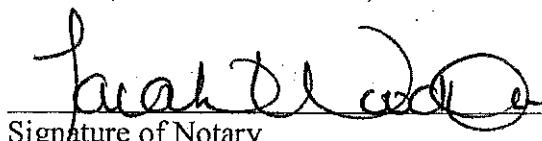
(MONTH, YEAR)

commissioned as a notary public within the County of St. Louis, State of

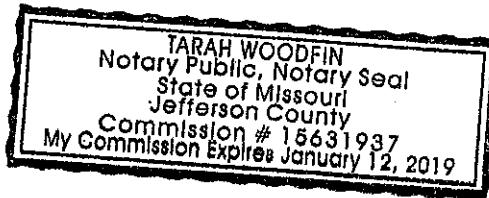
(NAME OF COUNTY)

Missouri and my commission expires on 01/12/2019.

(DATE)


Signature of Notary

10/16/17
Date



AFFIDAVIT OF WORK AUTHORIZATION

(Continued)

CURRENT BUSINESS ENTITY STATUS

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

Keaig Simmons

Authorized Business Entity
Representative's Name
(Please Print)



Authorized Business Entity
Representative's Signature

OFFICE Source Inc.
Business Entity Name

10/14/17
Date

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

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

AND

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

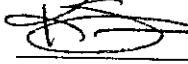
AFFIDAVIT OF WORK AUTHORIZATION

(Continued)

CURRENT BUSINESS ENTITY STATUS

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

Keaig Simmons
Authorized Business Entity
Representative's Name
(Please Print)


Authorized Business Entity
Representative's Signature

OFFICE SOURCE INC.
Business Entity Name

10/14/17
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).

PRINTER - COPIER - FAX 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 PRINTER - COPIER - FAX SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
13512	Copier Staples - Sharp AR-M237/AR-M277 Copier, 3/Box	Sharp	AR-SC1	0	BOX	18.00
13514	Copier Staples - Sharp AR-M350 Copier AG559, 3/Box	Sharp	AR-SC1	0	BOX	18.00
13555	Copier Staples - Staple Cartridge for use in RICOH Aficio MP5002	Ricoh *	MXSCX1	1	BOX	22.00
14204	Toner - Sharp AR270 NT1 also AR310NT	Sharp *	SHRAR310NT	6	EACH	60.00
14205	Toner - Sharp AR450U	Sharp *	SHRAR450NT	5	EACH	46.00
14207	Toner - Sharp ARM255N,355/455	Sharp *	AR455NT1	4	EACH	53.00
14208	Toner - RICOH Aficio MP 50022 Copier	Ricoh *	RIC 841346	2	EACH	40.00
14209	Toner - Sharp MX-M310 Copier	Sharp *	SHR MX-312NT	3	EACH	68.00
14215	Toner - Sharp MX-M503N Copier, Black	Sharp *	SHR-MX500NT	3	EACH	66.00
14216	Drum - Sharp MX-M503N Copier	Sharp *	SHR-MX500NR	0	EACH	42.00
14217	Developer - Sharp MX-M503N Copier	Sharp *	SHR-MX500NV	0	EACH	42.00
14220	Toner - Sharp MX 3501N Color Copier, Black	Sharp *	MX45NTBA	1	EACH	52.00
14221	Toner - Sharp MX 3501N Color Copier, Cyan	Sharp *	MX27NTCA	4	EACH	80.00
14222	Toner - Sharp MX 3501N Color Copier, Magenta	Sharp *	MX27NTMA	4	EACH	80.00
14223	Toner - Sharp MX 3501N Color Copier, Yellow	Sharp *	MX27NTYA	5	EACH	80.00

2018 PRINTER - COPIER - FAX SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
13512	Copier Staples - Sharp AR-M237/AR-M277 Copier, 3/Box	Sharp	AR-SC1	0	BOX	12.00
13514	Copier Staples - Sharp AR-M350 Copier AG559, 3/Box	Sharp	AR-SC1	0	BOX	18.00
13555	Copier Staples - Staple Cartridge for use in RICOH Aficio MP5002	Ricoh *	MXSCX1	1	BOX	32.00
14204	Toner - Sharp AR270 NT1 also AR310NT	Sharp *	SHRAR310NT	6	EACH	60.00
14205	Toner - Sharp AR450U	Sharp *	SHRAR450NT	5	EACH	46.00
14207	Toner - Sharp AR-M255N,355/455	Sharp *	AR455NT1	4	EACH	53.00
14208	Toner - RICOH Aficio MP 50022 Copier	Ricoh *	RIC 841346	2	EACH	40.00
14209	Toner - Sharp MX-M310 Copier	Sharp *	SHR MX-312NT	3	EACH	68.00
14215	Toner - Sharp MX-M503N Copier, Black	Sharp *	SHR-MX500NT	3	EACH	66.00
14216	Drum - Sharp MX-M503N Copier	Sharp *	SHR-MX500NR	0	EACH	42.00
14217	Developer - Sharp MX-M503N Copier	Sharp *	SHR-MX500NV	0	EACH	42.00
14220	Toner - Sharp MX 3501N Color Copier, Black	Sharp *	MX45NTBA	1	EACH	52.00
14221	Toner - Sharp MX 3501N Color Copier, Cyan	Sharp *	MX27NTCA	4	EACH	80.00
14222	Toner - Sharp MX 3501N Color Copier, Magenta	Sharp *	MX27NTMA	4	EACH	80.00
14223	Toner - Sharp MX 3501N Color Copier, Yellow	Sharp *	MX27NTYA	5	EACH	80.00

2018 PRINTER - COPIER - FAX SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
14224	Waste Toner Cartridge - Sharp MX 3501N Color Copier	Sharp *	SHRMX270HB	1	EACH	18.00
14230	Toner - Sharp MXM364N Copier, Black	Sharp *	SHRAMX560NT	5	EACH	65.00
14231	Waste Toner - Sharp MXM364N Copier	HP *	SHRAMX560HB	0	EACH	22.00
14601	Toner - Toshiba E-studio 555/655	Toshiba *	T8550	2	EACH	65.00
14603	Toner - Toshiba E-studio 523/523T/603	Toshiba *	T7200	0	EACH	65.00
14800	Toner - Minolta Bizhub 222	Minolta *	MLNTN211	1	EACH	36.00
15104	Laser Toner - HP 12A, Black	HP *	HEWQ2612A	0	EACH	50.00
15107	Laser Toner - HP 38A, Black	HP *	HEWQ1338A	3	EACH	135.00
15109	Laser Toner - HP 27X, Black	HP *	HEWC4127X	1	EACH	125.00
15119	Laser Toner - HP 96A, Black	HP *	HEWC4096A	0	EACH	80.00
15120	Laser Toner - HP 61X, Black	HP *	HEWQ8061X	4	EACH	120.00
15121	Laser Toner - HP 15A, Black	HP *	HEWC7115A	0	EACH	48.00
15135	Laser Toner - HP 641A, Black	HP *	HEWC9720A	2	EACH	148.00
15136	Laser Toner - HP 641A, Cyan	HP *	HEWC9721A	2	EACH	190.00
15137	Laser Toner - HP 641A, Yellow	HP *	HEWC9722A	2	EACH	190.00

2018 PRINTER - COPIER - FAX SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
15138	Laser Toner - HP 641A, Magenta	HP *	HEWC9723A	2	EACH	190.00
15144	Laser Toner - HP 10A, Black	HP *	HEWQ2610A	0	EACH	110.00
15147	Laser Toner - HP 42X, Black	HP *	HEWQ5942X	13	EACH	195.00
15149	Laser Toner - HP 51A, Black	HP *	HEWQ7551A	2	EACH	180.00
15158	Laser Toner - LEXMARK T650 Printer, Black	Lexmark *	LEXT650A11A	0	EACH	120.00
15161	Laser Toner - HP 78A, Black	HP *	HEWCE278A	24	EACH	55.00
15165	Laser Toner - HP 90A, Black	HP *	HEWCE390A	47	EACH	128.00
15166	Laser Toner - HP 647A, Black	HP *	HEWCE260A	2	EACH	115.00
15167	Laser Toner - HP 648A, Cyan	HP *	HEWCE261A	0	EACH	215.00
15168	Laser Toner - HP 648A, Yellow	HP *	HEWCE262A	0	EACH	215.00
15169	Laser Toner - HP 648A, Magenta	HP *	HEWCE263A	2	EACH	215.00
15179	Laser Toner - HP 49X, Black	HP *	HEWQ5949X	0	EACH	119.00
15180	Laser Toner - HP 501A, Black	HP *	HEWQ6470A	4	EACH	118.00
15184	Laser Toner - HP 502A, Cyan	HP *	HEWQ6471A	2	EACH	110.00
15185	Laser Toner - HP 502A, Yellow	HP *	HEWQ6472A	1	EACH	110.00

2018 PRINTER - COPIER - FAX SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
15138	Laser Toner - HP 641A, Magenta	HP *	HEWC9723A	2	EACH	190.00
15144	Laser Toner - HP 10A, Black	HP *	HEWQ2610A	0	EACH	110.00
15147	Laser Toner - HP 42X, Black	HP *	HEWQ5942X	13	EACH	195.00
15149	Laser Toner - HP 51A, Black	HP *	HEWQ7551A	2	EACH	180.00
15158	Laser Toner - EXMARK T650 Printer, Black	Lexmark *	LEXT650A11A	0	EACH	120.00
15161	Laser Toner - HP 78A, Black	HP *	HEWCE278A	24	EACH	55.00
15165	Laser Toner - HP 90A, Black	HP *	HEWCE390A	47	EACH	128.00
15166	Laser Toner - HP 647A, Black	HP *	HEWCE260A	2	EACH	115.00
15167	Laser Toner - HP 648A, Cyan	HP *	HEWCE261A	0	EACH	215.00
15168	Laser Toner - HP 648A, Yellow	HP *	HEWCE262A	0	EACH	215.00
15169	Laser Toner - HP 648A, Magenta	HP *	HEWCE263A	2	EACH	215.00
15179	Laser Toner - HP 49X, Black	HP *	HEWQ5949X	0	EACH	119.00
15180	Laser Toner - HP 501A, Black	HP *	HEWQ6470A	4	EACH	118.00
15184	Laser Toner - HP 502A, Cyan	HP *	HEWQ5471A	2	EACH	110.00
15185	Laser Toner - HP 502A, Yellow	HP *	HEWQ6472A	1	EACH	110.00

2018 PRINTER - COPIER - FAX SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
15186	Laser Toner - HP 502A, Magenta	HP *	HEWQ6473A	1	EACH	110.00
15188	Laser Toner - HP 36A, Black	HP *	HEWCBA436A	4	EACH	55.00
15190	Laser Toner - HP 64A, Black	HP *	HEWCC364A	16	EACH	125.00
15191	Laser Toner - HP 85A, Black	HP *	HEWCE285A	3	EACH	48.00
15193	Laser Toner - HP 504A, Black	HP *	HEWCE250A	9	EACH	108.00
15194	Laser Toner - HP 504A, Cyan	HP *	HEWCE251A	3	EACH	199.00
15195	Laser Toner - HP 504A, Magenta	HP *	HEWCE253A	6	EACH	199.00
15196	Laser Toner - HP 504A, Yellow	HP *	HEWCE252A	5	EACH	199.00
15197	Laser Toner - HP 55A, Black	HP *	HEWCE255A	13	EACH	108.00
15210	Laser Toner - Ricoh Aficio SP C811DN Printer, Black	Ricoh *	RIC820000	2	EACH	52.00
15211	Laser Toner - Ricoh Aficio SP C811DN Printer, Yellow	Ricoh *	RIC820008	2	EACH	170.00
15212	Laser Toner - Ricoh Aficio SP C811DN Printer, Magenta	Ricoh *	RIC820016	2	EACH	170.00
15213	Laser Toner - Ricoh Aficio SP C811DN Printer, Cyan	Ricoh *	RIC820024	2	EACH	170.00
15214	Laser Drum Unit - Ricoh Aficio SP C811DN Printer, Black Drum Unit Photo Conductor	Ricoh *	RIC402714	1	EACH	144.00
15215	Laser Drum Unit - Ricoh Aficio SP C811DN Printer, Color Drum Unit Photo Conductor	Ricoh *	RIC402715	1	EACH	434.00

2018 PRINTER - COPIER - FAX SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
15216	Laser Transfer Unit - Ricoh Aficio SP C811DN Printer	Ricoh *	RIC402717	1	EACH	197.00
15217	Fuser Unit - Ricoh Aficio SP C811DN Printer	Ricoh *	RIC402718	0	EACH	290.00
15218	Waste Toner - Ricoh Aficio SP C811DN	Ricoh *	RIC402716	1	EACH	15.00
15220	Laser Toner - HP 126A, Black	HP *	HEWCE310A	1	EACH	38.00
15221	Laser Toner - HP 126A, Cyan	HP *	HEWCE311A	0	EACH	44.00
15222	Laser Toner - HP 126A, Yellow	HP *	HEWCE312A	0	EACH	44.00
15223	Laser Toner - HP 126A, Magenta	HP *	HEWCE313A	0	EACH	44.00
15230	Laser Toner - HP 650A, Black	HP *	HEWCE270A	2	EACH	195.00
15231	Laser Toner - HP 650A, Cyan	HP *	HEWCE271A	1	EACH	329.00
15232	Laser Toner - HP 650A, Yellow	HP *	HEWCE272A	1	EACH	329.00
15233	Laser Toner - HP 650A, Magenta	HP *	HEWCE273A	1	EACH	329.00
15250	Laser Toner - HP 410X, Black	HP *	HEWCF410X	16	EACH	114.00
15251	Laser Toner - HP 410X, Cyan	HP *	HEWCF411X	13	EACH	158.00
15252	Laser Toner - HP 410X, Yellow	HP *	HEWCF412X	15	EACH	158.00
15253	Laser Toner - HP 410X, Magenta	HP *	HEWCF413X	14	EACH	158.00

2018 PRINTER - COPIER - FAX SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
15216	Laser Transfer Unit - Ricoh Aficio SP C811DN Printer	Ricoh *	RIC402717	1	EACH	197.00
15217	Fuser Unit - Ricoh Aficio SP C811DN Printer	Ricoh *	RIC402718	0	EACH	250.00
15218	Waste Toner - Ricoh Aficio SP C811DN	Ricoh *	RIC402716	1	EACH	15.00
15220	Laser Toner - HP 126A, Black	HP *	HEWCE310A	1	EACH	38.00
15221	Laser Toner - HP 126A, Cyan	HP *	HEWCE311A	0	EACH	44.00
15222	Laser Toner - HP 126A, Yellow	HP *	HEWCE312A	0	EACH	44.00
15223	Laser Toner - HP 126A, Magenta	HP *	HEWCE313A	0	EACH	44.00
15230	Laser Toner - HP 650A, Black	HP *	HEWCE270A	2	EACH	195.00
15231	Laser Toner - HP 650A, Cyan	HP *	HEWCE271A	1	EACH	329.00
15232	Laser Toner - HP 650A, Yellow	HP *	HEWCE272A	1	EACH	329.00
15233	Laser Toner - HP 650A, Magenta	HP *	HEWCE273A	1	EACH	329.00
15250	Laser Toner - HP 410X, Black	HP *	HEWCF410X	16	EACH	14.00
15251	Laser Toner - HP 410X, Cyan	HP *	HEWCF411X	13	EACH	58.00
15252	Laser Toner - HP 410X, Yellow	HP *	HEWCF412X	15	EACH	58.00
15253	Laser Toner - HP 410X, Magenta	HP *	HEWCF413X	14	EACH	58.00

2018 PRINTER - COPIER - FAX SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
15260	Laser Toner - HP 201X, Black	HP *	HEWCF400X	0	EACH	72.00
15261	Laser Toner - HP 201X, Cyan	HP *	HEWCF401X	0	EACH	82.00
15262	Laser Toner - HP 201X, Yellow	HP *	HEWCF402X	0	EACH	82.00
15263	Laser Toner - HP 201X, Magenta	HP *	HEWCF403X	0	EACH	82.00
15265	Laser Toner - HP 87X, Black	HP *	HEWCF287X	0	EACH	240.00
15266	Laser Toner - HP 26X, Black	HP *	HEWCF266X	0	EACH	162.00
15270	Laser Toner - HP508X, Black	HP *	HEWCF360X	0	EACH	175.00
15271	Laser Toner - HP508X, Cyan	HP *	HEWCF361X	0	EACH	230.00
15272	Laser Toner - HP508X, Yellow	HP *	HEWCF362X	0	EACH	230.00
15273	Laser Toner - HP508X, Magenta	HP *	HEWCF363X	0	EACH	230.00
15305	Laser Toner - HP 125A, Black	HP *	HEWCBS540A	0	EACH	55.00
15306	Laser Toner - HP 125A, Cyan	HP *	HEWCBS541A	0	EACH	55.00
15307	Laser Toner - HP 125A, Magenta	HP *	HEWCBS543A	0	EACH	55.00
15308	Laser Toner - HP 125A, Yellow	HP *	HEWCBS542A	0	EACH	55.00
15309	Laser Toner - HP 35A, Black	HP *	HEWCBS435A	3	EACH	50.00

2018 PRINTER - COPIER - FAX SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
15311	Laser Toner - HP 05A, Black	HP *	HEWCE505A	14	EACH	44.00
15312	Laser Toner - HP 29X, Black	HP *	HEWC4129X	0	EACH	30.00
15313	Laser Toner - HP 304A, Black	HP *	HEWCC530A	6	EACH	44.00
15314	Laser Toner - HP 304A, Cyan	HP *	HEWCC531A	4	EACH	42.00
15315	Laser Toner - HP 304A, Magenta	HP *	HEWCC533A	5	EACH	42.00
15316	Laser Toner - HP 304A, Yellow	HP *	HEWCC532A	3	EACH	42.00
15317	Laser Toner - HP 45A, Black	HP *	HEWQ5945A	0	EACH	45.00
15318	Laser Toner - Canon MF8380CDW, Canon LBP7660CDN, Black	Canon *	CNMCRTDG118BK	23	EACH	108.00
15319	Laser Toner - Canon MF8380CDW, Canon LBP7660CDN, Magenta	Canon *	CNMCRTDG118MA	14	EACH	103.00
15320	Laser Toner - Canon MF8380CDW, Canon LBP7660CDN, Yellow	Canon *	CNMCRTDG118YW	14	EACH	103.00
15321	Laser Toner - Canon MF8380CDW, Canon LBP7660CDN, Cyan	Canon *	CNMCRTDG118CY	17	EACH	103.00
15335	Laser Toner - C610 Series, Black	Okidata *	44315304	4	EACH	72.00
15336	Laser Toner - C610 Series, Cyan	Okidata *	44315303	3	EACH	52.00
15337	Laser Toner - C610 Series, Magenta	Okidata *	44315302	2	EACH	52.00
15338	Laser Toner - C610 Series, Yellow	Okidata *	44315301	2	EACH	52.00

2018 PRINTER - COPIER - FAX SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
15311	Laser Toner - HP 05A, Black	HP *	HEWCE505A	14	EACH	44.00
15312	Laser Toner - HP 29X, Black	HP *	HEWCA129X	0	EACH	130.00
15313	Laser Toner - HP 304A, Black	HP *	HEWCC530A	6	EACH	94.00
15314	Laser Toner - HP 304A, Cyan	HP *	HEWCC531A	4	EACH	92.00
15315	Laser Toner - HP 304A, Magenta	HP *	HEWCC533A	5	EACH	92.00
15316	Laser Toner - HP 304A, Yellow	HP *	HEWCC532A	3	EACH	92.00
15317	Laser Toner - HP 45A, Black	HP *	HEWQ5945A	0	EACH	165.00
15318	Laser Toner - Canon MF8380CDW, Canon LBP7660CDN, Black	Canon *	CNMCRTDG118BK	23	EACH	108.00
15319	Laser Toner - Canon MF8380CDW, Canon LBP7660CDN, Magenta	Canon *	CNMCRTDG118MA	14	EACH	103.00
15320	Laser Toner - Canon MF8380CDW, Canon LBP7660CDN, Yellow	Canon *	CNMCRTDG118YW	14	EACH	103.00
15321	Laser Toner - Canon MF8380CDW, Canon LBP7660CDN, Cyan	Canon *	CNMCRTDG118CY	17	EACH	103.00
15335	Laser Toner - C610 Series, Black	Okidata *	44315304	4	EACH	72.00
15336	Laser Toner - C610 Series, Cyan	Okidata *	44315303	3	EACH	152.00
15337	Laser Toner - C610 Series, Magenta	Okidata *	44315302	2	EACH	152.00
15338	Laser Toner - C610 Series, Yellow	Okidata *	44315301	2	EACH	152.00

2018 PRINTER - COPIER - FAX SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
15339	Laser Drum - C610 Series, Black	OkiData *	44315104	2	EACH	57.00
15340	Laser Drum - C610 Series, Cyan	OkiData *	44315103	2	EACH	57.00
15341	Laser Drum - C610 Series, Magenta	OkiData *	44315102	1	EACH	59.00
15342	Laser Drum - C610 Series, Yellow	OkiData *	44315101	1	EACH	57.00
15343	Laser Toner - OkiData MB280	OkiData *	56123401	0	EACH	84.00
15350	Laser Toner - HP 305X, Black	HP *	HEWCE410X	16	EACH	70.00
15351	Laser Toner - HP 305A, Cyan	HP *	HEWCE411A	15	EACH	86.00
15352	Laser Toner - HP 305A, Yellow	HP *	HEWCE412A	15	EACH	86.00
15353	Laser Toner - HP 305A, Magenta	HP *	HEWCE413A	16	EACH	86.00
15354	Laser Toner - HP 83X, Black	HP *	HEWCF283X	9	EACH	64.00
15355	Laser Toner - HP 80X, Black	HP *	HEWCF280X	36	EACH	128.00
15356	Laser Toner - HP 507X, Black	HP *	HEWCE400X	7	EACH	155.00
15357	Laser Toner - HP 507A, Cyan	HP *	HEWCE401A	5	EACH	149.00
15358	Laser Toner - HP 507A, Yellow	HP *	HEWCE402A	6	EACH	149.00
15359	Laser Toner - HP 507A, Magenta	HP *	HEWCE403A	5	EACH	149.00

2018 PRINTER - COPIER - FAX SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
15370	Laser Toner - HP 312A, Black	HP *	HEWCF380A	0	EACH	74.00
15371	Laser Toner - HP 312A, Cyan	HP *	HEWCF381A	0	EACH	74.00
15372	Laser Toner - HP 312A, Yellow	HP *	HEWCF382A	0	EACH	74.00
15373	Laser Toner - HP 312A, Magenta	HP *	HEWCF383A	0	EACH	74.00
15380	Maintenance Kit - HP LaserJet 4200 Series	HP *	HEWQ2429A	0	EACH	230.00
15381	Maintenance Kit - HP LaserJet 4250 Series	HP *	HEWQ5421A	3	EACH	230.00
15430	Inkjet Cartridge - HP 20, Black	HP *	HEWC6614D	1	EACH	28.00
15432	Inkjet Cartridge - HP 56, Black	HP *	HEWC6656AN	1	EACH	19.00
15433	Inkjet Cartridge - HP 57, Tri-Color	HP *	HEWC6657AN	0	EACH	24.00
15440	Inkjet Cartridge - HP 950XL, Black	HP *	HEWCN045AN	59	EACH	30.00
15441	Inkjet Cartridge - HP 951XL, Cyan	HP *	HEWCN046AN	34	EACH	21.99
15442	Inkjet Cartridge - HP 951XL, Magenta	HP *	HEWCN047AN	31	EACH	21.99
15443	Inkjet Cartridge - HP 951XL, Yellow	HP *	HEWCN048AN	35	EACH	21.99
15451	Inkjet Cartridge - HP 727, Black	HP *	HEWC1Q12A	0	EACH	119.00
15452	Inkjet Cartridge - HP 727, Cyan	HP *	HEWB3P19A	0	EACH	55.00

2018 PRINTER - COPIER - FAX SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
15370	Laser Toner - HP 312A, Black	HP *	HEWCF380A	0	EACH	74.00
15371	Laser Toner - HP 312A, Cyan	HP *	HEWCF381A	0	EACH	94.00
15372	Laser Toner - HP 312A, Yellow	HP *	HEWCF382A	0	EACH	94.00
15373	Laser Toner - HP 312A, Magenta	HP *	HEWCF383A	0	EACH	94.00
15380	Maintenance Kit - HP LaserJet 4200 Series	HP *	HEWQ2429A	0	EACH	230.00
15381	Maintenance Kit - HP LaserJet 4250 Series	HP *	HEWQ5421A	3	EACH	230.00
15430	Inkjet Cartridge - HP 20, Black	HP *	HEWC6614D	1	EACH	2.00
15432	Inkjet Cartridge - HP 56, Black	HP *	HEWC6656AN	1	EACH	19.00
15433	Inkjet Cartridge - HP 57, Tri-Color	HP *	HEWC6657AN	0	EACH	24.00
15440	Inkjet Cartridge - HP 950XL, Black	HP *	HEWCN045AN	59	EACH	30.00
15441	Inkjet Cartridge - HP 951XL, Cyan	HP *	HEWCN046AN	34	EACH	21.99
15442	Inkjet Cartridge - HP 951XL, Magenta	HP *	HEWCN047AN	31	EACH	21.99
15443	Inkjet Cartridge - HP 951XL, Yellow	HP *	HEWCN048AN	35	EACH	21.99
15451	Inkjet Cartridge - HP 727, Black	HP *	HEWC1Q12A	0	EACH	117.00
15452	Inkjet Cartridge - HP 727, Cyan	HP *	HEWB3P19A	0	EACH	55.00

2018 PRINTER - COPIER - FAX SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
15453	Inkjet Cartridge - HP 727, Magenta	HP *	HEWB3P20A	0	EACH	55.00
15454	Inkjet Cartridge - HP 727, Yellow	HP *	HEWB3P21A	0	EACH	55.00
15455	Inkjet Cartridge - HP 727, Photo Black	HP *	HEWB3P23A	0	EACH	55.00
15456	Inkjet Cartridge - HP 727, Grey	HP *	HEWB3P24A	0	EACH	55.00
15468	Inkjet Cartridge - HP 82, Cyan	HP *	HEWC4911A	0	EACH	30.00
15469	Inkjet Cartridge - HP 82, Magenta	HP *	HEWC4912A	0	EACH	30.00
15470	Inkjet Cartridge - HP 82, Yellow	HP *	HEWC4913A	0	EACH	30.00
15475	Inkjet Cartridge - HP 97, Tri-Color	HP *	HEWC9363WN	51	EACH	31.99
15477	Inkjet Cartridge - HP 96, Black	HP *	HEWC8767WN	76	EACH	26.99
15482	Inkjet Cartridge - HP 21, Black	HP *	HEWC9351AN	0	EACH	13.00
15515	Inkjet Cartridge - HP 970, Black	HP *	HEWCN621AM	2	EACH	60.00
15516	Inkjet Cartridge - HP 971, Cyan	HP *	HEWCN622AM	2	EACH	60.00
15517	Inkjet Cartridge - HP 971, Magenta	HP *	HEWCN623AM	2	EACH	60.00
15518	Inkjet Cartridge - HP 971, Yellow	HP *	HEWCN624AM	2	EACH	60.00
15532	Inkjet Cartridge - HP 952XL, Black	HP *	HEWF6U19AN	7	EACH	36.00

2018 PRINTER - COPIER - FAX SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
15533	Inkjet Cartridge - HP 952XL, Cyan	HP *	HEW10561AN	5	EACH	26.99
15534	Inkjet Cartridge - HP 952XL, Magenta	HP *	HEW10564AN	5	EACH	26.99
15535	Inkjet Cartridge - HP 952XL, Yellow	HP *	HEW10567AN	5	EACH	26.99
15536	Inkjet Cartridge - HP 63XL, Black	HP *	HEWF6U64AN	4	EACH	27.50
15537	Inkjet Cartridge - HP 63XL, Tri-Color	HP *	HEWF6U63AN	4	EACH	28.50
15538	Inkjet Cartridge - HP 62XL, Black	HP *	HEWC2P05AN	0	EACH	28.00
15539	Inkjet Cartridge - HP 62, Tri-Color	HP *	HEWC2P06AN	4	EACH	14.99
15540	Inkjet Cartridge - HP 934XL, Black	HP *	HEWC2P23AN	15	EACH	26.99
15541	Inkjet Cartridge - HP 935XL, Cyan	HP *	HEWC2P24AN	3	EACH	14.99
15542	Inkjet Cartridge - HP 935XL, Magenta	HP *	HEWC2P25AN	3	EACH	14.99
15543	Inkjet Cartridge - HP 935XL, Yellow	HP *	HEWC2P26AN	6	EACH	14.99
15545	Inkjet Cartridge - Epson Printer, Black	Epson *	EPST711XXL120	2	EACH	45.00
15546	Inkjet Cartridge - Epson Printer, Cyan	EPSON *	EPST711XXL220	0	EACH	45.00
15547	Inkjet Cartridge - Epson Printer, Magenta	EPSON *	EPST711XXL320	0	EACH	45.00
15548	Inkjet Cartridge - Epson Printer, Yellow	EPSON *	EPST711XXL420	0	EACH	45.00

2018 PRINTER - COPIER - FAX SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
15533	Inkjet Cartridge - HP 952XL, Cyan	HP *	HEWLOS61AN	5	EACH	26.99
15534	Inkjet Cartridge - HP 952XL, Magenta	HP *	HEWCOS64AN	5	EACH	26.99
15535	Inkjet Cartridge - HP 952XL, Yellow	HP *	HEWLOS67AN	5	EACH	26.99
15536	Inkjet Cartridge - HP 63XL, Black	HP *	HEWF6U64AN	4	EACH	27.50
15537	Inkjet Cartridge - HP 63XL, Tri-Color	HP *	HEWF6U63AN	4	EACH	28.50
15538	Inkjet Cartridge - HP 62XL, Black	HP *	HEWC2P05AN	0	EACH	28.00
15539	Inkjet Cartridge - HP 62, Tri-Color	HP *	HEWC2P06AN	4	EACH	16.99
15540	Inkjet Cartridge - HP 934XL, Black	HP *	HEWC2P23AN	15	EACH	26.99
15541	Inkjet Cartridge - HP 935XL, Cyan	HP *	HEWC2P24AN	3	EACH	14.99
15542	Inkjet Cartridge - HP 935XL, Magenta	HP *	HEWC2P25AN	3	EACH	14.99
15543	Inkjet Cartridge - HP 935XL, Yellow	HP *	HEWC2P26AN	6	EACH	14.99
15545	Inkjet Cartridge - Epson Printer, Black	Epson *	EPST711XXL120	2	EACH	45.00
15546	Inkjet Cartridge - Epson Printer, Cyan	EPSON *	EPST711XXL220	0	EACH	45.00
15547	Inkjet Cartridge - Epson Printer, Magenta	EPSON *	EPST711XXL320	0	EACH	45.00
15548	Inkjet Cartridge - Epson Printer, Yellow	EPSON *	EPST711XXL420	0	EACH	45.00

2018 PRINTER - COPIER - FAX SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
15550	Inkjet Cartridge - Epson Stylus Photo R2000 Printer, Black	Epson *	EPST159120	2	EACH	/ 8.00
15551	Inkjet Cartridge - Epson Stylus Photo R2000 Printer, Cyan	Epson *	EPST159220	2	EACH	/ 8.00
15552	Inkjet Cartridge - Epson Stylus Photo R2000 Printer, Magenta	Epson *	EPST159320	2	EACH	/ 8.00
15553	Inkjet Cartridge - Epson Stylus Photo R2000 Printer, Yellow	Epson *	EPST159420	2	EACH	/ 8.00
15554	Inkjet Cartridge - Epson Stylus Photo R2000 Printer, Red	Epson *	EPST159720	2	EACH	/ 8.00
15555	Inkjet Cartridge - Epson Stylus Photo R2000 Printer, Matte Black	Epson *	EPST159820	2	EACH	/ 8.00
15556	Inkjet Cartridge - Epson Stylus Photo R2000 Printer, Orange	Epson *	EPST159920	2	EACH	/ 8.00
15557	Inkjet Cartridge - Epson Stylus Photo R2000 Printer, Gloss Optimizer	Epson *	EPST159020	2	EACH	/ 8.00
15590	Inkjet Cartridge - HP 950, Black	HP *	HEWCN049AN	3	EACH	/ 7.00
15591	Inkjet Cartridge - HP 951, Cyan	HP *	HEWCN050AN	1	EACH	/ 14.00
15592	Inkjet Cartridge - HP 951, Magenta	HP *	HEWCN051AN	0	EACH	14.00
15593	Inkjet Cartridge - HP 951, Yellow	HP *	HEWCN052AN	1	EACH	14.00
15595	Inkjet Cartridge - Fujitsu Fi-614PR, Black	HP *	HEWC6602A	15	EACH	11.79
15596	Inkjet Cartridge - Fujitsu Fi-614PR, Blue	HP *	HEWC6602B	0	EACH	13.49
15597	Inkjet Cartridge - Fujitsu Fi-614PR, Green	HP *	HEWC6602G	0	EACH	13.49

2018 PRINTER - COPIER - FAX SUPPLY BID

Item Number	Item Description	Suggested Manufacturer Number	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
15598	Inkjet Cartridge - Fujitsu Fi-614PR, Red	HP *	HEWC6602R	0	EACH	13.49
16101	Fax Cartridge - Brother Intellifax 2840, High Yield	Brother *	BRTTN450	6	EACH	44.00
16102	Fax Drum Cartridge - Brother Intellifax 2840	Brother *	BRTDR420	1	EACH	69.00
16104	Fax Cartridge - Brother Thermal Ribbon Cartridge PFC1170, 1270, 1570, 1770, 1870, 1970MC	Brother *	BRTPC201	3	EACH	18.99
16110	Fax Cartridge - Brother DCP 7020, MFC-7220	Brother *	BRTTN350	0	EACH	38.00
16116	Fax Cartridge - Brother TN540	Brother *	BRTTN540	0	EACH	46.00
16125	Fax Toner Cartridge - Brother 4100E/4750E/5750E, 3,000 pages	Brother *	BRTTN430	5	EACH	45.00
16126	Fax Cartridge - For use with Brother DCP-7030, DCP-7040, HL-2140, HL-2170W, MFC-7340, MFC-7345N, MFC-7440N, MFC-7840W, Black	Brother *	BRTTN660	0	EACH	45.00
17000	Multi-Function Machine Toner - DCP-7030, DCP-7040, HL-2140, HL-2170W, MFC-7340, MFC-7345N, MFC-7440N, MFC-7840W	Brother *	BRTTN330	1	EACH	31.99

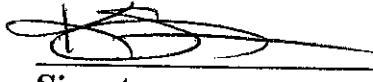
2018 PRINTER - COPIER - FAX SUPPLY BID

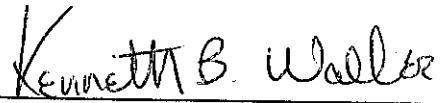
Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
15598	Inkjet Cartridge - Fujitsu FI-614PR, Red	HP *	HEWC6602R	0	EACH	13.47
16101	Fax Cartridge - Brother Intellifax 2840; High Yield	Brother *	BRTTN450	6	EACH	44.00
16102	Fax Drum Cartridge - Brother Intellifax 2840	Brother *	BRTDR420	1	EACH	69.00
16104	Fax Cartridge - Brother Thermal Ribbon Cartridge PFCL170, 1270, 1570, 1770, 1870, 1970MC	Brother *	BRTPC201	3	EACH	18.99
16110	Fax Cartridge - Brother DCP 7020, MFC-7220	Brother *	BRTTN350	0	EACH	38.00
16116	Fax Cartridge - Brother TN540	Brother *	BRTTN540	0	EACH	48.00
16125	Fax Toner Cartridge - Brother 4100E/4750E/5750E, 3,000 pages	Brother *	BRTTN430	5	EACH	45.00
16126	Fax Cartridge - For use with Brother DCP-7030, DCP-7040, HL-2140, HL-2170W, MFC-7340, MFC-7345N, MFC-7440N, MFC-7840W, Black	Brother *	BRTTN560	0	EACH	45.00
17000	Multi-Function Machine Toner - DCP-7030, DCP-7040, HL-2140, HL-2170W, MFC-7340, MFC-7345N, MFC-7440N, MFC-7840W	Brother *	BRTTN330	1	EACH	31.99

In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as
of this 16TH day of October 2017:

OFFICE SOURCE Inc.
Company Name

County of Jefferson, State of Missouri


Signature
Kenia Simmons
Print

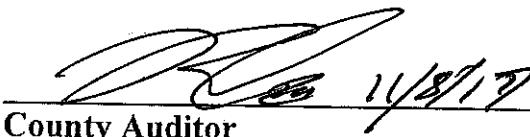

Kenneth B. Waller
Kenneth B. Waller County Executive

Company Address: OFFICE SOURCE Inc.

719 Rudder Road
FENTON MO 63026

Phone: 636-349-5101

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


County Auditor

APPROVED AS TO FORM


County Counselor

COOPERATIVE BID FORM

Bid Name: Printer - Copier - Fax 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.

KNS
Bidder's Initials

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: \$ NA - Nominally required

BY: Kraig Simmons

TITLE: Owner / PARTNER

COMPANY: Office Source INC.

CONTACT INFORMATION FOR COOPERATIVE AGREEMENT

Phone 6363495101 E-mail Kraig@OfficeSource1.com

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

COOPERATIVE BID FORM

Bid Name: Printer - Copier - Fax 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.

KMS
Bidder's Initials

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: \$ NA - No minimum required

BY: Kraig Simmons

TITLE: Owner / PARTNER

COMPANY: OFFICE SOURCE INC.

CONTACT INFORMATION FOR COOPERATIVE AGREEMENT

Phone 40363495101 E-mail Kraig@OfficeSource1.com

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



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

BID #: 17-0075

EXHIBIT

A2

Invitation for Bid: PRINTER – COPIER – FAX SUPPLIES Date Issued: 9-13-2017
2018

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

Specification **MICHELLE SAUER**
Contact: Department of Administrative Services
636-797-6249
msauer@jeffcomo.org

Contract **VICKIE PRATT**
Contact: Department of Administrative Services
636-797-5380

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

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

**Vendor
Information:**

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

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. 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.

Beyond Technology Jesse Bowe
Company Name Authorized Agent (Print)
14697 E. Easter Ave #G Jesse Bowe
Address Signature
Centennial, CO 80112 Secretary
City/State/Zip Code Title
800-548-0277 10/11/17 84-1099877
Telephone # Date Tax ID #
customerservice@beyondtec.com 303-623-4843
E-mail Fax #

TABLE OF CONTENTS:

Legal Notice and Invitation for Bid	Page 1
Table of Contents	Page 2
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.

JB

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 Colorado.

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 Jessea Bowe (Name of Business Entity Authorized Representative) as Secretary (Position/Title) first being duly sworn on my oath, affirm Beyond Technology (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, MO (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 Beyond Technology (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, MO (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.)

Jessea Bowe
Authorized Representative's Signature

Jessea Bowe
Printed Name

Secretary 10/11/2017
Title Date

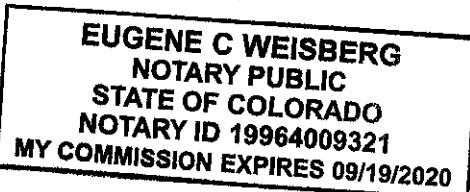
Subscribed and sworn to before me this 12 of October 2017 I am
(DAY) (MONTH, YEAR)

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

Colorado and my commission expires on 9/19/2020.
(NAME OF STATE) (DATE)

Eugene C. Weisberg
Signature of Notary

10/12/2017
Date



AFFIDAVIT OF WORK AUTHORIZATION
(Continued)

CURRENT BUSINESS ENTITY STATUS

I certify that Beyond Technology (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.

Jesse Bowe

Authorized Business Entity
Representative's Name
(Please Print)

Jesse Bowe

Authorized Business Entity
Representative's Signature

Beyond Technology

Business Entity Name

10/11/2017

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).

JB

PRINTER - COPIER – FAX 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 PRINTER - COPIER - FAX SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
13512	Copier Staples - Sharp AR-M237/AR-M277 Copier, 3/Box	Sharp	AR-SC1	0	BOX	34.06
13514	Copier Staples - Sharp AR-M350 Copier AG559, 3/Box	Sharp	AR-SC1	0	BOX	34.06
13555	Copier Staples - Staple Cartridge for use in RICOH Aficio MP5002	Ricoh *	MXSCX1	1	BOX	58.57
14204	Toner - Sharp AR270 NT1 also AR310NT	Sharp *	SHRAR310NT	6	EACH	60.01
14205	Toner - Sharp AR450U	Sharp *	SHRAR450NT	5	EACH	47.58
14207	Toner - Sharp ARM255N,355/455	Sharp *	AR455NT1	4	EACH	53.28
14208	Toner - RICOH Aficio MP 50022 Copier	Ricoh *	RIC 841346	2	EACH	36.59
14209	Toner - Sharp MX-M310 Copier	Sharp *	SHR MX-312NT	3	EACH	68.06
14215	Toner - Sharp MX-M503N Copier, Black	Sharp *	SHR-MX500NT	3	EACH	60.80
14216	Drum - Sharp MX-M503N Copier	Sharp *	SHR-MX500NR	0	EACH	46.30
14217	Developer - Sharp MX-M503N Copier	Sharp *	SHR-MX500NV	0	EACH	47.56
14220	Toner - Sharp MX 3501N Color Copier, Black	Sharp *	MX45NTBA	1	EACH	55.73
14221	Toner - Sharp MX 3501N Color Copier, Cyan	Sharp *	MX27NTCA	4	EACH	81.35
14222	Toner - Sharp MX 3501N Color Copier, Magenta	Sharp *	MX27NTMA	4	EACH	81.35
14223	Toner - Sharp MX 3501N Color Copier, Yellow	Sharp *	MX27NTYA	5	EACH	81.35

2018 PRINTER - COPIER - FAX SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
14224	Waste Toner Cartridge - Sharp MX 3501N Color Copier	Sharp *	SHRMX270HB	1	EACH	21.29
14230	Toner - Sharp MXM364N Copier, Black	Sharp *	SHRAMX560NT	5	EACH	64.43
14231	Waste Toner - Sharp MXM364N Copier	HP *	SHRAMX560HB	0	EACH	27.47
14601	Toner - Toshiba E-studio 555/655	Toshiba *	T8550	2	EACH	71.09
14603	Toner - Toshiba E-studio 523/523T/603	Toshiba *	T7200	0	EACH	61.87
14800	Toner - Minolta Bizhub 222	Minolta *	MLNTN211	1	EACH	25.92
15104	Laser Toner - HP 12A, Black	HP *	HEWQ2612A	0	EACH	54.04
15107	Laser Toner - HP 38A, Black	HP *	HEWQ1338A	3	EACH	142.61
15109	Laser Toner - HP 27X, Black	HP *	HEWC4127X	1	EACH	26.08
15119	Laser Toner - HP 96A, Black	HP *	HEWC4096A	0	EACH	19.76
15120	Laser Toner - HP 61X, Black	HP *	HEWC8061X	4	EACH	136.15
15121	Laser Toner - HP 15A, Black	HP *	HEWC7115A	0	EACH	65.12
15135	Laser Toner - HP 641A, Black	HP *	HEWC9720A	2	EACH	154.15
15136	Laser Toner - HP 641A, Cyan	HP *	HEWC9721A	2	EACH	207.25
15137	Laser Toner - HP 641A, Yellow	HP *	HEWC9722A	2	EACH	207.25

Invitation for Bid

13 of 26

Bidder's Initials

JB

2018 PRINTER - COPIER - FAX SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
15138	Laser Toner - HP 641A, Magenta	HP *	HEWC9723A	2	EACH	207.25
15144	Laser Toner - HP 10A, Black	HP *	HEWQ2610A	0	EACH	124.84
15147	Laser Toner - HP 42X, Black	HP *	HEWQ5942X	13	EACH	183.57
15149	Laser Toner - HP 51A, Black	HP *	HEWQ7551A	2	EACH	106.12
15158	Laser Toner - LEXMARK T650 Printer, Black	Lexmark*	LEXT650A11A	0	EACH	148.84
15161	Laser Toner - HP 78A, Black	HP *	HEWCE278A	24	EACH	59.46
15165	Laser Toner - HP 90A, Black	HP *	HEWCE390A	47	EACH	121.78
15166	Laser Toner - HP 647A, Black	HP *	HEWCE260A	2	EACH	120.65
15167	Laser Toner - HP 648A, Cyan	HP *	HEWCE261A	0	EACH	202.26
15168	Laser Toner - HP 648A, Yellow	HP *	HEWCE262A	0	EACH	202.26
15169	Laser Toner - HP 648A, Magenta	HP *	HEWCE263A	2	EACH	202.26
15179	Laser Toner - HP 49X, Black	HP *	HEWQ5949X	0	EACH	122.55
15180	Laser Toner - HP 501A, Black	HP *	HEWQ6470A	4	EACH	122.74
15184	Laser Toner - HP 502A, Cyan	HP *	HEWQ6471A	2	EACH	113.26
15185	Laser Toner - HP 502A, Yellow	HP *	HEWQ6472A	1	EACH	113.26

2018 PRINTER - COPIER - FAX SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
15186	Laser Toner - HP 502A, Magenta	HP *	HEWQ6473A	1	EACH	113.26
15188	Laser Toner - HP 36A, Black	HP *	HEWCB436A	4	EACH	59.07
15190	Laser Toner - HP 64A, Black	HP *	HEWCC364A	16	EACH	126.70
15191	Laser Toner - HP 85A, Black	HP *	HEWCE285A	3	EACH	51.92
15193	Laser Toner - HP 504A, Black	HP *	HEWCE250A	9	EACH	99.32
15194	Laser Toner - HP 504A, Cyan	HP *	HEWCE251A	3	EACH	195.01
15195	Laser Toner - HP 504A, Magenta	HP *	HEWCE253A	6	EACH	195.01
15196	Laser Toner - HP 504A, Yellow	HP *	HEWCE252A	5	EACH	195.01
15197	Laser Toner - HP 55A, Black	HP *	HEWCE255A	13	EACH	107.51
15210	Laser Toner - Ricoh Aficio SP C811DN Printer, Black	Ricoh *	RIC820000	2	EACH	47.73
15211	Laser Toner - Ricoh Aficio SP C811DN Printer, Yellow	Ricoh *	RIC820008	2	EACH	133.86
15212	Laser Toner - Ricoh Aficio SP C811DN Printer, Magenta	Ricoh *	RIC820016	2	EACH	133.86
15213	Laser Toner - Ricoh Aficio SP C811DN Printer, Cyan	Ricoh *	RIC820024	2	EACH	133.86
15214	Laser Drum Unit - Ricoh Aficio SP C811DN Printer, Black Drum Unit Photo Conductor	Ricoh *	RIC402714	1	EACH	172.57
15215	Laser Drum Unit - Ricoh Aficio SP C811DN Printer, Color Drum Unit Photo Conductor	Ricoh *	RIC402715	1	EACH	480.54

2018 PRINTER - COPIER - FAX SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
15216	Laser Transfer Unit - Ricoh Aficio SP C811DN Printer	Ricoh *	RIC402717	1	EACH	216.98
15217	Fuser Unit - Ricoh Aficio SP C811DN Printer	Ricoh *	RIC402718	0	EACH	326.18
15218	Waste Toner - Ricoh Aficio SP C811DN	Ricoh *	RIC402716	1	EACH	19.18
15220	Laser Toner - HP 126A, Black	HP *	HEWCE310A	1	EACH	35.95
15221	Laser Toner - HP 126A, Cyan	HP *	HEWCE311A	0	EACH	39.98
15222	Laser Toner - HP 126A, Yellow	HP *	HEWCE312A	0	EACH	39.98
15223	Laser Toner - HP 126A, Magenta	HP *	HEWCE313A	0	EACH	39.98
15230	Laser Toner - HP 650A, Black	HP *	HEWCE270A	2	EACH	170.85
15231	Laser Toner - HP 650A, Cyan	HP *	HEWCE271A	1	EACH	281.13
15232	Laser Toner - HP 650A, Yellow	HP *	HEWCE272A	1	EACH	281.13
15233	Laser Toner - HP 650A, Magenta	HP *	HEWCE273A	1	EACH	281.13
15250	Laser Toner - HP 410X, Black	HP *	HEWCF410X	16	EACH	94.63
15251	Laser Toner - HP 410X, Cyan	HP *	HEWCF411X	13	EACH	126.69
15252	Laser Toner - HP 410X, Yellow	HP *	HEWCF412X	15	EACH	126.69
15253	Laser Toner - HP 410X, Magenta	HP *	HEWCF413X	14	EACH	126.69

2018 PRINTER - COPIER - FAX SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
15260	Laser Toner - HP 201X, Black	HP *	HEWCF400X	0	EACH	60.55
15261	Laser Toner - HP 201X, Cyan	HP *	HEWCF401X	0	EACH	67.15
15262	Laser Toner - HP 201X, Yellow	HP *	HEWCF402X	0	EACH	67.15
15263	Laser Toner - HP 201X, Magenta	HP *	HEWCF403X	0	EACH	67.15
15265	Laser Toner - HP 87X, Black	HP *	HEWCF287X	0	EACH	193.33
15266	Laser Toner - HP 26X, Black	HP *	HEWCF266X	0	EACH	130.75
15270	Laser Toner - HP508X, Black	HP *	HEWCF360X	0	EACH	142.96
15271	Laser Toner - HP508X, Cyan	HP *	HEWCF361X	0	EACH	197.92
15272	Laser Toner - HP508X, Yellow	HP *	HEWCF362X	0	EACH	197.92
15273	Laser Toner - HP508X, Magenta	HP *	HEWCF363X	0	EACH	197.92
15305	Laser Toner - HP 125A, Black	HP *	HEWCB540A	0	EACH	52.39
15306	Laser Toner - HP 125A, Cyan	HP *	HEWCB541A	0	EACH	48.15
15307	Laser Toner - HP 125A, Magenta	HP *	HEWCB543A	0	EACH	48.15
15308	Laser Toner - HP 125A, Yellow	HP *	HEWCB542A	0	EACH	48.15
15309	Laser Toner - HP 35A, Black	HP *	HEWCB435A	3	EACH	49.88

Invitation for Bid

17 of 26

Bidder's Initials

JB

2018 PRINTER - COPIER - FAX SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
15311	Laser Toner - HP 05A, Black	HP *	HEWCE505A	14	EACH	62.67
15312	Laser Toner - HP 29X, Black	HP *	HEWC4129X	0	EACH	153.11
15313	Laser Toner - HP 304A, Black	HP *	HEWCC530A	6	EACH	93.46
15314	Laser Toner - HP 304A, Cyan	HP *	HEWCC531A	4	EACH	93.82
15315	Laser Toner - HP 304A, Magenta	HP *	HEWCC533A	5	EACH	93.82
15316	Laser Toner - HP 304A, Yellow	HP *	HEWCC532A	3	EACH	93.82
15317	Laser Toner - HP 45A, Black	HP *	HEWQ5945A	0	EACH	176.21
15318	Laser Toner - Canon MF8380CDW, Canon LBP7660CDN, Black	Canon *	CNMCRTDG118BK	23	EACH	103.92
15319	Laser Toner - Canon MF8380CDW, Canon LBP7660CDN, Magenta	Canon *	CNMCRTDG118MA	14	EACH	105.86
15320	Laser Toner - Canon MF8380CDW, Canon LBP7660CDN, Yellow	Canon *	CNMCRTDG118YW	14	EACH	105.86
15321	Laser Toner - Canon MF8380CDW, Canon LBP7660CDN, Cyan	Canon *	CNMCRTDG118CY	17	EACH	105.86
15335	Laser Toner - C610 Series, Black	Okidata *	44315304	4	EACH	83.18
15336	Laser Toner - C610 Series, Cyan	Okidata *	44315303	3	EACH	166.77
15337	Laser Toner - C610 Series, Magenta	Okidata *	44315302	2	EACH	166.77
15338	Laser Toner - C610 Series, Yellow	Okidata *	44315301	2	EACH	166.77

2018 PRINTER - COPIER - FAX SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
15339	Laser Drum - C610 Series, Black	Okidata *	44315104	2	EACH	104.37
15340	Laser Drum - C610 Series, Cyan	Okidata *	44315103	2	EACH	108.62
15341	Laser Drum - C610 Series, Magenta	Okidata *	44315102	1	EACH	108.62
15342	Laser Drum - C610 Series, Yellow	Okidata *	44315101	1	EACH	108.62
15343	Laser Toner - Okidata MB280	Okidata *	56123401	0	EACH	127.74
15350	Laser Toner - HP 305X, Black	HP *	HEWCE410X	16	EACH	78.03
15351	Laser Toner - HP 305A, Cyan	HP *	HEWCE411A	15	EACH	92.16
15352	Laser Toner - HP 305A, Yellow	HP *	HEWCE412A	15	EACH	92.16
15353	Laser Toner - HP 305A, Magenta	HP *	HEWCE413A	16	EACH	92.16
15354	Laser Toner - HP 83X, Black	HP *	HEWCF283X	9	EACH	52.92
15355	Laser Toner - HP 80X, Black	HP *	HEWCF280X	36	EACH	124.89
15356	Laser Toner - HP 507X, Black	HP *	HEWCE400X	7	EACH	132.78
15357	Laser Toner - HP 507A, Cyan	HP *	HEWCE401A	5	EACH	147.04
15358	Laser Toner - HP 507A, Yellow	HP *	HEWCE402A	6	EACH	147.04
15359	Laser Toner - HP 507A, Magenta	HP *	HEWCE403A	5	EACH	147.04

2018 PRINTER - COPIER - FAX SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
15370	Laser Toner - HP 312A, Black	HP *	HEWCF380A	0	EACH	60.79
15371	Laser Toner - HP 312A, Cyan	HP *	HEWCF381A	0	EACH	81.40
15372	Laser Toner - HP 312A, Yellow	HP *	HEWCF382A	0	EACH	81.40
15373	Laser Toner - HP 312A, Magenta	HP *	HEWCF383A	0	EACH	81.40
15380	Maintenance Kit - HP LaserJet 4200 Series	HP *	HEWQ2429A	0	EACH	206.86
15381	Maintenance Kit - HP LaserJet 4250 Series	HP *	HEWQ5421A	3	EACH	248.82
15430	Inkjet Cartridge - HP 20, Black <i>* HP discontinued</i>	HP *	HEWC6614D	1	EACH	No Bid
15432	Inkjet Cartridge - HP 56, Black	HP *	HEWC6656AN	1	EACH	24.11
15433	Inkjet Cartridge - HP 57, Tri-Color	HP *	HEWC6657AN	0	EACH	40.02
15440	Inkjet Cartridge - HP 950XL, Black	HP *	HEWCN045AN	59	EACH	27.07
15441	Inkjet Cartridge - HP 951XL, Cyan	HP *	HEWCN046AN	34	EACH	20.76
15442	Inkjet Cartridge - HP 951XL, Magenta	HP *	HEWCN047AN	31	EACH	20.76
15443	Inkjet Cartridge - HP 951XL, Yellow	HP *	HEWCN048AN	35	EACH	20.76
15451	Inkjet Cartridge - HP 727, Black	HP *	HEWC1Q12A	0	EACH	131.15
15452	Inkjet Cartridge - HP 727, Cyan	HP *	HEWB3P19A	0	EACH	60.91

Invitation for Bid

20 of 26

Bidder's Initials

JB

2018 PRINTER - COPIER - FAX SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
15453	Inkjet Cartridge - HP 727, Magenta	HP *	HEWB3P20A	0	EACH	60.91
15454	Inkjet Cartridge - HP 727, Yellow	HP *	HEWB3P21A	0	EACH	60.91
15455	Inkjet Cartridge - HP 727, Photo Black	HP *	HEWB3P23A	0	EACH	60.91
15456	Inkjet Cartridge - HP 727, Grey	HP *	HEWB3P24A	0	EACH	60.91
15468	Inkjet Cartridge - HP 82, Cyan	HP *	HEWC4911A	0	EACH	39.24
15469	Inkjet Cartridge - HP 82, Magenta	HP *	HEWC4912A	0	EACH	39.24
15470	Inkjet Cartridge - HP 82, Yellow	HP *	HEWC4913A	0	EACH	39.24
15475	Inkjet Cartridge - HP 97, Tri-Color	HP *	HEWC9363WN	51	EACH	38.36
15477	Inkjet Cartridge - HP 96, Black	HP *	HEWC8767WN	76	EACH	34.36
15482	Inkjet Cartridge - HP 21, Black	HP *	HEWC9351AN	0	EACH	12.36
15515	Inkjet Cartridge - HP 970, Black	HP *	HEWCN621AM	2	EACH	52.28
15516	Inkjet Cartridge - HP 971, Cyan	HP *	HEWCN622AM	2	EACH	54.52
15517	Inkjet Cartridge - HP 971, Magenta	HP *	HEWCN623AM	2	EACH	54.52
15518	Inkjet Cartridge - HP 971, Yellow	HP *	HEWCN624AM	2	EACH	54.52
15532	Inkjet Cartridge - HP 952XL, Black	HP *	HEWF6U19AN	7	EACH	28.42

Invitation for Bid

21 of 26

Bidder's Initials

2B

2018 PRINTER - COPIER - FAX SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
15533	Inkjet Cartridge - HP 952XL, Cyan	HP *	HEWL0561AN	5	EACH	21.43
15534	Inkjet Cartridge - HP 952XL, Magenta	HP *	HEWC0564AN	5	EACH	21.43
15535	Inkjet Cartridge - HP 952XL, Yellow	HP *	HEWL0567AN	5	EACH	21.43
15536	Inkjet Cartridge - HP 63XL, Black	HP *	HEWF6U64AN	4	EACH	23.02
15537	Inkjet Cartridge - HP 63XL, Tri-Color	HP *	HEWF6U63AN	4	EACH	24.12
15538	Inkjet Cartridge - HP 62XL, Black	HP *	HEWC2P05AN	0	EACH	25.71
15539	Inkjet Cartridge - HP 62, Tri-Color	HP *	HEWC2P06AN	4	EACH	13.82
15540	Inkjet Cartridge - HP 934XL, Black	HP *	HEWC2P23AN	15	EACH	22.33
15541	Inkjet Cartridge - HP 935XL, Cyan	HP *	HEWC2P24AN	3	EACH	14.06
15542	Inkjet Cartridge - HP 935XL, Magenta	HP *	HEWC2P25AN	3	EACH	14.06
15543	Inkjet Cartridge - HP 935XL, Yellow	HP *	HEWC2P26AN	6	EACH	14.06
15545	Inkjet Cartridge - Epson Printer, Black	Epson *	EPST711XXL120	2	EACH	52.13
15546	Inkjet Cartridge - Epson Printer, Cyan	EPSON *	EPST711XXL220	0	EACH	58.03
15547	Inkjet Cartridge - Epson Printer, Magenta	EPSON *	EPST711XXL320	0	EACH	58.03
15548	Inkjet Cartridge - Epson Printer, Yellow	EPSON *	EPST711XXL420	0	EACH	58.03

2018 PRINTER - COPIER - FAX SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
15550	Inkjet Cartridge - Epson Stylus Photo R2000 Printer, Black	Epson *	EPST159120	2	EACH	22.90
15551	Inkjet Cartridge - Epson Stylus Photo R2000 Printer, Cyan	Epson *	EPST159220	2	EACH	22.90
15552	Inkjet Cartridge - Epson Stylus Photo R2000 Printer, Magenta	Epson *	EPST159320	2	EACH	22.90
15553	Inkjet Cartridge - Epson Stylus Photo R2000 Printer, Yellow	Epson *	EPST159420	2	EACH	22.90
15554	Inkjet Cartridge - Epson Stylus Photo R2000 Printer, Red	Epson *	EPST159720	2	EACH	22.90
15555	Inkjet Cartridge - Epson Stylus Photo R2000 Printer, Matte Black	Epson *	EPST159820	2	EACH	22.90
15556	Inkjet Cartridge - Epson Stylus Photo R2000 Printer, Orange	Epson *	EPST159920	2	EACH	22.90
15557	Inkjet Cartridge - Epson Stylus Photo R2000 Printer, Gloss Optimizer	Epson *	EPST159020	2	EACH	22.90
15590	Inkjet Cartridge - HP 950, Black	HP *	HEWCN049AN	3	EACH	18.64
15591	Inkjet Cartridge - HP 951, Cyan	HP *	HEWCN050AN	1	EACH	13.44
15592	Inkjet Cartridge - HP 951, Magenta	HP *	HEWCN051AN	0	EACH	13.44
15593	Inkjet Cartridge - HP 951, Yellow	HP *	HEWCN052AN	1	EACH	13.44
15595	Inkjet Cartridge - Fujitsu FI-614PR, Black	HP *	HEWC6602A	15	EACH	13.03
15596	Inkjet Cartridge - Fujitsu FI-614PR, Blue	HP *	HEWC6602B	0	EACH	13.03
15597	Inkjet Cartridge - Fujitsu FI-614PR, Green <i>discontinued</i>	HP *	HEWC6602G	0	EACH	NO BID

2018 PRINTER - COPIER - FAX SUPPLY BID

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Quantity Ordered	Unit Of Measure	Unit Cost
15598	Inkjet Cartridge - Fujitsu FI-614PR, Red	HP *	HEWC6602R	0	EACH	13.03
16101	Fax Cartridge - Brother Intellifax 2840, High Yield	Brother *	BRTTN450	6	EACH	49.76
16102	Fax Drum Cartridge - Brother Intellifax 2840	Brother *	BRTDR420	1	EACH	760.63
16104	Fax Cartridge - Brother Thermal Ribbon Cartridge PFC1170, 1270, 1570, 1770, 1870, 1970MC	Brother *	BRTPC201	3	EACH	24.17
16110	Fax Cartridge - Brother DCP 7020, MFC-7220	Brother *	BRTTN350	0	EACH	62.62
16116	Fax Cartridge - Brother TN540	Brother *	BRTTN540	0	EACH	72.13
16125	Fax Toner Cartridge - Brother 4100E/4750E/5750E, 3,000 pages	Brother *	BRTTN430	5	EACH	56.89
16126	Fax Cartridge - For use with Brother DCP-7030, DCP-7040, HL-2140, HL-2170W, MFC-7340, MFC-7345N, MFC-7440N, MFC-7840W, Black	Brother *	BRTTN660	0	EACH	49.76
17000	Multi-Function Machine Toner - DCP-7030, DCP-7040, HL-2140, HL-2170W, MFC-7340, MFC-7345N, MFC-7440N, MFC-7840W	Brother *	BRTTN330	1	EACH	41.72

QB

In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as
of this 1 day of November 2017:

Beyond Technology
Company Name

Jesse Bowe
Signature
Jesse Bowe
Print

County of Jefferson, State of Missouri

Kenneth B. Waller
Kenneth B. Waller County Executive

Bidder's Initials QB

Company Address:
14097 E. Easter Ave #G
Centennial, CO 80112

Phone: 800-548-0277

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.

Jesse Bowe
County Auditor 11/12

APPROVED AS TO FORM

T. Daff
County Counselor

Invitation for Bid

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

Company Name _____

County of Jefferson, State of Missouri

Signature _____

Kenneth B. Waller County Executive

Print _____

Company Address: _____

Phone: _____

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

County Auditor _____

APPROVED AS TO FORM

County Counselor _____



COOPERATIVE BID FORM

Bid Name: 17-0045

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: \$ 50

BY: Debra Bower

TITLE: Secretary

COMPANY: Beyond Technology

CONTACT INFORMATION FOR COOPERATIVE AGREEMENT

Phone 800-548-0277 E-mail customerservice@beyondtec.com

THIS FORM WILL BECOME PART OF THE BID DOCUMENT PACKAGE SUBMITTED TO

JEFFERSON COUNTY, MISSOURI



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

ADDENDUM #1:

Request for
Proposal:

PRINTER-COPIER-FAX SUPPLIES 2018

Addendum 9-26-2017
Date Issued:

ORIGINAL INVITATION FOR BID NOTICE ISSUED: SEPTEMBER 13, 2017

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

Specification
Contact:

MICHELLE SAUER
Department of Administrative Services
636-797-6249
msauer@jeffcomo.org

Contract
Contact:

VICKIE PRATT
Department of Administrative Services
636-797-5380

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

SAMPLE ENVELOPE

VENDOR NAME

VENDOR ADDRESS

CONTACT NUMBER

DEPARTMENT OF THE COUNTY CLERK

JEFFERSON COUNTY MISSOURI

729 MAPLE ST / PO BOX 100

HILLSBORO MO 63050-0100

SEALED BID: (BID NAME)

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

Beyond Technology Jesse Bowe
Company Name Authorized Agent (Print)

Vendor
Information:

14697 E. Easter Ave #G Jesse Bowe
Address Signature

Centennial, CO 80112 secretary
City/State/Zip Code Title

800-548-0277 10/31/2017 84-1099877
Telephone # Date Tax ID #

customer service@beyondtec.com 303-623-4843
E-mail Fax #

ADDENDUM #1:

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

Addendum 1

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

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

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

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

JB

In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as of this 1 day of November 2017:

Beyond Technology
Company Name

Jesse Bowe
Signature
Jesse Bowe
Print

County of Jefferson, State of Missouri

Kenneth B. Waller
Kenneth B. Waller County Executive

Company Address: _____

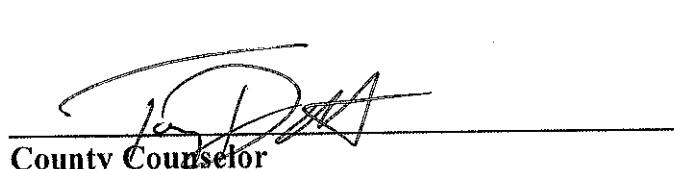
141A7 E. Easter Ave #G
Centennial, CO 80112

Phone: 800-548-0277

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