

BILL NO.: 18-1208

ORDINANCE NO.: 18-

0514

INTRODUCED BY: COUNCIL MEMBER (S)

Dendrickson

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 PAPER SUPPLIES 2019; AND AUTHORIZATION FOR THE**  
5        **COUNTY EXECUTIVE TO EXECUTE ANY NECESSARY AGREEMENTS OR**  
6        **CONTRACTS TO EFFECTUATE THE AWARD OF THE BIDS AND**  
7        **PROPOSALS.**

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

11                                BID NAME

12                                Paper Supplies 2019

13                                NUMBER OF BIDS RECEIVED

14                                3

15                                DATE OF BID OPENING

16                                11-20-2018

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**

**DEC 12 2018**

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

3 **WHEREAS**, the Jefferson County, Missouri, Council finds it is in the best interest  
4 of the County to award the bids and proposals to Quill, LLC and Midland Paper for a term  
5 from 1-1-19 to 12-31-19 upon approval by the County Council and County Executive for  
6 **up to \$50,000.00 per term, for total amount not to exceed \$50,000.00 for the term,**  
7 subject to budgetary limitations.

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

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

13 BID NAME

14 Paper Supplies 2019

15 TERM

16 1-1-19 to 12-31-19

17 with one (1) additional renewal option

18 Upon approval by the County Council and County Executive

19 AMOUNT

20 **Up to \$50,000.00 per term,**

21 **for total amount not to exceed \$50,000.00 for the term,**

22 subject to budgetary limitations

1                                    AWARDED BIDDER

2                                    Quill, LLC (A1)

3                                    Midland Paper (A2)

4                    The Jefferson County, Missouri, Council hereby authorizes the County Executive  
5    to execute the agreements attached hereto and incorporated herein by Reference as Exhibits  
6    “A1 and 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.

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

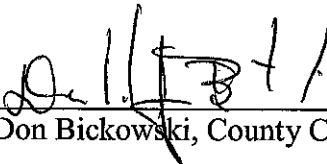
13                   Section 4.      This Ordinance shall be in full force and effect from and after its  
14    date of approval. If any part of this Ordinance is invalid for any reason, such invalidity  
15    shall not affect the remainder of this Ordinance.

**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, Daniel C. Darian	<u>absent</u>
Council Member District 6, Daniel Stallman	<u>yes</u>
Council Member District 7, James Terry	<u>yes</u>

**THE ABOVE BILL ON THIS 10th DAY OF December, 2018:**

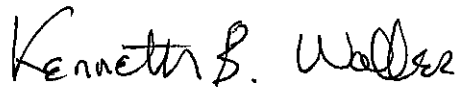
✓ **PASSED**             **FAILED**

  
Don Bickowski, County Council Chair

  
Pat Schlette, Council Administrative Assistant

THIS BILL WAS ✓ APPROVED BY THE JEFFERSON COUNTY  
EXECUTIVE AND ENACTED AS AN ORDINANCE OF JEFFERSON COUNTY,  
MISSOURI, THIS 11<sup>TH</sup> DAY OF DECEMBER, 2018.

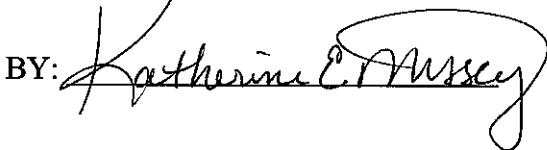
THIS BILL WAS \_\_\_\_\_ VETOED AND RETURNED TO THE  
JEFFERSON COUNTY, MISSOURI, COUNCIL WITH WRITTEN OBJECTIONS  
BY THE JEFFERSON COUNTY EXECUTIVE, THIS \_\_\_\_\_ DAY OF  
\_\_\_\_\_, 2018.



\_\_\_\_\_  
Kenneth B. Waller, Jefferson County, Missouri, Executive

**ATTEST:**

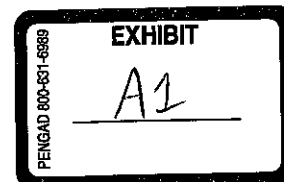
  
Randy B. Holman, County Clerk

BY: 

Reading Date: 12-10-2018



**JEFFERSON COUNTY**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
 729 MAPLE ST / PO BOX 100  
 HILLSBORO MO 63050  
[WWW.JEFFCOMO.ORG](http://WWW.JEFFCOMO.ORG)



**BID #: 18-0077**

**Invitation for Bid: PAPER SUPPLIES 2019**

**Date Issued: 10-5-2018**

**BIDS SHALL BE ACCEPTED UNTIL: TUESDAY, NOVEMBER 20, 2018, AT 2:00 P.M. LOCAL TIME.**

**Specification  
Contact:**

**MICHELLE SAUER**  
 Department of Administrative Services  
 636-797-6249  
[msauer@jeffcomo.org](mailto: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:**

**ONE YEAR CONTRACT  
WITH A ONE YEAR  
RENEWAL OPTION  
UPON APPROVAL OF THE  
COUNTY COUNCIL AND  
COUNTY EXECUTIVE**

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

**Vendor  
Information:**

Quill LLC      Rami Moormeier  
 Company Name      Authorized Agent (Print)  
100 Schelter Rd      [Signature]  
 Address      Signature  
Lincolnshire, IL 60069      National Sales Manager  
 City/State/Zip Code      Title  
800-634-4809      11/2/2018      04-2896127  
 Telephone #      Date      Tax ID #  
bid@quill.com      800-789-2016  
 E-mail      Fax #

## **TABLE OF CONTENTS:**

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<b>Specifications</b>	<b>Page 11</b>

### **\*REQUIRED DOCUMENTS\***

1. Current and valid Certificate of Insurance or binder showing required insurance coverage must be provided with each bid.  
(County must be added as additional insured if awarded)
- 2a. Proof that Bidder does not owe delinquent real or personal property in Jefferson County (tax receipts for past 3 years)  
Obtain receipts at <http://jeffersonmo.devnetwedge.com>
- Or
- 2b. A notarized affidavit, 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**

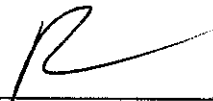




Randy Holman  
County of Jefferson  
Hillsboro, MO 63050

Subject: Bid for 18-0077 Paper Supplies 2019  
Current paid tax receipts

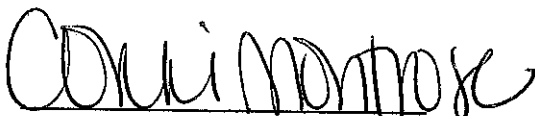
Quill LLC does not own any real or personal property in Jefferson County.

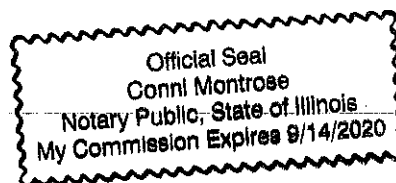
  
\_\_\_\_\_  
Signature  
Rami Moormeier, National Sales Manager  
Print name & title

Notary:

State of: Illinois  
County of: LAKE

Signed and sworn to before me on 11/2/2018

  
\_\_\_\_\_  
Signature







# CERTIFICATE OF LIABILITY INSURANCE

Page 1 of 2  
DATE (MM/DD/YYYY)  
09/11/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Willis of New York, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	<b>CONTACT NAME:</b>	
	<b>PHONE (A/C, No. Ext):</b> 1-877-945-7378 <b>E-MAIL ADDRESS:</b> certificates@willis.com	<b>FAX (A/C, No):</b> 1-888-467-2378
<b>INSURED</b> Staples Inc. 500 Staples Drive Framingham, MA 01702	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> ACE American Insurance Company	<b>NAIC #</b> 22667
	<b>INSURER B:</b> XL Specialty Insurance Company	37885
	<b>INSURER C:</b> Indemnity Insurance Company of North America	43575
	<b>INSURER D:</b> ACE Fire Underwriters Insurance Company	20702
	<b>INSURER E:</b>	
<b>INSURER F:</b>		

**COVERAGES** **CERTIFICATE NUMBER:** W7453973 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			XSL G71209970	09/12/2018	09/12/2019	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 975,000
	<input checked="" type="checkbox"/> SIR applies per policy						MED EXP (Any one person) \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ 1,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 2,000,000
	OTHER:						PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<b>AUTOMOBILE LIABILITY</b>			ISA H25272596	09/12/2018	09/12/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 3,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR			US00086459LI18A	09/12/2018	09/12/2019	EACH OCCURRENCE \$ 10,000,000
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$ 10,000,000
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 25,000						\$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>			WLR C65436589 (AOS)	09/12/2018	09/12/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Workers Compensation and Employers Liability			WCU C65436747 (OH)	09/12/2018	09/12/2019	EL-Each Accident \$1,000,000
	Work Comp: Per Statute						EL-Disease-Pol. Limit \$1,000,000
							EL-Disease Each Emp. \$1,000,000

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

Evidence of Coverage

SEE ATTACHED

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
Staples Inc. 500 Staples Drive Framingham, MA 01702	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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AGENCY CUSTOMER ID: \_\_\_\_\_

LOC #: \_\_\_\_\_



# **ADDITIONAL REMARKS SCHEDULE**

Page 2 of 2

<b>AGENCY</b> Willis of New York, Inc.		<b>NAMED INSURED</b> Staples Inc. 500 Staples Drive Framingham, MA 01702	
<b>POLICY NUMBER</b> See Page 1		<b>EFFECTIVE DATE:</b> See Page 1	
<b>CARRIER</b> See Page 1	<b>NAIC CODE</b> See Page 1		

## **ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**

**FORM NUMBER:** 25 **FORM TITLE:** Certificate of Liability Insurance

**INSURER AFFORDING COVERAGE:** ACE American Insurance Company

**NAIC#:** 22667

**POLICY NUMBER:** WLR C65436668(AZ CA MA)

**EFF DATE:** 09/12/2018

**EXP DATE:** 09/12/2019

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Workers Compensation and	EL-Each Accident	\$1,000,000
Employers Liability	EL-Disease-Pol. Limit	\$1,000,000
Work Comp: Per Statue	EL-Disease Each Emp.	\$1,000,000

**INSURER AFFORDING COVERAGE:** ACE Fire Underwriters Insurance Company

**NAIC#:** 20702

**POLICY NUMBER:** SCF C6543670A(WI)

**EFF DATE:** 09/12/2018

**EXP DATE:** 09/12/2019

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Workers Compensation and	EL-Each Accident	\$1,000,000
Employers Liability	EL-Disease-Pol. Limit	\$1,000,000
Work Comp: Per Statue	EL-Disease Each Emp.	\$1,000,000

AGENCY CUSTOMER ID: \_\_\_\_\_  
LOC #: \_\_\_\_\_



## ADDITIONAL REMARKS SCHEDULE

Page 3 of 3

AGENCY Willis of New York, Inc.		NAMED INSURED Staples Inc. 500 Staples Drive Framingham, MA 01702	
POLICY NUMBER See Page 1			
CARRIER See Page 1	NAIC CODE		
		EFFECTIVE DATE	

### ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

#### Additional Named Insureds:

Arch Parent Inc.  
Capital Office Products of Volusia County, Inc.  
Happy Studio LLC  
In Designs Global LLC  
Lebanon Mill, L.P.  
Quill LLC  
Quill Lincolnshire, Inc.  
Staples Brands Inc.  
Staples Brands Sales LLC  
Staples Contract & Commercial LLC  
Staples Global Markets, Inc.  
Staples GP, LLC  
Staples Project 2017 LLC  
Staples Shared Service Center, LLC  
Staples Ventures, LLC  
STIC Corp  
The Staples Group, Inc.  
HiTouch Business Services LLC  
MyOfficeProducts, LLC  
Computata Products Inc. dba CPI One Point



Company ID Number: 1346818

Information Required for the E-Verify Program	
Information relating to your Company:	
Company Name	Quill LLC
Company Facility Address	100 Scheller Rd Lincolnshire, IL 60069
Company Alternate Address	
County or Parish	LAKE
Employer Identification Number	042896127
North American Industry Classification Systems Code	541
Parent Company	
Number of Employees	500 to 999
Number of Sites Verified for	1



Company ID Number: 1346818

Approved by:

<b>Employer</b> Quill LLC	
<b>Name (Please Type or Print)</b> Kaylynn Rudy	<b>Title</b>
<b>Signature</b> Electronically Signed	<b>Date</b> 10/02/2018
<b>Department of Homeland Security – Verification Division</b>	
<b>Name (Please Type or Print)</b> USCIS Verification Division	<b>Title</b>
<b>Signature</b> Electronically Signed	<b>Date</b> 10/02/2018

**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 set out 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 set out herein. It is the responsibility of the vendor to insure and verify that they are in receipt of and completed all attached addenda's prior to submission of bid forms. Verification is made by contacting the Office of Contracts and Grants at (636) 797-5380, or by reviewing the County Web Site. ([www.jeffcomo.org](http://www.jeffcomo.org)).

**1.12 INSURANCE:**

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

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

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

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

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

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

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

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

**1.13 BID SUBMISSIONS**

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

**1.14 BID OPENINGS**

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

**1.15 BID TABULATIONS**

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

**2.0 BID RESPONSE AND CONTRACT**

**2.1 BIDDER REPRESENTATIONS:**

The Bidder, by executing the Bid form certifies that:

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

**2.2 TAXES:**

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

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

**2.3 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:**

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

**2.4 PRICE:**

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

**2.5 MISSOURI DOMESTIC PRODUCT PROCUREMENT ACT:**

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





**2.6 NON-EXCLUSIVE AGREEMENT:**

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

**2.7 DEFINITIONS:**

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

**2.8 INSPECTION, ACCEPTANCE AND APPROVALS:**

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

**2.9 WARRANTY:**

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

**2.10 PAYMENT:**

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

**2.11 CHANGE ORDER:**

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

**2.12 DELIVERIES:**

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

**2.13 RESPONSIBILITY FOR SUPPLIES:**

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

**2.14 SUBCONTRACTS:**

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

**2.15 CHOICE OF LAW:**

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

**2.16 TERMINATION:**

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

**2.17 NOTICE AND SERVICE THEREOF:**

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

**2.18 CONTRACT TERM:**

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

**2.19 COMPLIANCE WITH APPLICABLE LAWS:**

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

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

**2.20 ACTS OF GOD:**

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

**2.21 SELLER'S INVOICES:**

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

**2.22 APPROVAL:**

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

**2.23 RENEWAL OPTION:**

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

Indicate: ☐ Individual: ☐ Partnership: ☒ Corporation.

**2.24 INDIVIDUAL, PARTNERSHIPS, CORPORATIONS:**

Incorporated in the State of Delaware

**2.25 LITIGATION:**

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

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

**AFFIDAVIT OF WORK AUTHORIZATION**

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

Comes now Rami Moormeier (Name of Business Entity Authorized Representative) as  
National Sales Manager (Position/Title) first being duly sworn on my oath, affirm  
Quill LLC (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 18-0077 Paper Supplies 2019  
(Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contractor, or subcontractor,  
if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that  
Quill LLC (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  
18-0077 Paper Supplies 2019 (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of  
the grant, subgrant, contract, or subcontract, if awarded.

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

[Signature] Rami Moormeier  
Authorized Representative's Signature Printed Name

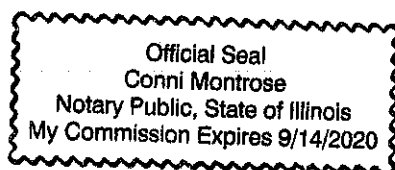
National Sales Manager 11/2/2018  
Title Date

Subscribed and sworn to before me this 2nd of November, 2018 I am  
(DAY) (MONTH, YEAR)

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

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

Conni Montrose 11/2/2018  
Signature of Notary Date



**AFFIDAVIT OF WORK AUTHORIZATION**

(Continued)

**CURRENT BUSINESS ENTITY STATUS**

I certify that Quill LLC (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.

Romi Moormeier

Authorized Business Entity  
Representative's Name  
(Please Print)

[Signature]

Authorized Business Entity  
Representative's Signature

Quill LLC

Business Entity Name

11/2/2018

Date

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

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

AND

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

## **PAPER SUPPLIES SPECIFICATIONS**

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

R

Price

## PAPER SUPPLIES 2019

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Unit Of Measure	Quantity Ordered	Unit Cost
10300	Envelopes - Coin Envelopes White Wove - Printmaster, SFI, #5-1/2, 24, 3-1/8 x 5-1/2, Gummed, Mailpoint Flap (500/Box, 5000/Ctn)	Quality Park	5170832	BOX		NB
10306	Envelopes - Booklet Envelopes, 6 x 9, White, #6-1/2, 24, 20M, Gummed, Wallet Flap (500/Ctn)	National	2256159	BOX	11	Quill BID6924
10307	Envelopes - 9 x 12 Catalog Envelopes Brown Kraft OECS - Seville, SFI, #10-1/2, 28, 9 x 12, Kraft, Vellum, Gummed, Mailpoint Flap (250/Ctn)	National	5252741	BOX	25	Quill BID0E91228
10309	Envelopes - 8 1/2 x 12 Jiffyite Self-Seal Mailer, Side Seam, #2, 8 1/2 x 12, Golden Brown, 100/Carton	Seal Air Corp	SEL10187	EACH	15	Staples BID7550288
10310	Envelopes - 10 1/2 x 16 Padded Self-Seal Mailer, Side Seam, #5, 10 1/2 x 16, Golden Brown, 80/Carton	Seal Air Corp	SEL21489	EACH	1	NB
10311	Envelopes - #15, 10 x 15 Catalog Envelopes Brown Kraft OECS - Vellum, Gummed, Mailpoint Flap (500/Ctn)	National	2198401	BOX	3	NB
10314	Envelopes - #10 Window, Commercial Window Left Hand Envelopes, 4-1/8 x 9-1/2, White, Gummed, Commercial Flap, Poly Window (500/Box, 2500/Ctn)	National	2140238	BOX	235	Quill BIDWW10RW
10315	Envelopes - #9 Regular, Commercial Envelopes White, 3-7/8 x 8-7/8, Gummed, Commercial Flap (500/Box, 2500/Ctn)	National	2139741	BOX	53	Quill BIDWW9R
10316	Envelopes - #10 Regular, Commercial Envelopes White, 4-1/8 x 9-1/2, Gummed, Commercial Flap (500/Box, 2500/Ctn)	National	2256150	BOX	140	Quill BIDWW10R
10317	Envelopes - #10 Window, Commercial Window Right Hand Envelopes, White, 4-1/8 x 9-1/2, 14M, Gummed, Commercial Flap, (500/Box, 2500/Ctn)	National	2256120	BOX	64	Quill BID75035
10319	Envelopes - #9 Window, Commercial Window Envelopes, White, 3-7/8 x 8-7/8, Gummed, Commercial Flap, Poly Window (500/Box, 2500/Ctn)	National	2256161	BOX	10	Quill BIDWW9WES
10330	Envelopes - 9" x 12" Catalog Envelope, 24.00 lb, Gummed, White, 250/Box	Universal	UNV44104	BOX	24	Quill BID0E91224W
10331	Envelopes - 9" x 12" Tamper-Indicating Envelopes - Peel & Seal - Tyvek - 500 / Box - White	Quality Park	QUAR2400	BOX	0	Quill BID72018
10332	Envelopes - 6" x 9" - Tyvek - Peel & Seal - 100 / Box - White	Business Source	BSN65699	BOX	4	Quill BID72010
10700	Copy Paper - Letter, 92 Brightness, 20lb, White, 500 Sheets/Ream, 10 Reams/Carton	Universal	UNV21200	REAM	7086	Quill BID720222
10701	Copy Paper - Letter, 20lb, Pink, 500 Sheets/Ream, 10 Reams/Carton	Universal	UNV11224	REAM	13	Quill BID720507
10702	Copy Paper - Letter, 20lb, Canary, 500 Sheets/Ream, 10 Reams/Carton	Universal	UNV11201	REAM	60	Quill BID720503
10703	Copy Paper - Letter, 20lb, Goldenrod, 500 Sheets/Ream, 10 Reams/Carton	Universal	UNV11205	REAM	17	Quill BID720505
10704	Copy Paper - Letter, 20lb, Green, 500 Sheets/Ream, 10 Reams/Carton	Universal	UNV11203	REAM	18	Quill BID720501

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10705	Copy Paper - Letter, 20lb, Blue, 500 Sheets/Ream, 10 Reams/Carton	Universal	UNV11202	REAM	55	Quill	BID720559
10706	Copy Paper - Letter, 20lb., Buff, 500 Sheets/Ream, 10 Reams/Carton	Universal	UNV11206	REAM	4	Quill	BID720509
10707	Copy Paper - Legal, 92 Brightness, 20lb, White, 500 Sheets/Ream, 10 Reams/Carton	Universal	UNV24200	REAM	42	Quill	BID720223
10711	Copy Paper - 11 x 17, 92 Brightness, 20lb, White, 500 Sheets/Ream, 5 Reams/Carton	Universal	UNV28110	REAM	18	Quill	BID720117
10713	Letterhead - 8-1/2 x 11, 20lb, White, 91 Bright, Perfect Laser, 25% Cotton Fibers, Watermarked, (500/Pkg, 5000/Ctn)	Capitol	2085221	REAM	0	Quill	BID403C
10802	Cover - Letter, 80#, 94 Brightness, Laser Capatible, White, 250 Sheets/Ream, 8 Reams/Carton	Wausau 56981	2276022	REAM	57	Quill	BID49311Q
10804	Card Stock - Letter, 90#, Buff, 250 Sheets/Ream, 8 Reams/Carton	Wausau	2288963	REAM	1	Neenah	BID49181
10805	Card Stock - Letter, 65#, White, 250 Sheets/Ream, 10 Reams/Carton	Finch	6073124	REAM	8	Domtar	BID81030QQ
10806	Card Stock - Letter, 65#, Green, 250 Sheets/Ream, 8 Ream/Carton	Wausau	2288907	REAM	0	Domtar	BID81040
10807	Card Stock - Letter, 110#, Cherry, 250 Sheets/Ream, 8 Reams/Carton	Wausau	2262297	REAM	0	N/B	
10810	Card Stock - Astroparche Vellum Cover, 65lb, Ancient Gold, 8-1/2 x 11, 250/Pkg	Astroparche	6055237	REAM	1	N/B	
10900	NCR Paper - Heavyweight, 20lb, 2 Part, Reverse, Letter (2/Set, 500/Pkg, 5000/Ctn)	Mead	2063251	REAM	111	N/B	
10901	NCR Paper - Heavyweight, 20lb, 3 Part, Reverse, Letter (3/Set, 501/Pkg, 5010/Ctn)	Mead	2241308	REAM	191	N/B	
10902	NCR Paper - Heavyweight, 20lb, 4 Part, Reverse, Letter (4/Set, 500/Pkg, 5000/Ctn)	Mead	2241305	REAM	188	N/B	
10903	NCR Paper - Heavyweight, 20lb, 4 Part, Straight, Letter (4/Set, 500/Pkg, 5000/Ctn)	Mead	2216205	REAM	9	N/B	
10904	NCR Paper - Heavyweight, 20lb, 5 Part, Reverse, Letter (5/Set, 500/Pkg, 5000/Ctn)	Mead	5060750	REAM	14	N/B	
10905	NCR Paper - Heavyweight, 20lb, 5 Part, Straight, Letter (5/Set, 500/Pkg, 5000/Ctn)	Mead	5062311	REAM	0	N/B	
10918	NCR Paper - Heavyweight, 20lb, 2 Part, Reverse, Legal (2/Set, 500/Pkg, 5000/Ctn)	Mead	5202999	REAM	6	N/B	
10919	NCR Paper - Heavyweight, 20lb, 3 Part, Reverse, Legal (3/Set, 501/Pkg, 5010/Ctn)	Mead	2241309	REAM	49	N/B	
10920	NCR Paper - Heavyweight, 20lb, 4 Part, Reverse, Legal (4/Set, 500/Pkg, 5000/Ctn)	Mead	2230434	REAM	0	N/B	
10923	NCR Padding Compound - 1 Gallon, Liquid (4/Ctn)	Mead	5000301	GALLON	0	N/B	

V



Price

4.68/RM

7.11/RM

10960	Crack-N-Peel - 8 1/2" x 11", Fluorescent Orange, 100/Pkg	Fasson	2249448	PACKAG E	0	N/B
10972	Paper - 3 Hole Punch, Letter, 20#, 92 Bright, Smooth, Left, White, (500 Sheets/Ream, 10 Reams/Carton)	International Paper	2251795	REAM	23	Quill
10980	Color Copy Paper - Letter, 28#, 100 Bright, Smooth, Photo White (500 Sheets/Ream, 8 Reams/Carton)	NO SUBSTITUTE Hammermill	2312967	REAM	64	Hammermill

BID7203HP

BID102467

## Quill Bid Response Form

**Quill Bid#:** 18-17643  
**Customer Bid#:** 18-0077 PAPER SUPPLIES 2019  
**Organization Name:** COUNTY OF JEFFERSON  
**Enterprise# :** 10558820  
**Contact Name:** Vickie Pratt  
**Contact Phone#:** 6367975380  
**Bid Type:** Item

**Bid Open Date:** 11/20/2018  
**Bid Open Time:** 2:00 PM

**Item Expiration Date:** 12/1/2019  
**Catalog Expiration Date:**

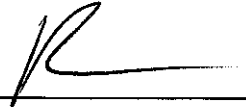
**Total Items:** 27 ( 0 Won, 0 Lost )  
**Total: \$** 45371.38 ( 0.00 Won, 0.00 Lost )

Line#	Item#	Customer Item#	Description	Color	Make	Qty	Price	UoM	UoM Conv	Case Qty	Ext Total	Note	Page
1	BE6924	10306	ENVELOPES BOOKLET 6 X9	WHITE		11	25.91	BX	500 EA = 1 BX	1	285.01	Quill Brand	
2	OE91228	10307	ENVELOPES OPEN-END 9 X12	KRAFT		25	27.22	BX	250 EA = 1 BX	12	680.50	Quill Brand	
3	7SS02BB	10309	QUILL SS 8-1/2X12 BUBLE MAILER	KRAFT		15	23.05	PK	100 EA = 1 CS	1	345.75	Quill Brand	
4	WW10RW	10314	#10 PREMIUM WINDOW ENVELOPE	WHITE		235	22.11	BX		5	5,195.85	Quill Brand	
5	WW9R	10315	QB ENVELOPES, W/O WINDOW, #9	WHITE		53	11.15	BX	1 5C = 1 BX	5	590.95	Quill Brand	
6	WW10R	10316	QB ENVELOPES, W/O WINDOW, #10	WHITE		140	19.97	BX	1 5C = 1 BX	1	2,795.80	Quill Brand	
7	75035	10317	QB #10 WINDOW ENV/RIGHT WINDOW	WHITE		64	12.30	BX	500 EA = 1 BX	5	787.20	Quill Brand	
8	WW9WES	10319	QB ENVELOPES W/WINDOW #9	WHITE		10	23.11	BX	1 5C = 1 BX	12	231.10	Quill Brand	
9	OE91224W	10330	QB ENVELOPE, GUMMED, 9X12	WHITE		24	13.98	BX	250 EA = 1 BX	1	335.52	Quill Brand	
10	72018	10331	QB ENVELOPES, PLAIN, 9X12	WHITE		1	27.54	BX	100 EA = 1 BX	5	27.54	Quill Brand	
11	72016	10332	QUILL 6X9 TYVEK PLAIN	WHITE		4	18.91	BX	100 EA = 1 BX	10	75.64	Quill Brand	
12	720222	10700	QUILL BRAND COPY PAPER LETTER			7086	4.49	RM		1	31,816.14	Quill Brand	
13	720567	10701	QUILL COLORED COPY PAPER-LTR	PINK		13	4.59	RM	10 RM = 1 CS	12	59.67	Quill Brand	
14	720563	10702	QUILL COLORED COPY PAPER-LTR	CANRY		60	4.59	RM	10 RM = 1 CS	0	275.40	Quill Brand	
15	720565	10703	QUILL COLORED COPY PAPER-LTR	GDROD		17	4.10	RM	10 RM = 1 CS	1	69.70	Quill Brand	
16	720561	10704	QUILL COLORED COPY PAPER-LTR	GREEN		18	4.59	RM	10 RM = 1 CS	0	82.62	Quill Brand	
17	720559	10705	QUILL COLORED COPY PAPER-LTR	BLUE		55	4.59	RM	10 RM = 1 CS	0	252.45	Quill Brand	
18	720569	10706	QUILL COLORED COPY PAPER-LTR	IVORY		4	4.34	RM	10 RM = 1 CS	10	17.36	Quill Brand	
19	720223	10707	QUILL BRAND COPY	WHITE		42	5.57	RM	10 RM = 1 CT	10	233.94	Quill Brand	

20	7201117	10711	PAPER LEGAL QUILL BRAND COPY PAPER 11X17	WHITE		18	8.12	RM	5 RM = 1 CS	5	146.16	Quill Brand
21	403C	10713	FINE BUSINESS PPR WH 500CT20LB	WHITE	SOUTHWORTH	1	12.81	BX	1 RM = 1 BX	5	12.81	
22	49311Q	10802	EXACT INDEX 90 LB	WHITE		57	7.76	PK	250 EA = 1 PK		442.32	
23	49181	10804	EXACT INDEX 90 LB	IVORY		1	8.41	PK	250 EA = 1 PK		8.41	
24	81036QQ	10805	8.5 X 11 BRT WHITE CARD STOCK	BRTWH	DOMTAR	8	4.54	PK	250 EA = 1 PK	8	36.32	
25	81040	10806	8-1/2X11 GREEN CARD STOCK	GREEN	DOMTAR	1	4.54	PK	250 EA = 1 PK	1	4.54	
29	7203HP	10972	QUILL BRAND COPY PAPER 3HP	WHITE		23	4.68	RM	10 RM = 1 CS	10	107.64	Quill Brand
30	102467	10980	HAM 8.5X11 CLR LASER 28/100 RM	WHITE	HAMMERMILL	64	7.11	RM	500 EA = 1 RM	8	455.04	

In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as of this \_\_\_\_\_ day of \_\_\_\_\_ 2018:

Quill LLC  
Company Name

  
Signature  
Romi Moormeier  
Print

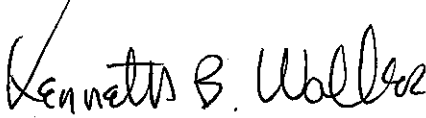
Company Address: \_\_\_\_\_

100 Scheller Rd


Lincolnshire, IL 60069

Phone: 800 634-4809

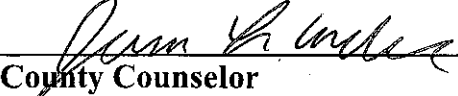
County of Jefferson, State of Missouri

  
Kenneth B. Waller County Executive

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

  
County Auditor

APPROVED AS TO FORM

  
County Counselor

## COOPERATIVE BID FORM

Bid Name: 18-0077 Paper Supplies 2019

**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: \$ Ø

BY: R

TITLE: National Sales Manager

COMPANY: Quill LLC

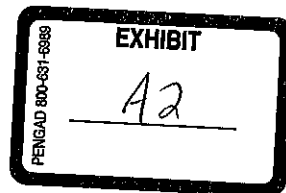
### CONTACT INFORMATION FOR COOPERATIVE AGREEMENT

Phone 800 634-4809 E-mail bid@quill.com

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



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



**BID #: 18-0077**

**Invitation for Bid: PAPER SUPPLIES 2019**

**Date Issued: 10-5-2018**

**BIDS SHALL BE ACCEPTED UNTIL: TUESDAY, NOVEMBER 20, 2018, 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:**

**ONE YEAR CONTRACT  
 WITH A ONE YEAR  
 RENEWAL OPTION  
 UPON APPROVAL OF THE  
 COUNTY COUNCIL AND  
 COUNTY EXECUTIVE**

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

**Vendor  
 Information:**

*Midland Paper*

*Todd Christian*

Company Name

Authorized Agent (Print)

*401 HAZELWOOD Logistics CTR. Ste 500*

*Todd Christian*

Address

Signature

*HAZELWOOD, MO 63042*

*SALES MANAGER*

City/State/Zip Code

Title

*314-757-3764*

*11-15-18*

*36-2035026*

Telephone #

Date

Tax ID #

*todd.christian@midlandpaper.com*

*847-403-6399*

E-mail

Fax #

*TC*

## **TABLE OF CONTENTS:**

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### **\*REQUIRED DOCUMENTS\***

1. **Current and valid Certificate of Insurance or binder showing required insurance coverage must be provided with each bid.**  
(County must be added as additional insured if awarded)
- 2a. **Proof that Bidder does not owe delinquent real or personal property in Jefferson County (tax receipts for past 3 years)**  
Obtain receipts at <http://jeffersonmo.devnetwedge.com>  
Or
- 2b. **A notarized affidavit, on company letterhead stating that the applicant does not own any real or personal property in Jefferson County, Missouri.**
3. **A Notarized affidavit of work authorization and current business entity status with E-verification documentation. (pages 9 & 10)**
4. **Agreement to be executed by the County upon approval by the County Council and County Executive. (Bidder is required to complete company information and execute signature)**
5. **Cooperative Bid Form (last page)**
6. **All pages of the Invitation for Bid/Request for Proposal must be used when submitting your bid/proposal response along with initialing each page with the bid/proposal. Additional information may be included separately.**
7. **Bid deposits/bonds must be in the exact amount as stipulated in the bid. (if required)**

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

## **1.0 BID REQUIREMENTS**

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

### **1.1 BID SUBMISSION:**

Submit bid form in original (one original) and two (two copies) with all specification pages, if applicable. No facsimile or electronic bids shall be accepted and shall be rejected. The Vendor prior to the submission dead line as stated on page 1 must submit all bids. Late bids will not be accepted and returned to the vendor unopened. The County reserves the right to request additional written or oral information from Respondents in order to obtain clarification. A fully executed Affidavit is required by Section 285.530 RSMo., and shall be submitted with the bid form. A copy of the Affidavit is attached hereto. Failure to execute the Affidavit shall result in the bid being rejected. Failure to comply with any provision, provide any required documentation, insurance forms or deposits or bonds in exact amounts or any other term or condition that is not in strict conformance shall result in the bid being rejected.

### **1.2 BASIS OF BID AWARD:**

Award may be made on an item-by-item basis to the lowest and best Bidder(s) or award may be made to the lowest and best bid total, whichever provides the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, ability to deliver, or any other reason deemed to be in the best interest of the County. Quantities stated herein represent an estimate for the period stated. Orders shall be placed for actual requirements as needed. The County may reject any or all bids for any reason and may waive any informality. Bids submitted from a Missouri State Contract shall include a copy of the State Contract with the bid. Bid award does not constitute an order or obligation to order by the County. The issuance of a Purchase Order Number shall be construed as acceptance of a Contract with all terms, conditions, and prices firm during the length of the agreement terms.

### **1.3 BID AWARD:**

It is further agreed that the Contract shall not be valid and binding upon the County until approved by the County Counselor, as to legal form and is subject to the Ordinances, Resolutions and Orders of Jefferson County, Missouri, and State and Federal Law. If no Bid or Bids have been awarded by the County Council within forty-five (45) days following the opening of the bids then all bids will be deemed Rejected.

### **1.4 BID PREPARATION:**

1. Bidders are responsible for examination of drawings, specifications, schedules and instructions. Failure to do so will be at the Bidder's risk.
2. Each Bidder shall furnish the information required by the invitation. The Bidder shall sign all required documents. All deletions and erasures shall be initialed
3. Alternate bids for supplies or services other than specified shall not be considered unless authorized by invitation.
4. Bidder shall state a definite time for delivery of goods or for performance of services unless otherwise specified in the invitation for bid.
5. When specified, samples must be timely submitted and at no expense to the County.
6. Failure to adhere to all requirements may result in the response being disqualified as non-responsive.

### **1.5 MODIFICATION OR WITHDRAWAL OF BIDS:**

Bids may be modified or withdrawn prior to the exact hour and date specified for receipt of bids, provided the modification or withdrawal is in writing and is delivered in the same manner as a bid submission.

### **1.6 LATE BIDS:**

It is the responsibility of the Bidder to deliver his bid or bid modification on or before the date and time of the bid closing to the Department of the County Clerk. Bids received late will be rejected and returned unopened to the Bidder.

### **1.7 BID DEPOSITS/BONDS:**

Bid Deposits/Bonds are not required unless specified in the specifications. Bid deposits/Bonds must be in the exact amount as stipulated in the bid.

### **1.8 MATERIAL AVAILABILITY:**

Bidders must accept responsibility for verification of material availability, product schedules and other pertinent data prior to submission of bid and delivery time. It is the responsibility of the Bidder to notify the County immediately if the materials specified are discontinued, replaced, or not available for an extended period of time. All materials ordered by the County, shall be as needed. A sample of materials may be requested.

### **1.9 ALTERNATE BIDS:**

Alternate Bids for items will be accepted except when stated "NO SUBSTITUTIONS". Bidders must submit complete specifications on all alternate bids with the bid form. Alternate bids without complete specifications may be rejected. Alternate bids and exceptions to bid clauses must be clearly noted on the bid form. The County may accept or reject alternate bids; whatever is most advantageous to the County.



**1.10 INCORPORATION OF DOCUMENTS:**

The terms of the Bid Invitation, Bid Specifications, Bid Form are and shall be incorporated into the contract as if fully setout therein. The Bid, if accepted and approved by the County Council and County Executive shall constitute the terms of a Contract or Agreement with Jefferson County, Missouri, subject to any further Amendments, Memoranda or other documents or specifications which must be set forth in writing and signed by all parties.

**1.11 ADDENDA:**

Addenda to bid specifications are incorporated by reference as if fully setout herein. It is the responsibility of the vendor to insure and verify that they are in receipt of and completed all attached addenda's prior to submission of bid forms. Verification is made by contacting the Office of Contracts and Grants at (636) 797-5380, or by reviewing the County Web Site. ([www.jeffco.org](http://www.jeffco.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.

*TC*

#### 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.jeffco.mo.org](http://www.jeffco.mo.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

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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 Illinois

**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 Kelley Mapes (Name of Business Entity Authorized Representative) as Human Resources Manager (Position/Title) first being duly sworn on my oath, affirm Midland Paper Company (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 County of Jefferson Paper Supplies (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contractor, or subcontractor, 2019 if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that Midland Paper Company (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 County of Jefferson Paper Supplies 2019 (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.)*

Kelley Mapes  
Authorized Representative's Signature

Kelley Mapes  
Printed Name

HR Manager  
Title

11/9/18  
Date

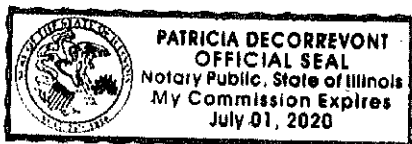
Subscribed and sworn to before me this 9<sup>th</sup> of November, 2018. I am  
(DAY) (MONTH, YEAR)

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

Illinois and my commission expires on July 01, 2020.  
(NAME OF STATE) (DATE)

Patricia DeCorrevont  
Signature of Notary

11/9/2018  
Date



**AFFIDAVIT OF WORK AUTHORIZATION**  
(Continued)

**CURRENT BUSINESS ENTITY STATUS**

I certify that Midland Paper Company (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.

Kelley Mapes  
Authorized Business Entity  
Representative's Name  
(Please Print)

Kelley Mapes  
Authorized Business Entity  
Representative's Signature

Midland Paper Company  
Business Entity Name

11/9/18  
Date

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

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

AND

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

## PAPER SUPPLIES SPECIFICATIONS

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



Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Unit Of Measure	Quantity Ordered	Unit Cost	Notes
10300	Envelopes - Coin Envelopes White Wove - Printmaster, SFI, #5-1/2, 24, 3-1/8 x 5-1/2, Gummed, Mailpoint Flap (500/Box, 5000/Ctn)	<b>Printmaster</b> Quality Park	<b>ZPM95083</b> 5170832	BOX		\$ 19.50	Sold in full cartons of 5,000 only
10306	Envelopes - Booklet Envelopes, 6 x 9, White, #6-1/2, 24, 20M, Gummed, Wallet Flap (500/Box)	<b>Printmaster</b> National	<b>ZBKPM6524</b> 2256159	BOX	11	\$ 12.50	
10307	Envelopes - 9 x 12 Catalog Envelopes Brown Kraft OECS - Seville, SFI, #10-1/2, 28, 9 x 12, Kraft, Vellum, Gummed, Mailpoint Flap (250/Ctn) (500/Box)	<b>Landmark</b> National	<b>10045062</b> 5252741	BOX	25	\$ 32.00	
10309	Envelopes - 8 1/2 x 12 Jiffyite Self-Seal Mailer, Side Seam, #2, 8 1/2 x 12, Golden Brown, 100/Carton	<b>Midmailer</b> Seal Air Corp	<b>10039545</b> SEL10187	EACH	15	\$ 0.18	
10310	Envelopes - 10 1/2x16 Padded Self-Seal Mailer, Side Seam, #5, 10 1/2x16, Golden Brown, 80/Carton	<b>Midmailer</b> Seal Air Corp	<b>10039549</b> SEL21489	EACH	1	\$ 0.25	
10311	Envelopes - #15, 10 x 15 Catalog Envelopes Brown Kraft OECS - Vellum, Gummed, Mailpoint Flap (500/Ctn)	<b>Printmaster</b> National	<b>ZCAPM1528BN</b> 2198401	BOX	3	\$ 58.00	
10314	Envelopes - #10 Window, Commercial Window Left Hand Envelopes, 4-1/8 x 9-1/2, White, Gummed, Commercial Flap, Poly Window (500/Box, 2500/Ctn)	<b>Printmaster</b> National	<b>ZGN1024CBWSS</b> 2140238	BOX	235	\$ 8.75	
10315	Envelopes - #9 Regular, Commercial Envelopes White, 3-7/8 x 8-7/8, Gummed, Commercial Flap (500/Box, 2500/Ctn)	<b>Printmaster</b> National	<b>ZCOMP1024SS</b> 2139741	BOX	53	\$ 8.25	
10316	Envelopes - #10 Regular, Commercial Envelopes White, 4-1/8 x 9-1/2, Gummed, Commercial Flap (500/Box, 2500/Ctn)	<b>Printmaster</b> National	<b>103385</b> 2256150	BOX	140	\$ 7.75	
10317	Envelopes - #10 Window, Commercial Window Right Hand Envelopes, White, 4-1/8 x 9-1/2, 14M, Gummed, Commercial Flap, (500/Box, 2500/Ctn)	<b>Saybrook</b> National	<b>10022680</b> 2256120	BOX	64	\$ 11.00	
10319	Envelopes - #9 Window, Commercial Window Envelopes, White, 3-7/8 x 8-7/8, Gummed, Commercial Flap, Poly Window (500/Box, 2500/Ctn)	<b>Printmaster</b> National	<b>ZCOMPMN924</b> 2256161	BOX	10	\$ 10.25	
10330	Envelopes - 9" x 12" Catalog Envelope, 24.00 lb, Gummed, White, 250/Box	<b>Landmark</b> Universal	<b>10043919</b> UNV44104	BOX	24	\$ 23.00	
10331	Envelopes - 9" x 12" Tamper-Indicating Envelopes - Peel & Seal - Tyvek - 500 / Box - White (500/ctn)	<b>Tyvek</b> Quality Park	<b>#1250PL</b> QUAR2400	CARTON BOX	0	\$245.00	Sold in 500's only
10332	Envelopes - 6" x 9" - Tyvek - Peel & Seal - 100 / Box - White (500/carton)	<b>Tyvek Business Source</b>	<b>#1188PL</b> BSN65699	CARTON BOX	4	\$100.00	Sold in 500's only
10700	Copy Paper - Letter, 92 Brightness, 20lb, White, 500 Sheets/Ream, 10 Reams/Carton	<b>Independence</b> Universal	<b>130818</b> UNV21200	REAM	7086	\$ 3.30	
10701	Copy Paper - Letter, 20lb, Pink, 500 Sheets/Ream, 10 Reams/Carton	<b>Earthchoice</b> Universal	<b>DM81198</b> UNV11224	REAM	13	\$ 4.75	

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10702	Copy Paper - Letter, 20lb, Canary, 500 Sheets/Ream, 10 Reams/Carton	Earthchoice Universal	DM81196 UNV11201	REAM	60	\$ 4.75
10703	Copy Paper - Letter, 20lb, Goldenrod, 500 Sheets/Ream, 10 Reams/Carton	Earthchoice Universal	DM81203 UNV11205	REAM	17	\$ 4.75
10704	Copy Paper - Letter, 20lb, Green, 500 Sheets/Ream, 10 Reams/Carton	Earthchoice Universal	DM81197 UNV11203	REAM	18	\$ 4.75
10705	Copy Paper - Letter, 20lb, Blue, 500 Sheets/Ream, 10 Reams/Carton	Earthchoice Universal	DM81199 UNV11202	REAM	55	\$ 4.75
10706	Copy Paper - Letter, 20lb., Buff, 500 Sheets/Ream, 10 Reams/Carton	Earthchoice Universal	DM81204 UNV11206	REAM	4	\$ 4.75
10707	Copy Paper - Legal, 92 Brightness, 20lb, White, 500 Sheets/Ream, 10 Reams/Carton	Essential Universal	10041364 UNV24200	REAM	42	\$ 4.50
10711	Copy Paper - 11 x 17, 92 Brightness, 20lb, White, 500 Sheets/Ream, 5 Reams/Carton	Essential Universal	10041366 UNV28110	REAM	18	\$ 7.40
10713	Letterhead - 8-1/2 x 11, 20lb, White, 91 Bright, Perfect Laser, 25% Cotton Fibers, Watermarked, (500/Pkg, 5000/Ctn)	Capitol	HW1912 2085221	REAM	0	\$ 15.00
10802	Cover - Letter, 80#, 94 Brightness, Laser Capatible, White, 250 Sheets/Ream, 8 Reams/Carton	Lynx Opaque Wausau 56981	WY292877 2276022	REAM	57	\$ 6.90
10804	Card Stock - Letter, 90#, Buff, 250 Sheets/Ream, 8 Reams/Carton	Earthchoice Wausau	DM81058 2288963	REAM	1	\$ 5.80
10805	Card Stock - Letter, 65#, White, 250 Sheets/Ream, 10 Reams/Carton	Lynx Opaque Finch	WY292338 6073124	REAM	8	\$ 6.00
10806	Card Stock - Letter, 65#, Green, 250 Sheets/Ream, 8 Ream/Carton	Earthchoice Wausau	114095 2288907	REAM	0	\$ 5.80
10807	Card Stock - Letter, 110#, Cherry, 250 Sheets/Ream, 8 Reams/Carton	Earthchoice Wausau	DM81056 2262297	REAM	0	\$ 7.00
10810	Card Stock - Astroparche Vellum Cover, 65lb, Ancient Gold, 8-1/2 x 11, 250/Pkg	Astroparche	WA10233850 6055237	REAM	1	\$ 12.25
10900	NCR Paper - Heavyweight, 20lb, 2 Part, Reverse, Letter (2/Set, 500/Pkg, 5000/Ctn)	Nekoosa Mead	NC36486 2063251	REAM	111	\$ 9.50
10901	NCR Paper - Heavyweight, 20lb, 3 Part, Reverse, Letter (3/Set, 501/Pkg, 5010/Ctn)	Nekoosa Mead	NC36487 2241308	REAM	191	\$ 10.75
10902	NCR Paper - Heavyweight, 20lb, 4 Part, Reverse, Letter (4/Set, 500/Pkg, 5000/Ctn)	Nekoosa Mead	NC36488 2241305	REAM	188	\$ 11.50
10903	NCR Paper - Heavyweight, 20lb, 4 Part, Straight, Letter (4/Set, 500/Pkg, 5000/Ctn)	Nekoosa Mead	NC36490 2216205	REAM	9	\$ 11.50
10904	NCR Paper - Heavyweight, 20lb, 5 Part, Reverse, Letter (5/Set, 500/Pkg, 5000/Ctn)	Nekoosa Mead	NC38071 5060750	REAM	14	\$ 12.00
10905	NCR Paper - Heavyweight, 20lb, 5 Part, Straight, Letter (5/Set, 500/Pkg, 5000/Ctn)	Nekoosa Mead	NC38072 5062311	REAM	0	\$ 12.00

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10918	NCR Paper - Heavyweight, 20lb, 2 Part, Reverse, Legal (2/Set, 500/Pkg, 5000/Ctn)	Nekoosa Mead	NC36491 5202999	REAM	6	\$ 12.25
10919	NCR Paper - Heavyweight, 20lb, 3 Part, Reverse, Legal (3/Set, 501/Pkg, 5010/Ctn)	Nekoosa Mead	NC36492 2241309	REAM	49	\$ 13.75
10920	NCR Paper - Heavyweight, 20lb, 4 Part, Reverse, Legal (4/Set, 500/Pkg, 5000/Ctn)	Nekoosa Mead	NC36493 2230434	REAM	0	\$ 15.00
10923	NCR Padding Compound - 1 Gallon, Liquid (4/Ctn)	Nekoosa Mead	NC42285 5000301	GALLON	0	\$115.00
10960	Crack-N-Peel - 8 1/2" x 11", Fluorescent Orange, 100/Pkg	Printers Edge Fasson	119618 2249448	PACKAG E	0	\$ 14.00
10972	Paper - 3 Hole Punch, Letter, 20#, 92 Bright, Smooth, Left, White, (500 Sheets/Ream, 10 Reams/Carton)	Essential International Paper	10041367 2251795	REAM	23	\$ 3.55
10980	Color Copy Paper - Letter, 28#, 100 Bright, Smooth, Photo White (500 Sheets/Ream, 8 Reams/Carton)	Finch Fine Color Copy NO SUBSTITUTE Hammermill	FN1714 2312967	REAM	64	\$ 8.00

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In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as of this 15<sup>th</sup> day of November 2018:

Midland Paper  
Company Name

County of Jefferson, State of Missouri

Todd Christian  
Signature  
Todd Christian  
Print

Kenneth B. Waller  
Kenneth B. Waller County Executive

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

401 HAZELWOOD LOGISTICS Center Dr, Ste 500

HAZELWOOD, MO 63042

Phone: 314-757-3764

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.

Kristy W. Appell  
County Auditor

APPROVED AS TO FORM

Jason H. Linder  
Acting County Counselor

## COOPERATIVE BID FORM

Bid Name: Paper Supplies 2019

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

### COOPERATIVE PROCUREMENT CONTRACT

This is a cooperating supply contract in accordance with Chapter 130, Section 130.020. K.3., of the Procurement Policy and Procedures, Jefferson County Code of Ordinances.

**Will you extend bid prices, cash terms, and all other terms and conditions of any contract resulting from this bid with Jefferson County, Missouri, to any Jefferson County, Missouri, Municipality, government agency, district, sub-district or other tax-supported entity?**

Yes X No \_\_\_\_\_

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

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

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

MINIMUM DOLLAR VALUE PER ORDER: \$ 400.00

BY: Todd Christian Todd Christian

TITLE: Sales Manager

COMPANY: Midland Paper

#### CONTACT INFORMATION FOR COOPERATIVE AGREEMENT

Phone 314-757-3764 E-mail todd.christian@midlandpaper.com

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