

0429

INTRODUCED BY: COUNCIL MEMBER(s) Keller

1 **AN ORDINANCE RENEWING THE BID AWARDS FOR CERTAIN**
2 **PRODUCTS AND SERVICES FOR OFFICE SUPPLIES 2018, DEPARTMENT OF**
3 **ADMINISTRATIVE SERVICES.**

4 **WHEREAS**, Jefferson County, Missouri, (hereafter, the "County") recommends
5 the renewal of the following bid awards at the same terms and conditions as previously bid,
6 as authorized by the original Invitation for Bid awarded by the County, for an additional
7 one-year term:

BID NAME

9 Office Supplies 2018

AWARDED BIDDERS

Quill Corporation (A1)

Office Source, Inc. (A2)

ORDINANCE NUMBER

17-0497

15 **WHEREAS**, the Department of Administrative Services of Jefferson County,
16 Missouri, requested renewal from all awarded bidders, but Quill Corporation stated that
17 they would not be able to renew all their items at the original contract price for the Office
18 Supplies 2018 contract with the County; and

FILED

OCT 23 2018

1 **WHEREAS**, Quill Corporation submitted revised pricing and after reviewing the
2 increased cost, the Department of Administrative Services agrees to renew the Office
3 Supplies 2018 contract with the increased cost; and

4 **WHEREAS**, the Department of Administrative Services of Jefferson County,
5 Missouri, finds it is in the best interest of the County to renew the bid award for Office
6 Supplies 2018 for the term of 1-1-2019 to 12-31-2019 with Quill Corporation and Office
7 Source, Inc. with approval of the County Council and County Executive up to **\$60,000.00**
8 **per term, for total amount not to exceed \$60,000.00 for the term**, subject to budgetary
9 limitations.

10 **BE IT ENACTED BY THE JEFFERSON COUNTY, MISSOURI, COUNCIL,**
11 **AS FOLLOWS:**

12 Section 1. The County authorizes the renewal of the bid awards for an
13 additional one-year term as follows:

14 **BID NAME**

15 Office Supplies 2018

16 **TERM**

17 1-1-2019 to 12-31-2019

18 Upon approval of the County Council and County Executive

19 **AMOUNT**

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

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

22 subject to budgetary limitations

AWARDED BIDDER

Quill Corporation (A1)

Office Source, Inc. (A2)

4 Section 2. The Jefferson County, Missouri, Council hereby authorizes the
5 County Executive to execute the renewal agreements, attached hereto and incorporated
6 herein by reference and attached as Exhibit A1 through A2. The County Executive is
7 further authorized to take any and all actions necessary to carry out the intent of this
8 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

yes

Council Member District 2, Renee Reuter

yes

Council Member District 3, Phil Hendrickson

yes

Council Member District 4, Charles Groeteke

yes

Council Member District 5, Daniel C. Darian

yes

Council Member District 6, Daniel Stallman

yes

Council Member District 7, James Terry

yes

THE ABOVE BILL ON THIS 22nd DAY OF October, 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 23rd DAY OF OCTOBER, 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

Kenneth B. Waller, Jefferson County, Missouri, Executive

ATTEST:

Randy B Holman
Randy B Holman, County Clerk

BY: *Katherine E. Missey*

Reading Date: 10-22-2018



County of Jefferson

State of Missouri

Administration Center
729 Maple Street • PO Box 100
Hillsboro, Missouri 63050

Ken Waller

County Executive

EXHIBIT

A1

DEPARTMENT OF ADMINISTRATIVE SERVICES

David Courtway - Director

Web Address: www.jeffcomo.org

Nicole Hillemeyer
Human Resources Manager
(636)797-5071 / Fax (636)797-5596

Vickie Pratt
General Services/Contracts & Grants Manager
(636)797-5380 / Fax (636)797-5067

QUILL CORPORATION
100 SCHELTER RD
LINCOLNSHIRE IL 60069

September 5, 2018

Attn: ROMI MOORMEIER

Your company was awarded a bid for "**OFFICE SUPPLIES 2018**" for the County of Jefferson, Missouri in **November 2017**. The Invitation for Bid allows the County to renew your bid award for an additional one-year term with consent of the awarded bidder.

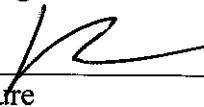
The County of Jefferson, Missouri may desire to renew this bid award for an additional one year with the same terms and conditions subject to approval by the County Council and County Executive. The new award dates shall be from **January 1, 2019 through December 31, 2019**.

PLEASE INCLUDE THE FOLLOWING ITEMS:

- 1) This executed renewal letter
- 2) Updated insurance certificates
- 3) Current paid tax receipts for any real or personal property owned in Jefferson County
OR a notarized letter on company letterhead stating that your company does not own any real or personal property in Jefferson County.
- 4) Company Name, Signature, Print, Company Address and Phone completed on next page.

Please sign and return as soon as possible if your company agrees to renew this contract.

Romi Moormeier
Printed Name of Authorizing Agent


Signature

9/19/2018
Date

If your company does not wish to renew this agreement, please advise as soon as possible. Any questions please contact me at (636) 797-5380.

Respectfully,

Vickie S. Pratt

Vickie S. Pratt
Department of Administrative Services

In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as _____ of this
19th day of September, 2018:

Qwill SC
Company Name

Signature Romi Moormeier
Print

County of Jefferson, State of Missouri

Kenneth B. Waller
Kenneth B. Waller County Executive

Company Address: _____

100 Sholter Hill
Lincolnshire, IL 60069
Phone: 800-634-14809 x6295

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.

Kathy C. April
County Auditor

APPROVED AS TO FORM

John H. Corder
John H. Corder, County Counselor

Quill Bid Response Form

Quill Bid#: 18-17480
Customer Bid#: RENEWAL OFFICE SUPPLIES 2018
Organization Name: COUNTY OF JEFFERSON
Enterprise# : 10558820
Contact Name: Vickie S. Pratt
Contact Phone#: 6367975067
Bid Type: Item

Bid Open Date: 9/19/2018
Bid Open Time: 12:00 AM

Item Expiration Date: 1/1/2020
Catalog Expiration Date:
Total Items: 72 (0 Won, 0 Lost)
Total: \$ 593.62 (0.00 Won, 0.00 Lost)

Line#	Item#	Customer Item#	Description	Color	Make	Qty	Price	UoM	UoM Conv	Case Qty	Ext Total	Note	Page
1	04301	1100	ECONOMY BINDER 1IN BLK-LH	BLACK	HEWLETT PACKARD	1	1.40	EA		12	1.40		
2	04401	1101	ECONOMY BINDER 1.5IN BLK-LH	BLACK		1	2.19	EA		12	2.19		
3	04501	1102	ECONOMY BINDER, 2 BLACK	BLACK	HEWLETT PACKARD	1	2.69	EA		1	2.69		
4	7222WE	1122	QB 2 ROUND-RING VIEW BINDER	WHITE		1	2.27	EA		12	2.27	Quill Brand	
5	11370Q	1195	AVERY LEGAL 1-25 W/TOC	WHITE	AVERY	1	1.35	ST		12	1.35		
6	11372Q	1196	AVERY LEGAL 26-50 W/TOC	WHITE	AVERY	1	1.35	ST		12	1.35		
7	11396	1197	INDEX LEGAL TABBED 51-75	WHITE	AVERY	1	1.35	ST		12	1.35		
8	11397Q	1198	INDEX LEGAL TABBED 76-100	WHITE	AVERY	1	1.35	ST		12	1.35		
9	11467Q	1200	TAB DIVID 8TAB INDX INSRT CLR'D			1	.79	ST		1	.79		
10	483321	1201	TAB DIVID INDX INSERT 5 TAB CL			1	.43	ST		1	.43		
11	IM12U5852	2150	8GB FLASH DRIVE USB 3.0 BLACK			1	6.74	EA		1	6.74		
12	WOTAPP11	3100	WHITE OUT CORRECTION TAPE 1PK	WHITE	BIC	1	1.21	EA		36	1.21		
13	67236	4504	CARD FILE ROT BUS CARD BK	BLACK	ELDON RUBBERMAID	1	24.21	EA		4	24.21		
14	46808	4602	CARBONLESS RECEIPT BOOK 3 PART		TOPS	1	8.19	EA		50	8.19		
15	63202	4706	SINGLE WALL POCKET, LETTER	SMOKE		1	2.67	EA		6	2.67	Quill Brand	
16	21071	5101	CARTERS #1 FELT PAD RED	RED	AVERY	1	1.59	EA		36	1.59		
17	811262	6103	FLDR MILA 1/3 LTR 100/BX PINK			1	10.71	BX		5	10.71		
18	740913RD	6104	1/3-CUT LETTER SIZE FOLDERS	RED		1	9.14	BX	100 EA = 1 BX	1	9.14	Quill Brand	
19	740913BE	6105	1/3-CUT LETTER SIZE	BLUE		1	9.14	BX	100 EA = 1 BX	1	9.14	Quill Brand	

		FOLDERS							
20	740913YW	6106	1/3-CUT LETTER SIZE FOLDERS	YELLOW		1	9.14 BX	100 EA = 1 BX	1
21	740913OE	6107	1/3-CUT LETTER SIZE FOLDERS	ORNGE		1	9.14 BX	100 EA = 1 BX	12
22	740913GR	6108	1/3-CUT LETTER SIZE FOLDERS	GREEN		1	9.14 BX	100 EA = 1 BX	1
23	741013BE	6109	1/3-CUT LEGAL SIZE FOLDERS	BLUE		1	11.00 BX	100 EA = 1 BX	1
24	741013RD	6110	1/3-CUT LEGAL SIZE FOLDERS	RED		1	11.44 BX	100 EA = 1 BX	1
25	741013GR	6111	1/3-CUT LEGAL SIZE FOLDERS	GREEN		1	11.44 BX	100 EA = 1 BX	1
26	741013OE	6113	1/3-CUT LEGAL SIZE FOLDERS	ORNGE		1	11.44 BX	100 EA = 1 BX	1
27	75361UNI	6114	FOLDER 2-153CPK FILE LGL PINK			1	17.41 BX		5
28	24100	6116	FOLDER ET150L STRAIGHT CUT	MNL/A SMEA		1	12.53 BX	100 EA = 1 BX	5
29	24210	6126	END-TAB FOLDERS LETTER SIZE	MNL/A SMEA		1	7.80 BX	50 EA = 1 BX	5
30	7Q5215	6200	QB HANGING FILE FOLDERS, LTR	GREEN		1	4.43 BX	25 EA = 1 BX	10
31	7Q5315	6201	QB HANGING FILE FOLDERS, LGL	GREEN		1	6.14 BX	25 EA = 1 BX	10
32	18H24E	6205	POCKET HANGING LTR SIZE 3IN EX	DKGN SMEA		1	22.71 BX	10 EA = 1 BX	5
33	16282	6305	AVRPRINTABLE TABS 1.75 IN WE	WHITE AVERY		5	4.08 PK	80 EA = 1 PK	24
34	7CL1053	6600	QB HD EXP WALLET, 3.5, LTR	BROWN		1	18.52 BX	10 EA = 1 BX	5
35	723316	6610	QB 10X12 A-Z EXPANDING FILE			1	5.33 EA		5
36	723317	6611	QB 10X15 A-Z EXPANDING FILE			1	6.98 EA		5
37	723314	6612	QB 10X12 MONTHLY EXPAND FILE			1	4.89 EA		5
38	74930	6703	QB FLAT FILE JACKETS, LEGAL			1	13.95 BX	100 EA = 1 BX	1
39	74920	6704	QB EXPAN FILE JACKETS LETTER	MNL/A		1	9.68 BX	50 EA = 1 BX	1
40	74950	6705	QB EXPAN FILE JACKETS LEGAL	MNL/A		1	11.00 BX	50 EA = 1 BX	1
41	30252	8125	LABELS ADDRESS LABELWRITER, WE	WHITE ESSELTE		1	12.52 BX	2 RL = 1 BX	10
42	793030	9202	3-HOLE PUNCH ADJUSTABLE			1	2.65 EA		12
43	ACI2240UNI	9203	PAPERPRO MANUAL 3 HOLE PUNCH			1	29.14 EA		1
44	SB35581M	9508	STAPLES HEAVY DUTY 5/8IN			1	1.78 BX	1000 EA = 1 BX	100
45	711515QL	9703	QUILL STAPLE REMOVER	BLACK		1	.41 EA		192

46	SBNG	10500	STENO BOOK GREGG RULING	GREEN		1	7.22	DZ	12 EA = 1 DZ	6	7.22	Quill Brand
47	PENA129EUNI	11403	PENCIL MECH SHARPLET 2.9MM BN			1	1.05	EA		1	1.05	
48	46810	11838	SARASA GEL RETRACTABLE MED BLK	BLACK	ZEBRA	1	8.24	DZ	12 EA = 1 DZ	48	8.24	
49	R3027	12112	RIBN UNIVS CALCULATOR-EPC ECR	BKRD	CLOVER	1	.81	EA		96	.81	
50	9175801	17501	MEMORY FOAM MOUSEPAD/WRISTREST	SILVR	FELLOWS	1	6.19	EA		4	6.19	
51	66150J	22505	JRNAL BK 150PG 33LN	BLUE		1	12.16	EA	1 EA = 1 BX	12	12.16	
52	A66500J	22506	CANVAS TUFF JOURNAL	GREEN	REDIFORM 500 PAGES	1	19.71	EA		6	19.71	
53	718673QL10		QUILL BRAND OOPS! WHITE-OUT			1	16.99	EA		1	16.99	Quill Brand
54	72016		QUILL 6X9 TYEVEK PLAIN WHITE			1	17.36	BX	100 EA = 1 BX	10	17.36	Quill Brand
55	741013YW	6112	1/3-CUT LEGAL SIZE FOLDERS	YELLOW		1	11.44	BX	100 EA = 1 BX	1	11.44	Quill Brand
56	680YW	8403	POST-IT 1INCH YELLOW FLAGS 2PK	YELLOW	3M	1	3.51	PK	2 EA = 1 PK	24	3.51	
57	680BE	8404	POST-IT FLAGS, 1 X 1.719.2PK	BLUE	3M	1	3.25	PK	2 EA = 1 PK	24	3.25	
58	680RD	8405	POST-IT 1INCH RED FLAGS 2PK		3M	1	3.25	PK	2 EA = 1 PK	24	3.25	
59	680GN	8406	TAPE FLAG 2PK 1IN X 7.71 GREEN	GREEN	3M	1	3.25	PK	2 EA = 1 PK	24	3.25	
60	680OE	8407	POST-IT FLAGS ORANGE 2PK	ORNGE	3M	1	3.25	PK	2 EA = 1 PK	24	3.25	
61	740100	10100	2 1/4 ADD ROLL BULK PACK	WHITE		1	31.35	CS	100 RL = 1 CS	1	31.35	Quill Brand
62	13102	11801	SOFTFEEL STIC PEN.MEDIUM POINT	BLACK	BIC	1	3.67	DZ		18	3.67	
63	07441		EZ START PREMIUM TAPE,2X30YRD	CLEAR	HENKEL	1	3.35	EA		6	3.35	
64	MN1500B16	13200	DURACELL COPPERTOP AA16 DBLWD		DURACELL	1	8.95	PK	16 EA = 1 PK	1	8.95	
65	MN24RT12Z	13201	COPPERTOP AAA BATTERY 12PK		DURACELL	1	7.21	PK	12 EA = 1 PK	12	7.21	
66	MN14RT8Z	13202	DURACELL COPPERTOP C 8PK		DURACELL	1	9.25	PK	8 EA = 1 PK	12	9.25	
67	MN13RT8Z	13203	DURACELL COPPERTOP D 8PK		DURACELL	1	9.25	PK	8 EA = 1 PK	12	9.25	
68	MN16RT4Z	13204	COPPERTOP 9VOLT BATTERY		DURACELL	1	9.25	PK	4 EA = 1 PK	12	9.25	
69	74471	28000	AVERY VINYL BADGE HORIZONTAL	CLEAR		1	6.24	PK	25 EA = 1 PK	12	6.24	Quill Brand
70	16241	1204	SELF ADH TABS W/25 INSERTS 2	CLEAR	AVERY	1	2.38	PK	25 EA = 1 PK	24	2.38	
71	57513	1405	PORTFOLIO 57513 2 POCKET ASST	ASSTD	HEWLETT PACKARD	1	4.69	BX	25 EA = 1 BX	5	4.69	
72	74900		QB FLAT FILE JACKETS,LETTER	HEWLETT	PACKARD	1	10.57	BX	100 EA = 1 BX	1	10.57	1



Delivery

- 99% in stock rate, 98% on time delivery
- **Standard Shipping** is via UPS or Local Carrier within 1-2 business days (Mon-Fri) ARO.
 - UPS automatically provides inside delivery (the driver will bring the merchandise inside to a main location-no desk top delivery).
 - Standard shipping for items w/prefix of JV are normally 1-2 business days ARO, however, large quantities of an item may require longer delivery times-up to 5-7 business days ARO
 - No shipping or processing fees.
 - Only within the 48 contiguous states.
- **Large Volume Orders** may ship via Truck - Tailgate Delivery within 2-7 business days ARO.
 - Tailgate Delivery means the driver is only responsible to get cartons to the end of the truck and customer is responsible for unloading and bringing inside the building. No shipping or processing fees
 - A call 24 hours before a truck delivery can be arranged at no charge.
 - Lift gates (cargo lift) can be requested for truck orders at no charge- you must note the PO.
 - For an additional fee of \$25.00 the driver will assist in unloading cartons from truck and bringing inside the building.
 - Installation and or set/up is not included. Additional charges will apply based on weight and site conditions. Please call for quote.
 - Pallet size is 48" X 42"
 - We cannot guarantee full carton shipments due to our automated order system.
 - In order to provide prompt delivery of your order, we may have to utilize stock from multiple warehouse locations.
 - We cannot guarantee palletized shipments for large orders due to our automated order system.
 - For us to ship larger quantities and provide prompt delivery service, we may have to utilize stock from multiple warehouse locations.
- Quill's **Future Delivery** option enables a school to plan for future needs while securing today's low sale prices
 - Schedule delivery and billing up to 4 months from the time of submitting your order
 - Just write "Future Delivery" on your purchase order and the date you want the order to ship. If ordering online, simply click "Delayed Shipment" on the checkout screen.
- **Back Order Procedure**

Quill LLC operates 25 warehouses nationwide and partners with vendors and wholesalers to deliver products. If the warehouse nearest your location doesn't have the item, Quill will use one of its other warehouses or vendor/wholesaler to deliver the product in 1-2 business days for stock items. As a second option, Quill will suggest an item of equal or higher value at the same price. In the rare event that an item has to be backordered, Quill will notify you via phone, email, or fax of the issue and time frame you can expect your item.



County of Jefferson

State of Missouri

Administration Center
729 Maple Street • PO Box 100
Hillsboro, Missouri 63050

EXHIBIT

A2

Ken Waller
County Executive

DEPARTMENT OF ADMINISTRATIVE SERVICES

David Courtway - Director

Web Address: www.jeffcomo.org

Nicole Hillemeyer
Human Resources Manager
(636)797-5071 / Fax (636)797-5596

Vickie Pratt
General Services/Contracts & Grants Manager
(636)797-5380 / Fax (636)797-5067

OFFICE SOURCE
719 RUDDER RD
FENTON MO 63026

September 5, 2018

Attn: KRAIG SIMMONS

Your company was awarded a bid for "**OFFICE SUPPLIES 2018**" for the County of Jefferson, Missouri in **November 2017**. The Invitation for Bid allows the County to renew your bid award for an additional one-year term with consent of the awarded bidder.

The County of Jefferson, Missouri may desire to renew this bid award for an additional one year with the same terms and conditions subject to approval by the County Council and County Executive. The new award dates shall be from **January 1, 2019 through December 31, 2019**.

PLEASE INCLUDE THE FOLLOWING ITEMS:

- 1) This executed renewal letter
- 2) Updated insurance certificates
- 3) Current paid tax receipts for any real or personal property owned in Jefferson County
OR a notarized letter on company letterhead stating that your company does not own any real or personal property in Jefferson County.
- 4) Company Name, Signature, Print, Company Address and Phone completed on next page.

Please sign and return as soon as possible if your company agrees to renew this contract.

Kraig Simmons
Printed Name of Authorizing Agent


Signature

10/21/18
Date

If your company does not wish to renew this agreement, please advise as soon as possible. Any questions please contact me at (636) 797-5380.

Respectfully,

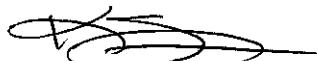


Vickie S. Pratt
Department of Administrative Services

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

OFFICE SOURCE INC.
Company Name

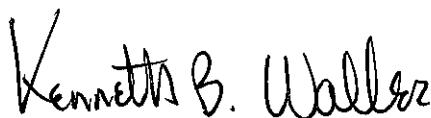
County of Jefferson, State of Missouri



Signature

Kenic Simmons

Print



Kenneth B. Waller County Executive

Company Address: _____

719 Rudder Road

FENTON MO 63026

Phone: 636-349-5101

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


County Auditor

APPROVED AS TO FORM


County Counselor