

BILL NO.: 19-1132

ORDINANCE NO.: 19-

0531

INTRODUCED BY: COUNCIL MEMBER (s)

Givette

1 **AN ORDINANCE AWARDING BIDS FOR CERTAIN PRODUCTS AND**
2 **SERVICES TO THE LOWEST AND BEST BIDDERS AS REFLECTED IN THE**
3 **RESPONSES TO CERTAIN INVITATIONS FOR BID AND REQUESTS FOR**
4 **PROPOSALS FOR OFFICE SUPPLIES 2020; AND AUTHORIZATION FOR THE**
5 **COUNTY EXECUTIVE TO EXECUTE ANY NECESSARY AGREEMENTS OR**
6 **CONTRACTS TO EFFECTUATE THE AWARD OF THE BIDS AND**
7 **PROPOSALS.**

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

11 BID NAME

12 Office Supplies 2020

13 NUMBER OF BIDS RECEIVED

14 5

15 DATE OF BID OPENING

16 10-29-2019

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 02 2019

KEN WALLER
COUNTY CLERK, JEFFERSON COUNTY, MO

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

3 **WHEREAS**, the Jefferson County, Missouri, Council finds it is in the best interest
4 of the County to award the bids and proposals to Office Source and Quill, LLC for a term
5 from 1-1-2020 to 12-31-2020 upon approval by the County Council and County Executive
6 for **up to \$60,000.00 per term, for total amount not to exceed \$60,000.00 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 Office Supplies 2020

15 TERM

16 1-1-2020 to 12-31-2020

17 Option for a one-year renewal term

18 Upon approval by 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

1 AWARDED BIDDER

2 Office Source (A1)

3 Quill, LLC (A2)

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

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

14 Section 4. This Ordinance shall be in full force and effect from and after its
15 date of approval. If any part of this Ordinance is invalid for any reason, such invalidity
16 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, Brian Haskins	<u>yes</u>
Council Member District 2, Renee Reuter	<u>Abstain</u>
Council Member District 3, Phil Hendrickson	<u>yes</u>
Council Member District 4, Charles Groeteke	<u>yes</u>
Council Member District 5, Tracey Perry	<u>yes</u>
Council Member District 6, Daniel Stallman	<u>yes</u>
Council Member District 7, James Terry	<u>yes</u>

THE ABOVE BILL ON THIS 25th DAY OF November, 2019:

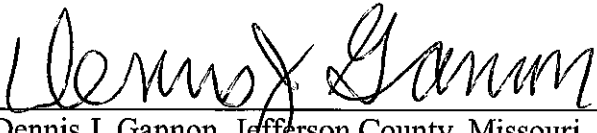
✓ **PASSED** **FAILED**


Charles Groeteke, County Council Chair


Pat Schlette, Council Executive Assistant

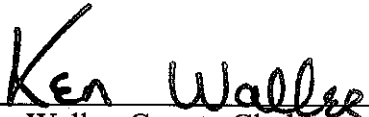
THIS BILL WAS X APPROVED BY THE JEFFERSON COUNTY
EXECUTIVE AND ENACTED AS AN ORDINANCE OF JEFFERSON COUNTY,
MISSOURI, THIS 26th DAY OF November, 2019.

THIS BILL WAS _____ VETOED AND RETURNED TO THE
JEFFERSON COUNTY, MISSOURI, COUNCIL WITH WRITTEN OBJECTIONS
BY THE JEFFERSON COUNTY EXECUTIVE, THIS _____ DAY OF
_____, 2019.

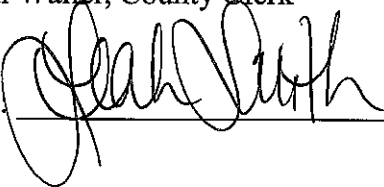


Dennis J. Gannon, Jefferson County, Missouri, Executive

ATTEST:



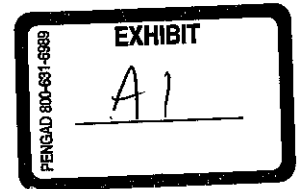
Ken Waller, County Clerk

BY: 

Reading Date: 11-25-2019



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



BID #: 19-0088

Invitation for Bid: OFFICE SUPPLIES 2020

Date Issued: 10-1-2019

BIDS SHALL BE ACCEPTED UNTIL: TUESDAY, OCTOBER 29, 2019 AT 2:00 P.M. LOCAL TIME.

Specification

Contact:

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



Contract

Contact:

VICKIE PRATT
 Department of Administrative Services
 636-797-5380

SAMPLE ENVELOPE

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

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

Contract Term:
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:**

Office Source	KRAIG SIMMONS
Company Name	Authorized Agent (Print)
719 Rudder Rd.	
Address	Signature
Fenton, Mo, 63026	PARTNER
City/State/Zip Code	Title
(636) 349-5101	10/25/19 43-1803461
Telephone #	Date
Kraig@officesource1.com	Tax ID #
E-mail	636-349-5109
	Fax #

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REQUIRED DOCUMENTS

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

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

1.0 BID REQUIREMENTS

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

1.1 BID SUBMISSION:

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

1.2 BASIS OF BID AWARD:

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

1.3 BID AWARD:

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

1.4 BID PREPARATION:

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

1.5 MODIFICATION OR WITHDRAWAL OF BIDS:

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

1.6 LATE BIDS:

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

1.7 BID DEPOSITS/BONDS:

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

1.8 MATERIAL AVAILABILITY:

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

1.9 ALTERNATE BIDS:

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

1.10 INCORPORATION OF DOCUMENTS:

The terms of the Bid Invitation, Bid Specifications, Bid Form are and shall be incorporated into the contract as if fully 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.jeffcom.org).

1.12 INSURANCE:

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

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

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

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

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

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

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

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

1.13 BID SUBMISSIONS

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

1.14 BID OPENINGS

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

1.15 BID TABULATIONS

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

2.0 BID RESPONSE AND CONTRACT

2.1 BIDDER REPRESENTATIONS:

The Bidder, by executing the Bid form certifies that:

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

2.2 TAXES:

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

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

2.3 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:

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

2.4 PRICE:

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

2.5 MISSOURI DOMESTIC PRODUCT PROCUREMENT ACT:

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

2.6 NON-EXCLUSIVE AGREEMENT:

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

2.7 DEFINITIONS:

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

2.8 INSPECTION, ACCEPTANCE AND APPROVALS:

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

2.9 WARRANTY:

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

2.10 PAYMENT:

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

2.11 CHANGE ORDER:

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

2.12 DELIVERIES:

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

2.13 RESPONSIBILITY FOR SUPPLIES:

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

2.14 SUBCONTRACTS:

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

2.15 CHOICE OF LAW:

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

2.16 TERMINATION:

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

2.17 NOTICE AND SERVICE THEREOF:

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

2.18 CONTRACT TERM:

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

2.19 COMPLIANCE WITH APPLICABLE LAWS:

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

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

2.20 ACTS OF GOD:

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

2.21 SELLER'S INVOICES:

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

2.22 APPROVAL:

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

2.23 RENEWAL OPTION:

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

Indicate: ☐ Individual: ☐ Partnership: ☒ Corporation.

2.24 INDIVIDUAL, PARTNERSHIPS, CORPORATIONS:

Incorporated in the State of Missouri.

2.25 LITIGATION:

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

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

AFFIDAVIT OF WORK AUTHORIZATION

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

Comes now Kraig Simmons (Name of Business Entity Authorized Representative) as PARTNER (Position/Title) first being duly sworn on my oath, affirm OFFICE SOURCE (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to OFFICE SUPPLIES 2020 (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contractor, or subcontractor, if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that OFFICE SOURCE (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services related to OFFICE SUPPLIES 2020 (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contract, or subcontract, if awarded.

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

[Signature]
Authorized Representative's Signature

KRAIG SIMMONS
Printed Name

PARTNER
Title

10-29-19
Date

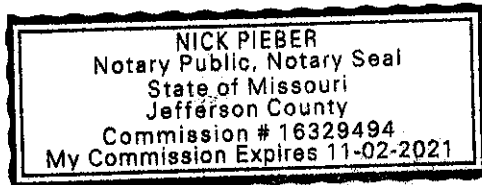
Subscribed and sworn to before me this 29th of October, 2019. I am
(DAY) (MONTH, YEAR)

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

Missouri and my commission expires on 10-29-19.
(NAME OF STATE) (DATE)

[Signature]
Signature of Notary

10-29-19
Date



AFFIDAVIT OF WORK AUTHORIZATION

(Continued)

CURRENT BUSINESS ENTITY STATUS

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

KRAIG SIMMONS
Authorized Business Entity
Representative's Name
(Please Print)

[Signature]
Authorized Business Entity
Representative's Signature

OFFILE SOURCE
Business Entity Name

10/25/19
Date

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

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

AND

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

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Unit Of Measure	Unit Cost
1100	Binder - 1" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Avery BSN	AVE04301 28567	EACH	1.22
1101	Binder - 1-1/2" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Avery BSN	AVE04401 28560	EACH	1.99
1102	Binder - 2" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Avery BSN	AVE04501 28561	EACH	2.19
1103	Binder - 3" Vinyl Round Ring Binder With Label Holder, Black, Two Inside Pockets	Avery BSN	AVE04601 28562	EACH	3.49
1104	Binder - 4" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Avery BSN	AVE04604 26964	EACH	6.89
1110	Binder - 1" View (Presentation) Binder, Black, Two Inside Pockets	Avery BSN	AVE05710 09952	EACH	1.29
1111	Binder - 1-1/2" View (Presentation) Binder, Black, Two Inside Pockets	Avery BSN	AVE05725 09954	EACH	1.69
1112	Binder - 2" View (Presentation) Binder, Black, Two Inside Pockets	Avery BSN	AVE05730 09956	EACH	1.79
1113	Binder - 3" View (Presentation) Binder, Black, Two Inside Pockets	Avery BSN	AVE05740 09958	EACH	2.98
1120	Binder - 1" View (Presentation) Binder, White, Two Inside Pockets	Avery BSN	AVE05711 09953	EACH	1.26
1121	Binder - 1-1/2" View (Presentation) Binder, White, Two Inside Pockets	Avery BSN	AVE05726 09955	EACH	1.52
1122	Binder - 2" View (Presentation) Binder, White, Two Inside Pockets	Avery BSN	AVE05731 09957	EACH	1.75
1123	Binder - 3" View (Presentation) Binder, White, Two Inside Pockets	Avery BSN	AVE05741 09959	EACH	2.55
1150	Data Binder - Hanging Data Binder, 6" Capacity, 8.50" x 12" Sheet Size, Post Fastener, Presstex, Light Blue	Acco *	ACC54132	EACH	5.19
1195	Index - Legal Exhibit Dividers, Letter, Printed 1-25, White	Avery *	AVE11370	SET	1.48

1196	Index - Legal Exhibit Dividers, Letter, Printed 26-50, White	Avery *	AVE11372	SET	1.48
1197	Index - Legal Exhibit Dividers, Letter, Printed 51-75, White	Avery *	AVE11396	SET	1.35
1198	Index - Legal Exhibit Dividers, Letter, Printed 76-100, White	Avery *	AVE11397	SET	1.35
1199	Index - Legal Exhibit Dividers, Letter, Printed 101-125, White	Avery *	AVE01334	SET	1.35
1200	Indexes - Letter, Insertable Index, Multicolor Tabs, 8-Tab, Buff	Universal BSN	UNV21872 36693	SET	.36
1201	Indexes - Letter, Insertable Index, Clear Tabs, 5-Tab, Buff	Universal BSN	UNV21871 28868	SET	.29
1202	Indexes - A-Z Quick Index Dividers With Contents Page, Printed A-Z - 25 / Set, White Divider, Multicolor Tab	Sparco	SPR21905	SET	2.29
1204	Tabs - Self-Adhesive Tabs with White Printable Inserts, Two Inch, Clear Tab, 25 / Pack	Avery	AVE16241	PACKAGE	2.68
1205	Tabs - Self-Adhesive Tabs with White Printable Inserts, Two Inch, Assorted Tab, 25 / Pack	Avery	AVE16239	PACKAGE	2.19
1206	Indexes - Monthly Tab Divider - 12 Divider(s) - January to December	Avery BSN	AVE11307 01807	SET	.69
1301	Sheet Protectors - Heavyweight Polypropylene Sheet Protector, Non-Glare, 11 x 8 1/2, 100/BX	Glite BSN	CLI62028 74449	BOX	4.99
1403	Report Covers - Clear Front Report Cover, Tang Clip, Letter, 1/2" Capacity, Black, 25/Box	Duo-Tang BSN	ESS55806 78520	BOX	7.99
1405	Report Covers - Twin-Pocket Portfolio, Embossed Leather Grain Paper, Assorted Colors, 25/Box	Duo-Tang *	ESS57513	BOX	5.99
2103	Paper Clips - Smooth Finish, No. 1, Silver, 100/Box, 10 Boxes/Pack	Universal BSN	UNV72210 65638	BOX	.08
2104	Paper Clips - Smooth, Wire, Jumbo, Silver, 100/Box, 10 Boxes/Pack	Universal BSN	UNV72220 65639	BOX	.29

2105	Binder Clips - Small, Steel Wire, 3/8" Capacity, 3/4" Wide, Black/Silver, Dozen	Universal	UNV102007 BSN 36650	DOZEN	.19
2106	Binder Clips - Medium, Steel Wire, 5/8" Cap., 1-1/4" Wide, Black/Silver, Dozen	Universal	UNV10210 BSN 36651	DOZEN	.48
2107	Binder Clips - Large, Steel Wire, 1" Capacity, 2" Wide, Black/Silver, Dozen	Universal	UNV10220 BSN 36652	DOZEN	1.09
2120	Keyboard/Mouse Combo - Logitech MK320 2.4 GHz Wireless Desktop Set, Black	Logitech	LOG920002836	SET	33.00
2121	Keyboard/Mouse Combo - Logitech MK550 Comfort Design Wireless Wave Keyboard/Mouse Combo, Black	Logitech	LOG920002555	SET	71.00
2125	Wireless Mouse - Verbatim Wireless Mouse, Black	Verbatim	VER97992	EACH	12.00
2126	Wireless Mouse - Verbatim Wireless Mouse, Blue	Verbatim	VER97993	EACH	12.00
2128	Wireless Mouse - Verbatim Wireless Mouse, Red	Verbatim	VER97995	EACH	12.00
2135	DYMO Labelwriter - DYMO LabelWriter 450 Turbo Thermal Label Printer	DYMO *	DYM1752265	EACH	79.00
2150	Flash Drive - 8GB Flash Drive, USB 3.0, Retractable, Gray	Verbatim	VER49171	EACH	6.50
2151	Flash Drive - 16GB Flash Drive, USB 3.0, Retractable, Gray	Verbatim	VER49172	EACH	6.60
2152	Flash Drive - 32GB Flash Drive, USB 3.0, Retractable, Gray	Verbatim	VER49173	EACH	6.80
2153	Flash Drive - 64GB Flash Drive, USB 3.0, Retractable, Gray	Verbatim	VER49174	EACH	12.00
2205	Paper File Fasteners - Standard Two-Piece, Two Inch Capacity, 50/Box	Acco	ACC12992 BSN R220	BOX	.99
2300	Push Pins - Colored Push Pins, Plastic, Rainbow, 3/8", 100/Pack	Universal	UNV31310 BSN B1001	PACKAGE	.45
2400	Rubber Bands - Size 18, 3 x 1/16, 1600 Bands/1lb Pack	Universal	UNV00118 BSN 15375	PACKAGE	1.89

2401	Rubber Bands - Size 32, 3 x 1/8, 820 Bands/1lb Pack	Universal	UNV00132 <i>BSN 15741</i>	PACKAGE	<i>1.89</i>
2402	Rubber Bands - Size 33, 3-1/2 x 1/8, 640 Bands/1lb Pack	Universal	UNV00133 <i>BSN 15743</i>	PACKAGE	<i>1.89</i>
2403	Rubber Bands - Size 64, 3-1.2 x 1/4, 320 Bands/1lb Pack	Universal	UNV00164 <i>BSN 15748</i>	PACKAGE	<i>1.89</i>
2404	Rubber Bands - Size 117B, 7" x 0.13", 200 Bands / Pack	Business Source	BSN15729 <i>BSN 15729</i>	PACKAGE	<i>1.89</i>
3100	Correction Tape - Non-Refillable, 1/6" x 394", White Tape, 2/Box	BIC	BICWOTAP10 <i>174 60233</i>	BOX	<i>5.09</i>
3101	Correction Pen - .24 oz./7ml, Double Ball Tip, White	Papermate	PAP5620115 <i>BICWOSGP11</i>	EACH	<i>1.59</i>
3200	Correction Fluid - .68 oz Bottle, White, 12/ Pack	BIC	BICWOFQD12WE	EACH	<i>.84</i>
4100	Book Ends - Standard, 4 3/4 x 5 1/4 x 5, Heavy Gauge Steel, 9", Black	Universal	UNV54051 <i>01293801</i>	PAIR	<i>.99</i>
4200	Clipboard - Hardboard Clipboard, 1-1/4" Capacity, Holds 8-1/2 x 11, Brown	Universal	UNV40304 <i>BSN 65237</i>	EACH	<i>.69</i>
4201	Clipboard - Hardboard Clipboard, 1-1/4" Capacity, Holds 8-1/2w x 14h, Brown	Universal	UNV40305 <i>BSN 28834</i>	EACH	<i>.98</i>
4302	Finger Tip - Rubber Finger Tips, Size 12, Medium/Large, Amber, 12/Pack	Swingline	SWI54032	PACKAGE	<i>1.89</i>
4305	Sortkwik - Sortkwik Fingertip Moisteners, 1 3/4 oz, Pink	Lee	LEE10134	EACH	<i>1.69</i>
4504	Rolodex - Open Tray Card File with 24 A-Z Guides Holds 500 2 1/4 x 4 Cards, Black	Eldon	ROL66998	EACH	<i>3.99</i>
4602	Receipt Book - Money/Rent Receipt Books, 2-3/4 x 7 1/8, Three-Part Carbonless, 100 Sets/Book	Tops	TOP46808	BOOK	<i>7.89</i>
4701	Pencil Cup - Big Pencil Cup, Plastic, 4 1/4 dia. x 5 3/4, Black	Universal	UNV00109 <i>BSN 2395</i>	EACH	<i>.98</i>
4703	Clip Dispenser - Magnetic Clip Dispenser, Two Compartments, Plastic, 2 1/2 x 2 1/2 x 3	Universal	UNV00126 <i>BSN 11796</i>	EACH	<i>.59</i>

*10 PER
Box*

4706	Wall Pocket - Unbreakable Docupocket Single Pocket Wall File, Letter, Smoke	Deflect-O	DEF63202	EACH	2.19
4707	Wall Pocket - Unbreakable Docupocket Single Pocket Wall File, Legal, Smoke	Deflect-O	DEF64302	EACH	2.19
4710	Business Card Holder - Holds 50 Cards, Black	Eldon	ELDON63575 DLC 97833	EACH	.49
4711	Shoulder Rest - Standard Telephone Shoulder Rest, 7 Long x 2w x 2-1/2h, Black	Softalk	SOF00101M	EACH	4.99
4712	Organizer - Drawer Tray, 9 Section	Universal	UNV53052 LLR260606	EACH	1.09
4720	Mesh Desktop Organizer - Lorell 2 Horizontal/6 Vertical Tray Desk Organizer, Black Steel	Lorell *	LLR37523	EACH	49.00
4721	Mesh Desktop Organizer - Lorell 3 Horizontal/5 Vertical Tray Desk Organizer, Black Steel	Lorell *	LLR95255	EACH	47.00
4722	Mesh Desk Organizer - Safco 5 Vertical Compartment Desk Organizer, Black Steel	Safco *	SAF3256BL	EACH	44.00
4723	Mesh Desktop Organizer - Safco 5 Slanted Vertical Compartments, Black Steel	Safco *	SAF3257BL	EACH	52.00
4724	Mesh Desktop Organizer - Safco Horizontal Hanging Desktop Storage, 1 Over/4 Under Desktop Storage, Black Steel	Safco *	SAF3240BL	EACH	58.00
4725	Mesh Desktop Organizer - Corner Desktop Organizer, 4 Center Shelves between 2 Vertical Side Pockets, Black Steel	Lorell *	LLR95252	EACH	23.00
4726	Mesh Desktop Organizer - Rotary Mesh Utensil Organizer, Multi-compartment, Black Steel	Business Source	BSN62886	EACH	15.00
4727	Mesh Desktop Organizer - Oval Mesh Utensil Organizer, Multi-compartment, Black Steel	Lorell	LLR84240	EACH	15.00
4728	Mesh Desktop Organizer - Round Mesh Utensil Organizer, 3-compartment, Black Steel	Lorell	LLR84140	EACH	6.95
4729	Mesh Desktop Organizer - Monitor Stand with Storage Drawer, Black Stand/Silver Drawer	Lorell	LLR80631	EACH	34.-

4730	Mesh Desktop Organizer - Phone Stand with Side Compartment, Angled, Elevated, Black Steel	Lorell	LLR84155	EACH	11.00
4800	Letter Tray - Side Load Letter Desk Tray, Plastic, Black	Universal	UNV08100 BSA41585	EACH	1.39
4801	Legal Tray - Side Load Legal Desk Tray, Plastic, Black	Universal	UNV08101 DET397104	EACH	2.19
4802	Letter Tray - Front Load Letter Desk Tray, Plastic, Smoke	Eldon	16073 BSA62884	EACH	2.19
4900	Calculator - Canon MP21DX Color Printing Calculator, 12 Digit, 2 Color Display (Black/Red), AC Supply Powered, 12.2" x 9", White	Canon *	CNMMMP21DX	EACH	55.00
4901	Calculator - Pocket Calculator, Dual-Power, 8 Digit(s), LCD, Battery/Solar Powered, 2.4" x 4.1"	Sharp	SHREL244TB	EACH	1.89
4902	Calculator - Casio MS80 Desktop Calculator, Battery/Solar Powered, 5.8" x 4.1"	Casio *	CSOMS80B	EACH	7.59
5100	Stamp Pad - Foam Stamp Pad, 4 1/4 x 2 3/4, Black, 12 Each/Box	Sanford	AVE21381	EACH	1.69
5101	Stamp Pad - Felt Stamp Pad, 4 1/4 x 2 3/4, Red, 12 Each/Box	Avery	AVE21071	EACH	1.29
5200	Ink - Stamp Pad Neat-Flo Bottle Inker, Blotter style, 2 oz. Bottle, Black	Avery	AVE21448	EACH	1.19
5201	Ink - Stamp Pad Neat-Flo Bottle Inker, Blotter style, 2 oz. Bottle, Red	Avery	AVE21447	EACH	1.19
5204	Ink - Stamp Pad Refill Ink, Free-flowing style, 2 oz. Bottle, Black	Universal	XST40712	EACH	1.89
5205	Ink - Stamp Pad Refill Ink, Free-flowing style, 2 oz. Bottle, Red	XSTAMPER	XST40711	EACH	1.89
5206	Ink - Stamp Pad Refill Ink, Free-flowing style, 2 oz. Bottle, Blue	Xstamper	XST40713	EACH	1.89
5218	Message Stamp - "COPY", Pre-Inked/Re-Inkable, Red	Universal	UNV10048 SPR220014	EACH	2.19
5221	Date Stamp - Self-Inking Stamp, "RECEIVED" with Date, 1" x 1.63" Impression, Blue/Red Ink	US STAMP & SIGN *	USSE4752	EACH	12.99

5222	Date Stamp - Self-Inking Date Stamp, 0.38" x 1.63", 4 Bands, Black	US Stamp & Sign	USSE4820	EACH	9.49
5225	Date Stamp - Message/Date Stamp - "RECEIVED, FAXED, E-MAILED, PAID" - 0.38" x 1" Impression - 4 Bands - Blue, Red	US STAMP & SIGN	USSE4850L	EACH	10.89
6100	File Folders - Letter, Manila, 1/3 Cut Top Tab, 100/Box	Universal	UNV12113 BSN 17525	BOX	4.69
6101	File Folders - Legal, Manila, 1/3 Cut Top Tab, 100/Box	Universal	UNV15113 BSN 17526	BOX	6.69
6103	File Folders - Letter, Pink, 1/3 Cut Top Tab, 100/Box	Smead	SMD12643	BOX	12.99
6104	File Folders - Letter, Red, 1/3 Cut Top Tab, 100/Box	Smead	SMD12743 BSN 175776	BOX	9.48
6105	File Folders - Letter, Blue, 1/3 Cut Top Tab, 100/Box	Smead	SMD12043 BSN 175779	BOX	9.48
6106	File Folders - Letter, Yellow, 1/3 Cut Top Tab, 100/Box	Smead	SMD12943 BSN 175780	BOX	9.48
6107	File Folders - Letter, Orange, 1/3 Cut Top Tab, 100/Box	Smead	SMD12543 BSN 174105	BOX	9.48
6108	File Folders - Letter, Green, 1/3 Cut Top Tab, 100/Box	Smead	SMD12143 BSN 175777	BOX	9.48
6109	File Folders - Legal, Blue, 1/3 Cut Top Tab, 100/Box	Smead	SMD17043 BSN 175779	BOX	13.00
6110	File Folders - Legal, Red, 1/3 Cut Top Tab, 100/Box	Smead	SMD17743 BSN 175720	BOX	13.00
6111	File Folders - Legal, Green, 1/3 Cut Top Tab, 100/Box	Smead	SMD17143 BSN 175721	BOX	13.00
6112	File Folders - Legal, Yellow, 1/3 Cut Top Tab, 100/Box	Smead	SMD17943	BOX	13.00
6113	File Folders - Legal, Orange, 1/3 Cut Top Tab, 100/Box	Smead	SMD17534	BOX	13.00
6114	File Folders - Legal, Pink, 1/3 Cut Top Tab, 100/Box	Smead	SMD17634	BOX	13.00

6116	File Folders - Letter, Manila, Shelf Folders, Straight Cut, Single-Ply End Tab, 100/Box	Smead	SMD244100 BSN 17237	BOX	13.00
6118	File Folders - Letter, Blue, Straight Cut, Reinforced End Tab, 100/Box	Smead	SMD25010	BOX	28.-
6119	File Folders - Letter, Green, Straight Cut, Reinforced End Tab, 100/Box	Smead	SMD25110	BOX	28.-
6121	File Folders - Letter, Red, Straight Cut, Reinforced End Tab, 100/Box	Smead	SMD25710	BOX	28.-
6122	File Folders - Letter, Yellow, Straight Cut, Reinforced End Tab, 100/Box	Smead	SMD25910	BOX	28.-
6123	File Folders - Letter, Lavender, Straight Cut Reinforced End Tab, 100/Box	Smead	SMD25410	BOX	28.-
6124	File Folders - Letter, Pink, Reinforced End Tab Folders, Two Ply Tab, 100/Box	Esselte	SMD12643	BOX	28.-
6125	File Folders - Letter, Red, 2" Capacity Fastener Folders, Straight Tab, 50/Box	Smead	SMD25740	BOX	28.-
6126	File Folders - Letter, Manila, End-Tab Folders, Straight Cut Tab, 14 Pt., 12-1/4"x9-1/2", 50/Box	Smead	SMD24210	BOX	11.-
6127	File Folders - Letter, Green, Pressboard Classification Folder, Six-Section, 10/Box	Universal	ACC15046 NATO 01057	BOX	17.-
6128	File Folders - Letter, Scarlet, Pressguard Classification Folders, Six-Section, 10/Box	Esselte	ESS12575C NAT 377206	BOX	19.-
6200	Hanging File Folders - Letter, Standard Green, 1/5 Tab, 25/Box	Universal	UNV14415 BSN 17533	BOX	6.00
6201	Hanging File Folders - Legal, Standard Green, 1/5 Tab, 25/Box	Universal	UNV14415 BSN 17533	BOX	7.00
6205	Hanging File Folders - Letter, Standard Green, 3-1/2 Inch Hanging File Pockets with Sides, 10/Box	Smead	SMD64220 BSN 17715	BOX	29.00
6300	Hanging File Folder Tabs - Poly Tabs, 1/3" Cut, 3-1/2"x1/2", 25/PK, Clear	Smead	SMD64615 BSN 437	PACKAGE	.99
6301	Hanging File Folder Tabs - Poly Tabs, 1/5" Cut Tab, 2-1/4"x1/2", 25/PK, Clear	Smead	SMD64600 BSN 427	PACKAGE	.79

6302	File Tabs - 1" x 1 1/2", Striped, Blue/Green/Red, Self-Stick Tabs, 66/Pack	3M	MMM686LGBR	PACKAGE	3.89
6305	File Tabs - Printable Repositionable Plastic Tabs, 1 3/4 Inch, White, 80/Pack	Avery	AVE16282	PACKAGE	4.09
6400	Drawer Frames - Letter Size, Screw-Together Hanging Folder Frame, 23-26.77" Long	Universal	UNV17000 B3N 60529	EACH	2.99
6401	Drawer Frames - Legal Size, Screw-Together Hanging Folder Frame, 23-26.77" Long	Universal	UNV18000 B3N 5725734	EACH	1.99
6500	File Guides - Letter, Recycled Top Tab File Guides, Alpha, 1/5 Tab, Pressboard, 25/Set	Smead	SMD50376	SET	11.99
6501	File Guides - Legal, Recycled Top Tab File Guides, Alpha, 1/5 Tab, Pressboard, 25/Set	Smead	SMD52376	SET	11.99
6600	Expansion Wallet - Letter, 3 1/2 Inch Expansion Wallets, Leather-Like Redrope, 10/Box	Smead	SMD71353	EACH	1.89
6601	Expansion Wallet - Legal, 5 1/4 Inch Expansion Wallets, Leather-Like Redrope, 10/Box	Smead	SMD71111 B3N 26576	EACH	2.09
6610	Expansion Folder - Letter, A-Z Open Expanding File, 21 Pockets, Leather-Like Redrope	Smead	SMD70425 B3N 26534	EACH	3.69
6611	Expansion Folder - Legal, A-Z Open Expanding File, 21 Pockets, C189 Leather-Like Redrope	Smead	SMD70430	EACH	3.69
6612	Expansion Folder - Letter, Monthly Jan-Dec Expanding File, 12 Pocket, Leather-Like Redrope	Smead	SMD70388	EACH	12.00
6613	Expansion Folder - Legal, Monthly Jan-Dec Expanding File, 12 Pocket, Leather-Like Redrope	Smead	SMD70490	EACH	12.00
6700	File Pockets - Letter, 3 1/2 Inch Expansion Drop Front Pocket, Straight Tab, 25/Box	Smead	SMD73224 B3N 605791	EACH	.64
6701	File Pockets - Legal, 3 1/2 Inch Expansion Drop Front Pocket, 25/Box	Smead	SMD74224 B3N 605794	EACH	.69
6702	File Jackets - Letter, 11 Point Manila, 100/Box	Universal	UNV72300 B3N 605796	BOX	14.00
6703	File Jackets - Legal, 11 Point Manila, 100/Box	Universal	UNV72500 B3N 605800	BOX	19.00

6704	File Jackets - Letter, Two Inch Expansion, 11 Point Manila, 50/Box	Universal	UNV76300- BSN 65799	BOX	10.00
6705	File Jackets - Legal, Two Inch Expansion, 11 Point Manila, 50/Box	Universal	UNV76500- BSN 65703	BOX	12.00
6802	Storage Boxes - Legal, String/Button Storage Box, Fiberboard, White, 12/Carton	Universal	UNV75131- BSN 24747	CARTON	41.00
6803	Storage Boxes - Letter/Legal, Economy Storage Box, Lift-Off Lid, White, 12/Ct	Universal	UNV95223- BSN 40857	EACH	1.30
6804	Storage Boxes - Letter/Legal, R-Kive Max Storage Box, Locking Lid, Woodgrain, 12/Carton	Fellowes	REL00725- BSN 24751	CARTON	26.89
7100	Glue Stick - Glue Stic for Envelopes, .26 oz, Stick <i>Must Buy 18-Pack</i>	Avery	AVE00134- BSN 15785	EACH	.20
7102	Glue Stick - Permanent Glue Stick, .74 oz, Stick	Universal	UNV75749- BSN 15787	EACH	.39
7103	Glue - Loctite Super Glue Gel, .07 Grams, 2 pk	LOCTITE	LOC1363131	PACKAGE	2.19
7200	Tape - Invisible Tape, 3/4" x 1296", 1" Core, Clear	Universal	UNV63436- BSN 32952	ROLL	.51
7201	Tape - General Purpose Masking Tape, 1" x 60 yards, 3" Core	Universal	UNV51301- BSN 16441	ROLL	.89
7203	Tape - Box Sealing Tape, 2" x 110 yards, 3" Core, Clear, 6/Pack	Universal	UNV63120- BSN 32946	ROLL	.99
7204	Tape - Filament Tape, .94" x 60 yards, 3" Core	3M	MMM0991- SPR 64005	ROLL	1.89
7300	Tape Dispenser - Desktop Tape Dispenser, 1" Core, Weighted Non-Skid Base, Black	Universal	UNV15001- BSN 32954	EACH	.99
7500	Envelope Moistener - Squeeze Bottle Moistener, 2 oz, Blue	Universal	UNV56507- SPR 01483	EACH	.15
7601	Mounting Squares - Precut Foam Mounting 1 Squares, Double-Sided, Permanent, 16 Squares/Pack	3M	MMM111P	PACKAGE	1.19
8105	Labels - Laser Printer Permanent Labels, 1 1/3" x 4, White, 1400/Box	Avery	UNV80106- BSN 24717	BOX	4.99

8107	Labels - Laser Printer Permanent Labels, 1 x 2-5/8, White, 3000/Box	Universal	UNV80102 BSN 21090	BOX	4.99
8108	Labels - Laser Printer Permanent Labels, 1 x 4, White, 2000/Box	Universal	UNV80107 BSN 32112	BOX	4.09
8109	Labels - Laser Printer Permanent Labels, 2 x 4, White, 1000/Box	Universal	UNV80107 BSN 32110	BOX	4.89
8110	Labels - Laser Printer Permanent Labels, Full Sheet Letter 8.5" x 11", White, 100/Box	Avery	AVE30605	BOX	4.99
8114	Labels - Laser Printer Permanent Labels, 3.33" x 4", 6 per page, White, 600/Box	Business Source	BSN21052	BOX	4.09
8116	Labels - Print or Write Removable Color-Coding Labels, 3/4 in dia, Red, 1008/ Pack	Avery	AVE05466	PACKAGE	2.49
8117	Labels - Print or Write Removable Color-Coding Labels, 3/4 in dia, Yellow, 1008/ Pack	Avery	AVE05462	PACKAGE	2.49
8119	Labels - Print or Write Removable Color-Coding Labels, 3/4 in dia, Blue, 1008/ Pack	Avery	AVE05469	PACKAGE	2.49
8121	Label Tape - Brother Flexible Cable/Wire TZe ID Tape, 15/32" W x 26 1/5 ft L, Rectangle - Thermal Transfer - White - 1 Roll	Brother *	BRTTZEFX231	ROLL	15.99
8125	Label Cartridge - For DYMO Label Writer Printer, 2 Rolls/Box	DYMO	DYM30252	BOX	14.49
8150	Labels - Brother Address Label - 1.14" Width x 2.42" Length - 800/Roll - White - 1/Roll	Brother *	BRTDK1209	ROLL	14.49
8200	Reinforcements - Hole Reinforcements, 1/4" Diameter, White, 200/ Pack	Avery	AVE05729 BSN 61500	BOX	.29
8201	Self-Adhesive Reinforcing Strips, 10 3/4" x 1", 200 / Box	C-Line	CLH64112 BSN 120457	BOX	6.99
8300	Seals - Inkjet Print or Write Notarial Seals, 2" Diameter, Gold, 44/ Pack	Avery	AVE05868	PACKAGE	1.89
8400	Post-it - Standard Self-Stick Notes, 1-1/2" x 2", Yellow, 12 100-Sheet Pads / Pack	Universal	UNV35662 BSN 36610	PACKAGE	.64
8401	Post-it - Standard Self-Stick Notes, 3" x 3", Yellow, 12 100- Sheet Pads/ Pack	Universal	UNV35666 BSN 36612	PACKAGE	1.69

8402	Post-it - Standard Self-Stick Notes, 4" x 6", Ruled, Yellow, 12 / Pack	Business Source	BSN36618	PACKAGE	4.69
8403	Post-it - Standard Tape Flags in Dispenser, Yellow, 50 Flags/ Dispenser	3M *	MMM680YW2	EACH	2.89
8404	Post-it - Standard Tape Flags in Dispenser, Blue, 50 Flags/ Dispenser	3M *	MMM680BE2	EACH	2.89
8405	Post-it - Standard Tape Flags in Dispenser, Red, 50 Flags/ Dispenser	3M *	MMM680RD2	EACH	2.89
8406	Post-it - Standard Tape Flags in Dispenser, Green, 50 Flags/ Dispenser	3M *	MMM680GN2	EACH	2.89
8407	Post-it - Standard Tape Flags in Dispenser, Orange, 50 Flags/ Dispenser	3M *	MMM680OE2	EACH	2.89
8410	Message Tabs - "Sign Here" Arrow Message, 1/ 2" Flags, 4 Colors w/ Dispensers, 120/Pack	3M *	MMM684SH	PACKAGE	3.29
9201	Punch - 30-Sheet Two-Hole Punch, 9/32" Holes, Black	Universal	UNV74222 BSN 65626	EACH	2.99
9202	Punch - 12-Sheet Deluxe Two- and Three- Hole Adjustable Punch, 9/ 32" Holes, Black	Universal	UNV74323 BSN 65645	EACH	2.99
9203	Punch - 40-Sheet Three-Hole Punch, Reduced Effort, 9/32" Holes, Black/Silver	Paperpro *	ACI2240	EACH	28.00
9301	Ruler - Acrylic Plastic Ruler, 12", Clear	Universal	UNV59022	EACH	.49
9302	Engineering Scale - Triangular Scale, Plastic, 12", Engineering, Color- Coded	Chartpak	CHA235E	EACH	4.99
9401	Scissors - All Purpose Scissors, Black, 8"	Deskworks	ASMT3135 BSN 65647	EACH	.89
9501	Staples - Standard Chisel Point 210 Strip Count Staples, 5,000/ Box	Universal	UNV79000 BSN 65649	BOX	.45
9503	Staples - S.F. 4 Premium Chisel Point 210 Count Full Strip Staples, 5,000/ Box	Swingline *	SWI35450	BOX	1.69
9504	Staples - High-Capacity Staples, 3/ 8 Inch Leg Length, 2500/ Box	Swingline	SWI35550	BOX	3.00
9507	Staples - Stanley® Bostitch 1/2" Heavy-Duty Staples, 85- Sheet Capacity, 1,000/ Box	Bostitch	SB35121M	BOX	2.19

9508	Staples - Heavy Duty, 150 Sheet Capacity, 5/8", 1000/Box	Bostitch	SB35581M	BOX	2.89
9511	Staples - S.F. 13 Heavy-Duty 1/2 Inch Leg Length Staples, 90-Sheet Capacity, 1,000/Box	Swingline	SW135312	BOX	2.39
9515	Staples - Swingline Optima Jam-Free Premium Staples, Standard 1/4" Leg, 3,750/Box	Swingline *	SW135556	BOX	2.69
9603	Stapler - Light-Duty Desk Stapler, 20-Sheet Capacity, Black, Full Strip	Swingline	SW140701 BSN 42386	EACH	2.69
9604	Stapler - Heavy-Duty Stapler, 160-Sheet Capacity, Black/Gray	Swingline	SW139805 BSN 42039	EACH	22.49
9605	Stapler - Light-duty Stand-up Stapler, Reduced effort, Full-Strip, Black/Gray	PaperPro	ACI1423	EACH	7.89
9606	Stapler - Swingline® Optima® 40 Desk Stapler, Reduced Effort, 40 Sheets Capacity, Full Strip, Silver w/Black and Orange	Swingline *	SW187845	EACH	33.67
9607	Stapler - Bostitch InPower 28 Spring-Powered Premium Desktop Stapler, Full Strip, Silver w/Black	Bostitch *	ACI1110	EACH	35.48
9608	Stapler - Bostitch InPower 28 Spring-Powered Premium Desktop Stapler, Full Strip, Red w/Black	Bostitch *	ACI1117	EACH	35.48
9609	Stapler - Bostitch InPower 28 Spring-Powered Premium Desktop Stapler, Full Strip, Blue w/Black	Bostitch *	ACI1118	EACH	35.48
9610	Electric Stapler - Bostitch B8 Impulse 45 Electric Stapler, 45 Sheet Capacity, Full Strip, 1/4" Staple, Black	Bostitch *	BOXB8EVALUE	EACH	79.00
9700	Staple Remover - Jaw Style Staple Remover, Each, 24/Cartron	Universal	HNW00700 BSN 5650	EACH	.29
9701	Staple Remover - Heavy-Duty Staple Remover, Black	Max	MXB RZ3F	EACH	5.29
9703	Staple Remover - Premium Blade Style Staple Remover, Satin Chrome Finish	Swingline	SW137141 BSN 41883	EACH	.99
9800	Letter Opener - Lightweight Hand Letter Opener, 9", Silver, Each, 12/Cartron	Universal	HNW31750 BSN 32376	EACH	.34
9801	Letter Opener - Letter Slitter Hand Letter Opener w/ Concealed Blade	Universal	HNW31803 BSN 11618	EACH	.34
10001	Plotter Paper - Designjet Bright White Inkjet Paper, 24 lbs., 36" x 150 ft, White	HP *	HEWC1861A	ROLL	22.00

10002	Plotter Paper - HP Universal Brand Paper Roll, 21 lbs., 2" Core, 24" x 150 ft, White	HP *	HEWQ1396A	EACH	22.00
10100	Adding Tape - Adding Machine/ Calculator Roll, 16 lb, 1/2" Core, 2-1/4" x 150 ft, White, 100/ CT	Universal	UNV35740 BSN 28625	ROLL	.31
10110	Cash Register Printer Rolls - One-Ply, White, 5/PK	PMC	PMC09862	PACKAGE	6.89
10120	Thermal Paper Rolls - For Verifone VX520 Credit Card Terminal, 50/ Carton	PMC *	PMC05262	ROLL	.39
10201	Dry Toner - Transparency Film for Laser Copiers, Ltr, Clear, 100/ Box	3M	MMM PP2500	BOX	17.99
10400	Pads - Letter, Perforated Edge Writing Pad, Canary, 50-Sheet, Dozen	Universal	UNV10630 BSN 63105	PAD	.49
10401	Pads - Legal, Perforated Edge Writing Pad, Canary, 50-Sheet, Dozen	Universal	UNV40000 BSN 63104	PAD	.69
10402	Pads - 5 x 8 Perforated Edge Writing Pad, Jr. Legal Rule, 5 x 8, Canary, 50-Sheet, Dozen	Universal	UNV46200 BSN 63107	PAD	.35
10405	Pads - Letter, Perforated Edge Writing Pad, White, 50-Sheet, Dozen	Business Source	BSN63108	DOZEN	5.99
10500	Steno Notebooks - Steno Book, Gregg Rule, 6 x 9, Green, 80 Sheets/Pad	Universal	UNV86920 BSN 26741	DOZEN	9.89
10501	Spiral Bound Notebook - College Rule, 8- 1/2 x 11, White, 100 Sheets/Pad	Mead	MEA06622	EACH	1.79
10600	Phone Message Books - Wirebound Message Books, 2 3/4 x 5, Two- Part Carbonless, 400 Sets/Book	Universal	UNV48003 SPR20301	BOOK	2.19
10811	Index Cards - 3" x 5" Unruled Index Cards, White, 100/Pack	Esselte	ESS30 BSN 65258	PACKAGE	.44
10812	Index Cards - 3" x 5" Ruled Index Cards, White, 100/Pack	Esselte	ESS31 BSN 65259	PACKAGE	.44
10813	Index Cards - 4" x 6" Ruled Index Cards, White, 100/Pack	Esselte	ESS41 BSN 65261	PACKAGE	.65
10815	Index Cards - 4" x 6" Unruled Index Cards, White, 100/Pack	Esselte	ESS40 BSN 65260	PACKAGE	.65
11200	Eraser - Eraser Caps, 144/Box	Sanford	PAP73015	BOX	2.09

11201	Eraser - Eraser Refills, Z21, 3/Tube	Pentel	PENZ21	PACKAGE	0.39
11202	Eraser - Clic Eraser Pen-Style Eraser, 3/Pack	Pentel	ZE21BP3	PACKAGE	2.19
11203	Eraser - Clic Eraser Pen-Style Eraser Refills, 2/Pack	Pentel	PENZER2BPK6	PACKAGE	1.09
11204	Dry Erase Eraser - Expo Dry Erase Marker Board Eraser, Charcoal Gray	Expo	SAN81505	EACH	0.89
11300	Highlighter - Brite Liner Grip XL Highlighter, Chisel Tip, Fluorescent Yellow Ink, 12/Pk	Bic	BLMG11YW	EACH	0.36
11301	Highlighter - Assorted Colors, Chisel Tip, Fluorescent, 5/Set	Bic	BICBLF51WASST 174 34180	SET	0.79
11302	Highlighter - Chisel Tip, Fluorescent Blue, Dozen	Universal	UNV08864 174 33323	DOZEN	2.49
11303	Highlighter - Chisel Tip, Fluorescent Orange, Dozen	Universal	UNV08863 174 33322	DOZEN	2.49
11304	Highlighter - Chisel Tip, Fluorescent Green, Dozen	Universal	UNV08862 174 33324	DOZEN	2.49
11305	Highlighter - Chisel Tip, Fluorescent Pink, Dozen	Sanford *	SAN25009	DOZEN	4.99
11306	Towelettes - Dry Erase Board Cleaning Wet Wipes, 6 x 9, 50/Container	Expo *	SAN81850	CONTAINER	4.99
11307	Markers - Low Odor Dry Erase Marker, Fine Point, Assorted, 4/Set	Expo	SAN86074	SET	1.19
11308	Markers - Low Odor Dry Erase Markers, Chisel Tip, Basic Assorted, 4/Set	Expo	SAN80074	SET	1.29
11309	Markers - Permanent Markers, Chisel Tip, Black, Dozen	Universal	UNV07051 174 30011	EACH	0.22
11310	Markers - Permanent Markers, Chisel Tip, Red, Dozen	Universal	UNV07052 174 33328	DOZEN	1.79
11311	Markers - Red Porous Point Stick Pen, Red Ink, Medium, Dozen	Universal	UNV50503 174 36198	DOZEN	3.69
11312	Highlighter - Brite Liner Highlighter, Chisel Tip, Fluorescent Yellow Ink, 12 per Pack	Bic	BICBL11YW	DOZEN	1.19

11350	Pen - Counterfeit Bill Detector Pen for Use w/U.S. Currency	DriMark	351B1	EACH	1.65
11400	Pencils - Economy Woodcase Pencil, HB #2, Yellow Barrel, Dozen	Universal	UNV55400 SAN37507	DOZEN	.59
11401	Pencils - Sharplet-2 Mechanical Pencil, 0.50 mm, Black Barrel	Pentel	PENA125A	DOZEN	10.99
11402	Pencils - Sharplet-2 Mechanical Pencil, 0.70 mm, Dark Blue Barrel	Pentel	PENA127C	DOZEN	10.99
11403	Pencils - Sharplet-2 Mechanical Pencil, 0.90 mm, Brown Barrel	Pentel	PENA129E	EACH	1.05
11404	Pencils - Super Hi-Polymer Lead Refills, 0.5mm, HB, Black, 12 Leads/Tube	Pentel	PENC505HB ITA38014	TUBE	.19
11405	Pencils - Super Hi-Polymer Lead Refills, 0.7mm, HB, Black, 12 Leads/Pack	Pentel	PENC507HB ITA38015	TUBE	.19
11406	Pencils - Super Hi-Polymer Lead Refills, 0.9mm, HB, Black, 15 Leads/Pack	Pentel	PEN509HB	TUBE	.39
11408	Pencils - Sharpwriter Mechanical Pencil, HB, 0.70 mm, Yellow Barrel, Dozen	Paper Mate	PAP30301 ITA36153	DOZEN	2.19
11605	Pens - Roller Ball Stick Dye-Based Pen, Blue Ink, Micro, Dozen	Sanford	SAN60153 ITA39391	DOZEN	2.49
11606	Pens - Roller Ball Stick Dye-Based Pen, Black Ink, Micro, Dozen	Sanford *	SAN60151	DOZEN	7.09
11610	Pens - Precise V5 Roller Ball Stick Pen, Needle Pt, Black Ink, 0.5mm Extra Fine, Dozen	Pilot	PIL35334	DOZEN	11.19
11611	Pens - Precise V5 Roller Ball Stick Pen, Needle Pt, Red Ink, 0.5mm Extra Fine, Dozen	Pilot	PIL35336	DOZEN	11.19
11612	Pens - Precise V5 Roller Ball Stick Pen, Needle Pt, Blue Ink, 0.5mm Extra Fine, Dozen	Pilot	PIL35335	DOZEN	11.19
11615	Pens - Integra Premium Gel Ink Stick Pens, 0.7 mm, Black	Integra *	ITA39059	DOZEN	3.49
11616	Pens - Integra Premium Gel Ink Stick Pens, 0.7 mm, Blue	Integra *	ITA39060	DOZEN	3.49
11620	Pens - Sign Pen Porous Point Pen, Bold, Black, Dozen	Pentel *	PENS520A	DOZEN	6.99

11650	Pens - Paper Mate Retractable Gel Pens, Bold, 1 mm, Black, Dozen	PaperMate *	PAP1753365	DOZEN	8.09
11651	Pens - Paper Mate Retractable Gel Pens, Bold, 1 mm, Blue, Dozen	PaperMate *	PAP1753366	DOZEN	8.09
11702	Pens - Standard Ballpoint Counter Pen, Black Ink, Medium	PMF	PMC05057	EACH	1.59
11797	Pens - Round Stic Grip Ballpoint Stick Pen, Red Ink, Fine, Dozen	Bic	GSFG11RD	DOZEN	1.29
11798	Pens - Soft Feel Ballpoint Stick Pen, Red Ink, Medium, Dozen	Bic	SGSM11RD	DOZEN	1.29
11799	Pens - Soft Feel Ballpoint Stick Pen, Blue Ink, Medium, Dozen	Bic	SGSM11BE	DOZEN	2.49
11801	Pens - Soft Feel Ballpoint Stick Pen, Black Ink, Medium, Dozen	Bic	SGSM11BK	DOZEN	2.49
11802	Pens - Round Stic Ballpoint Stick Pen, Black Ink, Medium, Dozen	Bic	SGSM11BK BSN37501	DOZEN	.59
11809	Pens - Ballpoint Stick Oil- Based Pen, Blue Ink, Fine, Dozen	Universal	UNV374217 BSN37502	DOZEN	.59
11822	Pencil Sharpener - Compact Desktop Battery-Operated Pencil Sharpener, Black, Uses Four AA batteries	Hunt	HPT16750 BOS02697	EACH	13.49
11827	Pens - Round Stic Ballpoint Stick Pen, Black Ink, Fine, Dozen	Bic	GSFG11BK BSN37503	DOZEN	.69
11830	Pens - Round Stic Ballpoint Stick Pen Blue Ink, Fine, Dozen	Bic	GSFG11BE BSN37502	DOZEN	.69
11831	Pens - Round Stic Ballpoint Stick Pen, Blue Ink, Medium, Dozen	Bic	GSFG11BE BSN37500	DOZEN	.69
11835	Pens - Clic Stic Ballpoint Retractable Pen, Black Ink, Medium, Dozen	Bic *	CSM11BK	DOZEN	3.84
11836	Pens - Clic Stic Ballpoint Retractable Pen, Blue Ink, Medium, Dozen	Bic *	CSM11BE	DOZEN	3.69
11838	Pens - Zebra Sarasa Roller Ball Retractable Gel Pen, .7 MM, Black Ink, Dozen	Zebra	ZEB46810	DOZEN	8.24
11839	Pens - Zebra Sarasa Roller Ball Retractable Gel Pen, .7 MM, Blue Ink, Dozen	Zebra *	ZEB46820	DOZEN	15.99

11840	Pens - Zebra Sarasa Roller Ball Retractable Gel Pen, .7 MM, Red Ink, Dozen	Zebra *	ZEB46830	DOZEN	15.01
11841	Pens - Pilot Precise V5 RT Extra-Fine Premium Retractable Rolling Ball Pens, Blue Ink, Dozen	Pilot *	PIL26063	DOZEN	24.99
11845	Pens - Paper Mate Flair Point Felt Tip Marker Pens, Medium Pen Point, Red Ink, Dozen	Paper Mate *	PAP8420152	DOZEN	16.75
11846	Pens - Paper Mate Flair Point Felt Tip Marker Pens, Medium Pen Point, Green Ink, Dozen	Paper Mate *	PAP8440152	DOZEN	17.45
11847	Pens - Paper Mate Flair Point Felt Tip Marker Pens, Medium Pen Point, Purple Ink, Dozen	Paper Mate *	PAP8450152	DOZEN	17.45
11903	Sharpie - Permanent Marker, Fine Point, Black, Dozen	Sharpie	SAN30001 SAN30016	DOZEN	3.49
11904	Sharpie - Permanent Marker, Extra Fine Point, Black, Dozen	Sharpie	SAN37001	DOZEN	7.49
11905	Sharpie - Permanent Marker, Fine Point, Red, Dozen	Sharpie	SAN30002 SAN30018	DOZEN	1.89
11907	Pens - Signo Gel RT Roller Ball Retractable Gel Pen, Black Ink, Medium, Dozen	Sanford	SAN65940BX	DOZEN	12.99
11910	Pens - G2 Gel Roller Ball Pen, Retractable, Refillable, Red Ink, 0.7mm Fine, Dozen	Pilot *	PIL31022	DOZEN	11.42
11911	Pens - G2 Gel Roller Ball Pen, Retractable, Refillable, Black Ink, 0.7mm Fine, Dozen	Pilot *	PIL31020	DOZEN	11.42
11912	Pens - G2 Gel Roller Ball Pen, Retractable, Refillable, Blue Ink, 0.7mm Fine, Dozen	Pilot *	PIL31021	DOZEN	11.42
11913	Pens - Signo Gel 207 Roller Ball Retractable Gel Pen, Blue Ink, Medium, Dozen	Sanford	SAN33951	DOZEN	9.99
11914	Pens - Signo Gel GRIP Roller Ball Stick Gel Pen, Black Ink, Medium, Dozen	Sanford	SAN65450	DOZEN	9.99
12107	Ribbon - DPS-R1427 Compatible Ribbon, Calculator Ribbon, Black/Red	Industrias Kores	ITKKOR42	EACH	.99
12112	Ribbon - Calculator, R3027 Compatible Ribbon, Black/ Red	DataProducts	R3027	EACH	.89

13200	Batteries - "AA" - Duracell® Alkaline "AA" Batteries; 16-Pack	<i>ENERGIZER</i>	Duracell	MN1500B16	EACH	.62
13201	Batteries - "AAA" - Duracell® Alkaline "AAA" Batteries; 12-Pack	" "	Duracell	MN24RT12Z	EACH	.74
13202	Batteries - "C" - Duracell® Alkaline "C" Batteries; 1.5V, 8-Pack	" "	Duracell	MN14RT8Z	EACH	1.60
13203	Batteries - "D" - Duracell® Alkaline "D" Batteries; 8-Pack	" "	Duracell	MN13RT8Z	EACH	1.60
13204	Batteries - "9V" - Duracell® Alkaline "9V" Batteries; 4-Pack	" "	Duracell	MN16RT4Z	EACH	2.05
13205	Batteries "E2 Lithium" - Energizer® Specialty Batteries; e2 Lithium Photo Battery, 123, 3V, EACH		Energizer	EVE-EL123APB2	EACH	6.59
13512	Copier Staples - Sharp AR-M237/AR-M277 Copier, 3/Box		Sharp	AR-SC1	BOX	15.00
13514	Copier Staples - Sharp AR-M350 Copier AG559, 3/Box		Sharp	AR-SC1	BOX	15.00
13555	Copier Staples - Staple Cartridge for use in RICOH Aficio MP5002		Ricoh *	MXSCX1	BOX	26.00
15610	Ribbon - Epson Ribbon Cartridge for TM-U675 Printer		EPSON	ERC-32B	EACH	.79
15612	Ribbon - Canon CP1200D Calculator Ribbon, 2-Color			ITKKOR80CBR	EACH	.49
17101	CD-RW Discs - 700MB/80min, 12x, w/Jewel Cases, Silver, 5/Pack		Imation *	VER94935 VER94935	EACH	1.05
17102	CD-R Discs - 700MB/80min, 52x, Spindle, Silver, 100/Pack		Innovera	VER94935 VER94935	PACKAGE	15.49
17103	CD-R Discs - 700MB/80min, 52x, w/Slim Jewel Cases, Silver, 10/Pack		Verbatim *	VER94935	EACH	.39
17104	DVD-R/RAM - Recordable DVD's, Rewriteable 1000 times, Capacity 9.4GB/Double-Sided, Each		Innovera	IVR46805	EACH	.29
17105	DVD+RW - Rewritable DVDs w/Jewel case, Capacity 4.7GB/Single-Sided, 120 minute capacity, Each		Verbatim	VER94520 VER94520	EACH	.75

17107	Blue Ray Discs - Verbatim 25GB Blu-ray Disc BD-R Printable Disc, Spindle, 50/Pack	Verbatim	VER97339	PACKAGE	70.99
17108	DVD-DL - Verbatim 8.5GB 8x Dual Layer DVD, White Inkjet Printable, Spindle, 50/Pack	Verbatim	VER98319	PACKAGE	91.99
17110	DVD-R - 4.7GB, 16x, Spindle, Silver, 50/Pack	Innovera	IVR46850	PACKAGE	11.49
17200	Photo Paper - Glossy Photo Paper, 60 lbs., Glossy, 8-1/2 x 11, 50 Sheets/Pack	Epson	EPSS041649	PACKAGE	17.89
17210	CD/DVD Envelopes - CD/DVD Envelopes, Paper Envelope With Clear Poly Window, 50/Box	Innovera	IVR39403 CCS24500	BOX	5.99
17300	Compressed Air Duster - Compressed Gas Duster, 10 oz Can	Universal	IVR51501 B2A24805	EACH	2.49
17400	Surge Protector - Six- Outlet Surge Suppressor, 1080 Joules, 6 ft. cord, Putty	Compucessory	CCSZ5102	EACH	9.99
17500	Mouse Pad - Standard Mouse Pad, 8" x 9", Blue	Fellowes	FEL58021	EACH	1.69
17501	Wrist Rest - Memory Foam Mouse Pad/Wrist Rest, 1.0" x 7.9" x 9.3" - Silver/Black	Fellowes	FEL9175801	EACH	6.69
17502	Wrist Rest - Keyboard Wrist Rest with FoamFusion Technology, 3.2" x 18.1", Microban Anti-Microbial Protection, Black	Fellowes *	FEL9252101	EACH	9.59
18100	Calendar Refill - Desk Calendar Refill, 3-1/2" x 6", 2 Pages For Each Weekday	At-A-Glance	AAGE71750	EACH	.99
18102	Calendar Refill - Compact Desk Calendar Refill, 3" x 3 3/4", 2 Pages For Each Weekday	At-A-Glance	AAGE91950	EACH	5.29
18200	Calendar - Desk Pad, 22" x 17", Non-Refillable, Ruled Daily Blocks, Vinyl Corners, Eyelets For Hanging, Jan-Dec	At-A-Glance	AAGSK2400	EACH	2.59
18301	Calendar - Yearly Wall Calendar, Metal Bound, Unruled Daily Blocks, Hanging Eyelets, 24" x 36", Blue Ink	At-A-Glance	AAGPM1228	EACH	5.89
18401	Appointment Book - Daily Appointment Book, 4-7/8" x 8", DayMinder, Nonrefillable, Ruled, One Day Per Page, 2 month reference blocks	At-A-Glance	AAGG10000	EACH	8.99
18402	Appointment Book - 4-Person Daily Appt. Book, 7 7/8" x 11", DayMinder, Nonrefillable, Ruled, 1 Day/Page, 2 Month Ref. Blocks	At-A-Glance	AAGG56000	EACH	22.99

18502	Appointment Book - Weekly Planner, 6-7/8" x 8-3/4", Nonrefillable, Ruled, One Week Per Spread, 12 month reference blocks	At-A-Glance	AAG53500	EACH	8.69
18503	Appointment Book - Weekly Appointment Book, 8-1/4" x 10-7/8", Nonrefillable, Ruled, One Week Per Spread, 12 Month Reference Blocks	At-A-Glance	AAG7095005	EACH	10.89
18504	Appointment Book - Weekly/Monthly Appointment Book, 8" x 9-7/8", Simulated Leather, Black	At-A-Glance	AAG760105	EACH	9.99
18600	Appointment Book - Monthly Planner, 6-7/8" x 8-3/4", Nonrefillable, Unruled, One Month Per Spread, 6 Month Reference Blocks, 16 Month Fiscal	At-A-Glance	AAG7012705	EACH	6.89
18601	Appointment Book - Monthly Planner, 9" x 11", Nonrefillable, Unruled, One Month Per Spread, 13 Month Jan-Jan, Telephone/Address Pages	At-A-Glance	AAG7026005	EACH	9.85
18602	Appointment Book - Monthly Planner, 6-7/8" x 8-3/4", Nonrefillable, Unruled, 1 Month/Spread, 6 Month Reference Blocks, Memo Section	At-A-Glance	AAG40000	EACH	7.89
18603	Appointment Book - 3-Year Monthly Planner, 8-1/2" x 11", Refillable, Unruled, 1 Month/Spread, 6 Month Ref. Blocks, Yrly. Dividers. Sim. Leather. Black	At-A-Glance	AAG7023605	EACH	34.89
18604	Appointment Book - QuickNotes Monthly Planner, Jan. - Dec., 8 1/4" x 10 7/8", Black	At-A-Glance	AAG760605	EACH	10.89
18605	"Today Is" Wall Calendar - Refill, 6 5/8" x 9 1/8"	At-A-Glance	AAGK150	EACH	8.49
18606	Appointment Book - 5-Year Monthly Planner, 8-1/2" x 11", Refillable, Unruled, 1 Month/Spread, Yrly. Dividers. Sim. Leather. Black	At-A-Glance	AAG7029605	EACH	28.99
18610	Appointment Book - DayMinder Four-Person Group Appointment Book	At-A-Glance	AAGG5600	EACH	21.99
18624	Appointment Book Refill - Three-Or Five-Year Planner, Black, 9" x 11", 2020 Refill for 7023605 and 7029605	At-A-Glance	AAG7092380	EACH	6.49
18625	Appointment Book Refill - Three-Or Five-Year Planner, Black, 9" x 11", 2021 Refill for 7023605 and 7029605	At-A-Glance	AAG7092371	EACH	6.19
21100	Binding Combs - Plastic Comb Bindings, 5/16" Diameter, 40 Sheet Capacity, Black, 100 Combs/Pack	Fellows	TELS2507 SPR18004	BOX	2.99

21101	Binding Combs - Plastic Comb Bindings, 3/8" Diameter, 55 Sheet Capacity, Black, 100 Combs/Pack	Acco	FFL52325- SPR 18005	BOX	2.89
21102	Binding Combs - CombBind Standard Spines, 1/2" Diameter, 85 Sheet Capacity, Black, 100/Box	Acco	SWH4090034- SPR 18006	BOX	2.89
21103	Binding Combs - CombBind Standard Spines, 5/8" Diameter, 125 Sheet Capacity, Black, 100/Box	Acco	GBC4090046	BOX	15.75
21104	Binding Combs - CombBind Standard Spines, 3/4" Diameter, 150 Sheet Capacity, Black, 100/Box	Acco	GBC4090052	BOX	2.89
21105	Binding Combs - CombBind Standard Spines, 1" Diameter, 200 Sheet Capacity, Black, 100/Pack	GBC	GBC4090306	BOX	2.89
21106	Binding Combs - CombBind Standard Spines, 1-1/2" Diameter, 320 Sheet Capacity, Black, 100/Box	GBC	GBC 4200010	EACH	10.289
22201	Phone Cord - Handset 12', dark gray	Tech Electronics	PH107 SPR 48102	EACH	2.49
22400	Wall Clock - Round Wall Clock, 12-1/2in, Black	Universal	UNV40431 SPR 60909	EACH	8.69
22500	Visitor Register Book - Red Hardcover, 112 Pages, 8 1/2 x 11 1/2	Wilson-Jones	WLJS490	EACH	32.-
22502	Notary Public Record Book - Burgundy Cover, 60 Pages, 8 1/2 x 10 1/2	Dome	DOM880	EACH	8.49
22505	Journal Books - Esselte Canvas Journal Books, 150 Sheet(s), Thread Sewn, 12.12" x 7.62" Sheet Size	Esselte*	66150J	EACH	12.16
22506	Journal Book - Esselte Canvas Journal Book, 500 Sheet(s), Thread Sewn, 12.12" x 7.62" Sheet Size	Esselte*	66500J	EACH	19.71
22600	Posterboard - White Poster Board, 28 x 22, 50/Carton	Elmers	EPI750173	EACH	.30
22800	Waste Basket - 7 gallon	Rubbermaid	22177- SPR 202160	EACH	2.89
22901	Dry Erase Board - Quartet® Wood Frame Dry-Erase Board; 3x2'	Quartet	QRT S573	EACH	24.-

22902	Cork Board - Quartet® Oak Finish Frame Cork Board; 36x24"	Quartet	QRT303 LLR 19767	EACH	13. --
22903	Dry Erase Board - Wood Frame Dry-Erase Board, 3' x 4'	MEAD	MEA85357	EACH	12. --
22904	Corkboard - Oak Finish Frame Cork Board, 3' x 4'	Sparco	LLR19768	EACH	17. --
23000	Floor Mats - Economy Carpet Chair Mat; 36x48", Standard Lip	Rubbermaid	14265STCTA LLR 02190	EACH	15.89
24001	Laminating Pouches - HeatSeal Laminating Pouches, 3 mil, Letter, 9 x 11 1/2, 100/Box	GBC	GBC3745022 BSN20070	BOX	8.44
24002	Laminating Pouches - HeatSeal Laminating Pouches, 5 mil, Legal, 9 x 14 1/2, 100/Box	GBC	GBC3745011	PACKAGE	25. --
24003	Laminating Pouches - HeatSeal Laminating Pouch, 11.25" x 17.25", 3mil, 25 / Pack	HeatSeal	3200579	EACH	6.65
25000	Business Card Kit - Inkjet Matte Business Cards, 2 x 3 1/2, Ivory, 10/Sheet, 250/Pack	Avery	AVE8376	PACKAGE	6.49
26000	Shredder Oil - 12 oz. Bottle, for Oiling Shredder Blades	Fellowes	FEL35250	EACH	3.19
28000	Name Badge Holders - Photo ID Badge Holder, Horizontal, 4w x 3h, Clear, 25/Pack	Avery	74471	PACKAGE	7.24
28002	Lanyards - Round Lanyards w/Bulldog Clips, 24/Package	GBC	3747478	PACKAGE	7.24

In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as of this _____ day of _____ 2019:

OFFICE SOURCE
Company Name

County of Jefferson, State of Missouri

[Signature]
Signature
KRISTY SIMMONS
Print

[Signature]
Dennis J. Gannon County Executive

Company Address: _____

719 RUDDER ROAD
FENTON MO 63024

Phone: 636 349 5101

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

[Signature]
County Auditor

APPROVED AS TO FORM

[Signature]
County Counselor

COOPERATIVE BID FORM

Bid Name: OFFICE SUPPLIES 2020

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: \$25.-

BY: [Signature]

TITLE: PARTNER/OFFICE SOURCE

COMPANY: OFFICE SOURCE

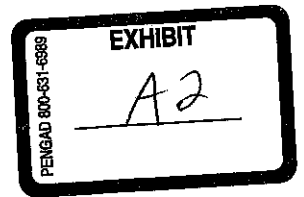
CONTACT INFORMATION FOR COOPERATIVE AGREEMENT

Phone 6363495101 E-mail Kraig@office1source1.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 #: 19-0088

Invitation for Bid: OFFICE SUPPLIES 2020

Date Issued: 10-1-2019

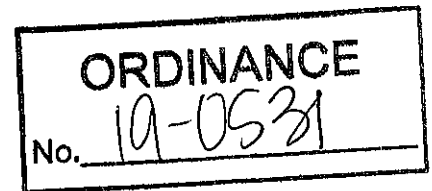
BIDS SHALL BE ACCEPTED UNTIL: TUESDAY, OCTOBER 29, 2019 AT 2:00 P.M. LOCAL TIME.

**Specification
Contact:**

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

**Contract
Contact:**

VICKIE PRATT
 Department of Administrative Services
 636-797-5380



SAMPLE ENVELOPE

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

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

Contract Term:
 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	KARIE SZALKOWSKI
Company Name	Authorized Agent (Print)
100 SCHELTER ROAD	Karrie Szalkowski
Address	Signature
LINCOLNSHIRE, IL 60069	National Sales manager
City/State/Zip Code	Title
800-634-4809	10-24-19 04-2896127
Telephone #	Date
bid@quill.com	Tax ID #
E-mail	800-789-2016
	Fax #

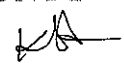
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Specifications	Page 11

REQUIRED DOCUMENTS

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

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



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:

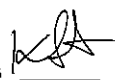
Bid Deposits/Bonds are not required unless specified in the specifications. Bid deposits/Bonds must be in the exact amount as stipulated in the bid.

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.jeffcom.org).

1.12 INSURANCE:

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

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

A. (X)Required () Not Required **Comprehensive General Liability Insurance**

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

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

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

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

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

1.13 BID SUBMISSIONS

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



1.14 BID OPENINGS

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

1.15 BID TABULATIONS

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

2.0 BID RESPONSE AND CONTRACT

2.1 BIDDER REPRESENTATIONS:

The Bidder, by executing the Bid form certifies that:

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

2.2 TAXES:

No bid or proposal shall be awarded by Jefferson County unless the prospective Bidder provides proof that the Bidder does not owe delinquent real or personal property taxes to Jefferson County. The prospective Bidder is required to provide proof in the form of an original paid tax receipt issued by the Jefferson County Collector or a verified affidavit stating that the applicant does not own any real or personal property in Jefferson County. Tax receipts for the past 3 years are required and may be obtained at <http://jeffersonmo.devnetwedg.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 KARIE SZALKOWSKI (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 19-0088 OFFICE SUPPLIES 2020 (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 19-0088 OFFICE SUPPLIES 2020 (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.)

Karie Szalkowski
Authorized Representative's Signature

KARIE SZALKOWSKI
Printed Name

National sales manager
Title

10-24-19
Date

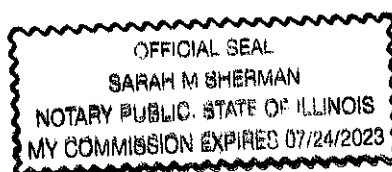
Subscribed and sworn to before me this 24 of October 2019. I am
(DAY) (MONTH, YEAR)

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

ILLINOIS and my commission expires on 07-24-2023.
(NAME OF STATE) (DATE)

Sarah M. Sherman
Signature of Notary

10/24/19
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.

KARIE SZALKOWSKI

Authorized Business Entity
Representative's Name
(Please Print)

Karie Szalkowski

Authorized Business Entity
Representative's Signature

QUILL LLC

Business Entity Name

10-24-19

Date

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

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

AND

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

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Unit Of Measure	Unit Cost
1100	Binder - 1" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Avery	AVE04301 04301	EACH	4.99
1101	Binder - 1-1/2" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Avery	AVE04401 04401	EACH	4.41
1102	Binder - 2" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Avery	AVE04501 04501	EACH	6.04
1103	Binder - 3" Vinyl Round Ring Binder With Label Holder, Black, Two Inside Pockets	Avery	AVE04601 04601	EACH	9.70
1104	Binder - 4" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Avery	AVE04601 79604	EACH	8.60
1110	Binder - 1" View (Presentation) Binder, Black, Two Inside Pockets	Avery	AVE05710 520072AVE	EACH	4.99
1111	Binder - 1-1/2" View (Presentation) Binder, Black, Two Inside Pockets	Avery	AVE05725 05725	EACH	4.97
1112	Binder - 2" View (Presentation) Binder, Black, Two Inside Pockets	Avery QUILL	AVE05730 72230K	EACH	2.69
1113	Binder - 3" View (Presentation) Binder, Black, Two Inside Pockets	Avery QUILL	AVE05740 72230K	EACH	1.99
1120	Binder - 1" View (Presentation) Binder, White, Two Inside Pockets	Avery	AVE05711 05711	EACH	2.40
1121	Binder - 1-1/2" View (Presentation) Binder, White, Two Inside Pockets	Avery	AVE05726 05726	EACH	4.47
1122	Binder - 2" View (Presentation) Binder, White, Two Inside Pockets	Avery	AVE05731 05731	EACH	7.29
1123	Binder - 3" View (Presentation) Binder, White, Two Inside Pockets	Avery	AVE05741 05741	EACH	7.77
1150	Data Binder - Hanging Data Binder, 6" Capacity, 8.50" x 12" Sheet Size, Post Fastener, Presstex, Light Blue	Acco *	ACC54132 54132Q	EACH	7.30
1195	Index - Legal Exhibit Dividers, Letter, Printed 1-25, White	Avery *	AVE11370 11370G	SET	1.40

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1196	Index - Legal Exhibit Dividers, Letter, Printed 26-50, White	Avery *	AVE11372 11372A	SET	1.43
1197	Index - Legal Exhibit Dividers, Letter, Printed 51-75, White	Avery *	AVE11396 11396	SET	6.79
1198	Index - Legal Exhibit Dividers, Letter, Printed 76-100, White	Avery *	AVE11397 11397A	SET	7.29
1199	Index - Legal Exhibit Dividers, Letter, Printed 101-125, White	Avery *	AVE01334	SET	NO BID
1200	Indexes - Letter, Insertable Index, Multicolor Tabs, 8-Tab, Buff	Office Universal ESSENTIALS	UNV21072 11467A	SET	0.98
1201	Indexes - Letter, Insertable Index, Clear Tabs, 5-Tab, Buff	Office Universal ESSENTIALS	UNV21071 483321	SET	1.79
1202	Indexes - A-Z Quick Index Dividers With Contents Page, Printed A-Z - 25 / Set, White Divider, Multicolor Tab	Sparco	SPR21905	SET	NO BID
1204	Tabs - Self-Adhesive Tabs with White Printable Inserts, Two Inch, Clear Tab, 25/ Pack	Avery	AVE16241 16241	PACKAGE	3.20
1205	Tabs - Self-Adhesive Tabs with White Printable Inserts, Two Inch, Assorted Tab, 25/ Pack	Avery	AVE16239	PACKAGE	NO BID
1206	Indexes - Monthly Tab Divider - 12 Divider(s) - January to December	Avery	AVE11307 11307A	SET	7.29
1301	Sheet Protectors - Heavyweight Polypropylene Sheet Protector, Non-Glare, 11 x 8 1/2, 100/BX	C-Line	CLI62028	BOX	NO BID
1403	Report Covers - Clear Front Report Cover, Tang Clip, Letter, 1/2" Capacity, Black, 25/Box	Duo-Tang *	ESS55806 55806A	BOX	11.09
1405	Report Covers - Twin-Pocket Portfolio, Embossed Leather Grain Paper, Assorted Colors, 25/Box	Duo-Tang *	ESS57513 57513	BOX	15.02
2103	Paper Clips - Smooth Finish, No. 1, Silver, 100/Box, 10 Boxes/Pack	Universal QUILL	UNV72210 PIK3	BOX PACK	2.91
2104	Paper Clips - Smooth, Wire, Jumbo, Silver, 100/Box, 10 Boxes/Pack	Universal QUILL	UNV72220 PIJ6	BOX PACK	5.98

2105	Binder Clips - Small, Steel Wire, 3/8" Capacity, 3/4" Wide, Black/Silver, Dozen	Universal QUILL	UNV10200 720200	DOZEN	0.22
2106	Binder Clips - Medium, Steel Wire, 5/8" Cap., 1-1/4" Wide, Black/Silver, Dozen	Universal QUILL	UNV10210 720500	DOZEN	0.62
2107	Binder Clips - Large, Steel Wire, 1" Capacity, 2" Wide, Black/Silver, Dozen <i>* Minimum order quantity of 3 boxes</i>	Universal QUILL	UNV10220 721000	DOZEN	1.67
2120	Keyboard/Mouse Combo - Logitech MK320 2.4 GHz Wireless Desktop Set, Black	Logitech	LOG920002835 420002836	EACH SET	36.82
2121	Keyboard/Mouse Combo - Logitech MK550 Comfort Design Wireless Wave Keyboard/Mouse Combo, Black	Logitech	LOG920002555 920002555	EACH SET	66.22
2125	Wireless Mouse - Verbatim Wireless Mouse, Black	Verbatim	VER97992	EACH	NO BID
2126	Wireless Mouse - Verbatim Wireless Mouse, Blue	Verbatim	VER97993	EACH	NO BID
2128	Wireless Mouse - Verbatim Wireless Mouse, Red	Verbatim	VER97995	EACH	NO BID
2135	DYMO Labelwriter - DYMO LabelWriter 450 Turbo Thermal Label Printer	DYMO *	DYM1752265 1752265	EACH	114.82
2150	Flash Drive - 8GB Flash Drive, USB 3.0, Retractable, Gray	Verbatim	VER49171 207901	EACH	11.06
2151	Flash Drive - 16GB Flash Drive, USB 3.0, Retractable, Gray	Verbatim	VER49172 721864	EACH	16.29
2152	Flash Drive - 32GB Flash Drive, USB 3.0, Retractable, Gray	Verbatim	VER49173	EACH	NO BID
2153	Flash Drive - 64GB Flash Drive, USB 3.0, Retractable, Gray	Verbatim	VER49174	EACH	NO BID
2205	Paper File Fasteners - Standard Two-Piece, Two Inch Capacity, 50/Box	Acco	ACC12992 12992	BOX	2.48
2300	Push Pins - Colored Push Pins, Plastic, Rainbow, 3/8", 100/Pack	Universal QUILL	UNV31310 1117301	PACKAGE	2.59
2400	Rubber Bands - Size 18, 3 x 1/16, 1600 Bands/1lb Pack	Universal QUILL	UNV00118 790018	PACKAGE	6.99

2401	Rubber Bands - Size 32, 3 x 1/8, 820 Bands/1lb Pack	Universal Quill	UNV00132 790032	PACKAGE	3.49
2402	Rubber Bands - Size 33, 3-1/2 x 1/8, 640 Bands/1lb Pack	Universal Quill	UNV00133 790033	PACKAGE	3.71
2403	Rubber Bands - Size 64, 3-1.2 x 1/4, 320 Bands/1lb Pack	Universal Quill	UNV00164 790064	PACKAGE	3.72
2404	Rubber Bands - Size 117B, 7" x 0.13", 200 Bands / Pack	Business Source Quill	BSN15720 790117	PACKAGE	3.92
3100	Correction Tape - Non-Refillable, 1/6" x 394", White Tape, 2/Box	BIC	BICWOTAP10	BOX	NO BID
3101	Correction Pen - .24 oz./7ml, Double Ball Tip, White	Papermate	PAP5620115 56201	EACH	3.95
3200	Correction Fluid - .68 oz Bottle, White, 12/ Pack	BIC	BICWOFQD12WE	EACH	NO BID
4100	Book Ends - Standard, 4 3/4 x 5 1/4 x 5, Heavy Gauge Steel, 9", Black	Universal	UNV54051	PAIR	4.70
4200	Clipboard - Hardboard Clipboard, 1-1/4" Capacity, Holds 8-1/2 x 11, Brown	Universal Quill	UNV40304 717643	EACH	1.26
4201	Clipboard - Hardboard Clipboard, 1-1/4" Capacity, Holds 8-1/2w x 14h, Brown	Universal Quill	UNV40305 717644	EACH	2.49
4302	Finger Tip - Rubber Finger Tips, Size 12, Medium/Large, Amber, 12/Pack	Swingline Cosco	SWH54032 54032	PACKAGE	3.29
4305	Sortkwik - Sortkwik Fingertip Moisteners, 1 3/4 oz, Pink	Lee	LEE10134 10134	EACH	2.15
4504	Rolodex - Open Tray Card File with 24 A-Z Guides Holds 500 2 1/4 x 4 Cards, Black	Eldon	ROL66998	EACH	NO BID
4602	Receipt Book - Money/Rent Receipt Books, 2-3/4 x 7 1/8, Three-Part Carbonless, 100 Sets/Book	Tops	TOP46008 46808	BOOK	7.22
4701	Pencil Cup - Big Pencil Cup, Plastic, 4 1/4 dia. x 5 3/4, Black	Universal	UNV08108	EACH	NO BID
4703	Clip Dispenser - Magnetic Clip Dispenser, Two Compartments, Plastic, 2 1/2 x 2 1/2 x 3	Universal	UNV08126	EACH	NO BID

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4706	Wall Pocket - Unbreakable Docupocket Single Pocket Wall File, Letter, Smoke	Deflect-O TRU REP	DEF63282 24380789	EACH	13.85
4707	Wall Pocket - Unbreakable Docupocket Single Pocket Wall File, Legal, Smoke	Deflect-O	DEF64302	EACH	NO BID
4710	Business Card Holder - Holds 50 Cards, Black	Eldon	ELDON63525	EACH	NO BID
4711	Shoulder Rest - Standard Telephone Shoulder Rest, 7 Long x 2w x 2-1/2h, Black	Softalk	SOF00101M 199299	EACH	7.10
4712	Organizer - Drawer Tray, 9 Section	Universal	UNV53052 45706	EACH	6.99
4720	Mesh Desktop Organizer - Lorell 2 Horizontal/6 Vertical Tray Desk Organizer, Black Steel	Lorell *	LLR37523	EACH	NO BID
4721	Mesh Desktop Organizer - Lorell 3 Horizontal/5 Vertical Tray Desk Organizer, Black Steel	Lorell *	LLR95255	EACH	NO BID
4722	Mesh Desk Organizer - Safco 5 Vertical Compartment Desk Organizer, Black Steel	Safco *	SAF3256BL	EACH	NO BID
4723	Mesh Desktop Organizer - Safco 5 Slanted Vertical Compartments, Black Steel	Safco *	SAF3257BL	EACH	NO BID
4724	Mesh Desktop Organizer - Safco Horizontal Hanging Desktop Storage, 1 Over/4 Under Desktop Storage, Black Steel	Safco *	SAF3240BL	EACH	NO BID
4725	Mesh Desktop Organizer - Corner Desktop Organizer, 4 Center Shelves between 2 Vertical Side Pockets, Black Steel	Lorell *	LLR95252	EACH	NO BID
4726	Mesh Desktop Organizer - Rotary Mesh Utensil Organizer, Multi-compartment, Black Steel	Business Source	BSN62886	EACH	NO BID
4727	Mesh Desktop Organizer - Oval Mesh Utensil Organizer, Multi-compartment, Black Steel	Lorell	LLR84240	EACH	NO BID
4728	Mesh Desktop Organizer - Round Mesh Utensil Organizer, 3-compartment, Black Steel	Lorell	LLR84140	EACH	NO BID
4729	Mesh Desktop Organizer - Monitor Stand with Storage Drawer, Black Stand/Silver Drawer	Lorell	LLR80631	EACH	NO BID

4730	Mesh Desktop Organizer - Phone Stand with Side Compartment, Angled, Elevated, Black Steel	Lorell	LLR84155	EACH	NO BID
4800	Letter Tray - Side Load Letter Desk Tray, Plastic, Black	Universal	UNV08100	EACH	NO BID
4801	Legal Tray - Side Load Legal Desk Tray, Plastic, Black	Universal	UNV08101	EACH	NO BID
4802	Letter Tray - Front Load Letter Desk Tray, Plastic, Smoke	Eldon	16073	EACH	NO BID
4900	Calculator - Canon MP21DX Color Printing Calculator, 12 Digit, 2 Color Display (Black/Red), AC Supply Powered, 12.2" x 9", White	Canon *	CANON MP21DX MP21DX	EACH	79.03
4901	Calculator - Pocket Calculator, Dual-Power, 8 Digit(s), LCD, Battery/Solar Powered, 2.4" x 4.1"	Sharp	SHREL244TB	EACH	NO BID
4902	Calculator - Casio MS80 Desktop Calculator, Battery/Solar Powered, 5.8" x 4.1"	Casio *	CSOMS80B	EACH	NO BID
5100	Stamp Pad - Foam Stamp Pad, 4 1/4 x 2 3/4, Black, 12 Each/Box	Sanford	AVE21381	EACH	NO BID
5101	Stamp Pad - Felt Stamp Pad, 4 1/4 x 2 3/4, Red, 12 Each/Box	Avery	AVE21071	EACH	NO BID
5200	Ink - Stamp Pad Neat-Flo Bottle Inker, Blotter style, 2 oz. Bottle, Black	Avery	AVE21148 21448	EACH	3.67
5201	Ink - Stamp Pad Neat-Flo Bottle Inker, Blotter style, 2 oz. Bottle, Red	Avery	AVE21147 21447	EACH	1.89
5204	Ink - Stamp Pad Refill Ink, Free-flowing style, 2 oz. Bottle, Black	Universal XSTAMPER	*ST40712 40712	EACH	5.59
5205	Ink - Stamp Pad Refill Ink, Free-flowing style, 2 oz. Bottle, Red	XSTAMPER	*ST40711 40711	EACH	5.71
5206	Ink - Stamp Pad Refill Ink, Free-flowing style, 2 oz. Bottle, Blue	Xstamper	*ST40713 40713	EACH	5.48
5218	Message Stamp - "COPY", Pre-Inked/Re-Inkable, Red	Universal ACU-STAMP	UNV10048 CDS03594	EACH	9.96
5221	Date Stamp - Self-Inking Stamp, "RECEIVED" with Date, 1" x 1.63" Impression, Blue/Red Ink	US STAMP & SIGN *	USSE4752	EACH	NO BID

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5222	Date Stamp - Self-Inking Date Stamp, 0.38" x 1.63", 4 Bands, Black	US Stamp & Sign	USSE4820	EACH	NO BID
5225	Date Stamp - Message/Date Stamp - "RECEIVED, FAXED, E-MAILED, PAID" - 0.38" x 1"	US STAMP & SIGN	USSE4850L	EACH	NO BID
6100	File Folders - Letter, Manila, 1/3 Cut Top Tab, 100/Box	Universal QUILL	UNV12113 740137	BOX	4.88
6101	File Folders - Legal, Manila, 1/3 Cut Top Tab, 100/Box	Universal QUILL	UNV15113 760137	BOX	8.65
6103	File Folders - Letter, Pink, 1/3 Cut Top Tab, 100/Box	Smead	SMD12643 811262	BOX	24.99
6104	File Folders - Letter, Red, 1/3 Cut Top Tab, 100/Box	Smead QUILL	SMD12743 740913RD	BOX	14.29
6105	File Folders - Letter, Blue, 1/3 Cut Top Tab, 100/Box	Smead QUILL	SMD12843 740913BE	BOX	14.29
6106	File Folders - Letter, Yellow, 1/3 Cut Top Tab, 100/Box	Smead QUILL	SMD12943 740913YW	BOX	14.30
6107	File Folders - Letter, Orange, 1/3 Cut Top Tab, 100/Box	Smead QUILL	SMD12543 740913OE	BOX	14.29
6108	File Folders - Letter, Green, 1/3 Cut Top Tab, 100/Box	Smead QUILL	SMD12143 740913GR	BOX	14.29
6109	File Folders - Legal, Blue, 1/3 Cut Top Tab, 100/Box	Smead QUILL	SMD17043 741013BE	BOX	18.68
6110	File Folders - Legal, Red, 1/3 Cut Top Tab, 100/Box	Smead QUILL	SMD17743 741013RD	BOX	18.64
6111	File Folders - Legal, Green, 1/3 Cut Top Tab, 100/Box	Smead QUILL	SMD17343 741013GR	BOX	18.00
6112	File Folders - Legal, Yellow, 1/3 Cut Top Tab, 100/Box	Smead QUILL	SMD17943 741013YW	BOX	18.02
6113	File Folders - Legal, Orange, 1/3 Cut Top Tab, 100/Box	Smead QUILL	SMD17543 741013OE	BOX	18.05
6114	File Folders - Legal, Pink, 1/3 Cut Top Tab, 100/Box	Smead	SMD17643 753610NK	BOX	49.99

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6116	File Folders - Letter, Manila, Shelf Folders, Straight Cut, Single-Ply End Tab, 100/Box	Smead	SMD24100 24100	BOX	16.86
6118	File Folders - Letter, Blue, Straight Cut, Reinforced End Tab, 100/ Box	Smead	SMD25010 25010	BOX	48.27
6119	File Folders - Letter, Green, Straight Cut, Reinforced End Tab, 100/Box	Smead	SMD25110 25110	BOX	49.99
6121	File Folders - Letter, Red, Straight Cut, Reinforced End Tab, 100/Box	Smead	SMD25710 25710	BOX	49.99
6122	File Folders - Letter, Yellow, Straight Cut, Reinforced End Tab, 100/Box	Smead	SMD25910 25910	BOX	49.99
6123	File Folders - Letter, Lavender, Straight Cut Reinforced End Tab, 100/Box	Smead	SMD25410 25410	BOX	49.99
6124	File Folders - Letter, Pink, Reinforced End Tab Folders, Two Ply Tab, 100/ Box	Esselte	SMD12643	BOX	N0 BID
6125	File Folders - Letter, Red, 2" Capacity Fastener Folders, Straight Tab, 50/Box	Smead	SMD25740 25740	BOX	27.72
6126	File Folders - Letter, Manilla, End-Tab Folders, Straight Cut Tab, 14 Pt., 12-1/4"x9-1/2", 50/Box	Smead	SMD24210 24210	BOX	11.87
6127	File Folders - Letter, Green, Pressboard Classification Folder, Six-Section, 10/Box	Universal Acco	ACC15046 656680	BOX	30.50
6128	File Folders - Letter, Scarlet, Pressguard Classification Folders, Six-Section, 10/Box	Esselte	ESS12575 428258	BOX	34.34
6200	Hanging File Folders - Letter, Standard Green, 1/5 Tab, 25/Box	Universal Quell	UNV14115 705215	BOX	4.94
6201	Hanging File Folders - Legal, Standard Green, 1/5 Tab, 25/Box	Universal Quell	UNV14215 705315	BOX	7.94
6205	Hanging File Folders - Letter, Standard Green, 3-1/2 Inch Hanging File Pockets with Sides, 10/Box	Smead	SMD64720 18424E	BOX	31.49
6300	Hanging File Folder Tabs - Poly Tabs, 1/3" Cut, 3-1/2"x1/2", 25/PK, Clear	Smead	SMD64615 517390	PACKAGE	1.81
6301	Hanging File Folder Tabs - Poly Tabs, 1/5" Cut Tab, 2-1/4"x1/2", 25/PK, Clear	Smead	SMD64600 517389	PACKAGE	1.55

6302	File Tabs - 1" x 1 1/2", Striped, Blue/Green/Red, Self-Stick Tabs, 66/Pack	3M	MM68616DR 68616DR	PACKAGE	8.49
6305	File Tabs - Printable Repositionable Plastic Tabs, 1 3/4 Inch, White, 80/Pack	Avery	AVE16282 16282	PACKAGE	10.99
6400	Drawer Frames - Letter Size, Screw-Together Hanging Folder Frame, 23-26.77" Long	Universal	UNV17000	EACH	NO BID
6401	Drawer Frames - Legal Size, Screw-Together Hanging Folder Frame, 23-26.77" Long	Universal	UNV18000	EACH	NO BID
6500	File Guides - Letter, Recycled Top Tab File Guides, Alpha, 1/5 Tab, Pressboard, 25/Set	Smead	SMD50376 388175	SET	24.99
6501	File Guides - Legal, Recycled Top Tab File Guides, Alpha, 1/5 Tab, Pressboard, 25/Set	Smead	SMD52376	SET	NO BID
6600	Expansion Wallet - Letter, 3 1/2 inch Expansion Wallets, Leather-Like Redrope, 10/Box	Smead	SMD71353 71353	EACH	25.43
6601	Expansion Wallet - Legal, 5 1/4 inch Expansion Wallets, Leather-Like Redrope, 10/Box	Smead	SMD71111	EACH	NO BID
6610	Expansion Folder - Letter, A-Z Open Expanding File, 21 Pockets, Leather-Like Redrope	Smead	SMD70425 SMD70425UNI	EACH	9.43
6611	Expansion Folder - Legal, A-Z Open Expanding File, 21 Pockets, C189 Leather-Like Redrope	Smead	SMD70430 SMD70430UNI	EACH	23.99
6612	Expansion Folder - Letter, Monthly Jan-Dec Expanding File, 12 Pocket, Leather-Like Redrope	Smead	SMD70387 811305UNI	EACH	23.99
6613	Expansion Folder - Legal, Monthly Jan-Dec Expanding File, 12 Pocket, Leather-Like Redrope	Smead	SMD70490 811336UNI	EACH	24.78
6700	File Pockets - Letter, 3 1/2 inch Expansion Drop Front Pocket, Straight Tab, 25/Box	Smead	SMD73224 SMD73224UNI	EACH	19.94
6701	File Pockets - Legal, 3 1/2 inch Expansion Drop Front Pocket, 25/Box	Smead	SMD74224 74224	EACH	58.89
6702	File Jackets - Letter, 11 Point Manila, 100/Box	Universal QUILL	UNV72300 74900	BOX	17.28
6703	File Jackets - Legal, 11 Point Manila, 100/Box	Universal QUILL	UNV72500 74930	BOX	22.63

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6704	File Jackets - Letter, Two Inch Expansion, 11 Point Manila, 50/Box	Universal Quill	UNV76300 74920	BOX	15.61
6705	File Jackets - Legal, Two Inch Expansion, 11 Point Manila, 50/Box	Universal Quill	UNV76300 74950	BOX	17.72
6802	Storage Boxes - Legal, String/Button Storage Box, Fiberboard, White, 12/Carton	Universal	UNV75131	CARTON	NO BID
6803	Storage Boxes - Letter/Legal, Economy Storage Box, Lift-Off Lid, White, 12/Ct	Universal	UNV95223	EACH	NO BID
6804	Storage Boxes - Letter/Legal, R-Kive Max Storage Box, Locking Lid, Woodgrain, 12/Carton	Fellowes	FEL00725 RK725	CARTON	51.74
7100	Glue Stick - Glue Stic for Envelopes, .26 oz, Stick	Avery	AVE00134	EACH	NO BID
7102	Glue Stick - Permanent Glue Stick, .74 oz, Stick	Universal OFFICE MATE	UNV75749 368201	EACH	1.50
7103	Glue - Loctite Super Glue Gel, .07 Grams, 2 pk	LOCTITE	LOC1363137 C1363137UN	PACKAGE	3.83
7200	Tape - Invisible Tape, 3/4" x 1296", 1" Core, Clear	Universal Quill	UNV82436 765002	ROLL	0.74
7201	Tape - General Purpose Masking Tape, 1" x 60 yards, 3" Core	Universal SCOTCH	UNV51501 2341	ROLL	7.45
7203	Tape - Box Sealing Tape, 2" x 110 yards, 3" Core, Clear, 6/Pack	Universal	UNV63120	ROLL	NO BID
7204	Tape - Filament Tape, .94" x 60 yards, 3" Core	3M	UNV51501 7190218	ROLL	12.97
7300	Tape Dispenser - Desktop Tape Dispenser, 1" Core, Weighted Non-Skid Base, Black	Universal Quill	UNV15001 7115468L	EACH	2.13
7500	Envelope Moistener - Squeeze Bottle Moistener, 2 oz, Blue	Universal	UNV56502	EACH	NO BID
7601	Mounting Squares - Precut Foam Mounting 1 Squares, Double-Sided, Permanent, 16 Squares/Pack	3M Quill	MMM111P 111Q	PACKAGE	3.40
8105	Labels - Laser Printer Permanent Labels, 1 1/3" x 4, White, 1400/Box	Avery Quill	UNV80106 710805	BOX	8.81

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8107	Labels - Laser Printer Permanent Labels, 1 x 2-5/8, White, 3000/Box	Universal QUILL	UNV80102 710786	BOX	8.83
8108	Labels - Laser Printer Permanent Labels, 1 x 4, White, 2000/Box	Universal QUILL	UNV80104 710790	BOX	9.17
8109	Labels - Laser Printer Permanent Labels, 2 x 4, White, 1000/Box	Universal QUILL	UNV80107 710784	BOX	8.74
8110	Labels - Laser Printer Permanent Labels, Full Sheet Letter 8.5" x 11", White, 100/Box	Avery	AVE30603 30605UNI	BOX	23.79
8114	Labels - Laser Printer Permanent Labels, 3.33" x 4", 6 per page, White, 600/Box	Business Source	BSN21052 710788	BOX	4.51
8116	Labels - Print or Write Removable Color-Coding Labels, 3/4 in dia, Red, 1008/ Pack	Avery	AVE05466 166751	PACKAGE	3.30
8117	Labels - Print or Write Removable Color-Coding Labels, 3/4 in dia, Yellow, 1008/ Pack	Avery	AVE05462 05462	PACKAGE	3.28
8119	Labels - Print or Write Removable Color-Coding Labels, 3/4 in dia., Blue, 1008/Pack	Avery	AVE05469 166769	PACKAGE	3.56
8121	Label Tape - Brother Flexible Cable/Wire TZe ID Tape, 15/32" W x 26 1/5 ft L, Rectangle - Thermal Transfer - White - 1 Roll	Brother *	BRTTZFX231 TZEFX231	ROLL	11.90
8125	Label Cartridge - For DYMO Label Writer Printer, 2 Rolls/Box	DYMO	DYM30252 30252	BOX	14.87
8150	Labels - Brother Address Label - 1.14" Width x 2.42" Length - 800/Roll - White - 1/Roll	Brother *	BRTDK1200 DK1209	ROLL	23.57
8200	Reinforcements - Hole Reinforcements, 1/4" Diameter, White, 200/ Pack	Avery	AVE05729 05729	BOX	0.83
8201	Self-Adhesive Reinforcing Strips, 10 3/4" x 1", 200 / Box	C-Line	CL164112 641120	BOX	27.99
8300	Seals - Inkjet Print or Write Notarial Seals, 2" Diameter, Gold, 44/ Pack	Avery	AVE05868 5868	PACKAGE	2.32
8400	Post-it - Standard Self-Stick Notes, 1-1/2" x 2", Yellow, 12 100-Sheet Pads / Pack	Universal QUILL	UNV35662 7382YW	PACKAGE	1.21
8401	Post-it - Standard Self-Stick Notes, 3" x 3", Yellow, 12 100- Sheet Pads/ Pack	Universal QUILL	UNV35660 7384YW	PACKAGE	2.60

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8402	Post-it - Standard Self-Stick Notes, 4" x 6", Ruled, Yellow, 12 / Pack	Quill Business Source	BSN36618 73907W	PACKAGE	8.99
8403	Post-it - Standard Tape Flags in Dispenser, Yellow, 50 Flags/ Dispenser	3M *	MMM680VW2 6807W	EACH	4.07
8404	Post-it - Standard Tape Flags in Dispenser, Blue, 50 Flags/ Dispenser	3M *	MMM680BE2 680BE	EACH	4.07
8405	Post-it - Standard Tape Flags in Dispenser, Red, 50 Flags/ Dispenser	3M *	MMM680RD2 680RD	EACH	4.07
8406	Post-it - Standard Tape Flags in Dispenser, Green, 50 Flags/ Dispenser	3M *	MMM680GN2 680GN	EACH	3.98
8407	Post-it - Standard Tape Flags in Dispenser, Orange, 50 Flags/ Dispenser	3M *	MMM680OE2 680OE	EACH	7.99
8410	Message Tabs - "Sign Here" Arrow Message, 1/ 2" Flags, 4 Colors w/ Dispensers, 120/Pack	3M *	MMM684SH 684SH	PACKAGE	4.40
9201	Punch - 30-Sheet Two-Hole Punch, 9/32" Holes, Black	Universal OFFICEMATE	UNV74222 900R2Q	EACH	9.19
9202	Punch - 12-Sheet Deluxe Two- and Three- Hole Adjustable Punch, 9/ 32" Holes, Black	Universal	UNV74323	EACH	NO BID
9203	Punch - 40-Sheet Three-Hole Punch, Reduced Effort, 9/32" Holes, Black/Silver	Paperpro *	ACI2240	EACH	NO BID
9301	Ruler - Acrylic Plastic Ruler, 12", Clear	Universal WESTCOTT	UNV59022 164632	EACH	2.41
9302	Engineering Scale - Triangular Scale, Plastic, 12", Engineering, Color- Coded	Chartpak	CH4225E 14777JWVI	EACH	8.36
9401	Scissors - All Purpose Scissors, Black, 8"	Deskworks	ACM13135	EACH	NO BID
9501	Staples - Standard Chisel Point 210 Strip Count Staples, 5,000/ Box	Universal Quill	UNV79000 791123	BOX	0.59
9503	Staples - S.F. 4 Premium Chisel Point 210 Count Full Strip Staples, 5,000/ Box	Swingline *	SW135450	BOX	NO BID
9504	Staples - High-Capacity Staples, 3/ 8 Inch Leg Length, 2500/ Box	Swingline	SW135550 35550	BOX	3.67
9507	Staples - Stanley® Bostitch 1/2" Heavy-Duty Staples, 85- Sheet Capacity, 1,000/ Box	Bostitch	SB35121M	BOX	2.02

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9508	Staples - Heavy Duty, 150 Sheet Capacity, 5/8", 1000/Box	Bostitch	SB35581M	BOX	8.29
9511	Staples - S.F. 13 Heavy- Duty 1/ 2 Inch Leg Length Staples, 90- Sheet Capacity, 1,000/ Box	Swingline	SW135512 353120	BOX	7.99
9515	Staples - Swingline Optima Jam-Free Premium Staples, Standard 1/4" Leg, 3,750/Box	Swingline *	SW135556 355560	BOX	3.49
9603	Stapler - Light-Duty Desk Stapler, 20-Sheet Capacity, Black, Full Strip	Swingline	SW140701	EACH	NO BID
9604	Stapler - Heavy-Duty Stapler, 160- Sheet Capacity, Black/ Gray	Swingline	SW139005 39005	EACH	26.12
9605	Stapler - Light-duty Stand-up Stapler, Reduced effort, Full-Strip, Black/Gray	PaperPro	ACI1423	EACH	NO BID
9606	Stapler - Swingline® Optima® 40 Desk Stapler, Reduced Effort, 40 Sheets Capacity, Full Strip, Silver w/Black and Orange	Swingline *	SW187845 57087845	EACH	20.49
9607	Stapler - Bostitch InPower 28 Spring-Powered Premium Desktop Stapler, Full Strip, Silver w/ Black	Bostitch *	ACI1110 806552	EACH	19.85
9608	Stapler - Bostitch InPower 28 Spring-Powered Premium Desktop Stapler, Full Strip, Red w/ Black	Bostitch *	ACI1117	EACH	NO BID
9609	Stapler - Bostitch InPower 28 Spring-Powered Premium Desktop Stapler, Full Strip, Blue w/ Black	Bostitch *	ACI1118	EACH	NO BID
9610	Electric Stapler - Bostitch B8 Impulse 45 Electric Stapler, 45 Sheet Capacity, Full Strip, 1/4" Staple, Black	Bostitch *	BOX B8E VALUE 88E	EACH	44.24
9700	Staple Remover - Jaw Style Staple Remover, Each, 24/Carton	Universal	UNV00700	EACH	NO BID
9701	Staple Remover - Heavy-Duty Staple Remover, Black	Max	MXB RZ3F	EACH	NO BID
9703	Staple Remover - Premium Blade Style Staple Remover, Satin Chrome Finish	Swingline	SW137141	EACH	NO BID
9800	Letter Opener - Lightweight Hand Letter Opener, 9", Silver, Each, 12/Carton	Universal	UNV31750	EACH	NO BID
9801	Letter Opener - Letter Slitter Hand Letter Opener w/ Concealed Blade	Universal	UNV31803	EACH	NO BID
10001	Plotter Paper - Designjet Bright White Inkjet Paper, 24 lbs., 36" x 150 ft, White	HP *	HEW1061A 21861A	ROLL	82.99

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10002	Plotter Paper - HP Universal Brand Paper Roll, 21 lbs., 2" Core, 24" x 150 ft, White	HP *	HEW01396A HEW01396A	EACH	16.92
10100	Adding Tape - Adding Machine/ Calculator Roll, 16 lb, 1/ 2" Core, 2- 1/ 4" x 150 ft, White, 100/ CT	Universal	UNV35710	ROLL	NO BID
10110	Cash Register Printer Rolls - One-Ply, White, 5/PK	PMC	PMC09862	PACKAGE	NO BID
10120	Thermal Paper Rolls - For Verifone VX520 Credit Card Terminal, 50/Cartron	PMC *	PMC05262	ROLL	NO BID
10201	Dry Toner - Transparency Film for Laser Copiers, Ltr, Clear, 100/ Box	3M	MMM PP2500	BOX	NO BID
10400	Pads - Letter, Perforated Edge Writing Pad, Canary, 50-Sheet, Dozen	Universal QUILL	UNV10630 740022	PAD DOZEN	7.88
10401	Pads - Legal, Perforated Edge Writing Pad, Canary, 50-Sheet, Dozen	Universal QUILL	UNV10000 740022L	PAD DOZEN	11.34
10402	Pads - 5 x 8 Perforated Edge Writing Pad, Jr. Legal Rule, 5 x 8, Canary, 50-Sheet, Dozen	Universal QUILL	UNV10200 742332	PAD DOZEN	4.60
10405	Pads - Letter, Perforated Edge Writing Pad, White, 50-Sheet, Dozen	Business Source QUILL	BSN62100 742328	DOZEN	6.65
10500	Steno Notebooks - Steno Book, Gregg Rule, 6 x 9, Green, 80 Sheets/Pad	Universal QUILL	UNV56920 3876	DOZEN	10.67
10501	Spiral Bound Notebook - College Rule, 8- 1/ 2 x 11, White, 100 Sheets/Pad	Mead	MEA06622 06622	EACH	2.26
10600	Phone Message Books - Wirebound Message Books, 2 3/ 4 x 5, Two- Part Carbonless, 400 Sets/Book	Universal	UNV48003	BOOK	NO BID
10811	Index Cards - 3" x 5" Unruled Index Cards, White, 100/Pack	Esselte	ESS30 30Q	PACKAGE	0.44
10812	Index Cards - 3" x 5" Ruled Index Cards, White, 100/Pack	Esselte	ESS31 31Q	PACKAGE	0.49
10813	Index Cards - 4" x 6" Ruled Index Cards, White, 100/Pack	Esselte	ESS41 41Q	PACKAGE	0.92
10815	Index Cards - 4" x 6" Unruled Index Cards, White, 100/Pack	Esselte	ESS40 40Q	PACKAGE	1.00
11200	Eraser - Eraser Caps, 144/Box	Sanford	PAR73015 73015UN	BOX	8.16

11201	Eraser - Eraser Refills, Z21, 3/Tube	Pentel	PENZ21	PACKAGE	NO BID
11202	Eraser - Clic Eraser Pen-Style Eraser, 3/Pack	Pentel	ZE21BP3	PACKAGE	3.02
11203	Eraser - Clic Eraser Pen-Style Eraser Refills, 2/Pack	Pentel	PENZ2BPK6 ZER2	PACKAGE	1.14
11204	Dry Erase Eraser - Expo Dry Erase Marker Board Eraser, Charcoal Gray	Expo	SAN81505 81505	EACH	1.66
11300	Highlighter - Brite Liner Grip XL Highlighter, Chisel Tip, Fluorescent Yellow Ink, 12/Pk	Bic	BLM611YW BLM611YEL	DOZEN EACH	11.29
11301	Highlighter - Assorted Colors, Chisel Tip, Fluorescent, 5/Set	Bic	BICBLP51WASST 330628	SET	3.47
11302	Highlighter - Chisel Tip, Fluorescent Blue, Dozen	Universal QUILL	UNV08864 728153	DOZEN	2.78
11303	Highlighter - Chisel Tip, Fluorescent Orange, Dozen	Universal SHARPE	UNV08863 25006	DOZEN	5.92
11304	Highlighter - Chisel Tip, Fluorescent Green, Dozen	Universal QUILL	UNV08862 728152	DOZEN	2.78
11305	Highlighter - Chisel Tip, Fluorescent Pink, Dozen	Sanford *	SAN25009 25009Q	DOZEN	8.43
11306	Towelettes - Dry Erase Board Cleaning Wet Wipes, 6 x 9, 50/Container	Expo *	SAN80074 81850	CONTAINER	5.38
11307	Markers - Low Odor Dry Erase Marker, Fine Point, Assorted, 4/Set	Expo	SAN86074 86074	SET	3.22
11308	Markers - Low Odor Dry Erase Markers, Chisel Tip, Basic Assorted, 4/Set	Expo	SAN80074 80074Q	SET	3.43
11309	Markers - Permanent Markers, Chisel Tip, Black, Dozen	Universal QUILL	UNV07051 7168970L	DOZEN EACH	2.71
11310	Markers - Permanent Markers, Chisel Tip, Red, Dozen	Universal TRU RED	UNV07052 24276694	DOZEN	9.83
11311	Markers - Red Porous Point Stick Pen, Red Ink, Medium, Dozen	Universal	UNV50503	DOZEN	NO BID
11312	Highlighter - Brite Liner Highlighter, Chisel Tip, Fluorescent Yellow Ink, 12 per Pack	Bic	BICBL11YW BL11YW	DOZEN	3.62

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11350	Pen - Counterfeit Bill Detector Pen for Use w/U.S. Currency	DriMark	351B1	EACH	NO BID
11400	Pencils - Economy Woodcase Pencil, HB #2, Yellow Barrel, Dozen	Universal QUILL	UNV55400 T 7112	DOZEN	0.76
11401	Pencils - Sharplet-2 Mechanical Pencil, 0.50 mm, Black Barrel	Pentel	PENA125A	DOZEN	NO BID
11402	Pencils - Sharplet-2 Mechanical Pencil, 0.70 mm, Dark Blue Barrel	Pentel	PENA127C	DOZEN	NO BID
11403	Pencils - Sharplet-2 Mechanical Pencil, 0.90 mm, Brown Barrel	Pentel	PENA129E	EACH	NO BID
11404	Pencils - Super Hi-Polymer Lead Refills, 0.5mm, HB, Black, 12 Leads/Tube	Pentel	PENC505HB LC505HB	TUBE	0.54
11405	Pencils - Super Hi-Polymer Lead Refills, 0.7mm, HB, Black, 12 Leads/Pack	Pentel	PENC507HB L507HB	TUBE	0.50
11406	Pencils - Super Hi-Polymer Lead Refills, 0.9mm, HB, Black, 15 Leads/Pack	Pentel	PENC509HB L509HB	TUBE	1.49
11408	Pencils - Sharpwriter Mechanical Pencil, HB, 0.70 mm, Yellow Barrel, Dozen	Paper Mate	PAP3030T 3030T	DOZEN	3.18
11605	Pens - Roller Ball Stick Dye-Based Pen, Blue Ink, Micro, Dozen	Sanford	SAN60133 60153	DOZEN	8.68
11606	Pens - Roller Ball Stick Dye-Based Pen, Black Ink, Micro, Dozen	Sanford *	SAN60131 60151	DOZEN	8.58
11610	Pens - Precise V5 Roller Ball Stick Pen, Needle Pt, Black Ink, 0.5mm Extra Fine, Dozen	Pilot	PIL35334 PV5BK	DOZEN	12.76
11611	Pens - Precise V5 Roller Ball Stick Pen, Needle Pt, Red Ink, 0.5mm Extra Fine, Dozen	Pilot	PIL35336 PV5RD	DOZEN	12.90
11612	Pens - Precise V5 Roller Ball Stick Pen, Needle Pt, Blue Ink, 0.5mm Extra Fine, Dozen	Pilot	PIL35335 PV5BE	DOZEN	12.77
11615	Pens - Integra Premium Gel Ink Stick Pens, 0.7 mm, Black	Integra *	ITA39059	DOZEN	NO BID
11616	Pens - Integra Premium Gel Ink Stick Pens, 0.7 mm, Blue	Integra *	ITA39060	DOZEN	NO BID
11620	Pens - Sign Pen Porous Point Pen, Bold, Black, Dozen	Pentel *	PENSS20A	DOZEN	NO BID

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11650	Pens - Paper Mate Retractable Gel Pens, Bold, 1 mm, Black, Dozen	PaperMate *	PAP1753365 1753365UNI	DOZEN	20.49
11651	Pens - Paper Mate Retractable Gel Pens, Bold, 1 mm, Blue, Dozen	PaperMate *	PAP1753366 1753366UNI	DOZEN	NO BID
11702	Pens - Standard Ballpoint Counter Pen, Black Ink, Medium	PMF	PMF05057 05057UNI	EACH	5.29
11797	Pens - Round Stic Grip Ballpoint Stick Pen, Red Ink, Fine, Dozen	Bic	GSF011RD GSF011RD	DOZEN	2.56
11798	Pens - Soft Feel Ballpoint Stick Pen, Red Ink, Medium, Dozen	Bic	SGSM11RD 13103	DOZEN	8.49
11799	Pens - Soft Feel Ballpoint Stick Pen, Blue Ink, Medium, Dozen	Bic	SGSM11BE 13101	DOZEN	8.49
11801	Pens - Soft Feel Ballpoint Stick Pen, Black Ink, Medium, Dozen	Bic	SGSM11BK 13102	DOZEN	8.89
11802	Pens - Round Stic Ballpoint Stick Pen, Black Ink, Medium, Dozen	Bic	GSM11BK	DOZEN	1.25
11809	Pens - Ballpoint Stick Oil- Based Pen, Blue Ink, Fine, Dozen	Universal	UNV27421	DOZEN	NO BID
11822	Pencil Sharpener - Compact Desktop Battery-Operated Pencil Sharpener, Black, Uses Four AA batteries	Hunt	EPI16750	EACH	NO BID
11827	Pens - Round Stic Ballpoint Stick Pen, Black Ink, Fine, Dozen	Bic	GSF11BK	DOZEN	1.39
11830	Pens - Round Stic Ballpoint Stick Pen Blue Ink, Fine, Dozen	Bic	GSF11BE	DOZEN	1.99
11831	Pens - Round Stic Ballpoint Stick Pen, Blue Ink, Medium, Dozen	Bic	GSM11BE	DOZEN	1.17
11835	Pens - Clic Stic Ballpoint Retractable Pen, Black Ink, Medium, Dozen	Bic *	CSM11BK	DOZEN	4.82
11836	Pens - Clic Stic Ballpoint Retractable Pen, Blue Ink, Medium, Dozen	Bic *	CSM11BE	DOZEN	4.82
11838	Pens - Zebra Sarasa Roller Ball Retractable Gel Pen, .7 MM, Black Ink, Dozen	Zebra	ZEB16010 46815	DOZEN	10.28
11839	Pens - Zebra Sarasa Roller Ball Retractable Gel Pen, .7 MM, Blue Ink, Dozen	Zebra *	ZEB16020 46820	DOZEN	10.34

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11840	Pens - Zebra Sarasa Roller Ball Retractable Gel Pen, .7 MM, Red Ink, Dozen	Zebra *	ZEB16830 46830	DOZEN	10.61
11841	Pens - Pilot Precise V5 RT Extra-Fine Premium Retractable Rolling Ball Pens, Blue Ink, Dozen	Pilot *	PIL26063 26063	DOZEN	15.60
11845	Pens - Paper Mate Flair Point Felt Tip Marker Pens, Medium Pen Point, Red Ink, Dozen	Paper Mate *	PAP8420152 84201	DOZEN	11.45
11846	Pens - Paper Mate Flair Point Felt Tip Marker Pens, Medium Pen Point, Green Ink, Dozen	Paper Mate *	PAP8440152 84401	DOZEN	14.42
11847	Pens - Paper Mate Flair Point Felt Tip Marker Pens, Medium Pen Point, Purple Ink, Dozen	Paper Mate *	PAP8450152 84501	DOZEN	11.60
11903	Sharpie - Permanent Marker, Fine Point, Black, Dozen	Sharpie	SAN3000T 3000BK	DOZEN	6.62
11904	Sharpie - Permanent Marker, Extra Fine Point, Black, Dozen	Sharpie	SAN3000T 3700BK	DOZEN	7.37
11905	Sharpie - Permanent Marker, Fine Point, Red, Dozen	Sharpie	SAN30002 3000RD	DOZEN	8.03
11907	Pens - Signo Gel RT Roller Ball Retractable Gel Pen, Black Ink, Medium, Dozen	Sanford	SAN65940BX 65940	DOZEN	19.30
11910	Pens - G2 Gel Roller Ball Pen, Retractable, Refillable, Red Ink, 0.7mm Fine, Dozen	Pilot *	PIL31022 G27RD	DOZEN	11.05
11911	Pens - G2 Gel Roller Ball Pen, Retractable, Refillable, Black Ink, 0.7mm Fine, Dozen	Pilot *	PIL31020 G27BK	DOZEN	9.10
11912	Pens - G2 Gel Roller Ball Pen, Retractable, Refillable, Blue Ink, 0.7mm Fine, Dozen	Pilot *	PIL31021 G27BE	DOZEN	10.01
11913	Pens - Signo Gel 207 Roller Ball Retractable Gel Pen, Blue Ink, Medium, Dozen	Sanford	SAN33051 33951B	DOZEN	10.54
11914	Pens - Signo Gel GRIP Roller Ball Stick Gel Pen, Black Ink, Medium, Dozen	Sanford	SAN65150 65450	DOZEN	12.44
12107	Ribbon - DPS-R1427 Compatible Ribbon, Calculator Ribbon, Black/Red	Industrias Kores	ITKKOR42	EACH	No BID
12112	Ribbon - Calculator, R3027 Compatible Ribbon, Black/ Red	DataProducts	R3027	EACH	1.07

KS

13200	Batteries - "AA" - Duracell® Alkaline "AA" Batteries; 16-Pack	Duracell	MN1500B16	EACH PACK	9.82
13201	Batteries - "AAA" - Duracell® Alkaline "AAA" Batteries; 12-Pack	Duracell	MN24RT12Z	EACH PACK	8.57
13202	Batteries - "C" - Duracell® Alkaline "C" Batteries; 1.5V, 8-Pack	Duracell	MN14RT8Z	EACH PACK	11.11
13203	Batteries - "D" - Duracell® Alkaline "D" Batteries; 8-Pack	Duracell	MN13RT8Z	EACH PACK	11.25
13204	Batteries - "9V" - Duracell® Alkaline "9V" Batteries; 4-Pack	Duracell	MN16RT4Z	EACH PACK	10.98
13205	Batteries "E2 Lithium" - Energizer® Specialty Batteries; e2 Lithium Photo Battery, 123, 3V, EACH	Energizer	EVE-EL123APB2	EACH	NO BID
13512	Copier Staples - Sharp AR-M237/AR-M277 Copier; 3/Box	Sharp	AR-SC1	BOX	NO BID
13514	Copier Staples - Sharp AR-M350 Copier AG559, 3/Box	Sharp	AR-SC1	BOX	NO BID
13555	Copier Staples - Staple Cartridge for use in RICOH Aficio MP5002	Ricoh *	MXSCX1	BOX	NO BID
15610	Ribbon - Epson Ribbon Cartridge for TM-U675 Printer	EPSON	ERC-32B 752325	EACH	2.89
15612	Ribbon - Canon CP1200D Calculator Ribbon, 2-Color		ITKKOR80CBR	EACH	NO BID
17101	CD-RW Discs - 700MB/80min, 12x, w/Jewel Cases, Silver, 5/Pack	Imation *	16950	EACH	NO BID
17102	CD-R Discs - 700MB/80min, 52x, Spindle, Silver, 100/Pack	Innovera	IVR77990	PACKAGE	NO BID
17103	CD-R Discs - 700MB/80min, 52x, w/Slim Jewel Cases, Silver, 10/Pack	Verbatim *	VER94935	EACH	NO BID
17104	DVD-R/RAM - Recordable DVD's, Rewriteable 1000 times, Capacity 9.4GB/Double-Sided, Each	Innovera	IVR46805	EACH	NO BID
17105	DVD+RW - Rewritable DVDs w/jewel case, Capacity 4.7GB/Single-Sided, 120 minute capacity, Each	Verbatim	VER94520	EACH	NO BID

LA

17107	Blue Ray Discs - Verbatim 25GB Blu-ray Disc BD-R Printable Disc, Spindle, 50/Pack	Verbatim	VER97339	PACKAGE	NO BID
17108	DVD-DL - Verbatim 8.5GB 8x Dual Layer DVD, White Inkjet Printable, Spindle, 50/Pack	Verbatim	VER98319	PACKAGE	NO BID
17110	DVD-R - 4.7GB, 16x, Spindle, Silver, 50/Pack	Innovera	IVR46850	PACKAGE	NO BID
17200	Photo Paper - Glossy Photo Paper, 60 lbs., Glossy, 8-1/2 x 11, 50 Sheets/Pack	Epson	EP83011649 5091849	PACKAGE	17.42
17210	CD/DVD Envelopes - CD/DVD Envelopes, Paper Envelope With Clear Poly Window, 50/Box	Innovera	IVR39403	BOX	NO BID
17300	Compressed Air Duster - Compressed Gas Duster, 10 oz Can	Universal	IVR51501	EACH	NO BID
17400	Surge Protector - Six- Outlet Surge Suppressor, 1080 Joules, 6 ft. cord, Putty	Compucessory	CCS25102	EACH	NO BID
17500	Mouse Pad - Standard Mouse Pad, 8" x 9", Blue	Fellowes STAPLES	FEL58021 3829542L	EACH	0.92
17501	Wrist Rest - Memory Foam Mouse Pad/Wrist Rest, 1.0" x 7.9" x 9.3" - Silver/Black	Fellowes	FEL9175801 9175801	EACH	11.30
17502	Wrist Rest - Keyboard Wrist Rest with FoamFusion Technology, 3.2" x 18.1", Microban Anti-Microbial Protection, Black	Fellowes *	FEL9252101 9252101	EACH	19.99
18100	Calendar Refill - Desk Calendar Refill, 3-1/2" x 6", 2 Pages For Each Weekday	At-A-Glance	AAGE71750	EACH	NO BID
18102	Calendar Refill - Compact Desk Calendar Refill, 3" x 3 3/4", 2 Pages For Each Weekday	At-A-Glance	AAGE91950	EACH	NO BID
18200	Calendar - Desk Pad, 22" x 17", Non-Refillable, Ruled Daily Blocks, Vinyl Corners, Eyelets For Hanging, Jan-Dec	At-A-Glance	AAGSK2400	EACH	NO BID
18301	Calendar - Yearly Wall Calendar, Metal Bound, Unruled Daily Blocks, Hanging Eyelets, 24" x 36", Blue Ink	At-A-Glance	AAGPM1228	EACH	NO BID
18401	Appointment Book - Daily Appointment Book, 4-7/8" x 8", DayMinder, Nonrefillable, Ruled, One Day Per Page, 2 month reference blocks	At-A-Glance	AAGG10000	EACH	NO BID
18402	Appointment Book - 4-Person Daily Appt. Book, 7 7/8" x 11", DayMinder, Nonrefillable, Ruled, 1 Day/Page, 2 Month Ref. Blocks	At-A-Glance	AAGG56000	EACH	NO BID

JA

18502	Appointment Book - Weekly Planner, 6-7/8" x 8-3/4", Nonrefillable, Ruled, One Week Per Spread, 12 month reference blocks	At-A-Glance	AAGG53500	EACH	NO BID
18503	Appointment Book - Weekly Appointment Book, 8-1/4" x 10 -7/8", Nonrefillable, Ruled, One Week Per Spread, 12 Month Reference Blocks	At-A-Glance	AAG7095005	EACH	NO BID
18504	Appointment Book - Weekly/Monthly Appointment Book, 8" x 9-7/8", Simulated Leather, Black	At-A-Glance	AAG760105	EACH	NO BID
18600	Appointment Book - Monthly Planner, 6-7/8" x 8-3/4", Nonrefillable, Unruled, One Month Per Spread, 6 Month Reference Blocks, 16 Month Fiscal	At-A-Glance	AAG7012705	EACH	NO BID
18601	Appointment Book - Monthly Planner, 9" x 11", Nonrefillable, Unruled, One Month Per Spread, 13 Month Jan-Jan, Telephone/Address Pages	At-A-Glance	AAG7026005	EACH	NO BID
18602	Appointment Book - Monthly Planner, 6-7/8" x 8-3/4", Nonrefillable, Unruled, 1 Month/Spread, 6 Month Reference Blocks, Memo Section	At-A-Glance	AAGG40000	EACH	NO BID
18603	Appointment Book - 3-Year Monthly Planner, 8-1/2" x 11", Refillable, Unruled, 1 Month/Spread, 6 Month Ref. Blocks, Yrly. Dividers, Sim. Leather. Black	At-A-Glance	AAG7023605	EACH	NO BID
18604	Appointment Book - QuickNotes Monthly Planner, Jan. - Dec., 8 1/4" x 10 7/8", Black	At-A-Glance	AAG760605	EACH	NO BID
18605	"Today Is" Wall Calendar - Refill, 6 5/8" x 9 1/8"	At-A-Glance	AAGK150	EACH	NO BID
18606	Appointment Book - 5-Year Monthly Planner, 8-1/2" x 11", Refillable, Unruled, 1 Month/Spread, Yrly. Dividers. Sim. Leather. Black	At-A-Glance	AAG7029605	EACH	NO BID
18610	Appointment Book - DayMinder Four-Person Group Appointment Book	At-A-Glance	AAGG5600	EACH	NO BID
18624	Appointment Book Refill - Three- Or Five-Year Planner, Black, 9" x 11", 2020 Refill for 7023605 and 7029605	At-A-Glance	AAG7092380	EACH	NO BID
18625	Appointment Book Refill - Three- Or Five-Year Planner, Black, 9" x 11", 2021 Refill for 7023605 and 7029605	At-A-Glance	AAG7092371	EACH	NO BID
21100	Binding Combs - Plastic Comb Bindings, 5/16" Diameter, 40 Sheet Capacity, Black, 100 Combs/Pack	Fellows	FEL52507 52507	BOX	4.76

AA

21101	Binding Combs - Plastic Comb Bindings, 3/8" Diameter, 55 Sheet Capacity, Black, 100 Combs/Pack	Acco FELLOWS	FEL53385 523258	BOX	5.14
21102	Binding Combs - CombBind Standard Spines, 1/2" Diameter, 85 Sheet Capacity, Black, 100/Box	Acco	SWI4090034	BOX	NO BID
21103	Binding Combs - CombBind Standard Spines, 5/8" Diameter, 125 Sheet Capacity, Black, 100/Box	Acco	GBC4090046	BOX	NO BID
21104	Binding Combs - CombBind Standard Spines, 3/4" Diameter, 150 Sheet Capacity, Black, 100/Box	Acco	GBC4090052	BOX	NO BID
21105	Binding Combs - CombBind Standard Spines, 1" Diameter, 200 Sheet Capacity, Black, 100/Pack	GBC	GBC4090306	BOX	NO BID
21106	Binding Combs - CombBind Standard Spines, 1-1/2" Diameter, 320 Sheet Capacity, Black, 100/Box	GBC	GBC 4200010	EACH	NO BID
22201	Phone Cord - Handset 12', dark gray	Tech Electronics	B107	EACH	NO BID
22400	Wall Clock - Round Wall Clock, 12-1/2in, Black	Universal	UNV10431	EACH	NO BID
22500	Visitor Register Book - Red Hardcover, 112 Pages, 8 1/2 x 11 1/2	Wilson-Jones	WLJS490	EACH	NO BID
22502	Notary Public Record Book - Burgundy Cover, 60 Pages, 8 1/2 x 10 1/2	Dome	DOM990 880	EACH	9.46
22505	Journal Books - Esselte Canvas Journal Books, 150 Sheet(s), Thread Sewn, 12.12" x 7.62" Sheet Size	Esselte*	66150J	EACH	28.27
22506	Journal Book - Esselte Canvas Journal Book, 500 Sheet(s), Thread Sewn, 12.12" x 7.62" Sheet Size	Esselte*	66500J	EACH	NO BID
22600	Posterboard - White Poster Board, 28 x 22, 50/Cartron	Elmers	EP1750173 506840	EACH	30.53
22800	Waste Basket - 7 gallon	Rubbermaid	22177	EACH	NO BID
22901	Dry Erase Board - Quartet® Wood Frame Dry-Erase Board; 3x2'	Quartet	QRT5575 5573	EACH	33.97

KD

22902	Cork Board - Quartet® Oak Finish Frame Cork Board; 36x24"	Quartet	303 QRT303	EACH	32.41
22903	Dry Erase Board - Wood Frame Dry-Erase Board, 3' x 4'	MEAD	MEA85357	EACH	NO BID
22904	Corkboard - Oak Finish Frame Cork Board, 3' x 4'	Sparco	LLR19768	EACH	NO BID
23000	Floor Mats - Economy Carpet Chair Mat; 36x48", Standard Lip	Rubbermaid	11265STCLR	EACH	NO BID
24001	Laminating Pouches - HeatSeal Laminating Pouches, 3 mil, Letter, 9 x 11 1/2, 100/Box	GBC	GBC3745022 3745022	BOX	59.99
24002	Laminating Pouches - HeatSeal Laminating Pouches, 5 mil, Legal, 9 x 14 1/2, 100/Box	GBC	GBC3745011	PACKAGE	NO BID
24003	Laminating Pouches - HeatSeal Laminating Pouch, 11.25" x 17.25", 3mil, 25 / Pack	HeatSeal	3200579	EACH	NO BID
25000	Business Card Kit - Inkjet Matte Business Cards, 2 x 3 1/2, Ivory, 10/Sheet, 250/Pack	Avery	AVE8376 8376	PACKAGE	8.58
26000	Shredder Oil - 12 oz. Bottle, for Oiling Shredder Blades	Fellowes	FEL35250 35250	EACH	5.48
28000	Name Badge Holders - Photo ID Badge Holder, Horizontal, 4w x 3h, Clear, 25/Pack	Avery	74471	PACKAGE	8.37
28002	Lanyards - Round Lanyards w/Bulldog Clips, 24/Package	GBC	3747478	PACKAGE	NO BID

MA

Quill Bid Response Form

Quill Bid#: 19-20755

Customer Bid#: 19-0088 OFFICE SUPPLIES 2020

Organization Name: COUNTY OF JEFFERSON

Enterprise# : 10558820

Contact Name: Vickie Pratt

Contact Phone#: 6367975380

Bid Type: Item

Bid Open Date: 10/29/2019

Bid Open Time: 2:00 PM

Item Expiration Date: 1/1/2021

Catalog Expiration Date:

Total Items: 234 (0 Won, 0 Lost)

Total: \$ 2857.67 (0.00 Won, 0.00 Lost)

Line# Item#	Customer Item#	Description	Color	Make	Qty	Price	UoM	Conv	Case Qty	Ext Total	Note	Page
1	04301	ECONOMY BINDER 1IN BLK-LH	BLACK	HEWLETT PACKARD	1	4.99	EA		12	4.99		
2	04401	ECONOMY BINDER 1.5IN BLK-LH	BLACK		1	4.41	EA		12	4.41		
3	04501	ECONOMY BINDER, 2 BLACK	BLACK		1	6.04	EA		12	6.04	Quill Brand	
4	04601	3 RING BINDER W/LABEL HOLDER	BLACK	AVERY	1	9.70	EA		12	9.70		
5	79604	HEAVY DUTY VIEW BINDER 4IN BLK	BLACK	AVERY	1	8.60	EA		4	8.60		
6	520072AVE	ECON VW BIND RND RINGS BK	BLACK		1	4.99	EA		12	4.99		
7	05725	BINDER VIEW 1.5 BK	BLACK		1	4.97	EA		12	4.97	Quill Brand	
8	7222BK	QB 2IN ROUND RING VIEW BINDER	BLACK		1	2.69	EA		12	2.69	Quill Brand	
9	7223BK	QUILL 3 ROUND-RING VIEW BIND	BLACK		1	1.99	EA		12	1.99	Quill Brand	
10	05711	1 RR ECONOMY VIEW BINDER	WHITE	HEWLETT PACKARD	1	2.40	EA		12	2.40		
11	05726	ECONOMY VIEW 1.5IN WHITE	WHITE		1	4.47	EA		12	4.47	Quill Brand	
12	05731	ECONOMY VIEW 2IN WHITE	WHITE	AVERY	1	7.29	EA		12	7.29		
13	05741	BINDER VIEW 3 WE	WHITE	AVERY	1	7.77	EA		12	7.77		
14	54132Q	BINDER 54132 DATA LTBL10BXXXX	LTBE	WILSON JONES	1	7.30	EA		25	7.30		
15	11370Q	AVERY LEGAL 1-25 W/TOC	WHITE	AVERY	1	1.40	ST		12	1.40		
16	11372Q	AVERY LEGAL 26-50 W/TOC	WHITE	AVERY	1	1.43	ST		12	1.43		

17	11396	1197	INDEX LEGAL TABBED 51-75	WHITE	AVERY	1	6.79	ST		12	6.79	
18	11397Q	1198	INDEX LEGAL TABBED 76-100	WHITE	AVERY	1	7.29	ST		12	7.29	
19	11467Q	1200	TAB DIVID 8TAB INDX INSRT CLRD			1	.98	ST		48	.98	
20	483321	1201	TAB DIVID INDX INSERT 5 TAB CL			1	1.79	ST		48	1.79	Quill Brand
21	16241	1204	SELF ADH TABS W/25 INSERTS 2	CLEAR	AVERY	1	3.20	PK	25 EA = 1 PK	24	3.20	
22	11307Q	1206	TAB DIVIDERS	BUFF		1	7.29	ST		12	7.29	
23	55806Q	1403	CLEAR FRONT REPORT COVER	BLACK	ESSELTE	1	11.09	BX	25 EA = 1 BX	5	11.09	
24	57513	1405	PORTFOLIO 57513 2 POCKET ASST	ASSTD	HEWLETT PACKARD	1	15.02	BX	25 EA = 1 BX	5	15.02	
25	P1JG	2104	PAPER CLIPS JUMBO SMOOTH			1	5.98	PK	1 PK = 10 BX	10	5.98	Quill Brand
26	720200	2105	QB STL BNDR CLIP SMALL 3/4X3/8			1	.22	BX		300	.22	Quill Brand
27	720500	2106	QB STL BNDR CLPS.MED 1-1/4X5/8			1	.62	BX		144	.62	Quill Brand
28	721000	2107	STEEL BINDER CLIPS 2X1			1	1.67	BX	12 EA = 1 BX	60	1.67	Quill Brand
29	P1KS	2103	QB PAPER CLIPS, REGULAR SMOOTH			1	2.91	PK	1 PK = 10 BX	12	2.91	Quill Brand
30	920002836	2120	LOGITECH WIRELESS KEYBOARD/MOU			1	36.82	EA		4	36.82	
31	920002555	2121	LOGITECH WIRELESS WAVE KEYBOARD		LOGITECH	1	66.22	EA		4	66.22	
32	1752265	2135	DYMO LABELWRITER 450 TURBO	BLACK	DYMO	1	114.82	EA		4	114.82	
33	207901	2150	VERBATIM STORE N GO V3 SUPER			1	11.06	EA		1	11.06	
34	721864	2151	STORE N GO V3 USB 16GB			1	16.29	EA		10	16.29	
35	12992	2205	2IN STEEL FASTENER- 2PC		ACCO	1	2.48	BX	50 EA = 1 BX	15	2.48	
36	11173QL	2300	QUILL PLASTIC PUSH PINS	ASSTD		1	2.59	PK	100 EA = 1 PK	96	2.59	Quill Brand
37	790018	2400	QB RUBBER BANDS, 1/16X3			1	6.99	PK		25	6.99	Quill Brand
38	790032	2401	QB RUBBER BANDS 1/8X3			1	3.49	PK		25	3.49	Quill Brand
39	790033	2402	QB RUBBER BANDS 1/8X3-1/2			1	3.71	PK		25	3.71	Quill Brand
40	790064	2403	QB RUBBER BANDS 1/4X3-1/2			1	3.72	PK		25	3.72	Quill Brand
41	790117	2404	QUILL RUBBER BAND 7X1/8			1	3.92	PK		25	3.92	Quill Brand

42	56201	3101	CORRECTION PEN FINE 24 WE	WHITE	PENTEL	1	3.95	EA		72	3.95	
43	UNV54051	4100	ECONOMY METAL BOOKENDS 2/PR			1	4.70	PR		1	4.70	
44	717643	4200	CLIPBOARD LTR 9X12.5 BN	TAN		1	1.26	EA		1	1.26	Quill Brand
45	717644	4201	CLIPBOARD LGL MASNTE 9X15.5	TAN		1	2.49	EA		1	2.49	Quill Brand
46	54032	4302	RUBBER FINGER PADS, LARGE		ACCO	1	3.29	DZ	12 EA = 1 DZ	24	3.29	
47	10134	4305	SORTKWK FINGERTIP MOISTENER			1	2.15	EA		144	2.15	
48	46808	4602	CARBONLESS RECEIPT BOOK 3 PART		TOPS	1	7.22	EA		50	7.22	
49	24380789	4706	TR WALL FILE LETTER 1 SMOKE			1	13.85	EA		12	13.85	Quill Brand
50	199299	4711	SOFTALK PHONE SHOULDER REST BK			1	7.10	EA		96	7.10	
51	45706	4712	RECYCLED DRAWER ORGANIZER	BLACK		1	6.99	EA		6	6.99	
52	MP21DX	4900	CANON MP21DX DESKTOP 12-DIGIT	SILVR		1	79.03	EA		6	79.03	
53	21448	5200	CARTERS NEAT-FLO INKER BLK	BLACK	AVERY	1	3.67	EA		72	3.67	
54	21447	5201	CARTERS NEAT-FLO INKER RED	RED	AVERY	1	1.89	EA		12	1.89	
55	40712	5204	CLASSIX REFILL INK BLACK 2 OZ	BLACK	COSCO	1	5.59	EA		12	5.59	
56	40711	5205	CLASSIX REFILL INK RED 2 OZ.	RED	COSCO	1	5.71	EA		12	5.71	
57	40713	5206	CLASSIX REFILL INK BLUE 2 OZ.	BLUE	COSCO	1	5.48	EA		12	5.48	
58	COS035594	5218	STAMP ACCU2 SH COPY RD			1	9.96	EA		1	9.96	
59	740137	6100	FILE FOLDER LTR SIZE 1/3-CUT	MNLA		1	4.88	BX	100 EA = 1 BX	5	4.88	Quill Brand
60	760137	6101	QB FILE FOLDER, LEGAL, 1/3-CUT	MNLA		1	8.65	BX	100 EA = 1 BX	5	8.65	Quill Brand
61	811262	6103	FLDR MLA 1/3 LTR 100/BX PINK			1	24.99	BX		5	24.99	
62	740913RD	6104	1/3-CUT LETTER SIZE FOLDERS	RED		1	14.29	BX	100 EA = 1 BX	5	14.29	Quill Brand
63	740913BE	6105	1/3-CUT LETTER SIZE FOLDERS	BLUE		1	14.29	BX	100 EA = 1 BX	1	14.29	Quill Brand
64	740913YW	6106	1/3-CUT LETTER SIZE FOLDERS	YELLOW		1	14.30	BX	100 EA = 1 BX	5	14.30	Quill Brand
65	740913OE	6107	1/3-CUT LETTER SIZE FOLDERS	ORNGE		1	14.29	BX	100 EA = 1 BX	5	14.29	Quill Brand

66	740913GR	6108	1/3-CUT LETTER SIZE FOLDERS	GREEN		1	14.29	BX	100 EA = 1 BX	5	14.29	Quill Brand	
67	741013BE	6109	1/3-CUT LEGAL SIZE FOLDERS	BLUE		1	18.68	BX	100 EA = 1 BX	5	18.68	Quill Brand	
68	741013RD	6110	1/3-CUT LEGAL SIZE FOLDERS	RED		1	18.64	BX	100 EA = 1 BX	5	18.64	Quill Brand	
69	741013GR	6111	1/3-CUT LEGAL SIZE FOLDERS	GREEN		1	18.00	BX	100 EA = 1 BX	5	18.00	Quill Brand	
70	741013YW	6112	1/3-CUT LEGAL SIZE FOLDERS	YELLOW		1	18.02	BX	100 EA = 1 BX	5	18.02	Quill Brand	
71	741013OE	6113	1/3-CUT LEGAL SIZE FOLDERS	ORNGE		1	18.05	BX	100 EA = 1 BX	5	18.05	Quill Brand	
72	75361UNI	6114	FOLDER 2-153CPK FILE LGL PINK			1	49.99	BX		5	49.99		
73	24100	6116	FOLDER ET150L STRAIGHT CUT	MNILA	SMEAD	1	16.86	BX	100 EA = 1 BX	5	16.86		
74	25110	6119	END TAB GREEN FLDR 100 CT LTR	GREEN		1	49.99	BX	100 EA = 1 BX	5	49.99		
75	25710	6121	END TAB RED FOLDER 100 CT LTR	RED	SMEAD	1	49.99	BX	100 EA = 1 BX	5	49.99		
76	25010Q	6118	END TAB BLUE FOLDER 100CT LTR	BLUE		1	48.27	BX	100 EA = 1 BX	5	48.27		
77	25910	6122	END TAB YELLOW FLDR 100CT LTR	YELLOW		1	49.99	BX	100 EA = 1 BX	5	49.99		
78	25410	6123	FOLDER ENDTAB STRAIGHT LTR LAV	LVNDR		1	49.99	BX	100 EA = 1 BX	5	49.99		
79	25740	6125	F/FLDR LTR ET ST R 2B-1&3	RED	SMEAD	1	27.72	BX	50 EA = 1 BX	5	27.72		
80	24210	6126	END-TAB FOLDERS LETTER SIZE	MNILA	SMEAD	1	11.87	BX	50 EA = 1 BX	5	11.87		
81	65668Q	6127	FOLDER 15046 LTR LEAF GRN 6PT			1	30.50	BX		1	30.50		
82	428258	6128	FOLDER CLASSIFICATION 6 SEC SC			1	34.34	BX		5	34.34		
83	7Q5215	6200	QB HANGING FILE FOLDERS,LTR	GREEN		1	4.94	BX	25 EA = 1 BX	10	4.94	Quill Brand	
84	7Q5315	6201	QB HANGING FILE FOLDERS,LGL	GREEN		1	7.94	BX	25 EA = 1 BX	10	7.94	Quill Brand	
85	18H24E	6205	POCKET HANGING LTR SIZE 3IN EX	DKGN	SMEAD	1	31.49	BX	10 EA = 1 BX	5	31.49		
86	517390	6300	TAB 1/3 CLR 25/PK			1	1.81	PK		80	1.81		
87	517389	6301	TAB 1/5 CLR 25/PK			1	1.55	PK		80	1.55		
88	686LGBR	6302	POST-IT 1IN TAB TIP G/B/R 66PK		3M	1	8.49	PK	1 EA = 1 PK	24	8.49		
89	16282	6305	AVRYPRINTABLE TABS 1.75 IN WE	WHITE	AVERY	1	10.99	PK	80 EA = 1 PK	24	10.99		
90	388117	6500	GUIDE FILE GY PBD A-Z 50376			1	24.99	BX		12	24.99		

91	71353	6600	FILE PORTFOLIO W/ELASTIC CORD		SMEAD	1	25.43	BX	10 EA = 1 BX	5	25.43	
92	SMD70425UNI	6610	FILE EXP 12X10 A Z 21PKT			1	9.43	EA		6	9.43	
93	SMD70430UNI	6611	FILE EXPANDING A-Z 21 POCKET L			1	23.99	EA		6	23.99	
94	811305UNI	6612	FILE EXPANDING 12X10 JANUARY			1	23.99	EA		5	23.99	
95	811336UNI	6613	FILE EXPANDING MONTHLY 12 POCK			1	24.78	EA		5	24.78	
96	SMD73224UNI	6700	FILE POCKET 1524EB LTR 3.5			1	19.94	BX		4	19.94	
97	74224	6701	FILE POCKET 1526EB LGL 3.5	RED		1	58.89	BX	25 EA = 1 BX	4	58.89	
98	74900	6702	QB FLAT FILE JACKETS, LETTER			1	17.28	BX	100 EA = 1 BX	1	17.28	Quill Brand
99	74930	6703	QB FLAT FILE JACKETS, LEGAL			1	22.63	BX	100 EA = 1 BX	1	22.63	Quill Brand
100	74920	6704	QB EXPAN FILE JACKETS LETTER	MNILA		1	15.61	BX	50 EA = 1 BX	1	15.61	Quill Brand
101	74950	6705	QB EXPAN FILE JACKETS LEGAL	MNILA		1	17.72	BX	50 EA = 1 BX	1	17.72	Quill Brand
102	RK725	6804	WOODGRAIN LTR/LGL BOX 12PK	WDGRN	FELLOWES	1	51.74	CT	12 EA = 1 CT	1	51.74	
103	368201	7102	GLUE STICK .74 OZ CL			1	1.50	EA		1	1.50	
104	C1363131UNI	7103	ALL-PURPOSE LIQUID SUPER GLUE			1	3.83	PK		1	3.83	
105	765002	7200	TAPE INVISIBLE 3/4X1296			1	.74	RL		144	.74	Quill Brand
106	2341	7201	TAPE MASKING 1 X60- YARDS		3M	1	7.45	RL		36	7.45	
107	719021Q	7204	TAPE FILAMENT 893X1- 60			1	12.97	RL		36	12.97	
108	711546QL	7300	QB TAPE DISPENSER BLK CONTOUR	BLACK		1	2.13	EA		24	2.13	Quill Brand
109	111Q	7601	SCOTCH MOUNTING SQUARES		3M	1	3.40	PK	16 EA = 1 PK	24	3.40	
110	710805	8105	LASER LABELS 4 X 1 1/3	WHITE		1	8.81	BX	1400 EA = 1 BX	10	8.81	Quill Brand
111	710786	8107	QB LASER LBL'S 1X 2 5/8, 3M/BOX	WHITE		1	8.83	BX	1 EA = 1 BX	10	8.83	Quill Brand
112	710790	8108	LASER LABELS 4X1 2M/BX	WHITE		1	9.17	BX	1 EA = 1 BX	10	9.17	Quill Brand
113	710784	8109	QB 4 X 2 LASER LABEL 1000=1BX	WHITE		1	8.74	BX	1000 EA = 1 BX	10	8.74	Quill Brand
114	30605UNI	8110	30605 WHT ADD LBL, 100/BX			1	23.79	EA		10	23.79	
115	710788	8114	LASER LABELS 4X3-1/3, 6C/BX	WHITE		1	4.51	BX	1 EA = 1 BX	10	4.51	Quill Brand

116	166751	8116	COLOR CODE 3/4 RED LBL			1	3.30	PK		18	3.30	Quill Brand	
117	05462	8117	REMOVABLE 3/4 ROUND LABEL	YELLOW		1	3.28	PK	1000 EA = 1 PK	18	3.28	Quill Brand	
118	166769	8119	COLOR CODE 3/4IN DARK BLUE LBL			1	3.56	PK		18	3.56		
119	TZEFX231	8121	TZE-FX231 12MM BLKONWHT FLEXID	BKWE		1	11.90	EA		108	11.90		
120	30252	8125	LABELS ADDRESS LABELWRITER-WE	WHITE	ESSELTE	1	14.87	BX	2 RL = 1 BX	10	14.87		
121	DK1209	8150	TAPE LABEL SMALL ADDRESS - 800			1	23.57	RL		24	23.57		
122	05729	8200	REINFORCEMENTS 200CT WHITE	WHITE	AVERY	1	.83	BX	200 EA = 1 BX	24	.83		
123	64112Q	8201	10 3/4 X 1 SELF ADHESIVE 200/B	CLEAR	C-LINE	1	27.99	BX	200 EA = 1 BX	24	27.99		
124	5868	8300	AVERY NOTARIAL SEAL 2 DIAMETER	GOLD		1	2.32	PK	44 EA = 1 PK	18	2.32	Quill Brand	
125	7382YW	8400	SELF-STICK NOTES 1- 1/2X2	YELLOW		1	1.21	DZ	12 EA = 1 DZ	36	1.21	Quill Brand	
126	7384YW	8401	SELF-STICK NOTES 3X3	YELLOW		1	2.60	DZ	12 EA = 1 DZ	18	2.60	Quill Brand	
127	7390YW	8402	QB SLF-STICK NOTES,4X6, LINED	YELLOW		1	8.99	DZ	12 EA = 1 DZ	6	8.99	Quill Brand	
128	680YW	8403	POST-IT 1INCH YELLOW FLAGS 2PK	YELLOW	3M	1	4.07	PK	2 EA = 1 PK	24	4.07		
129	680BE	8404	POST-IT FLAGS, 1 X 1.719,2PK	BLUE	3M	1	4.07	PK	2 EA = 1 PK	24	4.07		
130	680RD	8405	POST-IT 1INCH RED FLAGS 2PK		3M	1	4.07	PK	2 EA = 1 PK	24	4.07		
131	680GN	8406	TAPE FLAG 2PK 1IN X 7.71 GREEN	GREEN	3M	1	3.98	PK	2 EA = 1 PK	24	3.98		
132	680OE	8407	POST-IT FLAGS ORANGE 2PK	ORNGE	3M	1	7.99	PK	2 EA = 1 PK	24	7.99		
133	684SH	8410	POST-IT .5IN SIGN HERE AST 4PK	ASSTD	3M	1	4.40	PK		24	4.40		
134	90082Q	9201	PUNCH 2-HOLE W/PADDED HANDLE	BLACK		1	9.19	EA		12	9.19		
135	164632	9301	12 SEE THRU PLASTIC RULER			1	2.41	EA		144	2.41		
136	1417731UNI	9302	SCALE TRIANGLR ENGR 12IN			1	8.36	EA		1	8.36		
137	791123	9501	STANDARD STAPLES 5000CT			1	.59	BX		80	.59	Quill Brand	
138	35550	9504	2-60 HEAVY DUTY STAPLES 2500CT		ACCO	1	3.67	BX	2500 EA = 1 BX	20	3.67		
139	SB35121M	9507	1/2 IN HVY-DUTY STAPLES 1000CT			1	2.02	BX	1000 EA = 1 BX	100	2.02		
140	SB35581M	9508	STAPLES HEAVYDUTY 5/8IN			1	8.29	BX	1000 EA = 1 BX	100	8.29		

141	35312Q	9511	1/2 STAPLES HEAVY DUTY		ACCO	1	7.99	BX	1000 EA = 1 BX	30	7.99	
142	35556Q	9515	OPTIMA PREMIUM STAPLES 1/4	SILVR	ACCO	1	3.49	BX		20	3.49	
143	39005	9604	STAPLER HEAVY DUTY 415	GREY		1	26.12	EA		6	26.12	
144	S7087845	9606	OPTIMA 40 DESK STAPLER	SILVR	SWINGLINE	1	20.49	EA	1 EA = 1 BX	6	20.49	
145	806552	9607	PAPERPRO INPOWER 28/SH STAPLER			1	19.85	EA		5	19.85	
146	B8E	9610	BOSTITCH ELECTRIC STPLR VALUE	BLACK	STANLEY FASTENING	1	44.24	EA		6	44.24	
147	C1861A	10001	24LB INKJET PPR/F/DESIGNJET	BRTWH	HEWLETT PACKARD	1	82.99	RL	1 EA = 1 RL	1	82.99	
148	HEWQ1396A	10002	BOND PAPER, 21 LBS, 24IN X150 F			1	16.92	RL		1	16.92	
149	740022	10400	QUILL RULED PADS, 8-1/2X11	YELLOW		1	7.88	DZ	12 EA = 1 DZ	6	7.88	Quill Brand
150	740022L	10401	QUILL RULED PADS, 8-1/2X14	YELLOW		1	11.34	DZ		3	11.34	Quill Brand
151	742332	10402	QUILL RULED PADS, 5X8	YELLOW		1	4.60	DZ		6	4.60	Quill Brand
152	742328	10405	RULED PADS 8-1/2 X11	WHITE		1	6.65	DZ		6	6.65	Quill Brand
153	SBNG	10500	STENO BOOK GREGG RULING	GREEN		1	10.67	DZ	12 EA = 1 DZ	6	10.67	Quill Brand
154	06622	10501	MEAD 1-SUBJECT COLLEGE RULED	ASSTD	MEAD	1	2.26	EA		24	2.26	
155	30Q	10811	OXFORD 3X5 BLANK INDEX CARD			1	.44	PK		100	.44	
156	31QQ	10812	OXFORD 3X5 RULED INDEX CARD			1	.49	PK		100	.49	
157	41QQ	10813	OXFORD 4X6 RULED INDEX CARD			1	.92	PK		60	.92	
158	40QQQ	10815	OXFORD 4X6 BLANK INDEX CARD			1	1.00	PK		60	1.00	
159	73015UNI	11200	ARROWHEAD CAP ERASERS			1	8.16	BX		1	8.16	
160	ZE21BP3	11202	PENTEL CLIC ERASER 3		HEWLETT PACKARD	1	3.02	PK	3 EA = 1 PK	144	3.02	
161	ZER2	11203	PENTEL CLIC ERASER REFILL 2	WHITE	PENTEL	1	1.14	PK	2 EA = 1 PK	144	1.14	
162	81505	11204	EXPO ERASER EA		SANFORD	1	1.66	EA		12	1.66	
163	BLMG11YEL	11300	BIC BRITELINER GRIP YEL		HEWLETT PACKARD	1	11.29	DZ	12 EA = 1 DZ	1	11.29	
164	330628	11301	BRITE LINER NON GRIP 5 PK AST			1	3.47	PK		144	3.47	
165	728153	11302	TANK STYLE HIGHLIGHTER	BLUE		1	2.78	DZ	12 EA = 1 DZ	24	2.78	Quill Brand
166	25006	11303	MAJOR ACCENT HIGHLIGHTERS	FLORG		1	5.92	DZ		12	5.92	

167	728152	11304	TANK HIGHLIGHTERS	GREEN		1	2.78	DZ	12 EA = 1 DZ	24	2.78	Quill Brand
168	25009Q	11305	MAJOR ACCENT HIGHLIGHTERS	PINK		1	8.43	DZ		12	8.43	
169	81850	11306	EXPO TOWELETTES		SANFORD	1	5.38	EA		6	5.38	
170	86074	11307	FINE POINT DRY ERASE MARKER	ASSTD	SANFORD	1	3.22	ST	1 EA = 1 ST	72	3.22	
171	80074Q	11308	MARKER DRY ERASE CH EXPO 2/AST	ASSTD	SANFORD	1	3.43	ST	1 EA = 1 ST	12	3.43	
172	716897QL	11309	QB PERMANENT MARKERS CHISEL T	BLACK		1	2.71	DZ	12 EA = 1 DZ	1	2.71	Quill Brand
173	24376644	11310	PERM MARKER TANK 12 PK RED			1	9.83	DZ		48	9.83	Quill Brand
174	BL11YW	11312	BIC BRITE LINER HILI YLW 12PK	YELLOW	BIC	1	3.62	DZ	12 EA = 1 DZ	18	3.62	
175	T7112	11400	QUILLS ECONOMY PENCILS, #2			1	.76	DZ	12 EA = 1 DZ	120	.76	Quill Brand
176	LC505HB	11404	PENTEL HI-POLYMER .5MM LEADS		PENTEL	1	.54	EA		1728	.54	
177	L50HB	11405	LEAD REFILL HB .7MM		PENTEL	1	.50	EA		1728	.50	
178	L509HB	11406	LEAD REFILL HB .9MM		PENTEL	1	1.49	EA		1	1.49	
179	30301	11408	SHARPPWRITER PENCIL	YELLOW	HEWLETT PACKARD	1	3.18	DZ		36	3.18	
180	60153	11605	UNIBALL ROLLER MICRO PT BLU DZ	BLUE	SANFORD	1	8.88	DZ	1 BX = 1 DZ	72	8.88	
181	60151	11606	UNIBALL MICRO 0.5MM BLK 12PK	BLACK	SANFORD	1	8.58	DZ	1 BX = 1 DZ	72	8.58	
182	PV5BK	11610	PEN ROLLER PRECISE XFN PT BK	BLACK	PILOT	1	12.76	DZ		72	12.76	
183	PV5RD	11611	PILOT PRECISE ROLL XFN RED DZ	RED	PILOT	1	12.90	DZ		72	12.90	
184	PV5BE	11612	PRECISE RB PV5 XFN BLU DZ	BLUE	PILOT	1	12.77	DZ		72	12.77	
185	1753365UNI	11650	PEN, 1MM BOLD, BLACK, DOZEN			1	20.49	DZ		1	20.49	
186	05057UNI	11702	PREVENTA STANDARD COUNTER PEN			1	5.29	EA		1	5.29	
187	GSFG11RD	11797	BIC RND STIC GRP BP FINE RD DZ	RED	BIC	1	2.56	DZ	12 EA = 1 DZ	36	2.56	
188	13103	11798	SOFTFEEL STIC PEN,MEDIUM POINT	RED	BIC	1	8.49	DZ		18	8.49	
189	13101	11799	SOFTFEEL STIC PEN,MEDIUM POINT	BLUE	BIC	1	8.49	DZ	12 EA = 1 DZ	18	8.49	
190	13102	11801	SOFTFEEL STIC PEN,MEDIUM POINT	BLACK	BIC	1	8.89	DZ		18	8.89	
191	GSM11BK	11802	BIC ROUND STIC MED BLK DZ	BLACK	BIC	1	1.25	DZ	1 BX = 1 DZ	36	1.25	
192	GSF11BK	11827	BIC ROUND STIC FN BLK DZ	BLACK	BIC	1	1.39	DZ	1 BX = 1 DZ	36	1.39	

193	GSF11BE	11830	BIC ROUND STIC FN BLUE DZ	BLUE	BIC	1	1.99	DZ	1 BX = 1 DZ	36	1.99	
194	GSM11BE	11831	BIC ROUND STIC MED BLUE DZ	BLUE	BIC	1	1.17	DZ	1 BX = 1 DZ	36	1.17	
195	CSM11BK	11835	CLIC STIC RETRACTABLE PEN, MED	BLACK	BIC	1	4.82	DZ	12 EA = 1 DZ	18	4.82	
196	CSM11BE	11836	BIC CLIC STIC RT MD BLU 12	BLUE	BIC	1	4.82	DZ		18	4.82	
197	46810	11838	SARASA GEL RETRACTABLE MED BLK	BLACK	ZEBRA	1	10.28	DZ	12 EA = 1 DZ	48	10.28	
198	46820	11839	SARASA GEL RETRACTABLE MED BLU	BLUE	ZEBRA	1	10.34	DZ		48	10.34	
199	46830	11840	SARASA GEL RETRACTABLE PEN	RED	ZEBRA PEN	1	10.61	DZ	12 EA = 1 DZ	48	10.61	
200	26063Q	11841	PILOT PRECISE V5 RETRCBL BLUE	BLUE		1	15.60	DZ		144	15.60	
201	84201	11845	PAPERMATE FLAIR MED RED 12	RED	HEWLETT PACKARD	1	11.45	DZ	1 BX = 1 DZ	12	11.45	
202	84401	11846	FLAIR NYLON TIP PEN	GREEN	HEWLETT PACKARD	1	14.42	DZ	1 BX = 1 DZ	12	14.42	
203	84501	11847	FLAIR NYLON TIP PEN	PRPLE	HEWLETT PACKARD	1	11.60	DZ		144	11.60	
204	3000BK	11903	FINE-POINT MARKERS	BLACK	SANFORD	1	6.62	DZ	12 EA = 1 DZ	24	6.62	
205	3700BK	11904	ULTRA FINE-POINT MARKERS	BLACK	SANFORD	1	7.37	DZ	12 EA = 1 DZ	24	7.37	
206	3000RD	11905	FINE-POINT MARKERS	RED	SANFORD	1	8.03	DZ	12 EA = 1 DZ	24	8.03	
207	65940	11907	PEN GEL RT MED BLACK	BLACK	SANFORD	1	19.30	DZ	12 EA = 1 DZ	144	19.30	
208	G27RD	11910	PEN G2 RETRACTABLE RED	RED	PILOT	1	11.05	DZ		72	11.05	
209	G27BK	11911	PILOT G2 RET FINE BLACK 12	BLACK	PILOT	1	9.10	DZ	12 EA = 1 DZ	72	9.10	
210	G27BE	11912	PILOT G2 RT FINE BLU 12	BLUE	PILOT	1	10.01	DZ	12 EA = 1 DZ	72	10.01	
211	33951Q	11913	SIGNO GEL 207 RT BLUE	BLUE	SANFORD	1	10.54	DZ	12 EA = 1 DZ	12	10.54	
212	65450	11914	UNI-GEL GRIP MEDIUM POINT PEN	BLACK	SANFORD	1	12.44	DZ	12 EA = 1 DZ	864	12.44	
213	R3027	12112	RIBN UNIVS CALCULATOR-EPC ECR	BKRD	CLOVER	1	1.07	EA		96	1.07	
214	MN1500B16	13200	DURACELL COPPERTOP AA16 DBLWD		DURACELL	1	9.82	PK	16 EA = 1 PK	12	9.82	
215	MN24RT12Z	13201	COPPERTOP AAA BATTERY 12PK		DURACELL	1	8.57	PK	12 EA = 1 PK	12	8.57	
216	MN14RT8Z	13202	DURACELL COPPERTOP C 8PK		DURACELL	1	11.11	PK	8 EA = 1 PK	12	11.11	

217	MN13RT8Z	13203	DURACELL COPPERTOP D 8PK		DURACELL	1	11.25	PK	8 EA = 1 PK	12	11.25	
218	MN16RT4Z	13204	COPPERTOP 9 VOLT BATTERY		DURACELL	1	10.98	PK	4 EA = 1 PK	12	10.98	
219	752325	15610	ERC-32B RIBBON BLACK			1	2.89	EA		120	2.89	
220	S041649	17200	EPSON PHOTO 8.5X11 GLOSS 50/PK	WHITE	EPSON	1	17.42	PK	50 EA = 1 PK	10	17.42	
221	382954QL	17500	QUILL MOUSE PAD	BLUE		1	.92	EA		120	.92	Quill Brand
222	9175801	17501	MEMORY FOAM MOUSEPAD/WRISTREST	SILVR	FELLOWES	1	11.30	EA		4	11.30	
223	9252101	17502	PLUSH TOUCH WRIST REST			1	19.99	EA		4	19.99	
224	52507	21100	COMBS 5/16IN 100 PACK BLACK	BLACK		1	4.76	PK		30	4.76	
225	52325Q	21101	FELLOWES PLSTC CMBNDNG .375IN	BLACK	FELLOWES	1	5.14	PK	100 EA = 1 PK	20	5.14	
226	880	22502	NOTARY PUBLIC RECORD BOOK		HEWLETT PACKARD	1	9.46	EA		72	9.46	
227	66150J	22505	JRNAL BK 150PG 33LN	BLUE		1	28.27	EA	1 EA = 1 BX	12	28.27	
228	506840	22600	POSTER BOARD 50SHT 22X28 WE			1	30.53	CT		1	30.53	
229	S573	22901	24 X 36 MELAMINE OAK FRAME		QUARTET	1	33.97	EA		1	33.97	
230	303	22902	BOARD OAK CORK 24X36 303		QUARTET	1	32.41	EA		1	32.41	
231	3745022	24001	LAM LTR SIZE POUCH 100PK 3 MIL	CLEAR	GBC	1	59.99	BX	100 EA = 1 BX	1	59.99	
232	8376	25000	INKJET BUSINESS CARD 2 X 3-1/2	IVORY		1	8.58	PK	250 EA = 1 PK	5	8.58	Quill Brand
233	35250	26000	FELLOWES SHREDDER OIL 12OZ	CLEAR	FELLOWES	1	5.48	EA		6	5.48	
234	74471	28000	AVERY VINYL BADGE HORIZONTAL	CLEAR	AVERY	1	8.37	PK	25 EA = 1 PK	12	8.37	

In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as of this 24 day of October 2019:

QUILL LLC
Company Name

County of Jefferson, State of Missouri

Karrie Szalkowski
Signature
Karrie Szalkowski
Print

Dennis J. Gannon
Dennis J. Gannon County Executive

Company Address: _____

100 SCHELTER ROAD
LINCOLNSHIRE, IL 60069
Phone: 800-634-4809

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 L. Quinn
County Auditor

APPROVED AS TO FORM

[Signature]
County Counselor

COOPERATIVE BID FORM

Bid Name: 19-0088 OFFICE SUPPLIES 2020

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: \$ NO MINIMUM

BY: Karen Szaikowski KARIE SZAIKOWSKI

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**

