

BILL NO.: 19-1134

ORDINANCE NO.: 19-

0533

INTRODUCED BY: COUNCIL MEMBER(s) Grethe

1           **AN ORDINANCE RENEWING THE BID AWARDS FOR CERTAIN**  
2   **PRODUCTS AND SERVICES FOR PAPER SUPPLIES 2019, DEPARTMENT OF**  
3   **ADMINISTRATIVE SERVICES.**

4           **WHEREAS**, Pursuant to Ordinance 18-0514 Jefferson County, Missouri entered  
5   into a Contract, known as the Paper Supplies 2019 Contract, with Quill, LLC and Midland  
6   Paper; and

7           **WHEREAS**, Jefferson County, Missouri, (hereafter, the "County") recommends  
8   the renewal of the following bid awards with changes in the terms and conditions as  
9   previously bid, as authorized by the original Invitation for Bid awarded by the County, for  
10   an additional one-year term:

11           **BID NAME**

12           Paper Supplies 2019

13           **AWARDED BIDDERS**

14           Quill, LLC

15           Midland Paper

16           **ORDINANCE NUMBERS**

17           18-0514

FILED  
DEC 02 2019  
KEN WALLER  
COUNTY CLERK, JEFFERSON COUNTY, MO

1           **WHEREAS**, the Department of Administrative Services of Jefferson County,  
2 Missouri, requested renewal from the awarded bidders, Quill, LLC and Midland Paper to  
3 renew the contract for the Paper Supplies 2019 with the County; and

4           **WHEREAS**, the Department of Administrative Services of Jefferson County,  
5 Missouri, finds it is in the best interest of the County to renew the bid award for Paper  
6 Supplies 2019 for the term of 1-1-2020 to 12-31-2020 with Quill, LLC and Midland Paper  
7 with approval of the County Council and County Executive up to **\$50,000.00 per term**,  
8 **for total amount not to exceed \$50,000.00 for the term**, subject to budgetary limitations.

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

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

13                            BID NAME

14                            Paper Supplies 2019

15                            TERM

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

17                            Upon approval of the County Council and County Executive

18                            AMOUNT

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

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

21                            subject to budgetary limitations

22                            AWARDED BIDDERS

Quill, LLC (A1)

## Midland Paper (A2)

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

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

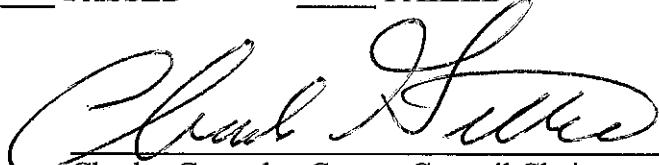
12            Section 4.     This Ordinance shall be in full force and effect from and after its  
13        date of approval. If any part of this Ordinance is invalid for any reason, such invalidity  
14        shall not affect the remainder of this Ordinance.

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

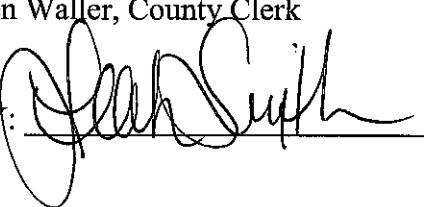
Pat Schlette  
Pat Schlette, Council Executive Assistant

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



County of Jefferson  
State of Missouri  
Administration Center  
729 Maple Street • PO Box 100  
Hillsboro, Missouri 63050

EXHIBIT

PENGAD 800-631-6969

A1

Dennis Gannon  
County Executive

DEPARTMENT OF ADMINISTRATIVE SERVICES

David Courtway - Director

Web Address: [www.jeffcomo.org](http://www.jeffcomo.org)

Kristy Pednali  
Human Resources Manager  
(636)797-5371 Fax (636)797-5396

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

QUILL LLC  
100 SCHELTER RD  
LINCOLNSHIRE IL 60069

November 1, 2019

ORDINANCE  
No. 19-0533

Attn: Romi Moormeier

Your company was awarded a bid for "PAPER SUPPLIES 2019" for the County of Jefferson, Missouri in December 2018. The Invitation for Bid allows the County to renew your bid award for an additional one-year term with consent of the awarded bidder.

The County of Jefferson, Missouri may desire to renew this bid award for an additional one year with the same terms and conditions subject to approval by the County Council and County Executive. The new award dates shall be from January 1, 2020 through December 31, 2020.

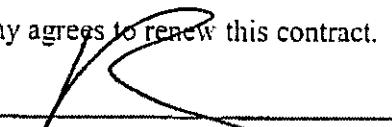
PLEASE INCLUDE THE FOLLOWING ITEMS:

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

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

Romi Moormeier

Printed Name of Authorizing Agent

  
Signature

11/1/19  
Date

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

Respectfully,

Vickie S. Pratt

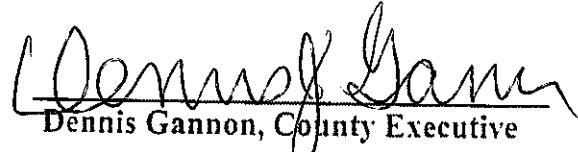
Vickie S. Pratt  
Department of Administrative Services

In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as  
7th day of NOVEMBER 2019: of this

QUILL LLC  
Company Name

  
Signature  
Romi Moerbeier  
Print

County of Jefferson, State of Missouri

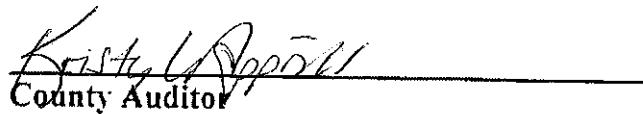
  
Dennis Gannon, County Executive

Company Address: QUILL LLC

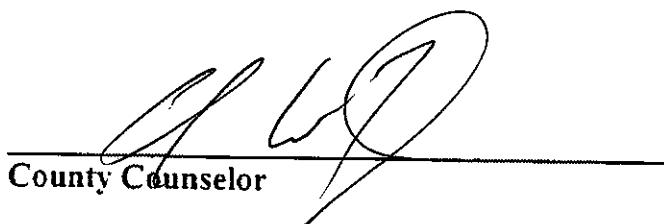
100 SHELTER ROAD  
LINCOLNSHIRE, IL 60069

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.

  
County Auditor

APPROVED AS TO FORM

  
County Counselor



November 7, 2019

Vickie Pratt  
Jefferson County, Missouri  
Department of the County Clerk  
729 Maple Street  
Hillsboro, MO 63050-0100

Quill Bid Number: 19-20841  
Customer Bid Info: Renewal Paper Supplies 2019  
Account Number: 2327611

Dear Vickie Pratt,

Thank you for your recent bid request renewal. We appreciate your interest in Quill.com and are pleased to extend special pricing on the enclosed bid. *Please note that some of the pricing has changed due to cost increases from our vendors or manufacturers'.* These special prices along with free shipping are good through December 31, 2020.

The following item has been discontinued and a comparable substitute has been offered.

Jefferson County Item #10315: Quill Item #WW9ES is being substituted for Quill item #WW9R at \$20.14 per box.

Below are a few guidelines that we ask for you to follow to ensure the proper pricing and handling of your purchase orders:

- Verbal or written acceptance** is requested to guarantee your discounts. Please see attached Bid Award Form. If any additional recap information is available, please forward as well. (this will allow us to review and revise our pricing in order to continue to provide the best product pricing available)
- Please use the Quill bid number above, Quill item numbers and prices that are referenced on your bid when placing purchase orders for easy and accurate processing. Orders will ship and invoice the same day, if orders must invoice and/or ship on or after a certain date this must be indicated clearly on your purchase order.
- Please email your tax exempt form to [taxexempt@quill.com](mailto:taxexempt@quill.com) or fax to 800-499-8805.
- Quill.com offers easy online ordering with visibility to your special item pricing at [www.Quill.com](http://www.Quill.com).

Thank you once again for choosing Quill.com. We look forward to working with you in the future.

Sincerely,  
Quill.com Bid Department

Note: All Quill brand products are equal to (or better than) other name brand products and they're deeply discounted every day. We are so sure of this statement that we proudly stand behind it with our lifetime guarantee.



## **BID AWARD FORM**

In order to ensure proper bid pricing is applied, **complete and return this form** along with any detailed award information. *If results are automatically sent out or posted online, this form is not required.*

***Quill Bid #: 19-20841 \*\* Please reference this bid # and Quill item numbers on ALL purchase orders***

Account #: 2327611      State: MO

Account Name: **COUNTY OF JEFFERSON**

- Quill.com reserves the right to review and correct pricing/product errors. We will make every effort to satisfy the needs of our customers, as you are our most important asset.
- If Quill.com is awarded, please provide us a list of contacts and/or locations that need to be included as a part of this bid.
- In the event a product is discontinued during the term of your contract with Quill.com, Quill.com will try to find a substitute product at a similar cost. If a substitute product is available but is a higher price, Quill.com may sell you such substitute product at the higher price cost unless you tell us otherwise. If a substitute product is *not* available, we request that you purchase such discontinued product from the next lowest bidder.

Were items awarded to Quill.com on this bid?    All       Some       None      

If not, who was awarded your bid? \_\_\_\_\_

Is a bid tabulation available? Yes       No      

If tabulation will not be available until a later date, approximately what date will the tabulation be available?

In order to remain on your bid solicitation list, we welcome your feedback as to the reason(s) we were not considered. \_\_\_\_\_

Are you tax exempt? Yes       No      

If so, please send your tax exemption certificate to [taxexempt@Quill.com](mailto:taxexempt@Quill.com) or fax to 800-499-8805.

This **BID AWARD FORM** can be returned via:

**Fax: (888) 888-8250**

**Email: [bid@quill.com](mailto:bid@quill.com)**

**Mail:**

Quill LLC

Bid Department

100 Schelter Road

Lincolnshire, IL 60069-3621

Thank you for the opportunity to do business with you!

Quill's Bid Team

(800) 634-4809

**Proposed Comments to**  
**Jefferson County, Missouri: Renewal Paper Supplies 2019**

**Bidder: Quill LLC**  
**Quill Bid # 19-20841**

<b>Page</b>	<b>Section</b>	<b>Exception</b>
1	Contract Term: One Year Contract	Due to the rapidly changing nature of products and upcoming economic pressures in the market, prices may be changed with a 30 day notice. Quill reserves the right to request price changes on any paper items that have been impacted by cost increases, increased Tariffs, and other unforeseen circumstances. If a paper item incurs a cost increase, Quill will contact customer with a written proposal of the contract modifications. "We will specifically detail the cause and/or reason for any changes including supportive documentation (manufacturer's letters, indexes, etc.). Any adjustments to will require approval from the customer's organization within 30 days of receipt. Should customer decline these modifications, Quill reserves the right to remove impacted items from the contract for the remainder of the contract terms. Quill will continue to provide competitive prices throughout the entire bid terms.

## Quill Bid Response Form

Quill Bid#: 19-20841

Customer Bid#: RENEWAL PAPER SUPPLIES 2019

Organization Name: COUNTY OF JEFFERSON

Enterprise# : 10558820

Contact Name: Vickie Pratt

Contact Phone#: 6367975380

Bid Type: Item

Bid Open Date: 11/13/2019

Bid Open Time: 12:00 AM

Item Expiration Date: 1/1/2021

Catalog Expiration Date:

Total Items: 27 ( 0 Won, 0 Lost )

Total: \$ 385.48 ( 0.00 Won, 0.00 Lost )

Line#	Item#	Customer Item#	Description	Color	Make	Qty	Price	UoM	UoM Conv	Case Qty	Ext Total	Note	Page
1	BE6924	10306	ENVELOPES BOOKLET 6 X9	WHITE		1	30.58	BX	500 EA = 1 BX	1	30.58	Quill Brand	
2	OE91228	10307	ENVELOPES OPEN-END 9 X12	KRAFT		1	34.87	BX	250 EA = 1 BX	12	418.47	Quill Brand	
3	7SS02BB	10309	QUILL SS 8-1/2X12 BUBBLE MAILER	KRAFT		1	24.16	PK	100 EA = 1 CS	1	24.16	Quill Brand	
4	WW10RW	10314	#10 PREMIUM WINDOW ENVELOPE	WHITE		1	25.18	BX		5	125.90	Quill Brand	
5	WW9ES	10315	QB ENVELOPES W/NO WINDOW #9	WHITE		1	20.14	BX	1 5C = 1 BX	1	20.14	Quill Brand	
6	WW10R	10316	QB ENVELOPES, W/NO WINDOW, #10	WHITE		1	22.74	BX	1 5C = 1 BX	1	22.74	Quill Brand	
7	75035	10317	QB #10 WINDOW ENV,RIGHT WINDOW	WHITE		1	13.64	BX	500 EA = 1 BX	5	68.20	Quill Brand	
8	WW9WES	10319	QB ENVELOPES W/NO WINDOW #9	WHITE		1	26.31	BX	1 5C = 1 BX	12	315.72	Quill Brand	
9	OE91224W	10330	QB ENVELOPE, GUMMED, 9X12	WHITE		1	20.37	BX	250 EA = 1 BX	12	244.40	Quill Brand	
10	72018	10331	QB ENVELOPES, PLAIN, 9X12	WHITE		1	32.50	BX	100 EA = 1 BX	12	390.00	Quill Brand	
11	72016	10332	QUILL 6X9 TYVEK PLAIN	WHITE		1	22.32	BX	100 EA = 1 BX	10	223.20	Quill Brand	
12	720222	10700	QUILL BRAND COPY PAPER LETTER			1	5.11	RM		1	5.11	Quill Brand	
13	720567	10701	QUILL COLORED COPY PAPER-LTR	PINK		1	5.36	RM	10 RM = 1 CS	12	64.32	Quill Brand	
14	720563	10702	QUILL COLORED COPY PAPER-LTR	CANARY		1	5.36	RM	10 RM = 1 CS	10	53.60	Quill Brand	
15	720565	10703	QUILL COLORED COPY PAPER-LTR	GDROD		1	5.36	RM	10 RM = 1 CS	1	5.36	Quill Brand	

16	720561	10704	QUILL COLORED COPY PAPER-LTR	GREEN		1	5.36	RM	10 RM = 1 CS	10	5.36	Quill Brand
17	720559	10705	QUILL COLORED COPY PAPER-LTR	BLUE		1	5.36	RM	10 RM = 1 CS	10	5.36	Quill Brand
18	720569	10706	QUILL COLORED COPY PAPER-LTR	IVORY		1	5.36	RM	10 RM = 1 CS	10	5.36	Quill Brand
19	720223	10707	QUILL BRAND COPY PAPER LEGAL	WHITE		1	6.71	RM	10 RM = 1 CT	10	6.71	Quill Brand
20	720117	10711	QUILL BRAND COPY PAPER 11X17	WHITE		1	9.80	RM	5 RM = 1 CS	5	9.80	Quill Brand
21	403C	10713	FINE BUSINESS PPR WH 500CT20LB	WHITE	SOUTHWORTH	1	15.64	BX	1 RM = 1 BX	5	15.64	
22	49311Q	10802	EXACT INDEX 90 LB STOCK	WHITE		1	8.92	PK	250 EA = 1 PK		8.92	
23	49161	10804	EXACT INDEX 90 LB STOCK	IVORY		1	9.72	PK	250 EA = 1 PK		9.72	
24	81036QQ	10805	8.5X11 BRT WHITE CARD STOCK	BRTWH	DOMTAR	1	5.17	PK	250 EA = 1 PK	8	5.17	
25	81040	10806	8-1/2X11 GREEN CARD STOCK	GREEN	DOMTAR	1	5.17	PK	250 EA = 1 PK	1	5.17	
26	7203HP	10972	QUILL BRAND COPY PAPER 3HP	WHITE		1	5.63	RM	10 RM = 1 CS	10	5.63	Quill Brand
27	102467	10980	HAM 8.5X11 CLR LASER 28100 RM	WHITE	HAMMERMILL	1	8.64	RM	500 EA = 1 RM	8	8.64	



# County of Jefferson

## State of Missouri

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

EXHIBIT

A2

Dennis Gannon  
County Executive

PENGAD 800-651-6589

## DEPARTMENT OF ADMINISTRATIVE SERVICES

David Courtway - Director

Web Address: [www.jeffcomo.org](http://www.jeffcomo.org)

Kristy Pedroli  
Human Resources Manager  
(636)797-5071 / Fax (636)797-5596

Vickie Pratt

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

MIDLAND PAPER  
401 HAZELWOOD LOGISTICS CTR, STE 500  
HAZELWOOD MO 63042

November 1, 2019

Attn: Joe Earley

ORDINANCE  
No. 19-0533

Your company was awarded a bid for "**PAPER SUPPLIES 2019**" for the County of Jefferson, Missouri in **December 2018**. The Invitation for Bid allows the County to renew your bid award for an additional one-year term with consent of the awarded bidder.

The County of Jefferson, Missouri may desire to renew this bid award for an additional one year with the same terms and conditions subject to approval by the County Council and County Executive. The new award dates shall be from **January 1, 2020 through December 31, 2020**.

### PLEASE INCLUDE THE FOLLOWING ITEMS:

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

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

Kelley Mapp  
Printed Name of Authorizing Agent

Kelley Mapp  
Signature

11/8/19  
Date

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

Respectfully,

Vickie S. Pratt  
Vickie S. Pratt  
Department of Administrative Services

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

Midland Paper Company  
Company Name

Kelley Mapes  
Signature  
Kelley Mapes  
Print

Company Address: \_\_\_\_\_  
101 E. Palatine Rd.  
Wheeling, IL 60090  
Phone: 847-777-2700

County of Jefferson, State of Missouri

Dennis Gannon  
Dennis Gannon, County Executive

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

Kathy W. Spillman  
County Auditor

APPROVED AS TO FORM

W.L.G.  
County Counselor