



FRANKLIN COUNTY
PURCHASING DEPARTMENT
REQUEST FOR BID (RFB) COVER PAGE

RFB NO: 2019-33

TITLE: General Office Supplies

Solicitation Schedule & Deadlines:

May 15, 2019	Solicitation Release/Advertising Date
May 22, 2019 8:00am	Deadline for Submitting Questions
May 24, 2019 4:30pm	Deadline to post Addendum
May 31, 2019 2:00pm	Deadline to Submit Response
May 31, 2019 2:30pm	Opening Date I Time

Responses must be received no later than "Deadline to Submit Response"

May 31, 2019 2:00pm

**Awarding is good for one year. From the time of awarding. **

Ann Struttmann, Purchasing Agent

Shakara Bray, Assistant Purchasing Agent

Phone: 636-584-6274 Email: purchasing@franklinmo.net

Submittal Instructions: Print this Packet in its entirety and complete all pages per instructions. Print the SEALED RESPONSE LABEL found in Attachment 1 of this packet and attach to the front of your envelope.

Company Name: _____

SUBMISSION CHECKLIST

_____ I have reviewed the bid schedule and deadlines, located on the solicitation cover page

_____ I have read ALL Terms and Conditions and Bid documents closely

(Located at www.franklinmo.org)

THE ITEMS LISTED BELOW ARE THE REQUIRED DOCUMENTATION FOR SUBMITTING A RESPONSE

USE THESE FORMS ONLY

_____ Solicitation Cover page

_____ Contractual Terms and Conditions Acknowledgement

_____ Pricing Form completed and signed

_____ I have one original and two copies that are labeled accordingly

_____ I have included contact information

_____ Envelope is sealed and label attached

_____ Affidavit for Work Authorization is completed and Notarized

PURPOSE

Franklin County is soliciting bids from qualified vendors to provide Office Supplies and said equipment to various departments within Franklin County on a contractual as needed basis for a period of 12 consecutive months.

SCOPE OF WORK

To provide Office Supplies as ordered during the contract period.

SPECIFIC REQUIREMENTS

1. Vendor must be able to provide General Office Supplies, which meets or exceeds the specifications contained in this document.
2. Vendor must be able to provide General Office Supplies, included but not limited to; pens, folders, staples, and/or any item needed by Franklin County as specified in pricing form.
3. Contractor agrees to provide samples at bidder's expense to Franklin County upon request, if necessary, to test products before purchase.

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.

4. Method of delivery shall be determined at the time of order and will not exceed Franklin County boundaries.
5. Vendor must be able to provide supplies to any requesting department in Franklin County. Normal business hours are Monday through Friday 8:00 a.m. – 4:30 a.m. (CST). However, these times must be verified with each requesting department. County observed holidays will be provided upon request.
6. Prices are ALL INCLUSIVE: (Shipping, Handling, Delivery, and Assembly to locations specified by the County).
7. Vendors are to insure that bid price is for the amounts or quantities specified.
8. All information requested, must be provided. Failure to provide requested information could result in a bid determined as non-responsive.

**Contract period one year, from date of award, with two, one year optional renewals, subject to annual appropriations.*

The contents of this section include mandatory requirements that will be required of the successful bidder and subsequent contractor. The offeror is requested to provide responses to the requirements/desired attributes in this section pursuant to the directions identified herein. The offeror's response, whether responding to a mandatory requirement or a desired attribute, shall be binding in the event the bid is accepted by Franklin County. The offeror must provide all costs necessary to meet the mandatory requirements and the fulfillment of any desirable attributes in the appropriate section titled Pricing.

PRICING FORM

2019-33 General Office Supplies

REQUIRED PRICING

The bidder shall complete the following pricing form and provide firm, fixed pricing necessary to meet the mandatory requirements of the solicitation.

Office Supply Price Sheet		
Item Description	Unit Of Measure	Unit Cost
Binder - 1' Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	EACH	
Binder - 1-1/2' Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	EACH	
Binder - 2' Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	EACH	
Binder - 3' Vinyl Round Ring Binder With Label Holder, Black, Two Inside Pockets	EACH	
Binder - 4' Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	EACH	
Binder - 5' Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	EACH	
Binder - 1' View (Presentation) Binder, Black, Two Inside Pockets	EACH	
Binder - 1-1/2' View (Presentation) Binder, Black, Two Inside Pockets	EACH	
Binder - 2' View (Presentation) Binder, Black, Two Inside Pockets	EACH	
Binder - 3' View (Presentation) Binder, Black, Two Inside Pockets	EACH	
Binder - 1' View (Presentation) Binder, White, Two Inside Pockets	EACH	
Binder - 1-1/2' View (Presentation) Binder, White, Two Inside Pockets	EACH	
Binder - 2' View (Presentation) Binder, White, Two Inside Pockets	EACH	
Binder - 3' View (Presentation) Binder, White, Two Inside Pockets	EACH	
Data Binder - Hanging Data Binder, 6' Capacity, 8.50' x 12' Sheet Size, Post Fastener, Presstex, Light Blue	EACH	
Index - Legal Exhibit Dividers, Letter, Printed 1-25, White	SET	
Index - Legal Exhibit Dividers, Letter, Printed 26-50, White	SET	
Index - Legal Exhibit Dividers, Letter, Printed 51-75, White	SET	
Index - Legal Exhibit Dividers, Letter, Printed 76-100, White	SET	
Index - Legal Exhibit Dividers, Letter, Printed 101-125, White	SET	
Indexes - Letter, Insertable Index, Multicolor Tabs, 8-Tab, Buff	SET	
Indexes - Letter, Insertable Index, Clear Tabs, 5- Tab, Buff	SET	
Indexes - A-Z Quick Index Dividers With Contents Page, Printed A-Z - 25 / Set, White Divider, Multicolor Tab	SET	
Tabs - Self-Adhesive Tabs with White Printable Inserts, Two Inch, Clear Tab, 25/ Pack	PACKAGE	
Tabs - Self-Adhesive Tabs with White Printable Inserts, Two Inch, Assorted Tab, 25/ Pack	PACKAGE	
Sheet Protectors - Heavyweight Polypropylene Sheet Protector, Non-Glare, 11 x 8 1/2, 100/BX	BOX	
Report Covers - Clear Front Report Cover, Tang Clip, Letter, 1/2' Capacity, Black, 25/Box	BOX	
Report Covers - Twin-Pocket Portfolio, Embossed Leather Grain Paper, Assorted Colors, 25/Box	BOX	
Transcript Covers - Deluxe Transcript Covers with Clear Front Cover, Black, 100/Box	BOX	
Paper Clips - Smooth Finish, No. 1, Silver, 100/Box, 10 Boxes/Pack	BOX	
Paper Clips - Smooth, Wire, Jumbo, Silver, 100/Box, 10 Boxes/Pack	BOX	
Binder Clips - Small, Steel Wire, 3/8' Capacity, 3/4' Wide, Black/Silver, Dozen	DOZEN	
Binder Clips - Medium, Steel Wire, 5/8' Cap., 1-1/4' Wide, Black/Silver, Dozen	DOZEN	
Binder Clips - Large, Steel Wire, 1' Capacity, 2' Wide, Black/Silver, Dozen	DOZEN	

Pricing cont.

Item Description	Unit Of Measure	Unit Cost
Flash Drive - 8GB Flash Drive, USB 3.0, Retractable, Gray	EACH	
Flash Drive - 16GB Flash Drive, USB 3.0, , Retractable, Gray	EACH	
Flash Drive - 32GB Flash Drive, USB 3.0, , Retractable, Gray	EACH	
Flash Drive - 64GB Flash Drive, USB 3.0, , Retractable, Gray	EACH	
Paper File Fasteners - Standard Two-Piece, Two Inch Capacity, 50/Box	BOX	
Push Pins - Colored Push Pins, Plastic, Rainbow, 3/8', 100/Pack	PACKAGE	
Rubber Bands - Size 18, 3 x 1/16, 1600 Bands/1lb Pack	PACKAGE	
Rubber Bands - Size 32, 3 x 1/8, 820 Bands/1lb Pack	PACKAGE	
Rubber Bands - Size 33, 3-1/2 x 1/8, 640 Bands/1lb Pack	PACKAGE	
Rubber Bands - Size 64, 3-1.2 x 1/4, 320 Bands/1lb Pack	PACKAGE	
Correction Tape - Non-Refillable, 1/6' x 394', White Tape	EACH	
Correction Pen - .24 oz./7ml, Double Ball Tip, White	EACH	
Correction Fluid - .68 oz Bottle, White, 12/ Pack	EACH	
Book Ends - Standard, 4 3/4 x 5 1/4 x 5, Heavy Gauge Steel, 9', Black	PAIR	
Clipboard - Hardboard Clipboard, 1-1/4' Capacity, Holds 8-1/2 x 11, Brown	EACH	
Clipboard - Hardboard Clipboard, 1-1/4' Capacity, Holds 8-1/2w x 14h, Brown	EACH	
Finger Tip - Rubber Finger Tips, Size 12, Medium/Large, Amber, 12/Pack	PACKAGE	
Sortkwik - Sortkwik Fingertip Moisteners, 1 3/4 oz, Pink	EACH	
Rolodex - Open Tray Card File with 24 A-Z Guides Holds 500 2 1/4 x 4 Cards, Black	EACH	
Receipt Book - Money/Rent Receipt Books, 2-3/4 x 7 1/8, Three-Part Carbonless, 100 Sets/Book	BOOK	
Pencil Cup - Big Pencil Cup, Plastic, 4 1/4 dia. x 5 3/4, Black	EACH	
Clip Dispenser - Magnetic Clip Dispenser, Two Compartments, Plastic, 2 1/2 x 2 1/2 x 3	EACH	
Step File - Wire Step File Junior, Six Sections, 4 3/8 x 6 1/2 x 7 3/4, Black	EACH	
Wall Pocket - Unbreakable Docupocket Single Pocket Wall File, Letter, Smoke	EACH	
Wall Pocket - Unbreakable Docupocket Single Pocket Wall File, Legal, Smoke	EACH	
Wall Pocket - Vertical File System - 14.9' x 13.0' x 4.0' - Black, 3/Pack	PACKAGE	
Business Card Holder - Holds 50 Cards, Black	EACH	
Card File, Vinyl, business	EACH	
Organizer - Drawer Tray, 9 Section	EACH	
Letter Tray - Side Load Letter Desk Tray, Two Tier, Plastic, Black	SET	
Legal Tray - Side Load Legal Desk Tray, Two Tier, Plastic, Black	SET	
Letter Tray - Front Load Letter Desk Tray, Two Tier, Plastic, Smoke	SET	
Calculator - Canon MP21DX Color Printing Calculator - 12 Digit - 2 Color Display (Black/Red) - AC Supply Powered - 12.2' x 9'	EACH	
Calculator - Pocket Calculator, Dual-Power, 8 Digit(s), LCD, Battery/Solar Powered, 2.4' x 4.1'	EACH	
Stamp Pad - Foam Stamp Pad, 4 1/4 x 2 3/4, Black, 12 Each/Box	EACH	
Stamp Pad - Felt Stamp Pad, 4 1/4 x 2 3/4, Red, 12 Each/Box	EACH	
Ink - Stamp Pad Neat-Flo Bottle Inker, Two Ounces, Black	EACH	
Ink - Stamp Pad Neat-Flo Bottle Inker, Two Ounces, Red	EACH	
Ink - Stamp Pad Refill Ink for Klik! & Universal Stamps, 7ml-Bottle, Black	EACH	
Message Stamp - "COPY", Pre-Inked/Re-Inkable, Red	EACH	
Message Stamp - "RECEIVED", Pre-Inked/Re-Inkable, Red	EACH	
Date Stamp - Rubber Stamp, Dater, Conventional, Type Size 1	EACH	
Date Stamp - Self-Inking Stamp, "RECEIVED" with Date, 1" x 1.63" Impression, Blue/Red Ink	EACH	
Date Stamp - Self-Inking Date Stamp, 0.38" x 1.63", 4 Bands, Black	EACH	
Date Stamp - Message/Date Stamp - "RECEIVED, FAXED, E-MAILED, PAID" - 0.38" x 1" Impression - 4 Bands - Blue, Red	EACH	

Pricing Cont.

Item Description	Unit Of Measure	Unit Cost
File Folders - Letter, Manila, 1/3 Cut Assorted, One-Ply Top Tab, 100/Box	BOX	
File Folders - Legal, Manila, 1/3 Cut Assorted, One-Ply Top Tab, 100/Box	BOX	
File Folders - Letter, Pink, 1/3 Cut Top Tab, 100/Box	BOX	
File Folders - Letter, Red, 1/3 Cut Top Tab, 100/Box	BOX	
File Folders - Letter, Blue, 1/3 Cut Top Tab, 100/Box	BOX	
File Folders - Letter, Yellow, 1/3 Cut Top Tab, 100/Box	BOX	
File Folders - Letter, Orange, 1/3 Cut Top Tab, 100/Box	BOX	
File Folders - Letter, Green, 1/3 Cut Top Tab, 100/Box	BOX	
File Folders - Legal, Blue, 1/3 Cut Top Tab, 100/Box	BOX	
File Folders - Legal, Red, 1/3 Cut Top Tab, 100/Box	BOX	
File Folders - Legal, Green, 1/3 Cut Top Tab, 100/Box	BOX	
File Folders - Legal, Yellow, 1/3 Cut Top Tab, 100/Box	BOX	
File Folders - Legal, Orange, 1/3 Cut Top Tab, 100/Box	BOX	
File Folders - Legal, Pink, 1/3 Cut Top Tab, 100/Box	BOX	
File Folders - Letter, Manila, Shelf Folders, Straight Cut, Single-Ply End Tab, 100/Box	BOX	
File Folders - Letter, Blue, Straight Cut, Reinforced End Tab, 100/Box	BOX	
File Folders - Letter, Green, Straight Cut, Reinforced End Tab, 100/Box	BOX	
File Folders - Letter, Red, Straight Cut, Reinforced End Tab, 100/Box	BOX	
File Folders - Letter, Yellow, Straight Cut, Reinforced End Tab, 100/Box	BOX	
File Folders - Letter, Lavender, Straight Cut Reinforced End Tab, 100/Box	BOX	
File Folders - Letter, Pink, Reinforced End Tab Folders, Two Ply Tab, 100/Box	BOX	
File Folders - Letter, Red, 2' Capacity Fastener Folders, Straight Tab, 50/Box	BOX	
File Folders - Letter, Manilla, End-Tab Folders, Straight Cut Tab, 14 Pt., 12- 1/4"x9-1/2', 50/Box	BOX	
File Folders-Letter, Manilla, end tab folders, 1/3 cut tab, 14 pt, 100/box	BOX	
File Folders - Letter, Green, Pressboard Classification Folder, Six-Section, 10/Box	BOX	
File Folders - Letter, Scarlet, Pressguard Classification Folders, Six-Section, 10/Box	BOX	
Hanging File Folders - Letter, Standard Green, 1/5 Tab, 25/Box	BOX	
Hanging File Folders - Legal, Standard Green, 1/5 Tab, 25/Box	BOX	
Hanging File Folders - Letter, Standard Green, 3-1/2 Inch Hanging File Pockets with Sides, 10/Box	BOX	
Hanging File Folder Tabs - Poly Tabs, 1/3' Cut, 3-1/2"x1/2', 25/PK, Clear	PACKAGE	
Hanging File Folder Tabs - Poly Tabs, 1/5' Cut Tab, 2-1/4"x1/2', 25/PK, Clear	PACKAGE	
File Tabs - 1' x 1 1/2', Striped, Blue/Green/Red, Self-Stick Tabs, 66/Pack	PACKAGE	
File Tabs - 1' x 1 1/2', Assorted Standard Colors, Self-Stick Tabs, 66/Pack	PACKAGE	
File Tabs - Printable Repositionable Plastic Tabs, 1 3/4 Inch, White, 80/Pack	PACKAGE	
Drawer Frames - Letter Size, Screw-Together Hanging Folder Frame, 23- 26.77' Long	EACH	
Drawer Frames - Legal Size, Screw-Together Hanging Folder Frame, 23- 26.77' Long	EACH	
File Guides - Letter, Recycled Top Tab File Guides, Alpha, 1/5 Tab, Pressboard, 25/Set	SET	
File Guides - Legal, Recycled Top Tab File Guides, Alpha, 1/5 Tab, Pressboard, 25/Set	SET	
Expansion Wallet - Letter, 3 1/2 Inch Expansion Wallets, Leather-Like Redrope, 10/Box	EACH	
Expansion Wallet - Legal, 3 1/2 Inch Expansion Wallets, Leather-Like Redrope, 10/Box	EACH	
Expansion Folder - Letter, Daily 1- 31 Open Expanding File, 31 Pockets, Leather- Like Redrope	EACH	
Expansion Folder - Legal, Daily 1- 31 Open Expanding File, 31 Pockets, Leather- Like Redrope	EACH	
Expansion Folder - Letter, Alphabetic A-Z, Open Expanding File, 21 Pockets, Leather-Like Redrope	EACH	
Expansion Folder - Legal, A- Z Open Expanding File, 21 Pockets, Legal, Leather- Like Redrope	EACH	
Expansion Folder - Letter, Monthly Jan-Dec Expanding File, 12 Pocket, Leather-Like Redrope	EACH	
Expansion Folder - Legal, Monthly Jan-Dec Expanding File, 12 Pocket, Leather- Like Redrope	EACH	
File Pockets - Letter, 3 1/2 Expansion Drop Front Pocket, Straight Tab, 25/Box	EACH	
File Pockets - Legal, 3 1/2 Inch Expansion Drop Front Pocket, 25/Box	EACH	
File Jackets - Letter, 11 Point Manila, 100/Box	BOX	
File Jackets - Legal, File Jackets, 11 Point Manila, 100/Box	BOX	
File Jackets - Letter, File Jackets with Two Inch Expansion, 11 Point Manila, 50/Box	BOX	
File Jackets - Legal, File Jackets with Two Inch Expansion, 11 Point Manila, 50/Box	BOX	
Storage Boxes - Legal, String/Button Storage Box, Fiberboard, White, 12/Carton	CARTON	
Storage Boxes - Letter/Legal, Economy Storage Box, Lift-Off Lid. White, 12/Ct	EACH	
Storage Boxes - Letter/Legal, R-Kive Max Storage Box, Locking Lid, Woodgrain, 12/Carton	CARTON	
Shipping boxes-Corrugated shipping, 14x10x8	CARTON	
Glue Stick - Glue Stic for Envelopes, .26 oz, Stick	EACH	
Glue - Loctite Super Glue Gel, .07 Grams, 2 pk	PACKAGE	

Pricing Cont.

Item Description	Unit Of Measure	Unit Cost
Tape - Invisible Tape, 3/4' x 1296', 1' Core, Clear	ROLL	
Tape - General Purpose Masking Tape, 1' x 60 yards, 3' Core	ROLL	
Tape - Box Sealing Tape, 2' x 110 yards, 3' Core, Clear, 6/Box	ROLL	
Tape - Filament Tape, .94' x 60 yards, 3' Core	ROLL	
Tape Dispenser - Desktop Tape Dispenser, 1' Core, Weighted Non-Skid Base, Black	EACH	
Envelope Moistener - Squeeze Bottle Moistener, 2 oz, Blue	EACH	
Mounting Squares - Precut Foam Mounting 1 Squares, Double-Sided, Permanent, 16 Squares/Pack	PACKAGE	
Labels - Laser Printer Permanent Labels, 1 1/3' x 4, White, 1400/Box	BOX	
Labels - Address Labels for Copiers, 1 x 2-3/4, Bright White, 3300/Box	BOX	
Labels - Laser Printer Permanent Labels, 1 x 2-5/8, White, 3000/Box	BOX	
Labels - Laser Printer Permanent Labels, 1 x 4, White, 100 Sheets, 2000/Box	BOX	
Labels - Laser Printer Permanent Labels, 2 x 4, White, 1000/Box	BOX	
Labels - Laser Printer Permanent Labels, Full Sheet Letter 8.5' x 11', White, 100/Box	BOX	
Labels - Print or Write Removable Color-Coding Labels, 3/4 in dia, Red, 1008/ Pack	PACKAGE	
Labels - Print or Write Removable Color-Coding Labels, 3/4 in dia, Yellow, 1008/ Pack	PACKAGE	
Labels - Print or Write Removable Color-Coding Labels, 3/4 in dia., Blue, 1008/Pack	PACKAGE	
Label Cartridge - For DYMO Label Writer Printer, Address Labels, 1- 1/8 x 3- 1/2, White, 700/ Box	BOX	
Labels - Brother Address Label - 1.14' Width x 2.42' Length - 800/Roll - White - 1/Roll	ROLL	
Labels-Avery, shipping label, 8.5x11	PACKAGE	
Reinforcements - Hole Reinforcements, 1/4' Diameter, White, 200/ Pack	BOX	
Reinforcements - Self- Adhesive Reinforcing Strips, 10 3/4 x 1, 200/ BX	BOX	
Seals - Inkjet Print or Write Notarial Seals, 2' Diameter, Gold, 44/ Pack	PACKAGE	
Post-it-durable poly tabs	PACKAGE	
Post-it - Standard Self-Stick Notes, 1- 1/2 x 2, Yellow, 12 100- Sheet Pad/ Pack	PACKAGE	
Post-it - Standard Self-Stick Notes, 3 x 3, Yellow, 12 100- Sheet Pads/ Pack	PACKAGE	
Post-it - Standard Tape Flags in Dispenser, Yellow, 50 Flags/ Dispenser	EACH	
Post-it - Standard Tape Flags in Dispenser, Blue, 50 Flags/ Dispenser	EACH	
Post-it - Standard Tape Flags in Dispenser, Red, 50 Flags/ Dispenser	EACH	
Post-it - Standard Tape Flags in Dispenser, Green, 50 Flags/ Dispenser	EACH	
Post-it - Standard Tape Flags in Dispenser, Orange, 50 Flags/ Dispenser	EACH	
Message Tabs - "Sign Here" Arrow Message, 1/2" Flags, 4 Colors w/ Dispensers, 120/Pack	PACKAGE	
Punch - 30-Sheet Two-Hole Punch, 9/32" Holes, Black	EACH	
Punch - 12-Sheet Deluxe Two- and Three- Hole Adjustable Punch, 9/32" Holes, Black	EACH	
Punch - 40-Sheet Three-Hole Punch, Reduced Effort, 9/32" Holes, Black/Silver	EACH	
Ruler - Acrylic Plastic Ruler, 12", Clear	EACH	
Engineering Scale - Triangular Scale, Plastic, 12", Engineering, Color- Coded	EACH	
Scissors - All Purpose Scissors, Black, 8"	EACH	
Staples - Standard Chisel Point 210 Strip Count Staples, 5,000/ Box	BOX	
Staples - S.F. 4 Premium Chisel Point 210 Count Full Strip Staples, 5,000/ Box	BOX	
Staples - High-Capacity Staples, 3/8 Inch Leg Length, 2500/ Box	BOX	
Staples - Stanley® Bostitch 1/2" Heavy-Duty Staples, 85- Sheet Capacity, 1,000/ Box	BOX	
Staples - Heavy Duty, 150 Sheet Capacity, 5/8", 1000/Box	BOX	
Staples - S.F. 13 Heavy- Duty 1/2 Inch Leg Length Staples, 90- Sheet Capacity, 1,000/ Box	BOX	
Staples - Swingline Optima Jam-Free Premium Staples - Standard 1/4" Leg, 3,750/Box	BOX	
Stapler - Half Strip Stapler, 12-Sheet Capacity, Black	EACH	
Stapler - Light-Duty Desk Stapler, 20-Sheet Capacity, Black, Full Strip	EACH	
Stapler - Heavy-Duty Stapler, 160- Sheet Capacity, Black/ Gray	EACH	
Stapler - Light-duty Stand-up Stapler, Reduced effort, Full-Strip, Black/Gray	EACH	
Staple Remover - Jaw Style Staple Remover, Burgundy	EACH	
Staple Remover - Heavy-Duty Staple Remover, Black	EACH	
Staple Remover - Deluxe Jaw Style Staple Remover	EACH	
Staple Remover - Premium Blade Style Staple Remover, Satin Chrome Finish	EACH	
Letter Opener - Lightweight Hand Letter Opener, 9', Silver	EACH	
Letter Opener - Letter Slitter Hand Letter Opener w/ Concealed Blade, 2 1/2', White, 2/Pack	EACH	
Plotter Paper - Designjet Bright White Inkjet Paper, 24 lbs., 36' x 150 ft, White	ROLL	
Plotter Paper - HP Universal Brand Paper Roll, 21 lbs., 2' Core, 24' x 150 ft, White	EACH	
Adding Tape - Adding Machine/ Calculator Roll, 16 lb, 1/2' Core, 2- 1/4' x 150 ft, White, 100/ CT	ROLL	
Thermal Paper Rolls - For Verifone VX520 Credit Card Terminal, 50/Cartron	ROLL	
Pads - Letter, Perforated Edge Writing Pad, Canary, 50-Sheet, Dozen	PAD	
Pads - Legal, Perforated Edge Writing Pad, Canary, 50-Sheet, Dozen	PAD	
Pads - 5 x 8 Perforated Edge Writing Pad, Jr. Legal Rule, 5 x 8, Canary, 50- Sheet, Dozen	PAD	
Steno Notebooks - Steno Book, Gregg Rule, 6 x 9, WHITE, 80 Sheets/Pad	DOZEN	
Spiral Bound Notebook - College Rule, 8- 1/2 x 11, White, 100 Sheets/Pad	EACH	
Phone Message Books - Wirebound Message Books, 2 3/4 x 5, Two- Part Carbonless, 400 Sets/Book	BOOK	

Pricing Cont.

Item Description	Unit Of Measure	Unit Cost
Index Cards - 3' x 5' Unruled Index Cards, White, 100/Pack	PACKAGE	
Index Cards - 3' x 5' Ruled Index Cards, White, 100/Pack	PACKAGE	
Index Cards - 4' x 6' Ruled Index Cards, White, 100/Pack	PACKAGE	
Index Cards - 4' x 6' Unruled Index Cards, White, 100/Pack	PACKAGE	
Eraser - Eraser Caps, 144/Box	BOX	
Eraser - Eraser Refills, Z21, 3/Tube	PACKAGE	
Eraser - Clic Eraser Pen-Style Eraser, 3/Pack	PACKAGE	
Eraser - Clic Eraser Pen-Style Eraser Refills, 2/Pack	PACKAGE	
Dry Erase Eraser - Expo Dry Erase Marker Board Eraser - Charcoal Gray	EACH	
Highlighter-Sharpie, smear guard, yellow and pink, 12/box	BOX	
Highlighter - Brite Liner Grip XL Highlighter, Chisel Tip, Fluorescent Yellow Ink, 12/Pk	EACH	
Highlighter - Assorted Colors, Chisel Tip, Fluorescent, 5/Set	SET	
Highlighter - Chisel Tip, Fluorescent Blue, Dozen	DOZEN	
Highlighter - Chisel Tip, Fluorescent Orange, Dozen	DOZEN	
Highlighter - Chisel Tip, Fluorescent Green, Dozen	DOZEN	
Towelettes - Dry Erase Board Cleaning Wet Wipes, 6 x 9, 50/Container	CONTAINER	
Alcohol pads-cleanup, premoistened	BOX	
Markers - Low Odor Dry Erase Marker, Fine Point, Assorted, 4/Set	SET	
Markers - Low Odor Dry Erase Markers, Chisel Tip, Basic Assorted, 4/Set	SET	
Markers - Permanent Markers, Chisel Tip, Black, Dozen	EACH	
Markers - Permanent Markers, Chisel Tip, Red, Dozen	DOZEN	
Markers - Red Porous Point Stick Pen, Red Ink, Medium, Dozen	DOZEN	
Highlighter - Brite Liner Highlighter, Chisel Tip, Fluorescent Yellow Ink, 12 per Pack	DOZEN	
Pen - Counterfeit Bill Detector Pen for Use w/U.S. Currency	EACH	
Pencils - Economy Woodcase Pencil, HB #2, Yellow Barrel, Dozen	DOZEN	
Pencils - Sharplet-2 Mechanical Pencil, 0.50 mm, Black Barrel	DOZEN	
Pencils - Sharplet-2 Mechanical Pencil, 0.70 mm, Dark Blue Barrel	DOZEN	
Pencils - Sharplet-2 Mechanical Pencil, 0.90 mm, Brown Barrel	EACH	
Pencils - Super Hi-Polymer Lead Refills, 0.5mm, HB, Black, 12 Leads/Tube	TUBE	
Pencils - Super Hi-Polymer Lead Refills, 0.7mm, HB, Black, 12 Leads/Pack	TUBE	
Pencils - Super Hi-Polymer Lead Refills, 0.9mm, HB, Black, 15 Leads/Pack	TUBE	
Pencils - Sharpwriter Mechanical Pencil, HB, 0.70 mm, Yellow Barrel, Dozen	DOZEN	
Pens - Roller Ball Stick Dye-Based Pen, Blue Ink, Micro, Dozen	DOZEN	
Pens - Roller Ball Stick Dye-Based Pen, Black Ink, Micro, Dozen	DOZEN	
Pens - Roller Ball Stick Dye-Based Pen Black Ink, Fine, Dozen	DOZEN	
Pens - Precise V5 Roller Ball Stick Pen, Needle Pt, Black Ink, 0.5mm Extra Fine, Dozen	DOZEN	
Pens - Precise V5 Roller Ball Stick Pen, Needle Pt, Red Ink, 0.5mm Extra Fine, Dozen	DOZEN	
Pens - Standard Ballpoint Counter Pen, Black Ink, Medium	EACH	
Pens - Round Stic Grip Ballpoint Stick Pen, Red Ink, Fine, Dozen	DOZEN	
Pens - Soft Feel Ballpoint Stick Pen, Red Ink, Medium, Dozen	DOZEN	
Pens - Soft Feel Ballpoint Stick Pen, Blue Ink, Medium, Dozen	DOZEN	
Pens - Soft Feel Ballpoint Stick Pen, Black Ink, Medium, Dozen	DOZEN	
Pens - Round Stic Ballpoint Stick Pen, Black Ink, Medium, Dozen	DOZEN	
Pens - Ballpoint Stick Oil- Based Pen, Blue Ink, Fine, Dozen	DOZEN	
Pens - Ballpoint Stick Oil- Based Pen, Black Ink, Fine, Dozen	DOZEN	
Pens - Ballpoint Stick Oil- Based Pen, Red Ink, Medium, Dozen	DOZEN	
Pens - Ballpoint Stick Oil- Based Pen, Black Ink, Medium, Dozen	DOZEN	
Pens - Ballpoint Stick Oil- Based Pen, Blue Ink, Medium, Dozen	DOZEN	
Pencil Sharpener - Compact Desktop Battery-Operated Pencil Sharpener, Black, Uses Four AA batteries	EACH	
Pens - Round Stic Ballpoint Stick Pen, Black Ink, Fine, Dozen	DOZEN	
Pens - Round Stic Ballpoint Stick Pen Blue Ink, Fine, Dozen	DOZEN	
Pens - Round Stic Ballpoint Stick Pen, Blue Ink, Medium, Dozen	DOZEN	
Pens - Clic Stic Ballpoint Retractable Pen, Black Ink, Medium, Dozen	DOZEN	
Pens - Clic Stic Ballpoint Retractable Pen, Blue Ink, Medium, Dozen	DOZEN	
Pens - Zebra Sarasa Roller Ball Retractable Gel Pen, Black Ink, Medium, 20 per Box	BOX	
Sharpie - Permanent Marker, Fine Point, Black, Dozen	DOZEN	
Sharpie - Permanent Marker, Extra Fine Point, Black, Dozen	DOZEN	
Sharpie - Permanent Marker, Fine Point, Red, Dozen	DOZEN	
Pens - Signo Gel RT Roller Ball Retractable Gel Pen, Black Ink, Medium, Dozen	DOZEN	
Pen Refill - Refill for G2 Gel, Dr. Grip Gel/ Ltd, ExecuGel G6, Q7, Fine Tip, Black, 2/ Pack	PACKAGE	
Pens - G2 Gel Roller Ball Pen, Retractable, Refillable, Red Ink, 0.7mm Fine, Dozen	DOZEN	
Pens - G2 Gel Roller Ball Pen, Retractable, Refillable, Black Ink, 0.7mm Fine, Dozen	DOZEN	
Pens - G2 Gel Roller Ball Pen, Retractable, Refillable, Blue Ink, 0.7mm Fine, Dozen	DOZEN	
Pens - Signo Gel 207 Roller Ball Retractable Gel Pen, Blue Ink, Medium, Dozen	DOZEN	
Pens - Signo Gel GRIP Roller Ball Stick Gel Pen, Black Ink, Medium, Dozen	DOZEN	

Pricing Cont.

Item Description	Unit Of Measure	Unit Cost
Ribbon - Data Products® R5110 Correctable Ribbon for IBM Wheelwriter Series Typewriters	EACH	
Ribbon - DPS-R1427 Compatible Ribbon, Calculator Ribbon, Black/Red	EACH	
Ribbon - Calculator, R3027 Compatible Ribbon, Black/ Red	EACH	
Ribbon - R1420 Compatible Ribbon, Black, Typewriter, (for use in Brother typewriter)	EACH	
Lift-Off Tape - Lift-Off Tape for use with IBM Selectric II/III Series and Others, 6/Box	BOX	
Batteries 'AA' - Duracell® Alkaline 'AA' Batteries; 16-Pack	EACH	
Batteries 'AAA' - Duracell® Alkaline 'AAA' Batteries; 12-Pack	EACH	
Batteries "C" - Duracell® Alkaline "C" Batteries; 1.5V, 8-Pack	EACH	
Batteries "D" - Duracell® Alkaline "D" Batteries; 8-Pack	EACH	
Batteries "9V" - Duracell® Alkaline "9V" Batteries; 4-Pack	EACH	
Batteries "E2 Lithium" - Energizer® Specialty Batteries; e2 Lithium Photo Battery, 123, 3V, EACH	EACH	
CD-RW Discs - 700MB/80min, 12x, w/Jewel Cases, Silver, 5/Pack	EACH	
CCS72100 CD-R Discs - 700MB/80min, 52x, Spindle, Silver, 100/Pack	PACKAGE	
CD-R Discs - 700MB/80min, 52x, w/Slim Jewel Cases, Silver, 10/Pack	EACH	
DVD-R/RAM - Recordable DVD's, Rewriteable 1000 times, Capacity 9.4GB/Double-Sided, Each	EACH	
DVD+RW - Rewritable DVDs w/jewel case, Capacity 4.7GB/Single-Sided, 120 minute capacity, Each	EACH	
DVD-R - 4.7GB, 16x, Spindle, Silver, 50/Pack	PACKAGE	
DVD-R - 8cm Minidisc DVD- R, 1.4GB, 4x, w/ Jewel Case, Silver, 3/ Pack	PACKAGE	
Photo Paper - Glossy Photo Paper, 60 lbs., Glossy, 8-1/2 x 11, 50 Sheets/Pack	PACKAGE	
CD/DVD Envelopes - CD/DVD Envelopes, Paper Envelope With Clear Poly Window, 50/Box	BOX	
Compressed Air Duster - Compressed Gas Duster, 7 oz Can	EACH	
Surge Protector - Six- Outlet Surge Suppressor, 1080 Joules, 6 ft. cord, Putty	EACH	
Wireless mouse, logitech, m325	EACH	
Mouse Pad - Standard Mouse Pad, 8" x 9", Blue	EACH	
Wrist Rest - Memory Foam Mouse Pad/Wrist Rest, 1.0" x 7.9" x 9.3", Silver/Black	EACH	
Wrist Rest - PlushTouch Keyboard Wrist Rest with FoamFusion Technology, 3.2" x 18.1", Microban Anti-Microbial Protection, Contoured, Black	EACH	
Calendar Refill - Desk Calendar Refill, 3-1/2" x 6", 2 Pages For Each Weekday	EACH	
Calendar Base - Base for E71750 Calendar Refills, 3 1/2" x 6", Black	EACH	
Calendar Refill - Compact Desk Calendar Refill, 3" x 3 3/4", 2 Pages For Each Weekday	EACH	
Calendar Base - Compact Desk Calendar Base, 3" x 3 3/4"for E919-50 Calendar Refills, Black	EACH	
Calendar - Desk Pad, 22" x 17", Non-Refillable, Ruled Daily Blocks, Vinyl Corners, Eyelets For Hanging, Jan-Dec	EACH	
Calendar - Yearly Wall Calendar, Metal Bound, Unruled Daily Blocks, Hanging Eyelets, 24" x 36", Blue Ink	EACH	
Appointment Book - Daily Appointment Book, 4-7/8" x 8", DayMinder, Nonrefillable, Ruled, One Day Per Page, 2 month reference blocks	EACH	
Appointment Book - 4-Person Daily Appt. Book, 7 7/8" x 11", DayMinder, Nonrefillable, Ruled, 1 Day/Page, 2 Month Ref. Blocks	EACH	
Appointment Book - Weekly Planner, 6-7/8" x 8-3/4", Nonrefillable, Ruled, One Week Per Spread, 12 month reference blocks	EACH	
Appointment Book - Weekly Appointment Book, 8-1/4" x 10 -7/8", Nonrefillable, Ruled, One Week Per Spread, 12 Month Reference Blocks	EACH	
Appointment Book - Weekly/Monthly Appointment Book, 8" x 9-7/8", Simulated Leather, Black	EACH	
Appointment Book - Monthly Planner, 6-7/8" x 8-3/4", Nonrefillable, Unruled, One Month Per Spread, 6 Month Reference Blocks, 16 Month Fiscal	EACH	
Appointment Book - Monthly Planner, 9" x 11", Nonrefillable, Unruled, One Month Per Spread, 13 Month Jan-Jan, Telephone/Address Pages	EACH	
Appointment Book - Monthly Planner, 6-7/8" x 8-3/4", Nonrefillable, Unruled, 1 Month/Spread, 6 Month Reference Blocks, Memo Section	EACH	
Appointment Book - 3-Year Mo. Planner, 8-1/2" x 11", Refillable, Unruled, 1 Month/Spread, 6 Month Ref. Blocks, Yrly. Dividers. Sim. Leather, Black	EACH	
Appointment Book - QuickNotes Monthly Planner, Jan. - Dec., 8 1/4" x 10 7/8", Black	EACH	
"Today Is" Wall Calendar - Refill, 6 5/8" x 9 1/8", 2013	EACH	
Appointment Book - 5-Year Monthly Planner, 8-1/2" x 11", Refillable, Unruled, 1 Month/Spread, Yrly. Dividers. Sim. Leather. Black	EACH	
Appointment Book - DayMinder Four-Person Group Appointment Book	EACH	
Appointment Book Refill - Three- Or Five-Year Planner, Black, 9' x 11', 2015 Refill for 7023605 and 7029605	EACH	
Appointment Book Refill - Three- Or Five-Year Planner, Black, 9' x 11', 2016 Refill for 7023605 and 7029605	EACH	
Appointment Book Refill - Three- Or Five-Year Planner, Black, 9' x 11', 2017 Refill for 7023605 and 7029605 - **Available July, 2014**	EACH	
Appointment Book Refill - Three- Or Five-Year Planner, Black, 9' x 11', 2018 Refill for 7023605 and 7029605	EACH	
Binding Combs - Plastic Comb Bindings, 5/16" Diameter, 40 Sheet Capacity, Black, 100 Combs/Pack	BOX	
Binding Combs - Plastic Comb Bindings, 3/8" Diameter, 55 Sheet Capacity, Black, 100 Combs/Pack	BOX	
Binding Combs - CombBind Standard Spines, 1/2" Diameter, 85 Sheet Capacity, Black, 100/Box	BOX	
Binding Combs - CombBind Standard Spines, 5/8" Diameter, 125 Sheet Capacity, Black, 25/Box	BOX	
Binding Combs - CombBind Standard Spines, 3/4" Diameter, 150 Sheet Capacity, Black, 100/Box	BOX	
Binding Combs - CombBind Standard Spines, 1" Diameter, 200 Sheet Capacity, Black, 100/Pack	BOX	
Binding Combs - CombBind Standard Spines, 1-1/2" Diameter, 320 Sheet Capacity, Black, 100/Box	EACH	

Pricing Cont.

Item Description	Unit Of Measure	Unit Cost
Phone Cord - Handset 12', dark gray	EACH	
Wall Clock - Round Wall Clock, 12-1/2in, Black	EACH	
Visitor Register Book - Visitor Register Book, Red Hardcover, 112 Pages, 8 1/2 x 11 1/2	EACH	
Notary Public Record Book - Burgundy Cover, 60 Pages, 8 1/2 x 10 1/2	EACH	
Journal Books - Esselte Canvas Journal Books, 150 Sheet(s), Thread Sewn, 12.12' x 7.62' Sheet Size	EACH	
Journal Book - Esselte Canvas Journal Book, 500 Sheet(s), Thread Sewn, 12.12' x 7.62' Sheet Size	EACH	
Posterboard - White Poster Board, 28 x 22, 50/Carton	EACH	
Waste Basket - 7 gallon	EACH	
Dry Erase Board - Quartet® Wood Framed Dry-Erase Board; 3'x2'	EACH	
Cork Board - Quartet® Oak Finish Frame Cork Board; 36'x24'	EACH	
Floor Mats - Economy Carpet Chair Mat; 36x48', Standard Lip	EACH	
Laminating Pouches - HeatSeal Laminating Pouches, 3 mil, Letter, 9 x 11 1/2, 100/Box	BOX	
Laminating Pouches - HeatSeal Laminating Pouches, 5 mil, Legal, 9 x 14 1/2, 100/Box	PACKAGE	
Laminating Pouches - HeatSeal Laminating Pouch, 11.25' x 17.25', 3mil, 25 Pack	EACH	
Business Card Kit - Inkjet Matte Business Cards, 2 x 3 1/2, Ivory, 10/Sheet, 250/Pack	PACKAGE	
Shredder Oil - 12 oz. Bottle, for Oiling Shredder Blades	EACH	
Name Badge Holders - Photo ID Badge Holder, Horizontal, 4w x 3h, Clear, 25/Pack	PACKAGE	
Lanyards - Round Lanyards w/Bulldog Clips, 24/Package	PACKAGE	
Hand sanitizer - pump bottle 12 oz.	EACH	
Desk File/sorter-20x dividersw-printed A-Z 8.5x 11	EACH	
Envelope-Easy Close Business envelopes, 4 1/8 x9 1/2	BOX	
Envelope-Left Window Security-Tint Gummed #10	BOX	
Envelope-gummed clasp, 6x9	PACKAGE	
Envelope-self sealing, brown, 5x7	BOX	
Envelope-self sealing, brown, 9x12	BOX	
Envelope-Self Sealing, brown, 10x13	BOX	
Envelope-Poly Button and string document, assorted colors, legal size	PACKAGE	
Envelope-Poly Button and string document, assorted colors, letter size	PACKAGE	
Envelope-Poly Button and string document, 10.5x14	BOX	

Company Name _____

Authorized Signature _____

Printed name and title _____

Franklin County reserves the right to request supporting documentation for the proposed pricing. In addition, it may be necessary to evaluate the bidder's expertise and experience in order to award a bid. Franklin County reserves the right to request reference information and/or proof of expertise if necessary.

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 _____ (Name of Business Entity Authorized Representative)
as _____ (Position/Title)

first being duly sworn on my oath, affirm _____ (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 _____ (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 _____ (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 _____ (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contract, or subcontract, if awarded.

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

Authorized Representative's Signature

Printed Name

Title

Date

Subscribed and sworn to before me this _____ of _____, I am
Day Month, Year

commissioned as a notary public within the County of _____, State of _____ and my commission expires on Date _____

Signature of Notary

Date

AFFIDAVIT OF WORK AUTHORIZATION

(Continued)

CURRENT BUSINESS ENTITY STATUS

I certify that _____ (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.

Authorized Business Entity Representative's Name (Please Print)	Authorized Business Entity Representative's Signature
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Business Entity Name	Date
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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).

CONTRACTUAL TERMS AND CONDITIONS ACKNOWLEDGEMENT

The undersigned Vendor/Contractor has read, understood, and accepted the Terms and Conditions as published on the Franklin County Official Website located at:

<http://www.franklinmo.org>

All terms and conditions as stated shall be adhered to by Vendor/Contractor upon acceptance of contract. Vendor/Contractor enters into this agreement voluntarily, with full knowledge of its effect.

Vendor/Contractor Signature

Date

Vendor/Contractor Name and Title

VENDOR INFORMATION

Company Name _____

Mailing Address _____

Phone number _____

Contact Name _____

Contact Name Title _____

Email Address _____

ATTACHMENT 1
SEALED RESPONSE LABEL

PLEASE ATTACH LABEL TO OUTSIDE OF PACKAGE

SEALED BID RESPONSE ENCLOSED

DELIVER TO:

Purchasing Department
400 East Locust St, Rm 004
Union, MO 63084

SOLICITATION # 2019-33 DATE: May 31, 2019 2:00pm

DESCRIPTION: General Office Supplies

Vendor Name: _____

Vendor Address: _____