

COUNTY OF TANEY - MISSOURI



**Request for Proposal
For
OFFICE SUPPLIES
Taney County, Missouri**

**RFP #201004-101 – Office Supplies
Release Date:
April 21, 2010**

**Submittal Deadline:
May 20, 2010
Not later than 1:30 p.m. Central Time**

Taney County Purchasing
132 David Street
7280
P.O. Box 1630

Linda Gifford, Purchasing Agent
Phone: 417-546-7281 Fax: 417-546-
E-mail: lindag@co.taney.mo.us

INSTRUCTIONS AND GENERAL CONDITIONS

- 1) **Delivery of Proposals:** Sealed proposals, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Taney County Purchasing Office until the proposal closing date and time indicated herein for furnishing the County with services as detailed in the following request for proposal.

- 2) **Proposal Closing:** All proposals shall be **delivered before 1:30P.M.**, Central Time, on May 20, 2010 to:

Taney County Purchasing Department
Linda Gifford, Purchasing Agent
132 David Street
P.O. Box 1630
Forsyth, MO 65653

- 3) The County will not accept any proposals received after 1:30P.M and will return such late proposals to the Offeror.

- 4) Offerors must submit one (1) proposal. Proposals will be opened publicly at 1:30p.m. on May 20, 2010 but only names of offerors will be read aloud. All proposal responses will be considered public information and following contract execution or rejection of all proposals, all responses will become a part of public record and will be released to any person or firm that requests it.

- 5) Proposals must be submitted in a sealed envelope identified with the proposal number and date of closing. List the proposal number on the outside of the box or envelope and note "Response to Request for Proposal enclosed".

- 6) If you do not care to submit a proposal, please return the *No Bid Response Page* and note your reason. No fax or electronic transmitted proposals will be accepted.

- 7) If you have obtained this proposal document from our Web Page or from another source than the Taney County Purchasing Department, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we if we do not have you on our Vendor list for this proposal.

8) Bid Evaluation:

Criteria to be considered in evaluation proposals will include: the vendor's responsibility, experience, technical competence, quality and performance of materials, services, ability to make timely delivery, price, and thoroughness of bid in addressing all issues and satisfying all requirements contained in the document.

9) An Award of Contract:

An award of bid will be in accordance with all applicable public procurement and purchasing laws and requests.

Any award of bid resulting from this invitation will be made by written notification from the Purchasing Agent.

The Purchasing Agent reserves the right, in the best interest of Taney County, Missouri to reject any and all bids, to waive any minor informality or irregularity in award for conformity or compliance purposes, and to determine an award to the benefit of the county.

10) Contract Documents:

Upon acceptance by the county, written notice will be issued to the successful bidder and will be deemed to result in a binding contract. Items are to be furnished as described in the contract documents and in strict conformity with all instructions, conditions, specifications, and samples contained in the complete bid document.

The contract between Taney County and the contractor will consist of:

1. The contract/written notice
2. The Invitation for Bid and any amendments
3. The contractor's response to the Invitation to Bid

The contract document will govern in the event of any conflict with applicable requirements stated in the bid or the contractor's response.

11) Non-Exclusivity:

The Contract is non-exclusive and shall not in any way preclude the County from entering into similar agreements and/or arrangements with other vendors or from acquiring, equal or like goods and/or services from other entities or sources.

12) Applicable Laws:

The contract will be construed according to the laws of the State of Missouri. To the extent that a provision of the contract is contrary to the Constitution or laws of this state, or of the United States, the provision will be void and unenforceable, however, the balance of the contract will remain in force between the parties.

13) Amendments to Contract:

No modification of any provision in the contract will be made or construed to have been made, unless such modification is mutually agreed upon in writing by the Contractor and the County and incorporated in a written amendment to the contract approved by the Purchasing Agent.

14) Contract Price:

Prices and discounts are to remain firm for a period of twelve (12) months.

Any related cost for services not specifically quoted in the bid, but necessary to the service program, will be considered by both the contractor and the county to be included within the rates stated in the contract.

The price quoted by the contractor will be firm and fixed. The county will not pay, nor be liable for any additional costs including but not limited to taxes, insurance, interests, penalties, termination payments, attorney fees, liquidation damages, etc.

15) Catalog Instructions:

Contractor will provide EACH county department with a catalog, sale flyer or updated catalog pricing information at no additional cost to the County. Estimated quantity required is 25. The County reserves the right to increase or decrease this amount at no cost to the County.

INTRODUCTION AND GENERAL INFORMATION

Introduction:

- 1) This document constitutes a request for sealed proposals for Office Supplies as set forth herein.

- 2) Organization – This document, referred to as Request for Proposal (RFP), is divided into the following parts:
 1. Instructions and General Conditions
 2. Instructions and General Information
 3. Pricing

Guideline for Written Questions:

- 1) All questions regarding this Request for Proposal shall be submitted in writing, **prior to the proposal opening** and no later than **3:00 p.m., Wednesday, May 5, 2010**. All questions must be mailed, faxed or emailed to the attention of Linda Gifford, Purchasing Agent. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet by the County by posting the addendum on the County Web site at www.taneycounty.org (select Current Bid Notices). Submit questions to:

Linda Gifford
Taney County Purchasing Agent,
PO Box 1630
132 David Street
Forsyth, MO 65653
lindag@co.taney.mo.us
Fax # - 417-546-7280

- 2) In the event that it becomes necessary to revise any part of this RFP, written addenda will be issued. Any addendum to this RFP is valid only if in writing and issued by the Taney County Purchasing Department.

- 3) **Timeline:** The County anticipates a contract award following the evaluation of the proposal responses within **45 days from the RFP opening date**. These dates are provided for informational purpose and may change as requirements dictate.

- 4) **Sunshine Laws:** Due to applicable sunshine laws and regulations concerning public documents, the County’s proposal file becomes part of public record at the time of contract execution or when all proposals are rejected.

1. Proposal Format:

All vendors must submit their response to the bid specifications in the following format. Failure to follow the specified format may result in the proposal being deemed non-responsive and subject to immediate rejection.

- 1. Cover Letter
- 2. Executive Summary
- 3. Letter of Transmittal
- 4. Vendor’s References
- 5. Proposed Operating Plan
- 6. RFP Document & Addendum Documents
- 7. Additional Information

1. Cover Letter

The proposal must include a cover letter which introduces the vendor and provides a highlight of their experience in relation to the proposed services.

2. Executive Summary

The vendor will include an executive summary which will provide the highlights of vendor’s response, unique qualifications of the vendor and any information which will assist the selection committee in evaluating the vendor’s submittal.

3. Letter of Transmittal (Mandatory)

The vendor will include a Letter of Transmittal which will contain the following information:

- a) Statement indicating the company which will be providing the services required in the RFP and indicating any subcontractors which will be utilized.
- b) Statement indicating the point of contact for RFP clarification or additional information.
- c) Statement indicating the person authorized to legally obligate the vendor.
- d) Provide complete contact information to include name, address, phone, fax, and e-mail address for the contact person.
- e) The letter of Transmittal must contain Statements affirming:

- 1. **Statement of No Inducement:** A statement certifying that no attempt has been made or will be made by the respondent to induce any other person or firm to submit or not to submit a bid with regard to this RFP. Furthermore this is to certify that the bid contained herein is submitted in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other non-competitive bid.

2. **Statement of No Investigation/Conviction:** A statement certifying that the bidder, its affiliates, parent company, subsidiaries, officers, directors, subcontractors, and employees are not currently under investigation by any governmental agency and have not in the last five years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or the performance of any public contract.

4 Vendor References (Mandatory)

Please provide two (2) references of similar size and scope to Taney County. Include the companies name, contact name, address, phone number, estimated volume with your company, and years serviced. In Addition please provide us with a least one (1) lost reference with the same detailed information.

5. Proposed Operating Plan (Mandatory)

The vendor shall provide the following information with regards to the proposed office supply operating plan.

- a) Next Day Delivery. Please discuss your cut off time for next day delivery.
- b) Deliveries to Taney County. Please indicate your delivery method (your own truck, subcontractor, UPS, Federal Express, etc). Please list Location of Distribution Center(s).

Delivery will be provided to each county owned facility and are listed below. Separate orders will be issued by each department or office, and delivery shall be made to the various office locations.

1. Taney County Courthouse – 132 David Street, Forsyth, MO 65653. 13 offices/delivery locations within this building.
 2. Road & Bridge Administrator – 139 David Street, Forsyth, MO 65653. 1 office/delivery location within this building.
 3. Planning & Zoning / Sewer Dept. – 207 David Street, Forsyth, MO 65653. 1 office/delivery location within this building.
 4. Judicial Facility – 266 Main Street, Forsyth, MO 65653. 6 office/delivery location within this building.
- c) 98% order fill rate with the exact item ordered.
 - d) Customer Service.
 - e) Electronic Commerce. Discuss your overall internet ordering capabilities. Include any features and benefits. Training for employees must be provided. Training sessions shall be scheduled through the County Purchasing Department.

6. RFP and Addendum Documentation:

To insure that the vendor has received and acknowledged all documentation, the vendor will insure that all RFP and Addendum's issued will become part of their response by including statements listing each Addenda issued and the receipt thereof.

7. Additional Information:

Contract Term:

The initial contract period will be a twelve (12) month period which will begin on the date designated in the written notification document.

The contract will contain provisions:

1. To renew the contract at the end of each year, for two subsequent years, providing service is satisfactory and any price adjustments are acceptable by the Purchasing Agent.
2. To terminate the contract for cause by either party upon thirty days written notice.

The contract will not bind Taney County, Missouri for any contractual commitment in excess of the original contract period, Taney County will not enter into any agreement containing an automatic extension of the contract period.

Termination of Contract:

The obligation to provide further service under the terms may be terminated by the County upon ninety (90) days written notice in the event of material breach by the contractor to perform in accordance with the terms hereof, or any contract resulting from this RFP. In the event that the County chooses to discontinue this contract either by termination or not extending the contract, the offeror warrants that it will remove all of its equipment from the facilities without charge. Service and equipment will not be moved until another contractor has been acquired

The successful contractor is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement or its rights, title or interest therein, or its power to execute such agreement to any other person, company or corporation without prior consent and approval in writing by the County.

Rejection / Withdrawal of Proposals Response:

Rejection of Proposals- Taney County reserves the right to reject any or all proposals, when such rejection is in the best interest of the County.

Withdrawal of Proposals- Proposals may be withdrawn on written request from the Offeror at the address shown in the RFP prior to the time of acceptance of the proposals.

Validity of Proposal Response:

Offeror agrees that the proposal response shall remain firm for a period of ninety (90) calendar days after the date specified for the return of proposals.

Section I:

Other Non Itemized Products/Discount from Catalog Price:

Misc. Office Supplies - _____%

Office Furniture and Equipment - _____%

Office Machines - _____%

Bidder has indicated a price for each item listed on Attachment and has attached it to this bid response.

Describe any minimum ordering requirements:

Indicate ordering/delivery instructions needed for said bid:

BICMS11BK	Cristal (black medium)	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____
BICMS11BE	Cristal (blue medium)	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____
BICMS11RD	Cristal (red medium)	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____
EXP50010	Stick Pen (black medium)	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____
PAP26505	Xtend (purple medium)	Price per Dz. _____
	*no substitute	
PAP26103	Xtend (red fine)	Price per Dz. _____
	*no substitute	
PAP89061	Flair Felt Point (asst. fine)	Price per Set _____
	*no substitute	
PAP96301	Flexgrip Ultra (black medium)	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____
PAP96801	Flexgrip Ultra (black fine)	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____
PENBK90C	RSVP (blue fine)	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____
PENBK90A	RSVP (black fine)	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____
PENBK90B	RSVP (red fine)	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____
PENBK91A	RSVP (black medium)	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____
PENBK91C	RSVP (blue medium)	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____
PENBK91B	RSVP (red medium)	Price per Dz. _____

**Request for Proposal for Office Supplies
Taney County, Missouri**

_____	Sub/Brand Name _____	Price per Dz. _____
PENBL37A	EnerGel (black medium)	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____
PENBK94AA	Capri (black medium)	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____
PIL38610	P700 (black fine)	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____
PIL38611	P700 (blue fine)	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____
PIL36100	Dr Grip (black medium)	Price each _____
	*No substitute	
PIL36101	Dr Grip (blue medium)	Price each _____
	*No substitute	
PIL31020	G2 Gel Ink (black fine)	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____
PIL31022	G2 Gel Ink (red fine)	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____
PIL31021	G2 Gel Ink (blue fine)	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____
SAN60102	Uniball (red fine)	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____
SAN60143	Onyx (black fine)	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____
SAN65800	Gel Impact (black fine)	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____
SAN65801	Gel Impact (blue fine)	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____

**Request for Proposal for Office Supplies
Taney County, Missouri**

SAN65802	Gel Impact (red fine)	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____
SAN60633	Vision Exact (black fine)	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____
SAN60634	Vision Exact (blue fine)	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____
SAN60635	Vision Exact (red fine)	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____
SAN69054	Uniball Signo Gel (black medium)	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____
SAN69055	Uniball Signo Gel (blue medium)	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____
ZEB44110	Jimnie Gel Rollerball (black medium)	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____
PAP56043	Clear Point Mechanical Pencil (7mm)	Price each _____
	*no substitute	
PENAL25TA	Icy Mechanical Pencil (5mm)	Price each _____
	*no substitute	
PENAZ125A	E-Sharp Mechanical Pencil (5mm)	Price each _____
	*no substitute	
PENPD105TA	Techniclick Mechanical Pencil (5mm)	Price each _____
	*no substitute	
PIL36102	Dr Grip Mechanical Pencil (5mm)	Price each _____
	*no substitute	
UNV55400	#2 HB Pencils	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____
PAP64801	Tuff Stuff Eraser	Price each _____

**Request for Proposal for Office Supplies
Taney County, Missouri**

_____	Sub/Brand Name _____	Price per Dz. _____
PAP64818	Tuff Stuff Eraser Refill	Price per pkg _____
_____	Sub/Brand Name _____	Price per Dz. _____
PENPDE1	Eraser Refills	Tube of 5 _____
_____	Sub/Brand Name _____	Tube of 5 _____
PIL70001	Eraser Refills	Tube of 5 _____
_____	Sub/Brand Name _____	Tube of 5 _____
UNV52905	Refill Lead (5mm)	Tube of 12 _____
_____	Sub/Brand Name _____	Tube of 12 _____
UNV52907	Refill Lead (7mm)	Tube of 12 _____
_____	Sub/Brand Name _____	Tube of 12 _____
SAN35001	Sharpie (black fine)	Price each _____
	*no substitute	
SAN33001	Sharpie (black super)	Price each _____
	*no substitute	
SAN39399	Sharpie (asst)	Price per set _____
	*no substitute	
SAN13601	Sharpie (black fine)	Price each _____
	*no substitute	
SAN33074	Sharpie (asst)	Price per set _____
	*no substitute	
SAN32001	Sharpie (black twin tip)	Price each _____
	*no substitute	
AVE08888	Marks A Lot (black stay sharp)	Price each _____
	*no substitute	
AVE07887	Marks A Lot (red reg chisel)	Price each _____
	*no substitute	

**Request for Proposal for Office Supplies
Taney County, Missouri**

AVE24147	Marks A Lot (red lg chisel)	Price each	_____
	*no substitute		
EXP50044	Exclaim Highlighter (fluorescent yellow chisel)	Price per Dz.	_____
	*no substitute		
EXP50047	Highlighter (asst broad)	Price per set	_____
_____	Sub/Brand Name _____	Price per set	_____
BICGBLP51	Highlighter (asst grip)	Price per set	_____
_____	Sub/Brand Name _____	Price per set	_____
SAN25005	Highlighter (yellow chisel)	Price each	_____
_____	Sub/Brand Name _____	Price each	_____
ACM13529	Heavy Duty Scissors	Price each	_____
_____	Sub/Brand Name _____	Price each	_____
SWI74701	Heavy Duty Stapler (black)	Price each	_____
_____	Sub/Brand Name _____	Price each	_____
SWI35108	Standard Staples	Price per box	_____
_____	Sub/Brand Name _____	Price per box	_____
SWI79388	Heavy Duty Staples (3/8")	Price per box	_____
_____	Sub/Brand Name _____	Price per box	_____
SWI38121	Staple Remover	Price each	_____
_____	Sub/Brand Name _____	Price each	_____
LEE10400	Tacky Finger	Price each	_____
_____	Sub/Brand Name _____	Price each	_____
SWI54035	Rubber Fingertips	Price per box	_____
_____	Sub/Brand Name _____	Price per box	_____
MMM62001	Scotch Tape (1/2")	Price per Dz.	_____
_____	Sub/Brand Name _____	Price per Dz.	_____
MMM620034x36	Scotch Tape	Price per Dz.	_____

**Request for Proposal for Office Supplies
Taney County, Missouri**

_____	Sub/Brand Name _____	Price per Dz. _____
MMMC38BK	Tape Dispenser (black)	Price each _____
_____	Sub/Brand Name _____	Price each _____
MMMC38BY	Tape Dispenser (burgundy)	Price each _____
_____	Sub/Brand Name _____	Price each _____
ACC72380	Standard Paper Clip	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____
ACC72580	Jumbo Paper Clip	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____
ACC72620	Idea Clip	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____
DPS90000	Binder Clip (small)	Price per box _____
_____	Sub/Brand Name _____	Price per box _____
DPS90001	Binder Clip (medium)	Price per box _____
_____	Sub/Brand Name _____	Price per box _____
DPS90002	Binder Clip (large)	Price per box _____
_____	Sub/Brand Name _____	Price per box _____
DPS90004	Binder Clip (mini)	Price per box _____
_____	Sub/Brand Name _____	Price per box _____
EXP00257	Paper Clip Dispenser (black)	Price each _____
_____	Sub/Brand Name _____	Price each _____
GEMCPOA	Push Pins (asst)	Price each _____
_____	Sub/Brand Name _____	Price each _____
GEMCPO782C	Thumbtacks	Price each _____
_____	Sub/Brand Name _____	Price each _____
SMD68220	2ABF Fasteners	Price per box _____
_____	Sub/Brand Name _____	Price per box _____
PAP06604	Correction Tape	Price each _____

**Request for Proposal for Office Supplies
Taney County, Missouri**

_____	Sub/Brand Name _____	Price each _____
EXP40001	Correction Fluid	Price each _____
_____	Sub/Brand Name _____	Price each _____
ACM10415	Metal Ruler (12")	Price each _____
_____	Sub/Brand Name _____	Price each _____
ACM10417	Metal Ruler (18")	Price each _____
_____	Sub/Brand Name _____	Price each _____
_____	Rubberbands (#33)	Price per box _____
_____	Sub/Brand Name _____	Price per box _____
_____	Rubberbands (#19)	Price per box _____
_____	Sub/Brand Name _____	Price per box _____
_____	Rubberbands (#32)	Price per box _____
_____	Sub/Brand Name _____	Price per box _____
_____	Rubberbands (asst)	Price per box _____
_____	Sub/Brand Name _____	Price per box _____
MMM6008	Glue Stick	Price each _____
_____	Sub/Brand Name _____	Price each _____
QUA46065	Envelope Moistener	Price each _____
	*no substitute	
MMM653YW	Post Its (1.5x2 yellow)	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____
MMM656YW	Post Its (2x3 yellow)	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____
MMM654YW	Post Its (3x3 yellow)	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____
MMM659YW	Post Its (4x6 yellow)	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____
MMM7671	Post It Flags	Price per Pkg _____

**Request for Proposal for Office Supplies
Taney County, Missouri**

_____	Sub/Brand Name _____	Price per Pkg _____
MMM6801	Post It Flags (red)	Price per Pkg _____
_____	Sub/Brand Name _____	Price per Pkg _____
MMM6802	Post It Flags (blue)	Price per Pkg _____
_____	Sub/Brand Name _____	Price per Pkg _____
MMM6803	Post It Flags (green)	Price per Pkg _____
_____	Sub/Brand Name _____	Price per Pkg _____
MMM6804	Post It Flags (orange)	Price per Pkg _____
_____	Sub/Brand Name _____	Price per Pkg _____
MMM6805	Post It Flags (yellow)	Price per Pkg _____
_____	Sub/Brand Name _____	Price per Pkg _____
MMM684SH	Post It Flags (sign here asst)	Price per Pkg _____
_____	Sub/Brand Name _____	Price per Pkg _____
MMM6714AF	Post It Page Markers (1x3)	Price per Pkg _____
_____	Sub/Brand Name _____	Price per Pkg _____
MMM6705AF	Post It Page Markers (1.5x2)	Price per Pkg _____
_____	Sub/Brand Name _____	Price per Pkg _____
AVE05474	Flouresent Dots (3/4")	Price per Pkg _____
_____	Sub/Brand Name _____	Price per Pkg _____
AVETD909	Hole Reinforcements	Price per Pkg _____
_____	Sub/Brand Name _____	Price per Pkg _____
AVE33706	Wirebound Notebook (100 sheet)	Price each _____
_____	Sub/Brand Name _____	Price each _____
EXP82118	Memo Pads (3x5)	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____
NIB014547392	Memo Pads (3.25x5)	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____

**Request for Proposal for Office Supplies
Taney County, Missouri**

TOP99622	Loose Memo Sheets (4x6 asst)	Price per Pkg _____
_____	Sub/Brand Name _____	Price per Pkg _____
	Legal Pad (letter white)	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____
	Legal Pad (letter yellow)	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____
	Legal Pad (legal white)	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____
	Legal Pad (legal yellow)	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____
	Legal Pad (5x8 white)	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____
	Legal Pad (5x8 yellow)	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____
	Legal Pad (5x8 asst.)	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____
EXP20213	Adding Machine Tape (2 1/4")	Price per Dz. _____
_____	Sub/Brand Name _____	Price per Dz. _____
TOP4003	Phone Message Book (400 msg)	Price each _____
_____	Sub/Brand Name _____	Price each _____
TOP4005	While You Were Out Book (200 msg)	Price each _____
_____	Sub/Brand Name _____	Price each _____
SMD2153CGN	File Folder (legal green)	Price per box _____
	*no substitute	
SMD2153CLV	File Folder (legal lavender)	Price per box _____
	*no substitute	
SMD2153COR	File Folder (legal orange)	Price per box _____
	*no substitute	

**Request for Proposal for Office Supplies
Taney County, Missouri**

SMD2153CR	File Folder (legal red)	Price per box _____
	*no substitute	
SMD2153CY	File Folder (legal yellow)	Price per box _____
	*no substitute	
SMD2153CGY	File Folder (legal gray)	Price per box _____
	*no substitute	
SMD2153LBE	File Folder (legal blue)	Price per box _____
	*no substitute	
SMD153L	File Folder (letter manilla)	Price per box _____
_____	Sub/Brand Name _____	Price per box _____
NAT01891	File Folder (letter red)	Price per box _____
	*no substitute	
SMD10247	File Folder (letter green)	Price per box _____
_____	Sub/Brand Name _____	Price per box _____
SMD10271	File Folder (letter yellow)	Price per box _____
_____	Sub/Brand Name _____	Price per box _____
SMD10267	File Folder (letter red)	Price per box _____
_____	Sub/Brand Name _____	Price per box _____
ESS85FF3	File Folder (5x8 manilla)	Price per box _____
_____	Sub/Brand Name _____	Price per box _____
SMD14030	File Folder (letter manilla)	Price per box _____
_____	Sub/Brand Name _____	Price per box _____
ESS1526EBE	Expanding File (legal blue)	Price per box _____
_____	Sub/Brand Name _____	Price per box _____
SMD1534G	Expanding File (letter green)	Price per box _____
_____	Sub/Brand Name _____	Price per box _____
SMD12040	File Folder (letter blue)	Price per box _____

**Request for Proposal for Office Supplies
Taney County, Missouri**

_____	Sub/Brand Name _____	Price per box _____
SMD12140	File Folder (letter yellow)	Price per box _____
_____	Sub/Brand Name _____	Price per box _____
SMD12740	File Folder (letter red)	Price per box _____
_____	Sub/Brand Name _____	Price per box _____
SMDC15HASMT	Hanging File (letter asst)	Price per box _____
_____	Sub/Brand Name _____	Price per box _____
UNV14221	Hanging File (legal asst)	Price per box _____
_____	Sub/Brand Name _____	Price per box _____
UNV14213	Hanging File (legal green)	Price per box _____
_____	Sub/Brand Name _____	Price per box _____
UNV14113	Hanging File (letter green)	Price per box _____
_____	Sub/Brand Name _____	Price per box _____
SMDC15HGY	Hanging File (letter gray)	Price per box _____
_____	Sub/Brand Name _____	Price per box _____
SPR08855	Clasp Envelopes (6x9)	Price per box _____
_____	Sub/Brand Name _____	Price per box _____
SPR01347	Clasp Envelopes (8.75x11.5)	Price per box _____
_____	Sub/Brand Name _____	Price per box _____
SPR08890	Clasp Envelopes (9x12)	Price per box _____
_____	Sub/Brand Name _____	Price per box _____
SPR08893	Clasp Envelopes (9.5x12.5)	Price per box _____
_____	Sub/Brand Name _____	Price per box _____
SPR08897	Clasp Envelopes (10x13)	Price per box _____
_____	Sub/Brand Name _____	Price per box _____
SPR08910	Clasp Envelopes (12x15.5)	Price per box _____
_____	Sub/Brand Name _____	Price per box _____
2VAE9045	Expandable Envelope (9.5x13)	Price per box _____

**Request for Proposal for Office Supplies
Taney County, Missouri**

_____	Sub/Brand Name _____	Price per box _____
QUA64112	CD Mailer (6x57/8)	Price per box _____
_____	Sub/Brand Name _____	Price per box _____
SEL44169	Jiffy Lite CD-Rom Mailer (7.25x8)	Price per box _____
_____	Sub/Brand Name _____	Price per box _____
EXP93010	Sheet Protectors (letter)	Price per box _____
_____	Sub/Brand Name _____	Price per box _____
UNV47200	Index Card (plain 3x5 white)	Price per Pkg _____
_____	Sub/Brand Name _____	Price per Pkg _____
UNV47210	Index Card (ruled 3x5 white)	Price per Pkg _____
_____	Sub/Brand Name _____	Price per Pkg _____
_____	Index Card (ruled 3x5 asst)	Price per Pkg _____
_____	Sub/Brand Name _____	Price per Pkg _____
UNV47252	Index Card (ruled 5x8 yellow)	Price per Pkg _____
_____	Sub/Brand Name _____	Price per Pkg _____
UNV47253	Index Card (ruled 5x8 cherry)	Price per Pkg _____
_____	Sub/Brand Name _____	Price per Pkg _____
UNV47254	Index Card (ruled 5x8 green)	Price per Pkg _____
_____	Sub/Brand Name _____	Price per Pkg _____
UNV47251	Index Card (ruled 5x8 blue)	Price per Pkg _____
_____	Sub/Brand Name _____	Price per Pkg _____
SMD57076	Index Card Guide A-Z (5x8)	Price per Pkg _____
_____	Sub/Brand Name _____	Price per Pkg _____
ESS40	Index Card (plain 4x6 white)	Price per Pkg _____
_____	Sub/Brand Name _____	Price per Pkg _____
ESS41	Index Card (ruled 4x6 white)	Price per Pkg _____
_____	Sub/Brand Name _____	Price per Pkg _____

**Request for Proposal for Office Supplies
Taney County, Missouri**

	Plain Envelope (#10 white)	Price per box _____
_____	Sub/Brand Name _____	Price per box _____
	Window Envelope (#10 white)	Price per box _____
_____	Sub/Brand Name _____	Price per box _____
DYM45800	Label Embossing Tape (3/4")	Price per Pkg _____
	*no substitute	
AVE23284	Tab Dividers (clear, 8)	Price per Pkg _____
_____	Sub/Brand Name _____	Price per Pkg _____
EVVEE91BP4	AA Batteries (4 pack)	Price per Pkg _____
_____	Sub/Brand Name _____	Price per Pkg _____
EVVEE92BP4	AAA Batteries (4 pack)	Price per Pkg _____
_____	Sub/Brand Name _____	Price per Pkg _____
EVVEE93BP4	C Batteries (2 pack)	Price per Pkg _____
_____	Sub/Brand Name _____	Price per Pkg _____
IEVEEL123APBP	3v Lithium Photo Battery (CR-123) *no substitute	Price per Pkg _____

**Request for Proposal for Office Supplies
Taney County, Missouri**

Section II

**Request for Proposal for Office Supplies
Taney County, Missouri**

	8.5x11 (white 20lb)	Price per Case _____
_____	Sub/Brand Name _____	Price per Case _____
	8.5x11 (canary 20lb)	Price per Ream _____
_____	Sub/Brand Name _____	Price per Ream _____
	8.5x11 (blue 20lb)	Price per Ream _____
_____	Sub/Brand Name _____	Price per Ream _____
	8.5x11 (green 20lb)	Price per Ream _____
_____	Sub/Brand Name _____	Price per Ream _____
	8.5x11 (salmon 20lb)	Price per Ream _____
_____	Sub/Brand Name _____	Price per Ream _____
	8.5x11 (pink 20lb)	Price per Ream _____
_____	Sub/Brand Name _____	Price per Ream _____
	8.5x11 (hot pink 20lb)	Price per Ream _____
_____	Sub/Brand Name _____	Price per Ream _____
	8.5x11 (solar yellow)	Price per Ream _____
_____	Sub/Brand Name _____	Price per Ream _____
	8.5x11 (purple 20lb)	Price per Ream _____
_____	Sub/Brand Name _____	Price per Ream _____
WAU22119	8.5x11 (astro 20 lb)	Price per Ream _____
_____	Sub/Brand Name _____	Price per Ream _____
WAU32542	8.5x11 (colored 20 lb)	Price per Ream _____
_____	Sub/Brand Name _____	Price per Ream _____
HAM102921	8.5x11 (yellow three hole punched 20 lb)	Price per Ream _____
	8.5x14 (white 20lb)	Price per Case _____
_____	Sub/Brand Name _____	Price per Case _____
	8.5x14 (canary 20lb)	Price per Ream _____
_____	Sub/Brand Name _____	Price per Ream _____
HAM104620	11x17 (white 24lb)	Price per Case _____

**Request for Proposal for Office Supplies
Taney County, Missouri**

	*no substitute	
	8.5x11 Recycled (white 20lb)	Price per Case _____
_____	Sub/Brand Name _____	Price per Case _____
	8.5x11 Recycled (white 20lb)	Price per Ream _____
_____	Sub/Brand Name _____	Price per Ream _____
SPR01384	9.5x11 Continuous Feed (white/yellow)	Price per Case _____
	*no substitute	
SPR01385	9.5x11 Continuous Feed (white/yellow)	Price per Case _____
	*no substitute	
SPR00408	9.5x11 Continuous Feed (white)	Price per Case _____
_____	Sub/Brand Name _____	Price per Case _____
WAU49311	Card Stock (white 90 lb)	Price per Pkg _____
_____	Sub/Brand Name _____	Price per Pkg _____
WAU49121	Card Stock (blue 90 lb)	Price per Pkg _____
_____	Sub/Brand Name _____	Price per Pkg _____
WAU49161	Card Stock (green 90 lb)	Price per Pkg _____
_____	Sub/Brand Name _____	Price per Pkg _____
WAU49141	Card Stock (canary 90 lb)	Price per Pkg _____
_____	Sub/Brand Name _____	Price per Pkg _____

**Request for Proposal for Office Supplies
Taney County, Missouri**

Section III

Please provide a spreadsheet with pricing for the following items.

**Request for Proposal for Office Supplies
Taney County, Missouri**

<u>Item Number</u>	<u>Item Description</u>	<u>Manufacture</u>
BCI-6C	INKCART,BCI-6C,CYAN	CANON
CB316WN#140	INK,HP564,BLACK	HEWLET
CB335WN#140	HP INK 74 VIVERA BLK	HEWLET
CB336WN#140	HP INK 74XL VIVERA BLK	HEWLET
CB337WN#140	HP INK 75 VIVERA TRI-COL	HEWLET
CB400A	CARTRIDGE,00A,BK,LSR TNR	HEWLET
CB435A	HP TONER CB 435A BLK	HEWLET
CC364A	HP TONER BLK CC364A	HEWLET
CC530A	HP TONER CC530A BLK	HEWLET
CC531A	HP TONER CC531A CYAN	HEWLET
CC580FN#140	PACK,TRICLR,#22,TWIN	HEWLET
CC640WN#140	60 INK CTG BLK	HEWLET
CC640WN#140	60 INK CTG BLK	HEWLET
CC653AN#140	901 INK CTG BLK	HEWLET
CC653AN#140	901 INK CTG BLK	HEWLET
CC653AN140	901 INK CTG BLK 6070	HEWLET
CC654AN#140	901XL BLK US INK CTG	HEWLET
CC654AN#140	901XL BLK US INK CTG	HEWLET
CC656AN#140	901 TRI-COL INK CTG	HEWLET
CC656AN#140	901 TRI-COL INK CTG	HEWLET
CC656AN140	901 TRI-COL INK CTG 6070	HEWLET
CC659FN#140	PACK,COLOR,BK,74/75 CMBO	HEWLET
CDR-100- PACK	52X CD-R 100 PK SPINDLE	HOTAN
CD48N	SHT,REFL F/39300,10PK	MFRTBL
CD947FN#140	HP 60 RETL CMBO PK	HEWLET
CD947FN#140	HP 60 RETL CMBO PK	HEWLET
CD994FN#140	INK,HP 564,CMB PCK	HEWLET
CE250A	HP,TONER,CE250A,BK	HEWLET
CE251A	HP,TONER,CE251A,CN	HEWLET
CHFC	CHRGR,F/AA,AAA,C,D,9V	EVEREA
CLI8	DUPL USE: S10620B010	CANON
CTGP20	TONER,F/PAN,UG5520,BLK	CLOVER
C4092A	LSR TONER,BLK,2,500 PG YIELD	HEWLET
C4096A	CTG,TONER,LSR,2100 SRS	HEWLET
C4127X	TONER,LSR,10KYLD,4000/4050	HEWLET
C4813A	INKJET,PRINthead,HP11,YW	HEWLET
C4836A	INKJET,CTG,HP 11,CYAN	HEWLET
C4837A	INKJET,CTG,HP 11,MAGENTA	HEWLET
C4838A	INKJET,CTG,HP 11,YELLOW	HEWLET
C4844A	HP BLK INK CART FOR-HP2000 SER 1430PG CA	HEWLET
C4847A	CTG,INK,350ML,MAGENTA	HEWLET
C4847A	CTG,INK,350ML,MAGENTA	HEWLET
C4871A	CTG,INK,350ML,BLACK	HEWLET
C6578DN#140	CTG,#78 COLOR,INKJET	HEWLET

**Request for Proposal for Office Supplies
Taney County, Missouri**

C6614D	NO.20 BLK INKJT CTG FOR DJ610C DJ612C CO	HEWLET
C6615DN#140	NO.15 BLK INKJT CTG FOR HP DSKJT 810C &	HEWLET
C6656AN#140	CTG,INK,56,BK,DJ,5550/51	HEWLET
C6657AN#140	CTG,INK NO 57,P100 3CLR	HEWLET
C6658AN#140	CTG,INK,58,PHOTO,HP7150	HEWLET
C7115A	LSR,TONER,HP1200/1220	HEWLET
C7115X	TONER,HGH,YLD,HP1200/1220	HEWLET
C8721WN#140	CTG,HP#02,BK,PRINT CTG	HEWLET
C8727AN#140	CTG,INK NO 27,BK DJ3320	HEWLET
C8728AN	CTG,INK NO 28,3-CLR 3320	HEWLET
C8765WN#140	INKCART,#94 11ML,BK	HEWLET
C8766WN#140	INKCART,#95 7ML TRI COL	HEWLET
C8767WN#140	INKCART,#96 21ML,BK	HEWLET
C8771WN#140	CTG,HP#02,CYAN,PRINT CTG	HEWLET
C8772WN#140	CTG,HP#02,MGN,PRINT CTG	HEWLET
C8773WN#140	CTG,HP#02,YW,PRINT CTG	HEWLET
C8774WN#140	CTG,HP02,PRNT,LT CYN	HEWLET
C8775WN#140	CTG,HP02,LT MGNTA	HEWLET
C9322FN#140	CTG,TWIN PK,#27,BK	HEWLET
C9351AN#140	CTG,HP INK,BK,C9351AN	HEWLET
C9352AN#140	CTG,HP22,TRI CLOR	HEWLET
C9363WN#140	INKCART,#97 TRICOLOR 14ML	HEWLET
C9364WN#140	CTG,HP#98,BK,PRINT CTG	HEWLET
C9369WN#140	CTG,HP PHOTO,#99	HEWLET
C9370A	CTG,INK,HP72,130ML,BK	HEWLET
C9372A	CTG,INK,HP72,130ML,MAG	HEWLET
C9373A	CTG,INK,HP72,130ML,YW	HEWLET
C9374A	CTG,INK,HP72,130ML,GY	HEWLET
C9385AN#140	CTG,HP#88,BK,STD. YIELD	HEWLET
C9391AN#140	CTG,HP#88,LG,CYAN	HEWLET
C9392AN#140	CTG,HP#88,LG,MAGNTA	HEWLET
C9393AN#140	CTG,HP#88,LG,YW	HEWLET
C9397A	CTG,INK,HP72,69ML,BLACK	HEWLET
C9403A	CTG,INK,HP72,130ML,MTTBK	HEWLET
C9730A	LSR TONER,BLK,13,000 PG YIELD	HEWLET
C9731A	LSR TONER,CYAN,12,000 PG YIELD	HEWLET
C9732A	LSR TONER,YEL,12,000 PG YIELD	HEWLET
C9733A	LSR TONER,MGNTA,12,000 PG YIELD	HEWLET
KX-FA83	TONER,CTG KX KA,83 PANA	PANCEG
KX-FA84	DRUM,CTY KX FA,84 PAN	PANCEG
LC51BK3PKS	BROTHER INK,LC51BK,3PK	BROTHER
Q7551A	CTG,HP LJ,BK,#51A	HEWLET
Q7553A	CARTRIDGE,53A,BK,STD YLD	HEWLET
TN110C	CTG,STD YLD,CN,TONER	BROTHER
TN110C	CTG,STD YLD,CN,TONER	BROTHER
TN110M	CTG,STD YLD,MA,TONER	BROTHER
TN110M	CTG,STD YLD,MA,TONER	BROTHER

**Request for Proposal for Office Supplies
Taney County, Missouri**

TN110Y	CTG,STD YLD,YW,TONER	BROTHER
TN110Y	CTG,STD YLD,YW,TONER	BROTHER
TN115BK	CTG,HI-YLD,BK,TONER	BROTHER
TN115BK	CTG,HI-YLD,BK,TONER	BROTHER
TN250	TONER,PPF2800,2900,3800	BROTHER
TN350	TONER,TN350,CARTRIDGE	BROTHER
TN360	BRTH TONER TN-360 BLK	BROTHER
TN430	TONER,LSR,PPF4750,5750	BROTHER
TZS231	LBL,1/2 BLK WHT	BROTHER
TZ2312PK	PACK,2PACK,BK/WE,TZ231	BROTHER
T048120	CTG,EPSON,BK	EPSON
T048220	CTG,EPSON,CYAN T048220	EPSON
T048320	CTG,EPSON,MAGENTA	EPSON
T048420	CTG,EPSON,YW	EPSON
T048520	CTG,EPSON,CYAN	EPSON
T048620	CTG,EPSON,MAGENTA	EPSON
T060120-S	CTG,EPSON,BK,INK CTG	EPSON
T060220-S	CTG,EPSON,CYN,INK CTG	EPSON
T060320-S	CTG,EPSON,MA,INK CTG	EPSON
T060420S	CTG,EPSON,YW,INK CTG	EPSON
UX-C70B	INKJET,UX-C70B,GEN SHARP	SHARP
0620B002	INKCART,CLI-8BK,BK	CANON
0622B002	INKCART,CLI-8M,MA	CANON
0625B002	INKCART,CLI-8 PHOTO,MA	CANON
0625B002	INKCART,CLI-8 PHOTO,MA	CANON

**Request for Proposal for Office Supplies
Taney County, Missouri**

“NO BID RESPONSE FORM”

NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO
SUBMIT A BID

**If you do not wish to respond to this bid request, please fill this form out and return it to
the Purchasing Department by mail or fax.**

**If you would like to FAX this “NO Bid” Response Form to our office, the FAX number is
(417) 546-7280.**

BID: #201004-101 – OFFICE SUPPLIES

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for not bidding:
