



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

ADDENDUM #1:

**Request for
Proposal:**

PRINTER-COPIER-FAX SUPPLIES 2018

**Addendum 9-26-2017
Date Issued:**

ORIGINAL INVITATION FOR BID NOTICE ISSUED: SEPTEMBER 13, 2017

BIDS SHALL BE ACCEPTED UNTIL: **TUESDAY, OCTOBER 17, 2017** AT 2:00 P.M. LOCAL TIME.

**Specification
Contact:**

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

**Contract
Contact:**

VICKIE PRATT
 Department of Administrative Services
 636-797-5380

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

SAMPLE ENVELOPE

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

**Contract Term:
UPON APPROVAL OF THE
COUNTY COUNCIL AND
COUNTY EXECUTIVE**

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for one additional one-year term with the written consent of the successful bidder. Price increases for renewals are not authorized unless approved in writing by the County.

**Vendor
Information:**

Company Name	Authorized Agent (Print)
Address	Signature
City/State/Zip Code	Title
Telephone #	Date
E-mail	Tax ID #
	Fax #

ADDENDUM #1:

THE INVITATION FOR BID FOR PRINTER-COPIER-FAX SUPPLIES 2018 BID SPECIFICATIONS HAS BEEN REVISED.

Addendum 1

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

This document should be submitted with the original bid/proposal.

Jefferson County MO has an HP Supplies Big Deal to support this bid. Please contact Jamalyn.Ackley@hp.com with your HP Loc ID and she will get you added to the bid deal.

**Jamalyn Ackley
Public Sector Account Manager
Supplies
CO, NE, MO, KS, AR, OK, WY
Jamalyn.Ackley@hp.com
M (303) 570-1745
Parker, Colorado**

In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as of this _____ day of _____ 2017:

County of Jefferson, State of Missouri

Company Name

Signature

Kenneth B. Waller County Executive

Print

Company Address: _____

Phone: _____

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