

BILL NO.: 19-1134

ORDINANCE NO.: 19- 0533

INTRODUCED BY: COUNCIL MEMBER(S) Groeteke

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

1 Quill, LLC (A1)

2 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.

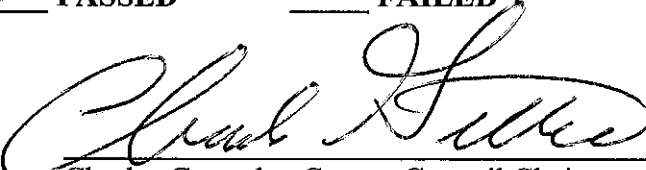
12 Section 4. This Ordinance shall be in full force and effect from and after its
13 date of approval. If any part of this Ordinance is invalid for any reason, such invalidity
14 shall not affect the remainder of this Ordinance.

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, Council Executive Assistant

THIS BILL WAS X APPROVED BY THE JEFFERSON COUNTY EXECUTIVE AND ENACTED AS AN ORDINANCE OF JEFFERSON COUNTY, MISSOURI, THIS 24th DAY OF November, 2019.

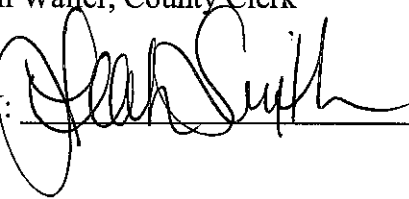
THIS BILL WAS _____ VETOED AND RETURNED TO THE JEFFERSON COUNTY, MISSOURI, COUNCIL WITH WRITTEN OBJECTIONS BY THE JEFFERSON COUNTY EXECUTIVE, THIS _____ DAY OF _____, 2019.


Dennis J. Gannon, Jefferson County, Missouri, Executive

ATTEST:



Ken Waller, County Clerk

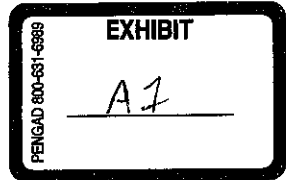
BY: 

Reading Date: 11-25-2019



County of Jefferson

State of Missouri
Administration Center
729 Maple Street - PO Box 100
Hillsboro, Missouri 63050



Dennis Gannon
County Executive

DEPARTMENT OF ADMINISTRATIVE SERVICES

David Courtway - Director
Web Address: www.jeffkomo.org

Kristy Pedruli
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

Attn: Romi Moonmeier

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 moonmeier
Printed Name of Authorizing Agent

[Signature]
Signature

11/7/19
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,
[Signature]
Vickie S. Pratt
Department of Administrative Services

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

QUILL LLC
Company Name

County of Jefferson, State of Missouri

Romi Moormeier
Signature
Romi Moormeier
Print

Dennis Gannon
Dennis Gannon, County Executive

Company Address: QUILL LLC
100 SCHELTZ ROAD
LINCOLNSHIRE, IL 60069
Phone: 800-634-4809

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

Kristy Appoll
County Auditor

APPROVED AS TO FORM

[Signature]
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 or fax to 800-499-8805.
- Quill.com offers easy online ordering with visibility to your special item pricing at 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 or fax to 800-499-8805.

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

Fax: (888) 888-8250

Email: bid@quill.com

Mail:

Quill LLC

Bid Department

100 Schelster 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**

Page	Section	Exception
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	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	34.87	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	25.18	Quill Brand	
5	WW9ES	10315	QB ENVELOPES W/O WINDOW #9	WHITE		1	20.14	BX	1 5C = 1 BX	1	20.14	Quill Brand	
6	WW10R	10316	QB ENVELOPES, W/O 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	13.64	Quill Brand	
8	WW9WES	10319	QB ENVELOPES WWINDOW #9	WHITE		1	26.31	BX	1 5C = 1 BX	12	26.31	Quill Brand	
9	OE91224W	10330	QB ENVELOPE, GUMMED, 9X12	WHITE		1	20.37	BX	250 EA = 1 BX	12	20.37	Quill Brand	
10	72018	10331	QB ENVELOPES, PLAIN, 9X12	WHITE		1	32.50	BX	100 EA = 1 BX	12	32.50	Quill Brand	
11	72016	10332	QUILL 6X9 TYVEK FLAIN	WHITE		1	22.32	BX	100 EA = 1 BX	10	22.32	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	5.36	Quill Brand	
14	720563	10702	QUILL COLORED COPY PAPER-LTR	CANRY		1	5.36	RM	10 RM = 1 CS	10	5.36	Quill Brand	
15	720565	10703	QUILL COLORED COPY PAPER-LTR	GDROD		1	5.36	RM	10 RM = 1 CS	1	5.36	Quill Brand	

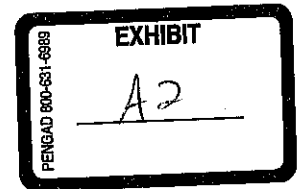
16	720561	10704	QUILL COLORED COPY PAPER-LTR	GREEN		1	5.36	RM	10 RM = 1 CS	10	5.36	Quill Brand
17	720559	10705	QUILL COLORED COPY PAPER-LTR	BLUE		1	5.36	RM	10 RM = 1 CS	10	5.36	Quill Brand
18	720569	10706	QUILL COLORED COPY PAPER-LTR	IVORY		1	5.36	RM	10 RM = 1 CS	10	5.36	Quill Brand
19	720223	10707	QUILL BRAND COPY PAPER LEGAL	WHITE		1	6.71	RM	10 RM = 1 CT	10	6.71	Quill Brand
20	7201117	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	WHITE		1	8.92	PK	250 EA = 1 PK		8.92	
23	49181	10804	EXACT INDEX 90 LB	IVORY		1	9.72	PK	250 EA = 1 PK		9.72	
24	81036QQ	10805	8.5 X 11 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 28/100 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



Dennis Gannon

County Executive

DEPARTMENT OF ADMINISTRATIVE SERVICES

David Courtway - Director

Web Address: www.jeffcomu.org

Kristy Pedrolini
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

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 Mapes
Printed Name of Authorizing Agent

Kelley Mapes
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

County of Jefferson, State of Missouri

Kelley Mapes
Signature
Kelley Mapes
Print

Dennis Gannon
Dennis Gannon, County Executive

Company Address: _____

101 E. Palatine Rd.

Wheeling, IL 60090

Phone: 847-777-2700

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

Kristy W. Appoll
County Auditor

APPROVED AS TO FORM

[Signature]
County Counselor