



## INVITATION TO BID

The Ware County Board of Commissioners is now accepting sealed bids for the purchase of Office Supplies for Ware County Government and its associated departments. Ware County has no intention of purposely eliminating any company from bidding. However, there are certain specifications that must be met or exceeded.

The Ware County Board of Commissioners reserves the right to reject any or all bids, with or without cause. Sealed bids will be accepted until Wednesday, June 02, 2010 and bids will be opened on that date at 10:00 a.m., at the Ware County Commission Office located at 800 Church Street, Suite 223, Waycross, Georgia. No late bids will be accepted. Awarding of the bid will take place at the next regular meeting of the Ware County Board of Commissioners and will be based on the lowest and/or best bid.

If you have any questions concerning this bid, you may call Elizabeth Hope at (912) 287-4300.

Should your firm be interested in submitting a bid, please complete the attached forms, submit the sealed bid, marked **Office Supplies**, and mail or deliver to:

Ware County Commission  
Elizabeth Hope  
800 Church Street, Suite 223  
Waycross, GA 31501

*Ware County*  
Opportunity in every direction.

## SPECIFICATIONS

More than thirty (30) departments and offices operate under the Ware County Board of Commissioners. Each department purchases office supplies based on their needs and make payment via a Visa Purchasing Card.

Approximately \$40,000.00 in office supplies have been purchased during the past 12 months. Purchase volumes can and do vary, the amount listed is an estimate of past purchases only, not a guarantee of future purchases.

Copy paper and toner cartridges are NOT included in this bid.

The Ware County Board of Commissioners reserves the right to make purchases from other vendors on an emergency basis or should there be a substantial price difference favorable to Ware County.

### Ordering:

- Each department must have a separate account for ordering. Vendor will assist with setting up accounts.
- Any of the following ordering methods are acceptable: **online, by phone, by fax**. The availability online ordering is strongly preferred.
- No minimum order shall be required.
- The successful bidder will be required to furnish Ware County with sufficient catalogs for use by each department, free of charge.
- Vendor's inventory must include a substantial stock of office supplies likely to be purchased by Ware County.

### Delivery Requirements:

- Deliveries must be made to each individual department as ordered.
- Deliveries are to be made between the hours of 8:00 a.m. and 4:30 p.m., Monday-Friday (excluding holidays).
- Delivery locations are all within Ware County, Georgia. Approximately 16 locations are located within a two (2) mile perimeter of the main courthouse-800 Church Street, Waycross, Georgia. The majority of the remaining locations are located within the Waycross-Ware County Industrial Park, approximately six (6) miles from the main courthouse.

- Delivery may be made via truck or national delivery service (UPS, Fed-Ex, etc).
- Vendor location must be within reasonable distance from Ware County Government offices, to allow for over-the-counter purchases.

**Pricing:**

- Pricing must include all costs, F.O.B. Destination and include cost of shipping and packing. No hidden fees.
- Pricing is fixed for the contract period.
- Please complete Attachment A-Pricing Sheet. Attachment A is a listing of the items purchased most frequently during 2009.
- Please list the discount offered for non-contract items on Attachment A.
- Please include one copy of your current catalog with your bid.

**Payment/Invoicing:**

- Invoices must be sent directly to the department making the order.
- Payment will be made via Ware County's Visa Purchasing Card.

**Bid/Contract Period:**

- The contract will be for a three (3) year period, with an annual option to renew. The first contract period will run from July 1, 2009-June 30, 2010. At any time during this period, there is a breach of contract by the vendor, the vendor will be notified in writing of contract termination. Rebidding will then be necessary.
- Vendor must notify Elizabeth Hope, 912-287-4300, of any changes that occur during the contract period.

## ATTACHMENT A-PRICING

Manufacturer	Item Number	Description	UOM	Bid Price
<b>If Brand being bid is different than listed, please indicate information on this form</b>				
ACCO	54112	Binder, Data, 9.5x11, LBE	EA	
ACCO	70020	Fastener, Self Adhesive	BX	
ACCO	72010	Clip, Binder, Mini	DZ	
ACCO	72020	Clip, Binder, Small	DZ	
ACCO	72050	Clip, Binder, Medium	DZ	
ACCO	72100	Clip, Binder, Large	DZ	
ACCO	72585	Clip, Paper, Non-Skid, Jumbo	BX	
ADVNTS	2000	Rail, Display, Grip A Strip 24"	EA	
AMPAD	20726	Book, Note, Pastel, Asst, 130 Sh	EA	
AVERY	03301	Binder, 3 -Ring, 1" Black	EA	
AVERY	05202	Label, File Folder, White 248	PK/PD	
AVERY	05726	Binder, View, 3 Ring, 1.5" White	EA	
AVERY	05868	Seal, Notary, 2" Gold, 42	PK/PD	
AVERY	11112	Index, Insert, 8 Tab, Clear	PK/PD	
AVERY	11121	Index, Insert, 5 Tab, Multi	PK/PD	
AVERY	11306	Index, Goldline A-Z, Buff	PK/PD	
AVERY	23075	Index, Write-On, 5 Tab, White	PK/PD	
AVERY	25180	Index, 3-Ring, A-Z, Leather, Buff	PK/PD	
AVERY	2181	Label, Laser, File Folder, Mini, WE	PK/PD	
AVERY	30600	Label, Laser, 2-5/8 x 1, White, 3M	BX	
AVERY	30601	Label, Laser, 4x1, White, 2M	BX	
AVERY	5160	Label, Laser, Add, 1x2 5/8 WE, 3M	BX	
AVERY	8315	Cards, W/Env, Note, Inkjet, White	BX	
BAUMG	67130	Letter Opener	EA	
BIC	GSF11BK	Pen, Ballpoint, Round Stic, FN, Black	DZ	
BIC	GSMG11BK	Pen, Ballpoint, Grip, Medium, Black	DZ	
BIC	RLC11BK	Pen, Gel, Retract, Velocity, Black	DZ	
BIC	WOSQP11	Pen, Correction, Shake/Sqze, White	EA	
CLOROX	01593EA	Wipes, Disinfecting, Clorox	EA	

Manufacturer	Item Number	Description	UOM	Bid Price
COMPUCESS	23605	Pad, Mouse, Economy Blue	EA	
COMPUCESS	24305	Cleaner, Air Duster, 10 oz	EA	
ERB	14600	Vest, Safety, Mesh, Orange	EA	
ERB	14601	Vest, Safety, Reflect, Mesh Orange	EA	
ESSLTE	1536GOX	File, Pocket, Expand, 5.25" Legal	BX	
ESSLTE	29900605BGD	Holder, Certificate, Green, 5 Pack	PK/PD	
ESSLTE	P5825	Guide, Card, 5x8, Self Tab, A-Z	EA	
ESSLTE	PN225	Guide, File, Letter, A-Z, Pressboard	EA	
ESSLTE	PN325	Guide, File, Legal, A-Z Pressboard	EA	
GEOGRAPH	20014	Seals, Gold, Embossed, 100 Pack	EA	
GEOGRAPH	39087	Certificates, Blue, 25 Pack	EA	
GEOGRAPH	39451	Certificates, Gold, 25 Pack	EA	
HEW-IS	Q2413A	Paper, Laser jet, Prem Cover, White	PK/PD	
IDEAL	100	Stamp, Self-Inking, Rubber	EA	
IDEAL	300	Stamp, Self-Inking, 9-Lines	EA	
IDEAL	400R	Stamp, Self-Inking, Notary, Round	EA	
INTEGRA	5052	Pencil, #2	DZ	
INTEGRA	60032	Tape, Correction, White	EA	
LEE	10050	Moistener, Fingertip, 3-8 oz	EA	
LEXMARK	1337765	Tape, Lift-Off, Wheelwriter	EA	
LEXMARK	1380999	Ribbon, Correction, Wheelwriter	EA	
MARCAL	4034	Tissue, Facial, White	PK/PD	
MAXELL	102011	Cassette, Audio, Pro, 2 Hour	EA	
MAXELL	179030	Cassette, Micro, Audio, 60 Min, 3Pk	PK/PD	
MAXELL	108510	Cassette, Audio, UR 90	EA	
MEAD	E7175010	Refill, Calendar, Desk, Daily	EA	
MEAD	SK1400	Calendar, Desk, Monthly	EA	
MEAD	SK240010	Calendar, Desk, Pad, Monthly	EA	
MMM	5910341296	Tape, Economy, 3/4x1296, Transp	EA	
MMM	LS852G	Badge, ID, Self-Lam, Landscape	PK/PD	
NUKOTE	B199	Ribbon, Correction, Brother	EA	
NUKOTE	B214	Ribbon, Correction, Alpha 600	EA	
NUKOTE	BR8OC	Ribbon, Calculator, Black/Red	EA	

Manufacturer	Item Number	Description	UOM	Bid Price
PENTEL	BL77A	Pen, Energel, Rtx, Metal 0.7MM	EA	
PENTEL	LR7A	Refill, Energel, 0.7MM	EA	
PENTEL	P225A	Pencil, Mechanical, Pro Am, .5MM	EA	
PENTEL	ZL31W	Pen, Correction, Presto, White	EA	
PILOT	28801	Pen, Precise Grip, Extra Fine, Black	EA	
PILOT	28803	Pen, Precise Grip, Extra Fine, Red	EA	
QUALITY PARK	46065	Envelope Moistener, Adhesive	EA	
REDIFORM	31120	Book, Note, Wire bound, 3x5 60 Sh	EA	
REDIFORM	56031	Book, Record, 300 Page, 12x7	EA	
REDIFORM	8L804	Book, Receipt, Money, 2.75x5.50	EA	
REDIFORM	8L808	Book, Receipt, Money, 3 Part CBNLS	EA	
REDIFORM	8L810	Book Receipt, 2 Part, CBNLS, 7X11	EA	
ROARING SPRNG	20050	Paper, Filler, 10.5x8, Wide Rule	PK/PD	
SAMSIL	17690	Binder, D-Ring, Lblholder, 4", Black	EA	
SANFORD	61231	Pen, Rollball, Vision Elite, Black	EA	
SANFORD	65450	Pen, Gel Grip, Black	EA	
SANFORD	82001	Marker, Dry Erase, Black	EA	
SMEAD	24250	File Folder, End Tab, 11 Pt, Letter	BX	
SMEAD	68215	Fastener, Self-Adhesive, 2" Prong	BX	
SMEAD	61778	Cover, Binder, Pressguard, 11x17	EA	
SOUTHWORTH	41SM	Cover, Manuscript, 9x12.5, Blue	BX	
SPARCO	00350	Cards, Index, 3x5, Plain	PK/PD	
SPARCO	00351	Cards, Index, 3x5, Ruled	PK/PD	
SPARCO	00895	Clipboard, 9x12.5	EA	
SPARCO	01181	Index, Divider, Leather, A-Z, Black	EA	
SPARCO	01408	Notebook, Steno, 6x9, 60 Count	EA	
SPARCO	01522	Highlighter, Chisel Pt, Yellow	BX	
SPARCO	01523	Highlighter, Chisel Pt, Pink	BX	
SPARCO	01524	Highlighter, Chisel Pt, Blue	BX	
SPARCO	01525	Highlighter, Chisel Pt, Green	BX	
SPARCO	01526	Highlighter, Chisel Pt, Asst, Set	BX	
SPARCO	01646	Box, Storage, 12x24x10.25 White	CT	
SPARCO	01647	Box, Storage, 15x24x10.25 White	CT	
SPARCO	01651	Box, File, Letter/Legal, 12x15x10	CT	

Manufacturer	Item Number	Description	UOM	Bid Price
SPARCO	01807	Index, Divider, 3-Ring, Monthly	EA	
SPARCO	02301	Book, Message, Telephone, 400 Sh	EA	
SPARCO	03201	Binder, 3-Ring, 5" Black	EA	
SPARCO	03301	Binder, 3-Ring, 1" Black	EA	
SPARCO	03602	Binder, 3-Ring, 3" Black	EA	
SPARCO	05721	Binder, Vue, 3-Ring, 1.5", White	EA	
SPARCO	08890	Envelope, Clasp, 9x12, Kraft	BX	
SPARCO	09100	Envelope, #10, White	BX	
SPARCO	09701	Binder, Vue, S-Ring, 3", White	EA	
SPARCO	1058	Pad, Legal, Jr Size, 50 Sheets	EA	
SPARCO	191LB	Band, Rubber, 1 LB	BX	
SPARCO	1071LB	Band, Rubber, 1 LB	BX	
SPARCO	19775	Notes, Adhesive, 2x3", Yellow	PK/PD	
SPARCO	19783	Notes, Adhesive, 3x3", Yellow	PK/PD	
SPARCO	21351	Index, 3-Ring, 5 Tab, Clear	EA	
SPARCO	22147	Roll, Adding Machine, 2.25x150	PK/PD	
SPARCO	85001	Clip, Paper, #1, Regular	BX	
SPARCO	85009	Clip, Gem, Jumbo	BX	
SPARCO	HB210	Staples, Chisel Pt, Standard, 5M	BX	
SPARCO	SP11113	File Folder, Letter, 1/3, Manila	BX	
SPARCO	SP41113	File Folder, Legal, 1/3, Manila	BX	
SPARCO	W2011	Pad, Legal, Letter Size, White	DZ	
<b>TOTAL</b>				
<b>Fixed Discount Rate for Non-Contract Items:</b>				
				%

**Copy of current catalog must be included with your bid**

## EXCEPTIONS

*Please include detailed information regarding any exceptions that apply.  
If no exceptions, leave blank.*

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## BID AUTHORIZATION

Sign below in ink in the space provided. Unsigned bids will be considered incomplete and will be subject to rejection.

IT IS AGREED BY THE UNDERSIGNED BIDDER THAT THE SIGNING AND DELIVERY OF THIS BID REPRESENTS THE BIDDER'S ACCEPTANCE OF THE TERMS AND CONDITIONS OF THE SPECIFICATIONS AND PROVISIONS, AND IF AWARDED THIS BID, WILL PERFORM IN ACCORDANCE WITH THIS AGREEMENT.

**BID SUBMITTED BY:**

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

## STATEMENT OF NO BID

We, the undersigned, have declined to bid

- Specifications too "tight", i.e., geared toward one brand or manufacturer only
- Insufficient time to respond to the Invitation to Bid.
- We do not offer this product or services
- Unable to meet specifications
- Unable to meet Bond requirements
- Specifications unclear (explain how)
- Unable to meet Insurance requirements
- Remove us from your Vendor's List altogether
- Other (specify below)

Remarks:

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Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

## ADDITIONAL INFORMATION

Is any owner or officer of the bidder an employee of Ware County or related as close as third cousin to a Ware County Commissioner or other elected official?

YES \_\_\_\_\_ NO \_\_\_\_\_

Local Vendors submitting a bid from Waycross and Ware County **MUST** have valid City and/or County business license.

Local Vendor: YES \_\_\_\_\_ NO \_\_\_\_\_

City License #: \_\_\_\_\_

County License #: \_\_\_\_\_

Date of Issue: \_\_\_\_\_

**Any bid not containing this information will NOT be considered**