



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 2016

**Addendum 9-24-15
Date Issued:**

ORIGINAL INVITATION FOR BID NOTICE ISSUED: **September 15, 2015**

BIDS SHALL BE ACCEPTED UNTIL: **TUESDAY, OCTOBER 27, 2015**, AT 2:00 P.M. LOCAL TIME.

**Specification
Contact:**

VICKIE PRATT
 Department Administrative Services
 636-797-5380
 vpratt@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 Tax ID #
E-mail	Fax #

ADDENDUM #1:

THE INVITATION FOR BID FOR PRINTER, COPIER AND FAX SUPPLIES 2016 BID SPECIFICATIONS HAS BEEN REVISED.

Addendum 1

Jefferson County Department of Administrative Services has recently been added to 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 big deal.
303-570-1745*

Only HP Qualified partners with an HP Location ID.

Only HP Original toner & Ink, manufactured by HP