



Calhoun County

Administrative Services Department

Purchasing Division

"Building A Better County Through Responsive Leadership"

315 West Green Street
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Bradley J. Wilcox
Assistant County Administrator

TO: Potential Bidders

DATE: March 4, 2015

RE: **ADDENDUM #1: RFP#104-15 OFFICE SUPPLY INVENTORY SYSTEM**

The attached information represents a revision to Attachment D - Bid Sheet, as contained in RFP#104-15 and is identified as "**Addendum #1, Attachment D - Bid Sheet**". (Office supply items listed on Attachment D have been increased from 100 to 200.) All respondents to this County solicitation are responsible for this information when submitting a proposal for Office Supply Inventory System. This addendum to the specifications as stated in RFP#104-15 will become part of the final contractual documents upon the award of an agreement and should be used in preparing your bid response.

Also, the due date for submission of written proposals has been revised to **TUESDAY, MARCH 24, 2015; 3:00 P.M. (LOCAL TIME)**. All other dates identified in RFP#104-15 remain the same.

As a reminder, written questions are due by Tuesday, March 10, 5:00 p.m. A written compilation of all questions received by this deadline, as well as the corresponding official written County response to these questions will be available on the website by Thursday, March 12, 5:00 p.m.

**ATTACHMENT D - ADDENDUM #1
 BID SHEET
 RFP #104-15 OFFICE SUPPLIES**

ITEM #	MANUFACTURER #	ITEM DESCRIPTION	UOM	QNTY YRLY	BID PRICE
1	135848-WH	Staples, 8.5x11 copy paper, 20#, 92/104 brt	CS	524	
2	CE505A	HP CE505A black laserjet toner, OEM	EA	62	
3	CF280A	HP 80A black laser toner, OEM	EA	30	
4	CE390A	HP CE390A black laserjet toner, OEM	EA	18	
5	3500B001AA	Canon 128 black toner, OEM	EA	23	
6	CB436A	HP laserjet CB436A, OEM	EA	23	
7	14781	Staples, 8.5X11 copy paper, green, 30% recy., 20#	RM	423	
8	513096-BL	Staples, 8.5X11 multi-use paper, 20#, 96/108 brt.	CS	33	
9	CE505D	HP CE505D blk laserjet toner, OEM, 2-pk	PK	11	
10	18060/SIWO130	Staples, 2X4 laser/inkjet label, wht, 100 sht, 1000/bx	BX	131	
11	TN650	Brother TN650 blk toner, high-yld, OEM	EA	14	
12	AVE74404	Avery sheet protect, display, ltr, sz, 10/pk	PK	250	
13	Q6511A	HP 11A laserjet toner, blk, OEM	EA	8	
14	CC364A	HP 64A laserjet toner, black, OEM	EA	7	
15	106R02311	Xerox 106R02311 blk toner cart., blk, OEM, 5000 yld	EA	8	
16	221689	Staples, 1/3 cut ltr manila folder, 250/bx	BX	51	
17	112350/461757	Staples, 8.5X11 copy paper, 30% recy, 92/104 brt, 20#	CS	19	
18	CF280X	HP 80X toner, black, hi yld, OEM	EA	5	
19	C4127X	HP 27X laserjet toner, blk OEM	EA	5	
20	221193	Staples 8.5X14 copy paper, 20#, 92/104 brt.	CS	15	
21	67512SSCP	Post-It super sticky, 4X4, yellow, lined, 12 pk	PK	27	
22	2489301	Staples recy ltr sz storage box, EZ fold, 550 #, 12/pk	PK	27	
23	BRTPC201	Brother PC201 fax cartridge, black	EA	21	
24	TN330	Brother TN330 toner cartridge, OEM	EA	14	
25	T127120-BCS	Epson T127/T126 hi yld ink, blk&color combo pk, 4 pk	EA	8	
26	C9363WN#140	HP 97 tri-color ink, OEM	EA	15	
27	23740-CC/21682	Simply, 1/2 inch, white, 3-ring binder, economy, view	EA	150	
28	TN430	Brother TN430 blk toner, OEM	EA	9	
29	CF280A	HP80A toner, blk, OEM	EA	5	
30	50744	Bic Wite Out Exact Liner, 2 pk	PK	114	
31	C6578AN	HP78A toner, blk, OEM	EA	8	
32	617779	Staples computer paper 15 #, blank, 3 prt NCR, 9.5X11, wht, 1100/CT	CS	7	
33	CE285A	HP 85A toner, blk, OEM	EA	8	
34	CE505A	HP05A toner, blk, OEM	EA	6	
35	C9348FN#140	HP 96 blk ink, OEM, 2 pk	PK	6	

36	30330	Dymo LabelWriter return address labels, 3/4"X2", wht, 500/roll	BX	25
37	103283	Hammermill Fore dual purpose paper #24, premium, ltr sz, wht, 96/108 brt.	CS	5
38	CC641WN#140	HP 60XL blk ink, hi yld, OEM	EA	11
39	TN310Y	Brother yellow toner, TN310, OEM	EA	6
40	65412SSCY	Post-it super sticky notes, 3x3, canary, 12/pk	PK	28
41	35450	Swingline SF4 speedpoint staples, premium, 5000CT	BX	135
42	PB3615Y	recy. Poly bags, 6X9, 2 mil, yellow, 1000/CT	CS	6
43	5523	Avery laser label weatherproof, 2X4, 500/bx	BX	6
44	MN1500B20Z	Duracell Coppertop battery AA alkaline, 20/pk	EA	22
45	C9514FN#140	HP 98 blk, OEM, 2 pk	PK	7
46	570225/14255	Staples, booklet envelope, 6X9, wht, pull & seal,	BX	10
47	13487/11111	Staples, insertable reference dividers, 8-tab, multi, ltr sz	ST	132
48	99858	OIC fastener, self-adhesive, 2.75X2, 100/bx	BX	47
49	12735	Staples DVD-R spindle, 4.7 GB, 120 min., 100 pk	PK	15
50	660415	PaperMate dryline correction film	EA	92
51	11419	Avery index maker, clr label, 8 tab color, 5 pk	PK	9
52	20233-CC	Staples, chair mat, 46X60, rectangular, no lip, economy	EA	6
53	831099	Staples, reinforced top-tab classification fldr, w/fastnr, manila, ltr sz, 50/bx	BX	17
54	14634-CC	Staples, laser/injet tent card, matte wht, 100/pk	PK	8
55	116657	Staples, 3-tab manila folder, 1/3 cut, top tab, ltr,	BX	32
56	TP-17436	Staples, chairmat, 36X48 economy standard lip	EA	9
57	30320	Dymo LabelWriter address labels, 1.5x3.5,wht, hi-cap, 260/roll, 2rl/bx	BX	10
58	18294	Simplify pen retract., med., 1.0MM, blk	DZ	62
59	483986	Staples CD bubble mailer, 7 1/4x7 1/4, easy close, 12 pk	PK	26
60	3070166	Lexmark 3070166 printer ribbon, blk, OEM	EA	14
61	20-031	Ampad Goldfiber ruled perf pad, ltr, white, 4/pk	PK	18
62	Tze-131	Brother P-Touch tape, 1/2 " blk on clr, TZe-131	EA	16
63	12358	Staples 10 pk correction tape	PK	33
64	ACM10098	Acme 7" office snip	EA	18
65	23725/21688	Staples, binder, 2", white, view, 3-ring, economy	EA	32
66	G520-00	2015 wkly dayminder, blk, 8X11, recycl	EA	14
67	1765015	Swingline shredder bags, F/5000 series, 25/bx	BX	9
68	73832	Uni-Ball Jetstream retract., bold pt, blk	DZ	9
69	23704/11301	Staples ruled perf. pad, ltr, yllw, 12/pk	DZ	27
70	SK24-00	2015 At-a-Glance month desk pad, 22X17, recycl.	EA	57
71	35003	Gertner certificate hldr, 9.5X12, blk&gold, 6/pk	PK	16
72	12734	Staples DVD+R spindle, 4.7 GB, 120 min., 100 pk	PK	9

73	30252	Dymo Label Writer address labels, 1 1/8x3.5, 350/rl, 2 rl/bx	BX	8
74	31021	Pilot G2 gel ink, retract, fine, blue, 12/bx	DZ	15
75	680PU2	Post-It tape flags, purple, 1"x1 1/10", 2pk	PK	30
76	70-260-05	2015 Month-at-a-Glance appt. bk, 9X11, recyc.	EA	16
77	31020	Pilot G2 gel ink, retract., fine, blk, 12/bx	DZ	13
78	31257	Pilot G2 gel ink, retract., bold, blu, 12/bx	DZ	12
79	810P10K	tape, Scotch Magic 810, refill, 3/4X1000, 1" core, 10/pk	PK	8
80	65324APVAD	Post-It, 1.5X2, pastel, 24pk	PK	10
81	35346	Pilot Precise V7, fine, blk, 12/bx	DZ	10
82	16719	Staples, hvy-wt, 3-tab manila fider, ltr sz, 50/bx	BX	16
83	23643	Staples, note pads, wide rule, 8.5X11.75, wht, 12pk	DZ	23
84	CB316WN#140	HP 564 black ink, OEM	EA	11
85	61231	Uni-Ball Vision Elite rollerball, bold pt, blk	DZ	7
86	654AST	Post-It notes, 3X3, asst. pastel, 12pk	PK	12
87	14786	Staples paper, 8.5X11, 20#, 30% recycl., blue	RM	28
88	18585	Staples, steno notebook, wht, Gregg ruled, 6X9, 80 shts, recycled, 12 pk	DZ	14
89	BL57C	Pentel Energel pen, med pt, blue	DZ	7
90	30001	Sanford Sharpie perm mrker, fine, hi-yld, blk, 12/bx	DZ	17
91	CD975AN#140	HP 920XL ink cartridge, blk, OEM	EA	9
92	TZe-241	Brother P-Touch tape, Tze-241, 3/4" blk over wht	EA	7
93	653-YW	Post-It, 1.5X2, canary, 12pk	DZ	16
94	PM11-28	2015 At-a-Glance Plan-a-month wall calendar, 3 mo, 12X27, recycl.	EA	15
95	30251	Dymo LabelWriter address label, wht, 130/rl, 2 rl/bx	BX	10
96	810-341296	tape Scotch Magic refill, 3/4X36yd, 1" core	RL	57
97	F33012SSAU	Post-It super sticky, 3X3, fan, brights, 12pk	PK	10
98	50790	Bic Wite Out EZ correct, 10/pk	PK	10
99	10366	Staples CD-R spindle, 700 MB, 80 min., 100pk	PK	8
100	9549/9548/9801	Avery binder, durable, VS1140, view, 4", EZ D-ring, white	EA	6
101	14634-CC	Staples laserjet tent card, matte wht, 100/pk	PK	8
102	523180P12	Staples invis. Tape, 3/4x1296, 1" core, 12/pk	DZ	13
103	S33YR12	Staples Stickies, 3x3, recy., yellow, 12/pk	DZ	45
104	13487/11111	Staples insertable dividers, ltr sz, multi, 8 tab	ST	132
105	6605PKRPA	Post it 4x6 greener notes, pastel, 5/pk	PK	11
106	5978/08209	Avery laser label, 2x4, neon, 10/sht, 150/pk	PK	8
107	20070	Ampad Gold Fibre pad, ltr sz, wht, ruled, 50 sht/pd, 12/pk	DZ	6
108	440373	Staples file jacket, 2" exp., ltr sz, manila, reinforce.tab, 50/bx	BX	6
109	8L808	Rediform receipt book, 3 prt, carbonless, 11x7 5/8, 100 sets	EA	25
110	TZe-231	P-touch tape, 1/2", blk on wht	EA	10

111	CB318WN#140	HP 564 cyan ink, OEM	EA	9
112	CB319WN#140	HP 564 magenta ink, OEM	EA	9
113	CB320WN#140	HP 564 yellow ink, OEM	EA	9
114	17766/S35YR12	Staples Stickies, 3x5, recy, yellow, 12/pk	DZ	6
115	5300	Avery HD view binder, 1", 1-touch slant ring	EA	12
116	31256	Pilot premium G2 retract, gel pen, bold pt, blk, 12/bx	DZ	6
117	44401	Swingline stapler, commercial desktop, metal, 20 sht/20lb cap.	EA	15
118	23076	Avery big tab write on dividers, ltr sz, 5 tab, multi	ST	60
119	23721/21690	Simply economy view basic binder, 3", blk	EA	9
120	SW705X-50	2015 At-A-Glance weekly appt book, 5x7	EA	7
121	14787	Staples paper, 8.5X11, 20#, 30% recycl.,pastel	RM	18
122	13520/14486	Staples insertable dividers, ltr sz, multi, 8 tab, 6/pk	PK	9
123	S-46YR5	Staples Stickies, 4x6, lined, yellow, recy., 5/pk	PK	7
124	12951-15	Staples monthly deskpad, 22x17	EA	21
125	13382-CC	Staples twin pocket portfolio, red, 10/pk	PK	28
126	17468	Staples laminating pouch, 5 mil, 9x11.5, 100/pk	PK	7
127	14779	Staples paper, ltr sz, 30% recy.20 #, pink	RM	18
128	DL123ABPK	Duracell 3 volt Lithium ultra photo battery	EA	13
129	653AN	Post it 1.5x2 neon, 12/pk	PK	14
130	10525	Staples top loading sht protect.,ltr sz, med wt, clr, 2.4 mil, 200/bx	BX	12
131	R330-YW	Post it 3x3 pop-up canary, 12/pk	DZ	6
132	SK25-17	2015 At-A-Glance fashion monthly deskpad, 22x17, recy, blue	EA	10
133	29900235BGD	certificate holder, linen, for ltr sz, drk blu w/gold, 5/pk	PK	7
134	24154/12047	Staples comfort stick ballpoint pen, blk	DZ	51
135	13395	Staples view binder, D-ring, 1", blk	EA	17
136	R100-A	Pentel Rolling Writer, med, blk, 12/bx	DZ	6
137	C177847	Blueline, 2015 Net Zero Carbon monthly deskpad, 22x17	EA	8
138	13976/5868	Avery notarial seal, gold, for inkjet, 2", 4/sht, 44/pk	PK	34
139	DPSXL	Falcon Dust Off, 10 oz	EA	6
140	10503-1	Hammermill Copy Plus multipurp.paper, 8.5x11, 20#, 92/104 brt, wht	RM	14
141	50-10521	Dust Destroyer compressed gas, 10 oz.	EA	17
142	16403	Staples reinforced hanging files, green, ltr sz, 25/bx	BX	9
143	5499	Avery print/write color coding lbl, round, neon, 1 1/4", 8/sht, 400/pk	PK	16
144	PM2-28	2015 At-A-Glance monthly wall planner, recy, 12x17	EA	9
145	H-VA324	Hayes presentation folder, blk w/gold	EA	25
146	13901	Westcott scissors, titanium, 8", straight, 2/pk	PK	7

147	BK91-C	Pentel RSVP ballpoint, med, blu, 12/bx	DZ	12	
148	C181731-15	Blueline, 2015 monthly deskpad, 21 1/4 x 16	EA	19	
149	13379-CC	Staples twin pocket portfolio, green, 10/pk	PK	12	
150	23643/26785	Staples perf. pads, wide rule, ltr sz, 50 sht/pd	DZ	9	
151	1754463	Sanford, hiliter Liquid Accent, fluor yllw, chisel tip	DZ	6	
152	49702	Staples card stock, ltr sz, 110#, blu, 250/pk	PK	10	
153	98001	Avery Glue Stic, permanent, clear, bulk-pack, .26 oz, 18/pk	PK	9	
154	31118	Redi-tag see notes arrows, 5 color, 3/4x15/32, 125/pk	PK	22	1
155	18237-CC	Staples adding mach tape, 2 1/4x130, Recy	DZ	19	
156	32011	Pilot ballpoint pen, Easy Touch, med, blk	DZ	8	
157	381964/17061	Staples envelope, self-sealing, brown, 28#, 6x9, 100/bx	BX	7	
158	534743/17092	Staples catalog envelope, brown kraft, 9.5x12.5, gummed, 100/bx	BX	6	
159	48420	Esselte Pendaflex, cutless 3tab file folder, manila, ltr sz, 100/bx	BX	6	
160	75500	Avery index maker, clr pocket, dividers, 5 tab	ST	9	
161	3002	Avery economy 3 ring binder, 1", blk	EA	12	
162	18372	Staples poly jacket, 1" exp, ltr sz, asst color, 10/pk	PK	8	
163	17019/17032	Avery durable view binder, slant ring, 2", wht	EA	8	
164	14783	Staples paper, ltr sz, 30% recy., 20 #, salmon	RM	111	
165	32010	Pilot EasyTouch ballpoint, med, blk, 12/bx	DZ	7	
166	23631/40800	Staples blank index card, 3x5, 100/pk	PK	23	
167	11129	Avery ready index, ltr sz, 1-31 tab, multi	ST	8	
168	3R11029	Xerox multi purp. Premium paper, ltr sz, 20#,96/108 brt	RM	6	
169	653RPA	Post it 1.5x2 greener notes, sunwashed pier colors, 12/pk	PK	8	
170	654-5UC	Post it 3x3, Jaipur collect., 5/pk	PK	7	
171	GEO39452	Geographics blank certificates, parch w/green border, ltr sz	PK	10	
172	68690	Tombow MONO correction tape, mega, 1/6x630	EA	14	
173	STCRP211514	Stanley Bostitch, B8 staples, power crown, 5000/bx	BX	15	
174	56766	Dab-N-Seal envelope moistener, 50 ml, 4 pk	PK	10	
175	PC1500/PC1500BK	Duracell Pro-Cell alkaline battery, AA, 4/pk	PK	25	
176	36330	Staples hanging file, poly, 3.5" exp., asst color, 5/pk	PK	8	
177	25405	Alliance Sterling premium rubberbands, 7x1/8", 1#, 250/bx	BX	6	
178	10401	Staples Hype hiliter, chisel tip, yellow, 12/bx	BX	19	
179	98073	Avery permanent glue stick, lrg, 1.27 oz, 6/pk	PK	6	
180	10246-7	Hammermill paper, ltr sz, 28#, 100/112 brt	RM	5	
181	S152YR12	Staples Stickies 13/8x1 7/8, recy, yellow, 12/pk	DZ	29	

182	20102	Staples brights paper, ltr sz, yellow, 24#	RM	5	
183	11670	Staples wirebound, notebook, college-ruled, 5x7.5, 80 shts, 3/pk	PK	9	
184	51113	Rediform voicemail mssg book, 600 mssg	EA	8	
185	CB1262V.BLK-15	Browline 2015 Dureflex monthly planner, ltr sz	EA	7	
186	20129/GSF11BK	Bic round stick pen, fine, blk, 12/bx	DZ	24	
187	36053	Staples poly project file jacket, ltr sz, durable, asst, 5/pk	PK	22	
188	13726/GSMG11BK	Bic Ultra Grip, roundstic, ballpoint pen, med, blk, 12/bx	DZ	27	
189	10134	Lee Sort-Kwik finger moistener, 1.75 oz	EA	15	
190	16985	Staples photo envelope, 4 3/4x6.5, wht, gummed, 50/bx	BX	11	
191	76830	Redi-Tag Sign Here flags, standard, asst, 50/pk	PK	20	
192	25025	Staples Hype hiliter, chisel tip, yellow, 12/bx	DZ	6	
193	11491	Staples memo book, spiral top bound, 3x5.75, 75 sht, 5/pk	PK	33	
194	R3197	Dataproducts calc. ribbon, S-wind, nylon, red/blk	EA	10	
195	25076	Sanford Sharpie Major accent, chisel tip, 6 color asst., 6/pk	PK	10	
196	13492/11123	Staples insertable reference dividers, 8.5x11, 8 tab, multi color tab, wht paper	ST	24	
197	14782	Staples paper, ltr sz, 30% recy, 20# lilac	RM	7	
198	22011/18838	Staples ball point pen, retractable, med, blk, 12/bx	DZ	10	
199	UNV35715	Universal calc/add mach rolls, 2 1/4"x150, 12/pk	PK	5	
200	BK91-A	Pentel RSVP ballpoint, med, blk, 12/bx			
TOTAL:				\$	

Tier Two Cost+ _____% (as defined in section 3.2.7.2.2 through 3.2.7.2.5)

(company)

(name)

(title)

(signature)

(date)

(email address)

(phone)

Any proposal pricing which includes alternate items from the items listed on Attachment D may be considered non-responsive, as may proposal pricing which does not include all items listed in Attachment D.

Bid prices must be in the appropriate unit of measure and multiplied to reflect the annual quantity as stated. Bids not complying may be considered non-responsive.