



**Return Bid To:**

**CITY OF GUNTERSVILLE**  
**341 GUNTER AVENUE**  
**GUNTERSVILLE, ALABAMA 35976**  
**(256) 571-7560**

**BID OPENING DATE & TIME:**  
**FRIDAY, SEPTEMBER 8, 2017 AT 2:00 P.M.**  
BIDS MUST BE RECEIVED BY THIS DATE & TIME

**LOCATION:** CONFERENCE ROOM  
2ND FLOOR – CITY HALL,  
MUNICIPAL BUILDING,  
GUNTERSVILLE, ALABAMA

**INVITATION FOR ANNUAL BIDS FOR**  
**OFFICE SUPPLIES AND OTHER PRODUCTS**

In accordance with General Act No. 217, Special Session 1967, notice is hereby given that the City of Guntersville, Guntersville, Alabama will receive competitive bids on the above item(s) for the City of Guntersville, and/or any agencies thereof.

The City of Guntersville reserves the right to accept and/or reject any and all bids.

Signed:

Betty Jones,  
City Clerk  
City of Guntersville

**VENDOR'S RESPONSE:**

**VENDOR'S NAME** \_\_\_\_\_

**VENDOR'S ADDRESS** \_\_\_\_\_

**TELEPHONE NUMBER** \_\_\_\_\_

**FAX NUMBER** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

\_\_\_\_\_  
**Authorized Representative**

\_\_\_\_\_  
**Typed or Printed Name**

**\*\*\*IF SHEET ISN'T SIGNED, BID IS VOID!\*\*\***

**OFFICE SUPPLY SPECIFICATION LIST**

NAME BRANDS ARE LISTED FOR COMPARISON PURPOSES; BIDS FOR EQUAL PRODUCTS ARE WELCOMED.

**COPYING PAPER:**

**HAMMERMILL COPY PLUS**

8 ½" X 11" (WHITE) \_\_\_\_\_ PER CASE  
 8 ½" X 14" (WHITE) \_\_\_\_\_ PER CASE  
 11" X 17" (WHITE) \_\_\_\_\_ PER CASE

**ALTERNATE NAME** \_\_\_\_\_

8 ½" X 11" (WHITE) \_\_\_\_\_ PER CASE  
 8 ½" X 14" (WHITE) \_\_\_\_\_ PER CASE  
 11" X 17" (WHITE) \_\_\_\_\_ PER CASE

**ENVELOPES:**

NO. 10 SECURITY WINDOW  
 SIZE - 4 ½" X 9 ½" \_\_\_\_\_ PER CASE

**FILE FOLDERS:**

MANILA 1/3 CUT LETTER SIZE \_\_\_\_\_ PER CASE  
 MANILA 1/3 CUT LEGAL SIZE \_\_\_\_\_ PER CASE

**LEGAL RULED PADS:**

LETTER SIZE 8 ½" X 11" WHITE \_\_\_\_\_ DOZEN  
 LETTER SIZE 8 ½" X 11" CANARY \_\_\_\_\_ DOZEN  
 LEGAL SIZE 8 ½" X 14" WHITE \_\_\_\_\_ DOZEN  
 LEGAL SIZE 8 ½" X 14" CANARY \_\_\_\_\_ DOZEN  
 JR. SIZE 5" X 8" CANARY \_\_\_\_\_ DOZEN  
 JR. SIZES 5" X 8" WHITE \_\_\_\_\_ DOZEN

**BROWN KRAFT ENVELOPES**

6 ½" X 9 ½" (100 PER BOX) \_\_\_\_\_ PER BOX  
 10" X 13" (100 PER BOX) \_\_\_\_\_ PER BOX  
 9 ½" X 12" (100 PER BOX) \_\_\_\_\_ PER BOX  
 10" X 15" (100 PER BOX) \_\_\_\_\_ PER BOX  
 12 ½" X 15" (100 PER BOX) \_\_\_\_\_ PER BOX

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**VENDOR'S RESPONSE:**

I hereby agree to furnish the above named items on or by the dates required hereby certify that all specifications set above will be met.

\_\_\_\_\_  
 Authorized Representative

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**PRINTER/COPIER/FAX TONERS & CARTRIDGES**

BROTHER TN-350		\$ _____	/CARTRIDGE		
CANON 104		\$ _____	/CARTRIDGE		
KONICA MINOLTA AOFN012		\$ _____	/CARTRIDGE		
PANASONIC KXFAT461		\$ _____	/CARTRIDGE		
CANON 120		\$ _____	/CARTRIDGE		
HP 05	PER CARTRIDGE	_____	BLACK	_____	XL
HP10	PER CARTRIDGE	_____	BLACK	_____	XL
HP 11	PER CARTRIDGE	_____	COLOR	_____	XL
HP 13	PER CARTRIDGE	_____	BLACK	_____	XL
HP 21	PER CARTRIDGE	_____	BLACK	_____	XL
HP 22	PER CARTRIDGE	_____	COLOR	_____	XL
HP 53X	PER CARTRIDGE	_____	BLACK	_____	COLOR _____ XL
HP 55A	PER CARTRIDGE	_____	BLACK	_____	COLOR _____ XL
HP 56	PER CARTRIDGE	_____	BLACK	_____	COLOR _____ XL
HP 57	PER CARTRIDGE	_____	BLACK	_____	COLOR _____ XL
HP 78	PER CARTRIDGE	_____	BLACK	_____	COLOR _____ XL
HP 88	PER CARTRIDGE	_____	BLACK	_____	COLOR _____ XL
HP 96	PER CARTRIDGE	_____	BLACK	_____	XL
HP 97	PER CARTRIDGE	_____	COLOR	_____	XL
HP 901	PER CARTRIDGE	_____	BLACK	_____	COLOR _____ XL
HP 920	PER CARTRIDGE	_____	BLACK	_____	COLOR _____ XL
HP 940	PER CARTRIDGE	_____	BLACK	_____	COLOR _____ XL
HP 950	PER CARTRIDGE	_____	BLACK	_____	XL
HP 951	PER CARTRIDGE	_____	COLOR	_____	XL
HP 932	PER CARTRIDGE	_____	BLACK	_____	XL
HP 933	PER CARTRIDGE	_____	COLOR	_____	XL
EPSON 126	PER CARTRIDGE	_____	BLACK	_____	COLOR
BROTHER	LC 101 BK	PER CARTRIDGE	_____	BLACK	
LC103 (All Colors)		PER CARTRIDGE	_____	COLOR	
LC103BK		PER CARTRIDGE	_____	BLACK	
LC103 (All Colors)		PER CARTRIDGE	_____	COLOR	

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**VENDOR'S RESPONSE:**

I hereby agree to furnish the above named items on or by the dates required hereby certify that all specifications set above will be met.

\_\_\_\_\_  
 Authorized Representative

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**SPECIAL INSTRUCTIONS TO BIDDERS**

- (1) The successful bidder shall begin furnishing bid materials on October 1, 2017 after receiving notice to proceed and continue furnishing said materials until September 30, 2018. At the end of the 1 year term, if both parties agree, this contract could be extended.
- (2) It shall be the bidder’s responsibility to possess all proper County, State, and Federal license and shall familiarize oneself with and shall comply with all Federal, State, and local laws, ordinances, and regulations.
- (3) The City of Guntersville reserves the right to award this contract as a whole or in part, whichever is in the best interest of the City of Guntersville.
- (4) Bids may be submitted either by mail or in person; however, the City of Guntersville will not be responsible for the security of mailed bids. (Also, if mailing bid, please be advised that we do not receive mail before 2:00 P.M. daily, therefore mail early to ensure prompt arrival). The mailing address is 341 Gunter Avenue, Guntersville, AL 35976
- (5) By the signing and submitting of this bid, the vendor certifies that he/she is an equal opportunity employer.
- (6) Bidders are required to use this “*Invitation for Bids*.” Failure to do so will be cause for rejection of bid.
- (7) Bidders shall bid all items, sign, and return all sheets in the “*Invitation for Bids*”. Failure to do so will be cause for rejection of bid.
- (9) Each individual bid must be submitted in a sealed envelope with the word “*BID – OFFICE SUPPLIES*” marked on outside of envelope.
- (10) Please be advised that in the event a bid is received from a person, firm, or corporation deemed to be a responsible bidder, having a place of business within the City of Guntersville and the bid is no more than three percent (3%) greater than the bid of the lowest responsible bidder, the Mayor and City Council of the City of Guntersville may award the contract to the resident responsible bidder.

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**BIDDER ACKNOWLEDGEMENT**

By signing and submitting the above bid, your company acknowledges that the quoted prices cannot be changed during the period of time stated, no can any type of surcharge or escalation charge be assessed without agreement from City Officials. Your company also understands the information set out in the Special Instructions to the Bidders and understands that not following the instructions could lead to bid disqualification.

**Vendor’s Response:**

I hereby understand the information set out in the Special Instructions to the Bidders and understand that not following the instructions could lead to bid disqualification.

\_\_\_\_\_  
Authorized Representative

**\*\*\*IF ALL SHEETS ARE NOT SIGNED, BID IS VOID!\*\*\***