

BID PACKAGE FOR FURNISHING HANCOCK COUNTY

Office Supplies

BOARD OF SUPERVISORS
HANCOCK COUNTY ANNEX
854 Highway 90 Suite A, Bay St. Louis, MS 39520

Pursuant to your advertising, receivable until _____ A.M., on _____, 20____

We _____ Residing at _____
(Name of company)

Do hereby submit this our bid for furnishing, as ordered by the county office supplies in accordance with specifications listed below, for a period beginning at bid acceptance and ending _____ and/or until a new bid is accepted.

1. Prices quoted may be subject to revision by the bidder, provided thirty (30) days written notice is given to the county; and provided the county shall have the right, in the event the prices are increased during the term of contract to cancel its contract to purchase.
2. Prices quoted shall be F.O.B. destination at some twenty (20) offices located within Hancock County with one or two day delivery cycle.
3. The county reserves the right to cancel contract to purchase at any time for justifiable cause. Further, contract to purchase may be canceled for any other reason by either party upon thirty (30) days written notice.
4. All paper products are to be biodegradable.

Name: _____

Date: _____

Address: _____

Phone Number: _____ Fax Number: _____

Notice to Bidders:

All bids are to be submitted on this form, bids shall be submitted in a sealed envelope marked "office supplies" and shall include bid opening date. Bids not submitted on this form may be disqualified. The county reserves the right to reject any and all bids.

Deliver Sealed Bid to: Hancock County Board of Supervisors
Hancock County Annex
854 Highway 90, Suite A
Bay St. Louis, MS 39520

PRESSBOARD FILE FOLDERS - GRAY

1/3 CUT LETTER SIZE.....
SMEAD 403 OR EQUAL.....

PER BOX
BRAND
QUANTITY

1/3 CUT LEGAL SIZE.....
SMEAD 503 OR EQUAL.....

PER BOX
BRAND
QUANTITY

MANILLA FILE FOLDERS

1/3 CUT LETTER SIZE.....

PER BOX
BRAND
QUANTITY

1/3 CUT LEGAL SIZE.....

PER BOX
BRAND
QUANTITY

HANGING FILE FOLDERS STANDARD GREEN

1/5 TAB LETTER SIZE.....

PER BOX
BRAND
QUANTITY

#10 REGULAR BUSINESS ENVELOPES - WHITE 500/BX

.....

PER BOX
BRAND
QUANTITY

STANDARD STAPLES - 5000/BX

.....

PER BOX
BRAND
QUANTITY

PAPER CLIPS

NO.1 - 100/BX.....

PER BOX
BRAND
QUANTITY

JUMBO - 100/BX.....

PER BOX
BRAND
QUANTITY

BINDER CLIPS

SMALL 3/8" x 3/4" WIDTH - 12/BX..... PER BOX
 BRAND
 QUANTITY

MED 5/8" x 1 1/4" WIDTH - 12/BX..... PER BOX
 BRAND
 QUANTITY

LARGE 1" x 2" WIDTH - 12/BX..... PER BOX
 BRAND
 QUANTITY

RULED WRITING PADS

8 1/2 X 14 CANARY & WHITE..... PER BOX
 BRAND
 QUANTITY

8 1/2 X 11 CANARY & WHITE..... PER BOX
 BRAND
 QUANTITY

5 X 8 CANARY & WHITE..... PER BOX
 BRAND
 QUANTITY

COMPUTER PAPER

9 1/2 X 11 PLAIN WHITE 1 PART..... PER BOX
 # OF SHEETS BRAND

9 1/2 X 11 PLAIN WHITE NCR 2 PART..... PER BOX
 # OF SHEETS BRAND

9 1/2 X 11 COLORED NCR 4 PART..... PER BOX
 # OF SHEETS BRAND

COPY PAPER

8 1/2 X 11 PLAIN WHITE 20LB..... PER BOX
 BRAND
 QUANTITY

8 1/2 X 14 PLAIN WHITE 20LB..... PER BOX
 BRAND
 QUANTITY