

NOTICE TO BIDDERS

Sealed bids will be received by the Board of Supervisors of Hancock County, Bay St. Louis, MS, until **10:00 a.m., January 4, 2021** and shortly thereafter publicly opened for providing the following to Hancock County, for a period of one year beginning at bid acceptance until December 31, 2021 or until a new bid is accepted: Cold Bituminous Picked Up, Culverts & Couplings, Double Bituminous Surface Treatment, Gravel & Sand, High Polymer Micro Surfacing, Hot Bituminous In Place & Picked Up, Limestone, Liquid Asphalt, Micro-Surfacing & Seals, Office & Janitorial Supplies, Painted Traffic Marking, Portable Toilet Services, Highway Signs & Highway Posts, Thermoplastic Traffic Marking, Unprocessed Clay, Unprocessed Clay Gravel, Unprocessed Fill Dirt, as well as, anything vendor feels the County may need throughout the year.

Bid specifications are available, upon request, from Robin Benoit of the Hancock County Purchasing Department, 854 Hwy 90, Suite A, Bay St. Louis, MS 39520 or by calling 228-466-8231, or by visiting:

<http://www.hancockcounty.ms.gov/pages/purchasing-department.aspx>

All envelopes must be marked on the outside of the envelope **"BID ENCLOSED"** and listing the bid item and bid opening date.

All envelopes must be date and time stamped and filed in the Hancock County Board of Supervisors Office, 854 Hwy 90, Suite A, Bay St. Louis, MS 39520 **before 10:00 a.m. on the day of the bid opening.**

The Board reserves the right to reject any and all bids.

Published by Order of the Board of Supervisors of Hancock County, Mississippi, on the 2nd day of November, 2020.



Scotty Adam, President
Board of Supervisors
Hancock County, Mississippi

Valerie Fitts
By/Valerie Fitts, D.C.

Publish Dates:

December 2, 2020

December 9, 2020

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