

REQUEST FOR BIDS

OFFICE SUPPLIES AND PRINTING

The Pettis County Commission is seeking bids for office supplies and printing jobs from March 1, 2025, through February 28, 2026. Attached, is a list of office supplies and printing jobs we use on a regular basis. All bids are due to the Pettis County Clerks Office in a sealed envelope no later than 9:00 a.m. on **FEBRUARY 20, 2025**. The envelope must be clearly marked:

Office Supply bids
ATTN: Pettis County Clerk
215 E 5th Street
Sedalia, MO 65301

Please allow sufficient time for delivery of your bid. Bids received after opening will be rejected.

Orders may be placed at differing quantities throughout the year and prices **MUST** remain in effect for the March 1, 2025 through February 28, 2026, period. Please bid on item number listed if provided. If item number is not given, please submit lowest priced comparable product. Also, please include a copy of latest catalog with your bid. The County Commission has the right to accept or reject any or all bids.

Please contact BEVERLY DILLON, County Auditor and Purchasing Clerk, at (660) 826-5000 ext. 409, if you have any questions.

**2025 OFFICE SUPPLY BID
COUNTY OF PETTIS, MISSOURI**

BIDDERS NAME

PLEASE BID ON ITEMS LISTED, YOU MAY SUBSTITUTE COMPANY BRAND WHERE INDICATED BY **, EXCEPT FOR INK CARTRIDGES. PLEASE DO NOT SUBMIT REMANUFACTURED INK CARTRIDGES OR "OFF BRANDS" FOR BID. ALL ITEMS WILL BE ORDERED ON AN AS NEEDED BASIS. PLEASE SPECIFY UNITS OF MEASURE WITH PRICE. IF YOU HAVE ANY QUESTIONS PLEASE CALL BEVERLY DILLON @ 660-826-5000 EXT 409

ITEM DESCRIPTION	ITEM #	APPROX. QTY.	NAME BRAND PRICE BID	COMPANY BRAND PRICE BID
COLUMNAR SHEETS, NOTE PADS AND NOTEBOOKS:				
3 X 3 SELF STICKY POP-UP NOTES	733P6NE	11 PKG		
**3 X 3 SELF STICK NOTE - YELLOW	7384YW	12 PKG		
**1 1/2 X 2 SELF STICK NOTE - YELLOW	7382YW	9 PKG		
**POST-IT POP-UP NOTES 3 x 3	7388YW	5 PKG		
**POST-IT POP-UP NOTES ASST PASTEL--6 PACK	R330AP	6 PKG		
**POP-UP NOTES 3 X 3 YELLOW	R330YW	2 PKG		
**STANDARD STENO BOOK-6" X 9" 80 SHEETS/PAD	UNV76920	3 DZ		
REPORTERS NOTEBOOK	25280	1 DZ		
**8 1/2 X 11 3/4 CANARY, 3/8" WIDE LINES LEGAL	UNV	5 DZ		
**8 1/2 X 11 3/4 WHITE, 3/8" WIDE LINES LEGAL	UNV	5 DZ		
FLAGS, FILE LABELS AND DIVIDERS:				
A-Z DESK SORTER	723312	2 EA		
1-31 DAY DESK SORTER	723310	2 EA		
CLIPS, CLAMPS AND STAPLES:				
CLIP BOARD	711524 QL	2 EA		
MINI BINDER CLIPS	720100	5 BX		
SMALL BINDER CLIPS 12/BOX	720200	10 BX		
MEDIUM BINDER CLIPS 12/BOX	720500	25 BX		
LARGE BINDER CLIPS 12/BOX	72100	3 BX		
SMALL NON SKID PAPERCLIPS	72506	30 BX		
JUMBO NON SKID PAPERCLIPS	72580	30 BX		
SWINGLINE SPEEDPOINT STAPLES S.F. 4 5000/BOX	901SF-4	45 BX		
BOSTICH ELECTRIC STAPLER	90102210	1 EA		
STAPLER DYMAMO DESKTOP	90179604Q	1 EA		
STAND UP STAPLER	30005	3 EA		
STAPLETR REMOVER	11515	2 EA		
STAPLER EZ TOUCH	26458	3 EA		
STAPLER REMOVER CLAW	TR58087	2 PKG		
PENS AND REFILLS:				
PENS,RED X FINE	PV5RD	2 DZ		
PENS,BLACK X FINE	PV5BK	4 DZ		
PENS, BLUE X FINE	PV5BLU	4 DZ		
PRECISE RETRACTABLE/BLACK	26062Q	8 DZ	****	
G2 RETRACTABLE PEN/RED	31022	2 DZ		
G2 RETRACTABLE PEN/BLACK	31506Q	2 DZ		
PILOT G-2 RETRACTABLE BLUE MED	34801Q	2 DZ		
PEN BLACKPAPERMATE STK PEN 60 CT	46214Q	2 DZ		
PILOT G-2 RETRACTABLE BLACK FINE	901G27BLK	2 DZ		
PENTEL GEL RETRACT PEN BLK	901-163806	2 DZ		
BIC BOLD CRISTAL BLK	897513	2 DZ		
BIC BOLD CRISTAL BLU	897512	2 DZ		
UNI STREAM MED POINT 1.MM	33921	2 DZ		
UNIBSLL 207 NEEDLE RETRACTABLE GEL BLK 7MM	1736097	2 DZ		
UNIBSLL 207 NEEDLE RETRACTABLE GEL BLU 7 MM	1736098	2 DZ		
UNIBALL GEL PEN 207 BLK (TOLLIE)	90133951Q	4 DZ		
UNIBALL GEL PEN 207 BLU (TOLLIE)	90133950O	4 DZ		
UNIBALL GEL MICRO 207 BLK (TIM)	90161255	2 DZ		
UNIBALL GEL MICRO 207 BLU (TIM)	90161256	2 DZ		
PILOT PRECISE V5 RT RETRACTABLE ROLLER BLK	26062Q	2 DZ		
PILOT PRECISE V5 ROLLERBALL EX FINE BLU	901PV5BE	2 DZ		
PILOT PRECISE V5 ROLLERBALL EX FINE RD	PV5RD	2 DZ		
PILOT B2P RETRACTABLEFINE PEN	34600	2 DZ		
FRIXION CLICKER PILOT BLU	31451	2 DZ		
FRIXION CLICKER PILOT RED	31452	2 DZ		
FRIXION CLICKER PILOT BLK	31450	2 DZ		
COUNTERFEIT PEN DETECTOR	DR13513B-1	2 DZ		
ZEBRA ORBITZ BLACK MEDIUM	ZEB41010	2 DZ		
ZEBRA ORBITZ BLUE MEDIUM	ZEB41020	2 DZ		
ZEBRA ORBITZ RED MEDIUM	ZEB41030	2 DZ		
SHARPIE S-GEL REFILL BLU	2141127	2 PKG		
SHARPIE S-GEL REFILL BLK	2096168	2 PKG		
PENCILS AND PENCIL REFILLS:				
**PENTEL .07 RED LEAD		2 TUBES		
**PENTEL .05 LEAD REFILLS	C505HB	3 TUBES		
**PENTEL .07 LEAD REFILLS	50-HB	3 TUBES		

MARKERS AND HIGHLIGHTERS:			
SANFORD SHARPIE - BLACK	30001BK	12 DZ	
SANFORD SHARPIE ULTRA FINE-BLACK	37001	6 DZ	
HIGHLIGHTERS 12 ASSORTED	90124376651	2 PKG	
SHARPIE PERM MARKER METALLIC SIVER	496634	1 PKG	
**BIC BRITELINER-YELLOW	BL241YEL	2 DZ	
**BIC BRITELINER-BLUE	BL11BE	2 DZ	
HIGHLIGHTER, PINK	728154	2 PKG	
HIGHLIGHTER,YELLOW	728151	2 PKG	
HIGHLIGHTER BLUE	728153	2 PKG	
BIC BRITE LINER GRIP STICK	BLMG11YEL	1 DZ	
CHINA MARKERS, BLACK	98028	1 DZ	
CHINA MARKERS RED	SAN2059	1 DZ	
SECURITY MARKER	SHA35305	2 PKG	
DRY ERASER	80074Q	2 EA	
DRY ERASER MARKERS	1741919	2 EA	
INKJET/LASER LABELS AND ELECTRONIC LABELS:			
ADDRESS LABLES 8160	415489	5 PKG	
ADDRESS LABLES 5160	5160	5 PKG	
ADDRESS LABLES	479880	6 PKG	
LABELAVERY 8366	8366	5 PKG	
AVERY LABELS 5979 NEON	5979	2 PKG	
DYMO LABEL TAPE	90145013	3 PKG	
LABEL MAKER	TZE241	1 EA	
BROTHERS P-TOUCH TZE 231 1/2 " TAPE	901-TZE312	2 PKG	
BROTHERS P-TOUCH TZE 231 3/4 " TAPE	901-TZE241	4 PKG	
DYMO ADDRESS LABELS	30252	5 PKG	
THERMAL LAMINATING POUCHES MIL 100PGK	52017	2 PKG	
THERMAL LAMINATING POUCHES 25 PK	848467	2 PKG	
THERMAL LAMINATING POUCHES PHOTO 25 PK	47225STP	2 PKG	
THERMAL LAMINATING POUCHES LETTER 50 PK	677045STP	4 PKG	
LAMINATING SHEETS SINGLE SIDED	3747307	3 PKG	
SHIPPING LABELS 5263	5263	4 PKG	
AVERY JET FILE FOLDERS LABELS 6001	3001	4 PKG	
LABEL PRINTER LABELS, 4 X 1 1/3" WHITE, 260/BOX	9015162	5 BX	
BROTHERS TZE 241 3/4 BLK	901TZE241	2 BX	
BROTHERS TZE 2312 1/2 BLK/WH	901TZE2312PK	3 BX	
MESSAGE BOOKS, PADS AND RECORD BOOKS			
REDIFORM RECEIPT BOOK	RED8L829	2 EA	
RECEIPT BOOK 3 PART	16444WCL	1 EA	
THEME BOOK/SUBJECT	90165000	10 EA	
INK JET PRINTER SUPPLIES:			
HEWLETT PACKARD 26 A BLK	CF226A	2 EA	
HEWLETT PACKARD 49A BLK	Q5949A	2 EA	
HEWLETT PACKARD 504A BLK	CE250	2 EA	
HEWLETT PACKARD 504A MAG	CE253	2 EA	
HEWLETT PACKARD 504A YEL	CE252	2 EA	
HEWLETT PACKARD 504A CYAN	CE251	2 EA	
HEWLETT PACKARD 64A	CC364A	5 EA	
HEWLETT PACKARD 85A BLK	CE285A	7 EA	
HEWLETT PACKARD 80X BLK	280X	6 EA	
HEWLETT PACKARD 80A BLK	280A	8 EA	
HEWLETT PACKARD 87A	901CF287A	6 EA	
HEWLETT PACKARD 87X	901CF287X	2 EA	
HEWLETT PACKARD 05A	CE505	12 EA	
HEWLETT PACKARD 14A BLK	CF214A	4 EA	****
HEWLETT PACKARD 53X	71553X	5 EA	
HEWLETT PACKARD 58X	CF285X	4 EA	****
HEWLETT PACKARD 58A	CF285A	6 EA	****
HEWLETT PACKARD 30A	CF230	5 EA	
HEWLETT PACKARD 89A	CF289A	2 EA	
HEWLETT PACKARD 94A	24377613	5 EA	
HEWLETT PACKARD 37A	2399946	5 EA	
HEWLETT PACKARD 55A BLK	CE255A1	4 EA	
HEWLETT PACKARD 305A MAG	CE413A	2 EA	
HEWLETT PACKARD 206A CYAN	24422201	2 EA	****
HEWLETT PACKARD 206A BLK	24422209	3 EA	****
HEWLETT PACKARD 206A MAG	24422211	2 EA	****
HEWLETT PACKARD 206A YEL	24422206	2 EA	****
HEWLETT PACKARD 131A CYAN	CF211A	2 EA	
HEWLETT PACKARD 131A BLK	CF210A	3 EA	
HEWLETT PACKARD 131A YEL	CF212A	2 EA	
HEWLETT PACKARD 131A MAG	CF213A	2 EA	
HEWLETT PACKARD 305A BLK	CE410A	3 EA	
HEWLETT PACKARD 305A CYAN	CE411A	4 EA	
HEWLETT PACKARD 305A MAG	CE413A	2 EA	
HEWLETT PACKARD 305A YEL	CE412A	3 EA	
BROTHERS 227 YEL	TN227Y	3 EA	
BROTHERS 227 CYAN	TN227C	3 EA	

BROTHERS 227 MAG	TN227M	3 EA	
BROTHERS 227 BLK	TN227B	3 EA	
BROTHERS 431 YEL	TN431Y	3 EA	
BROTHERS 431 CYAN	TN431C	3 EA	
BROTHERS 431 MAG	TN431M	3 EA	
BROTHERS 431 BLK	TN431B	3 EA	
BROTHERS 436 YEL	TN436Y	3 EA	
BROTHERS 436 BLK	TN436B	3 EA	
BROTHERS 436 MAG	TN436M	3 EA	
BROTHERS 436 CYAN	TN436C	3 EA	
BROTHERS 730 YEL	TN730Y	3 EA	
BROTHERS 730 CYAN	TN730C	3 EA	
BROTHERS 730 MAG	TN730M	3 EA	
BROTHERS 730 BLK	TN730B	3 EA	
BROTHERS 760 YEL	TN760Y	3 EA	
BROTHERS 760CYAN	TN760C	3 EA	
BROTHERS 760 MAG	TN760M	3 EA	
BROTHERS 760 BLK	TN760B	3 EA	
BROTHERS 920 BLK	410A	2 EA	
BROTHERS 920 CYAN	411A	2 EA	
BROTHERS 920 YEL	412A	2 EA	
BROTHERS 920 MAG	413A	2 EA	
HP 414A BLK	W2020A	2 EA	
HP 414A BLU	W2021A	2 EA	
HP 414A YEL	W2022A	2 EA	
HP 414A MAG	W2023A	2 EA	
RICOH TONER CARTRIDGE	407321	3 EA	
RICOH PHOTOCONDUCTOR	407324	3 EA	
RICOH MP 601	407823	3 EA	
HP 32A DRUM	24417066	2 EA	
RICOH TONER CARTRIDGE	407316	3 EA	
CORRECTIONS SUPPLIES:			
CORRECTION TAPE 2 PER PKG	901718674QL	2 PKG	
BIC CORRECTION TAPE 10 PK	901WOTAPP10	10 BX	
PRINTER/TYPEWRITER RIBBONS:			
LEXMARK RE-INKING RIBBON	1040930	2 EA	
CALCULATOR RIBBON			
CALACULATOR RIBBON	R3027	6 BX	
INK:			
**BLUE INK REFILL	40713	1 BT	
**RED INK REFILL 15 ML	40711	1BT	
PAPER:			
**8 1/2 X 11 GREEN PAPER	720561	4 REAMS	
**8 1/2 X 11 WHITE COPY PAPER, 20 LB., 92 BRIGHTNESS OR GREATER		100 CASES	
**8 1/2 X 14 WHITE COPY PAPER, 20 LB., 92 BRIGHTNESS OR GREATER		2 CASES	
8 1/2 X 11 YELLOW PAPER	720563	4 REAMS	
8 1/2X11 PINK PAPER	720567	4 REAMS	
8 1/2X11 PALE BLUE PAPER	720559	4 REAMS	
**2 1/4" X 150' ADDING MACHINE TAPEPKG OF 12	740102	10 PKG	
UNIACCEPT THERMAL PAPER 20 PKG	856607Q	5 PKG	
THERMAL REGISTER TAPE	0562UN	8 PKG	
STORAGE BOXES:			
FELLOW BANKER BOXES WITH STRING/BUTTON	00704	4 DZ	
DATA STORAGE MEDIA			
CD PAPER SLEEVES	90133985OL	45 PKG	
JAM PAPER PLASTIC SLEEVES	2633569	2 PGK	
WIRELESS MOUSE	24474771	4 EA	
DVD-R VERBATIM 100 PK	49088	35 PKG	****
DVD+R VERBATIM 100 PK	49087	5 PKG	****
CD-R 700 MB VERBATIM 50 PK	475993	3 PKG	
FILE FOLDERS:			
FILE FOLDER FASTNERS	99714	10 BX	
EXPANSION LEGAL FILE FOLDERS 10 BOX	7Q1536	2 BX	
**FILE FOLDERS W/ FASTENERS LETTER SIZE (1/3 cut, 3	SMD14534	9 BX	
**FILE FOLDERS W/ 2 FASTENERS, LETTER (1/3 cut, 3 pos	SMD14537	6 BX	
2" FILE FOLDER EXPANSION JACKETS LETTER SIZE	74920	5 BX	**
3 " FILE FOLDER EX[ANSION JACKETS LETTER	74925Q	5 BX	
3 1/2" FILE POCKETS	901-806549	4 BX	
1 1/2" FILE FOLDER EXPANSION JACKETS LETTER	4915	4 BX	**
**END TAB FASTNER FOLDERS LETTER SIZE	SMD34210	4 BX	
FILE POCKETS, 5 1/4" EXPANSION	SMD1534GB	7 BX	**
END TAB FILE FOLDERS	31455	6 BX	
FILE FOLDERS MANIAL REGULAR LETTER	901740137	40 BX	
FILE FOLDERS MANILA LETTER PREMIUM	901741137	10 BX	
FILE FOLDERS ASSORTED COLOR	740913AD	2 BX	
3" FILE FOLDER EXPANSION JACKETS LETTER SIZE	74925Q	3 BX	**
FILE POCKET FOLDERS EXPANSION 5.25 BX OF 50	73810	2 BX	****
EXPANDING 7" FILE	ST37873	5 BX	
BOX BOTTOM FILE LETTER SIZE	9014152X4	2 EA	

A-Z EXPANDING FILES	901-70727	2 EA	
FILE EXPANSION 12 X 10 A-Z	01SMD70425UN	2 EA	
1-31EXPANDING FILES	901-7-23313	1 EA	
HANGING FILE FOLDERS STANDARD	7Q5215	4 BX	
ENVELOPES AND CLASP ENVELOPES:			
6 X 9 BROWN KRAFT CATALOG ENVELOPES 250BOX	44162	20 BX	**
**9 X 12 BROWN KRAFT CATALOG ENVELOPES 250/BOX	406909	2 BX	
** 5 X 6 BUBBLE MAILERS	ST56655B	2 PKG	
**6 X 9 BUBBLE MAILERS	ST56645B	2 PKG	
**PLAIN WHITE #10 ENVELOPES NO WINDOWS BOX 500	901WWW10ES	15 BX	
**PLAIN WHITE #10 ENVELOPES W/ WINDOW BOX 500	901WWW10WES	40 BX	
2020 CALENDARS:			
ERASEABLE CALENDAR	1QMO152MW	1 EA	
CALENDAR DESK PAD	01QDM110MW1	15 EA	****
TODAY IS CALENDAR REFILL 6 X 6	AAGK150	2 EA	
AT A GLANCE	70260X0	1	
INDEX CARDS, ROLODEX CARDS AND POSTCARDS			
**5 X 8 BLANK INDEX CARDS 100/PACK	90150	2 PKG	
BATTERIES:			
DURACELL PROCELL/ENERGIZER AAA (24/box)	C2400/EVEEN9	8 BX	
DURACELL PROCELL/ENERGIZER AA (24/box)	C1500/EVEEN9	12 BX	
DURACELL PROCELL/ENERGIZER C (12/box)	C1400/EVEEN9	2 BX	
DURACELL PROCELL/ENERGIZER D (12/box)	C1300/EVEEN9	10 BX	****
DURACELL PROCELL/ENERGIZER 9V (12/box)	C1604/EVEEN2	2 BX	
MISCELLANEOUS OFFICE SUPPLIES:			
SHREDDER LUBRICANT SHEETS	36395	4 BX	
**COMPRESSED AIR - 10 OZ	5007521C	25 CANS	
**MONITOR SCREEN CLEANING WIPES	90116982Q	2 BX	
TAPE DISPENSER		2 EA	
** INVISIBLE TAPE	7-65002	35 BX	
**ENVELOPE MOISTENER BOTTLE	97800	6 EA	
STAMP PAD REPLACEMENT	P5460BR	4 EA	
**STAMP SELF INKING "COPY"	35532	1 EA	
INK PAD FOR TRODAT SELF INKING CUSTOM DATER	1171104	2 EA	
OFFICE STAMP NUMBER	34525-1	2 EA	
STAMP SELF INKING DAT RECEIVED STAMP	920340	2 EA	
PACKING TAPE	90138502ST	2 RO	
AVERY SHEET PROTECTORS	728100	8 BX	
SORTKWIK FINGET MOISTENER	10134	6 EA	****
INSERTABLE TAB DIVIDERS	11111Q	6 PKG	
TABLE OF CONTENTS A-Z	11125Q	2 PKG	
INSERTABLE TAB DIVIDERS	11109Q	3 PKG	
DIVIDERS ASST COLOR 5 TAB	90111906Q	5 PKG	
GERM X OR PURELL	901923051	12 PKG	
ELMERS GLUE STICK	E501	1 BX	
THREE HOLE PUNCH	R0670264287	1 EA	
TWO HOLE PUNCH	901A7074135	1 EA	
NOTARIAL SEALS	5868	5 PKG	
FACIAL TISSUES 6 PKG	PK57779	10 PKG	
FACIAL TISSUES 3 PKG	84381	15 PKG	
ELECTRIC PENCIL SHARPENER	EP58HDBK	1 EA	
9" HANDLE CHROME LETTER OPENER	901458232	2 EA	
LETTER OPENER	901-711430	2 EA	
CLOROX WIPES	1949018	6 EA	
RUBBER BANDS #54	790054	2 BAGS	
RUBBER BANDS #117	790117	2 BAGS	
RUBBER BANDS #33	79033	2 BAGS	
DRY ERASE BOARD	24534065	1 EA	
KEY TAGS	2106793	2 EA	****
SCISSORS	AC340618	2 EA	
BROTHER PTH 10 HANDHELD LABEL MAKER	901PTH100	1 EA	
DYMO LABEL WRITER 450	90152264	1 EA	
SWIFER 360 HEAVY DUTY DUSTER	2728765	2 EA	****
SWIFER WETJET CLEANER	23679	3	
BINDERS 1 INCH	7221 BLK	6 EA	
BINDERS 2 INCH	7222 BLK	6 EA	
BINDERS 3 INCH	7223 BLK	6 EA	
PLASTIC STACKABLE LETTER TRAY	90124380815	2 EA	
WIRE STEP FILE ORGANIZER	901218354	2 EA	
POST-IT-TABS 2' X 1.5"	901-686ROYGB	2 EA	****
DATE STAMP	4750	2	

DO YOU CHARGE FREIGHT? (please circle one) YES NO
CAN YOU DELIVER WITHIN 48 HOURS? (please circle one) YES NO

PLEASE REMEMBER THAT PRICING MUST BE VALID FROM MARCH 1, 2025 THROUGH FEBRUARY 28, 2026. BIDS THAT SUBMITTED AS: "SALE PRICING UNTIL...." WILL BE REJECTED. Please mail this bid to Pettis County Clerk 215 East 5th Street, Sedalia, MO 65301