

REQUEST FOR BIDS

*OFFICE SUPPLIES AND PRINTING*

The Pettis County Commission is seeking bids for office supplies and printing jobs from March 1, 2026, through February 28, 2027. Attached is a list of office supplies. All bids are due to the Pettis County Clerks Office in a sealed envelope no later than 9:00 a.m. on **FEBRUARY 20, 2026**. The envelope must be clearly marked:

**Office Supply bids  
ATTN: Pettis County Clerk  
215 E 5<sup>th</sup> 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, 2026 through February 28, 2027, 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.

**2026 OFFICE BID SUPPLY BID COUNTY OF PETTIS, MISSOURI**

**BIDDER NAME:**

PLEASE BID ON ITEMS LISTED BELOW.

YOU MAY SUBSTITUTE COMPANY BRAND EXCEPT FOR INK AND TONER 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 AT 660-826-5000 EXT. 409

ITEM#	Item Description	Qty	UM	Name Brand Bid	Company Brand Bid
	<b>ACCOUNTING FORMS &amp; SUPPLIES</b>				
TC1182	3-PART 8.4 X11 RECEIPT BK BOUND	2	EA		
8L829	GOLD STANDARD RECEIPT BOOK	2	EA		
792001	QB WHILE YOU WERE OUT MSG PAD	2	PK		
	<b>BINDERS &amp; BINDER ACCESSORIES</b>				
	1" 3 RING BINDER	13	EA		
374818STP	.5IN WHITE VIEW BINDER	2	EA		
1935514EMF	2 RING 3IN BINDER BLACK	5	EA		
24147796	3 RING 3IN BINDER BLACK	5	EA		
	<b>BUSINESS ESSENTIALS,TAPE,PINS,CLIPS,GLUE</b>				
790033	QB RUBBER BANDS 1/8X3-1/2	2	PK		
72585	ACCO NONSKID JUMBO PPR CLIPS	15	BX		
720100	MINI BINDER CLIPS	15	BX		
720200	SMALL BINDER CLIPS	15	BX		
720500	QB STL BNDER CLPS,MED 1-1/4X5/8	12	BX		
721000	STEEL BINDER CLIPS 2X1	2	BX		
790054	QB RUBBER BANDS ASST SIZES	2	PK		
P1KS	QB PAPER CLIPS, REGULAR SMOOTH	15	PK		
817196	TAPE DSPR DESK 1 CORE BLACK EA	3	EA		
72580	ECONOMY JUMBO PAPER CLIPS	10	EA		
765002	TAPE INVISIBLE 3/4X1296	50	RL		
790117	QUILL RUBBER BAND 7X1/8	2	PK		
	<b>BUSINESS TOOLS,STAPLING,SCISSORS,RULERS,TRIMMERS</b>				
41418	SHEARS KLEENEARTH RECYCLED 8IN	3	EA		
ACM40618	TEACHERS SHEARS 8IN STRAIGHT	2	EA		
790703BE	QB STRAIGHT STEEL 8 SHEARS	1	EA		
717643	CLIPBOARD LTR 9X12.5 BN	4	EA		
83130	CLIPBOARD RECYCL LETTER 3PK	1	PK		
10134	SORTKWIK FINGERTIP MOISTENER	4	EA		
A7074135	SMARTTOUCH 2-HOLE PUNCH 20 SHT	2	EA		
24435446	3-HOLE PUNCH 12 SHEETS	2	EA		
90009	LIGHT TOUCH HD STPLS 2500CT	1	BX		
87815	OPTIMA GRIP COMPACT STAPLER	1	EA		
30005	STAND UP STAPLER	7	EA		
90082Q	PUNCH 2-HOLE W/PADDED HANDLE	1	EA		

79604Q	QB CONTEMP FULL STRIP STAPLER	4	EA		
ACI2220UNI	BK/SILVER 20-SHEET 3-HOLE PNCH	1	EA		
711515QL	STAPLE REMOVER	4	EA		
SF4	SF4 SPEEDPOINT STAPLES 5000CT	28	BX		
97800	PLASTIC SQUEEZE BOTTLE FOR ENVELOPES	4	EA		
	<b>CALCULATORS</b>				
24396585	PORTABLE PRINTING CALCULATOR	1	EA		
PI70DH	CANON MP25D PRINTING CALC 2 COLOR	2	EA		
	<b>CALENDARS, PLANNERS &amp; DATED ORGANIZERS</b>				
SK240022	2027 AAG MNTH DESKPAD 22X17	1	EA		
G4700022	RY27 AAG MNDR PLNR MNTH 9X11	1	EA		
K15022	RY27 AAG DLY TODAY IS WALL 6X6	1	EA		
PM112821	RY27 PLANAMTH MTH WAL 12X27	2	EA		
HOD396222	27 LAM WALL CAL YRLY 66X33	1	EA		
702600521	2027 ATAGLNC APPT BK MNTH 9X11	2	EA		
702600522	RY27 APMT BK MNTH 9X11	6	EA		
	<b>CLEANING AND BREAKROOM</b>				
24444630	INST GEL HAND SAN W/PUMP 16OZ	1	EA		
7TF830	QUILL FACIAL TISSUE	1	BX		
24443474	WIPES SANITIZE 50 WIPES/PK	1	PK		
24444627	INST GEL HAND SAN W/PUMP 8OZ	3	EA		
7HH290	QUILL PAPER ROLL TOWELS	6	RL		
24447408	HAND SANITIZER 8 OZ	1	EA		
84381	PUFFS BASIC FAMILY 3PK	1	PK		
15949Q	CLOROX DSNFCT WIPE 75CT FRESH	1	EA		
24405546	PERK FACIAL TISSUE 95/BX 6PK	10	PK		
1949018	CLOROX WIPES VALUE PK 3/75CT	10	PK		
24467075	PUR ES1 ADV GEL DISP/RFL GPH	2	EA		
951358	CLOROX PRO GERMICIDAL CONCENTRATED BLEACH 121OZ 3 CARTON	6	CRT		
35417	CLOROPRO CLEAN-UP DISINFECTANT CLEANER W/BLEACH 32 OZ	12	BT		
394139	COASTWIDE PROFESSIONAL 55-60 GAL TRASH BAG 38" X 58" BLK 1.5 MI	12	BX		
365379	COASTWID PROFESSIONAL JUMBO TOILET PAPER HEAVY 1PLY 1000FT	12	CRT		
364785	COASTWIDE PROFESSIONAL 12-16 GAL TRASH BAG 24" X 31" BLK 1 MIL	12	BX		
812914	COASTWIDE PROFESSIONAL 30-33 GAL TRASH BAG 33" X 39" BLK .2 MIL	12	BX		
24531262	COASTWIDE PROFESSIONAL 33 GAL TRASH BAG 30%PCR33" X 39" .8 MI	12	BX		
814869	COASTWIDE PROFESSIONAL 55-60GAL TRASH BAG 38" X 58" .95 MIL 100	12	BX		
420456	COASTWIDE PROFESSIONAL 55-60 GAL TRASH BAG 38" X 58" BLK 1.3 MI	12	BX		
1000474	COASTWIDE PROFESSIONAL RECYCLED JUMBO TOILET PAPER 2-PLY W	12	BX		
365377	COASTWIDE PROFESSIONAL TOLIET PAPER 2 PLY WHITE 500 SHEETS F	12	CS		
24494077	DRANO MAX GEL CLOG REMOVER DRAIN CLEANER 1 GAL	24	GAL		
24543622	FABULOSO MULTI-PURPOSE CLEANER, PASSION FRUIT SCENT 169 FL O	36	CT		
7814	QB 2-PLY TOLIET PAPER WHITE 500 SHEETS /ROLL 96 ROLLS/CARTON	36	CT		
1900	SOFTSOAP LIQUID HAND SOAP REFILL, ALOE VERA SCENT 1 GALLON	75	GAL		
	<b>COMPUTER ACCESSORIES</b>				
15724345	CORDLESS MOUSE	4	EA		
	MOUSE PADS	2	EA		
24554885	SCREEN CLEAN WIPES	4	EA		

712196	QUILL ELECTRNCS DUSTER 100Z	20	EA		
	<b>DESK ACCESSORIES &amp; ORGANIZERS</b>				
66704	500 CARD ROTARY FILE 2.25X4BLK	1	EA		
24380807	TR PENCIL CUP BLACK	7	EA		
	<b>DIGITAL STORAGE,FLASH &amp; HARD DRIVES, SSD,BLANK MEDIA</b>				
33985QL	QUILL PAPER CD ENVELOPES 100PK	30	PK		
475993	VERBATIM CD-R 50/PK	2	PK		
49088	DVD-R LIFE SERIES 4.7GB 16X	19	PK		
	<b>EDUCATION PRODUCTS</b>				
JV65977	CHALK LOOP MAGNETIC WHITEBOARD	1	EA		
	<b>ENVELOPES</b>				
QUA44162	ENVELOPE 6X9 R-STRIP BRKR	10	BX		
PS91228B	ENVELOPES OPEN-END 9 X12	2	BX		
813390	ENVL CLASP 28# 6.5X9,5 KRAFT	4	BX		
WW10ES	QB ENVELOPES W/O WINDOW #10	24	BX		
WW10WES	QB ENVELOPES, W/WINDOW, #10	30	BX		
	<b>FILING &amp; RED ROPE</b>				
723310	QB 10X12 A-Z EXPANDING FILE	3	EA		
730043	FILE FOLDER LEGAL SIZE 1/3-CUT 3 TAB	3	BX		
285130	QB FILE POCKETS,LEGAL,5-1/4	2	BX		
74920	QB EXPAN FILE JACKETS LETTER	1	BX		
740913AD	1/3-CUT LETTER SIZE FOLDERS	1	BX		
74925Q	QB FILE JACKET 3" EXP	5	BX		
74910	QB EXPAN FILE JACKETS LETTER	1	BX		
50180	GUIDE TOP TAB A-Z LTR 1/5 MA	1	ST		
7Q5215	QB HANGING FILE FOLDERS,LTR	28	BX		
99714	FASTNERS PREMIUM BASE 2IN	15	EA		
7Q1534	QB FILE POCKETS,LETTER,5-1/4	12	BX		
741137	FILE FOLDER LTR SIZE 1/3-CUT	9	BX		
14537	FOLDER FILE LTR 1/3CUT W/FAST	5	BX		
740137	FILE FOLDER LTR SIZE 1/3-CUT	45	BX		
31455	END-TAB FOLDER 14 PT FULL CUT	15	BX		
ST62617	1" 3 RING HANGING BINDER	6	EA		
	<b>FURNITURE</b>				
24145604	MESH PAPER TRAY	1	EA		
1190098	QUILL BRAND 36X48 FLATPILE CHA	3	EA		
5578BK	SAFCO MESH LITERATURE RACK	1	EA		
40590	ADVANTAGE CHAIRMAT 36X48	4	EA		
	<b>INK &amp; LASER PRINTER CARTRIDGES</b>				
W2121A	HP 212A LASER TONER CYAN	2	EA		
W2122A	HP 212A LASER TONER YEL	2	EA		
W2123A	HP212A LASER TONER MAG	2	EA		
W2120A	HP212A LASER TONER BLK	4	EA		
W2020A	HP 414A BK LJ TONER CARTRIDGE	4	EA		
W2021A	HP 414A CY LJ TONER CARTRIDGE	2	EA		
W2023A	HP 414A MAG LJ TONER CARTRIDGE	2	EA		
W2022A	HP 414A YEL LJ TONER CARTRIDGE	2	EA		

2399946	RICOH MP601 HY BLK TONER CART	2	EA		
407316	RICOH TONER CART SP4500HA BLK	2	EA		
CE410A	HP 305A BLACK TONER CARTRIDGE	4	EA		
CE412A	HP 305A YELLOW TONER CARTRIDGE	2	EA		
CE413A	HP 305A MAGENTA TONER CART	2	EA		
CE411A	HP 305A CYAN TONER CART	2	EA		
CF210A	HP 131A BLACK TONER CARTRIDGE	3	EA		
CF213A	HP 131A MAGENTA TONER	2	EA		
CF211A	HP 131A CYAN TONER CARTRIDGE	2	EA		
CF212A	HP 131A YELLOW TONER CARTRIDGE	2	EA		
CE505A	HP 05A BLACK TONER CART	12	EA		
CF226A	HP 26A BLK TONER CARTRIDGE	3	EA		
CF230A	HP 30A BLK TONER CARTRIDGE	2	EA		
CF237A	HP 37A BLACK TONER CARTRIDGE	3	EA		
CF285X	HP 58X BLK TONER CARTRIDGE	3	EA		
CF285A	HP 58A BLK TONER CARTRIDGE	4	EA		
CF264A	HP 64A BLACK TONER CARTRIDGE	2	EA		
CF280A	HP 80A BLK TONER CARTRIDGE	4	EA		
CE285A	HP 85A BLACK TONER CARTRIDGE	3	EA		
CF94A	HP 87A LASERJET TONER BLACK	10	EA		
CF289A	HP 89A BLK TONER CARTRIDGE	5	EA		
CC364A	HP 94A BLK TONER CARTRIDGE	11	EA		
CF287A	HP 950XL HY BLACK INK CART	2	EA		
TN223BK	BROTHERS TN 223 BLK INK CARTRIDGE	5	EA		
TN223C	BROTHERS TN 223 CYAN INK CARTRIDGE	2	EA		
TN223M	BROTHERS TN 223 MAG INK CARTRIDGE	2	EA		
TN223Y	BROTHERS TN 223 YEL INK CARTRIDGE	2	ea		
TN227M	BROTHERS TN-227 MAG INK CARTRIDGE	2	EA		
TN227Y	BROTHERS TN-227 YEL INK CARTRIDGGE	2	EA		
TN227C	BROTHERS TN-227 CYAN INK CARTRIDGGE	2	EA		
TN227BK	BROTHERS TN 227-BK INK CARTRIDGE	5	EA		
32A	LASER JET IMAGING DRUM	2	EA		
514030	REPLACEMENT INK PAD RED/BLUE	2	EA		
	<b>INK WRITING</b>				
GSMG11BK	PEN UNIBALL DELUXE FN BK	1	EA		
473349	BIC ROUND STIC FN BLK DZ	3	DZ		
GSF11BK	PEN BP STICK MED 1.0 BLUE 12PK	1	DZ		
24326833	PPM ERASERMATE BP BLACK 5/PK	1	PK		
421222	QB CORRECTION TAPE 2 PACK	10	PK		
718673QL	CRISTAL BP STIC 1.6 24PK BLUE	1	PK		
897512	BIC CRYSTAL BP BOLD BLUE DZ	4	DZ		
35336	PILOT PRECISE RB 12PK	2	DZ		
35334	PILOT PRECISE BLK 12PK	4	DZ		
35335	PILOT PRECISE BLU 12 PK	2	DZ		
25106	PILOT PRECISE PURPLE 12 PK	1	PK		
1736098	UNIBALL 207 GEL RT BLU NEEDLE DZ .7MM	3	DZ		
33921	UNIBALL 207 GEL RT BLK JET STREAM 1.0MM DZ	3	DZ		

33950Q	PAPERMATE FLAIR BLK	2	DZ		
8430152	PAPERMATE FLAIR GREEN	2	DZ		
84401	PAPERMATE FLAIR PURPLE	2	DZ		
84501	PAPERMATE FLAIR MED BLUE 12	2	DZ		
WOTAPP10	BIC WITE-OUT CORRECTION TAPE 10	10	PK		
	<b>LABELS, ADDRESS/ SHIPPING &amp; TAGS</b>				
ST18057	QUILL BRAND ADDRESS LABELS	8	PK		
8160	AVERY ADDRESS LABELS	6	PK		
8366	AVERY FILE FOLDER LABELS	6	PK		
5066	QUILL BRAND FILE FOLDER LABELS	6	PK		
5160	LASER BUSINESS CARDS 2 X 3-1/2	3	PK		
	<b>LEAD WRITING</b>				
LC505	PENTEL .5MM HB	2	TUBES		
24424021	PENTEL .7MM 50-HB	6	TUBES		
	PENTEL CLIC ERASER	2	EA		
	<b>MARKERS</b>				
24376658	HIGHLIGHTER PEN GRIP 12PK YL	3	DZ		
24376658	BRITE LINER NON GRIP 5 PK AST	2	PK		
330628	HIGHLIGHTER PEN GRIP 6PK YL	1	PK		
25164	SHARPIE ACCENT TANK	3	PK		
578169	DRY ERASE MARKER TANK ASST 4PK	2	PK		
24376600	TANK STYLE HIGHTLIGHTERS	1	DZ		
728151	MARKER DRY ERASE CH EXPO 2/AST	1	ST		
80074Q	EXPO ERASER EA	2	EA		
81505	LOW ODOR CHISEL DRY-ERASE ASST	1	PK		
409811	QUILL DRY ERASE MARKER CHS TIP	1	DZ		
BL-11-YW	BIC BRITE LINER 12 PGK	5	DZ		
3000 BLK	SHARPIE FINE POINT MARKERS 12 PGK	7	DZ		
37001BLK	SHARPIES ULTRA FINE MARKERS 12 PKG	2	DZ		
	<b>PAPER</b>				
720567	QB 8.5X11 RMP 20 92 PINK	4	RM		
72056	QB 8.5X11 RMP 20 92 GOLDENROD	5	RM		
720559	QB 8.5X11 RCOPY 20 92 BLU	3	RM		
720561	QB 8.5X11 RMP 20 92 GREEN	6	RM		
720561	QB 8.5X14 COPY 20 92 10RM WHT	1	CT		
720223CT	SPLS 8.5X11 MULTIUSE 20/96 CS	2	CT		
24396498	ASTRO TROPICAL 24 500 CT	3	RM		
VK811CT	HP O20 8.5X11 PAPER 20 92 10R	8	CT		
HPC8511CT	QB 8.5X11 PMP CPY 20 97 10RM	9	CT		
X81120CT	QB 8.5X11 COPY 20 92 10RM WHT	10	CT		
720222CT	QB 8.5X11 MP 20 94 10RM WHT	132	CT		
720700CT	HM CPL 8.5X11 20 92 10RM WHT	5	CT		
	<b>PRESENTATION, DIVIDERS, SHEET PROTECTORS, FOLDERS</b>				
2656935	DIVIDER RING PPR A2Z AST	1	EA		
60218	INDEX 60218 ONE STEP COLRD	1	ST		
153866	INSERT BIG TAB DIVIDERS BUFF	5	EA		
489526	LAMINATING POUCHES	2	PKG		

677045STP	THERMAL LAMINATING POUCHES 3 MIL 25 PK	4	PKG		
5200701	THERMAL LAMINATING POUCHES 5 MIL 25 PK	15	PKG		
728100	QB 2.0 MIL TOPLOAD SHT PROTECT	13	PKG		
	<b>ROLL PAPER/ POS/ THERMAL</b>				
05262UNI	CASH RGSTR/POS PAPER 5 RLS/PK	20	PK		
740102	ADD MACHINE ROLL 2-1/4 WIDE	8	PK		
856607Q	QUILL THERMAL 2-RPLL PKG	5	PK		
95822	ROLL THERMAL PPR 10/PK WH	2	PK		
	<b>RULED PADS &amp; MEMOS</b>				
24423011	TR SPRLNB 8 X 10.5 3 PK BLK	2	EA		
199984	STENO PADS 3 x 5	3	PK		
TR57354	QB RULED PAD,6 X 9	3	DZ		
742326	QB RULED PAD,8.5X11,GLUE-TOP	2	DZ		
740022	QUILL RULED PADS, 8-1/2X11	4	DZ		
742328	RULED PADS 8-1/2 X11	6	DZ		
	<b>SAFETY &amp; MRO</b>				
PC1400	PROCELL C CELL BATTERY	2	BX		
PC1604	PROCELL 9 VOLT BATTERY	2	BX		
PC2400	PROCELL AAA CELL BATTERY	22	BX		
PC1300	PROCELL D CELL BATTERY	6	BX		
PC1500	PROCELL AA CELL BATTERY	22	BX		
	<b>SELF-STICK NOTES,FLAGS,INDEX CARDS</b>				
5400	POST-IT 3X3 CNRY 4PK	10	PK		
7382YW	SELF-STICK NOTES 1-1/2X2	10	DZ		
394221	POST IT 3X3 CANARY YELLOW	4	EA		
680BE	POST IT FLAGS	2	PK		
7152F12AQ	2IN SLF STICK INDX FLAG 48ASST	1	PK		
50	INDEX CARD PLN RECY 5X8 WE	4	PK		
733P6NE	QUILL BRAND 3X3 POP-UP NOTES	5	PK		
40282	3X5 SPIRAL RULED INDEX CARDS	3	EA		
R330YW	POST-IT 3X3 POP CNRY 12P	2	DZ		
R330AU	POSTIT NTS 3X3 POP-UP JAIPUR	5	PK		
R330AUAP	POST-IT POP UP NOTES MARSEILLE	6	PK		
7384YW	SELF-STICK NOTES 3X3	7	DZ		
6555UC	POST-IT 3X5 JAIPUR	5	PK		
733F12AQ	QUILL BRAND 3X3 SELF STICK NO	5	PK		
	<b>SHIPPING &amp; PACKAGING SUPPLIES</b>				
142Q	SCOTCH SHIPTAPE 1.88INX22.2YDS	3	EA		
77824Q	MAILER BBL JL SELF SEAL 4X8 KR	1	CT		
19298	BROWN KRAFT BUTTON/STRING DEPT MAILER	1	BX		
	<b>SHREDDERS,LABELING,LAMINATION,BINDING,PROJECTORS,RIBBONS</b>				
790358	EPSON ERC32 RIBBON BLACK	2	BX		
R3027	RIBN UNIVS CALCULATOR-EPC ECR	9	EA		
R1427	DATAPRODUCTS R1427 CALC RIBBON	4	BX		
30256	LABEL SHIP LABEL WRITER	2	EA		
35252	LABELS ADDRESS LABELWRITER-WE	5	BX		
3229901	FELLOWS 8SHEET CROSS CUT SHREDDE	1	EA		

TZE2312PK	BROTHER TZE231 2PK 1/2 BLK/WH	5	EA		
JV61270	SCHL-LAM LAMINATION FILM - GLO	1	BX		
26295CC	TRU RED 100 SHEET AUTO SHDR	1	EA		
	<b>STORAGE &amp; ORGANIZATION</b>				
704	BANKER BOX STRING/BUTTON LTER 12/CT 15	4	CT		

DO YOU CHARGE FREIGHT? (PLEASE CIRCLE ONE)      YES      NO

IF YES, PLEASE EXPLAIN YOUR FREIGHT CHARGES

CAN YOU DELIVER WITHIN 48 HOURS? (PLEASE CIRCLE ONE)      YES      NO

**\*\*PLEASE REMEMBER THAT PRICING MUST BE VALID FROM  
MARCH 1, 2026 THROUGH FEBRUARY 28TH, 2027\*\***