



**CITY OF ST. LOUIS
DEPARTMENT OF FINANCE
OFFICE OF THE SUPPLY COMMISSIONER**

CAROL L. SHEPARD, CPA, CGMA
SUPPLY COMMISSIONER

FRANCIS G. SLAY
MAYOR

ROOM 324, CITY HALL
TUCKER & MARKET STREETS
ST. LOUIS, MO. 63103
(314) 622-4580
FAX (314) 622-4826

**ADDENDUM NO. 1
BID OPENING: APRIL 1, 2014**

TO: ALL BIDDERS
FROM: LYNN CRAWFORD, BUYER
DATE: MARCH 24, 2014
RE: RFQ 65014Q0205, WHITE BOND PAPER

This addendum is issued prior to bid opening to provide for modifications in plans and/or specifications. All bidders must attach this form to the original Bid/Quote Form. This completed, signed form will serve as acknowledgement that revised information has been received and the Bidder's bid is based on the revised specifications.

1. QUESTIONS/ANSWERS:

Question 1: I am interested in viewing a copy of the most recent purchase order for 8-1/2" x 11" 20 lb. white bond paper. Can it be emailed to psaites@jetcosolutions.com?

Answer: Attached are copies of the last two purchases made for 8-1/2" x 11" 20 lb. White Bond Paper.

Question 2: Our supplier is asking if the shipping address location has a shipping dock? Can this be verified, we need this info for freight cost purposes?

Answer: There is a shipping dock; however, it is not an unloading dock. There is a garage door and Supply will remove the shipment with a fork lift, chains and jack pallet. The shipping address is 3919 Laclede Avenue, St. Louis, MO 63108.

ADDENDUM RECEIVED AND ACKNOWLEDGED

Name of Firm

Representative

Signature

Date

5 BOARD OF POLICE COMMISSIONERS #36
 Office of the Purchasing Member
 Director of Purchasing
 1200 Clark, Room 606
 St. Louis, Missouri 63103
 Telephone: (314) 444-5608 FAX 444-2920

ORIGINAL PURCHASE ORDER

NUMBER
140327

PAGE
1

BLANKET RELEASE

PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES, CORRESPONDENCE AND SHIPPING PAPERS.

CHANGE NOTICE

RENDER INVOICE PROMPTLY. PACKING LIST MUST ACCOMPANY EACH SHIPMENT. IDENTIFY CLEARLY PARTIAL SHIPMENTS.

INVOICE IN TRIPLICATE TO:
 ST. LOUIS POLICE DEPARTMENT
 DIRECTOR OF PURCHASING
 ATTN: CAROL SHEPARD
 1200 CLARK AVE., ROOM 606
 ST. LOUIS, MISSOURI 63103

T O
 OFFICE ESSENTIALS
 1834 WALTON ROAD
 ST LOUIS MO 63114-5820

S H I P T O
 ST. LOUIS POLICE DEPARTMENT
 SUPPLY DIVISION
 3919 LACLEDE AVE
 ST. LOUIS, MO.
 REAR DELIVERY ONLY
 63108 314-444-1250

VENDOR NUMBER: 3144324666

DATE PRINTED 07/27/12	F.O.B DESTINATION	MISSOURI TAX EXEMPT CERTIFICATE NUMBER 12599492	EXEMPT FROM STATE AND FEDERAL TAXES (SEE T/C #17)
SHIP VIA	VENDOR IS RESPONSIBLE FOR ALL SHIPPING COSTS. (SEE T/C #4)		
BEST WAY			

LINE	QUANTITY DATE DUE	UOP CAT. NO.	VENDOR ITEM NO. ITEM NUMBER	UNIT PRICE	AMOUNT
0001	16,800 07/27/12 WHITE BOND	RM PAPER/8	EACH EACH 1/2" X 11" 20 LBS.	2.59200	43,545.60
GRAIN: LONG DP BOND PACKAGED 500 SHEETS RM 10 REAMS/CARTON-40 CARTONS/PALLET AS PER BID# 160-001908 DATED 7/06/12 AND APPROVED BY COL. IRWIN ON 7/18/12 REAR DELIVERY ONLY					
SUPPLY DIVISION Approved for payment <i>[Signature]</i> Date Forwarded <u>9-28-12</u>					

ACCOUNT NO. 5235000	REQUISITION NO. 160-001908	COST CENTER 6500160
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R E M A R K S	SUPPLY/UNIFORM	43,545.60
		TOTAL

ADDRESS ALL INQUIRIES TO:

BOARD OF POLICE COMMISSIONERS

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 1200 Clark, Room 606
 St. Louis, Missouri 63103
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Misc
 12/13

ORIGINAL PURCHASE ORDER

NUMBER
141112

PAGE
1

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T O OFFICE ESSENTIALS
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 ST LOUIS MO 63114-5820

S H I P T O ST. LOUIS POLICE DEPARTMENT
 SUPPLY DIVISION
 3919 LACLEDE AVE
 ST. LOUIS, MO.
 REAR DELIVERY ONLY
 63108 314-444-1250

VENDOR NUMBER: 3144324666

DATE PRINTED 04/26/13	F.O.B DESTINATION	MISSOURI TAX EXEMPT CERTIFICATE NUMBER 12599492	EXEMPT FROM STATE AND FEDERAL TAXES (SEE T/C #17)
SHIP VIA	VENDOR IS RESPONSIBLE FOR ALL SHIPPING COSTS. (SEE T/C #4)		
BEST WAY			

LINE	QUANTITY DATE DUE	UOP CAT. NO.	VENDOR ITEM NO. ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1,280 04/26/13 WHITE BOND	CS PAPER (12,800 REAMS)	EACH EACH	25.92000	33,177.60
VENDOR WILL HONOR PRICES FROM BID# 160-001908 APPROVED AS A CONTINUATION OF A PREVIOUS BID BY THE BOARD OF POLICE COMMISSIONERS AT THEIR MEETING OF 4/17/13					

APPROVED FOR PAYMENT
Jack S. Tucker
 Date Forwarded
 MAY 29 2013

ACCOUNT NO. 5235000	REQUISITION NO. 160-002007	COST CENTER 6500160
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R E M A R K S	SUPPLY/UNIFORM	33,177.60
		TOTAL

ADDRESS ALL INQUIRIES TO: