

## 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., December 4, 2023** and shortly thereafter publicly opened for providing the following to Hancock County, for a period of six months beginning at bid acceptance until June 30, 2024 or until a new bid is accepted: **Office Supplies & Janitorial Supplies**, as well as, anything vendor feels the County may need throughout the year.

Bid specifications are available, upon request, from Brittney Johnson of the Hancock County Purchasing Department, 854 Hwy 90, Suite A, Bay St. Louis, MS 39520 by email [Brittney.Johnson@co.hancock.ms.us](mailto:Brittney.Johnson@co.hancock.ms.us) or by calling 228-395-1506.

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 20<sup>th</sup> day of November, 2023.



Scotty Adam, President  
Board of Supervisors  
Hancock County, Mississippi

By/Valerie Fitts, D.C.  
Publish Dates:  
NOVEMBER 22, 2023  
NOVEMBER 30, 2023

# BID PACKAGE FOR FURNISHING HANCOCK COUNTY

## Office Supplies

### BOARD OF SUPERVISORS

854 Highway 90 Suite A  
Bay St. Louis, MS 39520

Pursuant to your advertising, receivable until \_\_\_\_\_ A.M., on \_\_\_\_\_ 20\_\_\_\_  
We \_\_\_\_\_ Residing at \_\_\_\_\_

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 \_\_\_\_\_ or until a new bid 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  
854 Highway 90, Suite A  
Bay St. Louis, MS 39520

MANILLA FILE FOLDERS

1/3 CUT LETTER SIZE..... PER BOX  
..... BRAND  
..... QUANTITY

1/3 CUT LEGAL 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 – 12/BX

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

MEDIUM 5/8" x 1 1/4" WIDTH ..... PER BOX  
..... BRAND  
..... QUANTITY

LARGE 1" x 2" WIDTH ..... PER BOX  
..... BRAND  
..... QUANTITY

**RULED WRITING PADS**

8 ½ X 14 CANARY & WHITE.....	_____	PER BOX
.....	_____	BRAND
.....	_____	QUANTITY
8 ½ X 11 CANARY & WHITE.....	_____	PER BOX
.....	_____	BRAND
.....	_____	QUANTITY
5 X 8 CANARY & WHITE.....	_____	PER BOX
.....	_____	BRAND
.....	_____	QUANTITY

**COPY PAPER**

8 ½ X 11 PLAIN WHITE 20LB.....	_____	PER BOX
.....	_____	BRAND
.....	_____	QUANTITY
8 ½ X 14 PLAIN WHITE 20LB.....	_____	PER BOX
.....	_____	BRAND
.....	_____	QUANTITY