



# Hall County Government

FINANCIAL SERVICES

## CONTRACT EXECUTION SIGNATURE REQUEST

Date: 04/25/2024

To: Richard Higgins, Chairman, BOC

From: Julie Dorough, Buyer

Your signature is requested to execute the attached bid/contract award documents for:

Bid/Contract No: 006-44-1

Bid/Contract Name: Office Supplies Annual Contract

Department(s) Requesting Contract: Multiple

Award Recipient Name: Perimeter Office Products and Advanced Office Solutions

Contract Description:

Annual Contract       New       Renewal

Prior Year's Spend: \$129,454

Price Increase Requested      Increase Percentage: 9%

Project/Service Contract      Estimated Amount: \$0

Product Contract      Estimated Amount: \$161,818

Comments: Year two (2) of a possible three (3) year contract. Renewal for FY25. Perimeter Office Products and Advanced Office Solutions are both vendors in good standing with the County. Advanced Office Solutions requested a 9% price increase on one item, which is copy paper. Although it is a nine percent (9%) increase to \$39.85, it is still a much better price when compared to a similar item from Staples at \$60.42.

POST OFFICE DRAWER 1435  
GAINESVILLE, GA 30503

t: 770.535.8270 | f: 770.531.6711

INTERIM DIRECTOR  
Taylor Samples, CPA

Contract Renewal #1

Office Supplies Annual Contract

March 14, 2024

**Whereas**, the County desires to Renew the Contract period for a one year period through June 30, 2025, in accordance with the terms and conditions of Bid #006-44, Office Supplies Annual Contract for dated May 9, 2023; and

**Whereas**, the Contractor has agreed to this extension and agrees to provide services and/or materials previously supplied in accordance with the original agreement; and

**Whereas**, with both parties agreeing to the Renewal as stated and therefore, the above numbered contract is hereby changed as follows:

1. By extending the Contract Term through June 30, 2025.
2. Allow for price adjustments as agreed to and recorded in Attachment A,
3. Change Orders: Any and all change orders requested by the successful bidder on this project must be approved in writing prior to any work being performed. Any work performed outside the contract agreement for which compensation over and above the contract is requested must have an approved Change Order. If work is done before approval of a Change Order, the subsequent Change Order will be rejected.

**Therefore**, With the above change to the original contract set forth herein, the parties hereto agree that all terms and conditions of the original agreement will remain in full force and effect and legally binding on both parties.

In witness whereof, the parties hereto have set their hands and affixed their seals the day and year first above written.

**Perimeter Office Products**

**HALL COUNTY, GEORGIA**

By: *James Guilan*  
 Print Name: James Guilan  
 Title: President

By: \_\_\_\_\_  
 Richard Higgins, Chairman  
 Board of Commissioners

Date: \_\_\_\_\_

Sworn to and subscribed before me this  
21 Day of March, 2024

Attestment: \_\_\_\_\_  
 County Clerk

Approved as to Form

Notary Public: *Beth Knyff*  
 Notary commission expires: 3/10/25





Contract Renewal #1

Office Supplies Annual Contract

March 14, 2024

**Whereas**, the County desires to Renew the Contract period for a one year period through June 30, 2025, in accordance with the terms and conditions of Bid #006-44, Office Supplies Annual Contract for dated May 8, 2023; and

**Whereas**, the Contractor has agreed to this extension and agrees to provide services and/or materials previously supplied in accordance with the original agreement; and

**Whereas**, with both parties agreeing to the Renewal as stated and therefore, the above numbered contract is hereby changed as follows:

1. By extending the Contract Term through June 30, 2025.
2. Allow for price adjustments as agreed to and recorded in Attachment A,
3. Change Orders: Any and all change orders requested by the successful bidder on this project must be approved in writing prior to any work being performed. Any work performed outside the contract agreement for which compensation over and above the contract is requested must have an approved Change Order. If work is done before approval of a Change Order, the subsequent Change Order will be rejected.

**Therefore**, With the above change to the original contract set forth herein, the parties hereto agree that all terms and conditions of the original agreement will remain in full force and effect and legally binding on both parties.

In witness whereof, the parties hereto have set their hands and affixed their seals the day and year first above written.

**Advanced Office Solutions**

**HALL COUNTY, GEORGIA**

By: Billy Perry  
 Print Name: Billy Perry  
 Title: AR

By: \_\_\_\_\_  
 Richard Higgins, Chairman  
 Board of Commissioners

Date: \_\_\_\_\_

Sworn to and subscribed before me this

Attestment: \_\_\_\_\_  
 County Clerk

26<sup>th</sup> Day of March, 2024

Approved as to Form

Notary Public: Angela Hayes

[Signature]  
 \_\_\_\_\_

Notary commission expires: Sept 03, 2026





IFB #: 006-44

Advanced Office Solutions

OFFICE SUPPLIES ANNUAL CONTRACT

Gainesville, GA

No.	Item Description	UOM	Unit Price	FY25 Price Increase
<b>SAMPLE PRODUCT PRICING</b>				
1	Binder Clips, 1-1/4" Wide, 5/8" Capacity, 12/BX, 144/CS	CS	\$6.60	
2	Binder Clips, 3/4" Wide, 3/8" Capacity, 12/BX, 144/CS	CS	\$17.16	
3	File Pocket, Smead, Expanding, Legal, 3-1/2" Expansion, Straight Cut Tab, Redrope, 25/BX	BX	\$36.98	
4	Folder, File, Manila, Legal Size, 3-Tab, 100/BX	BX	\$12.28	
5	Folder, Hanging, Standard Green, Legal Size, 5-Tab, 25/BX	BX	\$9.64	
6	Labels, Avery, White Laser Address with Easy Peel, 1-1/3"x4" 1,400/BX	BX	\$24.00	
7	Paper Clips, #1 Size, Non-Skid, 100/BX, 1,000/PK	PK	\$2.73	
8	Pen, Paper Mate, Stick, Med Point, Black, DZ	DZ	\$0.84	
9	Pen, Pilot P-700 Precise Gell Roller, 0.7 mm Fine Point, Red, DZ	DZ	\$11.64	
10	Pen, Pilot Precise V5 Premium Rollerball, Extra Fine Point, Blue, DZ	DZ	\$12.17	
11	Copier/Printer Paper, 20#, White, 92 Brightness, 8.5"x11", 5,000 Sheets/Case	CS	\$36.45	\$ 39.85
12	Post-It, 1-1/2"x2", Canary Yellow Notes, 12 Pads/PK	PK	\$4.35	
13	Post-It, 3"x3" Canary Yellow, Pop-Up Notes, 12 Pads/PK	PK	\$11.08	
14	Staples, Swingline, Standard, 1/4", 5,000/BX	BX	\$0.89	
15	Tape, 3M Scotch, Dispenser Refill, 3/4" x 1,000", 10/PK	PK	\$17.80	
		<b>TOTAL</b>	<b>\$204.61</b>	
<b>DISCOUNT PROPOSAL</b>				
1	State percentage of discount off Master Catalog retail price.	%		72%
2	State additional percentage of discount offered quarterly	%		N.A
3	State any additional price allowances, concessions, or volume-based rebates offered			2% annual volume rebate if annual sales exceed \$100,000
4	State shipment time to Hall County user department after receipt of order.	Days		\$1.00

9%