

**BID NO. FY 2016-2017-07**

**OFFICE SUPPLIES**

**ADDENDUM #1**

**OPEN DATE: WEDNESDAY, JANUARY 18, 2017 @ 10:00 A.M. CENTRAL**

All supplies including copy paper and blue bar paper are to be desktop delivery. Dock delivery is unacceptable. The sites to be delivered to include the following:

Etowah County Courthouse - 800 Forrest Avenue, Gadsden, AL  
Etowah County Detention Center - 827 Forrest Avenue, Gadsden, AL  
Etowah County Judicial Bldg - 801 Forrest Avenue, Gadsden, AL  
Etowah County Fleet Maintenance Bldg - 402 Tuscaloosa Avenue, Gadsden, AL  
Etowah County Animal Shelter - 12071 US Hwy 278 E, Piedmont, AL  
Etowah County DEU - 103 Commerce Parkway, Gadsden, AL

All boxes within the carton must be packed and sealed firmly. Loose items are not acceptable.

Back order items must be indicated on original delivery ticket. Invoices will not be paid until all items have been delivered to the destination in satisfactory condition and a correct invoice has been received. Invoices must be sent within seven (7) days of receipt of shipment. Invoice must indicate the unit of measure, unit price, MFR/model numbers, etc.

The vendor must maintain an inventory sufficient to make shipment on all orders within the time frame stated in the solicitation.

Freight:

Bid is F.O.B. Destination. Any freight charges must be included in the bid prices. Freight must not be shown separately on the invoices.

All materials, supplies or equipment being bid and delivered to the County shall be new, unused, of recent manufacture, first class in every respect, and suitable for their intended purpose.

