

ITEMS REQUIRING BOCC APPROVAL
June 8, 2023
(3 Items)

1. PAPER STOCK -- VARIOUS DEPARTMENTS
FUNDING -- VARIOUS DEPARTMENTS
 (Request sent to 32 vendors)

RFB #23-0023 Contract

Staples Contract & Commercial LLC				
Paper Size / Type	Quantity per Unit of Measure	2023 Estimated Quantity Used	Brand of Product	Pricing / Unit of Measure
1. 8.5 x 11, 20#, white, text	5,000/case	2,457 cases	Staples	\$39.62
2. 8.5 x 11, 24#, 25% cotton, white	5,000/case	4 cases	Mohawk	\$379.63
3. 11 x 17, 60#, offset, white	2,500/case	5 cases	Hammermill	\$280.00
4. 8.5 x 14, 20#, white, text	5,000/case	21 cases	Staples	\$67.47
5. 11 x 17, 20#, white, text	2,500/case	18 cases	Staples	\$53.34
6. 12 x 18, 100#, white, cover	400/case	30 cases	No Bid	
7. #10 24#, regular envelopes	2,500/case	15 cases	Staples	\$85.49
8. #10 24#, window envelopes	2,500/case	15 cases	Staples	\$142.49
9. 250 count business card box	100/carton	3 cartons	No Bid	
10. 500 count business card box	100/carton	3 cartons	No Bid	
11. 8.5 x 11 x 2, natural stationery box	200/carton	4 cartons	Partners Brand	\$167.19
12. 8.5 x 11 x 4, natural stationery box	100/carton	3 cartons	No Bid	
Acknowledged Addendum	Yes			
Timber Creek Paper, Inc.				
Paper Size / Type	Quantity per Unit of Measure	2023 Estimated Quantity Used	Brand of Product	Pricing / Unit of Measure
1. 8.5 x 11, 20#, white, text	5,000/case	2,457 cases	Boise X-9	\$41.75
2. 8.5 x 11, 24#, 25% cotton, white	5,000/case	4 cases	Capitol Bond	\$270.00
3. 11 x 17, 60#, offset, white	2,500/case	5 cases	Husky Offset	\$75.90
4. 8.5 x 14, 20#, white, text	5,000/case	21 cases	Boise X-9	\$66.00
5. 11 x 17, 20#, white, text	2,500/case	18 cases	Boise X-9	\$56.25
6. 12 x 18, 100#, white, cover	400/case	30 cases	Lynx Opaque	\$53.40
7. #10 24#, regular envelopes	2,500/case	15 cases	Printmaster	\$79.25
8. #10 24#, window envelopes	2,500/case	15 cases	Printmaster	\$87.80
9. 250 count business card box	100/carton	3 cartons	Generic	\$1.58/box
10. 500 count business card box	100/carton	3 cartons	Generic	\$1.75/box
11. 8.5 x 11 x 2, natural stationery box	200/carton	4 cartons	Generic	\$1.03/box
12. 8.5 x 11 x 4, natural stationery box	100/carton	3 cartons	Generic	\$1.14/box
Acknowledged Addendum	Yes			
No Bid	Image		Midwest Single Source, Inc.	
	Photo Finishers Supplies, Inc.		The Paper Clip	
	Veritiv Operating Company			

On the recommendation of Jaimee Witmer, on behalf of various departments, Anna Meyerhoff-Cole moved to **accept the bid from Timber Creek Paper, Inc. and establish contract pricing at the rates listed above for a period of one (1) year with a one (1) year option to renew.** Brandi Baily seconded the motion. The motion passed unanimously.

This contract supplies the paper stock required to meet the needs of the Print Shop fulfilling orders from other county departments.

Notes:

The total spend for paper stock in 2022 was \$86,604.82. Timber Creek was the previously contracted supplier.

Staples is less expensive on items 1, 5, and 11, however, they cannot provide four (4) of the requested contracted items. In addition, Staples can only hold the above prices firm for a period of six (6) months whereas Timber Creek can hold the above pricing firm for a year.