

BOCC APPROVAL DECEMBER 18, 2024
BOARD OF BIDS AND CONTRACTS DECEMBER 12, 2024

3. PAPER STOCK -- VARIOUS DEPARTMENTS

FUNDING -- VARIOUS DEPARTMENTS

(Request sent to 33 vendors)

RFB #24-0075 Contract

Brady Industries dba Brady Plus				
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, copy paper	5,000/case	2,860 cases	Tree Free White Box	\$29.53 per carton of 5,000
2. 8.5 x 11, 24#, 25% cotton, white	5,000/case	2 cases	Southworth	\$315.00 per carton of 5,000
3. 11 x 17, 60#, offset, white	2,500/case	3 cases	Hammermill	\$110.00 per carton of 2,500
4. 8.5 x 14, 20#, white, copy paper	5,000/case	10 cases	Universal	\$50.00 per carton of 5,000
5. 11 x 17, 20#, white, copy paper	2,500/case	15 cases	Universal	\$70.00 per carton of 2,500
6. 12 x 18, 100#, white, cover	400/case	20 cases	Hammermill	\$225.00 per carton of 400
7. #10 24#, regular envelopes	2,500/case	15 cases	Quality Park	\$263.00 per carton of 2,500
8. #10 24#, window envelopes	2,500/case	15 cases	Universal	\$163.00 per carton of 2,500
9. 250 count business card box	100/carton	4 cartons	Zbeivan	\$29.00 per carton of 100
10. 500 count business card box	100/carton	3 cartons	Zbeivan	\$29.00 per carton of 100
11. 8.5 x 11 x 2, natural stationery box	200/carton	4 cartons	Aviditi	\$210.00 per carton of 200
12. 8.5 x 11 x 4, natural stationery box	100/carton	3 cartons	Aviditi	\$155.00 per carton of 100
ODP Business Solutions - Office Depot				
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, copy paper	5,000/case	2,860 cases	Boise	\$34.15 per 5,000/case
2. 8.5 x 11, 24#, 25% cotton, white	5,000/case	2 cases	Southworth	\$6.91 per 100/pk
3. 11 x 17, 60#, offset, white	2,500/case	3 cases	Domtar	\$112.40 per 2,500/case
4. 8.5 x 14, 20#, white, copy paper	5,000/case	10 cases	Domtar	\$61.87 per 5,000/case
5. 11 x 17, 20#, white, copy paper	2,500/case	15 cases	Domtar	\$48.10 per 2,500/case
6. 12 x 18, 100#, white, cover	400/case	20 cases	Cougar	\$86.20 per 650/case
7. #10 24#, regular envelopes	2,500/case	15 cases	Cardwal	\$10.74 per 500/box
8. #10 24#, window envelopes	2,500/case	15 cases	Cardwal	\$11.74 per 500/box
9. 250 count business card box	100/carton	4 cartons	IRG	\$27.80 per 50/box
10. 500 count business card box	100/carton	3 cartons	IRG	\$27.80 per 50/box
11. 8.5 x 11 x 2, natural stationery box	200/carton	4 cartons	Jam Paper	\$34.73 per 100/box
12. 8.5 x 11 x 4, natural stationery box	100/carton	3 cartons	Jam Paper	\$34.73 per 100/box
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, copy paper	5,000/case	2,860 cases	Staples/Dontar	\$37.99 per case
2. 8.5 x 11, 24#, 25% cotton, white	5,000/case	2 cases	Staples	\$66.52 per case
3. 11 x 17, 60#, offset, white	2,500/case	3 cases	Domtar	\$169.28 per case
4. 8.5 x 14, 20#, white, copy paper	5,000/case	10 cases	Staples	\$65.95 per case
5. 11 x 17, 20#, white, copy paper	2,500/case	15 cases	Staples	\$54.94 per case
6. 12 x 18, 100#, white, cover	400/case	20 cases	Lynx	\$125.77 per case
7. #10 24#, regular envelopes	2,500/case	15 cases	Staples	\$92.05 per case
8. #10 24#, window envelopes	2,500/case	15 cases	Staples	\$122.07 per case
9. 250 count business card box	100/carton	4 cartons	Staples	\$18.93 per box
10. 500 count business card box	100/carton	3 cartons	Staples	\$27.98 per box
11. 8.5 x 11 x 2, natural stationery box	200/carton	4 cartons	Partners Brand	\$162.82 per case
12. 8.5 x 11 x 4, natural stationery box	100/carton	3 cartons	N/A	N/A
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, copy paper	5,000/case	2,860 cases	Essential	\$38.50 per carton
2. 8.5 x 11, 24#, 25% cotton, white	5,000/case	2 cases	Capitol Bond	\$235.40 per carton
3. 11 x 17, 60#, offset, white	2,500/case	3 cases	Husky Offset	\$69.50 per carton
4. 8.5 x 14, 20#, white, copy paper	5,000/case	10 cases	Husky Offset	\$88.20 per carton
5. 11 x 17, 20#, white, copy paper	2,500/case	15 cases	Essential	\$44.40 per carton
6. 12 x 18, 100#, white, cover	400/case	20 cases	Lynx	\$44.50 per carton
7. #10 24#, regular envelopes	2,500/case	15 cases	Heywood	\$61.75 per carton
8. #10 24#, window envelopes	2,500/case	15 cases	Heywood	\$71.75 per carton
9. 250 count business card box	100/carton	4 cartons	No Brand	\$1.10 each
10. 500 count business card box	100/carton	3 cartons	No Brand	\$1.20 each
11. 8.5 x 11 x 2, natural stationery box	200/carton	4 cartons	No Brand	\$0.67 each
12. 8.5 x 11 x 4, natural stationery box	100/carton	3 cartons	No Brand	\$0.90 each

No Bid	Central Poly Corporation	The Paper Clip	Vertiv Operating Company
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On the recommendation of Jaimee O'Laughlin, on behalf of various departments, Joni Wilson moved to **accept the overall low bid from Brady Industries dba Brady Plus and establish contract pricing at the rates listed above for a period of one (1) year.** Anna Meyerhoff-Cole 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 2023 was \$154,174.94. Timber Creek was the previously contracted supplier.

Questions and Answers

Anna Meyerhoff-Cole: This contract is also for one (1) year. Can you give an explanation?

Jaimee O'Laughlin: Yes. We decided to do this contract for a year. There was a renewal option from the last contract. Rather than do that, we decided to go out and do one (1) year terms on this because this is such a volatile industry, it's really hard for these suppliers for paper products to hold that pricing. We've really had issues in the past for them holding that pricing because they're getting increases as well. So we've just decided to start doing this one in one (1) year terms and just do it on an annual basis. So that's why we've tried to do multi-year in the past and it just hasn't worked so well and then we get increases after six (6) months to a year. So we're just going to do this on an annual basis.

Joni Wilson: The amount spent in 2023 is listed. Do we have an estimated cost that we would spend next year or is it just based on our need and carton cost?

Jaimee O'Laughlin: As far as to find the overall low bid, what I did was I plugged in the math for what our estimated usage was for 2023 at their cost, ultimately what that was. So it came out to Brady was the lowest and their total, for the spend, for all that you see in the column was going to be \$99,363.80 at the lowest. Then for ODP Business Solutions, or Office Depot, they were at \$102,754.63 and Staples Contract and Commercial LLC was \$117,314.02 and then Timber Creek was at \$116,835.80. So that just kind of shows you where it would be at for the projected usage based off of last year. Obviously that'll probably change but that's what we had to work with and went off of to come up with that overall low bid to recommend contract award.