

# Facility & Support Services

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2-17-09



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February 10, 2009

To: Dee Bruemmer  
County Administrator

From: Dave Donovan, Director  
Facility and Support Services

Subj: Rough paper bids through Bi-State Joint Purchasing Council

The Purchasing Division has received bids for the annual rough paper purchase as a part of the annual paper purchase with the Bi-State Joint Purchasing Council. Member agencies and municipalities let this bid annually to leverage volume discounts and to reduce the overall cost of purchases made for rough paper, which includes various types of restroom supplies, janitorial supplies and other similar items. In this bid, vendors bid on numerous different items requested from member municipalities. This results in an itemized bid. At the conclusion of the bidding, individual item bids are awarded to the lowest responsible bidder. Typically, several different vendors fulfill our order each year, each providing the items on which they were the successful bidder. This year, one vendor was the low bidder for enough items that the total cost of their purchase order exceeds \$10,000 and therefore requires Board approval. Several other purchase orders for smaller amounts to other vendors have already been executed.

I recommend that the Board of Supervisors award a portion of the annual rough paper bid and authorize the execution of a purchase order to Great Western Supply in the total amount of \$32,340.80. All of the products in this purchase order are supplies for the Jail and are funded as supplies in the Sheriff's operational budget.

I will be available at the next Committee of the Whole to discuss this and answer any questions you or the Board may have.

Cc: Sheriff Conard  
Jerry Brundies  
Bob Holliday