

**Facility & Support Services**  
**Purchasing Division**  
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August 19, 2011

To: Dave Donovan  
FSS Director

From: Barb Schloemer  
Purchasing Specialist

Subj: Annual Fine Paper Group Purchase

As you know, we order fine paper (paper for copiers and printing) through the Bi State Joint Purchasing Council along with other local municipalities. Bi-State has solicited bids and is ready to make the award on our behalf. Below summarizes our requested quantities along with the low bid amounts:

The lowest bid according to Bi State is Midland Paper from Wheeling, Illinois.

840 cases of 8 ½ X 11 recycled copy paper (4,200,000 sheets/ \$5.841 per ream x 5000=\$29.21/case)	\$29.21 x 840 =\$24,536.40
25 cases of 8 ½ X 11, 3-holed recycled copy paper (125,000 sheets/ \$6.286 ream x 5000=\$31.43/case)	\$31.43 x 25 =\$ 785.75
50 cases of 8 ½ X 14 copy paper (125,000 sheets/ \$7.425 ream x 2500=\$18.57/case)	\$18.57 x 50 =\$ 928.50
<b>Total</b>	<b>\$26,250.65</b>

This should supply us with our paper needs until the Spring 2012 Bi State paper order. I recommend that the Board approve this purchase to allow us to proceed to issue a purchase order for this purchase.

Cc: FSS Management Team



THE COUNTY AUDITOR'S SIGNATURE CERTIFIES  
THAT THIS RESOLUTION HAS BEEN FORMALLY  
APPROVED BY THE BOARD OF SUPERVISORS ON  
\_\_\_\_\_  
DATE  
\_\_\_\_\_  
SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

September 1, 2011

A RESOLUTION APPROVING THE AWARD OF BID FOR THE ANNUAL BI-STATE  
FINE PAPER BID TO MIDLAND PAPER IN THE AMOUNT OF \$26,250.65.

**BE IT RESOLVED BY** the Scott County Board of Supervisors as follows:

- Section 1. That the bids for the purchase of fine paper as solicited by Bi-State Regional Commission are approved and the Scott County portion hereby awarded to Midland Paper in the total amount of \$26,250.65
- Section 2. This resolution shall take effect immediately.