

**Columbus Consolidated Government  
Council Meeting Agenda Item**

<b>TO:</b>	Mayor and Councilors
<b>AGENDA SUBJECT:</b>	Multiuse Paper, Carbonless Paper and Envelopes for the Print Shop (Annual Contract) – RFB No. 22-0039
<b>INITIATED BY:</b>	Finance Department

It is requested that Council approve the execution of an annual contract for the purchase of Multi-Use Paper, Carbonless Paper and Envelopes for the Print Shop from Jack’s House of Paper (Leesburg, GA), on an “as needed” basis for the estimated annual contract value of \$11,705.32.

The items will be used by the Print Shop for printing projects required by City Departments. The initial contract period will be for two (2) years, with the option to renew for three (3) additional twelve-month periods. The Contract renewal will be contingent upon the mutual agreement of the City and the Contractor.

Bid specifications were posted on the web pages of the Purchasing Division, DemandStar and Georgia Procurement Registry. One (1) bid was received on June 15, 2022. This bid has been advertised, opened and reviewed. The sole bidder was:

			<b>Jack’s House of Paper* (Leesburg, GA)</b>		
	<b>DESCRIPTION</b>	<b>ANNUAL EST. QYT.</b>	<b>COST PER 1,000 SHEETS (M)</b>	<b>COST PER CASE</b>	<b>EXTENDED COST (PER CASE)</b>
1	Size: 8.5” x 11” Sub 24 Offset Color: White 5,000 Sheets/Case	20 cases	\$ 9.28	\$ 46.40	\$ 928.00
2	Size: 8.5” x 14” Sub 24 Offset Color: White 4,000 Sheets/Case	13 cases	\$ 13.44	\$ 53.76	\$ 698.88
3	Size: 11” x 17” Sub 24 Offset Color: White 2,500 Sheets/Case	5 cases	\$ 19.22	\$ 48.05	\$ 240.25
4	Size: 8.5” x 11” Sub 28 Offset Color: White 4,000 Sheets/Case	5 cases	\$ 11.05	\$ 38.20	\$ 191.00
5	Size: 8.5” x 14” Sub 28 Offset Color: White 4,000 Sheets/Case	6 cases	\$ 14.03	\$ 56.12	\$ 336.72
6	Size: 11” x 17” Sub 28 Offset Color: White 2,000 Sheets/Case	4 cases	\$ 20.24	\$ 40.48	\$ 161.92
7	Size: 8.5” x 11” Sub 20 Multi Use Color: Colors 5,000 Sheets/Case	2 cases	\$ 8.84	\$ 44.20	\$ 88.40
8	Size: 8.5” x 14” Sub 20 Multi Use Color: Colors 5,000 Sheets/Case	1 case	\$ 11.26	\$ 56.30	\$ 56.30

9	Size: 11" x 17" Sub 20 Multi Use Color: Colors 2,500 Sheets/Case	1 case	\$ 17.69	\$ 44.23	\$ 44.23
10	Size: 8.5" x 11" Sub 24 Multi Use Color: Colors 5,000 Sheets/Case	1 case	\$ 10.72	\$ 53.60	\$ 53.60
11	Size: 11" x 17" Sub 24 Multi Use Color: Various 2,500 Sheets/Case	1 case	\$ 19.94	\$ 49.85	\$ 49.85
12	Size: 8.5" x 11" Sub 90 Index Smooth Color: White 2,000 Sheets/Case	4 cases	\$ 21.13	\$ 42.26	\$ 169.04
13	Size: 8.5" x 11" Sub 110 Index Smooth Color: White 2,000 Sheets/Case	4 cases	\$ 23.97	\$ 47.94	\$ 191.76
14	Size: 8.5" x 11" Sub 65 Smooth Cover Smooth Color: White 2,500 Sheets/Case	8 cases	\$ 21.17	\$ 52.93	\$ 423.44
15	Size: 8.5" x 11" Sub 80 Smooth Cover Color: White 2,000 Sheets/Case	8 cases	\$ 25.64	\$ 51.28	\$ 410.24
16	Size: 8.5" x 11" Sub 20 Carbonless 2 Part Rev Precollated 5,000 Sheets/Case	10 cases	\$ 22.24	\$ 111.20	\$ 1,112.00
17	Size 8.5" x 11" Sub 20 Carbonless 3 Part Rev Precollated 5,000 Sheets/Case	10 cases	\$ 24.92	\$ 124.60	\$ 1,246.00
18	Size 8.5" x 11" Sub 20 Carbonless 4 Part Rev Precollated 5,000 Sheets/Case	1 case	\$ 26.19	\$ 130.95	\$ 130.95
19	Size: 8.5" x 11" Sub 20 Carbonless 5 Part Rev Precollated 5,000 Sheets/Case	1 cases	\$ 29.97	\$ 149.85	\$ 149.85
20	Size: 8.5" x 14" Sub 20 Carbonless 2 Part Rev Precollated 5,000 Sheets/Case	2 cases	\$ 28.67	\$ 143.35	\$ 286.70
21	Size: 8.5" x 14" Sub 20 Carbonless 3 Part Rev Precollated 5,000 Sheets/Case	1 case	\$ 31.38	\$ 156.90	\$ 156.90
22	Size: 8.5" x 11" Sub 60 Offset White Pressure Sensitive 1,000 Sheets/Case	5 cases	\$ 124.36	\$ 124.36	\$ 621.80
23	City Stationary Size: 8.5" x 11" Color: Ultra White Brightness 5,000 Sheets/Case	5 cases	NB		\$ -
24	Columbus Police Department Stationary Envelopes #10 Envelope Baronial Ivory 2,500 Envelopes/Case	1 case	NB		\$ -
25	Columbus Police Department Stationary 8.5" x 11" Writing, 25%, Baronial Ivory 5,000 Sheets/Case	1 case	NB		\$ -
26	General Purpose Envelopes (#9 Envelopes) No Window, Sub 24, White 2,500 Envelopes/Case	3 cases	\$ 17.92	\$ 44.80	\$ 134.40
27	General Purpose Envelopes (#10 Envelopes) Window, Sub 24, White 2,500 Envelopes/Case	20 cases	\$ 19.92	\$ 49.80	\$ 996.00
28	General Purpose Envelopes (#10 Envelopes) No Window, Sub 24, White 2,500 Envelopes/Case	40 cases	\$ 17.92	\$ 44.80	\$ 1,792.00
29	8.5" x 11" 80# Natural Cover 2,500 Sheets/Case	1 case	\$ 28.21	\$ 56.42	\$ 56.42
30	For all Judges - 8.5" x 11" 24# 25% Natural White 5,000/Case	2 cases	NB		\$ -
31	For all Judges - 10# Envelopes, 24# 25% Natural White 2,500/Case	4 cases	NB		\$ -
32	8.5" x 11" 100# White Gloss Text	2 cases	NB		\$ -
33	8.5" x 11" 80# White Gloss Cover	1 case	NB		\$ -
34	11" x 17" 100# White Gloss Text	2 cases	\$ 39.98	\$ 59.97	\$ 119.94
35	11" x 17" 80# White Gloss Cover	1 case	\$ 76.62	\$ 38.31	\$ 38.31
36	11" x 17" 90# White Index	2 cases	\$ 48.84	\$ 46.84	\$ 93.68
37	11" x 17" 110# White Index	2 cases	\$ 71.31	\$ 71.31	\$ 142.62
38	A-2 White Envelopes	4 cases	\$ 31.96	\$ 31.96	\$ 127.84
39	A-2 Natural Envelopes	1 case	\$ 34.28	\$ 34.28	\$ 34.28

40	Lees White Envelopes	1 case	NB		\$ -
41	Lees Natural Envelopes	1 case	NB		\$ -
42	6" x 9" 24# White Booklet Envelopes	5 cases	\$ 31.84	\$ 15.92	\$ 79.60
43	9" x 12" 24# Brown Kraft Catalog Envelopes	10 cases	\$ 68.47	\$ 34.24	\$ 342.40
<b>TOTAL</b>					<b>\$11,705.32</b>

*\*Jack's House of Paper was the only bid received for this solicitation. Per the bid specifications, Item #7 of the General Provisions 'Receipt of one sealed bid', the Purchasing Division performed due diligence by conducting a survey of vendors to garner additional competition. Five (5) additional vendors were contacted, but none were interested in bidding. Consequently, it was determined the one bid received is from the only responsive, responsible bidder.*

Funds are budgeted each fiscal year for this ongoing expense: Various Departments – Printing Services; 6631.

**A RESOLUTION**

**NO. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE EXECUTION OF AN ANNUAL CONTRACT FOR THE PURCHASE OF MULTI-USE PAPER, CARBONLESS PAPER AND ENVELOPES FOR THE PRINT SHOP FROM JACK’S HOUSE OF PAPER (LEESBURG, GA), ON AN “AS NEEDED” BASIS, FOR THE ESTIMATED ANNUAL VALUE OF \$11,705.32.**

**WHEREAS**, the multi- use paper, carbonless paper and envelopes will be purchased by the Print Shop on an “as needed” basis; and,

**WHEREAS**, the items will be used by the Print Shop for printing projects required by City Departments; and,

**WHEREAS**, the initial contract period will be for one (1) year, with the option to renew for four (4) additional twelve-month periods. The Contract renewal will be contingent upon the mutual agreement of the City and the Contractor.

**NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:**

That the City Manager is hereby authorized to purchase multi-use paper, carbonless paper, and envelopes from Jack’s House of Paper (Leesburg, GA), for the estimated annual contract value of \$11,705.32. Funds are budgeted, as needed, for this ongoing expense: Various Departments – Printing Services; 6631.

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Introduced at a regular meeting of the Council of Columbus, Georgia, held the \_\_\_\_\_ day of \_\_\_\_\_, 2022 and adopted at said meeting by the affirmative vote of \_\_\_\_\_ members of said Council.

- Councilor Allen voting \_\_\_\_\_.
- Councilor Barnes voting \_\_\_\_\_.
- Councilor Crabb voting \_\_\_\_\_.
- Councilor Davis voting \_\_\_\_\_.
- Councilor Garrett voting \_\_\_\_\_.
- Councilor House voting \_\_\_\_\_.
- Councilor Huff voting \_\_\_\_\_.
- Councilor Thomas voting \_\_\_\_\_.
- Councilor Tucker voting \_\_\_\_\_.
- Councilor Woodson voting \_\_\_\_\_.

\_\_\_\_\_  
Sandra T. Davis, Clerk of Council

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B.H. “Skip” Henderson III, Mayor