

**Lee County Board Of County Commissioners**  
**Agenda Item Summary**

**20080795**  
**Blue Sheet No.**

**1. ACTION REQUESTED/PURPOSE:** Approve award of Formal Quotation No. Q-080447 Annual Purchase of Copy & Fine Papers on a County-wide basis to Mac Papers Inc. at the prices listed on the attached Lee County Tabulation Sheet. The initial term of this quote is five years; also request authority to renew the quote for five additional one-year periods, at the same terms and conditions if in the best interest of Lee County; and to exercise the price escalator and fuel adjustment clauses as per the specifications on an as-needed basis. The estimated annual County-wide expenditure for papers is anticipated to be approximately \$350,000.

**2. FUNDING SOURCE:** Funding will be available from the individual department or division's budget whom will be responsible for monitoring their individual expenditures.

**3. WHAT ACTION ACCOMPLISHES:** Allows County Departments and Divisions to purchase copy and fine papers in a cost effective, efficient and timely manner.

**4. MANAGEMENT RECOMMENDATION:** Approve.

*C8a*

<b>5. Departmental Category:</b>			<b>6. Meeting Date:</b> <u>9/9/08</u>	
<b>7. Agenda:</b> <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Administrative <input type="checkbox"/> Appeals <input type="checkbox"/> Public <input type="checkbox"/> Walk-On	<b>8. Requirement/Purpose: (specify)</b> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Statute  <input type="checkbox"/> Ordinance  <input checked="" type="checkbox"/> Admin. Code  <input type="checkbox"/> Other         </div> <div> <u>AC-4-1</u> </div> </div>		<b>9. Request Initiated:</b> Commissioner _____ Department _____ Division <u>Purchasing</u> By: <u>Janet Sheehan, Director</u>	

**10. Background:** On August 5, 2008, the Division of Purchasing received sealed quotations for the annual purchase of copy and fine papers for County-wide use. On that date, four responses were received; of which two were no-bids. The quotations have been thoroughly reviewed, and a recommendation is being made to award to Mac Paper Inc. at the prices listed on the attached tabulation sheet.

Funds are available: From Individual Department or Division's Budgets

Please see attachments:

- (1) Tabulation Sheet
- (2) Specifications
- (3) Mac Papers Inc. Quotation

**11. Review for Scheduling:**

Departm ent Director	Purchasing or Contracts	Human Resources	Other	County Attorney	Budget Services				County Manager/P. W. Director
					Analyst	Risk	Grants	Mgr.	

**12. Commission Action:** 9.9.08  
☒ Approved *without discussion*  
☐ Deferred  
☐ Denied  
☐ Other