

**FORSYTH COUNTY  
BOARD OF COMMISSIONERS**

**BRIEFING  
DRAFT**

**MEETING DATE:** August 8, 2019 **AGENDA ITEM NUMBER:** 14

**SUBJECT:**

**RESOLUTION AWARDING A CONTRACT FOR THE PURCHASE OF PAPER AND ENVELOPE SUPPLIES FOR FORSYTH COUNTY GENERAL SERVICES**

**COUNTY MANAGER'S RECOMMENDATION OR COMMENTS:**

**SUMMARY OF INFORMATION:**

Bids were received on June 19, 2019, for the purchase of paper and envelope supplies to be released as needed for General Services Print Shop to fulfill requests received from all County departments. The terms of the bid specifications state the intent to award a contract for the various sizes and weights of paper and envelopes in estimated quantities based on historical usages to one vendor as a blanket order purchase for a one-year period with the orders being placed incrementally as needed. A summary of the bids received are listed below:

<u>Vendor</u>	<u>Total Bid Amount</u>
B.W. Wilson Paper Company, Incorporated	\$111,721.11
Lindenmeyr Munroe Company	127,736.95
Mac Papers, Inc.	133,954.91

B.W. Wilson Paper Company, Incorporated, was the lowest responsive, responsible vendor that could supply all items per bid specifications; therefore, it is the recommendation of the County Manager, the Forsyth County General Services Director, and the Purchasing Director that the contract to purchase paper and envelope supplies to be released, as needed, for the Forsyth County General Services Print Shop to fulfill requests received from all County departments, be awarded to B.W. Wilson Paper Company, Incorporated, the lowest responsive, responsible bidder, in the estimated amount of \$111,721.11.

**ATTACHMENTS:**

YES     NO

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COUNTY MANAGER**

**RESOLUTION AWARDING A CONTRACT FOR THE  
PURCHASE OF PAPER AND ENVELOPE SUPPLIES FOR  
FORSYTH COUNTY GENERAL SERVICES**

**WHEREAS** Requests for Proposals to provide paper and envelope supplies to be released, as needed, by General Services Print Shop to fulfill requests received from all County departments were issued directly to a total of five qualified businesses, as well as being advertised on the City/County Purchasing website and in the Winston-Salem Journal;

**WHEREAS** after due advertisement, bids were received and publicly opened by the City/County Purchasing Department at 10:00 a.m. on the 19th day of June, 2019, for the purchase of various sizes and weights of paper and envelope supplies in estimated quantities based on historical usages to be released as needed for Forsyth County General Services, and the summary of bids received are as follows:

<u>Vendor</u>	<u>Total Bid Amount</u>
B.W. Wilson Paper Company, Incorporated	\$111,712.11
Lindenmeyr Munroe Company	127,736.95
Mac Papers, Inc.	133,954.91

; and

**WHEREAS** B.W. Wilson Paper Company, Incorporated, was the lowest responsive, responsible vendor that could supply all items per bid specifications; therefore, it is the recommendation of the County Manager, the Forsyth County General Services Director, and the Purchasing Director that a contract be awarded to B.W. Wilson Paper Company, Incorporated, in the estimated amount of \$111,721.11 for the purchase of various sizes and weights of paper and envelope supplies in estimated quantities based on historical usages to be released as needed for Forsyth County General Services and that the County Manager be authorized to execute a contract, on behalf of Forsyth County, in the amount to the vendor;

**NOW, THEREFORE, BE IT RESOLVED**, by the Forsyth County Board of Commissioners that a contract for the purchase of paper and envelope supplies for Forsyth County General Services, is hereby awarded to B.W. Wilson Paper Company, Incorporated, in the estimated amount of \$111,712.11 for paper and envelope supplies, and that all other bids are hereby rejected; and

**BE IT FURTHER RESOLVED**, that the County Manager and Clerk to the Board are hereby authorized to execute, on behalf of Forsyth County, a contract for the purchase of paper and envelope supplies for Forsyth County General Services, identified herein, to B.W. Wilson Paper Company, Incorporated, subject to a pre-audit certificate thereon by the County Chief Financial Officer, where applicable, and approval as to form and legality by the County Attorney.

Adopted this 8<sup>th</sup> day of August 2019.