

**Agenda Item**  
**Ware County Board of Commissioners**  
**June 11, 2012**

**Subject:** ----- Copy Paper Bid-FY 2013

**Funds Required:** ----- \$

**Funding Source:**----- General Fund

**Budgeted Item:** ----- Yes

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**Administrative Comments:** A bid opening was held April 4, 2012 for the purchase of copy paper. Six (6) bid invitations were extended. One bid was received from Ingalls, Inc. Staff recommends awarding the copy paper bid to Ingalls, Inc for FY 2013 with the option to renew for two (2) additional one (1) year terms. Recommendation letter is attached.

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**Action Needed by Board:** Award copy paper bid to Ingalls, Inc for FY 2013 with the option to renew for two (2) additional years.

**Action by Board:**           Approved          

**Date:**           6-11-12          

**County Manager Signature:**           Paul Furt

# *Ware County*

Opportunity in every direction.

Jimmy Brown, Chairman  
Carlos Nelson, Commissioner  
Danny Turner, Commissioner  
Gene Dixon, Commissioner  
Victor Aldridge, Commissioner

Paul Smith, County Manager  
[psmith@warecounty.com](mailto:psmith@warecounty.com)  
Pam Gibson, County Clerk  
[pgibson@warecounty.com](mailto:pgibson@warecounty.com)  
Anthony A. Rowell, County Attorney

April 16, 2012

Mr. Paul Smith, County Manager  
Ware County Board of Commissioners  
800 Church St, Suite 223  
Waycross, GA 31501

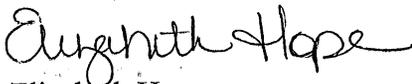
Dear Mr. Smith:

A bid opening was held on April 4, 2012 for the purchase of copy paper. A total of six (6) invitations were sent out by Priority Mail. One bid was received from Ingalls Inc.

Past research has shown that other vendors choose not to bid due to the requirement that pricing remain fixed throughout the contract period. Ingalls, Inc. does not have an issue with this requirement.

It is my recommendation that the bid for copy paper be awarded to Ingalls Inc for Fiscal Year 2013, with the option to renew for two (2) additional years. This vendor has provided satisfactory customer service to Ware County in the past and their bid prices are reasonable.

Sincerely,



Elizabeth Hope



**Tabulation of Bids**

County of Ware  
Waycross, Georgia 31501

Sealed Bids: Copy Paper-FY13  
Date of Opening: April 4, 2012  
Department: Ware BOC

Invitations Extended: 6 Invitations Received: 1

Item	Description	Dade Paper Company Austell, GA	Ingalls Blackshear, GA	JanPak Jacksonville, FL	Staples	SunCoast Paper Brunswick, GA	Yarborough's Office Products Waycross, GA
		Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price
	Price Per Case/Carton	No Bid	See Attached	No Bid	No Bid	No Bid	No Bid
	Estimated Shipping Time						
	Exceptions (Yes or No)						
COMMENTS:							
Prepared By: Elizabeth Hope							
Awarded By:							

## PRICING-INGALLS

Item	Description	Unit Price (Case/Carton)
1	<b>8 1/2 x 11" White, Letter Size</b>	
	Brand	Universal
	Weight	20 lb
	Brightness	98
		<u>\$35.50</u>
2	<b>8 1/2 x 14" White, Legal Size</b>	
	Brand	Universal
	Weight	20 lb
	Brightness	92
		<u>\$58.33</u>
3	<b>8 1/2 x 11" White, 3-hole punched</b>	
	Brand	Universal
	Weight	20 lb
	Brightness	92
		<u>\$49.30</u>
4	<b>11 x 17" White</b>	
	Brand	Universal
	Weight	20 lb
	Brightness	92
		<u>\$50.10</u>
5	<b>8 1/2 x 11" Color Paper</b>	
	Brand	Universal
	Weight	20 lb
	Brightness	92
	Colors available:	Blue, Buff, Canary, Cherry, Goldenrod, Gray, Green, Ivory, Orchid, Salmon, Tan
		<u>\$44.70</u>
6	<b>8 1/2 x 14" Color Paper</b>	
	Brand	Universal
	Weight	20 lb
	Brightness	92
	Colors available:	Blue, Canary, Green, Pink
		<u>\$60.10</u>

**Estimated Delivery Time:**

2-3 Days