

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) RE

#8b+c

Date: August 19, 2015

Weekly Agenda Date: August 25, 2015

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Dennis D. Butler, Finance/Operations Controller

SUBJECT: Joint Bidding with City of Sioux City and Woodbury County (First Time) for 8.5 x 11 copy paper.

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

WORDING FOR AGENDA ITEM:

A. Discussion and Action Approving the Acceptance of the Low Bid Received by City of Sioux City From Omaha Paper Co. Inc..

B. Discussion and Action Allowing the County Auditor's Office and The Treasurer's Office to Establish an Internal Service Fund for the Prepayment of The County's portion of the bid in the amount of \$11,431.

EXECUTIVE SUMMARY: In a joint effort with the City of Sioux City and Woodbury County, the City wrote the RFP for copy paper (8.5 x 11) that will be used in the next 12 months. After the bids were received, the low bidder was Omaha Paper Co. Inc. in the amount of \$4.97 per 1,000 sheets. When applying the new rate per 1,000 sheets, the County's potential of savings is \$7,461. The County departments, District Health, Conservation and Department of Human Services use approximately 2,300,000 sheets per year.

BACKGROUND: This is a collaborative effort to use tax dollars in a most efficient and cost effective effort. This is our first annual bid of this type.

FINANCIAL IMPACT: Potential savings of \$7,461 dollars.

RECOMMENDATION: Approve the requests which will allow the Finance/Operations Controller and the Building Superintendent to proceed in the setup and procedures to implement the disbursements of copy paper.

ACTION REQUIRED / PROPOSED MOTION:

- A. Motion by _____, second by _____ to receive and approve the low bid with the City of Sioux City from Omaha Paper Co. Inc. in the amount of \$4.97 per 1,000 sheets for 8.5 x 11 copy paper.
- B. Motion by _____, second by _____ to establish an Internal Service Fund in the Auditor's Office and Treasurer's Office for the prepayment in the amount of \$11,431 for 2,300,000 sheets of paper.

Approved by Board of Supervisors March 3, 2015.