

FORSYTH COUNTY
BOARD OF COMMISSIONERS

BRIEFING
DRAFT

MEETING DATE: JUNE 18, 2020 AGENDA ITEM NUMBER: 8

SUBJECT: RESOLUTION AWARDING AND AUTHORIZING EXECUTION OF A CONTRACT FOR THE PURCHASE OF PAPER AND ENVELOPE SUPPLIES FOR FORSYTH COUNTY GENERAL SERVICES

COUNTY MANAGER'S RECOMMENDATION OR COMMENTS:

SUMMARY OF INFORMATION:

ATTACHMENTS: YES NO

SIGNATURE: _____ DATE: 04/172017
COUNTYMANAGER

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

WHEREAS on April 3, 2020, Requests for Proposals (RFPs) 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, State Purchasing website, and in the Winston-Salem Journal;

WHEREAS bid responses were received and publicly opened by the City/County Purchasing Department at 10:30 a.m., Friday, May 1, 2020, in response to Forsyth County's RFP for the purchase of various sizes and weights of paper and envelope supplies on an as-needed basis, for Forsyth County General Services Print Shop to fulfill requests from all County departments, and the summary of responses received are as follows:

B.W. Wilson Paper Company, Incorporated	\$122,864.21
Lindenmeyr Munroe Company	\$123,534.30
Forms & Supply, Inc.	\$137,112.97
Veritiv Operating Company	<i>*Unable to provide all items specified</i>

WHEREAS the Proposal offered by Veritiv Operating Company failed to provide pricing for all items as required per terms of the proposal specifications and is considered non-responsive and cannot be considered for an award; and

WHEREAS B.W. Wilson Paper Company, Incorporated, was the lowest responsive, responsible vendor that could supply all items per the bid specifications, therefore, the County Manager, the County General Services Director, and the City/County Purchasing Director recommend that a contract be awarded to B.W. Wilson Paper Company, Incorporated, issued in the form of multiple Purchases Orders as-needed, for a cumulative total not to exceed amount of \$122,864.21, for the purchase of various sizes and weights of paper and envelope supplies on an as-needed basis, for Forsyth County General Services Print Shop to fulfill requests from all County departments;

NOW, THEREFORE, BE IT RESOLVED, by the Forsyth County Board of Commissioners that a contract for the purchase of various sizes and weights of paper and envelope supplies for Forsyth County General Services Print Shop, is hereby awarded to B.W. Wilson Paper Company, Incorporated, and all other bid responses are hereby rejected, and the County Manager and Clerk to the Board are hereby authorized to execute a contract, on behalf of Forsyth County, with B.W. Wilson Paper Company, Incorporated, for a period beginning July 1, 2020, through June 30, 2021, in a cumulative total not to exceed amount of \$122,864.21, 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 18th day of June 2020.