

MEMORANDUM

DATE: October 29, 2018
TO: City & County Clerks in the Meramec Region
FROM: Linda Loughridge, Fiscal Officer
RE: Joint Paper Purchase

We are offering our joint paper purchase to our member governments again this year. We are utilizing the state of Missouri vendor contracts for bulk paper purchasing as the state has performed its due diligence. Most of the paper order will be purchased through Staples Advantage. However, some recycled and non-recycled paper of various sizes and colors will be purchased through Veritiv Operating Company.

We will be ordering the paper the first full week of November; therefore, we need to hear from you no later than noon on **Friday, November 9, 2018**. Enclosed is a price list and order form. If you are interested in ordering paper through this joint paper purchase, please complete the form and call, fax or email the information to our office no later than noon on **Friday, November 9, 2018**. Our fax number is 573-265-3550. We will invoice you upon delivery and/or pick up of your paper.

If you do not wish to order paper, please indicate below and return as soon as possible.

Any paper ordered through Veritiv Operating Company will be shipped to MRPC. We will contact you to arrange pickup or delivery. All paper ordered through Staples will be delivered directly to your city hall or courthouse.

If you have questions or need any additional information, please call Linda Loughridge at 573-265-2993, extension 106.

Thank you.

_____ **Yes**, our local government has an order. See enclosed order form.

_____ **No**, our local government does not wish to participate in the joint purchase of paper at this time.

City/County Responding: _____

Signature _____

Deadline for orders: Noon - Friday, November 9, 2018

**Return this form to: Linda Loughridge, MRPC
#4 Industrial Drive, St. James, MO 65559
Fax: 573-265-3550 Phone: 573-265-2993, extension 106
Email: loughridge@meramecregion.org**

MRB Corporation – 2018 Paper Order

NON-RECYCLED:

<u>20 lb. 8 1/2 x 11</u>	<u>Cost per case</u>	<u>Quantity</u>
White	\$26.10 – Staples	_____
Colors, as follows:		
Blue	\$45.90 – Staples	_____
Orchid	\$45.90 – Staples	_____
Ivory	\$45.90 – Staples	_____
Tan	\$45.90 – Staples	_____
Pink	\$45.90 – Staples	_____
Canary Yellow	\$45.90 – Staples	_____
Goldenrod		<u>not available</u>
Cherry		<u>not available</u>
Salmon		<u>not available</u>
Buff	\$61.10 – Staples	_____
Pastel Green	\$45.90 – Staples	_____

20 lb. 8 1/2 x 14

White	\$37.24 – Staples	_____
Pastel Green	\$60.50 – Staples	_____

20lb. 11x17

White	\$29.32 – Staples	_____
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RECYCLED:

20 lb. 8 1/2 x 11

White	\$28.10 – Staples	_____
Colors, as follows:		
Blue	\$41.46 – Veritiv	_____
Orchid	\$41.46 – Veritiv	_____
Tan	\$41.46 – Veritiv	_____
Pink	\$41.46 – Veritiv	_____
Yellow	\$41.46 – Veritiv	_____
Cherry	\$41.46 – Veritiv	_____
Salmon	\$41.46 – Veritiv	_____
Buff	\$41.46 – Veritiv	_____
Pastel Green	\$41.46 – Veritiv	_____

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20 lb. 8 1/2 x 14

White \$43.90 – Veritiv _____

20 lb. 11x17

Cost per case

Quantity

White \$44.27 – Veritiv _____

Colors, as follows:

Opaque \$63.80 – Veritiv _____

City/County: _____

Contact Person: _____ Phone: _____

Deadline for orders: Noon - Friday, November 9, 2018

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