**MEMORANDUM**

**DATE:** March 24, 2020

**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 and Federal vendor contracts for bulk paper purchasing as they have performed the 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 second full week of April; therefore, we need to hear from you no later than noon on **Monday, April 6, 2020**. 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 **Monday, April 6, 2020.** 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 - Monday, April 6, 2020***

***NON-RECYCLED:***

**20 lb. 8 1/2 x 11 Cost per case Quantity**

White $28.03 – Staples

Colors, as follows:

 Blue $68.10 – Staples

 Orchid $52.70 – Staples

 Ivory not available

 Tan $70.00 – Staples

 Pink $68.10 – Staples

 Canary Yellow $67.90 – Staples

 Goldenrod not available

 Cherry $70.00 – Staples

 Salmon $67.90 – Staples

 Buff $70.00 – Staples

 Pastel Green $68.10 – Staples

**20 lb. 8 1/2 x 14**

White $39.99 – Staples

Pastel Green not available

**20lb. 11x17**

White $31.48 – Staples

***RECYCLED:***

**20 lb. 8 1/2 x 11**

White $30.30 – Staples

Colors, as follows:

 Blue $47.05 – Veritiv

 Orchid $47.05 – Veritiv

 Tan $47.05 – Veritiv

 Pink $47.05 – Veritiv

 Canary $47.05 – Veritiv

 Cherry $47.05 – Veritiv

 Salmon $47.05 – Veritiv

 Buff $47.05 – Veritiv

 Pastel Green not available

**20 lb. 8 1/2 x 14**

White $60.47 – Veritiv

**20 lb. 11x17 Cost per case Quantity**

White $47.58 – Veritiv

Colors, as follows:

 Green $50.98 – Veritiv

**City/County:**

**Contact Person: Phone:**

***Deadline for orders: Noon - Monday, April 6, 2020***