**MEMORANDUM**

**DATE:** September 19, 2022

**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. The paper order will be purchased through Staples Advantage. Staples is the federal bulk paper contractor. There is no alternative vendor this year because state contractors will not split pallets.

We will be ordering the paper the second week of October; therefore, we need to hear from you no later than noon on **Monday, October 3, 2022**. 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, October 3, 2022.** Our fax number is 573-265-3550. We will invoice you upon that delivery.

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

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, October 3, 2022***

***NON-RECYCLED:***

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

White $35.29 – Staples

Colors, as follows:

 Blue $75.40 – Staples

 Orchid $75.50 – Staples

 Ivory not available

 Tan $60.90 – Staples

 Pink $75.50 – Staples

 Yellow $75.40 – Staples

 Goldenrod $75.50 – Staples

 Cherry $60.90 – Staples Salmon $46.90 – Staples

 Buff $27.30 – Staples

 Pastel Green $75.40 – Staples

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

White $50.34 – Staples

Pastel Green not available

**20lb. 11x17**

White $42.30 – Staples

Pastel Green not available

***RECYCLED:***

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

White $40.60 – Staples

Colors, as follows:

 Blue $61.70 – Staples

 Orchid $61.00 – Staples

 Tan $60.90 – Staples

 Pink $61.00 – Staples

 Yellow $61.00 – Staples

 Cherry not available

 Salmon $61.00 – Staples

 Buff $27.30 – Staples

 Pastel Green $88.60 – Staples

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

White $119.81 – Staples

Pastel Green $137.90 – Staples

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

White $53.46 – Staples

**City/County:**

**Contact Person: Phone:**

***Deadline for orders: Noon - Monday, October 3, 2022***