CA0911264

SHELBY COUNTY BOARD OF COMMISSIONERS
AGENDA ROUTE SHEET

Referred to Commission Committee (name) _____

For Commission Action on (date) 6/1/09

DESCRIPTION OF ITEM: Resolution approving expenditure of funds in the amount of $454,599.51 to U. S. Ink and Toner, Inc. to purchase toner cartridges for printers and fax machines for the various departments of Shelby County Government. This item requires expenditure of County General Funds in the amount of $454,599.51.

SPONSORED BY COMMISSIONER DEIDRE MALONE

CHECK ALL THAT APPLY BELOW:

_____ This Action does NOT require expenditure of funds.

__X__ This Item requires/approves expenditure of funds as follows (complete all that apply):

County General Funds: **$454,599.51** ; County CIP Funds- $_____

State Grant Funds: $_____; State Gas Tax Funds: $_____

Federal Grant Funds: $_____

Other funds (Specify source and amount): $_____

Other pass-thru funds (Specify source and amount): $ _____

Originating Department: **PURCHASING**

APPROVAL:

	(Type your name & phone #.)	(Initials)	(Date)
Dept. Head:	Clifton Davis 545-4299	CD	5/19/09
Elected Official:			
Division Director:	**James F. Huntzicker 545-4514**	JFH	5/20/09
CIP – A&F Director:			
Finance Dept.	Mike Swift / L Richards 5/19/09	MAS	5/20/09
County Attorney:	Felisa N. Cox 545-4362	FNC	5-21-09
CAO/Mayor:	**James F. Huntzicker**	JFH	5/20/09

SUMMARY

I. Description of Item

Shelby County Government has a need for toner cartridges for printers and fax machines for the various departments.

Sealed bids were requested and received on April 27, 2009 from various vendors.

II. Source and Amount of Funding

The total estimated amount of this award is $454,599.51.

Purchase orders will be issued by the Purchasing Department to departments subject to the availability of funds at the time the purchase order is issued.

III. Contract Items

A. Type of Contract - N/A

B. Terms - The period of award is from July 1, 20098 through June 30, 2010.

This award has no options to renew.

IV. Additional Information Relevant to Approval of this Item

The Administration recommends approval of this Resolution.

ITEM #_____ PREPARED BY: Bernita Poole

COMMISSIONER Deidre Malone APPROVED BY: _____

Resolution approving expenditure of funds in the amount of $454,599.51 to U.S. Ink and Toner, Inc. to purchase toner cartridges for printers and fax machines for the various departments of Shelby County Government. This item requires expenditure of County General Funds in the amount of $454,599.51.

SPONSORED BY COMMISSIONER DEIDRE MALONE

WHEREAS, The Shelby County Government has a need to purchase toner cartridges for printers and fax machines for the various departments; and

WHEREAS, Sealed bids were requested and received on April 27, 2009 with various bids meeting specifications being submitted in the total estimated amount of $454,599.51; and

WHEREAS, The period of award is from July 1, 2009 through June 30, 2010; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF SHELBY COUNTY, TENNESSEE, That the expenditure of funds in the total estimated amount of $454,599.51 for the purchase of toner cartridges for printers and fax machines is hereby approved.

BE IT FURTHER RESOLVED, That the Purchasing Department is authorized to issue purchase orders for toner cartridges for printers and fax machines from the FY 09-10 Operating Budget subject to the availability of funds in each account number at the time the purchase order is issued.

BE IT FURTHER RESOLVED, That the County Mayor and the Director of Administration and Finance are authorized to issue their warrant or warrants in amounts not to exceed $454,599.61 for the purposes contained in this resolution and to take proper credit in their accounting therefor.

_____
A C Wharton, Jr. County Mayor

Date: _____

ATTEST:

_____
Clerk of County Commission

ADOPTED_____

PURCHASING DEPARTMENT
160 NORTH MAIN, ROOM 550
MEMPHIS, TN 38103
545-4360

TO: CLIFTON DAVIS
PURCHASING DEPARTMENT

FROM: ROBERT S. BRENNER
PURCHASING DEPARTMENT

DATE: MAY 11, 2009

RE: APPROVED RECOMMENDATION SHEET (FINAL APPROVAL OF AWARD BY BOARD OF COMMISSIONERS REQUIRED)

Attached is a copy of the approved recommendation sheets for award of the Sealed Bid referenced below:

REFERENCE: BID NO.: **SEALED BID NUMBER I001446**
DUE DATE: **APRIL 27, 2009**
DESCRIPTION: **TONER CARTRIDGES, PRINTER & FAX**

It is necessary that the award of this bid receive approval by the Board of Commissioners before issuance of a purchase order or the signing of a contract by the County.

Please prepare the commission packet including the applicable contract documents, bonds, certificate of insurance, etc. and return the complete packet to Bernita Poole in the Contract Section of the Purchasing Department for further routing.

Your contract, if required, should include or incorporate the Bid Specification. If there are fund sources other than County General Funds or CIP which partially or wholly fund this contract (e.g. State or Federal), it is mandatory that all restrictions or requirements which attach to these funds be included in your contract.

Also, if bid specifications includes multiple renewal periods please include renewals in your resolution and contract.

By way of this memo, we are notifying the Office of E.O.C. Information (Contract Compliance Status Reports, etc.) required for inclusion in the commission packet to my attention in Purchasing. Upon receipt I will forward it to the Contract Administration Section for further processing.

Attachments

cc: Carolyn Watkins, Admin., E.O.C. Office
Bernita Poole, Contract Administration
Sealed Bid File
rtltrl.frm