



Hall County Government
FINANCIAL SERVICES

CONTRACT EXECUTION SIGNATURE REQUEST

Date: 5/31/22

To: Richard Higgins, Chairman, BOC

From: Julie Dorough, Buyer

Your signature is requested to execute the attached bid/contract award documents for:

Bid/Contract No: 016-41

Bid/Contract Name: Office Supplies Annual Contract

Department(s) Requesting Contract: Multiple

Award Recipient Name: Staples Contract & Commercial, LLC

Date of BOC Approval: May 13, 2020

Contract Description:

Annual Contract New Renewal

Prior Year's Spend: \$144,000


Price Increase Requested Increase Percentage: 1%

Project/Service Contract Awarded Amount: \$0

Product Contract Awarded Amount: \$150,000

Comments: Year three (3) of a possible three (3) year contract.

Reviewed and Approved by:


Andy Penick
Purchasing Manager


Wes Geddings
Financial Services Director

**CONTRACT EXECUTION SIGNATURE REQUEST
PRICE INCREASE DETAILS**

Bid/Contract No: 016-41

Bid/Contract Name: Office Supplies Annual Contract – Vendor requested an overall average price increase of 1%. See attached pricing sheet for details.

IFB #: 016-41

Staples Contract & Commercial, LLC

OFFICE SUPPLIES ANNUAL CONTRACT

			Staples Contract & Commercial, LLC		
			FY22 PRICING	REQUESTED FY23 PRICE REVISIONS	
No.	Item Description	UOM	PRICE	PRICE	% of Change
SAMPLE PRODUCT PRICING					
1	Binder Clips, 1-1/4" Wide, 5/8" Capacity, 12/BX, 144/CS	CS	\$7.43	\$7.43	0%
2	Binder Clips, 3/4" Wide, 3/8" Capacity, 12/BX, 144/CS	CS	\$2.50	\$2.50	0%
3	File Pocket, Smead, Expanding, Legal, 3-1/2" Expansion, Straight Cut Tab, Redrope, 25/BX	BX	\$20.51	\$21.70	6%
4	Folder, File, Manila, Legal Size, 3-Tab, 100/BX	BX	\$11.29	\$11.29	0%
5	Folder, Hanging, Standard Green, Legal Size, 5-Tab, 25/BX	BX	\$9.95	\$9.95	0%
6	Labels, Avery, White Laser Address with Easy Peel, 1-1/3"x4" 1,400/BX	BX	\$16.59	\$16.59	0%
7	Paper Clips, #1 Size, Non-Skid, 100/BX, 1,000/PK	PK	\$1.40	\$1.65	18%
8	Pen, Paper Mate, Stick, Med Point, Black, DZ	DZ	\$1.10	\$1.10	0%
9	Pen, Pilot P-700 Precise Gell Roller, 0.7 mm Fine Point, Red, DZ	DZ	\$7.86	\$7.86	0%
10	Pen, Pilot Precise V5 Premium Rollerball, Extra Fine Point, Blue, DZ	DZ	\$13.35	\$13.35	0%
11	Copier/Printer Paper, 20#, White, 92 Brightness, 8.5"x11", 5,000 Sheets/Case	CS	\$31.25	\$39.99	28%
12	Post-It, 1-1/2"x2", Canary Yellow Notes, 12 Pads/PK	PK	\$1.61	\$2.25	40%
13	Post-It, 3"x3" Canary Yellow, Pop-Up Notes, 12 Pads/PK	PK	\$13.55	\$13.55	0%
14	Staples, Swingline, Standard, 1/4", 5,000/BX	BX	\$2.94	\$0.67	-77%
15	Tape, 3M Scotch, Dispenser Refill, 3/4" x 1,000", 10/PK	PK	\$17.25	\$17.25	0%
				AVERAGE % of CHANGE	
				1%	