

ACTION MEMORANDUM

TO: Bibb County Board of Education

FROM: Dr. Elaine Wilson-Beverly, Executive Director of Procurement
Dr. Cassandra Washington - Executive Director of CTAE

SUBJECT: Approval of Paper Contract, Wish Printing

Summary

The Procurement Department is seeking approval to proceed with a contract with Perimeter Office Products for paper purchase in FY 2024-2025. This contract will be based on a as needed basis.

Background

Under District Policy DJEAA, Board approval is required for all contracts over \$150,000. The Procurement Department finalized a bid for Paper Purchases. This contract was for pricing for an annual agreement; based upon usage by Wish Printing. The orders will be completed on a as needed basis. The contract will consist of various types of specialized paper for various projects within the district.

The RFQ 25-010 was issued by the Procurement Department on September 9th, 2024; and closed on September 23rd, 2024. We had a total of three responders. However, Perimeter was the only provider to provide pricing on 95 percent of the requested items.

After careful review of the bid tabulations, we are seeking approval to enter into an agreement with Perimeter Paper for Specialized Paper Products on behalf of Wish Printing, the expected expenditure will not exceed \$300,000; this is a projected expense based off prior year expenditures.

This Bid is a one-time purchase with the option to renew for the next three years.



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Recommendation

It is recommended that the Bibb County Board of Education authorizes the Superintendent to issue a Purchase Order to Perimeter Office Products on an as needed basis for fiscal year 2024-2025 in various amounts that will not exceed \$300,000 in value. The funding source will be the CTAE Wish Revenue Account.

Superintendent's Approval:

Superintendent's Signature	Approved / Not Approved
Dr. Dan A. Sims	Approved