

Boone County Purchasing

Liz Palazzolo
Senior Buyer



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NOTICE OF AWARD MEMORANDUM

TO: Melinda Bobbitt, Director and File
FROM: Liz Palazzolo, CPPO, C.P.M.
DATE: May 12, 2022
RE: RFB 22-03MAY22 – Pre-Printed Envelopes for the Boone County Collector

Request for Bid 22-03MAY22 solicited bids for Pre-Printed Envelopes for the Boone County Collector. One bid was received:

- 1) Cenveo Worldwide Limited of Villa Ridge, Missouri

The bid has been evaluated for responsiveness to mandatory terms and conditions of RFB 22-03MAY22, and for cost. Cenveo has provided envelopes to the Collector's Office for the past two years, and the Collector finds the bid and cost acceptable.

It is noted for the record that the RFB was advertised in the Missourian, and posted in Ionwave (the County's on-line bidding website), the County Government Center and the County Purchasing Office. Several companies were contacted directly by me as well. The reason only one bid has been received is not for want of effort to obtain competitive bids. However on-going challenges in the marketplace for both resources with paper mill allocations imposing limited supply and labor shortages, several companies have expressed an inability to meet the County's need.

The award of contract will be made to Cenveo Worldwide Limited of Villa Ridge, Missouri as the "lowest and best" bid received by the County. The contract period will run 05/17/22 through 05/16/23.

Payment will reference 1150 – GF Collector/23001 – Printed Materials: \$20,354.50.

/lp