

# Boone County Purchasing

**Brijanna Purdy**  
Buyer



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## MEMORANDUM

TO: Bid File - Award Recommendation  
FROM: Brijanna Purdy - Buyer  
DATE: January 6, 2026  
RE: Bid Award Recommendation: *31-06NOV25 - Janitorial Supply - Term & Supply*

Request for Bid *31-06NOV25 - Janitorial Supply* closed on November 06, 2025. Seven bids were received.

1. Central Poly-Bag Corp
2. Imperial Bag & Paper Co.
3. Interboro Packaging Corp.
4. Pyramid School Products
5. Royal Papers Inc.
6. Smith Paper and Janitor Supply Co.
7. Unipak Corp.

Jody Moore, Deputy Director of Facilities Management, Greg Edington, Director of Road & Bridge, Brian Leer, Captain of Boone County Sheriff's Office, recommend an award by low bid by "all or none" awarded to Royal Papers Inc, Smith Paper and Janitor Supply Co. LLC, and Imperial Bag & Paper Co. LLC with the exception of line item 4.10.32, 4.10.51, and 4.10.62. The County will not award these items at this time.

The County Contract numbers are C001073 - Smith Paper and Janitor Supply Co., C001068 – Royal Papers, Inc., & C001072 – Imperial Bag & Paper Co. LLC. The contract will run through December 31, 2026, and have the option to renew for three (3) one-year renewal periods.

This is a Term and Supply contract for Facility Management, Road & Bridge, and Boone County Jail. The bid tabulation is attached for reference.

ATT: Bid Tab

cc: Jody Moore – Facility Management  
Greg Edington – Road & Bridge  
Brian Leer and Leasa Quick – Boone County Sheriff's Office  
Bid File