

## RESOLUTION

**WHEREAS**, the Board of Light, Gas and Water Commissioners in their meeting of September 16, 2010 approved a thirty-six (36) month blanket contract for utility bill envelopes and is now recommending to the Council of the City of Memphis that it approve said purchase as approved in MLGW 2010 fiscal year budget and subsequent budgets as approved; and

**WHEREAS**, the contract will cover the purchase of utility bill envelopes which are used for mailing utility bills and providing a return envelope for customers to submit payments; and

**WHEREAS**, bids were opened on July 14, 2010. Notice to Bidders was advertised; ten (10) bids were solicited and twelve (12) bids were received with the lowest and best bidder being the firm of Mac Papers. The term of the contract is for the period covering October 13, 2010 through October 11, 2013. The award complies with all applicable laws and policies; and

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Memphis that there be and is hereby approved the purchase of utility bill envelopes from Mac Papers for the sum of \$50,622.44 chargeable to the MLGW 2010 fiscal year budget with the balance of \$460,484.88 chargeable to subsequent budgets as approved.

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EXCERPT

from

MINUTES OF MEETING OF BOARD OF LIGHT, GAS AND WATER COMMISSIONERS  
CITY OF MEMPHIS

Held

September 16, 2010

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The Manager of Procurement and Contracts recommended to the Board of Light, Gas and Water Commissioners that it award a contract to Mac Papers in the amount of \$511,107.32 for a thirty-six (36) month blanket contract for utility bill envelopes.

The thirty-six (36) month contract will cover the purchase of utility bill envelopes which are used for mailing utility bills and providing a return envelope for customers to submit payments.

Bids were opened on July 14, 2010. Notice to Bidders was advertised; ten (10) bids were solicited and twelve (12) bids were received with the lowest and best bidder being the firm of Mac Papers. The term of the contract is for the period covering October 13, 2010 through October 11, 2013. The award complies with all applicable laws and policies.

The 2010 budget amount for the purchase of office forms is \$219,996.00; the amount spent-to-date is \$168,407.81; leaving a balance of \$51,588.19 available to be spent in 2010; of which \$50,622.44 will be spent on this contract in 2010; leaving a balance of \$965.75 after award; \$460,484.88 to be chargeable to subsequent budget years as approved; and

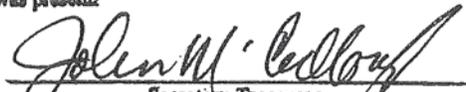
NOW THEREFORE BE IT RESOLVED BY the Board of Light, Gas and Water Commissioners:

THAT, subject to the consent and approval of the Council of the City of Memphis, award of contract to Mac Papers is approved for furnishing:

Thirty-six (36) month blanket contract for two (2) items of utility bill envelopes to be furnished in accordance with MLGW Specifications dated May 27, 2010.

Totaling \$511,107.32; f.o.b. Memphis, Tennessee, our dock, transportation prepaid; said prices being firm for the first twelve (12) months with a maximum increase of five percent for the second and third twelve month periods; delivery as required, terms net 30 days.

I hereby certify that the foregoing is a true copy of a resolution adopted by the Board of Light, Gas and Water Commissioners at a regular - special- meeting held on 16th day of September 2010, at which a quorum was present.

  
Secretary-Treasurer