

II  
D-2

**AGENDA ITEM  
REQUEST/JUSTIFICATION FORM**  
(To be completed by requesting Department)  
Forward all requests to Sharon Bourke, LC2 Civic Center  
**DEADLINE SUBMITTAL IS 3:00 P.M. WEDNESDAY  
BEFORE THE TUESDAY MEETING**

Agenda item: Consent Agenda  
(i.e. Consent/Recognition-Proclamation/Presentation/Public Hearing/Committee, etc.)  
Date to be on agenda: August 2, 2016

Exact wording to be used for the agenda: Acceptance of  
Der Graphics, Inc. to provide File Folders for Douglas County Juvenile Court and Douglas County  
District Court in the amount of \$39,200.00  
Action requested: \_\_\_\_\_

Amount requested: \_\_\_\_\_ Object Code: \_\_\_\_\_

Is item in current year's budget? Yes x No \_\_\_\_\_

Does this item commit funds in future years? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain: \_\_\_\_\_

If an agreement or contract, has the County Attorney reviewed and approved? Yes \_\_\_ No \_\_\_

Previous action taken on this item, if any: \_\_\_\_\_

Recommendations and rationale or action: \_\_\_\_\_

Will anyone speak on behalf of this item, if so who? \_\_\_\_\_  
Jane Alexander, Chief Deputy, Clerk of the District Court and/or Sherie Peterson, CDC Assistant Deputy

If this is a rush agenda item, please explain why: \_\_\_\_\_

Submitted by (Name & Dept.): Eric J. Carlson Ext. 7158

Date submitted: 7/21/2016

List Resolution, Tab, Acceptance Letter

Attachments: \_\_\_\_\_  
(Attach resolution and all pertinent documentation; i.e. contract, agreement, memorandums, etc.)

Certified resolutions can be obtained at the County Clerk's website:  
<http://www.douglascountyclerk.org/county-board-records/search-for-resolutions>

Completed by receiving office Received in Administrative Office: Date <u>7/25/16</u> Time _____
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**BOARD OF COUNTY COMMISSIONERS**  
**DOUGLAS COUNTY, NEBRASKA**

*Resolved*

**BE IT RESOLVED BY THIS BOARD OF DOUGLAS COUNTY COMMISSIONERS THAT:**

**WHEREAS**, on Wednesday, June 29, 2016, an Invitation to Bid on File Folders (Re-Bid) was made, and,

**WHEREAS**, on Wednesday, July 20, 2016, the bids received were opened and submitted for review and recommendation; and,

Jane Alexander, Chief Deputy, Clerk of the District Court, and Sherie Peterson, CDC Assistant Deputy, recommend the acceptance of the lowest and best bid meeting specifications of Der Graphics, Inc., 5534 Ferrier Street, Mount Royal, Quebec, Canada H4P 1M2 , all in accordance to their bid and specifications on file in the office of the Purchasing Agent.

**DATED this 2<sup>nd</sup> August, 2016**

# DOUGLAS COUNTY

## PURCHASING DEPARTMENT

1819 FARNAM STREET

902 CIVIC CENTER

OMAHA, NE 68183-0902

PHONE (402) 444-7155 FAX (402) 444-5423

July 21, 2016

Board of County Commissioners  
LC 2 Civic Center  
1819 Farnam Street  
Omaha, NE 68183

Honorable Commissioners:

Bids were opened Wednesday, July 20, 2016, for File Folders (Re-Bid) for the Douglas County Juvenile Court and Douglas County District Court and tabulated per attached sheet.

Jane Alexander, Chief Deputy, Clerk of the District Court, and Sherie Peterson, CDC Assistant Deputy, recommend the acceptance of the lowest and best bid meeting specifications of Der Graphics, Inc., 5534 Ferrier Street, Mount Royal, Quebec, Canada H4P 1M2 in the amount of \$39,200.00.

Respectfully yours,



Eric J. Carlson  
Douglas County Purchasing Agent

EJC/cmb

cc: Jane Alexander  
Sherie Peterson  
File

JOHN M. FRIEND  
CLERK OF THE DISTRICT COURT  
DOUGLAS COUNTY  
JANE ALEXANDER, CHIEF DEPUTY  
HALL OF JUSTICE / OMAHA, NEBRASKA 68183



July 22, 2016

To: Nicole Carlberg, Buyer  
Purchasing Department

To: Carol Buhr, Bid Assistant  
Purchasing Department

Re: File Folders –Tab and Bids

DOUGLAS CO. NE  
PURCHASING  
JUL 25 AM 9:27

Nicole and Carol:

Be advised that the Clerk of the District Court, has decided to accept the bid from Der Graphics, Inc. We will accept 20,000 Legal size Juvenile Court File Folders and 60, 000 Legal size District Court File Folders for a total amount of \$39,200.00.

Sincerely,

A handwritten signature in black ink that reads "John M. Friend".

John M. Friend, Clerk of District Court  
Douglas County, Nebraska  
JMF:mra

**BID BOND: \$500.00**

<b>Douglas County Purchasing</b> <b>TABULATION OF BIDS ON: DOUGLAS COUNTY</b> File Folders (Re-Bid)		AADS Office Solutions	Ace Office Supplies	Der Graphics, Inc.	Drew & Rogers	Ecom Business Solutions	GBS Corp.
<b>Date of Opening</b> July 20, 2016		Page 1					
<b>Department</b> Juvenile Court and District Court		<b>As Read in Bid Committee</b> 					
Quantity	DESCRIPTION	UNIT PRICE C	UNIT PRICE C	UNIT PRICE C	UNIT PRICE C	UNIT PRICE C	UNIT PRICE C
	<b>File Folders (Re-Bid)</b>						
10,000	Legal-size Juvenile Court File Folders Price per folder:	\$0.8927	\$0.94	\$0.50	\$0.695	\$0.78	\$0.89
	or						
20,000	Legal-size Juvenile Court File Folders Price per folder:	\$0.8594	\$0.90	\$0.49	\$0.66	\$0.74	\$0.84
30,000	Legal-size District Court File Folders Price per folder:	\$0.8354	\$0.85	\$0.50	\$0.695	\$0.70	\$0.87
	or						
60,000	Legal-size District Court File Folders Price per folder:	\$0.8197	\$0.83	\$0.49	\$0.66	\$0.68	\$0.82
	<b>ALL OR NONE BID</b>						
	<b>ADDENDUM #1 ACKNOWLEDGED</b>	Yes	Yes	Yes	Yes	Yes	Yes
	<b>Bid Bond Received:</b>	Yes	Yes	Yes	Yes	Yes	Yes
	Terms:		Net 30	Net 30		Net 30	2% / 30 days
	Delivery:	35 days	28 days	45 days	35 days	45 days	45 days

**Douglas County Purchasing**  
**TABULATION OF BIDS ON: DOUGLAS COUNTY**  
 File Folders (Re-Bid)

**Date of Opening**  
 July 20, 2016

**Department**  
 Juvenile Court and District Court

**As Read in Bid Committee**



Pay-Less  
 Office  
 Products

Retrieval  
 Business  
 Systems, Inc.

Tab Products

Quantity	DESCRIPTION	UNIT PRICE B	UNIT PRICE C	UNIT PRICE C	UNIT PRICE	UNIT PRICE	UNIT PRICE
	<b>File Folders (Re-Bid)</b>						
10,000	Legal-size Juvenile Court File Folders Price per folder:	\$0.95	\$0.67	\$0.98			
	or						
20,000	Legal-size Juvenile Court File Folders Price per folder:	\$0.95	\$0.64	\$0.97			
30,000	Legal-size District Court File Folders Price per folder:	\$0.89	\$0.665	\$0.98			
	or						
60,000	Legal-size District Court File Folders Price per folder:	\$0.88	\$0.636	\$0.97			
	<b>ALL OR NONE BID</b>						
	<b>ADDENDUM #1 ACKNOWLEDGED</b>	Yes	Yes	No			
	<b>Bid Bond Received:</b>	Yes	Yes	Yes			
	Terms:			Net 30			
	Delivery:		30-45 days				