

MEMORANDUM

TO: City Council

FROM: Alfred D. Lott, CPM
City Manager

SUBJECT: *Status Report* DATE: November 2, 2017

Status Report

1. Purchase of Office Supplies

The FY18 Budget allocates for the purchase of office supplies used by all City Departments. Under Carroll County Public Schools contract #15-017R, with W.B. Mason Co. Inc., general office supplies can be acquired at a 56% discount off of 2015 United Stationers General Line, WB Mason Corporate Catalog pricing. This is a non-exclusive purchasing contract.

As provided by Section 62 of the City Charter, this will serve as the required seven-day notice of intent to execute an Agreement with WB Mason Co. Inc. for the purchase of general office supplies as needed.

ADL/lfr