



ST. CHARLES  
SINCE 1834

### AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to Approve a Resolution Authorizing the Mayor and the City Clerk of the City of St. Charles to Approve the Award of the 2014-15 Office Supplies Bid to Warehouse Direct for Routine Office Supplies

Presenter: Mike Shortall

*Please check appropriate box:*

<input checked="" type="checkbox"/>	Government Operations (4/21/14)		Government Services
<input type="checkbox"/>	Planning & Development		City Council
<input type="checkbox"/>	Public Hearing		

Estimated Cost:	\$ 60,000	Budgeted:	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
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If NO, please explain how item will be funded:

**Executive Summary:**

We are seeking approval to accept the low bid for all general office supplies for the fiscal year 2014/2015. Five (5) bids were received and Warehouse Direct was the preferred responsible bid.  
  
This will be a one (1)-year agreement.

**Attachments: (please list)**

Resolution

**Recommendation / Suggested Action (briefly explain):**

Recommendation to approve a Resolution Authorizing the Mayor and the City Clerk of the City of St. Charles to Approve the Award of the 2014-15 Office Supplies Bid to Warehouse Direct for Routine Office Supplies.

For office use only: Agenda Item Number: 6e

**City of St. Charles, Illinois**  
**Resolution No. \_\_\_\_\_**

**A Resolution Authorizing the Mayor and the City Clerk of the City of St. Charles to Approve the Award of the 2014-15 Office Supplies Bid to Warehouse Direct for Routine Office Supplies**

**Presented & Passed by the  
City Council on \_\_\_\_\_, 2014**

BE IT RESOLVED by the Mayor and City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, that the Mayor and City Clerk be and the same are hereby authorized to approve the Award of the 2014-15 Office Supplies Bid to Warehouse Direct for routine office supplies in the amount of \$60,000.

PRESENTED to the City Council of the City of St. Charles, Illinois, this 21st day of April, 2014

PASSED by the City Council of the City of St. Charles, Illinois, this 21st day of April, 2014

APPROVED by the Mayor of the City of St. Charles, Illinois, this 21st day of April, 2014

\_\_\_\_\_  
Raymond P. Rogina, Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain: