

Council Meeting
June 19, 2012

Honorable Mayor and Members
of the City Council
City Hall
Torrance, California

Members of the Council:

SUBJECT: General Services - Approve purchase order amendment for xerographic office paper.

Expenditure: None

RECOMMENDATION

Recommendation of the General Services Director that City Council approve a purchase order amendment with Spicers Paper Inc. of Santa Fe Springs CA (PO #2012-26) to extend the term from July 1, 2012 to October 31, 2012 for the citywide use of xerographic office paper.

FUNDING

Not applicable.

BACKGROUND/ANALYSIS

The Central Services Division requires various types and sizes of paper to perform xerographic work, printing of forms, brochures, pamphlets, flyers, etc. as requested by various City Departments. In addition, Central Services stocks xerographic paper for citywide use, the majority of which is recycled paper.

Formal bids to furnish the City's annual requirement of xerographic and specialty office paper is performed on an annual basis. On May 24, 2011, your honorable body approved a contract with Spicers Paper Inc. of Santa Fe Springs for \$100,000 to furnish the City with xerographic paper for a one year period, from July 1, 2011 through June 30, 2012.

Staff is requesting an extension of the current purchase order through October 31, 2012 to allow time for bidding. It is anticipated that the balance of funds remaining in the current purchase order will be sufficient so that the City may continue to use it's supply of office paper until a new bid process and award of contract can be implemented.

Staff will develop paper specifications and a bid schedule to be complete by September with award of contract in October 2012.

Respectfully submitted,

SHERYL BALLEW
General Services Director

By

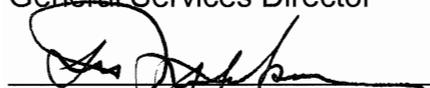


Shant Megerdichian
Facilities Operations Manager

CONCUR:



Sheryl Ballew
General Services Director



LeRoy J. Jackson
City Manager