

Council Meeting
November 6, 2012

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

Members of the Council:

**SUBJECT: General Services- Authorize the award of purchase orders for Xerographic and Specialty Office Paper
Expenditure Not To Exceed: \$90,480**

Ref. Bid: B2012-29

RECOMMENDATION

Recommendation of the General Services Director that the City Council authorize the award of a purchase order to Xpedx of Downey, CA in the amount of \$90,480.00 for the purchase of xerographic and specialty office paper categories D, G, J, L, N and O (B2012-29) for the term of November 6, 2012 through November 5, 2013.

FUNDING

Funding is available in the General Services Department operating budget for the 2012-2013 and 2013-2014 fiscal years.

BACKGROUND

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.

ANALYSIS

Formal bids to furnish the City's annual requirement of xerographic and specialty office paper on an as requested basis was opened on August 23, 2012. Bids were received from five (5) vendors. The bid contained fifty-six (56) line items within 15 categories of similar type paper. The recommendation for award is to the lowest responsible bidder for each paper category.

In addition to the recycled material requirements, the majority of paper specified is FSC certified. The Forest Stewardship Council (FSC) is an international certification and labeling system for products that come from responsibly managed forests, and verified recycled sources.

Paper category "O" specified 20lb bond paper, containing 30% recycled material. This is the standard white paper used predominantly throughout the City, and is the largest category of paper bid. Bids received for category O were as follows:

Liberty Paper	\$70,800
Xpedx	\$72,480
Contract Paper Group Inc	\$75,120
Spicers Paper Inc	\$80,400
Unisource Worldwide Inc.	\$83,760

*Liberty Paper was found to be not responsible per Torrance Municipal Code (TMC) Section 22.1.4 as summarized below:

h) The quality, availability and adaptability of the supplies and equipment to the particular use required;

An evaluation of all five paper samples from category "O" from each vendor was conducted. All paper was tested in the same method, using the same equipment in the Central Services print shop.

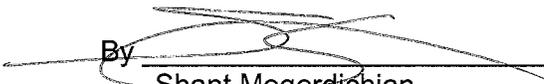
Problems were encountered with the Liberty Paper samples, which included curling of the paper, causing jamming during the print run. The sheets also produced high static, which led them to stick and cause more paper jams throughout the testing process. The problem was unpredictable and therefore unreliable. Multiple attempts to adjust the equipment failed to improve the results.

Two (2) other purchase orders will be issued for specialty office paper that falls below the threshold requiring Council authorization. Spicers Paper Inc. of Santa Fe Springs CA is the lowest responsible bidder for paper in categories C, F, H and M and will be issued a purchase order in an amount not to exceed \$29,000.00. Unisource Worldwide Inc. of La Palma, CA is the lowest responsible bidder for paper in categories A, B, E, I and K and will be issued a purchase order in a not to exceed amount of \$19,000.00.

Respectfully submitted,

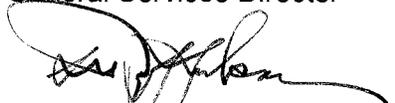
SHERYL BALLEW
General Services Director

By


Shant Megerdichian
Facility Operations Manager

CONCUR:


Sheryl Ballew
General Services Director


LeRoy J. Jackson
City Manager