

Council Meeting
January 23, 2007

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

Members of the Council:

**SUBJECT: General Services- Authorize purchasing agreements for
Xerographic and Specialty Office Paper
Expenditure Not To Exceed: \$102,400.00**

Ref. County of Los Angeles Agreement # 42580

Ref. Bid: B2006-45

RECOMMENDATION

The General Services Director recommends that the City Council authorize the following:

1. Award a purchasing agreement to Spicers Paper, Inc. of Santa Fe Springs, CA, in an amount not to exceed \$ 76,200.00 for xerographic paper as a cooperative purchase with the County of Los Angeles.
2. Award a purchasing agreement to Northwest Paper of La Mirada, CA in an amount not to exceed \$ 26,200.00 as a result of B2006-45 bid for specialty office paper.

Term: January 24, 2007 through January 23, 2008

FUNDING

Funding is available in the General Services Department operating budget for the current 2006-2007 fiscal year as well as budgeted funds for the 2007-2008 fiscal year operating budget.

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

The County of Los Angeles awarded a contract to Spicers Paper, Inc. for xerographic paper through a competitive bidding process. Spicers has agreed to extend the same pricing, terms and conditions to other governmental agencies. By participating in this cooperative purchase, the City of Torrance will receive the same pricing and percentage discount as the County of Los Angeles, even though the City's volume is not as great. The County of Los Angeles bid did not include specialty paper and therefore agencies must bid that requirement separately.

The Torrance Municipal Code (Section 22. 3.15 - EXCEPTIONS; COOPERATIVE PURCHASES) states, " a) The provisions of this Article shall not apply to purchases made pursuant to any cooperative governmental purchase program, which purchases shall be made in accordance with such procedures and regulations as shall be established by the City Manager. b) For the purposes of this Section, the term cooperative governmental purchase program shall mean any combination between the City of Torrance and any other public agency or public agencies for the joint purchase of property or services.

Formal bids for miscellaneous specialty paper such as heavyweight, coated, and offset paper were opened on November 30, 2006. Bids were received from four (4) vendors. Although the bid contained seventy-two (72) items, staff is recommending award for only thirty-six (36) items based on the low usage of some types of paper used throughout the year. The recommendations for award of purchase agreements are to the lowest responsible bidder for each item. Recycled paper was again specified.

Vendor	Total Number Of Items Awarded	Not To Exceed Total
Spicers Paper, Inc. Santa Fe Springs, CA	7	\$ 76,200.00 (County of Los Angeles Cooperative Purchase)
Northwest Paper La Mirada, CA	21	\$ 26,200.00

In addition to the purchasing agreement to Spicers Paper, Inc. for xerographic paper, and Northwest Paper for specialty paper requiring Council authorization, additional purchasing agreements are required for specialty office paper that fall below the threshold requiring Council authorization. They include Advanced Business Graphics in the not to exceed amount of \$10,800 and Liberty Paper and Printing in the not to exceed amount of \$12,100. The four (4) vendors combined will provide the City's annual requirement of office paper.

The award to multiple vendors is more cost effective, as no single vendor bid on every item in the bid document.

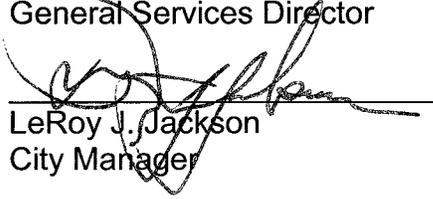
Respectfully submitted,

SHERYL BALLEW
General Services Director

By 
Shant Megerdichian
Facility Operations Manager

CONCUR:


Sheryl Ballew
General Services Director


LeRoy J. Jackson
City Manager