

Council Meeting  
February 5, 2008

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: \$ 123,300**

**Ref. County of Los Angeles Agreement # 42580**

**Ref. Bid: B2008-03**

### **RECOMMENDATION**

Recommendation of the General Services Director that City Council:

1. Award a purchasing agreement to Spicers Paper, Inc. of Santa Fe Springs, CA, in an amount not to exceed \$ 80,000.00 for xerographic paper as a cooperative purchase with the County of Los Angeles.
2. Award a purchasing agreement to Liberty Paper & Printing of Vernon, CA in an amount not to exceed \$ 43,300.00 as a result of B2008-03 bid for specialty office paper.

Term: February 6, 2008 through February 5, 2009

### **FUNDING**

Funding is available in the General Services Department operating budget for the current 2007-2008 fiscal year as well as budgeted funds for the 2008-2009 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 all 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.

Formal bids for miscellaneous specialty paper (such as heavyweight, coated, and offset paper) were opened on January 10, 2008. The bid contained forty (40) items. Bids were received from three (3) vendors. The recommendations for award of purchase agreements are to the lowest responsible bidder for each item. The majority of paper specified in the bids are comprised of recycled material.

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.

Vendor	Total Number Of Items Awarded	Not To Exceed Total
Spicers Paper, Inc. Santa Fe Springs, CA	7	\$ 80,000.00 (County of Los Angeles Cooperative Purchase)
Liberty Paper & Printing Vernon, CA	29	\$ 43,300.00

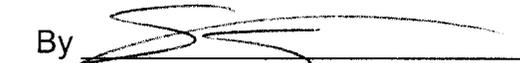
In addition to the purchasing agreement to Spicers Paper, Inc. for xerographic paper, and Liberty Paper & Printing for specialty paper requiring Council authorization, additional purchasing agreements are required for specialty office paper that fall below the threshold requiring Council authorization. They include Spicers Paper in the not to exceed amount of \$ 8,700.00 and Corporate Express in the not to exceed amount of \$ 2,800.00. The three (3) 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