

Council Meeting
May 11, 2010

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: \$100,000**

Ref. Bid: B2010-07

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 \$100,000 for the purchase of xerographic and specialty office paper categories C, E, F, L, N and O of Bid B2010-07.

Term: July 1, 2010 through June 30, 2011

FUNDING

Funding is available in the General Services Department operating budget for the 2010-2011 fiscal year.

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.

Consistent with the City Manager's commitment to reduce the use of paper, the amount of white paper specified in this year's annual bid was reduced by approximately three million sheets. To maintain this reduction, Central Services, in conjunction with all City departments, is working to reduce the number of copies run and minimize the use of all types of paper.

ANALYSIS

Formal bids for xerographic and specialty office paper was opened on April 15, 2010. Bids were received from three (3) vendors. The bid contained fifty-six (56) line items within 15 categories of similar type paper. The recommendation for award of purchase orders is to the lowest responsible bidder for each 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.

Lastly, two (2) other purchase orders will be issued for specialty office paper that falls below the threshold requiring Council authorization. Kelly Paper Co of City of Industry CA will be issued a purchase order in the amount of \$30,000 for the purchase of xerographic and specialty office paper categories A, B, C, G, H, I, J and M of Bid B2010-07. Liberty Paper of Los Angeles, CA will be issued a purchase order in the amount of \$12,500 for the purchase of xerographic and specialty office paper category K of Bid B2010-07. The three (3) vendors combined will provide the City's annual requirement of office paper.

Respectfully submitted,

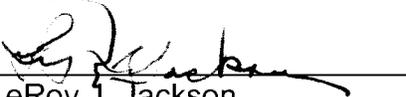
SHERYL BALLEW
General Services Director

By


Shant Megerdichian
Facility Operations Manager

CONCUR:


Sheryl Ballew
General Services Director


LeRoy J. Jackson
City Manager