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DEPARTMENT OF
GENERAL SERVICES

OFFICE OF THE DIRECTOR

CITY OF SACRAMENTO
CALIFORNIA

July 14, 1992
PS:Admin:FM:KP:bd

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SACRAMENTO, CA
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DIVISIONS:

COMMUNICATIONS
FACILITY MANAGEMENT
FLEET MANAGEMENT
PROCUREMENT SERVICES

City Council
Sacramento, California

Honorable Members In Session:

**SUBJECT: RECOMMENDATION FOR AWARD OF BID NO. 1560, STOCKLESS
OFFICE SUPPLIES SYSTEM, IN A TOTAL AMOUNT OF \$360,000.00**

LOCATION AND COUNCIL DISTRICT

City-wide - All Districts

SUMMARY

Attached is a tabulation of sealed proposals received by the City Clerk for furnishing material in accordance with specifications adopted by the City Council and recommendation of bid award for the following:

Stockless Office Supplies System for use by all City departments.

RECOMMENDATION

It is recommended that, in the City's best interest, the City Council accept the lowest responsible bid submitted per Chapter 57 of the Sacramento City Code, as follows:

<u>Bid</u>	<u>Bidder</u>	<u>Items Awarded</u>	<u>Contract Amount</u>
Stockless Office Supplies System (Attachment #1)	Boise-Cascade Office Products 1315 O'Brien Drive Menlo Park, CA 94025	All	\$360,000.00*

*The lowest responsible bid amount of \$67,353.12 represents the total for those items selected for evaluation purposes only. Authorization is being requested to enter into a contract in an amount not to exceed \$360,000.00 per year, which more closely reflects the actual amount to be expended each year of this potential 5 year contract.



BACKGROUND

Specifications were adopted by the City Council on May 26, 1992 and bids were called for by the City Clerk on June 17, 1992.

On June 9, 1992, the Council authorized a six-month extension of the existing Stockless Office Supplies contract with Boise-Cascade in order to provide for a smooth transition of services in the event that a new vendor had competed successfully for the contract. However, since Boise-Cascade offered the lowest responsible bid the extension authorized will not be necessary, and the new contract terms can be put into effect immediately following Council's approval of the bid award to Boise Cascade.

FINANCIAL CONSIDERATIONS

Funds for this purchase are available from various approved City departments' operating budgets.

POLICY CONSIDERATIONS

These recommendations are consistent with the requirements for competitive bidding as detailed in Chapter 57 of the Sacramento City Code.

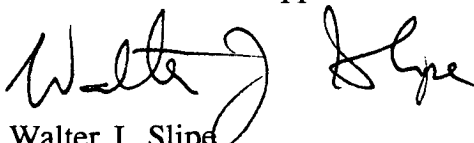
MBE/WBE

Requests for bid were sent to eight vendors, three of whom were Minority or Woman Owned Businesses. No response was received from a M/WBE vendor.

Respectfully Submitted,


Frank Mugartegui
Director of General Services

Recommendation Approved:


Walter J. Slipa
City Manager

1 Attachment

Contact For More Information:
Karen Parrottino, Buyer II, 433-6240

For Council Agenda of:
July 14, 1992

**BID TABULATION SHEET FOR
BID NO. 1560 - STOCKLESS OFFICE SUPPLIES SYSTEM**

<u>Bidder</u>	<u>Bid Total (Incl. Sales Tax)</u>	<u>Payment Discount</u>	<u>Local Preference</u>	<u>Net Bid</u>
✓ Boise-Cascade Office Products	\$ 67,353.12 ⁽¹⁾	10% 20 days	No	<u>\$ 60,617.81</u>
✓ Schwabacher Frey	\$ 62,196.05 ⁽¹⁾	-0-	No	\$ 62,196.05
✓ Eastman, Incorporated	\$ 67,755.62	-0-	1%	\$ 67,078.06
Matrix Office Solutions	No Bid			No Bid

Total Award of Contract To: Boise-Cascade Office Products
 1315 O'Brien Drive
 Menlo Park, CA 94025

Original Estimated Cost: \$360,000.00

Total Bid Amount: \$ 67,353.12

Total Amount of Contract: \$360,000.00*

Using Department: Various City Departments

Due Date: June 17, 1992

*The lowest responsible bid amount of \$67,353.12 represents the total for those items selected for evaluation purposes only. Authorization is being requested to enter into a contract in an amount not to exceed \$360,000.00 per year, which more closely reflects the actual amount to be expended each year of this potential 5 year contract.

Total No. of Bids Solicited	No. of M/WBE Bids Solicited	No. of M/WBE Responses	Award to M/WBE Vendor?
8	3	0	No