

**MEMORANDUM**  
**COUNTY OF PLACER**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**PROCUREMENT SERVICES DIVISION**

TO: Honorable Board of Supervisors

FROM: David Seward, Purchasing Manager *DS*

DATE: July 11, 2006

SUBJECT: Recommendation to Approve the Award of Bid No. 9586 to Xpedx in the Maximum Amount of \$172,000.00 for Recycled Bond Copy Paper

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**ACTION REQUESTED**

Approve the award of Bid No. 9586 to Xpedx, of Hayward, CA, for recycled bond copy paper in the maximum amount of \$172,000.00, and authorize the Purchasing Manager to sign the resulting Blanket Purchase Order.

**BACKGROUND**

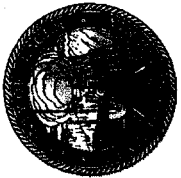
The Procurement Services Division solicited bids from twenty firms and advertised on the County's website for an annual contract to purchase copy paper to be used in various County duplicators, copiers, printers, and fax machines. Attachment A provides a comparison of prices offered by the three responding firms. Procurement made an additional competitive analysis by asking the incumbent supplier, Unisource to provide pricing if the County were to exercise an option to renew the current contract. Attachment A shows that the lowest bid priced bid was offered by Xpedx. Central Services has tested the paper offered and found it to be acceptable.

**FISCAL IMPACT**

The Blanket Purchase Order resulting from this recommendation will total \$172,000.00 and be effective from the date of your Board's approval through June 30, 2007.

Attachment A, Bid Evaluation and Award Recommendation

Cc: Leslie Blagg, Central Services  
Sandy Hammock, Administrative Services



**BID EVALUATION & AWARD RECOMMENDATION**

Bid No. 9586  
 Title: Bond Copy Paper  
 Due Date: 5/18/06

Buyer Name: Steven McCredie  
 Phone: 530-889-4257  
 Estimated Award Date: 7/11/06

Item	Item Description	Qty	Unisource		Xpedx		Corporate Express	
			Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	8 1/2 X 11 Bond Paper, White	58800	2.83	166,404.00	2.44	143,472.00	2.80	164,640.00
	Brand/Description		Eureka 30		Eureka 30		Georgia Pacific	
	Test Pallet Price				2.67		2.80	
2	8 1/2 X 11 Bond Paper, Color	3000	3.18	9,540.00	3.13	9,390.00	3.06	9,180.00
	Brand/Description		Eureka Colors		Hammermill		Wasau	
3	8 1/2 X 14 Bond Paper, White	1800	4.10	7,380.00	3.47	6,246.00	3.64	6,552.00
	Brand/Description		Eureka 30		Eureka 30		Georgia Pacific	
4	8 1/2 X 14 Bond Paper, Color	100	5.81	581.00	4.16	416.00	4.34	434.00
	Brand/Description		Eureka Colors		Hammermill		Wasau	
5	11 X 17 Bond Paper, White	300	6.45	1,935.00	4.90	1,470.00	6.55	1,965.00
	Brand/Description		Eureka 30		Eureka 30		Xerox	
6	11 X 17 Bond Paper, Color	100	6.59	659.00	6.58	658.00	6.60	660.00
	Brand/Description		Eureka Colors		Hammermill		Wasau	
Subtotal				186,499.00		161,652.00		183,431.00
7.25% Tax				13,521.18		7.25% Tax		13,298.75
Bid Total				200,020.18		173,371.77		196,729.75
Prompt Pay				4,000.40		3,467.44		3,934.59
<b>Ref. Price</b>				<b>\$196,019.77</b>		<b>\$169,904.33</b>		<b>\$192,795.15</b>

Can Pallets be mixed? No

Minimum order quantities

8 1/2 X 11 White ?

8 1/2 X 11 Color ?

8 1/2 X 14 White ?

8 1/2 X 14 Color ?

11 X 17 White ?

11 X 17 Color ?

Prices effective through (date) Option of renewing current contract After 6/12

Yes, colors or whites, but not mixed.

400

400

300

300

200

200

6/30/06

1 ream

1 ream

1 ream

1 ream

1 ream

8/31/06