

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: Brett Wood, Purchasing Manager *BW*

DATE: December 13, 2011

SUBJECT: Approve the Award of Competitive Bid No. 10135 to Advanced Finishing Systems for the Purchase of a Two-Tower Collator Bookletmaker with Face Trimmer in the Amount of \$77,147.71

ACTION REQUESTED

Approve the award of competitive Bid No. 10135 to Advanced Finishing Systems of Roseville for the purchase of a Two-Tower Collator Bookletmaker with Face Trimmer for the Central Services Division in the amount of \$77,147.71, ratify rejection of all bids for two previous bid solicitations, declare equipment to be traded in as surplus and approve such trade-in as a part of the bid award, and authorize the Purchasing Manager to sign the resulting purchase order.

BACKGROUND

On November 22, 2010, Procurement Services solicited Invitation for Bids (IFB) No. 10039 for the purchase of one new two-tower collator bookletmaker with face trimmer to replace existing equipment in the Central Services Division's print shop. The new equipment will expand Central Services' capacity to collate, bind, and trim large booklets, manuals, and newsletters. As part of the bid evaluation process, Central Services staff evaluated off-site equipment demonstrations. Procurement determined that a fair equipment evaluation could not be conducted based on the demonstration arrangements and therefore rejected all bid responses.

Replacement IFB No. 10086 was released and due to timing of the bid evaluations including equipment demonstrations, the award recommendation was not confirmed prior to the June 21, 2011 Board meeting date. Due to the finalization of the new fiscal year (2011-12) budget, this bid could not be awarded within the 90 calendar days that bidders were required to honor their bids. As a result, Procurement rejected all bid responses. In accordance with the Purchasing Policy Manual (PPM), Section 2.2(d), staff requests that your Board ratify the rejections of all bid responses for IFB Numbers 10039 and 10086.

The second replacement IFB No. 10135 was distributed via the County's E-Bid system to twenty-three potential bidders and was also advertised on the County's website. A total of four bid responses were received. The bids were evaluated on the unit pricing offered for the equipment, training, freight, trade-in value for Central Services' existing equipment, and compliance with the bid specifications, terms, and conditions. Prompt payment discounts and local vendor preference were also considered. Equipment demonstrations were excluded from this re-bid. Two bid responses offered equipment that did not comply with the bid's minimum specifications and were therefore determined to be non-responsive. Evaluations of bid pricing and specifications are submitted as Attachments A and B, respectively.

Bid evaluation illustrates that Advanced Finishing Systems (AFS) is the lowest responsive bidder in the total amount of \$78,147.71. AFS was the only registered Placer County local vendor responding to this solicitation. AFS offered a \$1,000.00 trade-in allowance for Central Services' existing collator and bookletmaker. Therefore, in accordance with the PPM, Section 12.5, Procurement requests that your Board declare the existing equipment as surplus and approve such trade-in as part of the bid award.

FISCAL IMPACT

Upon your Board's approval, a purchase order will be awarded to Advanced Finishing Systems in the amount of \$77,147.71, which includes the \$1,000.00 trade-in allowance. The Department of Administrative Services' Fiscal Impact Statement is attached (refer to Attachment C).

Attachments: A. IFB 10135 Evaluation Spreadsheet
B. Compliance with Bid Specifications
C. Department of Administrative Services' Fiscal Impact Statement

cc: Leslie Blagg, Central Services Manager
Sandy Hammock, Senior Administrative Services Officer



COUNTY OF PLACER, AUBURN, CA

BID EVALUATION & AWARD RECOMMENDATION

Bid No. 10135
Title: Two-Tower Collator Bookletmaker w/ Face Trimmer
Due Date: 11/17/11

Buyer Name: Bob Bigney
Phone: 530-889-4255
Estimated Award Date: 12/13/2011

(Recommended award is highlighted)

Item No.	Item Description	Qty	Unit Price	Extension	Unit Price	Extension																								
<table border="0" style="width:100%"> <tr> <td style="width:30%">Name of Firm</td> <td style="width:30%">Advanced Finishing Systems</td> <td style="width:30%">K. Wilson & Company, Inc.</td> </tr> <tr> <td>City/State</td> <td>Roseville, CA</td> <td>S. San Francisco, CA</td> </tr> <tr> <td>Telephone</td> <td>916-870-9848</td> <td>650-952-3003</td> </tr> <tr> <td>Fax Number</td> <td>916-781-9856</td> <td>650-952-2577</td> </tr> <tr> <td>FOB</td> <td>Central Services</td> <td>Central Services</td> </tr> <tr> <td>Lead Time</td> <td>3 Weeks</td> <td>30 Days ARO</td> </tr> <tr> <td>LVP Certified? ⁽¹⁾</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Invoice Terms ⁽²⁾</td> <td>Net 30</td> <td>Net 30</td> </tr> </table>							Name of Firm	Advanced Finishing Systems	K. Wilson & Company, Inc.	City/State	Roseville, CA	S. San Francisco, CA	Telephone	916-870-9848	650-952-3003	Fax Number	916-781-9856	650-952-2577	FOB	Central Services	Central Services	Lead Time	3 Weeks	30 Days ARO	LVP Certified? ⁽¹⁾	Yes	No	Invoice Terms ⁽²⁾	Net 30	Net 30
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1	EQUIPMENT Furnish and install automated two-tower collator bookletmaker with face trimmer	1	72,865.00	72,865.00	95,400.00	95,400.00																								
WARRANTY (Optional, not included in evaluation)																														
2	Price per warranty extending beyond mfr. warranty (Optional, not included in evaluation)	1		0.00	2,000.00	2,000.00																								
TRADE-IN																														
3	10-Bin Air-Feed Tower Collator, Model BST10	1	500.00	500.00	Remove at no charge																									
4	Bridge, Model UTTS	1	50.00	50.00	Remove at no charge																									
5	2-Head Stitcher, Model AGR	1	350.00	350.00	Remove at no charge																									
6	Folder with Conveyer, Model PA	1	100.00	100.00	Remove at no charge																									
(1) Local Vendor Preference is granted to those firms who file an LVP Affidavit with the County prior to the close of the bid.			Subtotal	72,865.00	Subtotal	95,400.00																								
			7.25% Sales Tax	5,282.71	7.25% Sales Tax	6,916.50																								
(2) Invoice Terms of less than 10 days were not considered in this evaluation.			Freight	Included	Freight	4,468.00																								
			Training	Included	Training	Included																								
			Bid Total	78,147.71	Bid Total	106,784.50																								
			Trade-in	1,000.00	Trade-in	No Charge																								
			Subtotal	77,147.71	Subtotal	106,784.50																								
			LVP	3,857.39	LVP	0.00																								
			Prompt Pay Disc	0.00	Prompt Pay Disc	0.00																								
			Ref. Price	\$73,290.33	Ref. Price	\$106,784.50																								

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Compliance with Bid Specifications

Bid No. 10135 - Two-Tower Collator Bookletmaker with Face Trimmer

Specifications evaluated by Central Services

Attachment B

Model	New Eq	Digital Automation	2 Towers	20 Bins w/ Suction Feed	Paper size 4.5"x5.5" to 11"x17"	Paper Wt 20lb to Cover	Control Panel & User Set Up Auto Job set up w/ 10 diff parameters; auto bin adjust; feed error detectors; empty bin indicators	Saddle stitch with fold or corner stitch 8" to 17" length by 5.5" to 11" width	Speed: 4,000 sets/hour minimum	Stitch&fold 20 sheets	Corner staple 18 sheets + cover/back	1 year warranty	OPTIONAL Trade-in Credit
Company Advanced Finishing Systems	CP Borge	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes, 2 yrs	\$1,000
K Wilson Company	Standard Horizon	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes, 3 yrs	\$0
Duplo USA	Duplo 3500	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No, 3,000/hr	Yes	Yes	?	\$400
Kelly Paper	Duplo DBM-120	Yes	Yes	Yes	Yes	No	Yes	Yes	No, 2,400/hr	Yes	Yes	?	\$0

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FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors

FROM: Clark L. Moots, Director of Administrative Services Department

DATE: December 13, 2011

SUBJECT: **Fiscal Impact Statement**
Bid 10135 – Purchase Two-Tower Collator Bookletmaker

The Administrative Services Department's Central Services Division has budgeted appropriately for this purchase and funding is available in the FY2011-2012 department budget. This equipment is being purchased as part of Central Services' Capital Replacement Plan that was originally approved for the FY2010-2011 department budget. This equipment will expand Central Services' capacity to collate, bind, and trim large booklets, manuals, and newsletters.

