

**CITY OF SAN ANTONIO
INTERDEPARTMENTAL MEMORANDUM
PURCHASING & GENERAL SERVICES DEPARTMENT**

CONSENT AGENDA
ITEM NO. 9

TO: Mayor and City Council

FROM: Janie B. Cantu, Director of Purchasing & General Services

THROUGH: Terry M. Brechtel, City Manager

COPIES: Travis M. Bishop, Assistant City Manager;
Michael Abington, Director of Alamodome; Kevin Dolliole, Director of Aviation; Edward Garcia, Director of Convention Facilities; Dr. Fernando Guerra, Director of Health; Malcolm Matthews, Director of Parks; Thomas Wendorf, Director of Public Works;
File

SUBJECT: Custodial Paper Products

DATE: February 6, 2003

SUMMARY & RECOMMENDATION:

This ordinance authorizes the Purchasing & General Services Department to purchase custodial paper products for the Alamodome, Aviation, Convention Facilities, Health, Parks and Public Works Departments. Staff recommends approval of this ordinance.

BACKGROUND INFORMATION:

The attached tabulation of twelve bids to provide the City of San Antonio Alamodome, Aviation, Convention Facilities, Health, Parks and Public Works Departments with custodial paper products is hereby submitted for council consideration and action. The bid submitted by Gulf Coast Paper, bid no. 2 (item 1) and Pollock Paper Distributors, bid no. 1 (item 1) failed to meet City specifications. The low qualified bids were submitted by Sanivac Davis, items 1, 3 and 4; and Coleman Enterprises, a WBE company, item 2.

This is a fixed quantity contract with staggered delivery dates throughout the year. Deliveries will be made to locations with adequate storage facilities to accommodate large orders, allowing the City to realize a better cost.

The City of San Antonio encourages bids on recycled products and 100% of the paper products being awarded are made of recycled materials.

The City of San Antonio Purchasing Department advertises bids in the Daily Commercial Recorder, La Prensa, the San Antonio Observer and the San Antonio Express News. This office also advertises bids on Public Access Channel 21, the Purchasing Website and utilizes the services of Demandstar.com to notify registered vendors of City bids.

POLICY ANALYSIS:

This contract will provide an annual supply of custodial paper products for the Alamodome, Aviation, Convention Facilities, Health, Parks and Public Works Departments.

FINANCIAL IMPACT:

The total cost of this contract is \$224,336.20. Funding will be from the General Fund, Miscellaneous Special Revenue Fund, Airport Fund and Building Maintenance Funds. All expenditures will be in accordance with the FY02-03 Budget approved by City Council.


COORDINATION

This ordinance has been coordinated with the City of San Antonio Alamodome, Aviation, Convention Facilities, Health, Parks and Public Works Departments

SUPPLEMENTAL INFORMATION

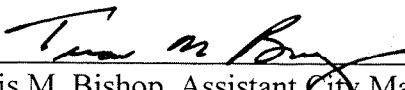
This contract was developed utilizing the formal competitive bid process, therefore an Ethics Disclosure Form is not required.

The award for item 2 will be made to Coleman Enterprises, a WBE company.

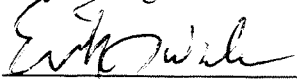


Janie B. Cantu, C.P.M., Director
Purchasing & General Services

Approved:



Travis M. Bishop, Assistant City Manager
City Manager's Office



for Terry M. Brechtel
City Manager

City of San Antonio Bid Tabulation

Opened: September 30, 2002		Sanivac/Davis	Coleman Enterprises	B & L Enterprises	Cleaning Ideas	Bid #1 Gulf Coast Paper	Bid #2 Gulf Coast Paper
For: Custodial Paper Products		1023 Morales	P.O. Box 460032	312 Spring River Dr.	4219 Centergate	4030 Binz Engleman #300	4030 Binz Engleman #300
03-001 JM/rm		San Antonio TX 78207	San Antonio TX 78246	Martindale TX 78655	San Antonio TX 78217	San Antonio TX 78219	San Antonio TX 78219
Item	Description						
1	10,940 Cases Standard "C" Fold Paper Towels						
	Non-Recycled						
	Price Per Case	No Bid	No Bid	\$12.95	No Bid	\$11.91	NAS \$14.44
	Price Total			\$141,673.00		\$130,295.40	\$108,332.26*
	Recycled						
	Price Per Case	\$11.96	\$11.74	No Bid	\$13.18	No Bid	No Bid
	Price Total	\$130,842.40	\$128,435.60		\$144,189.20		
2	3,634 Cases Toilet Tissue, Soft 500 2-Ply						
	Non-Recycled						
	Price Per Case	No Bid	No Bid	\$28.73	No Bid	\$25.24	No Bid
	Price Total			\$104,404.82		\$91,722.16	
	Recycled						
	Price Per Case	\$25.84	\$23.60	No Bid	\$31.91	No Bid	\$27.95
	Price Total	\$93,902.56	\$85,762.40		\$115,960.94		\$101,570.30
3	310 Cases Toilet Tissue, Single Ply						
	Non-Recycled						
	Price Per Case	No Bid	No Bid	\$19.80	No Bid	\$21.10	No Bid
	Price Total			\$6,138.00		\$6,541.00	
	Recycled						
	Price Per Case	\$17.98	\$19.15	No Bid	\$22.89	No Bid	\$22.22
	Price Total	\$5,573.80	\$11,873.00*		\$7,095.90		\$6,888.20
4	120 Cases Toilet Tissue, 2-Ply, 12" Jumbo Roll						
	Non-Recycled						
	Price Per Case	No Bid	No Bid	\$19.30	No Bid	\$21.10	No Bid
	Price Total			\$2,316.00		\$2,532.00	
	Recycled						
	Price Per Case	\$17.98	\$18.15	No Bid	\$20.92	No Bid	\$22.22
	Price Total	\$2,157.60	\$2,178.00		\$2,510.40		\$2,666.40
	Terms	2%-10	N30	1%-10	2%-10	1%-10	1%-10
	Total Awarded	\$138,573.80	\$85,762.40				

No Bid: Central Poly Corp., Grainger Industrial Supply

* Totals have been adjusted to reflect variances in packaging.

City of San Antonio Bid Tabulation

		Bid #1	Bid #2	Bid #3		
Opened: September 30, 2002		Joy Brown/Quixtar Business to Business Solutions	Pollock Paper Distributors	Pollock Paper Distributors	Pollock Paper Distributors	Prince's Product Unlimited
For: Custodial Paper Products		516 Deal Drive	3802 Binz- Engleman	3802 Binz- Engleman	3802 Binz- Engleman	749-13 E 16th
03-001 JM/rm		Chesapeake VA 23323	San Antonio TX 78219	San Antonio TX 78219	San Antonio TX 78219	Mt. Pleasant TX 75455
						RB & SB LLC, dba Fleet Buying Group 1690 N. Topping Ave. Kansas City MO 64120
Item	Description					
1	10,940 Cases Standard "C" Fold Paper Towels					
	Non-Recycled		NAS			
	Price Per Case	No Bid	\$11.05	\$13.68	\$16.91	\$15.89
	Price Total		\$96,727.10*	\$102,634.70*	\$201,094.70*	\$173,836.60
	Recycled					
	Price Per Case	\$27.60	No Bid	No Bid	No Bid	No Bid
	Price Total	\$503,248.75*				\$20.54
2	3,634 Cases Toilet Tissue, Soft 500 2-Ply					\$224,707.60
	Non-Recycled					
	Price Per Case	No Bid	\$23.95	No Bid	No Bid	No Bid
	Price Total		\$87,034.30			\$37.22
	Recycled					\$135,257.48
	Price Per Case	\$50.60	No Bid	No Bid	No Bid	No Bid
	Price Total	\$183,880.40				\$34.50
3	310 Cases Toilet Tissue, Single Ply					\$125,373.00
	Non-Recycled					
	Price Per Case	No Bid	\$20.18	No Bid	No Bid	No Bid
	Price Total		\$6,255.80			\$21.06
	Recycled					\$6,528.60
	Price Per Case	No Bid	No Bid	No Bid	No Bid	No Bid
	Price Total					\$24.41
4	120 Cases Toilet Tissue, 2-Ply, 12" Jumbo Roll					\$7,567.10
	Non-Recycled					
	Price Per Case	\$50.60	\$19.98	No Bid	No Bid	No Bid
	Price Total	\$6,072.00	\$2,397.60			\$21.06
	Recycled					\$2,527.20
	Price Per Case	No Bid	No Bid	No Bid	No Bid	No Bid
	Price Total					No Bid
	Terms	1%-10	N30	N30	N30	N30
	Total Awarded					

No Bid: Central Poly Corp., Grainger Industrial Supply

* Totals have been adjusted to reflect variances in packaging