

# Consent Agenda Item B

- B. CONSIDERATION AND POSSIBLE ACTION – RESOLUTION NO. R201-137 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PEARLAND, TEXAS, AWARDED A UNIT SUPPLY BID FOR OFFICE SUPPLIES. *Mr. Bill Eisen, City Manager.***

**AGENDA REQUEST  
BUSINESS OF THE CITY COUNCIL  
CITY OF PEARLAND, TEXAS**

<b>AGENDA OF:</b> November 28, 2011	<b>ITEM NO.:</b> Resolution No. R2011-137
<b>DATE SUBMITTED:</b> October 31, 2011	<b>DEPT. OF ORIGIN:</b> Finance
<b>PREPARED BY:</b> Bob Pearce	<b>PRESENTOR:</b> Bill Eisen
<b>REVIEWED BY:</b> Bill Eisen	<b>REVIEW DATE:</b> 11/7/2011
<b>SUBJECT:</b> Award of bid for provision of Office Supplies	
<b>EXHIBITS:</b> Council Resolution #R2011- 137 Bid Tabulation	
<b>EXPENDITURE REQUIRED:</b> \$ 140,000 (est.) <b>AMOUNT BUDGETED:</b> \$140,000 <b>AMOUNT AVAILABLE:</b> \$140,000 <b>PROJECT NO.:</b> <b>ACCOUNT NO.:</b> Various departmental operating accounts.	
<b>ADDITIONAL APPROPRIATION REQUIRED:</b> <b>ACCOUNT NO.:</b> <b>PROJECT NO.:</b>	
<b>To be completed by Department:</b> <input checked="" type="checkbox"/> <b>Finance</b> <input type="checkbox"/> <b>Legal</b> <input type="checkbox"/> <b>Ordinance</b> <input type="checkbox"/> <b>Resolution</b>	

**EXECUTIVE SUMMARY**

Four (4) sealed bids were received September 22, 2011, for the provision of office supplies to City departments, pursuant to the specifications of Bid #0811-40. City departments order supplies online as needed throughout the term of the purchase agreement, with individual orders of greater than \$500 requiring the additional approval of Purchasing staff, to ensure an appropriate review of large orders.

Bid specifications divided the overall bid into four separate sections of product categories: general office supplies, office technology equipment, toner and paper supplies. The items listed in each section are considered to be a representative sampling of actual items ordered, and were used for evaluation purposes. Items ordered outside the products listed in the bid sheet will be priced pursuant to the awarded bidder's stated percentage discount for that product section. It is believed that this method will provide the best overall pricing for the City.

The total of 118 products which were listed on the bid sheet in the specifications were obtained from previous City orders, and resulted in only one respondent, Office Max, citing prices for all items. This is primarily due to the fact that many of the items listed have been discontinued or modified/reconfigured, with Office Max proposing alternates which they deemed to be most

similar, and the other 3 respondents doing likewise to varying degrees. Due to variances in the products offered as substitutes, it is believed that comparing the pricing for the 75 items for which each bidder responded to the actual items specified will yield the most fair and accurate picture of the bid which is most cost-effective for the City. That comparison results in Staples being the low overall bidder, and their percentage discounts are among the highest, when not the highest, in all product categories. It should be noted that two of the respondents quoted pricing from existing cooperative contracts (Office Max – TCPN pricing; and Reliant – U.S. Communities), and that Staples' unit prices for this bid appear, from a sampling, to be lower than their own cooperative contract currently awarded through the TASB Buyboard program. Staples has been the City's awarded vendor for office supplies since 2008, and their service has been satisfactory.

This bid award will provide for fixed unit costs for a period of one (1) year, with no allowable price increases. At the expiration of the initial term, an option is available for two (2) additional one (1) year renewals upon the mutual agreement of both parties, and the approval of City Council. Any price adjustment requested by the contracted vendor at the outset of any renewal period is governed by, and limited to, a commensurate increase in the CPI for the Houston-Galveston-Brazoria metropolitan area. In the event a renewal contract is not agreeable to both parties, the contract will continue on a month-to-month basis until such time as a new bid can be awarded.

### **RECOMMENDED ACTION**

City Council consideration and approval of a resolution to award a bid for the provision of office supplies at the unit prices reflected in the shaded portion of the attached tabulation.

**RESOLUTION NO. R2011-137**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PEARLAND,  
TEXAS, AWARDDING A UNIT SUPPLY BID FOR OFFICE SUPPLIES.**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PEARLAND, TEXAS:**

**Section 1.** That the City opened supply contract bids for office supplies, and such bids have been reviewed and tabulated.

**Section 2.** That the City Council hereby awards the bid to Staples, Inc., in the unit price amounts reflected in Exhibit "A" attached hereto.

**Section 3.** The City Manager or his designee is hereby authorized to execute a supply contract for office supplies.

PASSED, APPROVED and ADOPTED this the \_\_\_\_\_ day of \_\_\_\_\_,  
A.D., 2011.

\_\_\_\_\_  
TOM REID  
MAYOR

ATTEST:

\_\_\_\_\_  
YOUNG LORFING, TRMC  
CITY SECRETARY

APPROVED AS TO FORM:

\_\_\_\_\_  
DARRIN M. COKER  
CITY ATTORNEY

Bid No. 0811-40  
Purchase of Office Supplies  
Evaluation

Item	Staples	OfficeMax	Vesco Business Products	Reliant Business Products
Paper Clips, Jumbo - 100/BX, 10 BXS/PK	\$4.41	\$4.45	\$3.99	\$3.88
File Folders, Manila, Letter - 100/BX	\$10.38	\$12.25	\$9.99	\$7.28
File Folders, Interior, 1/3 Tab, Legal - 100/BX	\$18.36	\$14.38	\$22.99	\$34.44
EZ Place Self-Adhesive Paper Fasteners - 48/PK	\$6.09	\$3.62	\$15.99	\$14.05
Pressboard Classification Folder, Letter - 10/BX	\$17.92	\$13.78	\$15.99	\$35.83
5" Expansion File Pocket, Letter - 10/BX	\$10.29	\$17.58	\$12.99	\$9.05
3.5" Expansion File Pocket, Legal - 10/BX	\$12.88	\$13.48	\$18.99	\$13.77
File Folder, Std. Green Hanging, Legal, 1/5 Tab - 25/BX	\$10.67	\$8.65	\$7.99	\$4.94
File Folder, Std. Green Hanging, Legal, 1/3 Tab - 25/BX	\$11.04	\$10.33	\$7.99	\$4.95
Pens, Med. Point, Retractable - 12/BX	\$4.20	\$5.40	\$6.99	\$6.23
Highlighters, Yellow - 12/BX	\$4.20	\$5.39	\$5.99	\$10.48
Binder, 3" Capacity, Vinyl View	\$5.66	\$5.89	\$3.99	\$3.11
Binder, 5" Capacity, Vinyl View	\$21.85	\$14.32	\$9.99	\$13.50
Envelopes, #10 Security w/Poly Window - 500/BX	\$25.42	\$18.90	\$20.99	\$16.90
Envelopes, Kraft Clasp, 9" x 12" - 100/BX	\$9.01	\$9.58	\$6.99	\$4.08
Notepads, Colored, Letter, 50 Sheet - 12/PK	\$13.26	\$13.31	\$17.99	\$24.09
Correction Tape Dispenser	\$1.43	\$2.19	\$1.69	\$0.97
Hole Punch, 12 Sheet, 3 Hole	\$6.50	\$4.93	\$4.29	\$5.26
Tape, Invisible, 3/4" x 1000" - 6/PK	\$6.82	\$4.48	\$4.99	\$3.97

Bid No. 0811-40  
 Purchase of Office Supplies

Line	Staples	OfficeMax	Vesco Business Products	Reliant Business Products
Envelope Moistener w/Adhesive	\$1.12	\$1.30	\$1.99	\$1.52
Glue Stick, Clear, 18/PK	\$5.46	\$6.05	\$6.79	\$6.66
Scissors, Stainless Steel, 8 1/2"	\$3.80	\$1.58	\$2.99	\$1.00
Ruler, Stainless Steel, 18" Long, Cork Back	\$2.52	\$2.98	\$3.99	\$3.52
Clipboard, Hard, Std. Clip, Letter	\$1.09	\$1.17	\$0.99	\$0.73
Card File, Holds 250 Cards, Black	\$6.66	\$8.94	\$11.99	\$10.16
Ribbon, Calculator, Black & Red, Nylon	\$1.49	\$0.71	\$1.99	\$0.98
Tape Dispenser, Black	\$2.76	\$3.87	\$2.89	\$1.51
Calendar Base, Standard	\$9.72	\$8.78	\$8.99	\$6.86
Calendar Refill, Daily	\$3.11	\$1.18	\$1.89	\$1.03
Calendar, Desk Pad, 22 x 17, Monthly	\$5.19	\$5.78	\$5.49	\$6.37
File Folder Inserts, Hanging, 1/3 Tab - 100/PK	\$0.74	\$0.99	\$1.09	\$1.10
Dividers, Table of Contents, 5 Tab, Letter - 6 Sets/PK	\$4.62	\$6.20	\$7.09	\$1.10
Dividers, White, 5 Tab, Letter - 5/SET	\$2.32	\$3.12	\$3.99	\$3.04
Dividers, 5 Tab, Clear - 25 SETS/BX	\$47.44	\$63.70	\$68.99	\$52.04
Ribbon, Printer, Nylon, Black - 6/BX	\$75.41	\$165.90	\$145.99	\$149.42
Ribbon, Typewriter, Black - 2/PK	\$5.07	\$7.09	\$7.99	\$6.93
Note Pads, Yellow, Self-Stick, 3" x 3", 100 Sheets per Pad - 12/PK	\$6.24	\$3.23	\$2.79	\$2.24
Green, 80 Sheets per Book	\$1.17	\$1.57	\$0.99	\$2.79
CD/DVD Envelopes w/Poly Window, 50/PK	\$3.60	\$4.28	\$1.99	\$2.73
Sub-Total Page	\$189.53	\$298.42	\$290.90	\$261.73

Evaluation Sub-Total Page

\$200.39 \$182.91 \$200.81 \$216.78

Bid No. 0811-40  
Purchase of Office Supplies  
Evaluation

Line	Staples	OfficeMax	Vesco Business Products	Reliant Business Products
Plastic Binding Combs, 1/2" Dia. - 100/BX	\$9.86	\$3.51	\$12.99	\$7.36
Presentation Covers, Transparent, Letter - 100/PK	\$17.50	\$18.88	\$16.99	\$19.64
Flags, Asst. Colors, 1" - 212/PK	\$4.86	\$6.53	\$7.99	\$5.71
Sheet Protectors, Letter, Clear - 25/PK	\$4.12	\$4.48	\$6.99	\$4.71
Staples, Std. Chisel Point, 5000/BX	\$1.26	\$1.12	\$0.59	\$0.60
Correction Tape, Typewriter, Lift Off - 6/PK	\$5.19	\$6.89	\$4.99	\$4.07
CD-R, 52X Speed, 700MB 100/PK	\$22.04	\$18.88	\$24.99	\$15.83
Storage File, Legal, Lift Off Lid - 12/CTN	\$53.22	\$25.09	\$52.99	\$66.03
Dry Erase Board, Porcelain/Steel, 48" x 36", Mahogany Frame	\$143.73	\$269.99	\$209.99	\$192.37
Certificates, Award, Ink Jet & Laser, Letter - 25/PK	\$2.25	\$2.25	\$3.29	\$5.37
Pad, Phone Message, Write & Stick, 200/Pad	\$2.95	\$2.48	\$4.49	\$5.24
Rubber Bands, Size 64 - 350/BX	\$3.36	\$3.85	\$2.69	\$1.53
Label, Multi White, 2" x 4" - 1000/PK	\$13.84	\$5.45	\$7.76	\$10.54
Label, Multi White, 1" x 4" - 2000/PK	\$13.84	\$5.45	\$7.28	\$9.26
Sheet Protector, Economy, Clear - 50/BX	\$3.31	\$5.92	\$4.99	\$7.30
Ribbon, Printer, Oki ML 100/182, Black	\$4.90	\$10.78	\$8.99	\$12.10
Index Maker, Laser, 5 Tab	\$2.38	\$3.82	\$3.89	\$5.00
Pen, Med. Ballpoint, Black - 12/BX	\$1.47	\$1.28	\$1.99	\$3.56
<b>Sub-Total Page</b>	<b>\$310.08</b>	<b>\$396.65</b>	<b>\$383.88</b>	<b>\$376.22</b>

Bid No. 0811-40  
 Purchase of Office Supplies

Evaluation W/O Dry Erase Board \$166.35 \$126.66 \$173.89 \$183.85

Line	Staples	OfficeMax	Vesco Business Products	Reliant Business Products
Pen, Ballpoint, Cushion, Retractable, Black - 12/BX	\$4.20	\$5.40	\$5.99	\$6.23
Pen, Med. Ballpoint, Blue - 12/BX	\$1.47	\$1.89	\$1.99	\$3.56
Pen, Roller Gel, Black - 12/BX	\$11.56	\$8.99	\$13.99	\$13.12
Binder, 3-Ring, 1.5", Durable, Black	\$2.69	\$3.23	\$3.99	\$6.17
Binder, Letter, View, 1", White	\$4.45	\$5.34	\$6.29	\$6.11
Staples, Std. Size - 5000/BX	\$1.26	\$1.69	\$0.79	\$0.30
Pad, Post-it, 3" x 3" - 12/PK	\$8.42	\$11.30	\$12.99	\$11.45
Sub-Total Page	\$34.05	\$37.84	\$46.03	\$46.94
Calculator, 12 Digit Commercial Printing, 2 Color	\$135.13	\$138.88	\$159.99	\$196.39
Fax, Brother Intellifax 4100e, Fax/Copier/Telephone	\$289.99	\$299.99	\$329.99	\$284.99
Flash Drive, Travel, USB, 8GB	\$17.66	\$26.80	\$24.98	\$20.53
Mouse, Optical, 3 Button	\$26.07	\$15.39	\$29.95	\$13.16
Stapler, Electric, 45 Sheet Capacity	\$61.40	\$62.88	\$89.99	\$43.01
Printer, Laser, HP P2035n	\$221.56	\$294.14	\$199.99	\$326.61
Sub-Total Page	\$751.81	\$838.08	\$834.89	\$884.69
Paper, Computer, 14-7/8" x 11", 1 Part, 1/6" Green Bar	\$34.89	\$40.22	\$49.99	\$35.79
Paper, Recycled, Multi-Use, 8-1/2" x 11 - 5000/CTN	\$32.78	\$35.50	No Bid	\$39.08

Bid No. 0811-40  
 Purchase of Office Supplies

Evaluation				
Paper, Recycled, Multi-Use, 8-1/2" x 14" - 5000/CTN	\$41.60	\$47.72	No Bid	\$56.10
Paper, Recycled, Multi-Use, 11" x 17" - 2500/CTN	\$34.58	\$37.50	No Bid	\$46.40
Paper, Recycled, Multi-Use, 3-Hole Punch, 8-1/2" x 11" - 5000/CTN	\$34.60	\$37.50	No Bid	\$49.46

Sub-Total Paper	\$178.45	\$198.44	\$49.99	\$226.83
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Total -Supply Type Items	\$590.32	\$645.83	\$711.63	\$709.30
Totals + Equipment	\$1,485.86	\$1,753.90	\$1,756.51	\$1,786.36
Totals + Equipment+Paper	\$1,664.31	\$1,952.34	\$1,806.50	\$2,013.19

no bid on  
recycled paper