



COMMISSIONERS COURT
COMMUNICATION

AGENDA DATE: 8/5/2013

CONSENT OR REGULAR: Consent

CONTRACT REFERENCE NO
(IF APPLICABLE): _____

SUBJECT: Award of Bid #13-041 Paper and Envelope Products for the County of El Paso to three (3) vendors- Landa Packaging Dist, LLC, Office Depot, and Spectrum Paper Co, Inc. Award is for a 6-month term and based on the lowest price per line item listed. PRP approved on 7/25/13.

BACKGROUND/DISCUSSION OF TOPIC:

The Purchasing Department stocks paper and envelope supplies in its warehouse for Departments to purchase on an as-needed basis. The paper/envelope supplies are primarily supplies that the departments need "last minute". These supplies are stocked so that Purchasing can buy these items in larger quantities and benefit from higher-volume prices.

Bid #13-041 was advertised on 6/30/13 and 7/7/13 per Local Government Code section 262.025, with bids opened on July 17, 2013. Bid notices were sent to 36 bidders with five bidders responding. Bid results for these items are shown on the spreadsheet, with the lowest price per item highlighted. Landa Packaging Dist., LLC, Office Depot, Spectrum Paper Co., Inc. has been determined to offer the best bid for the products highlighted.

The local preference has been applied to the bid prices submitted by Landa Packaging Dist., LLC and Spectrum Paper Co., Inc. as some line items were within 3% of the lowest bid. The Procurement Review Panel approved the recommendation for award on 7/25/13.

This bid is for the period of 6-months. Future paper and envelope bids will be for the period of 6-months with one (1) 6-month option to renew to span the period of one year.

FISCAL IMPACT:


Funding has been approved on all items. Fiscal Impact of this bid is approximately \$108,000.00

PRIOR COMMISSIONERS COURT ACTION (IF ANY):

On June 24, 2013 Commissioners Court approved the Purchasing Agent to solicit bids for paper and envelope products for the County of El Paso.

RECOMMENDATION: Award of Bid #13-041 Paper and Envelope Products for the County of El Paso for the period of 6 months to Landa Packaging Dist., LLC, Office Depot, and Spectrum Paper Co., Inc. at the price per line item listed.

SUBMITTED BY:

Kennie Downing, Purchasing Agent, Purchasing Department (915) 546-2048 

EL PASO COUNTY PROCUREMENT REVIEW PANEL FORM

Procurement Item			
Date: 7/25/13	Department: Purchasing Department		
Item Description: Paper and Envelope products for the County of El Paso bid award: 13-041			
<u>Approval Information</u>		<u>Previous PRP Action</u>	
<input type="checkbox"/> Specs	BID: 13-041	Date	Approved for CC
<input checked="" type="checkbox"/> Bid Award	RFP:	6/13/13	<input checked="" type="checkbox"/>
<input type="checkbox"/> Contract	RFQ:	6/24/13 App.by CCt	<input type="checkbox"/>
<input type="checkbox"/> Contract Amendment	Contract:		<input type="checkbox"/>
			<input type="checkbox"/>

ACTION TAKEN BY PROCUREMENT REVIEW PANEL

- Reviewed and Accepted (as is) for Commissioners Court Action
- Reviewed and Accepted (with recommended modifications, amendments, or reservations) for Commissioners Court Action

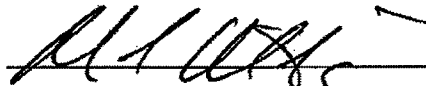
- Recommend Award to Vendor and accept for Commissioners Court Action


Vendor(s): Landa Packaging/Office Depot/Spectrum	Bid Award Amount:\$ 108,000 for 6 month
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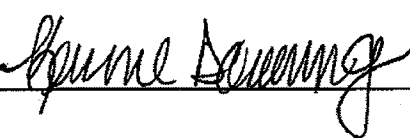
- Returned to Department for further action/information/documentation (*reason specified below)
- Not Accepted/Other (*reason specified below)

This procurement item has been reviewed by the Procurement Review Panel. Said review should not be relied upon by any person or entity other than the County of El Paso, its officers, and employees.

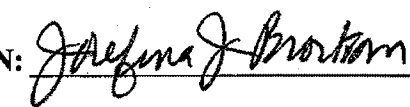
Panel Members

County Contract Administrator/Designee: Accept | Not Accept: 

County Auditor/Designee: Accept | Not Accept: 

County Purchasing Agent/Designee: Accept | Not Accept: 

County Department Head: Accept | Not Accept: _____

County Attorney Reviewer: Approved for further action: Y / N: 

Subject Matter Expert (as needed): Accept | Not Accept: _____



Bid #13-041

Paper and Envelope Products for the County of El Paso
 Opening Date: July 17, 2013

Description	Monthly Estimated Usage	Business Form Inc. El Paso TX		Landa Packaging Dist. LLC. El Paso TX		Office Depot Boca Raton FL		Olmsted Kirk Paper Co. Dallas TX		Spectrum Paper Co., Inc. El Paso TX	
		Price Per Case	Price Per Case	Price Per Case	Local Factor Added	Price Per Case	Local Factor Added	Price Per Case	Local Factor Added	Price Per Case	
8 1/2 x 11 Paper Bond White Letter Size 20#, 5,000 sheets per case	2400 CS.	\$28.88	\$26.02	\$27.49	\$28.31	\$26.05	\$26.83	\$26.10			
8 1/2 x 14 Paper Bond White Legal Size 20#, 5,000 sheets per case	500 CS.	\$43.88	\$37.34	\$52.49	\$54.06	\$42.65	\$43.93	\$36.10			
11 x 17 Paper Bond White 20#, 2,500 sheets per case	50 CS.	\$36.88	\$28.24	\$43.13	\$44.42	\$33.50	\$34.51	\$28.38			
8 1/2 x 11 Letter Size 25% Cotton Paper, 4,000 sheets per case	200 CS.	No Bid	No Bid	\$24.87	\$25.62	\$101.00	\$104.03	\$108.13			
2-Part Carbonless 20#, 8 1/2 x 11, Reverse Sequence (Canary/White), NCR, Imation or equal	80 CS.	No Bid	No Bid	\$201.99	\$208.05	\$65.60	\$67.57	\$61.43			
3-Part Carbonless 20#, 8 1/2 x 11, Reverse Sequence (Pink/Canary/White), NCR, Imation or equal	80 CS.	No Bid	No Bid	\$215.99	\$222.47	\$73.85	\$76.07	\$69.18			
4-Part Carbonless 20#, 8 1/2 x 11, Reverse Sequence (Goldendrod/Pink/Canary/White), NCR, Imation or equal	80 CS.	No Bid	No Bid	\$243.99	\$251.31	\$78.85	\$81.22	\$73.95			
5-Part Carbonless 20#, 8.5x11, Reverse Sequence(Green/Goldendrod/Pink/Canary/White), NCR, Imation or equal	80 CS.	No Bid	No Bid	No Bid	No Bid	\$81.10	\$83.53	\$76.13			
2-Part Carbonless, 20#, 8.5x11, Straight Sequence (Canary/White), NCR, Imation or equal	50 CS.	No Bid	No Bid	No Bid	No Bid	\$65.60	\$67.57	\$61.43			
3-Part Carbonless, 20#, 8.5x11, Straight Sequence (Pink/Canary/White), NCR, Imation or equal	50 CS.	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$69.18			
4-Part Carbonless, 20#, 8.5 x 11, Straight Sequence (Goldendrod/Pink/Canary/White), NCR, Imation or equal	50 CS.	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$73.95			
#10 Envelope 24# Window, White, 500/box, 2500 envelopes per case	600 BX.	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$9.26			
#10 Envelope 24# Regular Plain, White, 500/box, 2500 envelopes per case	600 BX.	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$7.90			
#9 Envelope 24# Window, White, 500/box, 2500 envelopes per case	300 BX.	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$9.26			
#9 Envelope 24# Regular Plain, White, 500/box, 2500 envelopes per case	300 BX.	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$7.90			

Approved By (Signature)
Raymond Downing
 Department Purchasing

Approved By (Print)
 RAYMOND DOWNING
 Date 7/25/13
 7/17/2013-AH

Vendors Receiving Specifications

Bid 13-041, Paper and Envelope Products for the County of El Paso

Opening Date: Wednesday, July 17, 2013

<i>Company</i>	<i>Contact</i>	<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zipcode</i>	<i>Telephone</i>	<i>Fax</i>	<i>Addendums</i>
Advance Business Supplies Inc.	Eduardo Garza Jr.	1267 Romey Ledesma	El Paso	TX	79936			<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
American Office Products		11394 James Watts	El Paso	TX	79936	915-598-1576	915-591-6827	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
American Solutions for Business	Lonni Martin	1127 Wyoming	El Paso	TX	79902	915-838-9170	915-532-0119	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
APEX Industrial supplies	Fred Jimarez	2112 Wyoming	El Paso	TX	79903	915-778-9300	915-778-9310	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Apollo Office Systems	Pam Foley	407-South 2nd St.	Alvin	TX	77511	281-286-3600	281-331-9250	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Bakemark	David C. Vogel	6990 N. Van Ark Rd.	Tucson	AR	85743	520-682-002	520-682-8556	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Buffalo Envelope	Marcy Reamsnyder	2914 Walden Ave.	Depew	NY	14043	716-686-0100	716-686-9005	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Business Forms, Inc.	R. Jon Crumley	45-A Butterfield Circle	El Paso	TX	79923	915-544-4225	915-544-9971	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Central Poly Corp.	Andrew Hoffer	2400 Bedle Place	Linden	NJ	07036	908-862-7570	908-862-9019	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Comp USA	Randy Jones	9521 Viscount Blvd. Ste. B	El Paso	TX	79925	915-595-4664	915-621-6098	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Computer Express	Tabatha Trask	10130 Huebner Rd.	San Antonio	TX	78240	210-490-4700	210-490-5252	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Data Flex Buisness Production	Art Throgmorton	P.O. Box 33406	Ft. Worth	TX	76162	800-430-3456	817-920-9019	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
El Paso Office Products	David Renteria	1550 Lionel Drive	El Paso	TX	79936	915-593-9000	915-629-8999	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Executive Office Product		5823 N. Mesa	El Paso	TX	79912	581.8141		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Executive Office Product		5823 N. Mesa	El Paso	TX	79912	581.8141		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4

Vendors Receiving Specifications

Bid 13-041 , Paper and Envelope Products for the County of El Paso

Opening Date: Wednesday, July 17, 2013

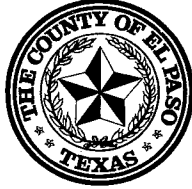
<i>Company</i>	<i>Contact</i>	<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zipcode</i>	<i>Telephone</i>	<i>Fax</i>	<i>Addendums</i>
HD Supply Facilities Maintenance, David Arnold	David Arnold	10641 Scripps Summit CT.	San Diego	CA	92131	858-831-2583	858-831-2687	1 2 3 4
Kendall and Son, LTD	Doug Charton	PO Box 1059	Royse City	TX	75189	800-985-6921	972-635-9885	1 2 3 4
Labatt Food Service	Alfred Garcia, Jr.	5824 Elm Ave.	Lubbock	TX	79404	806-748-5111	915-603-5175	1 2 3 4
Nature Friendly Products	Jeri Leigh Siss	24050 Commerce Pk- Ste. 101	Beachwood	OH	44122	216-464-5490	216-464-5456	1 2 3 4
Office Depot	Ivan Resendez	1313 George Dieter, Suite 13	El Paso	TX	79936	915-594-4051	915-594-9347	1 2 3 4
OfficeMax, Inc.	Jim Sides	190 River Xing	Boerne	TX	78006	830-378-4717		1 2 3 4
O-K Paper	Alan Proctor	P. O. Box 1049	Dallas	TX	755221	214.637.2220	214.637.2131	1 2 3 4
OK Paper Center	Ruben Espinoza	6600 Montana Ste. O	El Paso	TX	79925	915-778-4441	915-778-4079	1 2 3 4
Pencil Cup Office		1220 Texas Ave.	El Paso	TX	79901	915-838-0026	915-838-0028	1 2 3 4
Professional Buyers Service	Murray Rose	5780 Alton Road	Miami Beach	FL	33140	866-670-4438	305-861-1288	1 2 3 4
Regal Greetings & Gifts Co.	Maryann Rahbari	9293 9th Street	Rancho Cuca	CA	97130	909.466.7071	909.466.7074	1 2 3 4
Reprographics Services, Inc.		4854 N. Mesa	El Paso	TX	79912	915-532-6255	915-532-6736	1 2 3 4
Spectrum Paper Co. Inc.	Manny Avila	27 Concord St.	El Paso	TX	79906	915-595-0020	915-595-3435	1 2 3 4
Staples Advantage	Kevin Moss	1605 George Dieter, Ste. C #688	El Paso	TX	79936	915-342-0192	915-857-2445	1 2 3 4
STEC-Steadfast Technics	Olu Arnele	3751 Major Ave. N.	Robbinsdale	MN	55422	763-588-3877	763-521-4489	1 2 3 4

Vendors Receiving Specifications

Bid 13-041 , Paper and Envelope Products for the County of El Paso

Opening Date: Wednesday, July 17, 2013

<i>Company</i>	<i>Contact</i>	<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zipcode</i>	<i>Telephone</i>	<i>Fax</i>	<i>Addendums</i>
Sun West Wholesale	Rafael Ayala	700 Haverhill	El Paso	TX	79907	915-858-6066	915-858-2044	1 2 3 4
Sunwest Wholesale Merchants, In	Eduardo Gil	700 Haverhill	El Paso	TX	79907	915-858-6066	915-858-2044	1 2 3 4
Unipak Corp.	Brian Marcus	P. O. Box 300027	Brooklyn	NY	11230	(888) 808-5120	718-677-9371	1 2 3 4
Wow Plastics, Inc.	Janis Gusman	PO Box 1726	Richmond	TX	77406	281-238-9977	281-232-9299	1 2 3 4
Xerox Corporation	Ginger Strand	1303 Ridgeway Dr. Mail Stop R	Lewisville	TX	75057	866.318.9717	866.415.5973	1 2 3 4
Xpedx Paper and Graphics		3351 W. Addison St.	Chicago	IL	60618			1 2 3 4



County of El Paso Purchasing Department
800 E. Overland, Room 300
El Paso, Texas 79901
(915) 546-2048 / Fax: (915) 546-8180

FACSIMILE

To: All Interested Vendors

From: El Paso County Purchasing Department

Date: July 30, 2013

Subject: Bid #13-041, Paper and Envelope Products for the County of El Paso

Thank you for taking the time and bidding on the above mentioned proposal/bid. We realize that your time and resources are valuable and we appreciate you taking the time to respond to this solicitation. The Purchasing Department will be presenting this solicitation to Commissioners Court on Monday, August 5, 2013 with the Departments recommendation for disposition of bid.

If you would like to attend the proceedings, Court is held at 9:30 a.m. on the 3rd floor of the County Courthouse, room 303, 500 E. San Antonio Avenue, El Paso, Texas or you can view the meeting on our website at www.epcounty.com, click on streaming videos, select live meeting. If you need to address the court reference this Bid/RFP you may do so when it comes up for discussion during the Consent Agenda items. This is only informing the participating vendors who submitted a proposal/bid. And again thank you for your time.