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DEPARTMENT OF
GENERAL SERVICES

CITY OF SACRAMENTO
CALIFORNIA

5730 - 24TH STREET
BUILDING FOUR
SACRAMENTO, CA
95822-3699

OFFICE OF THE DIRECTOR

August 19, 1991
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916-449-5548
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APPROVED
BY THE CITY COUNCIL

DIVISIONS:

COMMUNICATIONS
FACILITY MANAGEMENT
FLEET MANAGEMENT
PROCUREMENT SERVICES

City Council
Sacramento, California

SEP 3 1991

Honorable Members in Session:

OFFICE OF THE
CITY CLERK

SUBJECT: RECOMMENDATION OF BID AWARD FOR COMMODITIES AND/OR SERVICES

LOCATION AND COUNCIL DISTRICT

CITY

SUMMARY

Attached is a tabulation of sealed proposals received by the City Clerk for furnishing supplies in accordance with specifications adopted by the City Council and recommendation of bid award for the following:

Bid No. 1495: Revenue Envelopes to be used by the Revenue Division

RECOMMENDATION

It is recommended that, in the City's best interest, the City Council accept the lowest responsive and responsible proposal submitted as follows:

<u>Bid No.</u>	<u>Bidder</u>	<u>Items Awarded</u>	<u>Contract Amount</u>
1495 - Revenue Envelopes (Attachment #1)	Westvaco, Envelope Div. P. O. Box 60890 Sacramento, CA 95860	All	\$ 40,000.00*

*The lowest responsible bid amount of \$33,784.55 represents the total for those items selected for evaluation purposes only. Authorization is being requested to enter into a contract in an amount not to exceed \$40,000.00 per year, which more closely reflects the actual amount to be expended each year of this potential 3 year contract.

BACKGROUND

Bid No. 1495: Specifications were adopted by City Council on July 23, 1991 and bids were called for by the City Clerk on August 13, 1991.

FINANCIAL CONSIDERATIONS

Bid No. 1495: Funds for this purchase are available in Revenue - Utility Services' fund line 101-110-1123-4411 with a remaining balance of \$89,420.61.

POLICY CONSIDERATIONS

Although bid specifications contained provisions and preferences for the solicitation of recycled paper products, the lowest bid received was for virgin pulp paper stock.

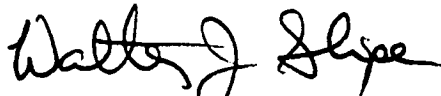
MBE/WBE

Bid No. 1495: Twenty-four bids were solicited, twelve from MBE/WBE vendors. Five responses were received from MBE/WBE contractors. However, the bid is not being recommended for award to a MBE/WBE contractor.

Respectfully Submitted,


Frank Mugartegui
Director of General Services

Recommendation Approved:


Walter J. Slupe
City Manager
1 Attachment

CONTACT FOR MORE INFORMATION

Bid No. 1495: Bob Phillips, Buyer II, 449-5551

For Council meeting of:
September 3, 1991

BID TABULATION SHEET FOR
BID NO. 1495 - REVENUE ENVELOPES

<u>Bidder</u>	<u>Virgin Pulp Stock</u>	<u>Recycled Paper Stock</u>
Westvaco, Envelope Div.	\$33,784.55 =====	\$44,817.01
Capital Business Printing	\$40,847.12	\$46,422.96
American Envelope	\$41,064.05	\$45,032.06
Duran Business Printing	\$41,379.11 ⁽¹⁾	\$47,295.19
J. B. Enterprises	\$46,001.32	\$50,443.26 ⁽¹⁾
Pacific Paper Products	\$46,535.23	\$57,415.45
Y's Print and Graphics	\$60,032.61	\$67,124.39
Commerce Printing	No Bid	No Bid

⁽¹⁾ Bid amounts corrected for mathematical errors.

Total Award of Contract To: Westvaco, Envelope Div.
P. O. Box 60890
Sacramento, CA 95860

Total Amount of Contract: \$40,000.00*

Original Estimated Cost: \$50,000.00

User: Revenue Division

Due Date: August 13, 1991

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Total No. of Bids Solicited	No. of M/WBE Bids Solicited	No. of M/WBE Responses	Award to M/WBE Vendor?
24	12	5	No