

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) RE

#8b+c

Date: August 19, 2015

Weekly Agenda Date: August 25, 2015

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Dennis D. Butler, Finance/Operations Controller

SUBJECT: Joint Bidding with City of Sioux City and Woodbury County (First Time) for 8.5 x 11 copy paper.

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

WORDING FOR AGENDA ITEM:

A. Discussion and Action Approving the Acceptance of the Low Bid Received by City of Sioux City From Omaha Paper Co. Inc..

B. Discussion and Action Allowing the County Auditor's Office and The Treasurer's Office to Establish an Internal Service Fund for the Prepayment of The County's portion of the bid in the amount of \$11,431.

EXECUTIVE SUMMARY: In a joint effort with the City of Sioux City and Woodbury County, the City wrote the RFP for copy paper (8.5 x 11) that will be used in the next 12 months. After the bids were received, the low bidder was Omaha Paper Co. Inc. in the amount of \$4.97 per 1,000 sheets. When applying the new rate per 1,000 sheets, the County's potential of savings is \$7,461. The County departments, District Health, Conservation and Department of Human Services use approximately 2,300,000 sheets per year.

BACKGROUND: This is a collaborative effort to use tax dollars in a most efficient and cost effective effort. This is our first annual bid of this type.

FINANCIAL IMPACT: Potential savings of \$7,461 dollars.

RECOMMENDATION: Approve the requests which will allow the Finance/Operations Controller and the Building Superintendent to proceed in the setup and procedures to implement the disbursements of copy paper.

ACTION REQUIRED / PROPOSED MOTION:

- A. Motion by _____, second by _____ to receive and approve the low bid with the City of Sioux City from Omaha Paper Co. Inc. in the amount of \$4.97 per 1,000 sheets for 8.5 x 11 copy paper.
- B. Motion by _____, second by _____ to establish an Internal Service Fund in the Auditor's Office and Treasurer's Office for the prepayment in the amount of \$11,431 for 2,300,000 sheets of paper.

Approved by Board of Supervisors March 3, 2015.

City and County Annual Paper Order (First Time)

August 17, 2015

Top Five Bidders:	Omaha Paper Co. Inc.	4.97 per 1,000 Sheets	Low Bid:	2.485 Per Ream
	M & M Copy Quick	5.08 per 1,000 Sheets		24.85 Per Case
	Field Paper Co.	5.14 per 1,000 Sheets		
	Perkins Office Solutions	5.38 per 1,000 sheets		
	Heartland Paper Co.	6.30 per 1,000 sheets		

Quality of Copy Paper:

Dual Purpose 8.5 x 11 20# - Brite White or brighter, ream wrapped for high speed copiers, laser printers and fax machines.

<u>Dept.</u>	<u>Quantity Projected</u>	<u>Current Cost</u>		<u>New Cost</u>		<u>Savings</u>
		<u>Per Unit</u>	<u>Total Cost</u>	<u>Per Unit</u>	<u>Total Cost</u>	
Conservation	90 Reams	3.39	305.00	2.48	223.20	81.80
Secondary Roads	10 Cases	47.99	479.90	24.85	248.50	231.40
Juvenile Detention	30 Cases	32.25	967.50	24.85	745.50	222.00
Social Services	10 Cases	36.90	369.00	24.85	248.50	120.50
Recorders Office	36 Cases	32.25	1161.00	24.85	894.60	266.40
Auditors Office	25 Cases	29.99	749.75	24.85	621.25	128.50
Building Services	10 Cases	27.75	270.75	24.85	248.50	22.25
Emergency Services	10 Cases	36.90	369.00	24.85	248.50	120.50

Treasurer Office - Tax	30 Cases	39.95	1,198.50	24.85	745.50	453.00
Human Services	480 Reams	3.69	1,771.20	2.48	1,190.40	580.80
County Attorney	80 Cases	36.90	2,952.00	24.85	1988.00	964.00
Board of Supervisors	9 Cases	36.90	332.10	24.85	223.65	108.45
County P & Z - Econoomic Dev.	2 Cases	36.90	73.80	24.85	49.70	24.10
Siouxland District Health	50 Cases	29.99	1,499.50	24.85	1242.50	257.00
County Sheriff	120 Cases	57.00	6,840.00	24.85	2,982.00	3,858.00
Veterans Affairs	60 Reams	2.99	179.40	2.485	149.10	30.30
	2 Cases	21.03	42.06	24.85	49.70	(7.64)

Total Potential Savings

7,461.36

Delivery: All County Locations. Minimum of 10 cases. Otherwise less than 10 cases will be picked up at a courthouse location. Delivery days every Tuesday and Thursday. Orders must be placed one day ahead of delivery day.

An Internal Service Fund will be set up in which the the \$ 11,431 pre-payment for the paper will be paid from. Each department will re-imburse the Internal Service Fund based on quantity used. The Fund will be run in the red but on the financial reports the Fund will have an asset to offset the liability.

PURCHASE REQUISITION NBR: 0000227071

REQUISITION BY: 08/11 LMCCARDLE
SHIP TO LOCATION: OFFICE SERVICES

STATUS: BUYER PROCESSING
REASON: CITY/COUNTY ANNUAL PAPER PURCHASE-COPIER & PRINTER
SUGGESTED VENDOR: 110971 HEARTLAND PAPER CO

DATE: 7/07/15
DELIVER BY DATE: 8/01/15

1 8.5X11 20# - 95 BRIGHT WHITE MULIPURPOSE PAPER 5300.00 M 5.0000 26500.00

CITY AND COUNTY ANNUAL PAPER ORDER. (FIRST TIME)
DUAL PURPOSE 8.5 X 11 20# - 95 BRITE WHITE OR
BRIGHTER, REAM WRAPPED FOR HIGH SPEED COPIERS,
LASER PRINTERS AND FAX MACHINES....
PAPER TO BE HELD IN VENDORS WAREHOUSE & DELIVERED
TO VARIOUS CITY AND COUNTY LOCATIONS AS REQUESTED.
INCREMENTS OF 40 CASES FOR CITY HALL DELIVERIES.
CASES DELIVERED TO CITY HALL, SHALL BE DELIVERED
TO THE PRINT SHOP ON LOWER LEVEL & PLACED ON THE
SHELVES IN THE CITY PRINT SHOP.
FOR OTHER CITY & COUNTY OFFICES & LOCATIONS
MINIMUM QUANTITIES REQUESTED WILL BE 10 CASES.

COPY

* 100% OF ORDER PAID IN FULL W/FIRST DELIVERY *

* VENDOR MUST SPECIFY BRAND OF PAPER QUOTED *

* VENDORS ARE REQUIRED TO PROVIDE A
SAMPLE REAM OF THE PAPER BID TO THE CITY PRINT
SHOP BEFORE BID IS ACCEPTED.

* QUESTIONS: LISA MCCARDLE 712-279-6310 *
COMMODITY: PAPER (FOR OFFICE AND PRI
SUBCOMMOD: PAPER, CUT AND UNCUT: ALL

----- ITEM QUOTES -----

ITEM QUOTES	VENDOR NAME
.0001 .53	697 XPEDX LLC
	103748 PACIFIC CITY GRAPHICS INC
	106594 OFFICE DEPOT
	NO BID
5.3000 28090.00	110203 OMAHA PAPER CO INC
	110971 HEARTLAND PAPER CO
	124197 PAPER DIRECT INC
4.9300	151135 FIELD PAPER CO
4.7800	152593 DACOTAH PAPER CO
	153271 NATIONAL PAPER & SANITARY
5.4400	154844 M & M COPY QUICK
	9999999
	1296 OFFICE SYSTEMS COMPANY
	1354 PERKINS OFFICE SOLUTIONS
	1441 RECORD PRINTING AND COPY
	1489 SIOUX CITY BLUE PRINT CO
	2068 GAYLORD BROS INC
	101023 BREAMAN PAPER COMPANY INC
	110853 UNITED LABORATORIES
6.3000 33390.00	110971 HEARTLAND PAPER CO
4.9700 26341.00	RE-BID 110203 OMAHA PAPER CO INC
2.6900 14257.00	RE-BID 1354 PERKINS OFFICE SOLUTIONS
	RE-BID

5.08
5.38

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DATE: 7/07/15

SHIP TO LOCATION: OFFICE SERVICES

SUGGESTED VENDOR: 110971 HEARTLAND PAPER CO

DELIVER BY DATE: 8/01/15

REQUISITION COMMENTS:

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ITEM	PRICE	TOTAL	VENDOR NAME
3	5.1400	27242.00	151135 FIELD PAPER CO RE-BID/+ 1% DISCOUNT
2	5.0800	26924.00	154844 M & M COPY QUICK RE-BID/CARTON OF5000
	.0001	.53	2068 GAYLORD BROS INC RE-BID/NO BID ON ALL

2 ALTERNATE-8.5X11 20# 92 BRIGHT WHITE MULTIP PAPER 5300.00 M 5.0000 26500.00

****ALTERNATE****

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