



**OPERATIONS COMMITTEE
MARCH 20, 2008**

SUBJECT: TOILET PAPER

ACTION: AWARD CONTRACT FOR TOILET PAPER

RECOMMENDATION

Authorize the Chief Executive Officer to award a 36-month, firm fixed price contract under Bid Number 08-0008 to Corporate Express, the lowest responsive, responsible bidder for toilet paper for an amount not to exceed \$1,550,240, inclusive of sales tax and one-year option.

RATIONALE

Toilet paper is needed throughout all our facilities for general use by all employees. This toilet paper will be maintained in inventory and managed by Material Management. Each of the Service Sector operating divisions, Rail facilities and Gateway Building Services will maintain toilet paper in the stock room based on their individual consumption requirements. As the toilet paper is issued, the appropriate cost center's budget, project numbers and accounts are charged.

FINANCIAL IMPACT

The funding of \$129,187 for toilet paper is for the remainder of the FY08 budget in multiple bus, rail and administrative cost centers and multiple bus, rail and administrative projects under Line Item 50431 Miscellaneous Building and Grounds. Since this is a multi-year contract, the cost center managers and Chief Administrative Services Officer will be accountable for budgeting the cost in future fiscal years. In FY07, a total amount of \$734,421 was expended on this category.

ALTERNATIVES CONSIDERED

The alternative is not to award the contract and continue to procure toilet paper on an as-needed basis at a higher cost. This approach is not recommended since it does not provide a commitment from the suppliers or the paper manufacturer to ensure availability and price stability.

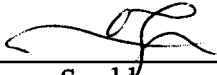
ATTACHMENTS

- A. Procurement Summary
 - A-1 Procurement History
 - A-2 List of Subcontractors
- B. Bid Tabulation

Prepared By: T. Allen, Procurement Planning Administrator
C. Kaminiski, Material Control Manager



Lonnie Mitchell
Chief Administrative Services Officer



Roger Snoble
Chief Executive Officer

**BOARD REPORT ATTACHMENT A
PROCUREMENT SUMMARY**

TOILET PAPER

1.	Contract Number: 08-0008		
2.	Recommended Vendor: Corporate Express 16501 Trojan Way, La Mirada, CA 90638		
3.	Cost/Price Analysis Information:		
	A. Bid/Proposed Price: \$ 1,550,240	Recommended Price: \$1,550,240	
	B. Details of Significant Variances are in Attachment A-1.D		
4.	Contract Type: Fixed Price		
5.	Procurement Dates:		
	A. Issued: 11/1/07		
	B. Advertised: 10/31/07		
	C. Pre-bid Conference: 11/15/07		
	D. Proposals/Bids Due: 1/10/08		
	E. Pre-Qualification Completed: N/A		
	F. Conflict of Interest Form Submitted to Ethics: Yes		
6.	Small Business Participation: 0%		
	A. Bid/Proposal Goal: 0% No goal recommended	Date Small Business Evaluation Completed:	
	Small Business Commitment: No goal recommended		
7.	Invitation for Bid/Request for Proposal Data:		
	Notifications Sent: 37	Bids/Proposals Picked up: 37	Bids/Proposals Received: 12
8.	Evaluation Information:		
	A. Bidders/Proposers Names:	<u>Bid/Proposal Amount:</u>	<u>Best and Final Offer Amount: N/A</u>
	1. Corporate Express	\$1,550,239.70	
	2. Gale Supply	\$1,551,705.51	
	3. Southend Janitorial	\$1,552,488.98	
	4. Southend Janitorial	\$1,572,842.25	
	5. Gale Supply	\$1,596,503.91	
	6. Empire Cleaning Supply	\$1,602,975.46	
	7. Empire Cleaning Supply	\$1,622,586.46	
	8. Empire Cleaning Supply	\$1,724,574.48	
	9. SmartLink Global Distributor	\$2,717,506.14	
	10. Ernest Paper Products	\$1,117,320.60	
	11. Gale Supply	\$ 56,397.64	
	12. Gale Supply	\$ 88,639.86	

	B. Evaluation Methodology: Selection of the lowest responsive, responsible bidder.	
9.	Protest Information:	
	A. Protest Period End Date: 3/25/08	
	B. Protest Receipt Date: N/A	
	C. Disposition of Protest Date: N/A	
10.	Contract Administrator: Tanya Allen	Telephone Number: 213/922-1018
11.	Project Manager: Cathy Kaminiski	Telephone Number: 213/922-5713

**BOARD REPORT ATTACHMENT A-1
PROCUREMENT HISTORY**

TOILET PAPER

A. Background on Contractor

The responsive and responsible low bidder, Corporate Express is located in La Mirada, California, and has been in the stationery and janitorial supplies business for 18 years. Corporate Express has provided janitorial paper items to other agencies including the County of Los Angeles, DWP, and San Bernardino County. In the past, Corporate Express has provided satisfactory service and delivery of janitorial paper items.

B. Procurement Background

Evaluation of the twelve bids received was based on our approved manufacturer part numbers and technical evaluation performed by Quality Assurance. Gale Supply's Bids # 5 (line 1), #11 and #12 were determined to be non-responsive to the solicitation requirements as set forth below in Section C.

The Diversity and Economic Opportunity Department did not recommend a Disadvantaged Anticipated Levels of Participation (DALP) participation goal for this procurement.

C. Evaluation Criteria

Technical review and selection of the lowest responsive, responsible bidder.

- | | |
|-----------|--|
| Bidder #1 | Corporate Express in the amount of \$1,550,240 is in full compliance to the technical and the bid specifications. |
| Bidder #2 | Gale Supply in the amount of \$1,551,706 is in full compliance to the technical and the bid specifications. |
| Bidder #3 | Southend Janitorial in the amount of \$1,552,489 is in full compliance to the technical and the bid specifications. |
| Bidder #4 | Southend Janitorial in the amount of \$1,572,842.25 is in full compliance to the technical and the bid specifications. |
| Bidder #5 | Gale Supply in the amount of \$1,596,504 is in non-responsive to bid specifications because line 1 does not comply with Buy America requirements. This item is imported from China. Gale Supply is in full compliance to the technical and the bid specifications for lines 2 through 4. |

- Bidder #6 Empire Cleaning Supply in the amount of \$1,602,976 is in full compliance to the technical and the bid specifications.
- Bidder #7 Empire Cleaning Supply in the amount of \$1,622,587 is in full compliance to the technical and the bid specifications.
- Bidder #8 Empire Cleaning Supply in the amount of \$1,724,575 is in full compliance to the technical and the bid specifications.
- Bidder #9 SmartLink Global Distributor in the amount of \$2,717,506 is in full compliance to the technical and the bid specifications.
- Bidder #10 Ernest Paper Products in the amount of \$1,117,321 is non-responsive to the bid specifications and technical specifications.
- Bidder #11 Gale Supply in the amount \$56,398 is in compliance to technical specifications but non-responsive to the bid specifications because they only submitted pricing for line 1.
- Bidder #12 Gale Supply in the amount \$88,640 is in compliance to technical specifications but non-responsive to the bid specifications because they only submitted pricing for line 1.

D. Cost/Price Analysis Explanation of Variances

The recommended bid price of \$1,550,240 has been determined to be fair and reasonable based upon adequate price competition and selection of the lowest responsive and responsible bidder.

**BOARD REPORT ATTACHMENT A-2
LIST OF SUBCONTRACTORS**

TOILET PAPER

PRIME CONTRACTOR – Corporate Express

Small Business Commitment

Other Subcontractors

N/A

N/A

Total Commitment 0%

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY BID TABULATION

Bid No: 080008 Toilet Paper

Bids Out: 11/01/07 Total 37
 Bids Opened: 01/10/08 Total 12
 Advertisement Date(s): 10/31/07
 Newspaper: Daily News

Item No.	MTA Part No.	Description	Qty	Unit	Corporate Express		Gale Supply Company Bid 1		Southeast Janitorial Supply Bid 2		Southeast Janitorial Supply Bid 1	
					Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
24 MONTH												
1	146291	Cover-Toilet Seat Half Fold 20 PKG 250/ 5000 Per Case	26,232	PK	\$1.25	\$32,790.00	\$1.60	\$41,971.20	\$1.455	\$38,167.56	\$1.455	\$38,167.56
2	146551	Paper – Toilet Two Ply 605 FT Per Roll 80 Per Case	2054	CS	\$33.05	\$67,884.70	\$33.30	\$68,398.20	\$33.50	\$68,809.00	\$32.25	\$66,241.50
3	149757	Tissue – Toilet 9” Jumbo 1000 FT Per Roll 12 Per Case	3312	CS	\$22.20	\$73,526.40	\$21.95	\$72,698.40	\$22.10	\$73,195.20	\$16.50	\$54,648.00
4	148502	Paper – Toilet Two Ply Unperforated 2000 FT Per Roll 6 Per Case	36,720	CS	\$21.70	\$796,824.00	\$21.90	\$804,168.00	\$21.95	\$806,004.00	\$22.45	\$824,364.00
Sub Total						\$971,025.10		\$987,235.80		\$986,175.76		\$983,421.06
Sales Tax 8.25%						\$80,109.57		\$81,446.95		\$81,359.50		\$81,132.24
24 Month Total						\$1,051,134.67		\$1,068,682.75		\$1,067,535.26		\$1,064,553.30
OPTION 12 MONTH												
1	146291	Cover-Toilet Seat Half Fold 20 PKG 250/ 5000 Per Case	12,432	PK	\$1.25	\$15,540.00	\$1.50	\$18,648.00	\$1.38	\$17,094.00	\$1.375	\$17,094.00
2	146551	Paper – Toilet Two Ply 605 FT Per Roll 80 Per Case	684	CS	\$33.05	\$22,606.20	\$31.70	\$21,682.80	\$32.15	\$21,990.60	\$32.25	\$22,059.00
3	149757	Tissue – Toilet 9” Jumbo 1000 FT Per Roll 12 Per Case	1104	CS	\$22.20	\$24,508.80	\$20.90	\$23,073.60	\$21.15	\$23,349.60	\$16.50	\$18,216.00
4	148502	Paper – Toilet Two Ply Unperforated 2000 FT Per Roll 6 Per Case	18,360	CS	\$21.70	\$398,412.00	\$20.85	\$382,806.00	\$21.00	\$385,560.00	\$22.45	\$412,182.00
Sub Total						\$461,067.00		\$446,210.40		\$447,994.20		\$469,551.00
Sales Tax 8.25%						\$38,038.03		\$36,812.36		\$36,959.52		\$38,737.96
Option 12 Month Total						\$499,105.03		\$483,022.76		\$484,953.72		\$508,288.96
Grand Total with Options						\$1,550,239.70		\$1,551,705.51		\$1,552,488.98		\$1,572,842.25

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY BID TABULATION

Bid No: 080008 Toilet Paper

Item No.	MTA Part No.	Description	Qty	Unit	Gate Supply Company Bid 2		Empire Cleaning Supply Bid 1		Empire Cleaning Supply Bid 2		Empire Cleaning Supply Bid 3	
					Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
24 MONTH												
1	146291	Cover-Toilet Seat Half Fold 20 PKG 250/ 5000 Per Case	26,232	PK	* \$1.15	\$30,166.80	\$1.30	\$34,101.60	\$1.30	\$34,101.60	\$1.30	\$34,101.60
2	146551	Paper – Toilet Two Ply 605 FT Per Roll 80 Per Case	2054	CS	\$34.10	\$70,041.40	\$33.95	\$69,733.30	\$33.95	\$69,733.30	\$39.00	\$80,106.00
3	149757	Tissue – Toilet 9” Jumbo 1000 FT Per Roll 12 Per Case	3312	CS	\$16.90	\$55,972.80	\$17.94	\$59,417.28	\$22.40	\$74,188.80	\$23.70	\$78,494.40
4	148502	Paper – Toilet Two Ply Unperforated 2000 FT Per Roll 6 Per Case	36,720	CS	\$23.55	\$864,756.00	\$22.40	\$822,528.00	\$22.40	\$822,528.00	\$23.70	\$870,264.00
Sub Total						\$1,020,937.00		\$985,780.18		\$1,000,551.70		\$1,062,966.00
Sales Tax 8.25%						\$84,227.30		\$81,326.86		\$82,545.52		\$87,694.70
24 Month Total						\$1,105,164.30		\$1,067,107.04		\$1,083,097.22		\$1,150,660.70
OPTION 12 MONTH												
1	146291	Cover-Toilet Seat Half Fold 20 PKG 250/ 5000 Per Case	12,432	PK	* \$1.10	\$13,675.20	\$1.30	\$16,161.60	\$1.30	\$16,161.60	\$1.30	\$16,161.60
2	146551	Paper – Toilet Two Ply 605 FT Per Roll 80 Per Case	684	CS	\$32.45	\$22,195.80	\$35.70	\$24,418.80	\$35.70	\$24,418.80	\$41.50	\$28,386.00
3	149757	Tissue – Toilet 9” Jumbo 1000 FT Per Roll 12 Per Case	1104	CS	\$16.10	\$17,774.40	\$20.49	\$22,620.96	\$23.52	\$25,966.08	\$24.95	\$27,544.80
4	148502	Paper – Toilet Two Ply Unperforated 2000 FT Per Roll 6 Per Case	18,360	CS	\$21.80	\$400,248.00	\$23.52	\$431,827.20	\$23.52	\$431,827.20	\$24.95	\$458,082.00
Sub Total						\$453,893.40		\$495,028.56		\$498,373.68		\$530,174.40
Sales Tax 8.25%						\$37,446.21		\$40,839.86		\$41,115.83		\$43,739.39
Option 12 Month Total						\$491,339.61		\$535,868.42		\$539,489.51		\$573,913.79
Grand Total with Options						\$1,596,503.91		\$1,602,975.46		\$1,622,586.72		\$1,724,574.48

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY BID TABULATION

Bid No: 080008 Toilet Paper

Item No.	MTA Part No.	Description	Qty	Unit	SmartLink Global Distributor		Ernest Paper Products, Inc.		Gale Supply Company Bid 3		Gale Supply Company Bid 4	
					Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
24 MONTH												
1	146291	Cover-Toilet Seat Half Fold 20 PKG 250/ 5000 Per Case	26,232	PK	\$1.49	\$39,085.68	\$1.12	\$29,379.84	\$1.37	\$35,937.84	\$2.15	\$56,398.80
2	146551	Paper - Toilet Two Ply 605 FT Per Roll 80 Per Case	2054	CS	\$33.58	\$68,973.32	\$34.10	\$70,041.40	No Bid	\$0.00	No Bid	\$0.00
3	149757	Tissue - Toilet 9" Jumbo 1000 FT Per Roll 12 Per Case	3312	CS	\$52.54	\$174,012.48	\$23.30	\$77,169.60	No Bid	\$0.00	No Bid	\$0.00
4	148502	Paper - Toilet Two Ply Unperforated 2000 FT Per Roll 6 Per Case	36,720	CS	\$38.51	\$1,414,087.20	\$23.30	\$855,576.00	No Bid	\$0.00	No Bid	\$0.00
					Sub Total	\$1,696,158.68		\$1,032,166.84		\$35,937.84		\$56,398.80
					Sales Tax 8.25%	\$139,933.09		\$85,153.76		\$2,964.87		\$4,652.90
					24 Month Total	\$1,836,091.77		\$1,117,320.60		\$38,902.71		\$61,051.70
OPTION 12 MONTH												
1	146291	Cover-Toilet Seat Half Fold 20 PKG 250/ 5000 Per Case	12,432	PK	\$1.50	\$18,648.00	No Bid	\$0.00	\$1.30	\$16,161.60	\$2.05	\$25,485.60
2	146551	Paper - Toilet Two Ply 605 FT Per Roll 80 Per Case	684	CS	\$33.90	\$23,187.60	No Bid	\$0.00	No Bid	\$0.00	No Bid	\$0.00
3	149757	Tissue - Toilet 9" Jumbo 1000 FT Per Roll 12 Per Case	1104	CS	\$53.05	\$58,567.20	No Bid	\$0.00	No Bid	\$0.00	No Bid	\$0.00
4	148502	Paper - Toilet Two Ply Unperforated 2000 FT Per Roll 6 Per Case	18,360	CS	\$38.88	\$713,836.80	No Bid	\$0.00	No Bid	\$0.00	No Bid	\$0.00
					Sub Total	\$814,239.60		\$0.00		\$16,161.60		\$25,485.60
					Sales Tax 8.25%	\$67,174.77		\$0.00		\$1,333.33		\$2,102.56
					Option 12 Month Total	\$881,414.37		\$0.00		\$17,494.93		\$27,588.16
					Grand Total with Options	\$2,717,506.14		\$1,117,320.60		\$56,397.64		\$88,639.86

* Imported from China does not meet Buy America

I hereby certify Corporate Express as being the lowest responsive, responsible bidder and recommend the award to them for total price, excluding sales tax, of \$ 1,550,240.

3/3/08
Date

[Signature]
Signature

