



Metro

Metropolitan Transportation Authority

One Gateway Plaza
Los Angeles, CA 90012-2952

213.922.2000 Tel
metro.net

34

34

**OPERATIONS COMMITTEE
FEBRUARY 19, 2004**

SUBJECT: COPIER PAPER

ACTION: AWARD CONTRACT FOR COPIER PAPER

RECOMMENDATION

Authorize the Chief Executive Officer to award a three-year contract at fixed unit rates under Bid 04-0001 with Unisource Worldwide, the lowest responsive, responsible bidder, for Copier Paper for an amount not to exceed \$851,857, inclusive of sales tax and two one-year options.

RATIONALE

Copier paper is necessary to enable the Copy Center to carry out its functions as well as to supply departmental photocopiers throughout the MTA. Printing and copying requirements include large-scale photocopying of documents, correspondence and reports, and the day-to-day, routine copying performed by departmental convenience copiers.

The contract to be awarded under a Master Agreement will be a Requirements-type Contract for a specified period of time, but not for a fixed quantity. The bid quantities are estimates only with deliveries to be ordered and released as required. There is no obligation or commitment on the part of MTA to order any or all of the copier paper that may be anticipated.

The copier paper under this procurement will be maintained under an Inventory Account and managed by Material Management. Each of the cost centers stocks a supply of copier paper based on their individual consumption requirements. As the copier paper is issued, the appropriate departmental budget project numbers and accounts are charged.

FINANCIAL IMPACT

The funding of \$75,354 for copier paper is included for the balance of FY04 budget in various Cost Centers for Administration, and Bus and Rail Operations. The copier paper will be funded from each Cost Center's Material and Supplies budget line item number 50436. Since this is a multi-year contract, the Cost Center Manager and Executive Officer will be accountable for budgeting the cost in future years, including any option exercised. In FY03, \$226,062 was expended in this category.

ALTERNATIVES CONSIDERED

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

ATTACHMENTS

- A. Procurement Summary
- A-1. Procurement History
- A-2. Disadvantaged Business Enterprise Participation
- A-3. Bid Tabulation

Prepared by: Tanya Allen, Senior Buyer
Paul Lewicki, Inventory Control Manager



Lonnie Mitchell
Executive Officer, Procurement and Material Management



Roger Snoble
Chief Executive Officer

**BOARD REPORT ATTACHMENT A
PROCUREMENT SUMMARY**

COPIER PAPER

1.	Contract Number: 04-0001		
2.	Recommended Vendor: Unisource Worldwide 20 Centerpointe Drive, Suite 130 La Palma, California		
3.	Cost/Price Analysis Information:		
	A. Bid/Proposed Price: \$851,857	Estimated Amount: \$1,120,333	
	B. Details of significant variances are in Attachment A-1.D		
4.	Contract Type: Fixed Price		
5.	Procurement Dates:		
	A. Issued: 9/16/03		
	B. Advertised: 9/13/03		
	C. Pre-bid Conference: 10/2/03		
	D. Proposals/Bids Due: 11/13/03		
	E. Pre-Qualification Completed: Yes		
	F. Conflict of Interest Form Submitted to Ethics: Yes		
6.	Small Business Participation:		
	A. Bid/Proposal Goal: No goal recommended	Date Small Business Evaluation Completed:	
	Small Business Commitment: No goal recommended		
7.	Invitation for Bid/Request for Proposal Data:		
	Notifications Sent: 6	Bids/Proposals Picked Up: 6	Bids/Proposals Received: 4
8.	Evaluation Information:		
	A. <u>Bidders/Proposers Names:</u> A & R Brokers Garza Industries, Inc AFA Enterprises Unisource	<u>Bid/Proposal Amount:</u> \$2,458,910 \$2,097,993 \$1,934,428 \$1,718,794	<u>Best and Final Offer Amount:</u> N/A
	B. Evaluation Methodology: Selection of the lowest responsive, responsible bidder		
9.	Protest Information:		
	A. Protest Period End Date: 2/26/04		
	B. Protest Receipt Date: TBD		
	C. Disposition of Protest Date: TBD		
10.	Contract Administrator: Tanya Allen	Telephone Number: 213-922-1018	
11.	Project Manager: Paul Lewicki	Telephone Number: 213-922-5029	

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

COPIER PAPER

A. Background on Contractor

Unisource Worldwide is one of the largest distributors of paper products, packaging materials, and maintenance supplies in North America. Unisource Worldwide distributes printing and imaging products for paper-intensive businesses such as publishers, retail copy centers, and government agencies. The company also distributes cleaning supplies (cleaning equipment, trash bags) and packaging systems (pallet systems, shrink packaging systems) to commercial and industrial customers.

Unisource Worldwide has provided satisfactory service and supplies to MTA.

B. Procurement Background

In accordance with MTA's Procurement Policies and Procedures, General Services conducted a thorough test and determined that the paper to be provided under the contract was acceptable.

The Diversity and Economic Opportunity Department did not recommend a Disadvantaged Business Enterprise (DBE) participation goal for this procurement.

Pursuant to the DBE Program, if the awardee proposes to utilize the services of subcontractors, primes are expected to afford maximum opportunities to DBEs in all subcontractor supplier service areas. Upon MTA's request, primes are also requested to submit documentation to demonstrate that good faith efforts are made to utilize DBEs throughout the life of the contract.

C. Evaluation Criteria

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

D. Cost/Price Analysis Explanation of Variances

The recommended bid price of \$851,857 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
DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION**

COPIER PAPER

Disadvantage Business Enterprise Commitment	Other Subcontractors	Total Commitment
N/A	N/A	N/A

**BOARD REPORT ATTACHMENT A-3
LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY
BID TABULATION**

Bid No. 040001 Copier Paper

Bid Out: 09/16/03 Total: 6
Bids Opened: 11/13/03 Total: 4
Advertisement Date: 09/13/03
Newspaper: Daily News

Pricing - 3rd Year

Item	Part No.	Description	Approved Brand	Qty	UM	Garza Industries, Inc.		AFA Enterprises		A & R Brokers		Unisource	
						Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	311810990	er 8-1/2" X 11" 50#	Cascade Georgia Pacific Hammermill Simpson Springhill	11,000.00	CS	\$26.45	\$290,950.00	\$24.60	\$270,600.00	\$30.07	\$330,770.00	\$23.00	\$253,000.00
2	311814100	Paper - White Xerox Drilled Standard 8-1/2" X 11" 50#	Cascade Georgia Pacific Hammermill Simpson Springhill	13,000.00	CS	\$29.76	\$386,880.00	\$27.50	\$357,500.00	\$32.80	\$426,400.00	\$24.75	\$321,750.00
							\$677,830.00		\$628,100.00		\$757,170.00		\$574,750.00
Subtotal 3rd Year							\$55,920.98		\$51,818.25		\$62,466.53		\$47,416.88
Sales Tax 8.25%							\$733,750.98		\$679,918.25		\$819,636.53		\$622,166.88
Total 3rd Year							\$665,477.70		\$608,473.25		\$819,636.53		\$523,334.63
1st Year Total							\$698,764.58		\$646,036.00		\$819,636.53		\$573,292.00
2nd Year Total							\$733,750.98		\$679,918.25		\$819,636.53		\$622,166.88
3rd Year Total							\$2,097,993.25		\$1,934,427.50		\$2,458,909.58		\$1,718,793.50
GRAND TOTAL BID													

I hereby certify _____, as being the lowest responsible bidder and recommend the award to them for total price, including sales tax, of \$ _____.

Date _____

Signature _____