



Metropolitan
Transportation
Authority

One Gateway Plaza
Los Angeles, CA
90012-2952

OPERATIONS COMMITTEE
OCTOBER 16, 2003

SUBJECT: REJECT BIDS FOR NON-INVENTORY PAPER SUPPLIES

ACTION: APPROVE REJECTION OF BIDS FOR NON-INVENTORY PAPER SUPPLIES

RECOMMENDATION

Reject all bids submitted under IFB No. PS64601394 for the provision of Non-Inventory Paper Supplies in accordance with Public Utility Code 130232.

RATIONALE

IFB No. PS64601394 was issued to procure MTA's non-inventory paper supplies for a three-year period. The IFB anticipated the creation of a unit price, multiple award agreement with seventy separate line items provided by at least three suppliers. The multiple award concept is required to allow MTA to take advantage of the lowest price proposed by the bidders for each line item; and in the event the low bidder cannot provide a particular required paper commodity in a timely manner, MTA can meet its needs by going to the next lowest bidder.

Forty-six (46) notifications were sent to prospective vendors. Five (5) bid packets were requested. Three (3) bids were submitted. Only one bidder satisfied the requirements of the solicitation. With more than 70 paper commodities being bid, the intent of the process was to identify multiple vendors. One vendor is not an acceptable alternative. It would not meet the needs of the MTA and would eliminate the intended benefits of a multiple award.


ALTERNATIVES CONSIDERED

The alternative is to proceed with the award to a single firm. An award to a single firm could jeopardize MTA Printing Services Department's operations, insofar as an inventory shortfall with only one firm would leave the MTA without an alternative paper supplier.

ATTACHMENTS

A Procurement Summary

Prepared By: Warren Morse, Deputy Executive Officer, Communications
Gregory Moore, Contract Administrator



Matthew Raymond
Chief Communications Officer



Roger Snoble
Chief Executive Officer

**BOARD REPORT ATTACHMENT A
PROCUREMENT SUMMARY
NON-INVENTORY PAPER SUPPLIES**

1.	Contract Number: PS64601394		
2.	Recommended Vendor(s): Not Applicable		
3.	Cost/Price Analysis Information: Indefinite Delivery/Quantity Unit Price Contract		
	A. Proposed Price:	Recommended Price:	
	B. Details of Cost/Price Analysis are in Attachment A-1.D		
4.	Contract Types: Indefinite Delivery/Quantity		
5.	Procurement Dates:		
	A. Issued: May 20, 2003		
	B. Advertised: May 22, 2003		
	C. Pre-bid/bid Conference: June 3, 2003		
	D. Bids/Bids Due: Monday, June 16, 2003		
	E. Pre-Qualification Completed: July 7, 2003 (memo pending)		
	F. Conflict of Interest Form Submitted to Ethics: July 2, 2003		
6.	Small Business Participation:		
	A. Bid/Bid Goal: 5% DBE	Date Small Business Evaluation Completed:	
	B. Small Business Commitment:		
7.	Invitation for Bid/Request for Bid Data:		
	Notifications Sent: 46	Bid/Bids Picked up: 5	Bid/Bids Received: 3
8.	Evaluation Information:		
	A. Bidders/Proposers Names:	<u>Bids/Bids Amount</u>	<u>Best and Final Offer Amount:</u>
	AFA Enterprises A&R Brokers Xpedx	Aggregate Bid Amount (Seventy (70) Line Items) AFA Enterprises: \$2,838,015 Xpedx: \$3,395,966 A&R Brokers: \$3,881,487	
	Evaluation Methodology: Lowest priced, responsive and responsible bidder(s)		
9.	Protest Information:		
	A. Protest Period End Date: August 28, 2003		
	B. Protest Receipt Date: TBD		
	C. Disposition of Protest Date: TBD		
10.	Contract Administrator: Gregory Moore	Telephone Number: 922-7376	
11.	Project Manager: Robert Hartert	Telephone Number: 922-4353	