



Metro

Metropolitan Transportation Authority

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**OPERATIONS COMMITTEE
APRIL 19, 2007**

SUBJECT: COPIER PAPER

ACTION: AWARD CONTRACT FOR COPIER PAPER

RECOMMENDATION

Authorize the Chief Executive Officer to award a three-year firm fixed price contract under Bid 07-0005A with Liberty Paper and Printing, the lowest responsive, responsible bidder for copier paper for an amount not to exceed \$592,934, 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 Metro. 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 Metro 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 \$49,411 for copier paper is included in the FY07 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 options exercised. In FY06, \$135,647 was expended in this category.

ALTERNATIVES CONSIDERED

The alternative is to not 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.

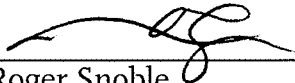
ATTACHMENTS

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

Prepared by: Tanya Allen, Senior Buyer
Cathy Kaminski, Material Planning Manager



Lonnie Mitchell
Chief of Administrative Services



Roger Snoble
Chief Executive Officer

**BOARD REPORT ATTACHMENT A
PROCUREMENT SUMMARY**

COPIER PAPER

1.	Contract Number: 07-0005A		
2.	Recommended Vendor: Liberty Paper & Printing 5025 Hampton Street Los Angeles, CA 90058		
3.	Cost/Price Analysis Information:		
	A. Bid/Proposed Price: \$592,934	Estimated Amount: \$546,934	
	B. Details of significant variances are in Attachment A-1.D		
4.	Contract Type: Fixed Price		
5.	Procurement Dates:		
	A. Issued: 1/16/07		
	B. Advertised: 1/16/07		
	C. Pre-bid Conference: N/A		
	D. Proposals/Bids Due: 2/21/07		
	E. Pre-Qualification Completed: No		
	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: 19	Bids/Proposals Picked Up: 19	Bids/Proposals Received: 4
8.	Evaluation Information:		
	A. <u>Bidders/Proposers</u> <u>Names:</u> Liberty Paper & Printing Kirk Paper AFA Consulting Corp. Alternative Plus System	<u>Bid/Proposal</u> <u>Amount:</u> \$592,934 \$668,552 \$762,405 \$1,386,845	<u>Best and Final Offer</u> <u>Amount:</u> N/A
	B. Evaluation Methodology: Selection of the lowest responsive, responsible bidder		
9.	Protest Information:		
	A. Protest Period End Date: 4/18/07		
	B. Protest Receipt Date:		
	C. Disposition of Protest Date: TBD		
10.	Contract Administrator: Tanya Allen	Telephone Number: 213-922-1018	
11.	Project Manager: Cathy Kaminski	Telephone Number: 213-922-5713	

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

COPIER PAPER

A. Background on Contractor

Liberty Paper & Printing has been the industry leader in supplying corporate America with premium business papers, fine quality printing and direct mail services since 1986. Liberty Paper & Printing has no prior contracts with Metro. Liberty Paper has contracts with Metropolitan Water District, City of Torrance, and Caltrans.

B. Procurement Background

In accordance with Metro'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.

C. Evaluation Criteria

Technical review and selection of the lowest responsive, responsible bidder is below:

Bidder #1 Liberty Paper & Printing in the amount of \$592,934 is in full compliance to the technical and the bid specifications.

Bidder #2 Kirk Paper in the amount of 668,552 is in full compliance to the technical and the bid specifications.

Bidder #3 AFA Consulting Corporation in the amount of \$762,405 is in full compliance to the technical and the bid specifications.

Bidder #4 Alternative Plus Systems, Inc. in the amount of \$1,386,845 is in full compliance to the technical and the bid specifications.

D. Cost/Price Analysis Explanation of Variances

The recommended bid price of \$592,934 has been determined to be fair and reasonable based upon adequate price competition and selection of the lowest responsive and responsible bidder. The recommended bid unit rate will result in a total savings/cost avoidance over a three-year period of \$14,240 from current prices. The difference in pricing is based on increased competition.

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

COPIER PAPER

PRIME CONTRACTOR – Liberty Paper & Printing

Small Business Commitment

Other Subcontractors

N/A

N/A

Total Commitment 0.0%

Bids Out: 01/16/07 Total 19
 Bids Opened: 02/21/07 Total 4
 Advertisement Date(s): 01/16/07
 Newspaper: Daily News

Item No.	MTA Part No.	Description	Qty	Unit	Liberty Paper & Printing		Kirk Paper		AFA Consulting Corp.		Alternative Plus Systems, Inc.	
					Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
Pricing - 1st Year												
1	151947	Paper - White Copier 8-1/2" X 11" 20# Long Grain 500 Sheets 92 Brightness	5,400	CS	\$25.75	\$139,050.00	\$28.12	\$151,848.00	\$27.20	\$146,880.00	\$25.00	\$135,000.00
2	152245	Paper - White Drilled Standard 3 Hole 8-1/2" X 11" 20# Long Grain	11,000	RM	\$2.795	\$30,745.00	\$2.96	\$32,560.00	\$5.75	\$63,250.00	\$26.55	\$292,050.00
Sub Total						\$169,795.00		\$184,408.00		\$210,130.00		\$427,050.00
Sales Tax 8.25%						\$14,008.09		\$15,213.66		\$17,335.73		\$35,231.63
Year 1 Total						\$183,803.09		\$199,621.66		\$227,465.73		\$462,281.63
Pricing - Option Year 1												
1	151947	Paper - White Copier 8-1/2" X 11" 20# Long Grain 500 Sheets 92 Brightness	5,400	CS	\$28.25	\$152,550.00	\$31.88	\$172,152.00	\$29.90	\$161,460.00	\$25.00	\$135,000.00
2	152245	Paper - White Drilled Standard 3 Hole 8-1/2" X 11" 20# Long Grain	11,000	RM	\$2.93	\$32,230.00	\$3.34	\$36,740.00	\$6.60	\$72,600.00	\$26.55	\$292,050.00
Sub Total						\$184,780.00		\$208,892.00		\$234,060.00		\$427,050.00
Sales Tax 8.25%						\$15,244.35		\$17,233.59		\$19,309.95		\$35,231.63
Option Year 1 Total						\$200,024.35		\$226,125.59		\$253,369.95		\$462,281.63
Pricing - Option Year 2												
1	151947	Paper - White Copier 8-1/2" X 11" 20# Long Grain 500 Sheets 92 Brightness	5,400	CS	\$29.60	\$159,840.00	\$34.00	\$183,600.00	\$33.40	\$180,360.00	\$25.00	\$135,000.00
2	152245	Paper - White Drilled Standard 3 Hole 8-1/2" X 11" 20# Long Grain	11,000	RM	\$3.03	\$33,330.00	\$3.70	\$40,700.00	\$7.25	\$79,750.00	\$26.55	\$292,050.00
Sub Total						\$193,170.00		\$224,300.00		\$260,110.00		\$427,050.00
Sales Tax 8.25%						\$15,936.53		\$18,504.75		\$21,459.08		\$35,231.63
Option Year 2 Total						\$209,106.53		\$242,804.75		\$281,569.08		\$462,281.63
Grand Total with Options						\$592,933.96		\$668,552.00		\$762,404.75		\$1,386,844.88

I hereby certify Liberty Paper & Printing as being the lowest responsive, responsible bidder and recommend the award to them for total price, including sales tax, of \$ 592,933.96

3/23/07
Date

Richard A. Bachman
Signature

