



**Metro**

Los Angeles County  
Metropolitan Transportation Authority

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**28**

**OPERATIONS COMMITTEE**

**MARCH 19, 2009**

**SUBJECT: TONER CARTRIDGES**

**ACTION: AWARD CONTRACT FOR TONER CARTRIDGES**

**RECOMMENDATION**

Authorize the Chief Executive Officer to award a 36-month, firm fixed price contract under Bid Number 09-0013 to Laserlink International, Inc. the lowest responsive and responsible bidder for toner cartridges for an amount not to exceed \$852,508 inclusive of sales tax and two one-year options.

**RATIONALE**

The toner cartridges required under this procurement are for the desk top printers that enable department personnel to carry out their routine and small copying functions.

Since the contract to be awarded is a "requirements type" agreement in which we commit to order only from the awardee, up to the specified quantity for a specific duration of time, there is no obligation or commitment for us to order any or all of the toner cartridges that may be required. The bid quantities are estimates only, with deliveries to be ordered and released as required.

The toner cartridges will be maintained in inventory and managed by Material Management. Each of the operating divisions maintains toner cartridges in their stock rooms based on their individual consumption requirements. As the toner cartridges are issued, the appropriate division's budget project numbers and accounts are charged.

**FINANCIAL IMPACT**

The funding of \$284,000 for toner cartridges is included in the FY09 budget in various cost centers for Administration, and Bus and Rail Operations. The toner cartridges 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 managers and Chief Administrative Services Officer will be accountable for budgeting the cost in future fiscal years. In FY08, a total amount of \$263,435 was expended for these items.

## **ALTERNATIVES CONSIDERED**

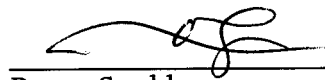
The alternative is not to award the contract and procure toner cartridges on an as-needed basis at a higher cost. This approach is not recommended since it does not ensure a fixed price or a commitment from the suppliers to provide for stock availability.

## **ATTACHMENTS**

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

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

  
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Lonnie Mitchell  
Chief Administrative Services Officer

  
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Roger Snoble  
Chief Executive Officer

**BOARD REPORT ATTACHMENT A  
PROCUREMENT SUMMARY**

**TONER CARTRIDGES**

1.	Contract Number: 09-0013		
2.	Recommended Vendors: Laserlink International, Inc., 1310 63 <sup>rd</sup> Street, Emeryville, CA 94608		
3.	Cost/Price Analysis Information:		
	1. Bid/Proposed Price: \$852,508	Estimated Amount: \$852,508	
	B. Details of Significant Variances are in Attachment A-1.D		
4.	Contract Type: Fixed Price		
5.	Procurement Dates:		
	A. Issued: 10/30/08		
	B. Advertised: 10/30/08		
	C. Pre-bid Conference: N/A		
	D. Proposals/Bids Due: 12/18/08		
	E. Pre-Qualification Completed: N/A		
	F. Conflict of Interest Form Submitted to Ethics: Yes		
6.	Small Business Participation: 0%		
	A. Bid/Proposal Goal: % 5% goal recommended	Date Small Business Evaluation Completed:	
	Small Business Commitment:		
7.	Invitation for Bid/Request for Proposal Data:		
	Notifications Sent:  68	Bids/Proposals Picked up:  68	Bids/Proposals Received:  17
8.	Evaluation Information:		
	A. Bidders/Proposers Names:	<u>Bid/Proposal Amount:</u>	<u>Best and Final Offer Amount:</u>
	Logans Marketing	\$205,057.41	N/A
	United Imaging	\$327,476.73	
	Cardinal Cartridges	\$341,313.16	
	One Stop	\$668,073.88	
	Laserlink Int'l Inc.	\$852,507.72	
	M & B Supplies, Inc.	\$872,751.86	
	Discover Group, Inc.	\$899,905.76	
	Jaafri Industries	\$905,389.49	
	CVR Computer Supplies	\$914,236.20	
	Discount Computer Supplies	\$940,675.92	
	Supplies Now	\$989,394.26	
	OM Office Supply, Inc.	\$997,157.87	
	The Tree House, Inc.	\$999,597.39	
	XY-Systems, Inc .	\$1,028,708.24	
	Alternative Plus Systems, Inc.	\$1,001,816.21	
	Int'l Business Systems, Inc.	\$1,044,586.95	
	William B. Thompson	\$1,164,189.26	
	B. Evaluation Methodology: Selection of the lowest responsive, responsible bidder.		

<b>9.</b>	Protest Information:	
	A. Protest Period End Date: 3-25-09	
	B. Protest Receipt Date: N/A	
	C. Disposition of Protest Date: N/A	
<b>10.</b>	Contract Administrator: Tanya Allen	Telephone Number: 213/922-1018
<b>11.</b>	Project Manager: Cathy Kaminski	Telephone Number: 213/922-5713

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

**TONER CARTRIDGES**

**A. Background on Contractor**

The responsive and responsible low bidder, Laserlink International, Inc., is located in Emeryville, CA and has been in the toner cartridge business since 1990. Laserlink International, Inc. has provide toner cartridges for color, black laser printers, plotters, fax machines and copiers products to County of Sacramento, University of California, Berkeley, County of Alameda, General Services, San Francisco, University of California, San Francisco. Laserlink International, Inc. is a small business with no prior contracts with Metro.

**B. Procurement Background**

Evaluations of seventeen bids received were based on our approved manufacturer part numbers. The apparent low bid submitted by Bidder # 2 United Imaging, #3 Cardinal Cartridges, and #4 One Stop, was determined to be non-responsive because they submitted a partial bid for the initial 12-month period only, and did not include all of the option periods.

In accordance with the bid specifications, Metro reserves the right to award on an item by item basis, aggregate of items or total bid. Because of the high number of contracts (9) that would have to be awarded on a line-by-line basis, and considering the administrative costs associated with managing those contracts, it was determined to be in Metro's best interest to award the contract to the lowest bidder for all items.

The Diversity and Economic Opportunity Department recommended a 0% Disadvantaged Anticipated Level of Participation (DALP) goal for this procurement.

**C. Evaluation Criteria**

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

Bidder #1            Logan Marketing in the amount of \$205,057 was determined to be non-responsive based on award of the entire bid. Logan Marketing submitted a partial bid.

Bidder #2            United Imaging in the amount of \$327,477 is non-responsive to the bid and technical specifications because they submitted a partial bid for the initial 12-month period only, and did not include of the option periods.

Bidder #3            Cardinal Cartridges in the amount of \$341,313 is non-responsive to the bid and technical specifications because they submitted a partial bid for

the initial 12-month period only, and did not include of the option periods.

- Bidder #4 One Stop in the amount of \$668,074 is non-responsive to the bid and technical specifications because they submitted a partial bid for the initial 12-month period and option 1 only, and did not include the last option period.
- Bidder #5 Laserlink International, Inc. in the amount of \$852,508 is in full compliance to the technical and the bid specifications.
- Bidder #6 M & B Supplies, Inc. in the amount of \$872,752 is in full compliance to the technical and the bid specifications.
- Bidder #7 Discover Group, Inc. in the amount of \$899,906 is in full compliance to the technical and the bid specifications.
- Bidder #8 Jaafri Industries in the amount of \$905,389 is in full compliance to the technical and the bid specifications.
- Bidder #9 CVR Computer Supplies in the amount of \$914,236 is in full compliance to the technical and the bid specifications.
- Bidder #10 Discount Computer Supplies in the amount of \$940,675.92 is in full compliance to the technical and the bid specifications.
- Bidder #11 Supplies Now in the amount of \$989,394 is in full compliance to the technical and the bid specifications.
- Bidder #12 OM Office Supply, Inc. in the amount of \$997,158 is in full compliance to the technical and the bid specifications.
- Bidder #13 The Tree House, Inc. in the amount of \$999,597 is in full compliance to the technical and the bid specifications.
- Bidder #14 Alternative Plus Systems, Inc. in the amount of \$1,001,816 is in full compliance to the technical and the bid specifications.
- Bidder #15 XY Systems, Inc. in the amount of \$1,028,708 is in full compliance to the technical and the bid specifications.
- Bidder #16 International Business Systems, Inc. in the amount of \$1,044,587 is in full compliance to the technical and bid specifications.
- Bidder #17 William B. Thompson in the amount of \$1,164,189 is in full compliance to the technical and the bid specifications.

**D. Cost/Price Analysis Explanation of Variances**

The recommended bid price of \$852,508 has been determined to be fair and reasonable based upon adequate price competition and selection of the lowest responsive and responsible bidders. Price savings based on historical figures is \$67,153.60.



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

**TONER CARTRIDGES**

**PRIME CONTRACTORS –**

**Small Business Commitment**

**Other Subcontractors**

**Total Commitment      0%**







**LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY BID TABULATION**  
**Bid No: 090013 Toners and Cartridges**

Item No.	MTA Part No.	Description	QTY	UM	Laserlink Intl Inc.		Discover Group, Inc.		CVR Computer Supplies		Discount Computer Supplies		Supplies Now		OM Office Supply, Inc.		The Tree House, Inc.		Alternative Plus Systems, Inc.	
					Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
						\$303,602.26	\$290,918.74	\$299,968.59	\$304,745.40	\$298,757.11	\$323,152.36	\$326,660.18	\$333,938.74	\$333,938.74						
		<b>TOTAL 12 MONTH BID</b>				\$287,875.31	\$290,913.26	\$299,968.59	\$304,745.40	\$313,904.65	\$329,754.01	\$332,386.95	\$333,111.66	\$333,938.74						
		<b>TOTAL OPTION 1</b>				\$260,830.13	\$290,919.88	\$299,968.59	\$304,745.40	\$327,014.16	\$336,482.70	\$341,618.55	\$339,825.54	\$333,938.74						
		<b>TOTAL OPTION 2</b>				\$852,607.74	\$872,751.86	\$899,905.76	\$914,236.20	\$940,675.92	\$989,394.26	\$997,157.87	\$999,597.38	\$1,001,816.21						
		<b>GRAND TOTAL</b>																		









**LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY BID TABULATION**  
**Bid No: 090013 Toners and Cartridges**

Item No.	MTA Part No.	Description	QTY	UM	XY-Systems, Inc.		International Business Systems, Inc.		William B Thompson		Jaafri Industries		Logans Marketing		One Stop		United Imaging		Cardinal Cartridges	
					Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
		TOTAL 12 MONTH BID			\$342,227.78	\$348,195.65	\$374,916.99	\$287,195.91	\$64,195.67	\$334,036.94	\$327,476.73	\$341,313.16								
		TOTAL OPTION 1			\$344,254.23	\$348,195.65	\$384,294.34	\$301,555.71	\$67,235.33	\$334,036.94	\$0.00	\$0.00	\$0.00							
		TOTAL OPTION 2			\$342,226.23	\$348,195.65	\$404,977.93	\$316,637.87	\$73,626.41	\$0.00	\$0.00	\$0.00	\$0.00							
		GRAND TOTAL			\$1,028,708.24	\$1,044,586.95	\$1,164,189.26	\$905,589.49	\$205,057.41	\$668,073.88	\$327,476.73	\$341,313.16								

I hereby certify Laserlink International, Inc. as being the lowest responsive, responsible bidder for all items and recommend the award to them for total price, including sales tax, of \$ 852,508

2/25/09 Date

RA Beckman Signature