



County of El Dorado

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Legislation Text

File #: 09-0588, Version: 1

Chief Administrative Office, Procurement and Contracts Division, recommending the Board award Bid 09-615-076 for the purchase of Office Supplies and Printer Supplies to the low qualified bidders, Office Depot, Inc. of Sacramento, CA (Category I - Office Supplies and Category II - OEM Printer Supplies) and LD Products, Inc. of Long Beach, CA (Category III - Remanufactured Printer Supplies); and authorize the Purchasing Agent to issue blanket purchase orders in the amount of \$348,865.35 to Office Depot, Inc. (Category I and Category II) and \$91,953.51 to LD Products, Inc. (Category III), for a twelve (12) month period starting July 1, 2009; and authorize the Purchasing Agent to increase the blanket purchase orders on an "as needed" basis during the awarded period if funding is available within the requesting departments' budgets.

FUNDING: General Fund.

BUDGET SUMMARY:		
Total Estimated Cost		\$478,818.86
Funding		
Budgeted	\$478,818.86	
New Funding	\$	
Savings	\$	
Other	\$	
Total Funding Available	\$	
Change To Net County Cost		\$0.00

REASON FOR RECOMMENDATION: The Procurement and Contracts division issued an Invitation to Bid for Office Supplies and Printer Supplies for the purchase of same by departments County-wide.

Forty-seven (47) invitations to bid were mailed. One (1) to a local vendor. Nineteen (19) bids were received. One (1) from a local vendor.

The Procurement and Contracts Division evaluated purchases made on the current Office Supply contract as supplied by the current vendor and developed a quotation schedule reflective of the most purchased items by volume and total cost. The same process was used to evaluate and develop a quotation schedule for printer supplies.

Historically, the items listed on the quotation schedule for these office supply and printer supply products represent between 20% and 33% of the total supplies order. The bid also requested a discount on additional items within each category to be purchased from the awarded bidder(s). In addition to being the low bidder on the quotation schedule, Office Depot has bid a 65% discount from

manufacturer's list price for Office Supplies and a 35% discount from manufacturer's list price for OEM Printer supplies.

Spreadsheets are attached for your review.

FISCAL IMPACT/CHANGE TO NET COUNTY COST: Each department is responsible for budgeting for office supplies and printer supplies.

ACTION TO BE TAKEN FOLLOWING APPROVAL: Following Board approval, the Procurement and Contracts division will issue blanket purchase orders in the amount of \$348,865.35 to Office Depot, Inc. for Office Supplies and OEM Printer Supplies (Category I and Category II) and \$91,953.51 to LD Products, Inc. for Remanufactured Printer Supplies (Category III).

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Concurrences: None