

**OFFICE OF THE CITY MANAGER
DES MOINES, IOWA**

**CITY COUNCIL COMMUNICATION 96-469
NOVEMBER 4, 1996 AGENDA**

SUBJECT:	TYPE:	SUBMITTED BY:
APPROVAL OF BID FOR STOCKLESS OFFICE SUPPLY AGREEMENT FOR USE BY CITY DEPARTMENTS	◆ RESOLUTION ORDINANCE RECEIVE/FILE	MARK DURHAM ACTING FINANCE DIRECTOR

SYNOPSIS —

The Purchasing Division received proposals from five metropolitan area office supply dealers to provide office supplies to City departments. Storey Kenworthy Co., 309 Locust Street, Des Moines, IA, received the highest number of evaluation points as shown on the attached evaluation sheet.

FISCAL IMPACT —

Funding for office supplies are available in departments' General Office Supplies Budgets, Code 3101.

RECOMMENDATION —

Approval of agreement with Storey Kenworthy Co. for a stockless office supply system for a one-year period with options to renew for two additional 12-month periods.

BACKGROUND —

The Purchasing Division solicited Requests for Proposals (RFPs) for a stockless office supply system whereby a selected office supply company would provide office supplies to City departments as needed. Office supplies would be delivered directly to the ordering department rather than to a central location, formerly the City's Central Stores "A" Stockroom which was deleted from the Finance Department's Budget.

Storey Kenworthy Co., located within the corporate limits of the City of Des Moines, received 97 points—the highest number of evaluation points out of a possible 100 points, based on evaluation criteria outlined in the RFP. Koch Brothers Co., also located in the corporate limits of the City of Des Moines, received 94.8 points—the second highest number of evaluation points. Lesser points were awarded to Koch Brothers for the evaluation criteria giving extra points for the ability of delivering office supplies in less than 96 hours, three points for each increment of 24 hours, based on their response indicating a 48-hour delivery. Storey Kenworthy Co. offered a 42 percent discount from list prices, or a cost plus 20 percent formula if the item cost fell below their cost. Koch Brothers' response showed a zero percent discount.

Storey Kenworthy Company was awarded the office supply agreement last year, and according to City departments, provided excellent service. The Purchasing Division recommends approval.

Attachment

OFFICE SUPPL. CONTRACT
 BID NO. C97-25
 EVALUATION

CRITERIA	MAXIMUM POINTS	KOCH BROS.	OFFICE DEPOT	EXCEL	BT OFFICE	STOREY KENWORTHY
		\$9,096.80	\$10,452.14	\$10,959.35	\$12,375.36	\$9,330.82
Cost High Usage	40	40	34.8	33.2	29.4	39
Cost Catalog Items	30	\$7,682.61 29.8	\$7,696.50 29.8	\$ 7,847.78 29.2	\$ 7,795.92 29.4	\$7,640.93 30
References	8	8 (3 rec'd.)	3 (1 rec'd)	6 (2 rec'd)	8 (3 rec'd)	8 (3 rec'd)
Management Reports above those required. 2 points for each	10	10	10	10	0	10
Delivery of catalog items in less than 96 hrs 3 points for each increment of 24 hours	9	6	9	9	0	9
Prompt payment discount	2	0	0	0	0	0
Local Preference	1	1	1	0	0	1
Total	100	94.8	87.6	87.4	66.8	97

Comments:

Cost High Usage: Points were awarded proportionately with the lowest total receiving the maximum number of points.

Cost Catalog Items: Points were awarded proportionately with the lowest total receiving the maximum number of points.

References: Points were awarded based on the number of responses received to inquiries sent to references to a maximum of three responses.

Management Reports: 2 points were awarded for each report over and above the required. Those awarded 10 points indicated the capability of issuing any report required by the City. BT Office did not respond.

Delivery of catalog items: Maximum points were awarded to those indicating delivery to the City the next day. BT Office did not respond. Koch Bros indicated delivery was made to Koch Bros the next day.

Prompt Payment Discount: Points were awarded for payment terms with discounts if paid in thirty days or more. example: 2%, 30 days, net 31.

Local Preference: one (1) point was awarded to companies whose office or warehouse was located within the Des Moines Corporate City Limits.