



**Council
Communication**
Office of the City Manager

Date	July 23, 2007
Agenda Item No.	29G
Roll Call No.	07-
Communication No.	07-464
Submitted by: Richard A. Clark, City Manager	

AGENDA HEADING:

Approving the low dollar compliant bid for an annual supply of copy paper for city wide use.

SYNOPSIS:

Recommend approval to accept the low dollar compliant bid as submitted by The Paper Corporation (1770 NE 58th Avenue, Des Moines, 50131) for an annual supply of copy paper for city wide use. The city requested quotes for non-recycled (virgin) paper, 30% consumer waste recycled paper and 100% consumer waste recycled paper. Though the lowest price quoted was for non-recycled paper, staff recommends purchasing 30% recycled paper as part of the city’s ongoing efforts related to sustainability and environmental protection.

FISCAL IMPACT:

Amount: \$38,220

Funding Source: Various departmental operating budgets

ADDITIONAL INFORMATION:

The City typically purchases copy paper in bulk through a city wide bid instead of through our office supplies contract. This allows for better pricing and accommodates storage. City departments, especially larger departments with greater demands for paper, do not have onsite storage for bulk paper. Through this contract, the Paper Corporation will store our citywide paper supply in their warehouse and deliver to departments as needed.

On October 23, 2006, the City Council adopted twelve new goal statements for the City. One of the goals is “sustainable green community,” which means that Des Moines will be a leader in setting policies and practicing service delivery innovations that promote environmental sustainability. The city has attempted to consider this goal when purchasing supplies and equipment, such as the hybrid vehicles that were recently added to the Police fleet. For the citywide copy paper purchase, staff requested bids for virgin paper (non-recycled), 30% post consumer recycled paper and 100% post consumer recycled paper.

The Procurement Division mailed bids to six potential bidders. Three bids were received. The Paper Corporation quoted the lowest compliant bid price in all three categories (see table below).

	The Paper Corporation (1770 NE 58 th Avenue,	Xpedx (3201 SE Convenience Blvd, Ankeny, IA	Shaughnessy (801 S. 19 th St. West Des Moines, IA
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	Des Moines, IA 50131)	50021)	50265)
Non-recycled paper	\$36,330	\$38,430	\$42,840
30% recycled paper	\$38,220	\$41,510	\$46,200
100% recycled	\$51,730	N/A	\$63,840

Despite the environmental consideration, staff recommends that 100% recycled paper not be purchased because of the cost. The price for 100% recycled paper is 42% greater than the cost for virgin paper. However, the cost for 30% recycled paper is just slightly higher (5%) than that for virgin paper. Therefore, staff recommends absorbing the additional cost of \$1,890 in order to begin using partially recycled paper citywide.

PREVIOUS COUNCIL ACTION(S):

Date: October 23, 2006

Roll Call Number: 06-2111

Action: Informal hearing [to](#) adopt City of Des Moines Goal Statements. ([Council Communication No. 06-682](#)) Moved by Hensley to adopt. Motion Carried 6-0.

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE