

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date	July 13, 2009
	Agenda Item No. 48L Roll Call No. <u>09-</u> Communication No. <u>09-476</u> Submitted by: Randy Wetmore, Assistant 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 Unisource, 1900 E. 17th Street, Des Moines, Iowa 50316, for an annual supply of copy paper for city-wide use. The city requested quotes for non-recycled (virgin) paper and 30% 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

FISCAL IMPACT:

Amount: \$38,080

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, Unisource will store our city-wide 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. On July 23, 2007, Council approved purchase of 30% post consumer recycled paper and staff recommends continuing this effort. For the city-wide copy paper purchase, staff requested bids for virgin paper (non-recycled) and 30% post consumer recycled paper.

The Procurement Division mailed bids to five potential bidders. Four bids were received. Unisource quoted the lowest compliant bid price for 30% post consumer recycled paper.

Non-recycled 30% recycled

Unisource 1900 E. 17 th Des Moines, IA 50316	\$36,937.60	\$38,080
The Paper Corporation 1770 NE 58 th Avenue Des Moines, IA 50313	\$36,652	\$39,372
Xpedx 3201 SE Convenience Blvd. Ankeny, IA 50021	\$35,428	\$41,928.80
Alternative Papers 608 51 st Street West Des Moines, IA 50265	\$41,344	\$44,533.60

The cost for 30% recycled paper is slightly higher (7.5%) than that for virgin paper. Staff recommends absorbing the additional cost of \$2,652, in order to continue using partially recycled paper city-wide, in keeping with the adopted city goal.

PREVIOUS COUNCIL ACTION(S):

Date: July 23, 2007

Roll Call Number: 07-1418

Action: The Paper Corporation for annual supply of copy paper for city wide use, \$38,220. (six bids mailed, three received.) (Council Communication No. 07-464

) Moved by Vlassis to adopt. Motion Carried 7-0.

Date: October 23, 2006

Roll Call Number: 06-2111

Action: 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

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