

Purchasing Summary

EVENT # 5871	TITLE: Personal Paper Products	COST: \$57,836.31
TYPE OF PROCUREMENT: Bid	ANNUAL CONTRACT <input checked="" type="checkbox"/> ANNUAL MAINTENANCE AGREEMENT <input type="checkbox"/>	ONE TIME PURCHASE <input type="checkbox"/>

CONTRACT TERM (IF APPLICABLE)
April 26, 2018 thru April 25, 2019

M/WBE (IF APPLICABLE)
NA

MATRIX (IF APPLICABLE)
NA

NOTES

Recommend approval to award an annual contract for personal paper products to VIP Office Furniture and Supplies in the amount of \$57,836.31. The personal paper products will be maintained in inventory at the Central Warehouse and will be utilized by all city departments. The apparent low bidder, Pyramid Paper Products, was not selected because they submitted a partial bid consisting of only brooms and mops.

Bids were received on March 13, 2018. This bid was advertised, opened and reviewed. Delivery: As needed. Terms: Net 30 Days. The bidders were:

L.B.	Pyramid Paper (Indianapolis, IN) ^(D)	\$ 2,310.72 *
	VIP Office Furniture and Supplies (Savannah, GA) ^(E)	\$57,836.31
	Central Poly Corp (Linden, NJ) ^(D)	\$59,530.00 *
	Paper Chemical Supply (Savannah, GA) ^(B)	\$61,547.72
	CBC Inc. (Lyons, GA) ^(D)	\$63,528.28
	Dade Paper (Jacksonville, FL) ^(D)	\$65,789.55

(*) Partial Bid

Funds are available in the 2018 Budget, Internal Service Fund/Inventory/Central Stores (Account No. 611-0000-11330). A pre-bid conference was conducted and no vendors attended. (E) Indicates Woman Owned Business. Recommend approval.

Local Available: Yes
 MWBE Available: Yes
 Total Solicitation: 158
 MWBE Solicitations: 34
 Total Responses: 6
 MWBE Responses: 1
 Vendor Federally Debarred/Suspended: No