

**PERALTA COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees Agenda Report**  
**For the Trustee Meeting Date of March 9, 2010**

ITEM # 18

**ITEM TITLE:**

Consider Approval to Issue an Open Purchase Order for Bid No. 09-10/08, Paper Towels and Tissue Paper for the District, to Starline Supply Company, in the Amount of \$81,686.93

**SPECIFIC BOARD ACTION REQUESTED:**

Approval is requested to issue an open purchase order for Bid No. 09-10/08, Paper Towels and Tissue Paper for the District, to Starline Supply Company in an estimated amount of \$81,686.93.

**ITEM SUMMARY:**

A formal bid was conducted for Paper Towels and Tissue Paper for the District, in which the District solicited bids for the purchase of 900 cases of paper towels and 900 cases of toilet tissue paper. The District estimates throughout the year it will purchase approximately 900 cases of each product. The bid allowed the District to lock in the pricing for the paper products and to issue individual purchase orders for the delivery of the paper product, on an as-needed basis.

**BACKGROUND/ANALYSIS:**

The District conducted a formal bid for the paper products and publically advertized it in four newspapers of general circulation and ethnic publications reflecting the diversity of the market area. The District did not guarantee any annual quantities to the vendors, but required the pricing for the paper product to be firm for at least 900 cases of paper towels and toilet tissue paper, or for a period of one year. The District will issue Purchase Orders on an as-needed basis for the paper products. Based on the satisfactory performance by the vendor, the District may elect to purchase additional quantities above and beyond the 900 cases (or beyond the one-year term) up to a maximum of two (2) years, at the costs quoted in this bid. Should the vendor (at the renewal time) not be able to supply the additional quantities (above 900 cases or beyond the one year period) at the stated price, the District will then re-bid the paper products.

The District specified the paper products had to be Kimberly Clark brand (or equivalent brand) and must be 100% post consumer waste for the paper towels, and a minimum of 20% post consumer waste for the toilet tissue paper. The District allowed each vendor to quote alternative brand products the would fit and work in the District owned Kimberly Clark paper towel and tissue dispensers, as long as they also met all the post consumer waste content specified. The District specified it would be the sole determinate as to whether the alternate brand paper products will work in the District dispensers, and if the paper quality is satisfactory to the District.

A total of five vendors submitted bids, and two firms submitted alternate bids, as follows:

<b>Vendor and Location</b>	<b>Bid Amount</b>	<b>Alternate Bid</b>
Unisource, Pleasanton, CA	\$80,511.50	None
Starline Supply Company, Oakland CA	<b>\$81,686.93</b>	\$75,787.86
CleanSource Inc., San Jose, CA	\$82,516.64	None
HD Supply, San Diego, CA	\$89,312.36	None
Staples Advantage, Newark, CA	\$92,571.93	\$82,170.92

**ALTERNATIVES/OPTIONS:**

The alternative bid submitted by Starline does not meet the District's Environmentally Sustainability criteria for the post consumer waste content and was not evaluated.

**EVALUATION AND RECOMMENDED ACTION:**

Starline Supply Company is an approved Small Local Business Enterprise (SLBE), and when the District applies its 5% SLBE preference, their bid is considered the lowest responsive, responsible bid. Approval is recommended to allow the District to issue an as-needed (open) purchase order to Starline Supply Company for the paper products, for a period of one year. It is estimated the District will use approximately 900 cases of paper towels and 900 cases of toilet tissue paper, for an annual estimated cost of \$81,686.93.

**SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):**

District General Funds.

**OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):**

Yes \_\_\_\_\_ No  X

**COMMENTS:**

All Board recommended contracts are subject to negotiation and execution by the Chancellor.

**WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?**

Vice Chancellor Ikharo

**DID A BOARD STANDING COMMITTEE RECOMMEND THE ITEM?** Yes \_\_\_\_\_ No  X

IF "YES", PLEASE INCLUDE THAT INFORMATION IN YOUR SUMMARY.

**PLEASE ACQUIRE SIGNATURES IN THIS ORDER:**

**DOCUMENT PREPARED BY:**

Prepared by: Sadiq B. Ikharo Date: 3-2-10  
Dr. Sadiq B. Ikharo  
Vice Chancellor for General Services

**DOCUMENT PRESENTED BY:**

Sadiq B. Ikharo Date: 3-2-10  
Dr. Sadiq B. Ikharo  
Vice Chancellor for General Services

**FINANCE DEPARTMENT REVIEW**

Finance review required  Finance review *not* required  
If Finance review is required, determination is:  Approved  Not Approved  
If not approved, please give reason: \_\_\_\_\_

Signature: M. B. Benveniste Date: 3/4/2010  
For Finance and Administration

**GENERAL COUNSEL (Legality and Format/adherence to Education Codes):**

Legal review required  Legal review *not* required  
If Legal review is required, determination is:  Approved  Not Approved  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Thuy T. Nguyen, General Counsel

**CHANCELLOR'S OFFICE APPROVAL**

Approved, and Place on Agenda  Not Approved, but Place on Agenda  
Signature: E. Harris Date: 3/3/10  
Elihu Harris, Chancellor