

AGENDA



Thursday, January 31, 2008

**Purchasing Office
RECOMMENDATION FOR COUNCIL ACTION****Item No. 63**

Subject: Authorize award and execution of a four-month requirements supply contract through the Texas Local Government Purchasing Cooperative (BuyBoard) with GULF COAST PAPER COMPANY, Corpus Christi, TX for the purchase of janitorial paper supplies in an estimated amount not to exceed \$218,045, with three 12-month extension options in an estimated amount not to exceed \$600,065 for the first extension option, \$630,068 for the second extension option, and \$661,572 for the third extension option, for a total estimated contract amount not to exceed \$2,109,750.

Amount and Source of Funding: Funding in the amount of \$436,090 is available in the Fiscal Year 2007–2008 Operating Budget for various City Departments. Funding for the remaining eight months of the first extension option and the two other extension options is contingent upon available funding in future budgets.

Fiscal Note: There is no unanticipated fiscal impact. A fiscal note is not required.

For More Information: Mary Quintero-Herrera, Senior Buyer (512-974-3266)

Purchasing Language: Cooperative Purchase.

MBE/WBE: This contract will be awarded in compliance with Chapter 2-9D of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). This contract is a Cooperative Purchase; therefore, it is exempted under Chapter 791 of the Texas Government Code and no goals were established for this solicitation.

Boards and Commission Action: Recommended by the Water and Wastewater Commission.

This contract establishes a source for the City-wide annual supply of janitorial paper supplies and coarse and sanitary products. The major using Departments include: Austin Energy 8%, Austin Water Utility 8%, Building Services 20%, Aviation 43%, Austin Convention Center 3%, Austin Fire Department 8%, Library 5%, Parks & Recreation Department 5%.

There are approximately 163 different items purchased under this contract that are standard janitorial supplies (e.g. toilet tissue, folded towels, etc) used on a daily basis by employees City-wide and also used at various City public locations.

Gulf Coast Paper Company is under contract with BuyBoard to supply these janitorial items as a result of a competitive bidding process. Utilizing the BuyBoard contract allows the City to benefit from volume pricing.

The BuyBoard contract expires on May 31, 2008, with available extension options. In order to coordinate the term of the BuyBoard cooperative contract and the City's contract term, the City contract will have an original contract period of four months, February 1, 2008 to May 31, 2008, with three 12-month extension options.