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**Purchasing Supply Agreement
CITY OF AUSTIN
RECOMMENDATION FOR COUNCIL ACTION**

**AGENDA ITEM NO.: 22
AGENDA DATE: Thu 01/29/2004
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**BID TABULATION
Window Envelopes – SC04100003
(Three line items)**

| <u>Vendor</u> | <u>Recycled Paper</u> | <u>Virgin Paper</u> |
|---|------------------------------|----------------------------|
| Deco Press Porter, Texas | 119,294.82 | \$119,294.82 |
| Love Envelopes Dallas, Texas | \$120,209.16 | \$112,867.91 |
| Nbusiness Austin, Texas | \$120,926.00 | \$116,367.00 |
| DocuCorp Coppell, Texas | \$136,107.19 | \$121,567.70 |
| National Envelope Grand Prairie, Texas | \$141,902.71 | \$119,660.54 |
| Tension Envelope San Antonio, Texas | \$147,806.36 | \$140,264.32 |

A complete bid tabulation is available from the Purchasing Office.

PRICE ANALYSIS

- Adequate competition.
- Thirty-five notices were sent, including two MBEs and eleven WBEs. Thirteen bids were issued. Six bids were received with no MBE/WBEs responding. One "No Bid" was received.
- The average unit price for previous contract awarded in October 2002 for recycled paper was \$31.01. The new contract average unit price is \$30.21. This represents a decrease of approximately 3%.

APPROVAL JUSTIFICATION

- Low bid.
- Finance and Administrative Services Department, Materials Management Division and the Electric Utility Department concur with recommended award.
- Advertised in the Austin American-Statesman and Internet.