



**CITY OF PLANO
COUNCIL AGENDA ITEM**

CITY SECRETARY'S USE ONLY					
<input type="checkbox"/> Consent <input type="checkbox"/> Regular <input type="checkbox"/> Statutory					
Council Meeting Date:		3/28/11			
Department:		Purchasing/Warehouse			
Department Head		Diane Palmer-Boeck/Josh Mathews			
Agenda Coordinator (include phone #): Earl Whitaker x7074					
CAPTION					
Bid No. 2011-22-C for a one (1) year contract with three (3) City optional renewals to purchase biodegradable paper bags for Warehouse Inventory to be utilized by Sustainability and Environmental Services from Duro Bag Manufacturing Co. Inc. in an estimated amount of \$62,986 and authorizing the City Manager to execute all necessary documents.					
FINANCIAL SUMMARY					
<input type="checkbox"/> NOT APPLICABLE <input checked="" type="checkbox"/> OPERATING EXPENSE <input type="checkbox"/> REVENUE <input type="checkbox"/> CIP					
FISCAL YEAR:	2011-12, 2012-13, 2013-14 & 2014-15	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget		0	1,300,092	188,957	1,489,049
Encumbered/Expended Amount		0	-397,105	0	-397,105
This Item		0	-62,986	-188,957	-251,943
BALANCE		0	840,001	0	840,001
FUND(S): WAREHOUSE					
<p>COMMENTS: This item approves price quotes. Expenditures will be made in the Inventory Stock department based on need within the approved budget appropriations for each year of the contract. The estimated annual amount to be spent in FY 2010-11 is \$62,986. The estimated future annual amount is \$188,957, which will be made within approved budget appropriations. Remaining balance will be used for other Inventory purchases.</p> <p>STRATEGIC PLAN GOAL: The contracted purchase of Biodegradable Paper Bags for Warehouse Inventory stock relates to the City's goal of a Financially Strong City with Service Excellence.</p>					
SUMMARY OF ITEM					
Staff recommends the bid of Duro Bag Manufacturing Co. Inc. in an estimated amount of \$62,986 be accepted as the lowest responsive, responsible bid, and conditioned upon timely execution of any necessary contract documents. This purchase is for Warehouse Inventory to be utilized by Sustainability and Environmental Services (2011-22-C).					
List of Supporting Documents:			Other Departments, Boards, Commissions or Agencies		



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Award Memo, Bid Recap	NA



MEMORANDUM

DATE: March 3, 2011
TO: Earl Whitaker, Purchasing Buyer
FROM: Josh Mathewes, Inventory Control/Asset Disposal Supervisor

SUBJECT: Bid # 2011-22-C Biodegradable Paper Bags

It is the recommendation from ICAD based on inventory requirements and from the Sustainability and Environmental Services Department based on specifications to award the bid to the following supplier.

Duro Bag Manufacturing Co., Inc.

All line items.

Estimated Total Amount: \$62,985.60

The specifics of this bid are on file with the Purchasing Division.

Josh Mathewes
Inventory Control/Asset Disposal Supervisor

CITY OF PLANO

BID NO. 2011-22-C
Biodegradable Paper Bags
BID RECAP

Bid opening Date/Time: November 22, 2010 @ 3:00 pm

Number of Vendors Notified: 467

Vendors Submitting "No Bids": 3

Number of Bids Submitted: 3

Duro Bag Manufacturing Co., Inc.

Ocuture

Goodrum International

Bids Evaluated Non-Responsive to Specification: 0

Recommended Vendor:

Duro Bag Manufacturing Co., Inc.

\$ 62,985.60

Earl S. Whitaker

Earl S. Whitaker
Buyer

November 23, 2010

Date