



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:		4/27/2015			
Department:		Purchasing			
Department Head		Diane Palmer-Boeck			
Agenda Coordinator (include phone #): Teresa Shelstad x7539					
CAPTION					
Bid No. 2015-101-C for a one (1) year contract with three (3) City optional renewals, to purchase imprinted compostable kraft paper bags for Inventory Control/Assest Disposal (ICAD) to be utilized by Sustainability and Environmental Services from Novolex in an estimated annual amount of \$70,308, 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:	2014-15 thru 2018-19	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget		0	1,138,543	210,924	1,349,467
Encumbered/Expended Amount		0	-553,948	0	-553,948
This Item		0	-70,308	-210,924	-281,232
BALANCE		0	514,287	0	514,287
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 amount to be spent in FY 2014-15 is \$70,308. The estimated future amount is \$210,924, which will be made within approved budget appropriations. Remaining balance will be used for other Inventory purchases.</p> <p>STRATEGIC PLAN GOAL: Providing Imprinted Compostable Kraft Paper Bags for Warehouse Inventory relates to the City's Goal of a Financially Strong City with Service Excellence.</p>					
SUMMARY OF ITEM					
See attached recommendation memo.					
List of Supporting Documents:			Other Departments, Boards, Commissions or Agencies		
Recommendation Memo					
Bid recap					



Memorandum

Date: April 2, 2015
To: Teresa Shelstad, Purchasing Buyer
From: Josh Mathewes, Inventory Control/Assets Disposal Supervisor
Subject: Award of Bid #2015-101-C Imprinted Compostable Kraft Paper Bags

It is the recommendation from Inventory Control/ Asset Disposal (ICAD) based on inventory requirements and from the Sustainability and Environmental Services Department based on specifications to award 2015-101-C to Novolex.

Novolex was the only supplier to submit a bid. The estimated total expenditure for this item is \$70,308.00 annually.

Failure to award this bid could result in extended lead times, higher procurement costs and the inability to provide inventory to the citizens of Plano in a timely manner.

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

Josh Mathewes
Inventory Control/Asset Disposal
Supervisor

CITY OF PLANO

BID NO. 2015-101-C
Imprinted Compostable Kraft Paper Bags
BID RECAP

Bid opening Date/Time: March 9, 2015 @ 3:00PM

Number of Vendors Notified: 558

Vendors Submitting "No Bids": 0

Number of Bids Submitted: 1

Novolex \$ 70,308.00

Bids Evaluated Non-Responsive to Specification: 0

Recommended Vendor:

Novolex \$ 70,308.00

Teresa Shelstad

Teresa Shelstad
Buyer

April 7, 2015

Date