



Legislation Text

File #: 21-1041, Version: 1

STRATEGIC PRIORITY: Government Performance and Financial Management
AGENDA DATE: August 11, 2021
COUNCIL DISTRICT(S): All
DEPARTMENT: Office of Procurement Services
EXECUTIVE: Elizabeth Reich

SUBJECT

Authorize a three-year master agreement for the purchase of printer and toner cartridges for multiple City departments - Barbarian USA, Inc. in the estimated amount of \$660,387.56 and Encon Systems Ltd., Inc. in the estimated amount of \$236,146.86, lowest responsible bidders of eleven - Total estimated amount of \$896,534.42 - Financing: General Fund (\$632,447.60), Dallas Water Utilities Fund (\$113,360.90), Data Services Fund (\$24,000.00), Equipment and Fleet Management Fund (\$1,289.65), Convention and Event Services Fund (\$8,419.54), Aviation Fund (\$17,279.35), Building Inspection Fund (\$77,697.38), and Sanitation Operation Fund (\$22,040.00)

BACKGROUND

This action does not encumber funds; the purpose of a master agreement is to establish firm pricing for goods, for a specific term, which are ordered on an as needed basis according to annual budgetary appropriations. The estimated amount is intended as guidance rather than a cap on spending under the agreement, so that actual need combined with the amount budgeted will determine the amount spent under this agreement.

This master agreement will provide for the purchase of printer and toner cartridges for multiple City departments. Remanufactured toner cartridges are cartridges that have been fully remanufactured to specifications equal to, or, exceeding original equipment manufacturers cartridge standards of quality and performance and approved remanufactured toner cartridge industry standards.

As part of the solicitation process and in an effort to increase competition, the Office of Procurement Services used its procurement system to send out email notifications to vendors registered under relevant commodity codes. To further increase competition, the Office of Procurement Services uses historical solicitation information, the Internet, and vendor contact information obtained from user departments to contact additional vendors.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On February 8, 2017, City Council authorized a three-year master agreement for printer toner and cartridges with Barbarian USA, Inc., The Office Pal, Inc., Printer Components, Inc., Encon Systems Ltd., Inc., and Printing Supplies USA LLC by Resolution No. 17-0264.

FISCAL INFORMATION

Fund	FY 2021	FY 2022	Future Years
General Fund	\$210,815.86	\$210,815.86	\$210,815.88
Dallas Water Utilities Fund	\$ 18,698.38	\$ 47,428.51	\$ 47,234.01
Data Services Fund	\$ 0.00	\$ 5,000.00	\$ 19,000.00
Equipment and Fleet Management Fund	\$ 107.00	\$ 1,182.65	\$ 0.00
Convention and Event Services Fund	\$ 2,419.54	\$ 3,000.00	\$ 3,000.00
Sanitation Operation Fund	\$ 7,346.66	\$ 7,346.66	\$ 7,346.68
Aviation Fund	\$ 5,759.78	\$ 5,759.78	\$ 5,759.79
Building Inspection Fund	\$ 0.00	\$ 38,848.69	\$ 38,848.69
Total	\$245,147.22	\$319,382.15	\$332,005.05

M/WBE INFORMATION

In accordance with the City's Business Inclusion and Development Policy adopted on September 23, 2020, by Resolution No. 20-1430, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Procurement Category	M/WBE Goal	M/WBE %	M/WBE \$
\$896,534.42	Goods	32.00%	73.66%	\$660,387.56
<ul style="list-style-type: none"> • This contract exceeds the M/WBE goal. • Barbarian USA, Inc. - Non-local; Workforce - 0.00% Local • Encon Systems Ltd.- Non-local; Workforce - 73.91% Local 				

PROCUREMENT INFORMATION

Method of Evaluation for Award Type:

Low Bid	<ul style="list-style-type: none"> • Recommended vendor is based on the lowest competitive quoted price, who is also technically and financially capable of performing and completing the contract, and otherwise meets all material specification requirements • Negotiations are not allowed
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The Office of Procurement Services received the following bids from solicitation number BJ20-00014311. We opened them on October 16, 2020. We recommend the City Council award this master agreement to the lowest responsive and responsible bidders by group. Information related to this solicitation is available upon request.

*Denotes successful bidders

<u>Bidder</u>	<u>Address</u>	<u>Amount</u>
*Barbarian USA, Inc.	16422 Steubner Airline Rd. Spring, TX 77379	Multiple Groups
*Encon Systems Ltd.	420 North Town East Blvd. Sunnyvale, TX 75182	Multiple Groups
Apiv Applications, Inc.	3835 Atherton Rd. Suite 2 Rocklin, CA 95765	Multiple Groups
Dahill Office Technology Corporation dba Xerox Business Solutions	8200 IH 10 West Suite 400 San Antonio, TX 78230	Multiple Groups
Hill Country Computer	791 North Hwy 77 501c Suite 132 Waxahachie, TX 75165	Multiple Groups
Limitless Products, LLC Dba Limitless Office Products	1778 North Plano Rd. Suite 114 Richardson, TX 75081	Multiple Groups
The ODP Corporation dba Office Depot, LLC	6600 North Military Tr. Boca Raton, FL 33496	Multiple Groups
Prosystems Group LLC	165 West Bellfort Blvd. Sugar Land, TX 77498	Multiple Groups
Beepsmart Communications, Inc. dba Smart Group Systems	990 North Bowser Rd. Suite 720 Richardson, TX 75081	Multiple Groups
MPS Solutions LLC, dba OneStop	2140 East Southlake Blvd. Suite #546 Southlake, TX 76092	Non-responsive
Printing Supplies USA, LLC	666 Plainsboro Rd. Suite 1237 Plainsboro, NJ 08536	Non-responsive

OWNERS

Barbarian USA, Inc.

Dan Chainani, Director
Divya Chainani, Manager

Encon Systems Ltd., Inc.

Deborah Hovitz, President
Whitney Davis, Vice President