SUMMARY STATEMENT

ITEM NO. SUBJECT: Annual Office Paper Supply Contract for DRPA and PATCO

COMMITTEE: New Business

COMMITTEE MEETING DATE: N/A

BOARD ACTION DATE: September 15, 2010

PROPOSAL: That the Board authorize staff to negotiate a contract with Paper Mart, East Hanover, NJ for the purchase of various office paper products for DRPA and PATCO.

PURPOSE: To purchase office paper products for all Delaware River Port Authority and PATCO facilities for the period October 1, 2010 through September 30, 2011 with an option to renew for one additional year.

BACKGROUND: On July 27, 2010 formal bids were advertised and issued for the purchase of various office paper products to support the operations of DRPA and PATCO. A public bid opening was held on August 12, 2010 with the following bid results:

- Paper Mart, East Hanover, NJ: $72,665.37
- Lindenmeyr Munroe, King of Prussia, PA: $80,592.00
- Central Lewmar, Westampton, NJ: $102,896.00
- ISG Office Concepts, North Wales, PA: No Bid
- A+ Imaging Systems, Rockledge, PA: No Bid
- RIS – The Paper House, Pennsauken, NJ: No Bid

The pricing submitted for the office paper products is a firm fixed price for a one year period, which protects the DRPA and PATCO from any price increases during the contract period.

DRPA Purchasing staff has reviewed the bid submitted by Paper Mart and has determined that they are the low, responsive, responsible bidder for the annual office paper supply requirement.
SUMMARY:  
Amount: $72,665.37  
Source of Funds: Revenue Fund  
Capital Project #: N/A  
Operating Budget: 2010  
Master Plan Status: N/A  
Other Fund Sources: N/A  
Duration of Contract: October 1, 2010 to September 30, 2011  
With option to renew for one (1) additional year.*

*Option year price estimated not to exceed $76,300.00.
RESOLUTION

RESOLVED: That the Board authorizes staff to negotiate a contract with Paper Mart, East Hanover, NJ for the purchase of various office paper products for DRPA and PATCO in the amount of $72,665.37; and be it further

RESOLVED: The Chair, Vice Chair and the Chief Executive Officer must approve and are hereby authorized to approve and execute all necessary agreements, contracts, or other documents on behalf of DRPA and PATCO. If such agreements, contracts, or other documents have been approved by the Chair, Vice Chair and Chief Executive Officer, and if thereafter, either the Chair or Vice Chair is absent or unavailable, the remaining Officer may execute the said document(s) on behalf of DRPA and PATCO, along with the Chief Executive Officer. If both the Chair and Vice Chair are absent or unavailable, and if it is necessary to execute the said document(s) while they are absent or unavailable, then the Chief Executive Officer shall execute such documents on behalf of DRPA and PATCO.

SUMMARY:

| Amount:        | $72,665.37 |
| Source of Funds: | Revenue Fund |
| Capital Project #: | N/A |
| Operating Budget: | 2010 |
| Master Plan Status: | N/A |
| Other Fund Sources: | N/A |
| Duration of Contract: | October 1, 2010 to September 30, 2011 |

*Option year price estimated not to exceed $76,300.00.*