
TULSA COUNTY

PURCHASING
DEPARTMENT

MEMO

DATE: February 27, 2019
FROM: Megan L. Blackford
Assistant Purchasing Director
TO: Board of County Commissioners
SUBJECT: Recommendation – Office Supplies



It is the recommendation of the Tulsa County Purchasing Department and all Tulsa County Departments to award the bid for Office Supplies to the following vendor:

Admiral Express

This was the lowest and best bid received.

This award is good for a one (1) year period beginning April 7, 2019 through April 6, 2020.

This recommendation is respectfully submitted for your approval.

MLB / arh

ORIGINAL: Michael Willis, County Clerk, for the March 4, 2019 agenda.



Tulsa County Purchasing

Solicitation Notice

ITB <input checked="" type="checkbox"/> RFP <input type="checkbox"/>	Office Supplies	RETURN SEALED BIDS TO: Office of the County Clerk Tulsa County Administration Building 500 South Denver Avenue, Room 117 Tulsa, Oklahoma 74103
Important Dates / Times*: Bid Advertised: <u>January 28, 2019</u> Questions Due: <u>February 8, 2019 04:00 pm</u> (if applicable) Bid Responses Due: <u>February 22, 2019 04:00 pm</u> Bid Responses Opened: <u>February 25, 2019 09:30 am</u> <small>* All times shown in CST</small>		
Ship To / Place of Performance:		
Tulsa County Contact Information: Purchasing Officer / Agent: <u>Matney Ellis, Purchasing Director</u> Email: <u>Matney.Ellis@tulsacounty.org</u> Phone: <u>918.596.5022</u> Department / Project Contact: _____ <small>(if applicable)</small> Email: _____ Phone: _____ <p style="text-align: right;"><i>Amanda Hensley</i></p>		

Bidder Information: (This section to be completed by bidder)

Company Name: <u>Admiral Express, LLC</u>	Address: <u>1823 N Yellowwood Ave</u> <u>Broken Arrow, OK 74012</u>
Contact Name(s): <u>Tyler Yoak</u>	Remit-to Address: <u>P.O. Box 470650</u> <small>(if different from above)</small> <u>Tulsa, OK 74147-0650</u>
Phone Number(s): <u>(918) 249-4077</u>	
Email Address(es): <u>tyler@admiralexpress.com</u>	
Additional Info: _____	
Important: Review Solicitation Checklist to ensure all required documents are included with your submission.	



ADMINISTRATIVE SERVICES
A DIVISION OF THE BOARD OF COUNTY COMMISSIONERS

Carol Crowson Annex Building
633 West Third
Tulsa, Oklahoma 74127-8942
F: 918.596.5870

Gary Fisher
Director
918.596.5882

MEMORANDUM

DATE: February 26, 2019
TO: Matney Ellis, Purchasing Director
FROM: Gary Fisher, Administrative Services Director *GF*
SUBJECT: Bid Award for Office Supplies

Administrative Services staff have reviewed the bids opened February 25, 2019, for office supplies purchased via the County Office Supply (COS) program.

The attached analysis explains how the two bids were reviewed to compare the estimated overall benefit of accepting each vendor's offer, taking into account the total for bid list items and the three levels of discounts offered for additional items purchased through COS.

The totals are:

✓ Admiral Express, LLC	\$ 181,611.79
Merrifield Office Supply	203,201.99

As you may recall, Admiral Express was the awarded COS vendor for office supplies in bid year 2017 and in several prior bid terms. Their products and services during those periods were good and we trust that will not have changed.

All things considered, Admiral Express appears to be the lowest and best bid received.

Please make arrangements for the County Office Supplies bid to be added to the agenda for approval of award to Admiral Express at the County Commission meeting on Monday, March 4.

Thank you.

Attachment: 2019 County Office Supply - General Items
Bid Analysis & Comparison

Copies: Megan Blackford, Assistant Purchasing Director
Amanda Hensley, Purchasing Buyer
Victoria Wilson, Accountant/Bookkeeper
Christina Capehart, Bookkeeper II
Waynette Robinson, COS Clerk
Ken Hargett, Policies & Procedures Writer

2019 COUNTY OFFICE SUPPLY-GENERAL ITEMS BID ANALYSIS & COMPARISON

Assumptions and General Considerations:

Based on prior year costs and for purposes of comparison, it was estimated that about **\$220,000** total may be spent on general (non-cartridge) office supplies during COS contract year 2019. Of this, it was estimated for purposes of comparing bids received that roughly 45% (\$99,000), might be spent for office supply items *other than those on the itemized, fixed-price bidlist* and thus subject to one of the percentage-off-list-price discounts offered by each vendor. The estimate was rounded up slightly to \$100,000 to simplify calculations.

- Of the \$100,000 estimated total expenditure for *non-bidlist* items, it was estimated for purposes of this bid comparison that approximately:
 - 55% (\$55,000) might be spent on items qualifying for the “basic office supplies” discount. Under the prior-year contract, these items had been discounted *51% below* list price, i.e., paid at 49% of full list price.
 - 12% (\$12,000) might be spent on items qualifying for the “office machines/equipment” discount. Under the prior-year contract, these items had been discounted *20% below* list price, i.e., paid at 80% of full list price.
 - 33% (\$33,000) might be spent on items qualifying for the “other items for office use” discount. Under the prior-year contract, these items had been discounted *30% below* list price, i.e., paid at 70% of full list price.

To offset the value received from prior-year expiring discounts (i.e., re-establish simulated full list price totals) for purposes of bid comparison using vendors’ newly received discount offers:

- The \$55,000 (paid at 49% of list price under expiring bid terms) was multiplied by 2.0409, for a total \$112,249.50. To simplify calculations, this estimate was rounded to **\$112,250.00**.
- The \$12,000 (paid at 80% of list price under expiring bid terms) was multiplied by 1.25, for a total of **\$15,000.00**.
- The \$33,000 (paid at 70% of list price under expiring bid terms) was multiplied by 1.4286, for a total \$47,143.80. To simplify calculations, this estimate was rounded to **\$47,150.00**.
- To provide a weighted comparison of the percentage discount offers from each vendor, their respective discount offers were applied to the above (pre-discounted) estimated values, then deducted from the combined estimated full list price value of **\$174,400.00**. The results are shown in the tables below. Estimated values of each vendor’s combined discount offers were added to the respective itemized bidlist totals to estimate a total cost of awarding the bid to each vendor.
- One of the two bids contained pervasive apparent miscalculations. Other than one significant error (unfavorable to the vendor), most were a matter of a few cents (some more than, and some less than, the mathematical total) and appear to have resulted from rounding issues in the vendor’s source data. All apparent miscalculations were appropriately corrected, as noted in the bid-by-bid review which follows. Neither the errors nor their correction altered the finding of the lowest and best bid.

ADMIRAL EXPRESS, LLC		
Considerations: <ul style="list-style-type: none"> ▪ Pervasive line item totaling errors were noted and corrected, affecting all page totals and the grand total. Most appear likely to have resulted from rounding issues. (The cumulative uncorrected effect would have been unfavorable to the vendor.) Corrected calculations produced a net reduction in the grand total of \$576.04 from the vendor’s original grand total calculation. ▪ Admiral Express was the COS office supplies vendor in bid year 2017 and during several prior years, and consistently provided reliable product delivery and related services. ▪ The bidder noted a total of 13 part number changes from those in the original bid list. These were checked online and seem to represent helpful product ID updates rather than item substitutions. 	Estimated (pre-discount) value for non-bidlist basic office supply purchases	\$112,250.00
	Apply Vendor’s Primary % Discount	x .53
	Vendor’s Standard Discount savings (est.)	\$ 59,492.50
	Estimated (pre-discount) value for office machines & equipment	\$ 15,000.00
	Apply Vendor’s Office Machine/Equipment % Discount	x .22
	Vendor’s Office Machine/Equipment Discount savings (est.)	\$ 3,300.00
	Est. (pre-discount) value for other non-bidlist catalog items	\$ 47,150.00
	Apply Vendor’s Secondary % Discount	x .32
	Vendor’s Secondary Discount savings (est.)	\$ 15,088.00
	Estimated (pre-discount) value for all non-bidlist COS purchases	\$174,400.00
	Minus Vendor’s Primary Discount savings (est.)	- 59,492.50
	Minus Vendor’s Office Machine/Equipment Discount savings (est.)	- 3,300.00
	Minus Vendor’s Secondary Discount savings (est.)	- 15,088.00
	Estimated non-bidlist expenditure after discounts	\$ 96,519.50
	Vendor’s bid for bidlist items	\$ 85,092.29
	Estimated non-bidlist expenditure after discounts	+ 96,519.50
Total Est. County Cost using this vendor	\$181,611.79	

MERRIFIELD OFFICE SUPPLY		
Considerations: <ul style="list-style-type: none"> ▪ As the incumbent, the vendor has consistently provided reliable product delivery and related services. ▪ The bid was entirely free of evident calculation errors. 	Estimated (pre-discount) value for non-bidlist basic office supply purchases	\$112,250.00
	Apply Vendor's Primary % Discount	x .50
	Vendor's Standard Discount <i>savings</i> (est.)	\$ 56,125.00
	Estimated (pre-discount) value for office machines & equipment	\$ 15,000.00
	Apply Vendor's Office Machine/Equipment % Discount	x .20
	Vendor's Office Machine/Equipment Discount <i>savings</i> (est.)	\$ 3,000.00
	Est. (pre-discount) value for other non-bidlist catalog items	\$ 47,150.00
	Apply Vendor's Secondary % Discount	x .30
	Vendor's Secondary Discount <i>savings</i> (est.)	\$ 14,145.00
	Estimated (pre-discount) value for <i>all non-bidlist COS purchases</i>	\$174,400.00
	<i>Minus Vendor's Primary Discount savings (est.)</i>	- 56,125.00
	<i>Minus Vendor's Office Machine/Equipment Discount savings (est.)</i>	- 3,000.00
	<i>Minus Vendor's Secondary Discount savings (est.)</i>	- 14,145.00
	Estimated non-bidlist expenditure after discounts	\$101,130.00
	Vendor's bid for bidlist items	\$102,071.99
	Estimated non-bidlist expenditure after discounts	+ 101,130.00
	Total Est. County Cost using this vendor	203,201.99