

**Columbus Consolidated Government
Council Meeting Agenda Item**

TO:	Mayor and Councilors
AGENDA SUBJECT:	Paper & Plastic Products (Annual Contract) – RFP No. 21-0016
INITIATED BY:	Finance Department

It is requested that Council approve the purchase of assorted paper and plastic products from Southeastern Paper Group (College Park, GA), COPACO, Inc. (Columbus, GA) and Interboro Packing Corporation (Montgomery, NY) for the annual estimated contract value of \$195,918.45.

The products will be purchased, on an “as needed” basis, and will be used by various City Departments. The contract term will be for two years with the option to renew for three additional twelve-month periods. Renewal of the contract is contingent upon the mutual agreement of the vendor and the City.

Bid specifications were posted on DemandStar, the City’s website and the Georgia Procurement Registry. This bid has been advertised, opened, and reviewed. Bid responses were received on November 13, 2020 from the following vendors: All American Poly (Piscataway, NJ), Central Poly-Bag Corp (Linden, NJ), Copaco, Inc. (Columbus, GA), Interboro Packaging Corp (Montgomery, NY), Pyramid School Products (Tampa, FL), Southeastern Paper Group (College Park, GA), Staples (Atlanta, GA), Tek POS Paper (Kennesaw, GA), and Unipack Corp (Brooklyn, NY).

Vendors had the option of bidding on the following sections of the bid: Section I - Cups, Section II – Plates/Dining Utensils, Section III – Napkins/Tissue/Towels, Section IV – Soaps/Dispensers and Section V - Bags/Trash Can Liners. Contract award was based on the lowest, responsible bidder by section or the lowest responsible bidder overall. The successful vendors, per section, were:

Section I: Cups	Southeastern Paper Group (College Park, GA)	\$8,336.25
Section II: Plates / Dining Utensils	Southeastern Paper Group (College Park, GA)	\$2,022.70
Section III: Napkins / Tissue/Towels	COPACO, Inc. (Columbus, GA)	\$78,539.50
Section IV: Soaps / Dispensers	COPACO, Inc. (Columbus, GA)	\$57,152.00
Section V: Bags / Trash Can Liners	Interboro Packaging Corp (Montgomery, NY)	\$49,868.00
Annual Estimated Contract Value		\$195,918.45

Funds are budgeted each fiscal year for this ongoing expense: Various Departments – Operating Materials; 6728.

A RESOLUTION

NO. _____

A RESOLUTION AUTHORIZING THE PURCHASE OF PAPER AND PLASTIC PRODUCTS FROM SOUTHEASTERN PAPER GROUP (COLLEGE PARK, GA), COPACO, INC. (COLUMBUS, GA) AND INTERBORO PACKING CORPORATION (MONTGOMERY, NY) FOR THE ANNUAL ESTIMATED CONTRACT VALUE OF \$195,918.45.

WHEREAS, the products will be purchased by various departments on an "as needed" basis; and,

WHEREAS, the contract period will be for two years with the option to renew for three additional twelve-month periods. Contract renewal is contingent upon the mutual agreement of the City and the Contractor.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

That the City Manager is hereby authorized to enter into an annual contract to purchase paper and plastic products, on an "as needed" basis, from Southeastern Paper Group (College Park, GA), COPACO, Inc. (Columbus, GA) and Interboro Packing Corporation (Montgomery, NY) for the estimated contract value of \$195,918.45. Funds are budgeted each fiscal year for this on-going expense: Various Departments - Operating Materials; 6728.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the _____ day of _____, 2020 and adopted at said meeting by the affirmative vote of _____ members of said Council.

- Councilor Allen voting _____.
- Councilor Barnes voting _____.
- Councilor Crabb voting _____.
- Councilor Davis voting _____.
- Councilor Garrett voting _____.
- Councilor House voting _____.
- Councilor Huff voting _____.
- Councilor Thomas voting _____.
- Councilor Tucker voting _____.
- Councilor Woodson voting _____.

Sandra T. Davis, Clerk of Council

B.H. "Skip" Henderson III, Mayor