



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Specifications and Advertisement for Bids for Stock Computer Paper for Fiscal Year 1993/94

MEETING DATE: August 18, 1993

PREPARED BY: Finance Director

RECOMMENDED ACTION: That the City Council approve the specifications and authorize advertisement for bids for the purchase of stock computer paper for the Fiscal Year 1993/94.

BACKGROUND INFORMATION: This paper is used in various city departments for daily, weekly, monthly, and annual printouts of information and records, as well as for correspondence.

On August 4, 1993, the City Council voted not to participate in San Joaquin County's contract with Shade/Allied for the purchase of computer paper, and directed staff to prepare specifications for the City's own bid.

The paper will be purchased as needed throughout the fiscal year.

FUNDING: Estimated Cost: \$5,000
Budget Account(s): Various Departments' Office Supplies Account

BID OPENING: September 1, 1993


Dixon Flynn, Finance Director

Prepared by Joel Harris, Purchasing Officer

APPROVED



THOMAS A. PETERSON
City Manager



recycled paper

S P E C I F I C A T I O N S

STOCK COMPUTER PAPER

CITY OF LODI

I. GENERAL

Paper shall be 100% Register Bond, high quality, providing clean copy, reliability, and trouble-free performance on high-speed impact and non-impact printers. All paper shall be packed in continuous form, without breaks, in cartons suitable for shipment by common carrier and for warehouse storage, and not exceeding 11½ inches in height.

II. 14-7/8" x 11" ½"-Greenbar

- 1-part: 18-lb basis weight
- 2-part: 15-lb basis weight, carbon interleaved
- 3-part: 15-lb basis weight, carbon interleaved

III. 14-7/8" x 11" Blank

- 1-part: 18-lb basis weight

IV. 9½" x 11" Blank

- 1-part: 20-lb basis weight, microperforations on both edges, to tear to 8½" x 11" finished size, and microperforations between forms, providing clean edges on all sides.

V. 12" x 8½" Blank

- 1-part: 20-lb basis weight, microperforations on both edges, to tear to 11" x 8½" finished size, and microperforations between forms, providing clean edges on all sides.

ESTIMATED REQUIREMENTS, 9/1/93 THROUGH 6/30/94

14-7/8" X 11" Greenbar, 1-part	300,000 sheets
14-7/8" x 11" Greenbar, 2-part	40,000 sheets
14-7/8" x 11" Greenbar, 3-part	12,000 sheets
14-7/8" x 11" Blank, 1-part	15,000 sheets
9-1/2" x 11" Blank, Micro-perf	150,000 sheets
12" x 8-1/2" Blank, Micro-perf	5,000 sheets