



RESOLUTION NO. _____

BOARD LETTER APPROVAL

Mona Guirguis

MONA T. GUIRGUIS
Interim Chief Information Technology Officer

A handwritten signature in cursive script that reads 'Janisse Quiñones'.

JANISSE QUIÑONES
Chief Executive Officer and Chief Engineer

DATE: August 28, 2024

SUBJECT: Contract No. 0585 for Customer Bill Paper with California Printing Bashboy Enterprises, Inc.

SUMMARY

The proposed Invitation for Bid (IFB) awarded Contract No. 0585 (Contract) with California Printing Bashboy Enterprises, Inc. (California Printing) is for a 5-year term and a not-to-exceed amount of \$4,900,000 (budgeted). The Contract will provide bill paper used in the LADWP Data Center Operations Print Center (Data Center) for the printing of Department bills. The purpose of this contract is to provide a constant supply of the requested 10 percent recycled white bond paper utilized by the Data Center to print, prepare, and provide billing services to LADWP customers.

The Department's billing income represents a substantial revenue source for LADWP. If the bills are not printed nightly, the Department would experience a delay or potential loss of revenue. It is critical for LADWP to maintain an uninterrupted bill-print process to ensure a constant cash flow in support of daily business operations.

The estimated Contract expiration date is November 1, 2029.

RECOMMENDATION

It is recommended that the Board of Water and Power Commissioners adopt the attached Resolution authorizing execution of the Contract.

ALTERNATIVES CONSIDERED

An alternative considered would be to convert all existing customer paper bills to electronic bills and initiate a true green initiative. This would present tremendous savings to the Department in terms of both material expenditure and required labor expenses. This alternative not viable as it would be extremely time consuming and would require new significant investments.

FINANCIAL INFORMATION

The Contract is for a term of five years and a total not-to-exceed amount of \$4,900,000 (budgeted).

The total quotation of \$3,212,460 is approximately 33 percent lower than LADWP's estimated cost of \$4,850,091. The estimate was based upon the pricing provided by the current paper vendor when asked about future paper pricing.

BACKGROUND

This contract enables LADWP to continue to print customer billing statements and ensures LADWP will maintain its revenue flow without interruption.

Taylor Enterprise Solutions was previously awarded supplier of 10 percent recycled paper for Customer Bill Paper under Contract No. 02305-1 and continues to participate in the spot purchase process for immediate needs of recycled paper while the replacement contract with California Printing via an IFB No. 0585 was developed and eventually awarded on May 15, 2024.

The previous Contract No. 02305-1 for 10% recycled paper expired on June 16, 2024. ITS has made advanced arrangements for uninterrupted customer bill paper until December 2024 with price assurance not exceeding the original contract cost.

ENVIRONMENTAL DETERMINATION

Determine item is exempt pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15060(c)(3). In accordance with this section, an activity is not subject to CEQA if it does not meet the definition of a project. Section 15378 (b)(4) states that government fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment do not meet that definition. Therefore, the solicitation and award of a contract to recycled paper for customer billing is not subject to CEQA.

CITY ATTORNEY

The Office of the City Attorney reviewed and approved the Agreement and Resolution as to form and legality.

ATTACHMENTS

- Procurement Summary
- Resolution
- Contract

PROCUREMENT SUMMARY

1.	Recommended Vendor(s): California Printing Bashboy Enterprises, Inc.
2.	Procurement Type: IFB – Board Awarded
3.	Procurement Details: Contract Status: New Bid Advertisement Date: 04-19-2024 Pre-Bid Conference Date: N/A Bid/Proposal Due Date: 06-03-2024 Number of Downloads of Solicitation: N/A Number of Bids/Proposals Received: Four Protest Received: (Yes/No): No
4.	Buyer Assigned: Jamie Vasquez
5.	Contract Administrator: Jennifer Harvey
6.	LADWP System/Division: Joint/Information Technology Services
7.	Contact Person for Item: Jennifer Harvey

A. Evaluation Rating Summary of Proposals

Testing of the paper samples from the lowest bidder, California Printing Bashboy Enterprises, Inc., was completed. The paper from California Printing worked well with the Ricoh IP5000 printer and the completed paper stacks, folded very nicely and stacked with smooth edges. This paper is processed at the mill and shipped directly to LADWP from the mill. This will provide us a more consistent and accurate paper stock as the mill is doing the processing to add the tractors and perforation.

B. Evaluation of Proposal

Prices have been determined to be fair and reasonable based on the current paper pricing for the 5-year term.

C. Local Business Preference Program (LBPP)

Not applicable to this Contract.

D. Additional Outreach Efforts Taken

Not applicable to this Contract.

E. Small Business Enterprises (SBE)/Disabled Veterans Business Enterprises (DVBE)/Minority Business Enterprises (MBE)/Women Business Enterprises (WBE)/Other Business Enterprises (OBE) Subcontracting Participation