



## INTEROFFICE MEMORANDUM

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**TO:** Cecil S. Moore, Director  
Purchasing & Contract Compliance  
**FROM:** David L. Ricks, Director  
**DATE:** April 18, 2011  
**SUBJECT:** **Jumbo Toilet Tissue**  
RFQ #11DW77657C

**RECOMMENDATION:** We are requesting approval to establish a Master Agreement for Jumbo Toilet Tissue FY 2011 in the amount not to exceed \$18, 820 with Kaco Supply Company in response to RFQ # 11DW77657C for 12 consecutive months from date of award. General Services Department will manage the contract with Kaco Supply Company by issuing a delivery order one the Master Agreement is established.

**DISCUSSION:** During the closing of the quote #11DW77657C, Jumbo Toilet Tissue, there was a problem with the AMS system that was not known at the time of retrieving the tabulation sheet.

On March 22, 2011 when the quote closed the tabulation sheet showed a total of 14 quoters. After Purchasing received the award letter and posted the tabulation sheet on the website a vendor (Stag Enterprise) quoted and did not see her company listed and wanted to know why. Purchasing investigated and the IT Department realized that there was a glitch in the system.

The original tabulation sheet did not populate all of the quoters, therefore, a revised tabulation sheet was generated to allow all vendors to respond to RFQ #11DW77657C. A total of 19 quotes were received and evaluated. We recommend awarding the quote to Kaco Supply Company who was the lowest quoter at \$13.91 per case compared to \$16.18 per case with Dade Paper Company. After reviewing the revised tabulation sheet we are requesting to cancel PO/MA #520-1177903C-DW.

We are requesting the purchase order to be issued in the amount of \$18,820. Funding is available in account 700-520-5201-1713.

If you require additional information, contact Sadie Sellers, Adm. Coordinator I at ext. 21194.

**ATTACHMENT:** Bid Tabulation Sheet  
RQS # 041811-315

cc: Charles Leonard, CAPA

DLR/RE/ss



# Fulton County Public Bid Opening

Bid: RFQ 520 11DW77657C

Close Date/Time: 2011-03-22 14:00:00

Commodity Group	Code	Description	Bid Amount
Vendor Code	Legal Name		
1	Default Commodity Group	64075 Toilet Tissues, Paper Towels, & Toilet Seat Covers	
	VS0000021800	TDIR INC	\$28,800.00
	VS0000001191	BATTLE AND BATTLE DIST. INC	\$24,960.00
	VS0000030991	DADE PAPER COMPANY	<del>\$24,270.00</del>
	BOIS050290-A	OFFICEMAX CONTRACT, INC.	\$42,645.00
	VS0000010164	MSC INDUSTRIAL SUPPLY CO., INC.	\$39,135.00
	FNVII170093-A	ENVIRONMENTAL TECH PRODUCTS	\$26,475.00
	VS0000020697	CENTRAL POLY CORP	\$36,990.00
	VS0000001191	BATTLE AND BATTLE DIST. INC	\$24,960.00
	VS0000015430	FACILITY SUPPLY GROUP, LLC	\$30,510.00
	UNIS880600-A	UNISOURCE WORLDWIDE INC	\$39,570.00
	UNIS880600-A	UNISOURCE WORLDWIDE INC	\$30,135.00
	VS0000005322	SOUTHEASTERN PAPER GROUP, INC.	\$32,940.00
	VS0000001979	FREEMAN FORMS & SUPPLIES, INC	\$36,945.00
	VS0000000197	BEST TOOL SUPPLY CO	\$39,210.00
	PEOP561002-A	PEOPLES JANITORIAL SERVICES INC	\$28,620.00
	VS0000000018	STAG ENTERPRISE, INC.	\$26,730.00
	VC0000104525	BIKO, INC.	\$54,090.00
	KACO172691-P	KACO SUPPLY CO	\$22,965.00
	KACO172691-P	KACO SUPPLY CO	\$20,865.00