



REPORT TO COUNCIL City of Sacramento

915 I Street, Sacramento, CA 95814-2604
www. CityofSacramento.org

CONSENT

October 3, 2006

Honorable Mayor and
Members of the City Council

Title: Janitorial Supplies: Agreement and Suspension of Competitive Bidding (Requires two thirds vote)

Location/Council District: Citywide

Recommendation: 1) Adopt a **Resolution** suspending competitive bidding; and 2) authorizing the City Manager to execute a six month agreement for Green Seal and other janitorial supplies with Merit Janitorial Supply, in a total amount not to exceed \$75,000.

Contact: Marc Robles, Buyer II, Procurement Services, 808-6343

Presenters: None

Department: General Services

Division: General Stores

Organization No: 9200

Description/Analysis

Issue: Many City departments have moved from leased or rented property into City owned buildings. As a result, the need for janitorial supplies has greatly increased, as product that was formerly supplied by building owners must now be purchased by the City. Further, the purchase of these supplies with the current vendor has exceeded City Manager spending authority and Merit Janitorial has an outstanding balance due over \$50,000 for invoices dating back to May 2006.

Policy Considerations: City Code (Chapter 3.56) authorizes the suspension of competitive bidding when it is in the best interest of the City. This action requires a 2/3 vote.

Environmental Considerations: None

Rationale for Recommendation: Staff has recently issued a bid for janitorial services incorporating the City's requirement to utilize Green Seal, environmentally friendly products. However, the City has ongoing requirements for the purchase of

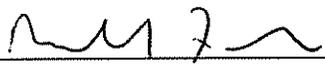
janitorial supplies. Staff recommends that competitive bidding be suspended to authorize the City Manager to execute an agreement of up to six months with Merit Janitorial Supply to continue providing a variety of janitorial supplies on the same terms and pricing as Bid No. I-3964-R, through March 31, 2007. Green Seal product will be supplied under this agreement. Authorization of a short term contract at this time will allow staff adequate time to award the bid that incorporates the City's requirement to utilize Green Seal environmentally friendly products. Staff is also considering the use of cooperative purchasing contracts for Green Seal and other environmentally friendly product purchases when in the best interest of the City. The City reserves the right to terminate the contract with Merit Janitorial Supply early, if award of the current bid is completed prior to agreement termination date.

The staff recommendation is an interim measure to ensure the continuation of janitorial supplies for City facilities. These supplies are not utilized by contractors who provide janitorial services at City facilities.

Financial Considerations: Sufficient funds are available in the Department of General Services operating budget.

Emerging Small Business Development (ESBD): Merit Janitorial Supply is certified as an Emerging/Small Business Enterprise.

Reviewed/Approved by: 
Chris Stewart
Procurement Services Manager

Approved by: 
Russell Fehr
Director of Finance

Recommendation Approved:


RAY KERRIDGE
City Manager

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RESOLUTION NO. 2006-

Adopted by the Sacramento City Council

October 3, 2006

SUSPENSION OF COMPETITIVE BIDDING FOR THE PURCHASE OF JANITORIAL SUPPLIES

BACKGROUND

- A. Many City departments have moved from leased or rented property into City owned buildings. As a result, the need for janitorial supplies has greatly increased, as product that was formerly supplied by building owners must now be purchased by the City, and;
- B. This service was provided for the last three years by Merit Janitorial Supply, under Bid No. I-3964-R, which had an initial term of one year, with up to two one year extensions. The term of the agreement expired on August 31, 2006 and there is an outstanding balance of more that \$50,000 due to the vendor for invoices dating back to May 2006. The vendor has agreed to furnish green seal environmentally friendly product, in addition to holding the bid pricing on other supplies under the proposed agreement and;
- C. In the best interests of the City, competitive bidding is suspended to allow time to advertise and award a bid incorporating green products, and consider possible use of cooperative purchasing contracts for these purchases.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1. In the best interests of the City, competitive bidding is suspended for the purchase of janitorial supplies, including green seal environmentally friendly product and;
- Section 2. The City Manager is hereby authorized to execute an agreement with Merit Janitorial Supply, 6260 Belleau Wood Lane #3, Sacramento, CA, for janitorial supplies with a term of up to six months on the same terms as Bid No. I-3964-R, in an amount not to exceed \$75,000.

