REPORT TO COUNCIL
City of Sacramento

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

CONSENT
December 4, 2007

Honorable Mayor and
Members of the City Council

Title: Contracts: Janitorial Supplies

Location/Council District: Citywide

Recommendation: Adopt a **Resolution:** 1) awarding one-year contracts for the purchase of janitorial supplies to: a) Cole Supply Co. Inc. in an amount not to exceed $31,790; b) Merit Janitorial Supply in an amount not to exceed $82,903; c) S & S Supplies and Solutions in an amount not to exceed $62,093; d) Sac Val Janitorial Supply in an amount not to exceed $8,677; e) Central Sanitary Supply in an amount not to exceed $3,518; and 2) authorizing the City Manager or the City Manager's designee to execute the contracts specified above.

Contacts: Christopher Stewart, Procurement Services Manager, 808-6202

Presenters: Not applicable

Department: General Services

Division: Procurement Services

Organization No: 1181

Description/Analysis:

Issue: The City of Sacramento has ongoing requirements to procure janitorial supplies that will be utilized to maintain city facilities. The Procurement Division recommends that contracts be awarded to five suppliers based on the results of Invitation for Bid (IFB) No. B081181017.

Policy Considerations: The recommendations in this report are in accordance with the provisions of the City Code Section 3.56. This report is also consistent with City Council's adopted sustainability plan for establishing a program that incorporates and promotes the procurement of supplies that conserve natural

resources and protect the environment.

Committee/Commission Action: Not applicable

Environmental Considerations: The Environmental Services Manager has determined that the action of purchasing these types of supplies does not have the potential for causing a significant effect on the environment and is therefore exempt under California Environmental Quality Act (CEQA) Guidelines, Categorical Exemption Section 15061(b)(3). Based on the recommendation for award, 42% of the items specified are considered environmentally preferred products.

Rationale for Recommendation: In September 2007, Procurement Services, in accordance with City Code Section 3.56, issued Invitation for Bid No. B081181017 for janitorial supplies. A total of 16 bids were received and opened by the City Clerk, and reviewed and evaluated by Procurement staff. The evaluation consisted of various options based on awards to one or several suppliers. Based on staff's evaluation, it is recommended that an award be made to the lowest responsive and responsible bidders. As a result of this analysis and recommendation, an award to five different suppliers represents the lowest overall cost to the city. By selecting the most advantageous pricing on a per item basis and making multiple awards, the City will realize a savings of $26,099.00. Further, this recommendation will provide 43.9% of the award to one small business enterprise (SBE), Merit Janitorial Supply, which will enhance the city's small business utilization for FY2007/08. A summary of the bid results is provided in Attachment 1.

Financial Considerations: The projected cost for the procurement of janitorial supplies is included in the FY2007/08 operating budget of the various City departments.

Emerging Small Business Development (ESBD): Three of the 16 bids received were from emerging/small business enterprise (ESBE) certified companies. One of the companies recommended for award, Merit Janitorial Supply, is certified by the City of Sacramento as an ESBE.

Respectfully submitted by: _____
Christopher Stewart
Procurement Services Manager

Approved by: _____
Reina J. Schwartz
Director, Department of General Services

Recommendation Approved:

for Ray Kerridge
City Manager

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Attachment 1

Bid Results for Bid No. B081181017

Award to Multiple Suppliers per Schedule (Before sales tax)						
	Merit Janitorial	S and S Supplies & Solutions	Cole Supply Co., Inc.	Sac Val Janitorial Supply	Central Sanitary Supply	Total
Schedule 1	$31,795.50	$52,571.86	$203.97	$0	$3,265.00	$87,836.33
Schedule 2	$45,144.73	$5,055.00	$23,795.40	$2,708.95	$0	$76,704.08
Schedule 3	$0	$0	$5,504.50	$5,344.00	$0	$10,848.50
Total	$76,940.23	$57,626.86	$29,503.87	$8,052.95	$3,265.00	$175,388.91

Recommendation for award: The above results are pre- sales tax, and represent a cost savings of $24,222. The total cost savings including sales tax is $26,099.40.

RESOLUTION NO. 2007-XXXX

Adopted by the Sacramento City Council

December 4, 2007

AWARDING CONTRACTS FOR JANITORIAL SUPPLIES

BACKGROUND

A. The City of Sacramento has ongoing requirements for the purchase of janitorial supplies.

B. In September 2007, the City issued a formal Invitation for Bid No. B081181017 for janitorial supplies. Sixteen bidders responded to the solicitation. Based on staff's evaluation, it is recommended that an award be made to the lowest responsive and responsible bidders. As a result of this analysis and recommendation, an award to five different suppliers represents the lowest overall cost to the city.

C. The recommendations are in accordance with the provisions of the City Code Section 3.56, and also consistent with Councils adopted policies for small business and sustainability.

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

Section 1. Cole Supply Co. Inc. is awarded a one-year contract for the purchase of janitorial supplies in an amount not to exceed $31,790.

Section 2. Merit Janitorial Supply is awarded a one-year contract for the purchase of janitorial supplies in an amount not to exceed $82,903.

Section 3. S & S Supplies and Solutions is awarded a one-year contract for the purchase of janitorial supplies in an amount not to exceed $62,093.

Section 4. Sac Val Janitorial Supply is awarded a one-year contract for the purchase of janitorial supplies in an amount not to exceed $8,677.

Section 5. Central Sanitary Supply is awarded a one-year contract for the purchase of janitorial supplies in an amount not to exceed $3,518.

Section 6. The City Manager or the City Manager's designee is authorized to execute the contracts specified above.