

# City of Sacramento

## Legislation Text

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**File #:** 2019-01578, **Version:** 1

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**Title:**  
**Supplemental Agreements: Janitorial Supplies**

**File ID:** 2019-01578

**Location:** Citywide

**Recommendation:**

Pass a Motion authorizing the City Manager, or the City Manager's designee, to execute: 1) Non-Professional Service Contract Supplement No. 5 to Contract No. 2014-1101 with Abe Janitorial Supply Company; 2) Supplement No. 4 to Contract No. 2014-1099 with Staples Facilities Solutions; and 3) Contract Supplement No. 5 to Contract No. 2014-1097 with Waxie Sanitary Supply, to extend the contract expiration dates through December 31, 2019.

**Contact:** Gary O'Neill, Procurement Services Analyst, (916) 808-7432; Robert C. Adams, Procurement Services Manager, (916) 808-5524, Department of Finance

**Presenter:** None

**Attachments:**

- 1-Description/Analysis
- 2-Contract Supplements

**Description/Analysis**

**Issue Detail:** The City's current contracts for janitorial supplies that were approved by the City Council on Motion No.2014-2828 on November 6, 2014, are set to expire on November 5, 2019. Therefore, the City solicited Requests for Qualifications for Janitorial Supplies through Sourcing Event No. EV00000059. Six bidders met the criteria and are being considered for award. However, delays in receiving required insurance documents from the bidders have delayed our recommendation for award. City Council approval is necessary to extend the current janitorial supplies contracts through December 31, 2019, to prevent a lapse in receiving the City's required janitorial supplies while the new contract award that is in process is completed.

**Policy Considerations:** This recommendation is consistent with the Sacramento City Code Contracts for Professional Services requirements (SCC section 3.64) and in accordance with Procurement Policy No. AP-4102.

**Economic Impacts:** None.

**Environmental Considerations:**

**California Environmental Quality Act (CEQA):** The proposed activity is not a project pursuant to the California Environmental Quality Act (CEQA). CEQA Guidelines Section 15378 (b)(2). The activity is a continuing administrative or maintenance activity, such as the purchases for supplies, personnel-related actions, general policy and procedure making and is not subject to CEQA. CEQA Guidelines Section 15060(c)(3).

**Sustainability:** Compliance with AP-4003 Sustainable Purchasing Policy (SPP) is a requirement for all contractors. Many environmentally friendly (“green”) products are included in the contracts.

**Commission/Committee Action:** None.

**Rationale for Recommendation:** Extending the current contracts through December 31, 2019, will ensure that City departments can continue to purchase their required janitorial supplies. Additionally, this extension will allow additional time for the new suppliers to gather the necessary insurance documentation, and for the City to review the documentation and complete the contracting process.

**Financial Considerations:** Adequate funding is available for these contracts in the FY2019/20 Approved Budget. Janitorial purchases are charged to departments based on use as well as to Citywide and Community Support for multi-tenant facilities.

**Local Business Enterprise (LBE):** The LBE participation requirement has been waived for these contracts.