

City of Sacramento

Legislation Text

File #: 2019-01391, **Version:** 1

Title:

Agreements: Janitorial Supplies

File ID: 2019-01391

Location: Citywide

Recommendation:

Pass a Motion authorizing the City Manager, or the City Manager's designee, to execute five agreements for potential five-year terms and not-to-exceed amounts totaling an aggregate of \$2.1 million based on historical and forecasted spend with: 1) Abe Janitorial; 2) Central Sanitary; 3) Home Depot; 4) Staples; and 5) Waxie, for the purchase of janitorial supplies.

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

Presenter: None.

Attachments:

- 1-Description/Analysis
- 2-Event Analysis Round 1
- 3-Event Analysis Round 2
- 4-Agreement Abe Janitorial
- 5-Agreement Central Sanitary
- 6-Agreement Home Depot
- 7-Agreement Staples
- 8-Agreement Waxie

Description/Analysis

Issue Detail: The current agreements for janitorial supplies expire on December 31, 2019. The Finance Department, Procurement Division, issued a two-stage Request for Qualifications, sourcing event number EV00000059, on August 1, 2019. The first stage was the qualifications round (Round 1) and the second stage was the bidding round (Round 2). In the first round, eight potential suppliers

submitted their qualifications (Attachment 2 - Event Analysis Round 1). In the second round, the same eight potential suppliers bid on selected janitorial supplies (Attachment 3 - Event Analysis Round 2). Six of the eight bidders offered competitive pricing to the City on various janitorial supplies and were recommended for award. One bidder, Office Depot, requested to be removed from recommendation of award and proposed an alternative co-operative agreement for the City's review. Therefore, Office Depot will not be entering into an agreement with the City at this time. The new agreements will begin on January 1, 2020.

Policy Considerations: The recommendations in this report are in accordance with SCC Section 3.56 Purchasing of Supplies and Services.

Economic Impacts: None.

Environmental Considerations:

California Environmental Quality Act (CEQA): The proposed activity is not a project pursuant to 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 were included in the bid.

Commission/Committee Action: None.

Rationale for Recommendation: By entering into multiple agreements for the purchase of janitorial supplies, City departments will have the flexibility to choose supplies that meet their needs which include assessing delivery times, item availability, and capacity requirements. The recommended not-to-exceed amount used on each agreement is based upon historical and forecasted spending trends. The five agreements are as follows:

- Abe Janitorial Supply, agreement number PRC000630 for \$750,000;
- Central Sanitary Supply, agreement number PRC000631 for \$750,000;
- Home Depot, agreement number PRC000632 for \$100,000;
- Staples Contract and Commercial, PRC000633 for \$250,000; and
- Waxie's Sanitary Supply, PRC000634 for \$250,000.

Financial Considerations: The costs for janitorial supplies are charged to department budgets based on their use as well as to the Citywide and Community Support Budget for multi-tenant

facilities.

Local Business Enterprise (LBE): LBE participation requirements do not apply to supply contracts.