



Legislation Details (With Text)

File #: 12-1553 **Version:** 1

Type: Agenda Item **Status:** Approved

File created: 12/14/2012 **In control:** Board of Supervisors

On agenda: 1/8/2013 **Final action:** 1/8/2013

Title: Chief Administrative Office, Procurement and Contracts on behalf of Central Stores, recommending the Board approve the following:

- 1) Award Bid No. 13-485-034 for the purchase of Janitorial Supplies to the low qualified bidders, JC Paper of Fremont, CA in the amount of \$28,000 and to Cole Supply Co., Inc. of Benicia, CA in the amount of \$82,500 plus applicable sales tax;
- 2) Authorize the Purchasing Agent to issue blanket purchase orders to same in the amount of \$110,500 plus applicable sales tax, for a twelve (12) month award period following Board approval;
- 3) Authorize the Purchasing Agent to increase the blanket purchase order on an "as needed" basis during the awarded period as long as funding is available within the requesting department's budget; and
- 4) Authorize the Purchasing Agent to extend Bid No. 13-485-034 for two (2) additional twelve (12) month award periods under the same pricing, terms and conditions if mutually agreed between the County and both awarded vendors.

FUNDING: General Fund.

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - Bid Docs - Janitorial Supplies.pdf

Date	Ver.	Action By	Action	Result
1/8/2013	1	Board of Supervisors	Approved	Pass

Chief Administrative Office, Procurement and Contracts on behalf of Central Stores, recommending the Board approve the following:

- 1) Award Bid No. 13-485-034 for the purchase of Janitorial Supplies to the low qualified bidders, JC Paper of Fremont, CA in the amount of \$28,000 and to Cole Supply Co., Inc. of Benicia, CA in the amount of \$82,500 plus applicable sales tax;
- 2) Authorize the Purchasing Agent to issue blanket purchase orders to same in the amount of \$110,500 plus applicable sales tax, for a twelve (12) month award period following Board approval;
- 3) Authorize the Purchasing Agent to increase the blanket purchase order on an "as needed" basis during the awarded period as long as funding is available within the requesting department's budget; and
- 4) Authorize the Purchasing Agent to extend Bid No. 13-485-034 for two (2) additional twelve (12) month award periods under the same pricing, terms and conditions if mutually agreed between the County and both awarded vendors.

FUNDING: General Fund.

BUDGET SUMMARY:	
Total Estimated Cost.....	110,500.00

Funding.....	
Budgeted.....	110,500.00
New Funding.....	
Savings.....	
Other.....	
Total Funding Available.....	110,500.00
Change To Net County Cost.....	0.00

Fiscal Impact/Change to Net County Cost

Procurement and Contracts has been advised that funding is available within the Chief Administrative Office - Central Stores Divisions budget.

Reason for Recommendation

At the request of Central Stores, the Procurement and Contracts Division issued an Invitation to Bid for Janitorial Supplies for Countywide Departmental use.

Central Stores maintains an inventory of Janitorial Supplies commonly used by County Departments, Central Stores is responsible for maintaining inventory levels adequate to ensure product is available when Departments have a need. In the prior two years Procurement and Contract has "Piggybacked" off the El Dorado County Office of Education "Stockless Purchasing Program". That EDCOE Stockless Purchasing Program will terminate on 12/31/12 and cannot be extended. Procurement and Contracts has decided to Bid the entire contract instead of piggybacking on another Agency's bid in order to achieve more savings and have better control over the product.

Forty (40) bid Notification Letters were mailed, one (1) to a local vendor. Five (5) qualified responses were received, none from local vendors. Attached is the evaluation spreadsheet for your review.

Action to be taken following Board approval

Following Board approval, the Procurement and Contracts division will issue two (2) blanket purchase orders, in the amount of \$82,500.00 to Cole Supply Company, Inc of Benicia, CA and in then amount of \$28,000.00 to JC Paper of Fremont, CA.

Contact

Sue Hennike, ext. 5577