



County of El Dorado

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Legislation Text

File #: 17-0186, **Version:** 1

Chief Administrative Office, Procurement and Contracts Division, recommending the Board consider the following:

- 1) Award Bid 17-485-034 for the purchase of Janitorial Supplies to the low qualified bidders, West Coast Janitorial Supply, of Placerville, CA in the amount of \$120,000; Sac Val Janitorial Supply, of West Sacramento, CA in the amount of \$2,500; and Cole Supply of Benicia, CA in the amount of \$3,500;
- 2) Approve and authorize the Purchasing Agent to issue multiple blanket purchase orders to the same three bidders in the total the amount of \$126,000 for a twelve-month (12-month) award period following Board approval; and
- 3) Approve and 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 Central Stores budget.

FUNDING: Various (countywide use).

DEPARTMENT RECOMMENDATION

Procurement and Contract Division recommends award of formal Bld #17-485-034 for Janitorial Supplies and authorize the Purchasing Agent to sign and issue three (3) blanket purchase orders to the above named low qualified bidders, in the total amount of \$126,000.

DISCUSSION / BACKGROUND

At the request of Central Stores, the Procurement and Contracts division issued an Invitation to Bid for janitorial supplies, including chemicals, utensils, floor care products, paper products and trash liners for use by all County departments.

Forty-seven (47) Bid Notification Letters were mailed, six (6) to local vendors. Seven (7) qualified responses were received, one from a local vendor. The estimated counts in the Bid Quotation Schedule and Bid Tabulation/Evaluation are based on actual usage of janitorial supplies during the previous twenty two-month (22-month) period. The bid awards are for an initial twelve month (12-month) period, with the amounts based on estimated usage, with the option to extend one additional twelve-month (12-month) award period, as long as all parties agree.

ALTERNATIVES

N/A - Basic janitorial supplies, including basic paper products, trash liners, etc. are required by all departments. Centralized purchasing and distribution of these supplies allows for volume purchase pricing and use of warehouse space vs. county office space for housing the supplies until needed by the Facilities Division of the Chief Administrative Office and other user departments.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

N/A

CAO RECOMMENDATION

Approve as recommended.

FINANCIAL IMPACT

Funding is available within the Chief Administrative Office, Central Stores budget (General Fund) for the purchase of supplies to stock the central stores warehouse. Funding for departmental purchases from the central stores warehouse is included in those departmental budgets.

CLERK OF THE BOARD FOLLOW UP ACTIONS

None

STRATEGIC PLAN COMPONENT

Good Governance (competitive bidding)

CONTACT

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