



# County of El Dorado

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## Legislation Text

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**File #:** 19-0332, **Version:** 1

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

- 1) Award Bid 19-485-055 for the purchase of Janitorial Supplies to the low qualified bidders, West Coast Janitorial of Placerville, CA; Cole Supply of Benicia, CA; and The Home Depot Pro of Jacksonville, FL.;
- 2) Authorize the Purchasing Agent to issue three (3) purchase order contracts to the same three (3) bidders for a total of \$128,000; one to West Coast Janitorial in the amount of \$120,000, one to Cole Supply in the amount of \$5,000, and one to The Home Depot Pro in the amount of \$3,000 for a twelve-month (12-month) award period following Board approval; and
- 3) Authorize the Purchasing Agent to increase the purchase order contracts on an "as needed" basis during the awarded period as long as funding is available within the Central Stores budget.

**FUNDING:** Various (countywide use).

### **DISCUSSION / BACKGROUND**

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-five (45) Bid Notification Letters were mailed, five (5) to local vendors. Seven (7) qualified responses were received, two (2) from local vendors. The estimated counts in the Bid Quotation Schedule and Bid Evaluation are based on actual usage of janitorial supplies during the previous twelve-month (12-month) period. The bid awards are for an initial twelve month (12-month) period, with the amounts bases on estimated usage, with the option to extend one additional twelve-month (12-month) period, as long as all parties agree.

### **ALTERNATIVES**

There are no alternatives. 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 for supply storage verses using County department office space.

### **PRIOR BOARD ACTION**

March 7, 2017, Legistar #17-0186 #2

### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

N/A

### **CAO RECOMMENDATION / COMMENTS**

It is recommended that the Board approve this item.

### **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 the department purchases from the central stores warehouse is included in those department budgets.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

N/A

**STRATEGIC PLAN COMPONENT**

Good Governance (competitive bidding)

**CONTACT**

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