



## Legislation Text

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**File #:** 21-0295, **Version:** 1

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

- 1) Award Bid 21-485-023 for the purchase of Janitorial Supplies to the low qualified bidders, West Coast Janitorial of Placerville, CA; Waxie Sanitary Supply of West Sacramento, CA; and Sierra Gold Graphics of Placerville, CA.;
- 2) Authorize the Purchasing Agent to issue three purchase order contracts to West Coast Janitorial of Placerville, CA for \$240,000; Waxie Sanitary Supply of West Sacramento, CA for \$12,000; and Sierra Gold Graphics of Placerville, CA. for \$1,000 for a two-year 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 requesting department's 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, trash liners, and miscellaneous items for use by all County departments.

The following is a summary of the solicitation process:

- Forty-five Bid Notification Letters were mailed, five to local vendors.
- Three qualified responses were received to provide Janitorial Chemicals (Category I), Janitorial Utensils (Category II), Janitorial Floor Care Products (Category III), Janitorial Paper Products (Category IV) and Janitorial Trash Liners (Category V). One of the three qualified responses was from a local vendor.
- Four qualified responses were received for miscellaneous items such as hand sanitizer and liquid soap dispensers (Category VI), two of which were 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 a twenty-four month (24-month) period following Board approval.

### ALTERNATIVES

There are not alternatives. Basic janitorial supplies, including basic paper products, trash liners, etc. are required by all departments. Centralized purchasing and distribution of these supplies allow for volume purchase pricing and the use of warehouse space for supply storage versus using County department office space.

### PRIOR BOARD ACTION

March 7, 2017, Legistar 17-0186 - Janitorial bid award

March 19, 2019, Legistar 19-0332 - Janitorial bid award

### OTHER DEPARTMENT / AGENCY INVOLVEMENT

N/A

**CAO RECOMMENDATION / COMMENTS**

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 department purchases from the Central Stores warehouse is included in department budgets and is paid with funding streams available within those departments.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

N/A

**STRATEGIC PLAN COMPONENT**

Good Governance (competitive bidding)

**CONTACT**

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