



Legislation Text

File #: 23-1135, **Version:** 1

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

- 1) Award Bid 23-485-060 for the purchase of Janitorial Supplies to the low qualified bidders, West Coast Janitorial of Placerville, CA and Fastenal Company of Rancho Cordova, CA;
- 2) Authorize the Purchasing Agent to issue two purchase order contracts to West Coast Janitorial of Placerville, CA for \$450,000 and Fastenal Company of Rancho Cordova, CA for \$5,000 for a three-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:

- Announcements of the bid were sent via the County's online bidding platform PlanetBids.
- The award for this bid is for the low qualified bidder grand total of all Categories I through VII, less Category VI, which is awarded by item.
- Five (5) 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), Janitorial Trash Liners (Category V) awarded by each item and Shank-Free Correctional Items (Category VII). One of the five qualified responses was from a local vendor.
- Five qualified responses were received for miscellaneous items such as hand sanitizer and liquid soap dispensers (Category VI), one of which was from a local vendor.
- 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 thirty-six month (36-month) period following Board approval.

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 the use of warehouse space for supply storage versus using County department office space.

PRIOR BOARD ACTION

March 7, 2017, Legistar Item 17-0186 - Janitorial bid award
March 19, 2019, Legistar Item 19-0332 - Janitorial bid award

March 16, 2021, Legistar Item 21-0295 - 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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