

Council Meeting of
November 20, 2012

Honorable Mayor and Members
of the City Council
City Hall
Torrance, California

Members of the Council:

SUBJECT: General Services – Award purchase orders for custodial chemicals, paper goods, supplies, and equipment. Expenditure: Not to exceed \$513,000.00.

RECOMMENDATION

Recommendation of the General Services Director that City Council award purchase orders to the following companies to furnish various custodial paper goods, chemicals, supplies and equipment on an as requested basis, for a period of 3 years effective December 1, 2012 through November 30, 2015 (B2012-27) for a combined total not to exceed \$513,000 (including sales tax):

- 1) Abbot Industrial Supplies of North Hollywood, CA in an amount not to exceed \$76,500
- 2) Waxie Sanitary Supply Co. of Ontario, CA in an amount not to exceed \$58,500
- 3) Unisource Worldwide of La Palma, CA, in an amount not to exceed \$378,000

Funding

Funding is available in the Fleet Services FY 2012-2013 Operating Budget (Warehouse Inventory Account), and it is anticipated it will be available in the FY 2013-2014 and FY 2014-2015 Operating Budget as well.

BACKGROUND/ANALYSIS

Custodial chemicals, supplies and equipment such as mops, brooms, trash can liners; and paper goods such as rags, towels and toilet paper are bid in large quantities, and are then ordered on an as needed basis by the Warehouse on an annual purchase order. These products are then distributed to various departments throughout the City as requested on a daily basis.

Formal bids to furnish custodial chemicals, paper goods, supplies and equipment for a three (3) year period were opened on August 30, 2012. The City received seventeen (17) bids. The bid contained 71 items within the following five (5) categories of like items: Category A: Custodial Chemicals; Category B: Custodial Tools; Category C: Trash Can Liners; Category D: Custodial Paper Goods; and Category E: Manufactured Rags.

The recommended award is to the lowest responsible bidder of each category. The lowest responsible bidder for Category C, Interboro Packaging Corporation of Montgomery, NY will be awarded a purchase order in the amount of \$25,500.00, which falls below the threshold requiring City Council authorization.

Vendor	Awarded Category	Annual Bid Price (before sales tax)	Annual Purchase Order Not to Exceed Amount (including sales tax)	Not to Exceed For 3-Year Period
Abbot Industrial Supplies No. Hollywood, CA	A	\$23,296.60	\$25,500.00	\$76,500.00
Waxie Sanitary Supply Co Ontario, CA	B	\$17,933.36	\$19,500.00	\$58,500.00
Unisource Worldwide La Palma, CA	D	\$94,539.00	\$103,000.00	\$309,000.00
Unisource Worldwide La Palma, CA	E	\$20,724.00	\$23,000.00	\$69,000.00
Total combined not to exceed amount for a 3-year period:				\$513,000.00

Respectfully submitted,

SHERYL BALLEW
General Services Director

By 
Jasun Botiller
Fleet Services Manager

CONCUR:


Sheryl Ballew
General Services Director


LeRoy J. Jackson
City Manager