

Council Meeting of  
October 10, 2006

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

**Members of the Council:**

**SUBJECT: General Services – Purchase agreement for Custodial Paper Goods.  
Expenditure: Not to exceed \$107,600.00**

**RECOMMENDATION**

The General Services Director recommends that the City Council authorize an annual purchase agreement with Gale Supply Co., of Los Angeles, California, in an amount not to exceed \$107,600.00 to furnish Custodial Paper Goods on an “as needed” basis, effective November 1, 2006 through October 31, 2007. Ref. Bid #B2006-35

Funding

Funding for purchase of custodial paper goods is available in the FY2006-2007 and 2007-2008 Fleet Services Operating Budget (Warehouse Inventory Account).

**BACKGROUND**

Custodial paper products such as paper towels, toilet paper and toilet seat covers are purchased in large quantities by the Warehouse on an annual purchase agreement. These supplies are then distributed to various departments throughout the City as requested on a weekly/monthly basis.

## ANALYSIS

Formal bids were opened on August 31, 2006. In total, twelve (12) bid responses were received. However, three (3) of these responses failed to comply with all provisions of the bid requirements. The nine (9) responses meeting all provisions of the bid are as follows:

VENDOR	TOTAL BID PRICE
Gale Supply Co. * Los Angeles, California	\$107,595.09
Maintex City of Industry, California	\$110,618.51
Corporate Express La Mirada, California	\$116,919.20
Southend Janitorial Los Angeles, California	\$118,770.81
Comade, Inc. Irvine, California	\$149,780.11
U.S. Safety Supply City of Industry, California	\$167,161.82
B & L Mastercare Ontario, California	\$170,121.37
Mega Link Distributors Winnetka, California	\$176,815.55
Pioneer Stationers Los Angeles, California	\$197,488.59

\* Lowest responsible bidder

Respectfully submitted,

SHERYL BALLEW  
GENERAL SERVICES DIRECTOR

By

  
David K. Winnett, Jr.  
Fleet Services Manager

CONCUR:

  
Sheryl Ballew  
General Services Director

  
LeRoy J. Jackson  
City Manager