

Council Meeting of  
November 6, 2007

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

**Members of the Council:**

**SUBJECT: General Services – Annual Purchase Agreement for Custodial  
Paper Goods**

**Expenditure Not To Exceed: \$109,000.00**

**Ref. Bid # B2007-37**

**RECOMMENDATION**

The General Services Director recommends that the City Council authorize an annual purchase agreement with Gale Supply Company of Los Angeles, California, in an amount not to exceed \$109,000.00 to furnish various custodial paper goods on an “as needed” basis, effective November 6, 2007, through November 5, 2008.

Funding

Funding for purchase of custodial paper goods is available in the Fleet Services FY 2007-2008 Operating Budget (Warehouse Inventory Account) and will be available in the FY 2008-2009 Operating Budget as well.

**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 October 11, 2007. In total, ten (10) bid responses were received. However, three (3) of the ten (10) bid responses failed to comply with all provisions of the bid requirements and a fourth bidder withdrew their bid because they committed errors in their pricing. The six (6) remaining responses meeting all provisions of the bid are as follows:

VENDOR	TOTAL BID PRICE
Gale Supply Co, Los Angeles, CA	\$108,547.69 *
Southend Janitorial Supply Los Angeles, CA	\$109,011.00
Empire Cleaning Supply Los Angeles, CA	\$110,187.68
Cleansource, Inc. Commerce, CA	\$122,035.64
Comade, Inc. La Mirada, CA	\$126,406.77
Peerless Materials Company Los Angeles, CA	\$185,632.51

\* Lowest responsible bidder

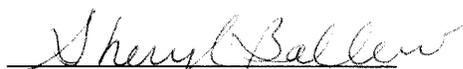
Respectfully submitted,

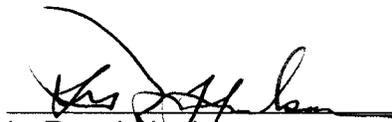
SHERYL BALLEW  
General Services Director

By 

David K. Winnett, Jr.  
Fleet Services Manager

CONCUR:

  
Sheryl Ballew  
General Services Director

  
LeRoy J. Jackson  
City Manager