Council Meeting of
October 28, 2008

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: $117,600.00

Ref. Bid # B2008-45

RECOMMENDATION

Recommendation of the General Services Director that the City Council authorize an annual purchasing agreement with Gale Supply Company of Los Angeles, California, in an amount not to exceed $117,600.00 to furnish various custodial paper goods on an "as needed" basis, effective November 6, 2008, through November 5, 2009.

Funding

Funding for purchase of custodial paper goods is available in the Fleet Services FY 2008-2009 Operating Budget (Warehouse Inventory Account) and will be available in the FY 2009-2010 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 purchasing 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 September 18, 2008. In total, ten (10) bid responses were received. However, three (3) of the ten (10) responses failed to comply with all provisions of the bid requirements. The seven (7) responses meeting all provisions of the bid are as follows:

VENDOR	TOTAL BID PRICE
Gale Supply Company Los Angeles, CA	$ 117,540.01 *
Unisource La Palma, CA	$ 120,270.08
Empire Cleaning Supply Los Angeles, CA	$ 121,525.78
Royal Corporation Santa Fe Springs, CA	$ 122,955.88
Clean Source Commerce, CA	$ 124,755.96
Corporate Express La Mirada, CA	$ 135,426.02
CDS Office Products Costa Mesa, CA	$ 196,268.76

* Lowest responsible bidder

Respectfully submitted,

SHERYL BALLEW
General Services Director

By _____
David K. Winnett, Jr.
Fleet Services Manager

CONCUR:

Sheryl Ballew
Sheryl Ballew
General Services Director

LeRoy J. Jackson
City Manager