

Council Meeting of  
October 20, 2009

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: \$115,000.00**

**Ref. Bid # B2009-36**

**RECOMMENDATION**

Recommendation of the General Services Director that the City Council authorize an annual purchase order to Unisource Worldwide Inc. of La Palma, California, in an amount not to exceed \$115,000.00 to furnish various custodial paper goods on an “as needed” basis, effective November 6, 2009, through November 5, 2010.

Funding

Funding for purchase of custodial paper goods is available in the Fleet Services FY 2009-2010 Operating Budget (Warehouse Inventory Account) and will be available in the FY 2010-2011 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**

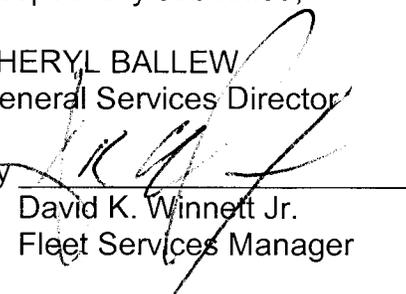
Formal bids were opened on October 1, 2009. The City received nine (9) bids as follows:

Vendor	Total Bid Price
Unisource Worldwide Inc. La Palma	*\$109,846.58
Empire Cleaning Supply Los Angeles, CA	\$112,362.05
Royal Corporation Santa Fe Springs, CA	\$113,305.90
Gale Supply Co Los Angeles, CA	\$117,240.44
Cleansource Inc. Commerce, CA	\$117,711.26
Xpedx La Mirada, CA	\$122,723.55
Whole Earth Packaging Inc. Sacramento, CA	\$144,923.00
Pioneer Stationers Inc. Los Angeles, CA	\$189,822.50 (Did not bid on all items)
Kim's Cleaning Service Riverside, CA	\$212,398.00

\* Lowest responsible bidder

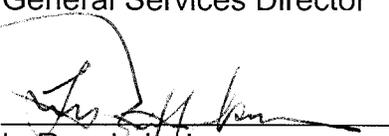
Respectfully submitted,

SHERYL BALLEW  
General Services Director

By   
David K. Winnett Jr.  
Fleet Services Manager

CONCUR:

  
Sheryl Ballew  
General Services Director

  
LeRoy J. Jackson  
City Manager