

Council Meeting of
October 26, 2010

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: \$103,904.72

Ref. Bid # B2010-21

RECOMMENDATION

Recommendation of the General Services Director that the City Council authorize an annual purchase order to Empire Cleaning Supply of Los Angeles, California, in an amount not to exceed \$103,904.72 to furnish various custodial paper goods on an "as needed" basis, effective November 6, 2010 through November 5, 2011.

Funding

Funding for purchase of custodial paper goods is available in the Fleet Services FY 2010-2011 Operating Budget (Warehouse Inventory Account) and will be available in the FY 2011-2012 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 7, 2010. The City received six (6) bids as follows:

Vendor	Total Bid Price
Empire Cleaning Supply * Los Angeles, CA	\$103,904.72
Gale Supply Co. Los Angeles, CA	\$104,092.39
Unisource Worldwide Inc. La Palma, CA	\$106,026.00
Royal Corporation Santa Fe Springs, CA	\$108,931.27
Maintex Inc. City of Industry, CA	\$110,332.77
Unisan Products Los Angeles, CA	\$85,879.37 (Did not bid on all items)

* Lowest responsible bidder

Respectfully submitted,

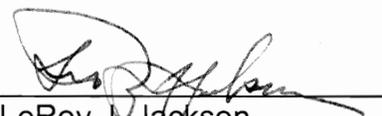
SHERYL BALLEW
General Services Director

By 

David K. Winnett, Jr.
Fleet Services Manager

CONCUR:


Sheryl Ballew
General Services Director


LeRoy J. Jackson
City Manager