



REPORT TO COUNCIL

City of Sacramento

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915 I Street, Sacramento, CA 95814-2604
www.CityofSacramento.org

CONSENT
August 29, 2006

Honorable Mayor and
Members of the City Council

**Title: Janitorial Supplies: Agreement and Suspension of Competitive Bidding
(Requires two thirds vote)**

Location/Council District: Citywide

Recommendation: 1) Adopt a **Resolution** suspending competitive bidding; and 2) authorizing the City Manager to execute a one year agreement for janitorial supplies with Merit Janitorial Supply, on the same terms as Bid No. I-3964-R, in a total amount not to exceed \$150,000.

Contact: Marc Robles, Buyer II, Procurement Services, 808-6343

Presenters: None
Department: General Services
Division: General Stores
Organization No: 9200

Description/Analysis

Issue: Many City departments have moved from leased or rented property into City owned buildings. As a result, the need for janitorial supplies has greatly increased, as product that was formerly supplied by building owners must now be purchased by the City. While the City's original bid for janitorial supplies did not make any provision for the purchase of non-harmful "green" products, an array of environmentally friendly products will be supplied to the City on a test basis under this proposed agreement. In addition, Purchasing intends to integrate green products into future bids for janitorial supplies.

Policy Considerations: City Code (Chapter 3.56) authorizes the suspension of competitive bidding when it is in the best interest of the City. This action requires a 2/3 vote.

Environmental Considerations: None

Rationale for Recommendation: The City of Sacramento has ongoing requirements for the purchase of janitorial supplies. Staff recommends that competitive bidding be suspended to authorize the City Manager to execute an agreement of up to one year with Merit Janitorial Supply to continue providing janitorial supplies on the same

terms and pricing as Bid No. I-3964-R, through August 31, 2007. Authorization of a contract through this time period will allow staff adequate time to prepare a future bid that will incorporate the City's requirement to utilize less harmful, environmentally friendly products and to consider possible use of cooperative purchasing contracts for these purchases. The City reserves the right to terminate this contract early, if preparation of the future bid is completed ahead of schedule.

Financial Considerations: Sufficient funds are available in the Department of General Services operating budget.

Emerging Small Business Development (ESBD): Merit Janitorial Supply is certified as an Emerging/Small Business Enterprise.

Reviewed/Approved by: Chris Stewart
Chris Stewart
Procurement Services Manager

Approved by: Russell Fehr
Russell Fehr
Director of Finance

Recommendation Approved:

Ray Kerridge
RAY KERRIDGE
City Manager

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RESOLUTION NO. 2006-

Adopted by the Sacramento City Council

August 29, 2006

SUSPENSION OF COMPETITIVE BIDDING FOR THE PURCHASE OF JANITORIAL SUPPLIES

BACKGROUND

- A. Many City departments have moved from leased or rented property into City owned buildings. As a result, the need for janitorial supplies has greatly increased, as product that was formerly supplied by building owners must now be purchased by the City.
- B. This service has been provided for the last three years by Merit Janitorial Supply, under Bid No. I-3964-R, which will expire on August 31, 2006. While this bid did not make any provision for the purchase of non-harmful "green" products, an array of environmentally friendly products will be supplied to the City on a test basis under the proposed agreement. In addition, Purchasing intends to integrate green products into future bids for janitorial supplies.
- C. In the best interests of the City, competitive bidding is suspended to allow time to develop a bid incorporating green products, and consider possible use of cooperative purchasing contracts for these purchases.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1. In the best interests of the City, competitive bidding is suspended for the purchase of janitorial supplies and;
- Section 2. The City Manager is hereby authorized to execute an agreement of up to one year with Merit Janitorial Supply, 6260 Belleau Wood Lane #3, Sacramento, CA, for janitorial supplies on the same terms as Bid No. I-3964-R, in an amount not to exceed \$150,000.