



Agenda Report

February 26, 2018

TO: Honorable Mayor and City Council

FROM: Fire Department

SUBJECT: AUTHORIZATION TO ENTER INTO CONTRACT WITH EMPIRE CLEANING SUPPLY TO FURNISH AND DELIVER JANITORIAL SUPPLIES AND EQUIPMENT AS REQUIRED FOR AN AMOUNT NOT TO EXCEED \$150,000

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed actions herein are exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3) (General Rule); and
2. Accept the bid dated December 5, 2017 submitted by Empire Cleaning Supply in response to a Bid Invitation to provide janitorial supplies and equipment and authorize the City Manager to enter into a contract not to exceed \$150,000 which includes \$90,000 for an initial three year term and two optional one-year terms with each year not to exceed \$30,000, subject to approval by the City Manager.

BACKGROUND:

The Fire Department manages janitorial and cleaning supplies for its eight fire stations, which have a minimum of 51 fire personnel who operate and live within the facilities 24 hours each day, 7 days a week. The Department purchases a broad range of items to ensure proper daily maintenance in facilities including restrooms, kitchens, oil rooms and laundry rooms. Based upon total annual expenditures made for all fire station janitorial supply needs, the Department would like to initiate a formal multi-year contract.

On November 13, 2017 the City published a Notice Inviting Bids to provide janitorial supplies and equipment as required by the Fire Department. The bid was posted on the City's online bidding site, Planet Bids, and notices were advertised in the Pasadena Journal and the Pasadena Weekly in accordance with City Charter and Municipal Code provisions. A total of 290 vendors were notified, of which 23 prospective vendors downloaded the bid with one prospective bidder local to Pasadena.

To evaluate pricing, staff requested vendors to bid on 56 of the most commonly ordered janitorial products based on historical purchases of the Department. Seven bids were received and publicly opened on December 5, 2017. Of the seven bids received, four bids were deemed non-responsive due to missing documentation and inability to supply required items.

Of the three responsive bids received, the bid results were as follows:

<u>Bidders</u>	<u>Total Weighted Bid Price</u>
Empire Cleaning Supply, Montebello, CA	\$20,242.61
WAXIE Sanitary Supply, Ontario, CA	\$29,351.86
P & R Paper Supply Company, Redlands, CA	\$33,450.15

Following a formal bid process, Empire Cleaning Supply is recommended as the selected vendor to furnish and deliver janitorial supplies in accordance with the City's specifications. Empire Cleaning Supply is an established California corporation, and was the lowest responsive and responsible bidder that was able to provide all specified goods and meet all indicated requirements.

Based on actual expenditures from prior years for janitorial supply needs, staff estimates the need for contract authorization of \$90,000 for an initial three-year term, with two optional one-year terms not to exceed \$30,000 each year. Total expenditures under the contract are not to exceed \$150,000.

COUNCIL POLICY CONSIDERATION:

The proposed contract furthers the City Council's strategic planning goals to ensure public safety.

ENVIRONMENTAL ANALYSIS:

This project is exempt from CEQA review pursuant to State CEQA Guidelines Section 15061 (b) (3), the general rule that CEQA only applies to projects that may have an effect on the environment. The action proposed herein, the purchase of janitorial supplies will not have a potentially significant environmental effect.

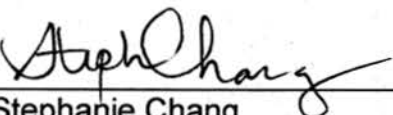
FISCAL IMPACT:

The total cost of this action will be \$150,000 if the two additional one-year terms are exercised. Funding will be addressed by the utilization of existing budgeted appropriations in the Fire Department's General Fund operating budget account for Fire Station Support (10131012-810100). There are no anticipated impacts to other operational programs or capital projects as a result of this action.

Respectfully submitted,


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Approved by:


STEVE MERMELL
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