

Agenda Report

February 29, 2016

TO: Honorable Mayor and City Council
FROM: Department of Public Works
SUBJECT: CONTRACT AWARD TO AMERICAN CHEMICAL & SANITARY SUPPLY, INC., TO FURNISH AND SUPPLY RESTROOM SUPPLIES FOR AN AMOUNT NOT TO EXCEED \$298,863

RECOMMENDATION:

It is recommended that the City Council:

1. Find that this action is exempt under the California Environmental Quality Act (CEQA) in accordance with Section 15061(b)(3), the General Rule that CEQA only applies to projects that may have an effect on the environment;
2. Accept the bid dated October 20, 2015, submitted by American Chemical & Sanitary Supply, Inc., to provide restroom supplies for City facilities; and
3. Authorize the City Manager to enter into a contract with American Chemical & Sanitary Supply, Inc., in an amount not to exceed \$298,863 over a three-year period for restroom supplies.

BACKGROUND:

The Department of Public Works, Building Systems and Fleet Management Division (BSFMD), procures restroom supplies for City-owned buildings, including toilet paper, paper towels, toilet seat covers, antibacterial hand soap, and urinal cartridges and screens, for the purpose of maintaining a clean and safe environment for City employees and visitors.

On October 8, 2015, a Notice Inviting Bids was published in the *Pasadena Journal* to furnish materials and supplies for restrooms and was listed on the City's website, which generated notices to 345 vendors. Twenty-six prospective bidders viewed the bid packets, none of which were local businesses. Eighteen of the prospective bidders downloaded the bid documents, and of those, ten submitted bids. None of the bids submitted were from Pasadena vendors.

On October 20, 2015, the following bids were received:

Bidder		Annual Amount (\$)
1. American Chemical & Sanitary Supply	Anaheim, CA	\$ 86,627
2. P&R Paper Supply Company	Redlands, CA	\$ 93,098
3. Abbot Industrial Supplies	N. Hollywood, CA	\$ 93,541
4. Empire Cleaning Supply	Montebello, CA	\$ 93,892
5. Central Poly-Bag	Linden, NJ	\$100,206
6. Waxie Sanitary Supply	Ontario, CA	\$105,429
7. Supply Works	Jacksonville, FL	\$105,905
8. California Sanitary Supply	Los Angeles, CA	Non-responsive
9. Delta Distributing	Arcadia, CA	Non-responsive
10. Unisource Worldwide	La Palma, CA	Non-responsive

Bid proposals were evaluated by the Department of Public Works for the lowest dollar amount for requested products, and American Chemical & Sanitary Supply, Inc. was identified as the lowest responsive and responsible bidder for the furnishing and supplying of restroom supplies.

American Chemical & Sanitary Supply, Inc., is not currently providing products to the City of Pasadena but did provide products to the City in fiscal years 2009, 2010 and 2011 (in the amount of \$62,436, \$49,975, \$53,469, respectively) for an aggregate amount of \$165,880.

For the three-year period, the contract will be set as follows:

Base Bid	\$259,881
Contingency Allowance (15%)	\$ 38,982
Contract "Not to Exceed" Amount	\$298,863

The contingency allowance is for use in the event of any emergency and/or special requests and Consumer Price Index increases. The new contract is scheduled to be executed and the new contractor will begin in April, 2016.

COUNCIL POLICY CONSIDERATION:

This contract furthers the City Council's goal to improve, maintain and enhance public facilities and ensure public safety.

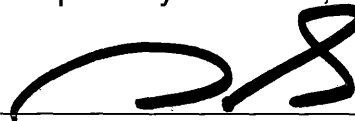
ENVIRONMENTAL IMPACT:

This action is exempt from CEQA 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.

FISCAL IMPACT:

The cost of this contract is \$298,863 over a three-year period. Funding will be addressed by the utilization of existing budgeted appropriations in the Housekeeping Services budget account 50222061-811400. It is anticipated that \$28,875 will be spent during the current fiscal year. The remaining cost will be spent over the next three fiscal years. There is no anticipated impact to other operational programs or capital projects as a result of this action.

Respectfully submitted,



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Approved by:



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