



Agenda Report

May 11, 2020

TO: Honorable Mayor and City Council

FROM: Department of Public Works

SUBJECT: AUTHORIZE PURCHASE ORDER CONTRACT WITH WAXIES ENTERPRISES, INC. DBA WAXIE SANITARY SUPPLY TO FURNISH RESTROOM SUPPLIES FOR AN AMOUNT NOT-TO-EXCEED \$200,224

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; and
2. i) Accept the bid dated March 3, 2020 submitted by Waxies Enterprises, Inc. dba Waxie Sanitary Supply (Waxie) in response to the specifications to furnish restroom supplies for city buildings; ii) reject all other bids; iii) authorize the City Manager to enter into a purchase order contract with Waxie in an amount not to exceed \$100,112 over a one-year period with the option for a one year extension in the amount of \$100,112, at the discretion of the City Manager, for a maximum contract length of two years and a total contract amount of \$200,224, inclusive of Consumer Price Index increases.

BACKGROUND:

The Department of Public Works, Building Systems and Fleet Management Division, procures restroom supplies for 39 City-owned buildings, such as toilet paper, paper towels, toilet seat covers, and hand soaps, for the purpose of maintaining a clean and safe environment for city employees and visitors. All purchased products meet or exceed the Environmental Protection Agency (EPA) recommendations for green/environmental recyclable materials.

The purchase of restroom supplies directly with the distributor allows the City to avail of cost savings from direct pricing and gives added inventory controls. Over the last few years, the City has purchased an annual average of the following quantities of supplies: 100 cases of multifold paper towels; 1,300 cases of paper towel rolls; 825 cases of toilet

paper; 115 cases of liquid hand soap; 180 cases of seat covers; and 35 cases of urinal screens.

On February 6, 2020, a Notice Inviting Bids was published on Planet Bids to furnish materials and supplies for restrooms following applicable guidelines set forth by the Center for Disease Control (CDC) and Food and Drug Administration (FDA). Out of the 39 prospective bidders that viewed the bid packets, one was local but specializes in providing promotional products only. Staff conducted further research to identify other local restroom supply vendors; however no additional local vendors were located.

Eight bids were received by the bid closing date of March 3, 2020. The bid result is as follows:

	Bidder	City	Annual Amount (\$)
1.	Waxies Enterprises, Inc. (dba Waxie Sanitary Supply)	Ontario, CA	\$100,111.98
2.	Delta Distributing	Arcadia, CA	\$101,969.67
3.	AramSCO Inc. (dba Empire Cleaning Supply)	Montebello, CA	\$103,936.53
4.	Los Angeles Chemical Co., Inc.	Carson, CA	\$113,695.04
5.	Premier Property Preservation, LLC	Panorama City, CA	\$252,161.04
6.	5 Star Enterprises Inc.	Atlanta, GA	\$273,363.50
7.	Groupo GTE	Las Vegas, NV	Non-responsive
8.	Star Maintenance Supply	San Gabriel, CA	Non-responsive

Waxie has been in business for over 70 years and operates in nine states including California. They carry a full line of sanitary products, supplies and equipment that allows them to quickly and efficiently meet the City's sanitary supply needs. Waxie has been doing business with the City since Fiscal Year 2017 for a total compensation amount of \$87,948.

The estimated annual need of \$100,112 is based on the cost for the typical restroom supplies needed for yearly maintenance and inventory for use in the event of any emergencies, special requests, and for increases in Consumer Price Index (CPI). This pricing is consistent with the past contract pricing which was \$99,621 per year.

As the lowest responsive and responsible bidder, staff recommends awarding this purchase order contract to Waxie for an amount not to exceed \$100,112 for a one year period with the option of a one year extension for an annual amount of \$100,112. The total for the maximum two-year period amounts to \$200,224.

COUNCIL POLICY CONSIDERATION:

This project is consistent with the City Council's goal to improve, maintain and enhance public facilities and infrastructure. It also supports the Public Facilities Element of the General Plan by maintaining public facilities to enhance the quality of life of the community. In addition, this project supports the adoption of the United Nations Urban

Environmental Health Accords Action 16, toxics reduction, to identify product, chemical, or compound that is used within the city that represents the greatest risk to human health.

ENVIRONMENTAL ANALYSIS:

The project has been reviewed for compliance with the CEQA and is exempt per Section 15061(b)(3). The project is covered by the general rule that CEQA only applies to projects that have the potential for causing a significant effect on the environment.

FISCAL IMPACT:

The total cost of this contract is \$200,224 and the total cost of this action is \$100,112. Funding for this action will be addressed by the utilization of existing budgeted appropriations in the Building Maintenance Fund, budget account 50222061-810100. There is no anticipated impact to other operational programs or capital projects as a result of this action.

Respectfully submitted,



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Director of Public Works

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Approved by:



STEVE MERMELL
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