

Agenda Report

May 16, 2022

TO: Honorable Mayor and City Council

FROM: Department of Public Works

SUBJECT: AUTHORIZATION TO ENTER INTO A PURCHASE ORDER CONTRACT WITH WAXIE SANITARY SUPPLY FOR RESTROOM SUPPLIES AT CITY BUILDINGS IN AN AMOUNT NOT-TO-EXCEED \$141,226 OVER TWO YEARS

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 15, 2022 submitted by Waxie Sanitary Supply (Waxie) in response to the specifications to furnish restroom supplies for city buildings; ii) reject all other bids; iii) authorize the issuance of a purchase order contract with Waxie in an amount not-to-exceed \$69,570 (which includes a \$16,055 contingency) over a one-year period with the option for a one-year extension in the amount of \$71,656 (which includes a \$16,536 contingency), at the discretion of the City Manager, for a maximum contract length of two years and a total contract amount of \$141,226.

BACKGROUND:

The Department of Public Works, Building Systems and Fleet Management Division (BSFMD) procures restroom supplies for 39 City-owned buildings for the purpose of maintaining a clean and safe environment for City employees and visitors. The purchase of restroom supplies includes the following items: roll towels, toilet tissue, hand soap, multifold hand towels, and toilet seat covers. Orders are typically placed once or twice per month in various quantities. Supplies are delivered to a central warehouse at the City Yard for distribution to sites as needed.

On February 16, 2022, a Notice Inviting Bids was posted on Planet Bids to furnish and deliver restroom supplies, as well as published in the local paper on February 24, 2022.

The posting generated notices to all vendors who have previously registered with the City for this particular commodity class. In addition to Planet Bids notification, an online search of in-town commercial restroom suppliers was conducted. No vendors were identified for local outreach regarding this bid opportunity. A total of 40 vendors downloaded the Bid Specifications.

Due to Covid-19, the bid term offered to vendors was of a one-year agreement with a one-year extension option. This is in contrast to a traditional three-year contract with two one-year extensions typically offered by the City. Covid-19 continues to have a significant impact on the commercial restroom supplies market, resulting in volatile pricing and an uncertain availability of products. Therefore, by offering a short-term contract period, BSFMD believed the City would benefit by encouraging more bid participation and receiving more favorable pricing due to a reduction of risk over time to vendors.

BID RESULTS:

On March 15, 2022, 14 companies submitted bids by the close date, with prices ranging from \$53,515 to \$126,912. The number of bid responses exceeded expectations and resulted in competitive pricing.

The bid results are as follows:

#	Vendor	City	Bid Amount
1	WAXIE's Enterprises, Inc.	Ontario, California	\$ 53,515.00
2	Delta Distributing	Arcadia, California	\$ 55,085.75
3	American Sanitary Supply	Anaheim, California	\$ 55,980.05
4	HD Supply Facilities Maintenance, LTD	Jacksonville, Florida	\$ 62,252.75
5	Take A Byte, Inc.	Gardena, California	\$ 65,540.00
6	ABCO Development Corp	Los Angeles, California	\$ 67,650.00
7	Brady Industries	Bell, California	\$ 84,834.00
8	New House Credit Repair LLC	Bessemer, Alabama	\$ 99,466.17
9	Aramco, Inc. dba Empire Cleaning Supply	Santa Fe Springs, California	\$ 113,420.00
10	JWL SUPPLIES	Los Angeles, California	\$ 116,137.50
11	Bonded Brothers	San Pedro, California	\$ 123,624.00
12	Echelon Distribution	Auburn, California	\$ 126,911.75
13	Signal Hill Auto Enterprises	Cerritos, California	Non-Responsive
14	Mini Wing USA	Palos Verdes Estates, California	Non-Responsive

Waxie was identified as the lowest responsive and responsible bidder. Waxie is the current provider of restroom supplies to the City of Pasadena. Their current purchase order contract will conclude on June 30, 2022. Waxie has been providing services for the City of Pasadena since Fiscal Year 2017 for a total compensation amount of \$383,454.

Waxie carries a full line of sanitary products, janitorial supplies and equipment to quickly

and efficiently meet the City of Pasadena's restroom supply and maintenance needs. For the two one-year periods, the purchase order contract not-to-exceed amount will be set as follows:

	YEAR 1	YEAR 2
Base Bid	\$53,515	\$55,120*
Contingency Allowance	\$16,055	\$16,536
Total for Year	\$69,570	\$71,656
Contract "Not-to-Exceed" Amount	\$141,226	

** Based on a projected Consumer Price Index (CPI) increase of 3%*

Due to the complications of Covid-19, a contingency is recommended. The restroom supply quantities included in the Bid Specifications are based on historical usage numbers. During Covid-19, the paper product scarcity that ensued required staff to stock more supplies in the warehouse than usual to ensure all sites have essential restroom supplies. As a result, staff purchased quantities above normal levels. Therefore, a contingency of thirty percent provides staff a buffer if Covid-19 or other pandemic concerns drive the need to purchase and store supplies above normal levels.

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 Accords Action 16, toxics reduction, by using only environmentally friendly products and practices in City buildings.

ENVIRONMENTAL IMPACT:

CEQA

The project has been reviewed for compliance with 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. The restroom supplies contract will not result in any significant effect on the environment.

Senate Bill (SB) 1383

The project meets SB 1383 requirements. Beginning January 1, 2022, SB 1383 requires jurisdictions (cities, counties, cities and counties, or special districts that provide solid waste collection services) to purchase recycled-content paper products that are recyclable and contain no less than 30% minimum recycled content.

Environmental Protection Agency (EPA)

This project meets the EPA's Recovered Materials Advisory Notice's (RMAN) for commercial/industrial sanitary tissue. The EPA provides recommendations for

recovered fiber content levels for agencies to include with bid specifications when purchasing paper goods.

FISCAL IMPACT:

The total cost of this contract is \$69,570 and the total cost of this action is \$141,226. Funding will be addressed by the utilization of existing budgeted appropriations in the Building Maintenance Fund Housekeeping Program (50222061-810100). There is no anticipated impact to other operational programs or capital projects as a result of this action.

Respectfully submitted,



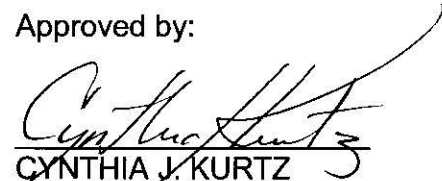
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