

Agenda Report

June 5, 2023

TO: Honorable Mayor and City Council

FROM: Fire Department

**SUBJECT: AUTHORIZATION TO ENTER INTO CONTRACT WITH ARAMSCO, INC
DBA EMPIRE CLEANING SUPPLY TO FURNISH AND DELIVER
JANITORIAL SUPPLIES AND EQUIPMENT AS REQUIRED FOR AN
AMOUNT NOT TO EXCEED \$175,000**

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 March 14, 2023 submitted by Aramsco, Inc. dba Empire Cleaning Supply in response to a bid invitation to provide janitorial supplies and equipment, and authorize the City Manager to enter into a five-year contract for an amount not-to-exceed \$175,000.

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 a day, seven 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 February 23, 2023 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 and notices were advertised in the Pasadena Journal and the Pasadena Weekly in accordance with City Charter and Municipal Code provisions. A total of 597 vendors were notified, of which 45 prospective vendors downloaded the bid. None of the prospective bidders are local to Pasadena.

To evaluate pricing, staff requested vendors to bid on 21 of the most commonly ordered janitorial products based on historical purchases of the Department. Seven bids were received and publicly opened on March 14, 2023.

Of the seven responsive bids received, the bid results are as follows:

<u>Bidders</u>	<u>Total Weighted Bid Price</u>
Aramsco, Inc., Santa Fe Springs, CA	\$26,800.10
WAXIE Sanitary Supply, Ontario, CA	\$29,958.15
P&R Paper Supply Company, Redlands, CA	\$55,073.00
Independence Capital, LLC, Los Angeles, CA	\$29,480.10
JWL Supplies, Los Angeles, CA	\$27,998.40
Premier Property Preservation, LLC, West Hills, CA	\$35,140.68
True West Facility Supply Inc, Oceanside, CA	\$29,068.74

Following the formal bid process, Aramsco, Inc. is recommended as the selected vendor to furnish and deliver janitorial supplies in accordance with the City's specifications. Aramsco, Inc. 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.

The Fire Department has previously purchased cleaning supplies from Aramsco, Inc. using a multiyear contract established in 2018 through a formal bid process. Based on actual expenditures and the increasing cost of janitorial supplies over recent years, staff estimates the need for contract authorization of \$175,000 over five years.

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:

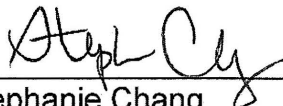
The total cost of this action will be \$175,000 over five years. Funding will be addressed by the utilization of existing and future budgeted appropriations in the Fire Department's General Fund operating budget account for Fire Station Support (10131012-810100). There are no anticipated impacts to other operational programs or capital projects as a result of this action.

Respectfully submitted,



CHAD AUGUSTIN
Fire Chief

Prepared by:



Stephanie Chang
Management Analyst V
Fire Department

Approved by:



MIGUEL MARQUEZ
City Manager