



Agenda Report

May 5, 2025

TO: Honorable Mayor and City Council
FROM: Department of Public Works
SUBJECT: **AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH HD SUPPLY FACILITIES MAINTENANCE TO FURNISH AND DELIVER JANITORIAL MATERIALS AND SUPPLIES FOR AN AMOUNT NOT-TO-EXCEED \$1,150,000 FOR FIVE YEARS**

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the action proposed herein is covered by the "Common Sense" exemption set forth in State CEQA Guidelines Section 15061(b)(3) as CEQA only applies to projects that may have a significant effect on the environment; and
2. Authorize the City Manager to enter into a contract, as the result of the competitive bidding process as specified by Section 4.08.045 of the Pasadena Municipal Code, with HD Supply Facilities Maintenance to furnish and deliver janitorial materials and supplies in an amount not-to-exceed \$1,150,000 which includes a contingency amount of \$150,000 for five years.

BACKGROUND:

The Department of Public Works, Building Systems and Fleet Management Division (BSFMD) is responsible for providing janitorial supplies such as paper materials, soap supplies, and other restroom and janitorial maintenance items for usage in City-owned buildings including City Hall and the City Yards.

On December 26, 2024, a Notice Inviting Bids for Janitorial Supplies was posted on OpenGov Procurement and published in the local newspaper. The posting generated notices to all vendors who have previously registered with the City for this particular commodity class. A total of 57 vendors downloaded the specification, one of which was local. A total of 18 bids were received electronically by the bid opening date.

Bid Results

Paper materials and supplies were required to meet various specifications, dimensions, and green/environmental designations. Following the submission deadline of January 20, 2025 18 bids were submitted one of which was local. The bid results are as follows:

| Bidder | | Amount(\$) |
|----------------------------------------|----------------------|-------------------|
| 1. HD Supply | Commerce, CA | \$173,922 |
| 2. Imperial Bag & Paper CO, LLC | Loma Linda, CA | \$173,964 |
| 3. Supply Solutions | Fullerton, CA | \$180,398 |
| 4. ODP Business Solutions, LLC | Signal Hill, CA | \$180,537 |
| 5. D2 Distributors, LLC | San Diego, CA | \$181,489 |
| 6. Aramsco Inc/Empire Cleaning Supply | Santa Fe Spring, CA | \$183,077 |
| 7. Independence Capital LLC | Los Angeles, CA | \$184,337 |
| 8. Ferguson ENT | Tucson, AZ | \$185,915 |
| 9. Gale Supply Company | Santa Fe Spring, CA | \$188,384 |
| 10. Carolinas Paper Supply LLC | Kannapolis, NC | \$218,926 |
| 11. A&M Import/Export LTD | Pasadena, CA | \$228,383 |
| 12. ConServ Company | Sidney, NE | \$242,947 |
| 13. Superb Workmanship Inc | Hampton, VA | \$307,068 |
| 14. Gochett Enterprises LLC | Snellville, GA | \$340,320 |
| Maintex Inc | City of Industry, CA | Disqualified |
| Waxie Sanitary Supply | Ontario, CA | Disqualified |
| Chem-Pak | San Bernadino, CA | Disqualified |
| Padre USA/Imperial Valley Distributing | San Diego, CA | Disqualified |

Staff estimates an annual need of \$200,000 for Janitorial Supplies based on current expenditures. Four of the bid submissions were disqualified due to incomplete or unsuitable sample submissions that did not meet the bid specifications. HD Supply Facilities Maintenance is the lowest and best bidder and meets all requirements and specifications outlined in the bid specification.

The proposed contract with HD Supply Facilities Maintenance fully complies with the Competitive Bidding process as specified by Pasadena Municipal Code Section 4.08.045. The City has previously done business with HD Supply Facilities Maintenance, issuing purchase orders totaling \$542,618 since fiscal year 2017. Staff recommends HD Supply Facilities Maintenance be awarded a five-year contract for a total not-to-exceed amount of \$1,150,000 which includes a 15 percent contingency for janitorial materials and supplies.

COUNCIL POLICY CONSIDERATION:

This authorization supports the City Council's strategic planning goal to maintain fiscal responsibility and stability, improve, maintain, and enhance public facilities and infrastructure, support and promote the quality of life and local economy and to ensure public safety.

ENVIRONMENTAL IMPACT:

The proposed action has been determined to be exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15061(b)(3), the "Common Sense" exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment.

FISCAL IMPACT:

The total cost of this contract including contingency is \$1,150,000 for five years. Funding for this action will be addressed by the utilization of existing budgeted appropriations in account 50222050-810100 Building Maintenance Fund (502). Future contract costs will be budgeted as part of the department's annual operating budget. There is no impact to the General Fund.

Respectfully submitted,



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Approved by:



MIGUEL MÁRQUEZ
City Manager