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DATE: October 1, 2008

TO: Honorable Mayor and City Councilmembers

FROM: Public Works Department

SUBJECT: **APPROVAL OF A PURCHASE ORDER IN THE AMOUNT OF \$90,000 FOR THE PURCHASE OF JANITORIAL SUPPLIES FOR FISCAL YEAR 2008/09**

### **SYNOPSIS**

Staff recommends that the City Council approve a purchase order in the amount of \$90,000 to Waxie Sanitary Supply of San Diego for the purchase of janitorial supplies for Fiscal Year 2008/09 and authorize the Financial Services Director, or designee, to execute the purchase order.

### **BACKGROUND**

The City routinely contracts for the purchase of janitorial supplies. In July the City solicited proposals from qualified private companies to provide a guaranteed price schedule for the 14 most often ordered supplies and a fixed percentage discount on any catalog items ordered during the next year.

### **ANALYSIS**

Five companies responded to the proposal. Attachment 1 lists the companies and their guaranteed price schedule. A staff panel consisting of the field manager, contract manager and a service specialist reviewed each proposal. Based on the guaranteed price and quantities normally ordered throughout the year, Waxie Sanitary Supply was determined to be the most cost-effective option for the City.

The purchase order will cover janitorial supply purchases for Fiscal Year 2008/09.

### **FISCAL IMPACT**

The funds to purchase janitorial supplies are contained in the following Public Works sub accounts:

Civic Center account 851.414870.5211 \$50,000  
City Operation Center account 851.414880.5211 \$10,000  
Police Department account 851.414883. 5211 \$30,000.

The total purchase order is for \$90,000, a reduction of \$7,461 from last year.

**COMMISSION OR COMMITTEE REPORT**

Commission or Committee report does not apply.

**CITY ATTORNEY'S ANALYSIS**

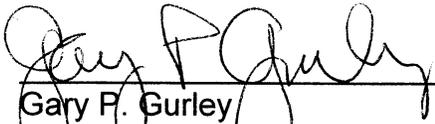
City Attorney's analysis does not apply.

**RECOMMENDATION**

Staff recommends that the City Council approve a purchase order in the amount of \$90,000 to Waxie Sanitary Supply of San Diego for the purchase of janitorial supplies for Fiscal Year 2008/09 and authorize the Financial Services Director, or designee, to execute the purchase order.

PREPARED BY:

SUBMITTED BY:

  
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City Manager

REVIEWED BY:

Michelle Skaggs Lawrence, Deputy City Manager

Don Hadley, Deputy City Manager

Joseph Arranaga, Deputy Public Works Director

Teri Ferro, Financial Services Director

  
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Attachment 1

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<b>Description</b>	<b>Waxie</b>	<b>Mission</b>	<b>Padre</b>	<b>Cameo</b>	<b>Quick Service</b>
2-Ply Toilet Paper 500 sheets	29.78	32.10	32.32	35.99	40.00
White Paper Towel Multifold	16.24	18.02	19.26	17.75	21.00
Mint Acid Bowl cleaner 18%	1.82	2.58	2.79	1.50	2.38
Glass Cleaner Per gallon	2.29	2.00	2.75	6.33	7.00
Trash Can Liners 40X48	26.48	31.60	25.77	32.75	30.98
Trash Can Liners 24X33	22.49	20.69	17.57	27.60	32.27
Gloves large – per box	3.90	4.02	5.05	5.16	6.50
Gloves extra lg – per box	3.90	4.02	5.05	5.16	6.50
All-purpose Spray Cleaner	1.78	1.63	3.85	1.98	2.76
Rinse Free Cleaner And Brightener Neutral pH Floor Cleaner. Per gallon	4.63	4.20	6.07	7.87	4.47
Toilet Seat Covers	24.95	30.00	37.95	28.25	38.67
4-Ply Rayon Mop Heads	3.67	3.91	3.67	3.15	5.31
Dust Cloths Box of 50	9.19	9.38	7.79	27.50	No Bid
Mild/Gentle Liquid Hand Soap Per gallon	3.67	3.68	3.79	3.97	4.05
% Discount on catalog items	20%	25%	30%	25%	15%