

STAFF REPORT



ITEM NO. 9
CITY OF OCEANSIDE

DATE: October 10, 2007
TO: Honorable Mayor and City Councilmembers
FROM: Public Works Department
SUBJECT: **APPROVAL OF A PURCHASE ORDER IN THE AMOUNT OF \$97,461 FOR JANITORIAL SUPPLIES FOR FISCAL YEAR 2007-08**

SYNOPSIS

Staff recommends that the City Council approve a purchase order in the amount of \$97,461 to Waxie Sanitary Supply for the purchase of janitorial supplies for Fiscal Year 2007-08, and authorization for 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

Two companies responded to the proposal, Waxie Sanitary Supply and Mission Janitorial Supplies, both of San Diego. A staff panel consisting of the field manager, contract manager and a service specialist reviewed each proposal. Waxie Sanitary Supply was 8 percent cheaper than Mission Janitorial for the 14 most ordered items and their fixed percentage discount was 25 percent versus 20 percent for Mission Janitorial.

The purchase order will cover janitorial supply purchases for Fiscal Year 2007-08.

FISCAL IMPACT

The funds to purchase janitorial supplies are contained as a portion of the following Public Works subaccounts:

Civic Center account	851.414870.5211	\$52,300
City Operation Center account	851.414880.5223	\$12,000
Police Department account	851.414883.5211	\$33,161

The total purchase order is for \$97,461 and should be funded as above.

COMMISSION OR COMMITTEE REPORT

Does not apply.

CITY ATTORNEY'S ANALYSIS

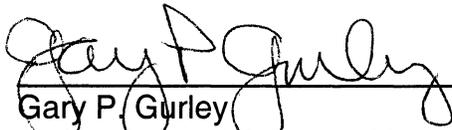
City Attorney's analysis does not apply.

RECOMMENDATION

Staff recommends that the City Council approve a purchase order in the amount of \$97,461 to Waxie Sanitary Supply of San Diego for the purchase of janitorial supplies for Fiscal Year 2007-08, and authorization for the Financial Services Director, or designee, to execute the purchase order.

PREPARED BY:

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