

**MEMORANDUM
COUNTY OF PLACER
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT SERVICES DIVISION**

TO: Honorable Board of Supervisors
FROM: David Seward, Purchasing Manager
DATE: March 21, 2006
SUBJECT: Recommendation to Award Bid No. 9536 to JC Nelson Supply and Unisource in the Aggregate Amount of \$331,000.00 for Janitorial Supplies

ACTION REQUESTED

Approve the award of Bid No. 9536 to JC Nelson Supply of Fairfield, CA, and Unisource of Sacramento, CA for Janitorial Supplies and Paper Goods for Facility Services and Sheriff's Department; reject bids submitted by Vintage Janitorial Supply of Napa CA, Central Poly Corp of Linden NJ, L.P. Scientific of Freeport IL, United Textile of San Lorenzo CA, and Pyramid School Products of Tampa FL as non-responsive to the bid specifications; and authorize the Purchasing Manager to sign the resulting blanket purchase orders in the aggregate amount of \$331,000.00.

BACKGROUND

Facility Services and the Sheriff's Department have submitted requisitions to purchase Janitorial Supplies and related Paper Goods on an as-needed basis. Procurement released Bid No. 9536 for these requirements, and notified thirty (30) vendors of the availability of the bidding documents. It was also posted on Procurement's website. Seven bids and one no bid response were received. The terms and conditions of the bid expressed an option to award by category or line item, whichever is in the best interest of the County. Exhibits A-E contain the complete cost analysis.

Bids submitted by Vintage Janitorial Supply, Poly Corp, L.P. Scientific, United Textile, and Pyramid School Products were rejected for failure to comply with the bid specifications. JC Nelson was determined to be the lowest responsive bidder for Categories I-III and Unisource was the lowest responsive bidder for Category V. Unisource and JC Nelson were the only bidders for Category IV.

FISCAL IMPACT

BPOs have been requested in the aggregate amount of \$331,000.00. Each department budgets appropriately for these expenses. The BPOs will be effective from March 21, 2006 through March 31, 2007.

Exhibits A-E Bid Evaluation, on file with the Clerk of The Board

cc: Valerie Bayne, Facility Services Administrative Services Officer
Barbara Besana, Sheriff Administrative Services Officer

