

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

TO: Honorable Board of Supervisors
FROM: Clark Moots, Director of Administrative Services 
DATE: August 9, 2011
SUBJECT: Approve the Award of Competitive Bid No. 10097 to Five Vendors for Janitorial Supplies for Various Departments in the Maximum Aggregate Amount of \$441,000.00

ACTION REQUESTED

Approve the award of Bid No. 10097 to JC Paper of Fremont, CA, Staples of Chicago, IL, Waxie Sanitary Supply of Livermore, CA, United Textile of Livermore, CA, and Unipak Corp. of Brooklyn, NY for Janitorial Supplies for Facility Services, Sheriff's Department, and Probation Department in the maximum aggregate amount of \$441,000.00 and authorize the Purchasing Manager to sign the resulting blanket purchase orders (BPOs) and transfer funds between the departments' BPOs as needed.

BACKGROUND

Facility Services, Sheriff's Department, and Probation's Central Kitchen require BPOs for the purchase of Janitorial Supplies on an as-needed basis. Bid No. 10097 was developed to request pricing for 215 individual items, organized into 11 categories. The bid was sent via Procurement's eBid system to 104 potential vendors and was posted on the County's website. The bid specified the award would be by all-or-none, category or line item, whichever is in the best interest of the County. Nineteen bids were received. Three bids were rejected because they did not contain the required bid documents.

The remaining bids were evaluated by category and by line item. Local Vendor Preference and Prompt Pay Discount were considered in the evaluation but did not affect the outcome. Categories A, C, and G were evaluated by line item to obtain maximum potential savings. It is estimated that a line item award for these categories will result in an annual savings of \$25,511.63. Line item awards for Categories B, D1, D2, D3, E, F, H, and I would result in an excessive number of BPOs for each department to manage. It was determined that the departments' relative administrative costs would easily outweigh the small savings. Therefore, it is recommended that these categories be awarded on a category basis. The complete recommended Award Summary is shown in Exhibit A.

FISCAL IMPACT

The departments have requested BPOs in the maximum aggregate amount of \$411,000 to be effective for the period of August 9, 2011 through September 30, 2012. The departments' Fiscal Impact Statements are attached.

Attachment:
Exhibit A, Award Summary

cc: Valerie Bayne, Administrative Services Manager - Facility Services
Janice Gage, Administrative Services Manager - Sheriff's Department
Chris Artim, Senior Administrative Services Officer - Probation
Renee Harvey, Food Service Manager - Central Kitchen

**Bid No 10097 - Janitorial Supplies
Award Summary**

Exhibit A

Evaluated by line item

A - Custodial Tools - 74 line items	Low Bid Line Item Total	See line item evaluation	# of Low Bid Line Items
JC Paper	\$ 14,868.51		48
Staples	\$ 1,982.35		10
Waxie	\$ 2,129.32		16
Category Award No bidders bid all line items			
Line item Award \$ 18,980.18			

Evaluated All or None

B - Containers, Dispensers and Receptacles - 29 Line Items		Low Bid Category Total	Comments	# of Low Bid Line Items
Rank	Line Items			
Tie-1	JC Paper	\$ 15,877.24		17
Tie-1	JC Paper Alternate Bid	\$ 15,877.24		17
2	Sac Val Janitorial Supply	\$ 19,046.58		4
3	JC Nelson Supply Co	\$ 20,611.80		1
4	Hillyard Inc.		Did not bid all items	2
5	Staples		Did not bid all items	0
6	Central Sanitary Supply Co.		Did not bid all items	1
7	American Commodities, AWOB		Did not bid all items	0
8	Waxie Sanitary Supply		Did not bid all items	4
Category Award		15,877.24		
Line item Award		13,945.34		
		\$ (1,931.90)		

Evaluated by line item

C - Chemicals, Cleaners, Soaps & Detergents - 49 Line Items	Low Bid Line Item Total	See line item evaluation	# of Low Bid Line Items
JC Paper	\$ 60,369.17		28
Staples	\$ 9,178.51		15
Waxie	\$ 1,564.17		6
Category Award \$ 84,000.20			
Line item Award \$ 71,111.85			
<u>\$ 12,888.35 Savings</u>			

Evaluated All or None

D-1 Chemicals used in Custodial Closet Stations - 6		Low Bid Category Total	Comments
Rank	Line Items		
1	Staples	\$ 3,127.21	
2	Waxie Sanitary Supply	\$ 8,982.38	
3	Sac Val Janitorial Supply	\$ 13,781.42	
4	Hillyard Inc.	\$ 16,186.44	
5	Ecolab	\$ 23,555.24	
6	JC Nelson Supply Co	\$ 24,695.00	
7	JC Paper	\$ 25,367.99	
8	JC Paper Alternate Bid	\$ 92,447.59	

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**Bid No 10097 - Janitorial Supplies
Award Summary**

Exhibit A

Evaluated All or None D-2 Chemicals used in Jail Dispensing Station - 4 Line		Low Bid Category Total	Comments
Rank	Items		
1	JC Paper	\$ 8,264.95	
2	JC Paper Alternate Bid	\$ 13,700.01	
Tie-3	Ecolab	\$ 23,548.80	
Tie-3	Waxie Sanitary Supply	\$ 23,548.80	
4	Hillyard Inc.	\$ 38,703.53	

Evaluated All or None D-3 Chemicals used in Laundry Stations - 5 Line Items		Low Bid Category Total	Comments
Rank			
Tie-1	Waxie Sanitary Supply	\$ 3,944.42	
Tie-1	Ecolab	\$ 3,944.42	
2	Hillyard Inc.	\$ 4,112.43	
	Aqua Systems		Rejected, pk size too lrg
	JC Paper		Rejected, did not provide ratio
	JC Paper Alternate Bid		Rejected, did not provide ratio

Evaluated All or None E - Chemicals used in Food Service - 9 Line Items		Low Bid Category Total	Comments	# of Low Bid Line Items
Rank				
Tie-1	Ecolab	\$ 21,581.84		3
Tie-1	Waxie Sanitary Supply	\$ 21,581.84		3
	Hillyard Inc.		Did not bid all items	0
	American Commodities, AWOB		Did not bid all items	0
	Aqua Systems		Did not bid all items	1
	JC Paper		Did not bid all items	4
	JC Paper Alternate Bid		Did not bid all items	4
	Category Award	21,581.84		
	Line item Award	19,735.63		
		\$ (1,846.21)		

Evaluated All or None F - Carpet and Floor Cleaners - 11 Line Items		Low Bid Category Total	Comments	# of Low Bid Line Items
Rank				
1	JC Paper	\$ 13,097.28		2
2	Sac Val Janitorial Supply	\$ 13,730.20		3
3	Hillyard Inc.	\$ 15,770.14		1
4	Staples	\$ 17,112.41		1
5	JC Nelson Supply Co	\$ 17,561.15		2
6	Waxie Sanitary Supply	\$ 22,057.39		0
7	JC Paper Alternate Bid	\$ 41,696.88		2
	Central Sanitary Supply Co.		Did not bid all items	1
	Ecolab		Did not bid all items	1
	American Commodities, AWOB		Did not bid all items	0
	Category Award	\$ 13,097.28		
	Line Item Award	\$ 12,461.31		
		\$ (635.97)		

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**Bid No 10097 - Janitorial Supplies
Award Summary**

Exhibit A

Evaluated by Line Item	Low Bid Line	See line item	# of Low
G - Paper Goods - 18 Line	Item Total	evaluation	Bid Line
Items			Items
JC Paper	\$ 48,554.73		11
Staples	\$ 27,613.88		6
Waxie	\$ 6,292.18		1
Category Award	\$ 95,973.51		
Line item Award	\$ 82,460.79		
Savings	\$ 13,512.72		

Rank	H - Can Liners - 6 Line Items	Low Bid Category Total	Comments	# of Low Bid Line Items
1	Unipak Corp	\$ 49,758.67		4
2	Hillyard Inc.	\$ 54,602.12		0
3	JC Paper	\$ 54,632.21		0
4	JC Paper Alternate	\$ 54,632.21		0
5	JC Nelson Supply Co	\$ 54,745.05		1
6	American Commodities, AWOB	\$ 76,327.53		0
7	Central Sanitary Supply Co.	\$ 76,327.53		0
8	Sac Val Janitorial Supply		Did not bid all line items	1
9	Unisource Worldwide		Did not bid all line items	0
10	Staples		Did not bid all line items	0
11	Waxie Sanitary Supply		Did not bid all line items	0
12	ePoly Star Inc		Did not bid all line items	0
	Category Award	\$ 49,758.67		
	Line Item Award	\$ 48,062.67		
		\$ (1,696.00)		

Rank	I - Towels & Rags - 4 Line	Low Bid Category Total	Comments	# of Low Bid Line Items
1	United Textile	\$ 39,100.40		1
2	Unisource Worldwide	\$ 46,438.95		0
3	JC Paper	\$ 49,444.58		1
4	JC Paper Alternate Bid	\$ 49,444.58		1
5	Sac Val Janitorial Supply	\$ 52,266.00		0
6	JC Nelson Supply Co	\$ 60,961.13		1
7	Hillyard Inc.	\$ 68,144.00		0
	Staples		Did not bid all line items	0
	American Commodities, AWOB		Did not bid all line items	1
	Waxie Sanitary Supply		Did not bid all line items	0
	Aqua Systems		Did not bid all line items	0
	Category Award	\$ 39,100.40		
	Line Item Award	\$ 33,013.01		
	Savings	\$ (6,087.39)		

Summary Bid Award Recommendation

Category A	JC Paper, Staples, Waxie
Category B	JC Paper
Category C	JC Paper, Staples, Waxie
Category D-1	JC Paper
Category D-2	Staples
Category D-3	Waxie
Category E	Waxie
Category F	JC Paper
Category G	JC Paper, Staples, Waxie
Category H	Unipak
Category I	United Textiles

SUMMARY OF BPOs TO BE ISSUED

Vendor	Categories	Facility Svcs (5 BPOs)	Sheriff (4 BPOs)	Probation (3 BPOs)	Total Award Amount
JC Paper	A, B, C, D-2, F, G	\$ 95,000.00	\$ 75,000.00	\$ 5,000.00	\$ 175,000.00
Waxie Sanitary Supply	A, C, D-3, G	\$ 45,000.00	\$ 50,000.00	\$ 10,000.00	\$ 105,000.00
Staples (LVP Certified)	A, C, D-1, G	\$ 45,000.00	\$ 25,000.00	\$ 5,000.00	\$ 75,000.00
United Textile	H	\$ 24,000.00	-0-	-0-	\$ 24,000.00
Unipak	I	\$ 20,000.00	\$ 12,000.00	-0-	\$ 32,000.00
Total Bid Award Amount		\$ 229,000.00	\$ 162,000.00	\$ 20,000.00	\$ 411,000.00

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PLACER COUNTY
SHERIFF
CORONER-MARSHAL



EDWARDN.BONNER
SHERIFF-CORONER-MARSHAL

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors
FROM: Sheriff Edward Bonner
DATE: August 9, 2011
SUBJECT: Fiscal Impact Statement
Janitorial Supplies for the period 08/09/11 – 09/30/12

Funds are included in the FY 2011/2012 Sheriff's Department budget for these expenses resulting in no additional fiscal impact to the General Fund.

This BPOs will be used by the Sheriff's Jail facility for all the janitorial cleaning items needed. The request for these BPOs is for \$162,000 based on history and projections of our current activity.

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors
FROM: Christopher Artim, Senior Administrative Services Officer
DATE: August 9, 2011
SUBJECT: **Fiscal Impact Statement – Correctional Central Kitchen**
for Cleaning Chemicals and Janitorial Supplies

Fiscal Impact Statement

1. The department has sufficient funding in the 2011/2012 FY budget.

The Central Kitchen has budgeted appropriately for the purchase of cleaning chemicals and janitorial supplies as needed for day to day operations. The request for BPOs in the not to exceed amount of \$20,000.00 based on history and projections of our current activity.

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors
FROM: Valerie Bayne, Administrative Services Manager
DATE: August 9, 2011
SUBJECT: **Fiscal Impact Statement**
BPOs for Janitorial Supplies

The Department of Facility Services requires annual blanket purchase orders for routine janitorial supplies, carpet and floor cleaner, and miscellaneous paper goods in order to maintain facilities throughout the County. The Building Maintenance Division utilizes various BPOs on an as-needed basis. A total amount of \$229,000.00 has been budgeted appropriately for these supplies in the Building Maintenance budget.

