

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager *BW*
DATE: September 23, 2014
SUBJECT: Janitorial Supplies – Sac-Val Janitorial Supply

ACTION REQUESTED

1. Approve the award of a blanket purchase order using a County of Santa Clara competitively bid public agency agreement to SAC-VAL Janitorial Supply of Sacramento, CA for janitorial supplies in the maximum amount of \$225,000, for the period of October 1, 2014 through August 1, 2015, funded by the Facility Services, Probation, and Sheriff's Office FY2014-15 budgets with no new net County cost, and authorize the Purchasing Manager to sign the related blanket purchase order.

BACKGROUND

Facility Services, Sheriff's Office, and Probation's Central Kitchen require blanket purchase orders (BPOs) for the purchase of janitorial supplies on an as-needed basis. On October 22, 2013, your Board approved the annual renewal of competitively awarded BPOs with multiple firms. The resulting BPOs expire on September 30, 2014.

On July 1, 2011, the County of Santa Clara awarded Agreement No. 5500002068 to SAC-VAL Janitorial Supply as a result of competitive solicitation number IFB-PRO-FY11-0057 for green seal and traditional janitorial cleaning supplies and equipment. The agreement is effective through August 1, 2015 and the vendor has allowed Placer County to use this contract without any additional cost to the agency.

Procurement Services conducted an evaluation between two other potential co-operative agreements with Office Max and JC Paper. The evaluation considered the co-operative pricing of bulk commodity items essential to the County's janitorial supplies. Based on the results, Procurement has determined that SAC-VAL Janitorial Supplies, using the County of Santa Clara's competitively solicitation, offers the lowest overall pricing. The County of Santa Clara agreement meets the County's requirements for janitorial supplies. Section 1.3(e)(3) of the Purchasing Policy Manual permits the use of contracts awarded by another public agency, provided the contract was competitively bid and awarded, and that Placer County receives the same or better pricing and terms. Santa Clara County's agreement meets this requirement.

Your Board's approval is required to proceed with a new one-year BPO in the maximum amount of \$225,000 and authorize the Purchasing Manager to sign the related BPO.

FISCAL IMPACT

Upon your Board's approval, a BPO will be awarded to SAC-VAL Janitorial Supply in the maximum amount of \$225,000 for the period October 1, 2014 through August 1, 2015. Each department is responsible for budgeting properly for its own expenditures from this BPO.

cc: Chris Artim, Senior Administrative Services Officer, Probation
Valerie Bayne, Administrative Services Manager, Facility Services
Virginia Valenzuela, Sheriff's Office Senior Administrative Services Officer, Sheriff's Office

