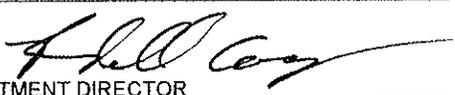


AGENDA ITEM NO.

COUNCIL MEETING 2/12/08

APPROVED BY

  
DEPARTMENT DIRECTOR

CITY MANAGER

February 12, 2008

**FROM:** RANDALL L. COOPER, Director  
Parks, After School, Recreation and Community Services Department

**BY:** PAUL MELIKIAN, Administrative Manager   
Administration Division

**SUBJECT:** AWARD A REQUIREMENTS CONTRACT TO CENTRAL SANITARY SUPPLY OF  
FRESNO, CA, FOR PARK AND RECREATION FACILITY PAPER HAND TOWELS AND  
TOILETRY SUPPLIES  
(BID FILE NO. 8955)

**KEY RESULT AREA** Customer Satisfaction

#### RECOMMENDATION

Staff recommends that the City Council award a contract to Central Sanitary Supply of Fresno, California in the amount of \$37,042.23 for paper hand towels and toiletry supplies.

#### EXECUTIVE SUMMARY

The Parks, After School, Recreation and Community Services Department has an ongoing need for paper hand towels and toiletry supplies for facilities throughout the park system. The execution of a requirements contract with one supplier establishes a firm price for a specified time that allows the City to make purchases as needed. Staff recommends that the City Council award a one-year requirements contract with two one-year extensions to Central Sanitary Supply in the amount of \$37,042.23 for paper hand towels and toiletry supplies of Fresno, CA. The funding for this contract is derived from the Parks Division operating budget.

#### KEY OBJECTIVE BALANCE

Customer satisfaction is achieved by providing quality merchandise to the public. Employee Satisfaction is obtained by a firm price for a specified time allowing the City to ensure timely service delivery. Financial Management is reached by providing quality merchandise at a guaranteed price for at least 12 months.

## **BACKGROUND**

The Department was seeking to establish a requirements contract to provide paper hand towels and toiletry supplies for facilities in the park system. A requirements contract was determined to be the most cost effective and efficient way to acquire these products. A bid was previously issued for this contract which included other divisions within the City, and six proposals were received on June 28, 2007. Council rejected the bids and directed staff to issue a new bid, review specifications for possible modification, and re-bid without the other divisions within the City. The bid was prepared with adjusted quantities based on the annual average use of the Parks Division only.

A Notice Inviting Bids was published in the Business Journal on November 2, 2007 and also posted on the City's website. The specifications were distributed to 15 prospective bidders. Four bid proposals were received and publicly opened on November 29, 2008. Bid proposal prices ranged from \$37,042.23 to \$45,646.90. Central Sanitary Supply submitted the lowest bid amount of \$37,042.23 with products that comply completely with the specifications, therefore, are considered to be the lowest responsive and responsible bidder.

Council may award a contract to Central Sanitary Supply. The contract will be in effect for 12 months from the date of the Notice to Proceed with provisions for two one-year extensions. The Council may reject all bids. If all bids are rejected, the City will be without a requirements contract for paper hand towels and toiletry supplies for approximately 60 days.

## **FISCAL IMPACT**

Funding for this contract is included in the Department operating budget.

Attachments      Evaluation of Bid Proposals

EVALUATION OF BID PROPOSALS

FOR: REQUIREMENTS CONTRACT FOR PARKS AND RECREATION PAPER HAND TOWELS AND TOILETRY SUPPLIES

Bid File No. 8955  
Bid Opening: November 29, 2007

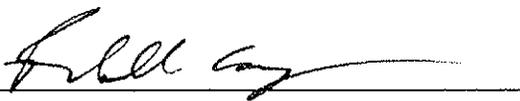
DEPARTMENT CONCLUSIONS AND RECOMMENDATION:

Award a contract in the amount of \$ 37,042.23  
to Central Sanitary Supply  
as the lowest responsive and responsible bidder.

Remarks:

Reject all bids.  
Reason:

Department Head Approval



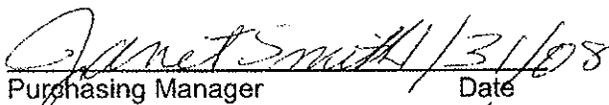
Title PARCS Director

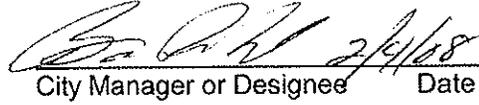
Date 1/30/08

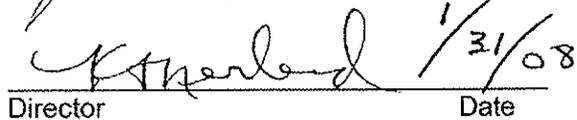
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|--|--|
| <input checked="" type="checkbox"/> Approve Dept. Recommendation | <input type="checkbox"/> Approve GSD/Purchasing Recommendation |
| <input type="checkbox"/> Disapprove                              | <input type="checkbox"/> Disapprove                            |
| <input type="checkbox"/> See Attachment                          |  |

GENERAL SERVICES DEPARTMENT

CITY MANAGER

  
Purchasing Manager Date

  
City Manager or Designee Date

  
Director Date

EVALUATION OF BID PROPOSALS

FOR: REQUIREMENTS CONTRACT FOR PARKS AND RECREATION PAPER HAND TOWELS AND TOILETRY SUPPLIES

Bid File No. 8955  
Bid Opening: November 29, 2007

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BIDDER'S	TOTAL NET BID AMOUNT
1. Central Sanitary Supply 1149 West Nielsen Ave Fresno CA 93706	\$37,042.23
2. Elkhorn Trading, Inc. PO Box 3164 Fresno CA 93650	\$45,645.88
3. San Joaquin Supply 2825 S Elm Avenue Fresno CA 93706	\$45,646.90
4. Focus Packaging & Supply 2879 N Argyle Ave Fresno CA 93727	\$38,825.65*

\* Did not bid all items in section.

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Each bidder has agreed to allow the City ninety (90) days from date bids are opened to accept or reject their bid proposal. Purchasing requests that you complete the following sections and return this bid evaluation to the Purchasing Division at the latest by Wednesday, December 26, 2007, 5:00 P.M.

The Budget Allocation for this expenditure is \$ N/A. The contract price is N/A% above/below the Budget Allocation. If the overage is greater than 10% or only one bid was received, give explanation:

BACKGROUND OF PROJECT (To be completed by Evaluating Department/Division. Explain need for project/equipment):

This is a new requirements contract for the Parks Division that has an ongoing need for paper hand towels and toiletry supplies. The execution of a requirements contract with a supplier establishes a firm price, secured through competitive bidding, for a specified time. Funds for the expenditures made under this contract will be provided from the division operating budget in accordance with the Council approved annual appropriations.