



STAFF REPORT

CITY of YORBA LINDA

PARKS AND RECREATION DEPARTMENT

DATE: JUNE 18, 2024

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: MIKE KUDRON, DIRECTOR OF PARKS AND RECREATION
PREPARED BY: BRAD SKEENE, PARKS AND FACILITIES SUPERINTENDENT

SUBJECT: AWARD OF CONTRACT FOR JANITORIAL SUPPLIES FOR CITY FACILITIES

RECOMMENDATION

It is recommended that the City Council award a three-year contract for Janitorial Supplies to American Chemical & Sanitary Supply Company, Inc., of Anaheim, CA, in a not-to-exceed amount of \$300,000.00 and reject all other bids; and authorize the Mayor to sign and City Clerk to attest said agreement

BACKGROUND

To provide better pricing and service, this purchase agreement is structured with a three-year initial term and the flexibility to offer a total of two (2) one-year extensions to create opportunities for long-term relationships. This allows vendors to justify hiring the proper amount of labor and would give the vendor the confidence needed to move forward on the purchase of new equipment or supplies.

This contract is for janitorial supplies at City parks and facilities including City Hall, Thomas Lasorda Jr. Field House, Community Center, City Yard, Public Library, Cultural Arts Center, and the Police Services building.

DISCUSSION

In accordance with the City's informal purchasing policy, staff solicited a request for proposals from qualified firms. Proposals were received by May 20, 2024 and three potential firms submitted proposals for the project with the following results:

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<u>Bidder</u>	<u>City</u>	<u>Estimated Annual Amount</u>
1. American Chemical & Sanitary Supply, Inc.	Anaheim, CA	\$ 51,508.00
2. Waxie Sanitary Supply	Ontario, CA	\$ 56,369.02
3. Uline	Ontario, CA	\$ 77,203.86

Staff examined the bids received and determined the lowest responsible bidder to be American Chemical & Sanitary Supply, Inc. and they are the current vendor for these products. The licenses and references have been reviewed and verified by staff and all other documents are in order.

FISCAL IMPACT

Bid specifications were drafted and released to firms to provide pricing on the estimated unit quantities that had been used during prior years. However, usage of products has increased dramatically over the past year and the current usage is not reflected in the bid packet. The bid specifications were structured as a per unit cost and not a total unit quantity. Staff is requesting a not-to-exceed amount of \$300,000 to cover the 3-year initial term of the agreement, with the anticipation of the usage of products to continue to increase over the next 3 years. The funds for this agreement have been appropriated in the FY 24/25 operating budgets of the appropriate departments (Parks and Recreation Department, Library, and Police Services).

ALTERNATIVES

Do not approve the agreement and provide direction to staff.

ATTACHMENTS

A. American Sanitary Agreement
