

Purchasing Supply Agreement CITY OF AUSTIN RECOMMENDATION FOR COUNCIL ACTION

AGENDA ITEM NO.: 58 AGENDA DATE: Thu 09/30/2004 PAGE: 1 of 2

<u>SUBJECT:</u> Authorize execution of a 12-month supply agreement with GULF COAST PAPER CO., INC., Austin, TX, for janitorial supplies in an amount not to exceed \$297,208, with two 12-month extension options in an amount not to exceed \$297,208 per extension option, for a total agreement amount not to exceed \$891,624.

AMOUNT & SOURCE OF FUNDING: Funding in the amount of \$297,208 is included in the Fiscal Year 2004-2005 Approved Operating Budget of various City departments. Funding forthe extension options is contingent upon available funding in future budgets.

FISCAL NOTE: There is no unanticipated fiscal impact. A fiscal note is not required.

REQUESTING Purchasing DIRECTOR'S DEPARTMENT: for Aviation; Fire; Parks AUTHORIZATION: <u>Vickie Schubert</u> and Recreation; Austin Water Utility;

FOR MORE INFORMATION CONTACT: Sydney Ceder, Buyer II/(512) 974-2035

PRIOR COUNCIL ACTION: N/A

BOARD AND COMMISSION ACTION: N/A

<u>PURCHASING</u>: Lowest bid of six bids received.

<u>MBE / WBE:</u> This contract will be awarded in compliance with Chapter 2-9 of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

This contract establishes a reliable source for janitorial supplies used by employees in various City departments. These supplies (e.g., degreasers, floor cleaners, strippers, deodorants, disinfectant, soaps, etc.) are required for general cleaning of City facilities including but not limited to restrooms and tile floors.

This supply agreement will insure janitorial supplies are available as needed for maintenance requirements. The contractor will deliver the supplies to various City department locations. The five major users of these supplies are Finance and Administrative Services Department (35%), Parks and Recreation Department (17%), Aviation Department (14%), Austin Water Utility (12%) and Austin Fire Department (12%). There are several other City departments that make up the remaining 10% of the usage.

MBE/WBE Solicited: 3/1

MBE/WBE Bid: 0/0



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BID TABULATION Janitorial Supplies (157 line items)

Vendor	<u>Total Price</u>
Gulf Coast Paper Co., Inc. Austin, Texas	\$297,207.70
Janitorial Supplier.com, Inc. Utica, Michigan	\$411,642.20
K-Stone Supply & Repair San Antonio, Texas	\$ 71,038.73*
Sanivac, Inc. San Antonio, Texas	\$117,002.42*
Unisource Jacksonville, Florida	\$235,269.02*
Mid American Chemical Round Rock, Texas	\$268,611.41*

*Did not meet specifications. These bidders either did not have a location within the Austin city limits or did not bid on each item within a group as required by the solicitation.

A complete bid tabulation is available in the Purchasing Office.

PRICE ANALYSIS

- a. Adequate competition.
- b. Twenty notices were sent, including three MBEs and one WBE. Nine bids were issued. Six bids were received. The MBEs and WBE did not respond.
- c. The current unit pricing represents an approximate 10% decrease from the last contract awarded in August 2001.

APPROVAL JUSTIFICATION

- a. Low bidder.
- b. Materials Management Division concurs with the recommended award.
- c. Advertised in the Austin American-Statesman and on the Internet.