



**Council Meeting: March 18, 2008**

**SUBJECT: Authorization to Modify an Existing Contract for Janitorial Supplies (F0702-71)**

**REPORT IN BRIEF**

Approval is requested to increase an existing contract with Clean Source of San Jose for the purchase of janitorial supplies from \$50,000 to \$80,000.

**BACKGROUND**

Janitorial supplies that are used routinely are stocked at Central Stores. Currently, nearly 75 supply items are stocked for issuance to City employees on an "as needed" basis.

Janitorial vendors are selected through a competitive bidding process. Contracts are awarded to the lowest bidders on a line item basis for one year with an option to extend the contracts for two additional years. Currently, the City contracts with Clean Source and California Janitorial Supply Corp., both of San Jose.

**DISCUSSION**

For the past several years, the number of products awarded to each bidder has been fairly evenly distributed, and contracts were awarded under the City Manager's contract award authority of \$50,000. However, during the most recent competitive bidding process, Clean Source was the low bidder on the majority of items; and total expenditures are near \$50,000, making Council action necessary before additional items can be purchased.

Staff, therefore, requests that Council increase authorized expenditures to \$80,000 for expenditures expected through June 30, 2008, the end of the current one-year contract term.

**FISCAL IMPACT**

Total cost to the City will not exceed \$80,000 (includes sales tax). The janitorial supplies will be charged against the appropriate department operating accounts when supplies are issued.

**PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, in the Council Chambers lobby, in the Office of the City Clerk, at the Library, Senior Center, Community Center and Department of Public Safety; posting the agenda and report on the City's Web site; and making the report available at the Library

**RECOMMENDATION**

It is recommended that Council modify an existing contract with Clean Source for the purchase of janitorial supplies, in substantially the same form as the attached draft change order, by increasing total authorized expenditures to \$80,000.

Reviewed by:

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Mary J. Bradley, Director of Finance

Prepared by: Dreama Howard, Senior Buyer

Approved by:

Amy Chan  
City Manager

**Attachments**

- A. Change Order #1
- B. Draft Change Order #2
- C. Blanket Order No. BL000671



**CITY OF SUNNYVALE  
CALIFORNIA**

**CHANGE ORDER NO 1  
TO PURCHASE ORDER NO BL000671**

<b>SUPPLIER</b> 05008-001  800-229-1907  CLEANSOURCE ATTN STEVEN LEHTO 650 BRENNAN ST SAN JOSE CA 95112	CHANGE ORDER DATE	<b>Address correspondence to:</b>  City of Sunnyvale Finance Department Purchasing Division PO Box 3707 Sunnyvale CA 94088-3707
	1/25/2008	
	PO DATE	
	7/1/2007	
	PR NO	
	PR DATE	

**PURCHASE ORDER IS CHANGED AS FOLLOWS:**

Change pricing for the following:

City Stock Number	Description		
80066	Toilet Tissue, Recycled, 2 ply	CS	\$34.65
80048	Hand Towels, Recycled, Folding	CS	\$16.80

**ALL OTHER TERMS AND CONDITIONS OF THE PURCHASE ORDER REMAIN UNCHANGED.**

BUYER

INTERNAL DISTRIBUTION ONLY

COPY TO: Central Stores

*DLH*

Dreama Howard Phone (408) 730-7396 Fax (408) 730-7710 ▼

Materials

Services

Formal



**CITY OF SUNNYVALE  
CALIFORNIA**

DRAFT

**CHANGE ORDER NO 2  
TO PURCHASE ORDER NO BL000671**

<b>SUPPLIER</b> 05008-001  CLEANSOURCE ATTN STEVEN LEHTO 650 BRENNAN ST SAN JOSE CA 95112	800-229-1907	CHANGE ORDER DATE 3/19/2008	<b>Address correspondence to:</b>  <b>City of Sunnyvale Finance Department Purchasing Division PO Box 3707 Sunnyvale CA 94088-3707</b>
		PO DATE 7/1/2007	
		PR NO 0317-Stores	
		PR DATE	

**PURCHASE ORDER IS CHANGED AS FOLLOWS:**

Increase total NOT TO EXCEED amount from \$50,000 to \$80,000.00

Approved by City Council 3/18/2008, RTC \_\_\_\_\_.

**ALL OTHER TERMS AND CONDITIONS OF THE PURCHASE ORDER REMAIN UNCHANGED.**

**BUYER**

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**BLANKET ORDER NO BL000671**

<b>ORDERED FROM</b> 05008-001  800-229-1907  CLEANSOURCE ATTN STEVEN LEHTO 650 BRENNAN ST SAN JOSE CA 95112	ORDER DATE	7/11/2007	<b>BILL TO:</b>  City of Sunnyvale Finance Department Accounts Payable PO Box 3707 Sunnyvale CA 94088-3707
	START DATE	7/1/2007	
	END DATE	6/30/2008	
	BID/RFQ NO		
<b>DELIVER TO</b> FINANCE/STORES 221 COMMERCIAL ST SUNNYVALE CA 94086	FOB DESTINATION		FREIGHT CHARGES INCLUDED IN UNIT PRICE
	PAYMENT TERMS	NET 30	REQUISITIONER
	PR NO	0317-Stores	CHARGE/OBJ CODE(S)
OTHER DEPTS/DIVISIONS AUTHORIZED TO USE THIS ORDER P&R FACILITIES MANAGEMENT			799000-1000
			THIS ORDER SUPERSEDES PO NO 28175-B

ITEM	DESCRIPTION	UNIT	UNIT PRICE
	<p>Blanket order for the purchase of janitorial supplies for use by the City of Sunnyvale for a one-year period.</p> <p>Contract items and pricing are listed on Exhibit "A", a copy which is attached and incorporated by reference.</p> <p>Miscellaneous items may be ordered using this purchase order and shall be quoted prior to placement of order.</p> <p>Total value of this purchase order NOT TO EXCEED</p> <p>All invoices shall reference this purchase order number.</p>		\$50,000.00

**This purchase order is subject to the City of Sunnyvale Standard Terms and Conditions for the Purchase of Goods, dated 1/15/2000, a copy of which is attached and incorporated by reference (Form #TCBPO-G).**

**BUYER**

Dreama Howard Phone 408-730-7396 Fax 408-730-7710 ▼