



REQUEST FOR CITY COUNCIL ACTION

MEETING DATE:

September 16, 2020

DEPARTMENT:

Finance

DIVISION:

Purchasing

- ☒ Motion
- ☐ Resolution
- ☐ Ordinance - Introduction
- ☐ Ordinance - Adoption
- ☐ Public Hearing

TITLE:

Cooperative Purchase Agreement: Janitorial and Sanitation Supplies, Equipment, & Related Services

SUMMARY RECOMMENDATION:

Authorize the purchase of Janitorial and Sanitation Supplies, Equipment & Related Services initiated by Mohave Educational Services Cooperative (Mohave) through a one-year contract with the option to renew for four additional one-year periods, depending on the appropriation of funds and satisfactory performance, with an estimated annual expenditure of \$220,000.00 to:

Waxie Sanitary Supply San Diego, California

(Bid #2021-20000035 - Facilities & Maintenance) (Robin Wilson/Justin Lewis)

REPORT:

Based on an analysis of expenditures associated with this commodity, Staff is recommending an approved amount of \$220,000.00 annually. The City purchases many of these items in support of daily operations of the Facilities Maintenance division.

This cooperative contract was competitively bid through the Mohave Educational Services Cooperative agency. Mohave's purchasing policies and procedures come from the Arizona State Board of Education School District Procurement Rules, the Arizona Procurement code and other sections of the Arizona Revised Statutes. Mohave is governed under Title 10 of the Purchasing Revised Statutes.

The use of this cooperative contract with Mohave leverages volume purchasing and reduces administrative overhead costs by not having to conduct and manage a bid for janitorial and sanitation supplies, equipment & related services. This cooperative contract is renewed on an annual basis with the final expiration date of June 01, 2024.

The City has utilized Waxie Sanitary Supply (Waxie)'s branded products for over 20 years which has proven to provide quality products and service. It would not be conducive to change products and equipment, as the chemicals cannot be mixed and would require the changing of the already purchased equipment and staff training. This contract is catalog wide, offering a product list of approximately 2500 janitorial and sanitation supplies, which are available nationally and offered at substantially reduced prices.

Waxie also provides Sustainable Supply Chain Management, Green Partner Support Programs, Cleaning Industry Management Standard, LEED, Green Programs and Environmental Effectiveness Audits. Waxie also provides an online training module with extensive resources covering topics such as effective cleaning techniques, team cleaning approach, hand hygiene, safety/personal protection and proper utilization of powered cleaning equipment. Waxie has an equipment repair service program for onsite and shop repairs for any customer that has purchased from Waxie.

FISCAL REQUIREMENTS	CITY FUNDS:	\$220,000.00	BUDGETED:	\$220,000.00
	STATE FUNDS:	\$0.00	AVAILABLE TO TRANSFER:	\$0.00
	FEDERAL FUNDS:	\$0.00	IN CONTINGENCY:	\$0.00
	OTHER SOURCES:	\$0.00 \$0.00 \$0.00	FUNDING FOR THIS ITEM IS FOUND IN THE FOLLOWING ACCOUNT / FUND / CIP: General Fund	
	TOTAL:	\$220,000.00		
	FISCAL IMPACT STATEMENT:			
ADDITIONAL INFORMATION	SUPPORTING INFORMATION NOT ATTACHED TO THE CITY COUNCIL ACTION FORM THAT IS ON FILE IN THE OFFICE OF THE CITY CLERK:			
	1. 2. 3. 4. 5. IF CITY COUNCIL ACTION INCLUDES A CONTRACT, LEASE OR AGREEMENT, WHO WILL BE RESPONSIBLE FOR ROUTING THE DOCUMENT FOR SIGNATURE AFTER CITY COUNCIL APPROVAL? <input checked="" type="radio"/> Department <input type="radio"/> City Clerk's Office <input type="checkbox"/> Document to be recorded <input type="checkbox"/> Document to be codified			
SIGNATURES	CITY ADMINISTRATOR:		DATE:	
	Philip A. Rodriguez		9/9/2020	
	REVIEWED BY CITY ATTORNEY:		DATE:	
	Richard W. Files		9/9/2020	
SIGNATURES	RECOMMENDED BY (DEPT/DIV HEAD):		DATE:	
	Lisa Marlin		8/31/2020	
SIGNATURES	WRITTEN/SUBMITTED BY:		DATE:	
	James Craig / Robin R. Wilson		8/27/2020	