

Mayor and Council Communication

DATE: 09/22/20

M&C FILE NUMBER: M&C 20-0691

LOG NAME: 13P2020 JANITORIAL SUPPLIES

SUBJECT

(ALL) Authorize the Execution of a Contract with Various Vendors for Janitorial Supplies using BuyBoard Cooperative Contract 598-19 and 569-18, Sourcewell Cooperative Contract 012320-SCC, and Omnia Partners Cooperative R-TC-17006 and R162102 in an Amount Up to \$1,100,000.00 for a One-Year Term for All City Departments

RECOMMENDATION:

It is recommended that the City Council authorize the execution of a contract with various vendors for janitorial supplies using BuyBoard Cooperative Contract 598-19 and 569-18, Sourcewell Cooperative Contract 012320-SCC, and Omnia Partners Cooperative R-TC-17006 and R162102 in an amount up to \$1,100,000.00 for a one-year term for all city departments

DISCUSSION:

On September 29, 2015, the City Council approved Mayor and Council Communication P-11794 authorizing agreements for janitorial supplies with various vendors for an amount up to \$950,000.00 per year. City departments use these agreements to purchase needed janitorial supplies. The agreements were for one year and four additional one-year renewal options. The current agreements will expire on September 30, 2020.

The Purchasing Division began the bidding process in July, however the bid document was not completed in time to issue before the current contracts expired. In order to meet the City's need for janitorial supplies, Purchasing staff recommends utilizing the following Cooperative Contracts for an amount up to \$1,100,000.00 for janitorial supplies:

Cooperative Contract	Vendor
BuyBoard 598-19	Empire Paper Company
Sourcewell 012320-SCC	Staples Contract and Commercial LLC
BuyBoard 569-18	Home Depot Pro
Omnia Partners R-TC-17006	Amazon
Omnia Partners R162102	Office Depot

In the Spring of 2021, Purchasing staff will issue a bid for janitorial supplies to ensure that the city is receiving the best value for janitorial supplies.

COOPERATIVE PURCHASE - State law provides that a local government purchasing an item under a cooperative purchasing agreement satisfies State laws requiring that the local government seek competitive bids for purchase of the items. BuyBoard, Sourcewell, and Omnia Partners have been competitively bid to increase and simplify the purchasing power of local government entities across the State of Texas.

ADMINISTRATIVE CHANGE ORDER - an administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

M/WBE OFFICE - An M/WBE goal is not assigned when purchasing from an approved purchasing cooperative or other public entity.

A 1295 form is not required for Amazon, Home Depot, and Office Depot because they are publicly traded.

Upon City Council approval, the Agreement shall begin upon execution of the Agreement and shall continue for a term up to one year.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the participating departments' Operating Funds to support the approval of the above recommendation and award of the contract. Prior to any expenditure being incurred, the participating departments have the responsibility to validate the availability of funds.

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