



## Legislation Text

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File #: 22-0643, Version: 1

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### **CITY COUNCIL AGENDA ITEM**

#### **ACTION REQUESTED:**

Approve the award of Cooperative Procurement 22-171, Janitorial Supplies, to W.W.Grainger, Inc. for an amount not to exceed \$145,000 and for a one-year term

**DEPARTMENT:** Department of Public Works

**SUBMITTED BY:** Richard Dublinski, Director

#### **BACKGROUND:**

The Department of Public Works-Public Building Operations Division (PBO) is responsible for maintaining the City's facilities and public spaces, including the Central Business District (CDB) and parking decks. As part of this responsibility, PBO obtains the janitorial supplies used at facilities and distributes the supplies to the custodial contractors and staff for use.

In 2019, PBO conducted an internal assessment regarding the procurement and in-house inventory management of janitorial supplies to improve operations, including an analysis to determine if janitorial supplies should be bid or procured through a national cooperative contract. Staff evaluated cooperatives with six supply vendors and recommended the use of a cooperative janitorial supply contract to facilitate the purchase and distribution of supplies.

In 2019, the City awarded Cooperative Contract 19-211 to Grainger for a one-year term from July 1, 2019 to June 30, 2020. In 2020 and 2021, the City again awarded cooperative contracts to Grainger for one-year terms respectively for janitorial supplies.

#### **DISCUSSION:**

Staff recommends continuing the use of an approved cooperative contract, OMNIA Partners Cooperative Contract 192163 through W.W. Grainger Inc., for the procurement of the janitorial supplies.

Grainger has assisted the City with increasing cost savings by finding comparable products at lower prices. In addition, Grainger has helped the City customize the Keepstock program, an inventory management solution, to ensure that spending does not exceed the monthly allocation for each location by setting product ordering limits.

The award amount includes funding for supplies necessary to continue to maintain City facilities. COVID-19 caused a destabilization in the market for custodial supplies, which has resulted in difficulty in obtaining products. The award amount reflects the current spending and the additional supplies needed due to COVID-19.

The term of this contract is one year from July 1, 2022 through June 30, 2023.

**FISCAL IMPACT:**

CIP #: N/A

Janitorial supplies are expensed to the Custodial Supplies and Operating Supplies accounts listed below. A total of \$185,000 is budgeted for janitorial supplies in 2022. The requested award of \$145,000 is within the budgeted amount for this expense.

<b>Account Number</b>	<b>Fund Description</b>	<b>Total Budget Amount</b>
31341100-541401	General Fund	\$135,000
22251100-541401	General Fund	\$25,000
31254300-541407	Downtown Maint. Fund	\$110,750