



**PURCHASING ITEM  
FOR  
COUNCIL AGENDA**

1. Agenda Item Number:

29

2. Council Meeting Date:

February 14, 2008

TO: **MAYOR & COUNCIL**

3. Date Prepared: January 14, 2008

THROUGH: **CITY MANAGER**

4. Requesting Department: Management Services

5. **SUBJECT:** Extend use of State of Arizona Contract #SCC060003 for the purchase of janitorial supplies from Waxie Sanitary Supply in an amount not to exceed \$175,000.

6. **RECOMMENDATION:** Approve the extension of janitorial supplies with Waxie Sanitary Supply utilizing the State of Arizona Contract #SCC060003 for an amount not to exceed \$175,000.

7. **HISTORICAL BACKGROUND/DISCUSSION:** In December 2005, the State of Arizona issued a bid for the purchase of various janitorial supplies that will be used by the City's janitorial staff and other City staff as required. The Contract includes such items as chemicals, brooms, cleaning supplies as well as toilet paper, paper towels, and plastic can liners. Waxie Sanitary Supply has been awarded this contract. During the past year, the City spent almost \$170,000 for these various items.

8. **EVALUATION PROCESS:** State of Arizona issued a bid for janitorial products and an award was made to Waxie Sanitary Supply for a one-year period beginning March 1, 2006 with provisions to extend for four additional years. These items are stocked in Central Supply and distributed upon request. By utilizing this contract, it eliminates the bidding cost and obtains better pricing due to the purchasing discounts the state obtains on their bids. Staff is satisfied with the items and service provided by this vendor and is requesting a third year approval to utilize the contract. A purchase order will be used as the contract and the City has an approved Intergovernmental Agreement with the State of Arizona.

9. **FINANCIAL IMPLICATIONS:** Funds for the requested supplies will come from General Fund, Inventory (101.0000.0000.1516). Individual cost centers will be charged for the supplies as they are issued.

10. **PROPOSED MOTION:** Move to extend the use of State of Arizona contract #SCC060003 for the purchase of janitorial supplies from Waxie Sanitary Supply for an amount not to exceed \$175,000 per staff recommendation.

**APPROVALS**

11. Requesting Department

  
William Robinson, Central Supply Supervisor

12. Department Head

  
Dennis Strachota

13. Procurement Officer

  
Kristy Garcia, CPPB

14. City Manager

  
W. Mark Pentz