

File ID: 2024-00768

4/30/2024

Goods Supplemental Contracts: Janitorial Supplies [Published for 10-Day Review 04/18/2024]

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Location: Citywide

Recommendation: Accept and publish for review a **Motion:** 1) authorizing the City Manager or the City Manager's designee to execute Supplemental Contract No. 3 to City Contract No. PRC000630 with Abe Janitorial Supply increasing the not-to-exceed amount of the contract from 1.3 million to \$1.36 million, and Supplemental Contract No. 4 to City Contract No. PRC000634 with Waxie Sanitary Supply increasing the not-to-exceed amount of the contract from \$600,000 to \$660,000; and 2) resetting the contract signature authority levels for the City Manager or the City Manager's designee for these contracts.

Contact: Gary O'Neill, Contracts and Compliance Specialist, (916) 808-7432, goneill@cityofsacramento.org; Dayana Reyes Zanaska, Procurement Manager, (916) 808-5524, dreyeszanaska@cityofsacramento.org, Department of Finance

Presenter: None

Attachments:

- 1-Description/Analysis
- 2-Supplemental Agreement Abe Janitorial Supply
- 3-Supplemental Agreement Waxie Sanitary Supply

Description/Analysis

Issue Detail: City departments have an ongoing need for janitorial supplies, including restroom paper supplies and other cleaning supplies and equipment. The Procurement Division issued Bid No. EV00000059 with a closing date of August 27, 2019, to competitively solicit suppliers. The City awarded contracts for the citywide purchase of janitorial supplies through Motion No. 2019-0401 on December 3, 2019.

Ongoing analysis of spending trends for these contracts has forecast that the current not-to-exceed (NTE) amounts of the contracts may be insufficient and should be increased to allow for purchases through the sunset dates of the contracts.

Policy Considerations: The recommendations in this report are in accordance with Sacramento City Code Chapter 3.56 and Sacramento City Council Rules of Procedure, Chapter 7, Section E.2.d, which requires additional posting time for labor agreements and agreements greater than \$1 million shall be made available to the public at least ten (10) days prior to the council action. This item was published for a 10-day review on April 18, 2024 as required.

Environmental Considerations:

California Environmental Quality Act (CEQA): This report concerns administrative activities and governmental fiscal activities that do not constitute a “project” as defined by the CEQA Guidelines Sections 15378(b)(2) and 15378(b)(4) and are not subject to the provisions of CEQA (CEQA Guidelines Section 15060(c)(3)).

Sustainability: The contractors follow the City’s Sustainable Purchasing Policy. Recycled products meet or exceed City and State requirements for sustainability.

Commission/Committee Action: None.

Rationale for Recommendation: Increasing the NTE amounts will allow City departments to have a consistent source for these materials. Resetting the authority of the City Manager or the City Manager’s designee will allow Procurement to make shall adjustments if needed in the final months of the contract term.

Financial Considerations: Funding for these contracts is included in Fiscal Year (FY)2023/24 operating budgets and/or capital improvement program budgets of the departments that require these goods. Funding for FY2024/25 is subject to Council budget approval.

Local Business Enterprise (LBE): Abe Janitorial Supply is an LBEs; Waxie Sanitary Supply is not.

ATTACHMENT 2



CONTRACT #: **PRC000630, AMENDMENT NO. 3**
CONTRACT EFFECTIVE DATE: January 1, 2020
CONTRACT EXPIRATION DATE: December 31, 2024
CONTRACT NAME: **JANITORIAL SUPPLIES (CITYWIDE)**
CONTRACT PROJECT #: 06001521-1001-461221
BID SOURCING EVENT #: EV00000059
DEPARTMENT: FINANCE
DIVISION: PROCUREMENT

GOODS CONTRACT AMENDMENT

The City of Sacramento ("City") and **ABE JANITORIAL SUPPLY COMPANY** ("Contractor"), as parties to that certain Contract awarded for the above Event and designated as City Contract Number **PRC000630**, including any prior Contract Amendments modifying the Contract (the Contract and Contract Amendments are hereafter collectively referred to as the "Contract"), hereby amend and modify the Contract as follows:

1.) SCOPE

The Goods specified in Attachment 1 and Attachment 2 to the Payment Exhibit of the Contract are not changed.

2.) TIME OF PERFORMANCE

The Contract Expiration Date has not changed.

3.) CONTRACT AMOUNT

In consideration of the Contract Amendment(s) described above, the maximum not-to-exceed amount that is specified in the Contract is **INCREASED by \$60,000**, and the Contract's maximum not-to-exceed amount is amended as follows:

The original Contract sum was:	\$750,000
The net change by previous Contract Amendment was:	\$550,000
The Contract sum prior to this Contract Amendment was:	\$1,300,000
The Contract sum will be INCREASED by this Contract Amendment:	\$60,000
The new Contract sum including all Contract Amendments:	\$1,360,000

4.) AUTHORIZED SIGNATURE

Contractor warrants and represents that the person or persons executing this amendment on behalf of Contractor has or have been duly authorized by the Contractor to sign this amendment and bind Contractor to the terms hereof.

5.) FULL FORCE AND EFFECT

Except as specifically revised herein, all terms and conditions of the Contract shall remain in full force and effect, and Contractor shall perform all the services, duties, obligations, and conditions required under the Contract, as supplemented and modified by this amendment to the original agreement.

SIGNATURES

The parties have signed this Contract, effective as of the day and year first stated above.

CONTRACTOR

Under penalty of perjury, I certify that the information provided here is correct.

Signature:

Title:

Additional Signature (if required):

Title:

CITY OF SACRAMENTO

A Municipal Corporation

APPROVED AS TO FORM:

Signature:

Title:

Reviewed By:

Signature:

Title:

Approved By:

Signature:

Title:

Additional Signature (if required):

Title:

- 1 CONTRACT #: **PRC000634 Amendment No. 4**
CONTRACT EFFECTIVE DATE: January 1, 2020
CONTRACT EXPIRATION DATE: December 31, 2024
- 2 CONTRACT NAME: **JANITORIAL SUPPLIES (CITYWIDE)**
- 3 CONTRACT PROJECT #: 06001521-1001-461221
- 4 BID EVENT #: EV000000059
DEPARTMENT: Finance
DIVISION: Procurement

GOODS CONTRACT AMENDMENT NO. 4

The City of Sacramento ("City") and **Waxie Sanitary Supply** ("Contractor"), as parties to that certain Contract awarded for the above Event and designated as City Contract Number **PRC000634**, including any prior Contract Amendments modifying the Contract (the Contract and Contract Amendments are hereafter collectively referred to as the "Contract"), hereby amend and modify the Contract as follows:

1 SCOPE

The Goods specified in Attachment 1 and Attachment 2 to the Payment Exhibit of the Contract are not changed.

2 TIME OF PERFORMANCE

The Contract Expiration Date has not changed.

3 CONTRACT AMOUNT

In consideration of the Contract Amendment(s) described above, the maximum not-to-exceed amount that is specified in the Contract is **INCREASED by \$60,000**, and the Contract's maximum not-to-exceed amount is amended as follows:

- A. The original Contract sum was: \$500,000
- B. The net change by previous Contract Amendment was: \$100,000
- C. The Contract sum prior to this Contract Amendment was: \$600,000
- D. The Contract sum will be INCREASED by this Contract Amendment: \$60,000
- E. The new Contract sum including all Contract Amendments: \$660,000**

4. AUTHORIZED SIGNATURE

Contractor warrants and represents that the person or persons executing this amendment on behalf of Contractor has or have been duly authorized by the Contractor to sign this amendment and bind Contractor to the terms hereof.

5 FULL FORCE AND EFFECT

Except as specifically revised herein, all terms and conditions of the Contract shall remain in full force and effect, and Contractor shall perform all the services, duties, obligations, and conditions required under the Contract, as supplemented and modified by this amendment to the original agreement.

SIGNATURES

The parties have signed this Contract, effective as of the day and year first stated above.

CONTRACTOR

Under penalty of perjury, I certify that the information provided here is correct.

Signature: Rob Wullenwaber
Rob Wullenwaber (Mar 15, 2024 11:28 PDT)

Title: Sales Manager

Additional Signature (if required):

Title:

CITY OF SACRAMENTO

A Municipal Corporation

APPROVED AS TO FORM:

Signature: ASolis
Angel Solis (Mar 15, 2024 15:24 PDT)

Title: Senior Deputy City Attorney

Reviewed By:

Signature:

Title:

Approved By:

Signature:

Title:

Additional Signature (if required):

Title: