



CITY COUNCIL AGENDA ITEM

Date: May 13, 2014

To: Brian Kischnick, City Manager

From: Thomas Darling, Financial Services Director
 MaryBeth Murz, Purchasing Manager
 Steven Pallotta, Building Operations Director

Subject: Standard Purchasing Resolution 2: Award to Lowest Bidder Meeting Specifications – Custodial Supplies

History

- The Building Operations Department orders custodial supplies on an as needed basis for City of Troy building locations.
- The City currently is under contract with Empire Equipment & Supply Co.
- The current contract expires June 30, 2014.

Purchasing

On May 8, 2014, a bid opening was conducted as required by City Charter and Code for Custodial Supplies. The bid was posted on the Michigan Inter-governmental Trade Network (MITN) website; www.mitn.info and was sent to the Troy Chamber of Commerce. Below is a detailed summary of potential vendors for both bid opportunities:

Companies notified via MITN	103
Troy Companies notified via MITN	3
Troy Companies notified Active email Notification	2
Troy Companies notified Active Free	1
Companies that viewed the bid	44
Troy Companies that viewed the bid	1

MITN provides a resourceful online platform to streamline the procurement process, reduce costs, and make it easier and more transparent for vendors to do business with the City of Troy.

Active MITN members with a current membership and paying annual dues receive automatic electronic notification which allows instant access to Bids, RFPS and Quote opportunities with the City.

Active MITN non-paying members are responsible to monitor and check the MITN website for opportunities to do business with the City.

Inactive MITN member status can occur when a company does not renew their account upon expiration. Inactive members cannot be notified of solicitations or access any bid information.

Nine (9) bid proposals were received. Note, that five (5) of the nine (9) companies submitted a complete bid response by bidding every line item. Empire Equipment & Supply Co. of Detroit, MI was low bidder meeting specifications and responding to all line items. Empire Equipment & Supply Co. is the current Custodial Supply Company for the City and successfully performs all aspects of the current contract.

Financial

Funds are available through various operating budgets for custodial supplies.

Recommendation

City management recommends awarding a contract for one-year requirements of Custodial Supplies with an option to renew for two (2) additional years to the low bidder meeting specifications, Empire Equipment & Supply of Detroit, MI, for an estimated cost of \$29,681.70, at the unit prices contained in the bid tabulation opened May 8, 2014.

G:\Bid Award 14-15\Award Standard Purchasing Resolution 2 Custodial Supplies ITB-COT 14-16.doc

VENDOR NAME:

ITEM	EST QTY (CS)	NUMBER PER CASE	DESCRIPTION	Empire Equipment & Supply	SupplyDen	Kellermeyer	OfficeMax	Colman Wolf
				MANUF/BRAND CASE PRICE	MANUF/BRAND CASE PRICE	MANUF/BRAND CASE PRICE	MANUF/BRAND CASE PRICE	MANUF/BRAND CASE PRICE
				Detroit, MI	Rochester Hills, MI	Bowling Green, OH	Naperville, IL	Detroit, MI
1.	400	96 rolls	2 Ply Toilet Tissue, 4.5" W X 3"-3.5" Diam.	\$30.57	\$33.75	\$32.77	\$43.95	\$37.59
2.	600	4,000 ea	Unbleached Multi-fold Brown Towels, 9.25"x9.5"	\$15.38	\$14.00	\$14.97	\$18.38	\$25.37
3.	30	4 Gal/cs	Antiseptic Liquid Hand Soap	\$19.64	\$40.93	\$34.34	\$27.53	\$33.30
4.	20	4 Gal/cs	Pink Lotion Hand Soap	\$19.64	\$25.57	\$15.41	\$20.25	\$26.83
5.	50	6 Gal/cs	Liquid Bleach Sunbrite Household Bleach	\$8.86	\$6.45	\$13.20	\$14.34	\$11.70
6.	180	6 rolls/cs	Hardwound Natural Roll Towels 8" x 800'	\$16.00	\$16.15	\$17.83	\$23.38	\$21.65
7.	20	250/pkg 20/cs	C-Seat Covers 18 x 15 KCP 39000 1- Ply White	\$38.20	\$37.50	\$40.75	\$32.83	\$33.54
8.	40	12 cans/cs	Mist Air Freshener Can Dim 5 1/2" with nozzle	\$38.45	\$30.14	\$37.54	\$46.00	\$66.45
9.	10	250/cs	Wax C-bags/sanitary napkin disp 9500028	\$16.00	\$17.00	\$16.45	\$17.20	\$13.83
10.	20	50#/bx	Clothesline Fresh Laundry Detergent	\$24.76	\$38.13	\$45.14	\$46.15	\$41.85
11.	25	12 rolls/cs	Scott 2-ply coreless Bathroom Tissue (Parks)	\$38.54	\$57.27	\$38.66	\$50.82	\$32.93
ESTIMATED GRAND TOTAL FOR ALL ITEMS:				\$29,681.70	\$31,188.75	\$31,648.20	\$39,626.40	\$41,402.95
PERCENT OFF CATALOG DISCOUNT:				20%	40%	20%	30% Minimum	20%
DELIVERY: Minimum shipment: (\$ Amount or Case Qty)				\$300.00	\$250.00	\$350.00	None	\$250.00
CONTACT INFO: Hrs of Operations				8:00am-5:00pm	7:30am-5:30pm	8:00am-5:00pm	6:00am-9:00pm CST	8:00am-5:00pm
24 Hr Phone #				248-470-7213	248-755-3324	800-445-7415	248-631-9308	313-496-3500
Fax #				313-366-0706	248-299-9410	419-255-3022	1.877.969.1629	313-344-9044
DESCRIPTIVE LITERATURE: Attached Y or N				N	N	Y	Y	Y
INSURANCE: Can meet Cannot meet				X	X	X	X	X
PAYMENT TERMS:				Net 30	Net 30	Net 30	Net 30 on a daily invoice. Net 10 on a summary bill	NET 30
				Manufacturers	Product Guaranteed	N/A	30 day return policy for any reason. Applicable manufacturer warranty will be passed on to City of Troy. For private brand products OfficeMax will honor applicable warranty.	Blank
WARRANTY:						See attached spec pages. Delivery days Monday & Wednesday.		
EXCEPTIONS:				No exceptions	None			Blank
ALL OR NONE AWARD - Box <input checked="" type="checkbox"/>				N	N	N	N	N
ACKNOWLEDGEMENT: Signed				Y	Y	Y	Y	Y
REFERENCES				Y	Y	Y	Y	Y
P-CARDS ACCEPTED:				Y	If paid within 3-5 days	Y	Yes at time of purchase only.	

PROPOSAL: One (1) Year Requirements of Custodial Supplies with an option to renew for two (2) additional years.

HIGHLIGHTED AREA DENOTES LOW TOTAL BIDDER

ATTEST:
 Enna Bachelor
 Sue Riesterer
 Laura Campbell

MaryBeth Murz,
 Purchasing Manager

VENDOR NAME:

ITEM	EST QTY (CS)	NUMBER PER CASE	DESCRIPTION	Apac Paper & Packaging Allen Park, MI MANUF/BRAND CASE PRICE	Sun Valley Foods Detroit, MI MANUF/BRAND CASE PRICE	Hercules & Hercules Detroit, MI MANUF/BRAND CASE PRICE	Pyramid School Products Tampa, FL MANUF/BRAND CASE PRICE
1.	400	96 rolls	2 Ply Toilet Tissue, 4.5" W X 3"-3.5" Diam.	\$30.76	\$27.36		
2.	600	4,000 ea	Unbleached Multi-fold Brown Towels, 9.25"x9.5"	\$13.53	\$14.42		
3.	30	4 Gal/cs	Antiseptic Liquid Hand Soap	\$39.63			\$27.98
4.	20	4 Gal/cs	Pink Lotion Hand Soap	\$17.29		\$18.42	
5.	50	6 Gal/cs	Liquid Bleach Sunbrite Houshold Bleach		\$10.43	\$10.26	
6.	180	6 rolls/cs	Hardwound Natural Roll Towels 8" x 800'	\$16.30	\$17.30		
7.	20	250/pkg 20/cs	C-Seat Covers 18 x 15 KCP 39000 1- Ply White	\$30.82		\$55.53	\$28.79
8.	40	12 cans/cs	Mist Air Freshener Can Dim 5 1/2" with nozzle			\$38.40	\$30.98
9.	10	250/cs	Wax C-bags/sanitary napkin disp 9500028	\$12.39		\$19.15	\$10.99
10.	20	50#/bx	Clothesline Fresh Laundry Detergent	\$37.30			
11.	25	12 rolls/cs	Scott 2-ply coreless Bathroom Tissue (Parks)	\$33.60		\$61.31	
ESTIMATED GRAND TOTAL FOR ALL ITEMS				\$27,217.00	\$23,231.50	\$5,252.25	\$2,764.30
PERCENT OFF CATALOG DISCOUNT:				N/A		10%	20%
DELIVERY:	Minimum shipment: (\$ Amount or Case Qty)			\$200.00	Blank	\$200.00	\$50.00
CONTACT INFO:	Hrs of Operations 24 Hr Phone # Fax #			8:00am-5:00pm 313-982-6400 313-982-9900	8:00am-5:00pm 313.729.5590 313.865.6364	8:00am-4:00pm 313.933.6669 313.933.1801	M-F 800.792.2644 813.621.7688
DESCRIPTIVE LITERATURE:	Attached Y or N			Y	N	Y	Y
INSURANCE:	Can meet Cannot meet			X	Y	X	X
PAYMENT TERMS:				NET 30	1/2 Ten NET 30	NET 30	NET 30
WARRANTY:				Mfg Warranty Applies	Blank	Blank	Standard Mfg Warranty
EXCEPTIONS:				Samples upon request. Substitutions marked on bid.	Minimum 50 cases. Pricing firm through 05/31/2015. Thereafter no more than a 5% increase	Blank	Blank
ALL OR NONE AWARD - Box <input checked="" type="checkbox"/>	Y or N			N	N	N	N
ACKNOWLEDGEMENT: Signed	Y or N			Y	Y	Y	Y
REFERENCES				Y	Y	Y	Y
P-CARDS ACCEPTED:	Y or N			N	Blank	Y	Blank