



## CITY COUNCIL ACTION REPORT

December 29, 2009

TO: John Szerlag, City Manager

FROM: John M. Lamerato, Assistant City Manager/Finance and Administration  
Susan A. Leirstein, Purchasing Director  
Steven A. Pallotta, Building Operations Director

SUBJECT: Standard Purchasing Resolution 2: Bid Award – Lowest Acceptable Bidders – Custodial Supplies

### **Background**

- On November 23, 2009, formal bids were received to provide one (1) year requirements of custodial supplies with an option to renew for one (1) additional year.
- 150 Vendors were notified via the MITN system with twenty-one (21) bid responses received; as well as one statement of no bid.
- Numerous vendor submissions were disqualified by line item due to packaging requirements that did not meet size or quantity specifications. Empire Equipment & Supply could not be considered for individual item awards as their bid was based on an all or none award status.
- Building Operations has limited warehouse space for custodial supplies and orders are placed as needed to avoid large upfront costs for stored products. Just-In-Time delivery allows for inventory reduction with the establishment of term contracts with supply chain partners.

### **Financial Considerations**

- Funds are budgeted in various departmental operating accounts for custodial supplies.

### **Legal Considerations**

- ITB-COT 09-45, to provide one(1) year requirements of custodial supplies with an option to renew for one (1) additional year was competitively bid and publicly opened, in accordance with City Charter and Code.
- The awards are contingent upon the recommended bidders' submission of proper contract and bid documents, including insurance certificates and all other specified requirements.

### **Recommendation**

- City management and the Building Operations department recommend awarding one (1) year contracts with an option to renew for one (1) additional year to the following lowest acceptable bidders: HP Products Corporation of Belleville, Nichols of Muskegon, SupplyDen of Rochester Hills, Kellermeyer Company of Bowling Green, Ohio and Hercules & Hercules Inc of Detroit, for an estimated total cost of \$30,136.55 at unit prices contained on the attached bid tabulation to expire November 30, 2010.

Opening Date -- 11/23/09  
 Date Reviewed -- 12/22/09

jh/sl

CITY OF TROY  
 BID TABULATION  
 CUSTODIAL SUPPLIES

VENDOR NAME:

HP Products	Hercules &	SupplyDen	Nichols
Corporations	Hercules, Inc		

ITEM	EST QTY (CS)	DESCRIPTION	CASE PRICE	CASE PRICE	CASE PRICE	CASE PRICE
1.	350	2 Ply Toilet Tissue, 4.5" W X 3.5" Diam.	Alt Bid: DMS DMS	\$ 32.48	\$ 29.98	Alt Bid: \$33.70 \$ 31.46
2.	220	Unbleached Roll Towels, 8' x 800'	Alt Bid: \$18.05 \$ 17.78	\$ 18.76	\$ 19.94	\$ 18.39
3.	1,000	Unbleached Multi-fold Towels, 9.25" x 9.516"	Alt Bid: \$14.66 \$ 13.39	\$ 15.25	\$ 14.98	\$ 14.29
4.	10	Toilet Seat Covers, 250 Pkg Dim 14 7/8" x 10"	DMS	\$ 23.00	\$ 31.40	\$ 35.70
5.	22	Hand Soap, Pink in Color, 1 Gallon bottles	\$ 15.96	\$ 14.50	\$ 24.60	\$ 24.50
6.	34	Mist Air Freshener, Can Dim 5 1/2" w/nozzle	\$ 29.77	\$ 31.25	\$ 40.00	\$ 52.08
7.	4	Wax Bags/Sanitary Napkin Disposal	\$ 13.13	\$ 15.00	\$ 14.38	\$ 15.45
8.	25	Wypall Boxed Wipe Towels, 90 per Pkg	Alt Bid: \$36.14 DMS	No bid	\$ 47.00	\$ 32.21
9.	20 each	Roll Towel Dispensers for (8" x 800' rolls)	\$ 21.17	NO CHARGE	NO CHARGE	NO CHARGE

**ESTIMATED TOTAL AWARDED ITEMS:**

\$ 14,454.70	\$ 549.00	\$ 10,493.00	\$ 805.25
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**DELIVERY:** Within  
 Minimum shipment:

3 to 10 days	1 - 4 Days	One Day	2 - 3 Days
\$ 200.00	\$ 200.00	No Minimum	\$ 150.00

**CONTACT INFO** Hrs of Operations  
 24 Hr Phone #  
 Fax#

8 AM to 5 PM	7:30AM to 5 PM	M-F 7:30 AM to 5:30 PM	M-F 8 AM to 5 PM
800-333-7277	313-933-6669	248-755-3324	Blank
734-369-5708	313-933-1801	248-299-9410	231-799-3550

**DESCRIPTIVE LITERATURE:** Marked

XX	Literature	Blank	X
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**INSURANCE:** Can meet  
 Cannot meet  
 Signed Y or N

XX	XX	XX	XX
Yes	Yes	Yes	Yes

**PAYMENT TERMS:**

Net 30	Net 30	Net 30	Net 25
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**WARRANTY:**

Blank	N/A	Mfr's	Blank
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**ALL OR NONE AWARD - Box**  Y or N

Not checked	Not checked	Not checked	Not checked
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**EXCEPTIONS:**

Attached To Bid	Line 1)-2 ply toilet tissue - only 80	Blank	Blank
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rolls to case, 550 sheets  
 to roll -  
 Item #1 has an Alternate: \$33.70 Per Case

**ACKNOWLEDGEMENT: Yes or No**

Yes	Yes	Yes	Yes
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**NO BIDS:**

Womens Economic Empowerment Group

**PROPOSAL: One (1) Year Requirements of Custodial Supplies with an Option to Renew for One (1) Additional Year**

**ATTEST:**

Mary Ann Hays  
Diane Fisher  
Linda Bockstanz

**HIGHLIGHTED ITEMS DENOTES LOWEST ACCEPTABLE BIDDERS**

Susan Leirstein CPPO CPPB  
 Purchasing Director

Opening Date -- 11/23/09  
 Date Reviewed -- 12/22/09

CITY OF TROY  
 BID TABULATION  
 CUSTODIAL SUPPLIES

VENDOR NAME:

Kellermeyer/ Bockstanz/Femco K-Express/K-1 Co.	Prestige Service & Supply, Inc	Empire Equip & Supply Co	Commercial Janitorial Supply
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ITEM	EST QTY (CS)	DESCRIPTION	CASE PRICE	CASE PRICE	CASE PRICE	CASE PRICE
1.	350	2 Ply Toilet Tissue, 4.5" W X 3.5" Diam.	\$ 35.09	\$ 29.99	DMS	DMS
2.	220	Unbleached Roll Towels, 8' x 800'	\$ 17.43	\$ 17.74	\$ 19.76	\$ 18.63
3.	1,000	Unbleached Multi-fold Towels, 9.25" x 9.516"	\$ 15.20	\$ 13.78	\$ 15.06	\$ 14.66
4.	10	Toilet Seat Covers, 250 Pkg Dim 14 7/8" x 10"	\$ 45.38	DMS	\$ 39.21	\$ 44.82
5.	22	Hand Soap, Pink in Color, 1 Gallon bottles	\$ 17.90	\$ 15.00	\$ 15.50	\$ 15.43
6.	34	Mist Air Freshener, Can Dim 5 1/2" w/nozzle	\$ 66.60	\$ 33.50	\$ 52.37	\$ 38.30
7.	4	Wax Bags/Sanitary Napkin Disposal	\$ 18.60	\$ 17.00	DMS	\$ 15.30
8.	25	Wypall Boxed Wipe Towels, 90 per Pkg	\$ 39.90	\$ 36.00	\$ 37.55	\$ 55.12
9.	20 each	Roll Towel Dispensers for (8" x 800' rolls)	NO CHARGE	NO CHARGE	NO CHARGE	NO CHARGE

**ESTIMATED TOTAL AWARDED ITEMS:**

\$ 3,834.60	N/A	N/A	N/A
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**DELIVERY:** Within  
 Minimum shipment:

Next Day	One Day	2 - 3 Days	2 - 3 Days
Blank	\$ 100.00	\$ 300.00	\$ -

**CONTACT INFO** Hrs of Operations  
 24 Hr Phone #  
 Fax #

8 AM to 5 PM	8:30 AM to 5:30 PM	M-F 8 AM to 5 PM	M-F 8 AM to 4:30 PM
800-445-7415	586-996-6001	248-470-7213	586-778-9690
800-722-2752	586-247-1752	313-366-0706	586-759-8506

**DESCRIPTIVE LITERATURE:** Marked

Blank	*	Attach	Blank
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**INSURANCE:** Can meet  
 Cannot meet  
 Signed Y or N

XX	XX	XX	XX
Yes	Yes	Yes	Yes

**PAYMENT TERMS:**

Blank	30 Days	Net 30	Net 30
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**WARRANTY:**

Blank	Yes	N/A	Blank
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**ALL OR NONE AWARD - Box**  Y or N

Not checked	Not checked	Yes	Not checked
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**EXCEPTIONS:**

Blank	Blank	Blank	Blank
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**ACKNOWLEDGEMENT: Yes or No**

Yes	Yes	Yes	Yes
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**DMS:**

Numerous Items were disqualified due to packaging requirements that did not meet size or quantity specifications. Empire Equipment could not be considered for individual awards as their bid was based on an all or none award status.

Opening Date -- 11/23/09  
 Date Reviewed -- 12/22/09

CITY OF TROY  
 BID TABULATION  
 CUSTODIAL SUPPLIES

VENDOR NAME:

APAC Paper & Packaging	Supply Pro / Joshen Paper & Packaging	Macomb Wholesale Supply Corp	Tryco, Inc.
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ITEM	EST QTY (CS)	DESCRIPTION	CASE PRICE	CASE PRICE	CASE PRICE	CASE PRICE
1.	350	2 Ply Toilet Tissue, 4.5" W X 3.5" Diam.	\$ 32.79	\$ 30.53	\$ 31.10	\$ 34.05
2.	220	Unbleached Roll Towels, 8' x 800'	\$ 14.95	DMS	\$ 20.75	\$ 28.10
3.	1,000	Unbleached Multi-fold Towels, 9.25" x 9.516"	\$ 13.45	\$ 15.40	\$ 15.64	\$ 14.40
4.	10	Toilet Seat Covers, 250 Pkg Dim 14 7/8" x 10"	\$ 62.10	\$ 37.35	\$ 30.35	\$ 28.75
5.	22	Hand Soap, Pink in Color, 1 Gallon bottles	\$ 20.25	\$ 17.28	\$ 16.56	\$ 17.20
6.	34	Mist Air Freshener, Can Dim 5 1/2" w/nozzle	\$ 72.50	\$ 64.20	\$ 34.72	\$ 32.70
7.	4	Wax Bags/Sanitary Napkin Disposal	\$ 20.95	\$ 20.02	\$ 16.87	\$ 29.95
8.	25	Wypall Boxed Wipe Towels, 90 per Pkg	\$ 43.95	\$ 38.96	\$ 39.97	\$ 37.50
9.	20 each	Roll Towel Dispensers for (8" x 800' rolls)	*Exception: \$31.00 each	NO CHARGE	NO CHARGE	NO CHARGE
<b>ESTIMATED TOTAL AWARDED ITEMS:</b>			Item #2 s/b \$17.77			
			N/A	N/A	N/A	N/A
<b>DELIVERY:</b> Within			Next Day	3 Days	3 - 5 Days	2 Days
Minimum shipment:			\$ 250.00	N/A	\$ 200.00	No Minimum
<b>CONTACT INFO</b> Hrs of Operations			8 AM to 5 PM	8 AM to 5 PM	M-F 8AM to 4:30PM	8 AM to 5 PM
24 Hr Phone #			313-982-6400	810-343-7006	586-255-1791	734-953-6800
Fax #			313-982-9900	810-239-2819	586-415-7404	734-953-6795
<b>DESCRIPTIVE LITERATURE:</b> Marked			Blank	(Bid Spec)	INFO	Labeled
<b>INSURANCE:</b> Can meet			XX	XX	XX	XX
Cannot meet						
Signed Y or N			Yes	Yes	Yes	Yes
<b>PAYMENT TERMS:</b>			Net 30 Days	N/30	Net 30	Net 30
<b>WARRANTY:</b>			30 Days	Mfr	Blank	Blank
<b>ALL OR NONE AWARD - Box</b> <input checked="" type="checkbox"/> Y or N			Not checked	Not checked	Not checked	Not checked
<b>EXCEPTIONS:</b>			Will accept a partial award.	Towel dispenser will be provided	Blank	Blank
			Towel Dispenser,	at N/C upon		
			item 9 is \$31.00	award of all		
			ea - Not at N/C	paper products.		
<b>ACKNOWLEDGEMENT: Yes or No</b>			Yes	Yes	Yes	Yes

Opening Date -- 11/23/09  
 Date Reviewed -- 12/22/09

CITY OF TROY  
 BID TABULATION  
 CUSTODIAL SUPPLIES

VENDOR NAME:

Central Poly Corporation	Detroit Chemical & Paper Supply Co	Sun Valley Foods Co	JEM Industries, Inc
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ITEM	EST QTY (CS)	DESCRIPTION	CASE PRICE	CASE PRICE	CASE PRICE	CASE PRICE
1.	350	2 Ply Toilet Tissue, 4.5" W X 3.5" Diam.	\$ 36.50	\$ 33.63	\$ 43.21	\$ 37.85
2.	220	Unbleached Roll Towels, 8' x 800'	\$ 22.60	\$ 22.92	\$ 25.00	\$ 21.75
3.	1,000	Unbleached Multi-fold Towels, 9.25" x 9.516"	\$ 17.25	\$ 15.44	\$ 16.07	\$ 15.63
4.	10	Toilet Seat Covers, 250 Pkg Dim 14 7/8" x 10"	\$ 28.70	\$ 40.00	No Bid	\$ 33.49
5.	22	Hand Soap, Pink in Color, 1 Gallon bottles	\$ 24.60	\$ 20.72	No Bid	\$ 19.36
6.	34	Mist Air Freshener, Can Dim 5 1/2" w/nozzle	No Bid	\$ 65.91	No Bid	\$ 37.15
7.	4	Wax Bags/Sanitary Napkin Disposal	\$ 19.99	\$ 17.40	No Bid	\$ 24.63
8.	25	Wypall Boxed Wipe Towels, 90 per Pkg	No Bid	\$ 35.50	No Bid	\$ 37.90
9.	20 each	Roll Towel Dispensers for (8" x 800' rolls)	NO CHARGE	NO CHARGE	NO CHARGE	NO CHARGE

**ESTIMATED TOTAL AWARDED ITEMS:**

N/A	N/A	N/A	N/A
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**DELIVERY:** Within  
 Minimum shipment:

7 - 14 Days	5 - 7 Days initial order 1 - 3 Days thereafter	Initial order 2 wks One day	2 - 4 Days
\$ 300.00	\$ 150.00	\$ 500.00	\$ 300.00

**CONTACT INFO** Hrs of Operations  
 24 Hr Phone #  
 Fax #

8 AM to 4 PM	8 AM to 5 PM M-F	7 AM to 3 PM	8 AM to 5 PM
908-862-7570	586-558-8805	Blank	248-583-1879
908-862-9019	586-558-8872	313-865-6364	248-583-1976

**DESCRIPTIVE LITERATURE:** Marked

No - if needed will supply	See Line Items	A	Item #
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**INSURANCE:** Can meet  
 Cannot meet  
 Signed Y or N

XX	XX	XX	XX
Yes	Yes	Yes	Yes

**PAYMENT TERMS:**

Net 30 Days	Net 30 Days	Net 30 Days	Net 30
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**WARRANTY:**

Attached To Bid	Mfr Terms	Blank	15 Days
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**ALL OR NONE AWARD - Box**  Y or N

Not checked	Not checked	Yes	Not checked
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**EXCEPTIONS:**

None	Blank	Blank	Blank
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**ACKNOWLEDGEMENT:** Yes or No

Yes	Yes	Yes	Yes
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Opening Date -- 11/23/09  
 Date Reviewed -- 12/22/09

CITY OF TROY  
 BID TABULATION  
 CUSTODIAL SUPPLIES

VENDOR NAME:

VENDOR NAME:			Allied Eagle	Colman	Industrial	Applied Industrial
			Supply	Supply	Cleaning Supply	Technologies
			Company	Company	Company	
ITEM	EST QTY (CS)	DESCRIPTION	CASE PRICE	CASE PRICE	CASE PRICE	CASE PRICE
1.	350	2 Ply Toilet Tissue, 4.5" W X 3.5" Diam.	\$ 36.55	\$ 35.30	\$ 37.95	\$ 55.08
2.	220	Unbleached Roll Towels, 8' x 800'	\$ 19.09	\$ 18.08	\$ 40.50	\$ 35.43
3.	1,000	Unbleached Multi-fold Towels, 9.25" x 9.516"	\$ 16.88	\$ 18.49	\$ 17.46	\$ 18.40
4.	10	Toilet Seat Covers, 250 Pkg Dim 14 7/8" x 10"	\$ 36.55	\$ 45.49	\$ 53.20	\$ 50.64
5.	22	Hand Soap, Pink in Color, 1 Gallon bottles	\$ 22.28	\$ 24.89	\$ 37.80	\$ 21.07
6.	34	Mist Air Freshener, Can Dim 5 1/2" w/nozzle	\$ 48.53	\$ 39.35	\$ 43.80	\$ 52.10
7.	4	Wax Bags/Sanitary Napkin Disposal	\$ 17.66	\$ 15.39	\$ 19.00	\$ 18.99
8.	25	Wypall Boxed Wipe Towels, 90 per Pkg	\$ 45.77	DMS	\$ 61.03	\$ 45.37
9.	20 each	Roll Towel Dispensers for (8" x 800' rolls)	NO CHARGE	NO CHARGE	NO CHARGE	NO CHARGE
<b>ESTIMATED TOTAL AWARDED ITEMS:</b>			N/A	N/A	N/A	N/A
<b>DELIVERY:</b> Within Minimum shipment:			One Day	2 Days	3 Days	3 - 5 Days
			\$ 100.00	\$ 250.00	\$ 150.00	One Case
<b>CONTACT INFO</b> Hrs of Operations			8 AM to 5 PM	8 AM to 5 PM	8:30 AM to 5 PM	8AM to 5PM M-F
24 Hr Phone #			313-230-0770	313-737-3874	248-674-4104	586-978-7400
Fax #			313-230-0771	586-779-5505	248-674-2254	586-978-7600
<b>DESCRIPTIVE LITERATURE:</b> Marked			Blank	Blank	Blank	Blank
<b>INSURANCE:</b> Can meet			XX	XX	XX	XX
Cannot meet						
Signed Y or N			Yes	Yes	Yes	Yes
<b>PAYMENT TERMS:</b>			Net 30	Net 30	1% 10 - Net 30	Net 30
<b>WARRANTY:</b>			Per Mfr	Blank	N/A	1 year
<b>ALL OR NONE AWARD - Box</b> <input checked="" type="checkbox"/> Y or N			Yes	Not checked	Not checked	Not checked
<b>EXCEPTIONS:</b>			Blank	Blank	Blank	Blank
<b>ACKNOWLEDGEMENT: Yes or No</b>			Yes	Yes	Yes	Yes

Opening Date -- 11/23/09  
 Date Reviewed -- 12/22/09

CITY OF TROY  
 BID TABULATION  
 CUSTODIAL SUPPLIES

VENDOR NAME:

TVI Supply

ITEM	EST QTY (CS)	DESCRIPTION	CASE PRICE			
1.	350	2 Ply Toilet Tissue, 4.5" W X 3.5" Diam.	\$ 95.06			
2.	220	Unbleached Roll Towels, 8' x 800'	\$ <b>82.88</b>			
3.	1,000	Unbleached Multi-fold Towels, 9.25" x 9.516"	\$ 44.05			
4.	10	Toilet Seat Covers, 250 Pkg Dim 14 7/8" x 10"	\$ 58.31			
5.	22	Hand Soap, Pink in Color, 1 Gallon bottles	\$ 31.03			
6.	34	Mist Air Freshener, Can Dim 5 1/2" w/nozzle	\$ <b>43.10</b>			
7.	4	Wax Bags/Sanitary Napkin Disposal	\$ 30.07			
8.	25	Wypall Boxed Wipe Towels, 90 per Pkg	\$ 61.22			
9.	20 each	Roll Towel Dispensers for (8" x 800' rolls)	NO CHARGE			

Total incl adjusted # of cases for item#2 & item #6 - see exceptions

**ESTIMATED TOTAL AWARDED ITEMS:**

N/A

**DELIVERY:** Within  
 Minimum shipment:

48 Hours

\$ 50.00

**CONTACT INFO** Hrs of Operations  
 24 Hr Phone #  
 Fax #

8 AM to 5 PM

248-212-4658

586-283-8188

**DESCRIPTIVE LITERATURE:** Marked

Product Description

**INSURANCE:** Can meet  
 Cannot meet  
 Signed Y or N

XX

Yes

**PAYMENT TERMS:**  
**WARRANTY:**

Net 30

Standard

**ALL OR NONE AWARD - Box**  Y or N

Not checked

**EXCEPTIONS:**

Different case qtys

Item #2: 12 in case -

Decrsd # of case to 110

Item #6: 9 in case - Add'l

# of cases reqd - 12

**ACKNOWLEDGEMENT:** Yes or No

Yes