



## CITY COUNCIL AGENDA ITEM

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March 23, 2011

TO: John Szerlag, City Manager

FROM: Mark F. Miller, Acting Assistant City Manager/Economic Development Services  
Susan A. Leirstein, Purchasing Director  
Timothy L. Richnak, Public Works Director

SUBJECT: Standard Purchasing Resolution 1: Award To Lowest Bidder – Custodial Supplies

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### **Background**

On February 23, 2011, formal, competitive bids were received in accordance with City Charter and Code to provide one (1) year requirements of custodial supplies. 118 vendors were notified via the MITN website with fifteen (15) bid responses received, as well as one (1) statement of no bid. Supply orders will be placed monthly with inventory warehoused and distributed as needed.

Central Poly Corporation is the lowest bidder when you consider more monies would be expended to award to either Empire or Hercules, as Empire's bid was based on an all or none award and Hercules toilet tissue product does not fit our dispensers.

The award is contingent upon the recommended bidder's 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 the one (1) year contract to provide custodial supplies to the lowest acceptable bidder, Central Poly Corporation, of Linden,, NJ for an estimated total cost of \$15,662.00 at unit prices as contained on the attached bid tabulation.

### **Fund Availability**

Funds are available in the various departmental operating budgets for Custodial Supplies.

Reviewed by: Steve Pallotta, Building Operations Director

G:\Bid Award 10-11 New Format/ Award Standard Purchasing Resolution 1 - CustodialSupplies ITB-COT11-03 03.11.doc

VENDOR NAME: sl

ITEM	EST QTY (CS)	DESCRIPTION	CASE PRICE	CASE PRICE	CASE PRICE	CASE PRICE
1.	300	2 Ply Toilet Tissue, 4.5" W X 3"- 3.5" Dia	\$ 29.89	\$ 29.33	\$ 31.11	\$ 29.45
				\$ 29.04 w/terms		DMS
2.	500	Unbleached Multi-fold Towels, 9.25" x 9.516"	\$ 13.39	\$ 14.67	\$ 13.69	\$ 15.00
				\$ 14.52 w/terms		

**ESTIMATED TOTAL BOTH ITEMS:**

\$ 15,662.00	DMS	\$ 16,178.00	N/A
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**DELIVERY:** Within  
 Minimum shipment:

7 - 14 Days ARO	3 Days	1 Day	7 Days
\$100.00	\$500.00	\$500.00	\$150.00

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

Mon - Fri 8AM-4PM	8AM-5PM	7AM-4PM	8AM-5PM
(800)480-BAGS	(313)366-0700	(313)615-9590	(313)933-6669
(908) 862-9019	(313)366-0706	(313)865-6364	(313)933-1801

**DESCRIPTIVE LITERATURE:** Marked

See Attached	A	Blank	4064 & 1751
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**INSURANCE:** Can meet  
 Cannot meet  
 Signed Y or N

XX	XX	XX	XX
Y	Y	Y	Y

**PAYMENT TERMS:**

Net 30 Days	1% 10 Days Net 30	Net 30	Net 30
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**WARRANTY:**

Rplc in 30 days ARO	Manufacturer	Blank	Manufacturer
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**ALL OR NON-AWARD - Box**  Y or N

N	Y	Y	N
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**EXCEPTIONS:**

None	Blank	Blank	Blank
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**ACKNOWLEDGEMENT: Signed Y or N**

Y	Y	Y	Y
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**PROPOSAL -- One-Year Requirements of Custodial Supplies**

**NO BIDS:**

Industrial Cleaning Supply Company

**BOLDFACE TYPE DENOTES LOWEST ACCEPTABLE BIDDER**

**DMS:**

Empire Equipment & Supply Co - Reason: All or None Award (\$15,972.00)

Hercules & Hercules Inc - Reason: Toilet roll size too small at 4 x3.21 in - Does not fit dispensers

**ATTEST:**

MaryAnn Hays  
Diane Fisher  
Julie Hamilton

Susan Leirstein CPPO, CPPB  
 Purchasing Director

VENDOR NAME:

APAC Paper & Packaging	Nichols	Jem Industries, Inc	HP Products Corporation
		<b>Alternate</b>	

ITEM	EST QTY (CS)	DESCRIPTION	CASE PRICE	CASE PRICE	CASE PRICE	CASE PRICE
1.	300	2 Ply Toilet Tissue, 4.5" W X 3"- 3.5" Dia	\$ 33.50	\$ 32.20	\$ 30.63	\$ 30.29
2.	500	Unbleached Multi-fold Towels, 9.25" x 9.516"	\$ 13.95	\$ 15.10	\$ 17.12	\$ 14.44

**ESTIMATED TOTAL BOTH ITEMS:**

\$ 17,025.00	\$ 17,210.00	\$ 17,749.00	\$ 18,124.40
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**DELIVERY:** Within  
 Minimum shipment:

3 Days	2 Days	2-3 Days	3-10 Days
\$200.00	\$250.00	\$400.00	\$200.00

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

8AM-5PM	8-5 M-F	8AM-5PM	8AM-5PM
(313) 982-6400	(800) 442-0213	(248) 583-1879	(800) 333-7277
(313) 982-9900	(231) 799-3550	(248) 583-1976	(734) 369-5708

**DESCRIPTIVE LITERATURE:** Marked

NPS	Specs	Blank	#1, #2
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**INSURANCE:** Can meet  
 Cannot meet  
 Signed Y or N

XX	XX	XX	XX
Y	Y	Y	Y

**PAYMENT TERMS:**

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

Manufacturer	Blank	Blank	Blank
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**ALL OR NON-AWARD - Box**  Y or N

N	N	Y	N
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**EXCEPTIONS:**

Blank	Blank	Blank	Blank
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**ACKNOWLEDGEMENT: Signed Y or N**

Y	Y	Y	Y
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**PROPOSAL -- One-Year Requirements of Custodial Supplies**

VENDOR NAME:

Supply Pro	Staples	Jem	Commerce
	Business	Industries, Inc	Connect LLC
	Advantage		
CASE PRICE	CASE PRICE	CASE PRICE	CASE PRICE
\$ 35.71	\$ 33.95	\$ 32.81	\$ 46.26
\$ 14.84	\$ 17.15	\$ 18.34	\$ 25.00
<b>** see note</b>			
\$ 18,133.00	\$ 18,760.00	\$ 19,013.00	\$ 26,378.00
1 Day	1 Day	2-3 Days	2 Days
\$500.00	\$50.00	\$400.00	\$75.00
8AM-5PM	M-F 8AM-5PM	8AM-5PM	M-F 7:30AM-4PM
(248) 672-1800	(800) 693-9900	(248) 583-1879	(810) 423-3741
(810) 239-2819	(248) 465-1529	(248) 583-1976	(810) 424-0042
Blank	Descriptive Literature	Flyer	ADD. #1
XX	XX	XX	Exception
Y	N	Y	N
Net 30	Net 30 Days	Net 30	Net 30
N/A	Manufacturer	Blank	Mfg
Y	N	N	N
Attached To	Blank	Blank	Insurance
Bib "B"			will be via
			supplier who
			Ships
Y	Y	Y	Y

**ESTIMATED TOTAL BOTH ITEMS:**

**DELIVERY:** Within  
 Minimum shipment:

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

**DESCRIPTIVE LITERATURE:** Marked

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

**PAYMENT TERMS:**

**WARRANTY:**

**ALL OR NON-AWARD - Box**  Y or N

**EXCEPTIONS:**

**ACKNOWLEDGEMENT: Signed Y or N**

**PROPOSAL -- One-Year Requirements of Custodial Supplies**

**\*\* Note: Amount corrected by Purchasing**

VENDOR NAME:

E & R	Applied -	Madalyns	
Industrial	Michigan, LTD	Contracting	
		LLC	

ITEM	EST QTY (CS)	DESCRIPTION	CASE PRICE	CASE PRICE	CASE PRICE	CASE PRICE
1.	300	2 Ply Toilet Tissue, 4.5" W X 3"- 3.5" Dia	\$ 41.46	\$ 42.74	\$ 47.00	
		80 Roll Case =>	\$ 40.63	w/terms		
2.	500	Unbleached Multi-fold Towels, 9.25" x 9.516"	\$ 19.51	\$ 34.11	\$ 65.70	

**ESTIMATED TOTAL BOTH ITEMS:**

\$ 24,186.99			
\$ 24,680.60	\$ 29,877.00	\$ 46,950.00	

**DELIVERY:** Within  
 Minimum shipment:

1-2 Days	3-5 Days	10 Days	
\$250.00	2 Cases	\$400.00	

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

8AM-12PM Sat	M-F		
8AM-5PM M-F	8AM-4:30PM	9AM-6PM	
(586) 540-7635	(586) 978-7400	(248) 414-9438	
(586) 795-2553	(586) 978-7600	(248) 486-4010	

**DESCRIPTIVE LITERATURE:** Marked

Attachment A	Blank	X	
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**INSURANCE:** Can meet  
 Cannot meet  
 Signed Y or N

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Y	Y	Page Missing	

**PAYMENT TERMS:**

2%, 10 Days			
Net 30 Days	Net 30 Days	Page Missing	

**WARRANTY:**

Manufacturer	Blank	Page Missing	
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**ALL OR NON-AWARD - Box**  Y or N

Y	N	Page Missing	
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**EXCEPTIONS:**

\$75 shipping	Blank	Page Missing	
fee will apply			
for order under			
min ship amount			

**ACKNOWLEDGEMENT: Signed Y or N**

Y	Y	Page Missing	
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**PROPOSAL -- One-Year Requirements of Custodial Supplies**