



**CITY OF PLANO
COUNCIL AGENDA ITEM**

CITY SECRETARY'S USE ONLY	
<input type="checkbox"/> Consent	<input type="checkbox"/> Regular <input type="checkbox"/> Statutory
Council Meeting Date:	11/12/2012
Department:	Purchasing
Department Head	Diane Palmer-Boeck
Agenda Coordinator (include phone #): Perry Neeley, Ext. 7376	

CAPTION

Bid No. 2012-319-C for a one (1) year contract with three (3) city optional renewals to purchase Janitorial and Laundry Supplies for Inventory Control & Asset Disposal (ICAD) from Amsan, LLC, Eagle Brush & Chemical, Inc., Empire Paper, MedWaste Solutions, Inc., and XPEDX for an estimated amount of \$51,185 and authorizing the City Manager to execute all necessary documents.

FINANCIAL SUMMARY

NOT APPLICABLE OPERATING EXPENSE REVENUE CIP

FISCAL YEAR:	2012-13, 2013-14, 2014-15, 2015-16	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget			1,200,000	153,555	1,353,555
Encumbered/Expended Amount		0	-81,536	0	-81,536
This Item		0	-51,185	-153,555	-204,740
BALANCE		0	1,067,279	0	1,067,279

FUND(S): WAREHOUSE

COMMENTS: This item approves price quotes. Expenditures will be made in the Inventory Stock Department based on need within the approved budget appropriations for each year of the contract. The estimated annual amount to be spent in FY 2012-13 is \$51,185. The estimated future annual amount is \$153,555, which will be made within approved budget appropriations. Remaining balance will be used for other Inventory purchases.

STRATEGIC PLAN GOAL: The contracted purchase of Janitorial and Laundry Supplies for Warehouse Inventory stock relates to the City's Goal of a Financially Strong City with Service Excellence.

SUMMARY OF ITEM

Staff recommends approval of a one (1) year contract with three (3) city optional renewals to purchase Janitorial and Laundry Supplies for Inventory Control & Asset Disposal (ICAD) from Amsan, LLC (Line items: 6, 10, 17, 18, 22, 28, 29, 31) in the estimated amount of \$16,199.28, Eagle Brush & Chemical, Inc. (Line items: 2, 5, 9, 13, 20) in the estimated amount of \$5,518.64, Empire Paper (Line items: 1, 4, 11, 12, 34A, 36, 37) in the estimated amount of \$13,246.48, MedWaste Solutions, Inc. (Line items: 3A, 23, 32, 33, 38) in the estimated amount of \$5,154.20, and XPEDX (Line items: 7, 8, 14, 15, 16, 19, 21, 24, 25, 26, 27, 30, 35) in the estimated amount of \$11,066.35 for a total estimated amount of \$51,184.95.

List of Supporting Documents: Award Memo Bid Recap	Other Departments, Boards, Commissions or Agencies
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Date: October 31, 2012
To: Perry Neeley, Buyer
From: Josh Mathewes, ICAD Supervisor
Subject: Award of Bid 2012-319-C Janitorial and Laundry Supplies

It is the recommendation from ICAD to award the above mentioned contract by line item versus a total award to one vendor due to the total dollar savings achieved and one single vendor's inability to provide all line items.

Pyramid School Products was the lowest responsive bidder on line items 4, 10, and 20, but it is ICAD's recommendation that those items be awarded to other vendors due to administrative costs. The total cost savings by awarding the 3 line items to Pyramid School Products would be less than \$95 a year. Pyramid School Products was also low bidder on item 23 but failed to meet specifications.

Empire Paper was identified as the lowest responsive bidder on line item 1 due to smallest unit price in ratio to container size instead of Eagle Brush & Chemical, Inc. who submitted a lower price per smaller container size.

MedWaste Solutions, Inc. was the lowest bidder on item 21A (green version of item 21) but failed to meet specifications. Recommend to award item 21 to XPEDX the lowest responsive bidder and not award item 21A.

MedWaste Solutions, Inc. was identified as the lowest responsive bidder on line item 33 due to container size in ratio to per item price instead of Amsan, LLC who submitted a lower per case price for fewer items per case.

MedWaste Solutions, Inc. was the only bidder on items 38 and 38A (the green version of 38). MedWaste Solutions, Inc. provided a lower bid for 38A than item 38, but after review item 38A did not meet specifications. Staff recommends award of line item 38 to MedWaste Solutions, Inc.

Amsan, LLC and Empire Paper both submitted the same price per container for item 31, but after review Amsan, LLC was identified to have the lowest smallest unit price and overall lowest case price.

XPEDX submitted the lowest bid for 12A (green version of item 12), but after review realized that they do not provide a green product for that item and provided an incorrect price. ICAD recommends item 12 to be awarded to Empire Paper. for meeting specifications and lowest price.

It is ICAD's recommendation based on inventory requirements and specifications to award Contract 2012-319-C as follows:

Empire Paper

Line Items:

1, 4, 11, 12, 34A, 36, 37

Estimated Amount: \$13,246.48

Eagle Brush & Chemical, Inc.

Line Items:

2, 5, 9, 13, 20

Estimated Amount: \$5,518.64

MedWaste Solutions, Inc.

Line Items:

3A, 23, 32, 33, 38

Estimated Amount: \$5,154.20

Amsan, LLC

Line Items:

6, 10, 17, 18, 22, 28, 29, 31

Estimated Amount: \$16,199.28

XPEDX

Line Items:

7, 8, 14, 15, 16, 19, 21, 24, 25, 26, 27, 30, 35

Estimated Amount: \$11,066.35

Total Estimated Amount: \$51,184.95

Total Savings over previous budget: \$6,815.05

Failure to approve this contract would result in higher purchasing costs, possible limited availability or no availability, and longer lead times.

The specifics of this bid are on file in the Purchasing Division.

Feel free to contact me if you have any questions at extension 4283

Josh Mathewes

Inventory Control/ Asset Disposal Supervisor

CITY OF PLANO
BID NO. 2012-319-C
Janitorial and Laundry Supplies
BID RECAP

Bid opening Date/Time: October 15, 2012 @ 2:00 PM (CDT)

Number of Vendors Notified: 1,773

Vendors Submitting "No Bids": 0

Number of Partial Bids Submitted: 9

Number of Bids Submitted: 9

Amsan, LLC	Total Offer:	\$25,342.10
Central Poly Corporation	Total Offer:	\$7,776.00
Eagle Brush & Chemical, Inc.	Total Offer:	\$36,648.67
Empire Paper	Total Offer:	\$66,176.91
EPAK Industries, LLC	Total Offer:	\$112,699.95
Full Circle Enterprises, LLC	Total Offer:	\$726,200.92
MedWaste Solutions, Inc.	Total Offer:	\$1,679,524.24
Pyramid School Products	Total Offer:	\$12,638.67
Summers Enterprises	Total Offer:	\$374,991.50
XPEDX	Total Offer:	\$58,112.29

Recommended Vendors:

Amsan, LLC

Items: 6, 10, 17, 18, 22, 28, 29, 31

Line Item Estimated Amount: \$16,199.28

Eagle Brush & Chemical, Inc.

Items: 2, 5, 9, 13, 20

Line Item Estimated Amount: \$5,518.64

Empire Paper

Items: 1, 4, 11, 12, 34A, 36, 37

Line Item Estimated Amount: \$13,246.48

MedWaste Solutions, Inc.

Items: 3A, 23, 32, 33, 38

Line Item Estimated Amount: \$5,154.20

XPEDX

Items: 7, 8, 14, 15, 16, 19, 21, 24, 25, 26, 27, 30, 35

Line Item Estimated Amount: \$11,066.35

Total Estimated Amount: \$51,184.95

Perry Neeley

Buyer

November 2, 2012

Date