



City of San Antonio

Contract Summary Sheet

Date: 11/07/13
Agenda Item: 13-846

Name/Title (Caption as shown on agenda): Annual Contract for Maintenance, Repair and Operating Supplies (Janitorial Supplies) 6100001156 JF	
Brief Description of Item(s) and Use: This amendment to City approved Ordinance 2013-05-10-0319 awarded to HD Supply Facilities Maintenance, Ltd., will extend the term of existing contract through July 31, 2014. The contract will provide continued coverage for janitorial supplies, a category of the maintenance, repair and operating (MRO) supplies cooperative contract. The City may terminate this contract for convenience with 10 days notice. The City issued a competitive solicitation to establish an annual contract for Janitorial Supplies in July 2012. Upon evaluation of bids received and the published specifications a decision was made to re-issue the bid. In September 2013, the City resolicited the Janitorial Supplies contract. Sixteen responses were received and are currently under evaluation. On May 10, 2013, City Council approved and issued Ordinance 2013-05-10-0319 authorizing the City to execute a six month contract for the MRO supplies to be utilized citywide which will expire on November 9, 2013. In order to continue to provide janitorial supplies to departments while the City completes its assessment of the 16 janitorial supply bids, it is necessary to extend the current contract. The HD Supply Facilities Maintenance contract allows access to products in stock and ready to ship on a same or next day basis with no delivery charges. All items under this contract are discounted off the lowest published catalog price. Moreover, this contract provides for a customized San Antonio specific catalog that will interface with the City's electronic procurement system (SAePS). The use of the "punch-out" to the HD Supply Facilities Maintenance catalog through SAePS ensures a reliable and efficient process for City departments to use at with consistently applied contractual discount pricing. HD Supply Facilities Maintenance maintains a 96% fill ratio of orders placed online. This purchase is made in accordance with the U.S. Communities cooperative program passed on Ordinance 98797 dated 2/14/2004.	
Total \$:	\$400,000.00 annually
Contract Period:	November 10, 2013 through July 31, 2014
Method of Procurement:	Amendment
Price Trend:	No change
Contract Info:	Formal <input type="checkbox"/> Annual <input checked="" type="checkbox"/> Support/Maintenance <input type="checkbox"/> Lease <input type="checkbox"/>
Recommended Contractor(s):	HD Supply Facilities Maintenance, Ltd., 10641 Scripps Summit Ct., San Diego, CA 92131 (Non-Local) Item(s): Janitorial supplies
Previous Contractor(s):	HD Supply Facilities Maintenance, Ltd, 10641 Scripps Summit Ct., San Diego, CA 92131

Comments:	N/A
Anticipated Future Requirements and Action:	The City conducts a thorough reassessment of the requirements and specifications needed for the City's operations for janitorial products and associated equipment.
Procurement Alternative:	Should this contract not be approved, City departments will be required to procure janitorial supplies on an as needed basis, thus the City could lose the pricing advantage afforded through cooperative bidding. While the items could be solicited individually, the department's budget could be negatively impacted through price variations and longer delivery lead times.
Using Department (s):	Citywide