



City of San Antonio

Contract Summary Sheet

Date: 5/6/2021
Agenda Item: 21-2639

Name/Title (Caption as shown on agenda): Annual Contract for Janitorial Supplies 6100012552 DRS	
Brief Description of Item(s) and Use: This contract will provide the City with the purchase and 3-day delivery of a wide assortment of janitorial supplies utilized by over 400 City facilities located throughout the City. Over 3,000 items will be available discounted up to 55% from published catalog pricing. In compliance with the Office of Sustainability's initiative, this contract will provide "Environmentally Preferred" products.	
Total \$:	\$2,429,000.00 annually
Contract Period:	Upon award through December 31, 2023 with two, one-year renewal options
Method of Procurement:	Competitive (13 bids received)
Price Trend:	-7.51% average decrease due to increase in estimated usages
Contract Info:	Formal <input type="checkbox"/> Annual <input checked="" type="checkbox"/> Support/Maintenance <input type="checkbox"/> Lease <input type="checkbox"/>
Recommended Contractor(s):	<p>Category 1: Gulf Coast Paper, a div. of Imperial Dade, 8655 N.E. Loop 410, San Antonio, TX 78219 (Alternate)</p> <p>Category 2 & 5: Safeway Supply, Inc., 10841 Hillpoint Drive, San Antonio, TX 78217</p> <p>Category 3 & 4: Gulf Coast Paper, a div. of Imperial Dade, 8655 N.E. Loop 410, San Antonio, TX 78219 (Original)</p>
Previous Contractor(s):	Gulf Coast Paper, 8655 N.E. Loop 410, San Antonio, TX 78219
Comments:	<p>NAS Category 4: Safeway Supply, Inc.: bidder failed to meet recycled specifications on items 226, 227, 228 and dimensions on items 238 and 239.</p> <p>Non-Responsive UP NOT APPROVED BY SBO: DC Distributing, Internoro Packaging Corp, Ferguson Facility, US Wholesale Products</p> <p>NAS – UP APPROVED BUT SUBMITTED PARTIAL BIDS AND NO CATALOG: Commercial Beverage Concepts, Gateway Prining & Office, San Benito Textiles</p>
Anticipated Future Requirements and Action:	N/A

Procurement Alternative:	Should this contract not be approved, departments will have to seek quotes for janitorial supplies through a variety of janitorial supply vendors as needs arise thereby overlooking the advantage associated with the City's consolidated purchasing power of procuring janitorial supplies through a requirements contract. Establishing this catalog discount requirements contract will secure substantial volume discounts with many of the janitorial items discounted up to 55%.
Using Department (s):	Citywide