

**Condensed Title:**

Request For Approval To Award Contracts To Best Janitorial & Supplies, Inc.; Calico Industries, Inc.; Central Poly Corp.; Dermatec Direct; Hospitality Purchasing LLC ; Hudson Plastic Corp.; Interboro Packaging Corp.; Janitor's Supply Outlet; Pride Enterprises; Quill Corp.; Rex Chemical Corp.; Songahi, Inc.; Totalpack, Inc.; And Troy Industries, Inc., as Primary And Secondary Vendors Per Line Item, Pursuant To Invitation To Bid No. 5-10/11, For The Purchase Of Janitorial Supplies Citywide, In The Estimated Annual Amount Of \$183,009.

**Key Intended Outcome Supported:**

Ensure well maintained facilities.

**Supporting Data (Surveys, Environmental Scan, etc.):** The 2009 Customer Satisfaction Survey indicated that 87.2% of residents, and 85% of businesses rated the appearance and maintenance of the City's public buildings as excellent or good.

**Issue:**

Shall the City Commission approve the award of Contracts?

**Item Summary/Recommendation:**

Invitation to Bid No. 5-09/10 was issued on February 15, 2011 with a bid opening date of March 15, 2011, which was subsequently postponed to March 25, 2011. The purpose of the ITB is to establish a contract, by means of sealed bids, for the purchase and delivery of janitorial supplies, including plastic liners, paper products, cotton rags, disinfectant, degreaser, and other cleaning supplies for various City Departments.

The ITB was issued with language which required that all chemicals supplied be those commercially available which meet Federal, State, and local codes; that meets the Environmental Protection Agency's criteria for Low or no Volatile Organic Chemicals (VOC's); and other janitorial products supplied be made with a minimum of recycled post consumer materials as set forth in the EPA Comprehensive Procurement Guideline (CPG).

Bidsync issued bid notices to 80 prospective bidders. The notices resulted in the receipt of 20 responsive bids. Award is being recommended to Primary and Secondary bidders per line item. Annual savings in the amount of \$52,736 are anticipated.

APPROVE THE AWARD OF CONTRACTS.

**Advisory Board Recommendation:**

N/A

**Financial Information:**

Source of Funds:	Amount	Account
OBPI	1	\$84,000.00 Sanitation Division Acct. 435-9962-000343
	2	\$25,000.00 Sanitation Division Acct. 435-0430-000343
	3	\$15,200.00 Parks & Recreation Acct. 011-0950-000342
	4	\$10,059.00 Parks & Recreation Acct. 011-0940-000343
	5	\$5,000.00 Parks & Recreation Acct. 435-9962-000343
	6	\$10,000.00 Fire Department Acct. 011-1210-000343
	7	\$11,500.00 Public Works Sewer Acct. 425-0420-000343
	8	\$7,000.00 Public Works Water Acct. 425-0410-000343
	9	\$2,800.00 Public Works Street Lights Acct. 011-0840-000343
	10	\$1,950.00 Public Works Stormwater Acct. 427-0427-000342
	11	\$4,500.00 Parking Department Acct. 480-0462-000343
	12	\$5,000.00 Fleet Division Acct. 510-1780-000343
	13	\$1,000.00 Property Management Acct. 520-1720-000342
<b>Total</b>	<b>\$183,009.00</b>	

**Financial Impact Summary:**

**City Clerk's Office Legislative Tracking:**

Gus Lopez Ext. 6641

**Sign-Offs:**

<b>Department Director</b> GL  FB	<b>Assistant City Manager</b> PDW  DB	<b>City Manager</b> JMG 
---	---	--

T:\AGENDA\2011\7-13-11\ITB 5-10-11 Purchase of Janitorial Supplies SUMMARY.doc





# MIAMIBEACH

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, www.miamibeachfl.gov

## COMMISSION MEMORANDUM

TO: Mayor Matti Herrera Bower and Members of the City Commission

FROM: Jorge M. Gonzalez, City Manager

DATE: July 13, 2011

SUBJECT: **REQUEST FOR APPROVAL TO AWARD CONTRACTS TO BEST JANITORIAL & SUPPLIES, INC.; CALICO INDUSTRIES, INC.; CENTRAL POLY CORP.; DERMATEC DIRECT; HOSPITALITY PURCHASING LLC; HUDSON PLASTIC CORP.; INTERBORO PACKAGING CORP.; JANITOR'S SUPPLY OUTLET; PRIDE ENTERPRISES; QUILL CORP.; REX CHEMICAL CORP.; SONGAHI, INC.; TOTALPACK, INC.; AND TROY INDUSTRIES, INC., AS PRIMARY AND SECONDARY VENDORS PER LINE ITEM, PURSUANT TO INVITATION TO BID NO. 5-10/11, FOR THE PURCHASE OF JANITORIAL SUPPLIES CITYWIDE, IN THE ESTIMATED ANNUAL AMOUNT OF \$183,009.**

### ADMINISTRATION RECOMMENDATION

Approve the Award of contracts.

### KEY INTENDED OUTCOME

Ensure well-maintained facilities.

### FUNDING

Funds are available from the following budgeted accounts of various Departments:

\$84,000	Sanitation Division South Beach Service Team Acct. 435-9962-000343
\$25,000	Sanitation Division Acct. 435-0430-000343
\$15,200	Parks and Recreation Acct. 011-0950-000342-343
\$10,059	Parks & Recreation Acct. 011-0940-000343
\$5,000	Parks & Recreation Acct. 435-9962-000343
\$10,000	Fire Department Acct. 011-1210-000343
\$11,500	Public Works Sewer Acct. 425-0420-000343
\$7,000	Public Works Water Acct. 425-0410-000343
\$2,800	Public Works Street Lights Acct. 011-0840-000343
\$1,950	Public Works Stormwater Acct. 427-0427-000342
\$4,500	Parking Department Acct. 480-0462-000343
\$5,000	Fleet Division Acct. 510-1780-000343
\$1,000	Property Management Acct. 520-1720-000342
<b>\$183,009</b>	<b>Total</b>

Should additional funding be required due to increased need of supplies, funding will be subject to the review and approval of the Office of Budget and Performance Improvement (OBPI).

## **ANALYSIS**

The purpose of this Invitation to Bid (ITB) is to establish a contract, by means of sealed bids, for the purchase and delivery of janitorial supplies, including plastic liners, paper products, cotton rags, disinfectant, degreaser, and other cleaning supplies for various Departments throughout the City, as specified herein, on an as needed basis. This contract shall remain in effect for one (1) year from date of contract execution by the Mayor and City Clerk, and may be renewed by mutual agreement for two (2) additional years, on a year to year basis.

While the City has listed the majority of the products (within this solicitation) utilized by the various Departments in conjunction with their operations, there maybe similar items that must be purchased by the City during the term of this contract. Under these circumstances, a City representative will contact the primary vendor to obtain a price quote for the similar items. If there are multiple vendors on the contract, the City may also obtain price quotes from those vendors. The City reserves the right to award these similar items to the primary contract vendor, another contract vendor based on the lowest price quote, or to acquire the item through a separate solicitation.

As part of the City's "**GREEN BUILDING**" REQUIREMENTS, it is the intent of the City to make our buildings environmentally friendly through waste prevention, and the use of environmentally friendly/preferable products.

The ITB was issued with language which required that all chemicals supplied be those commercially available which meet Federal, State, and local codes; that meets the Environmental Protection Agency's criteria for Low or no Volatile Organic Chemicals (VOC's); and other janitorial products supplied be made with a minimum of recycled post consumer materials as set forth in the EPA Comprehensive Procurement Guideline (CPG).

## **BID PROCESS**

ITB No. 5-09/10 was issued on February 15, 2011 with a bid opening date of March 15, 2011. Two (2) Addenda were issued to provide additional information and to respond to all questions submitted by the prospective bidders, thus extending the bid opening due date to March 25, 2011.

Bidsync issued bid notices to 80 prospective bidders. The notices resulted in the receipt of 20 responsive bids from the following companies:

- Acuity Specialty Products Inc.  
dba Zep Sales and Service
- Best Janitorial & Supplies, Inc.
- Calico Industries, Inc.
- Central Poly Corporation
- Relda LLC dba Dermatec Direct
- Ecolab Inc.
- Flavorseal LLC
- Hospitality Purchasing LLC
- Hudson Plastic Corporation
- Interboro Packaging Corporation
- Neeld Paper and Supplies dba  
Janitor's Supply Outlet
- Pride Enterprises
- Pyramid School Products
- Quill Corporation
- Rex Chemical Corporation
- Songahi, Inc.
- State Industrial Products
- Totalpack, Inc.
- Troy Industries, Inc.
- Unipak Corporation

The ITB stipulated that award of this contract may be made to the primary and secondary lowest and best bidders, as defined in General Conditions 1.38, whose bid will be most advantageous to the City of Miami Beach. Should the primary vendor fail to comply with the Terms and Conditions of this Contract, the City reserves the right to award to the secondary vendor, if it is deemed to be in the best interest of the City. The City reserves the right to award per line item, should it be determined it is in the City's best economic interest.

Award is being recommended to Primary and Secondary bidders per line item as noted in the bid tabulation (Attachment A). Prices quoted by the bidder on the Bid Form shall remain fixed and firm during the one year term of this contract for all Line Items except Items 1 and 2 (plastic Liners). During the one year term, and any subsequent renewals, the City will request prices for Line Items 1 and 2 on a quarterly basis from those bidders awarded a contract pursuant to this Invitation to Bid. The quarterly pricing requirement for plastic liners was added to the ITB due to volatility in the polyethylene industry and historical highs and lows of resin pricing.

**COST COMPARISON**

The table below shows a unit price cost comparison per line item between the latest invoices and unit prices received pursuant to ITB No. 5-10/11:

Description	Unit Price Latest Inv.	Unit Price ITB 5-10/11
CL-35 Clear Trash Bags 40x48, 35 Gal , 1 Mil	\$36.00	\$19.20
Black Can Liner XX TOUGH, 38x58, 60 Gal 1.5 Mil	\$35.71	\$15.20
Double Ply Toilet Tissue White	\$42.13	\$26.49
Multi Fold Towels, White 4m	\$16.28	\$14.56
All White Wiping Cloths	\$0.65	\$0.55
White Sheets All Cotton, 24x24, 50 Lb. Box	\$0.65	\$0.55
Latex Glove, Powdered Disposable Large	\$45.27	\$35.00
Gloves, String Knit Double Pvc Dots (Dozen)	\$6.30	\$5.11
Lobby Dust Pan	\$19.96	\$6.69
Clorox Ultra Bleach or Equal 6-1 Gal Bottle/Case	\$10.20	\$7.90
9" Duo Sweep Light Industrial Black	\$195.00	\$63.90
Brute 55 Gal Container Grey	\$65.95	\$60.85

Based on previous year expenditures of \$235,745, estimated annual savings in the amount of \$52,736 are anticipated.

**CONCLUSION:**

Based on the aforementioned, the Administration recommends that the Mayor and City Commission award contracts to Best Janitorial & Supplies, Inc.; Calico Industries, Inc.; Central Poly Corp.; Dermatec Direct; Hospitality Purchasing LLC; Hudson Plastic Corp.; Interboro Packaging Corp.; Janitor's Supply Outlet; Pride Enterprises; Quill Corp.; Rex Chemical Corp.; Songahi, Inc.; Totalpack, Inc.; and Troy Industries, Inc., as Primary and Secondary vendors per Line Item, pursuant to ITB No. 5-10/11 for the Purchase of Janitorial Supplies Citywide, in the estimated annual amount of \$183,009.

T:\AGENDA\2011\7-13-11\ITB 5-10-11 Purchase of Janitorial Supplies MEMO.doc

**ATTACHMENT A - BID TABULATION**  
**ITB 5-10/11 - PURCHASE AND DELIVERY OF JANITORIAL SUPPLIES**

Item	1	2	3	4	5	6	7
<b>Description</b>	CL-35 CLEAR TRASH BAGS 40X48, 35 GAL , 1 MIL	BLACK CAN LINER XX TOUGH, 38x58, 60 GAL 1.5MIL	DOUBLE PLY TOILET TISSUE WHITE	MULTI FOLD TOWELS, WHITE 4M	SINGLE FOLD TOWELS, WHITE 4M (250 per package)	ALL WHITE WIPING CLOTHS	WHITE SHEETS ALL COTTON, 24x24, 50LB BOX
<b>Unit of Measure (U/M)</b>	<i>150 bags per case</i>	<i>100 bags per case</i>	<i>96 rolls per case/500 sheets/roll</i>	<i>20 packages of 200 towels per case</i>	<i>16 packages of 250 towels per case</i>	<i>25 LB or 50 LB per Box Price per LB</i>	<i>50LB/Box Price per LB</i>
ACUITY SPECIALTY PROD DBA ZEP	\$48.45	\$52.24	\$53.23	\$32.96	\$31.67	\$2.34	\$1.08
BEST JANITORIAL AND SUPPLIES	\$21.45	\$18.80	\$35.80	\$17.89	(S) \$18.5	\$1.10	\$0.90
CALICO INDUSTRIES	\$21.79	\$18.53	\$38.74	\$17.64		\$1.88	\$0.92
CENTRAL POLY CORP	<b>(P) \$19.20</b>	(S) \$17.80	\$34.60	\$17.60	<b>(P) \$17.66</b>		
DERMATEC DIRECT							
ECOLAB							
FLAVOR SEAL							
HOSPITALITY PURCHASING	\$22.65	\$19.85	\$37.99	\$18.45	\$19.45		
HUDSON PLASTIC	(S) \$19.95	<b>(P) \$15.20</b>					
INTERBORO PACKAGING	\$21.74	\$19.82					
JANITOR'S SUPPLY OUTLET			\$41.00	<b>(P) \$14.56</b>	\$19.20	\$0.875	\$0.855
PRIDE ENTERPRISES							
PYRAMID SCHOOL PRODUCTS							
QUILL		\$24.65	\$40.80	\$19.13			
REX CHEMICAL	\$23.61	\$23.22	(S) \$33.03	\$25.39	\$24.36		
SONGAHI, INC.	\$33.75	\$26.25	<b>(P) \$26.49</b>	(S) \$17.55	\$21.85	\$2.41	
STATE INDUSTRIAL PRODUCTS							
TOTALPACK	\$19.86	\$21.57	\$47.92	\$24.70		<b>(P) \$0.55</b>	<b>(P) \$0.55</b>
TROY INDUSTRIES	\$34.43	\$33.95	\$41.22		\$24.48	<b>(S) \$0.55</b>	(S) \$0.70
UNIPAK CORPORATION	\$21.70	\$28.40					

**(P) Primary**  
**(S) Secondary**

**REMARKS:**

\* Line Items 1 and 2: Prices will be requested quarterly on October, January, April and July during the life of the contract from awarded Vendors.

\*Line Items 6 and 8 (tie break): TotalPack (Item 6) and Dermatec (Item 8) selected as Primary Vendors due to Delivery Time, Minimum Order Requirement and Delivery Charges terms more advantageous to the City.

When prices submitted in unit of measure other than specified, prices have been modified in this tab to appear as same unit of measure for comparison purposes.

ATTACHMENT A - BID TABULATION  
 ITB 5-10/11 - PURCHASE AND DELIVERY OF JANITORIAL SUPPLIES

Item	8	9	10	11	12	13	14
Description	LATEX GLOVE, POWDERED DISPOSABLE large	GLOVES, STRING KNIT DOUBLE PVC DOTS (DOZEN)	LOBBY DUST PAN	CLOROX ULTRA BLEACH OR EQUALI 6-1 GAL BOTTLE/CASE	4/1 PREM H/D DEGREASER 1:25 DILUTION RATIO	CLEANER DEGREASER, 4-1 GAL 1:5-1:20 DILUTION RATE	4/1 PINE DISINFECT CLEANR DILUTION RATIO 1:25
Unit of Measure (U/M)	10 Boxes per Case (100 count/box)	12 Each	Each	Price per Case	4/1Gal/Case	Price per Case	4/1Gal/Case
ACUITY SPECIALTY PROD DBA ZEP	\$98.20	\$12.39	\$19.95	\$18.97	\$26.52	\$26.52	\$44.56
BEST JANITORIAL AND SUPPLIES	\$44.25	(S) \$5.40	(P) \$6.69	(S) \$10.14	(P) \$11.20	(P) \$11.00	\$23.20
CALICO INDUSTRIES	\$51.10	(P) \$5.11	\$9.14	\$10.36	\$29.40	\$19.08	\$19.11
CENTRAL POLY CORP	\$49.90						
DERMATEC DIRECT	(P) \$35.00						
ECOLAB					\$34.15	\$48.80	\$72.45
FLAVOR SEAL	\$45.00						
HOSPITALITY PURCHASING	\$44.95		(S) \$6.75	\$13.50	\$17.15		\$29.99
HUDSON PLASTIC							
INTERBORO PACKAGING	(S) \$35.00						
JANITOR'S SUPPLY OUTLET	\$50.31	\$13.50	\$12.38	\$10.92	\$17.12	\$17.12	(P) \$13.68
PRIDE ENTERPRISES	\$50.20	\$8.19	\$10.70	\$11.59	\$22.80	\$22.80	\$16.30
PYRAMID SCHOOL PRODUCTS	\$48.90		\$7.99	\$23.95			
QUILL	\$38.70	\$9.67	\$13.59	\$11.82			\$61.88
REX CHEMICAL	\$44.76		\$11.63	(P) \$7.90	\$26.93	\$58.94	\$47.00
SONGAHI, INC.	\$44.25		\$8.25	\$13.44	(S) \$14.95	\$14.95	(S) \$14.95
STATE INDUSTRIAL PRODUCTS					\$83.50	\$83.50	
TOTALPACK	\$43.85		\$7.02	\$12.23	\$22.15		\$29.01
TROY INDUSTRIES	\$65.80	\$5.75	\$14.95	\$12.75	\$24.55	(S) \$13.52	\$25.00
UNIPAK CORPORATION							

(P) Primary  
 (S) Secondary

When prices submitted in unit of measure other than specified, prices have been modified in this tab to appear as same unit of measure for comparison purposes.

93

**ATTACHMENT A - BID TABULATION**  
**ITB 5-10/11 - PURCHASE AND DELIVERY OF JANITORIAL SUPPLIES**

Item	15	16	17	18	19	20
<b>Description</b>	VIC BAY DISINFECTANT SPRAY	GLASS CLEANER ANTIBACTERIAL	COMET CLEANER WITH BLEACH	HAND ROLL TOWEL 8"X425' OR 8"X800'	9" DUO SWEEP LIGH INDUSTRIAL BLACK	BRUTE 55 GAL CONTAINER GREY
<b>Unit of Measure (U/M)</b>	12/15oz/CS	12/32oz	8 bottles of 32 oz per case	8"X800' - 6 Rolls per case	12 each per Case	Each
ACUITY SPECIALTY PROD DBA ZEP	\$65.84	\$34.05	\$25.23			
BEST JANITORIAL AND SUPPLIES	(S) \$33.9	(S) \$18.80	\$30.44	(P) \$16.97	(S) \$133.92	(P) \$60.85
CALICO INDUSTRIES	\$39.27		\$40.13			\$171.84
CENTRAL POLY CORP						
DERMATEC DIRECT						
ECOLAB	\$50.46					
FLAVOR SEAL						
HOSPITALITY PURCHASING	\$34.95	\$34.65	\$39.85	(S) \$23.76		
HUDSON PLASTIC						
INTERBORO PACKAGING						
JANITOR'S SUPPLY OUTLET	\$34.87	\$64.125	\$44.00	\$25.15	(P) \$63.90	\$65.00
PRIDE ENTERPRISES	\$41.00	(P) \$15.72	(P) \$11.76	\$26.14		
PYRAMID SCHOOL PRODUCTS						\$119.85
QUILL	\$64.56	\$47.88	\$44.08	\$28.02		
REX CHEMICAL	\$46.43		(S) \$22.67	\$31.66		\$101.18
SONGAHI, INC.	(P) \$28.55	\$59.40	\$38.49	\$24.95		(S) \$62.40
STATE INDUSTRIAL PRODUCTS						
TOTALPACK						
TROY INDUSTRIES		\$55.07	\$42.16			
UNIPAK CORPORATION						

(P) Primary  
(S) Secondary

When prices submitted in unit of measure other than specified, prices have been modified in this tab to appear as same unit of measure for comparison purposes.