

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: DEBORAH LAUCHNER, CHIEF FINANCIAL OFFICER,
FINANCE DEPARTMENT
BRANDALYN TRAMEL, PURCHASING AGENT, FINANCE
DEPARTMENT
SUBJECT: CONTRACT EXTENSION – JANITORIAL SUPPLIES

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Finance Department that the Council, by resolution, approve the Second Amendment to General Services Agreement (GSA) #F001318 with Fishman Supply Company, Petaluma, California, to extend the contract for an additional one year term and add funding in the amount of \$67,700 for a total Agreement amount not to exceed \$134,946.

EXECUTIVE SUMMARY

This contract provides janitorial supplies to the City of Santa Rosa.

BACKGROUND

On December 27, 2016, City Manager, by signature, approved a multiple bid award and issuance of two contracts for the purchase of janitorial supplies to Fishman Supply Company, Inc., Petaluma, California, and to Cole Supply Company, Inc., Benicia, California. The First Amendment removed toilet tissue and paper towels from Cole Supply Company, Inc., and added them to the current Fishman Supply, Inc. contract as Cole could not supply the correct items. The Second Amendment is for a one-year contract extension and to add funds. Janitorial supplies are used by all City departments for the maintenance of sanitary condition in City facilities. The janitorial supply items are stored in the City's central warehouse and distributed to various user departments from inventory as needed.

PRIOR CITY COUNCIL REVIEW

None.

ANALYSIS

Fishman Supply Company has agreed to amend the contract to extend for an additional year with an increase in contract price for two items. We changed brands on Item #11 on the contract for soap to change from scented at \$26.80 per case to unscented at \$31.79 per case and Item #37, Instant Hand Sanitizer, originally bid at \$42 per case, should have been \$72 per case, was bid incorrectly. The vendor held the price, but can't hold it any longer.

The City and Fishman Supply Company entered into a one-year Agreement with four one-year extension options on December 27, 2016, awarded by the City Manager. See contract activity chart below:

<u>Award/Amendment</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Authorization</u>
Contract Award	December 27, 2016	Award (1-year term) 4-year option to extend	\$16,371	City Manager
Amendment No. 1	May 18, 2017	Added Items and funds	\$50,875	City Manager
Amendment No. 2	Pending	1-year Ext and Add Funds	67,700	City Council
	Total Cumulative Value Pending Amendment No. 2		<u>\$134,946</u>	

With approval of the Second Amendment to extend the contract, the cumulative value of GSA #F001318 will be \$134,946. Under the City's Contract/Purchase Order Modification Policy III-9, this Second Amendment requires approval by the City Council.

FISCAL IMPACT

Funds for these expenditures are included in the Fiscal Year 2017-18 budget within various departments that use these supplies, and as a regular operating expenditure, will be included in subsequent years' budget proposals when presented to Council

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not Applicable.

NOTIFICATION

Not Applicable

ATTACHMENTS

- Resolution/Exhibit A - Second Amendment

CONTACT

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