

December 5 , 2002

03-039

ACCEPT BIDS/AWARD CONTRACTS - CUSTODIAL SUPPLIES

PREPARED BY Denise Jeffords, Buyer/Contract Specialist

FINANCIAL RESPONSIBILITY: Steve Sivage, Director, Physical Plant

APPROVED BY Randy McEwen, Vice President, Administrative Services
Jesus "Jess" Carreon, President

REPORT The College has the need to enter into a contract for custodial supplies, consisting mostly of paper products, for its various campuses. A recent bid process for these supplies required that all bids received be rejected due to several problems that developed (per #03-029). A new Invitation for Bids (IFB) was advertised and issued on November 8, 2002. IFB documents were distributed to thirteen (13) vendors, including one (1) WBE. Ten (10) bids were received by the due date of November 27, 2002 from the following vendors:

<u>Vendor</u>	<u>Amount Bid</u>				
	<u>Item 1</u>	<u>Item 2</u>	<u>Item 3</u>	<u>Item 4</u>	<u>Item 5</u>
Bob Nagel Distributing	\$9499.00	*	\$6014.00	\$4482.00	\$7210.00
Unisource Worldwide	\$8925.00	*	\$6220.00	\$4194.00	\$7350.00
Coastwide Laboratories	*	*	\$6049.00	*	\$7287.50
Corporate Express	No Bid	No Bid	\$6060.00	\$5076.00	\$8625.00
Easterday Janitorial Sup.	*	*	\$5760.00	\$4752.00	\$7625.00
Westcoast Paper	\$9408.00	*	No Bid	\$4464.00	\$8500.00
Concannon Paper	*	*	No Bid	*	\$7225.00
Xpedx	*	*	\$6100.00	*	\$7035.00
Bayview Building Maint.**	*	*	\$7051.00	*	\$8418.30
Walter E. Nelson Co.	*	*	\$5894.00	*	\$6972.50

* Items bid were nonresponsive. Products did not meet specification.

** Certified WBE firm

RECOMMENDATION That the Board of Directors accept the low bids and award contracts to following vendors, for the estimated annual amounts indicated, to furnish and deliver custodial supplies. Contracts shall be for a one (1) year period with an option to renew on an annual basis for two (2) additional years. Funds for these contracts will come from the general fund.

Unisource Worldwide \$13,119.00
Easterday Janitorial \$ 5,760.00
Walter E. Nelson Co. \$ 6,972.50

Director Palmer moved to approve Resolutions 03-036 through 03-039 and Resolutions 03-042 through 03-045. It passed unanimously.