

BOARD MEETING DATE: June 4, 2021

AGENDA NO. 12

PROPOSAL: Establish List of Prequalified Vendors for Janitorial Supplies

SYNOPSIS: On March 5, 2021, the Board approved the release of an RFQ to prequalify vendors for janitorial supplies. This action is to establish a list of prequalified vendors for janitorial supplies for a period of three years. Funds for services using this prequalified vendor list have been included in the FY 2020-21 Budget and will be requested in successive fiscal years.

COMMITTEE: Administrative, May 14, 2021; Recommended for Approval

RECOMMENDED ACTION:

Approve vendors listed in Table 1 as prequalified vendors to provide South Coast AQMD with janitorial supplies for a three-year period ending June 30, 2024.

Wayne Natri
Executive Officer

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Background

On March 5, 2021, South Coast AQMD released RFQ #2021-05 for Janitorial Supplies to establish a list of prequalified vendors for purchasing these supplies for a three-year period. These supplies include paper hand towels, toilet paper, and hand soap, among others, and are purchased routinely to support operational needs. South Coast AQMD takes an active part in reducing adverse effects on the environment by purchasing environmentally preferable products. These products have gone through a rigid standard and certification process administered by a third-party organization, known as Green Seal, and the Green Seal standard and certification is the criteria of all material specifications.

Outreach

In accordance with South Coast AQMD's Procurement Policy and Procedure, a public notice advertising the RFQ and inviting bids was published in the Los Angeles Times, the Orange County Register, the San Bernardino Sun, and Riverside County's Press Enterprise newspapers to leverage the most cost-effective method of outreach to the South Coast Basin.

Additionally, potential bidders may have been notified utilizing South Coast AQMD's own electronic listing of certified minority vendors. Notice of the RFQ has been mailed to the Black and Latino Legislative Caucuses and various minority chambers of commerce and business associations, the State of California Contracts Register website, and placed on South Coast AQMD's website (<http://www.aqmd.gov>). Information was also available on South Coast AQMD's bidder's 24-hour telephone message line (909) 396-2724.

Bid Evaluation

Fourteen (14) copies of the RFQ #2021-05 were mailed out and three proposals were received by the close of bidding at 2:00 p.m. on April 8, 2021. Two proposals evaluated received a qualifying score and one proposal did not qualify. Table 1 summarizes the results of the evaluation process.

The evaluation panel consisted of three South Coast AQMD employees: a Facilities Services Technician, a Worker's Compensation Safety Analyst, and a Mail/Subscription Services Clerk; one is Caucasian, one is Hispanic, one is African American; two are male, one is female.

Resource Impacts

Sufficient funds have been appropriated for these services in the FY 2021-22 Budget and will be requested in subsequent fiscal year budgets.

Attachment

Table 1 - Prequalified Vendors for Janitorial Supplies

ATTACHMENT

Table 1

PREQUALIFIED VENDOR LIST

Janitorial Supplies

RFQ #2021-05

<u>Vendor Name</u>	<u>Qualifying Score</u>	<u>Additional Points</u>	<u>Total Points</u>
OEM Materials & Supplies	100	15	115
Waxie Sanitary Supplies	99.33	2	101.33