



Item #9

DATE January 4, 2017
TO GCTD Board of Directors
FROM Tanya Hawk, Buyer 
SUBJECT Consider Authorizing Award of Contract to Sinclair Sanitary Supply for Janitorial Supplies.

I. EXECUTIVE SUMMARY

It is recommended that GCTD award a contract to Sinclair Sanitary Supply for Janitorial Supplies in the amount of \$103,427 plus authorization for an additional 10% to cover any additional supplies that may need to be added as we transition into the new facility during term of contract. The resulting contract term will be for a one year period with four (4) one-year options.

II. BACKGROUND

An IFB was issued in October 2016 and GCTD received seven (7) bids in response to our IFB. Bids were submitted by: Pyramid School Products, Mintex, Waxie Sanitary Supply, Sinclair Sanitary Supply, Fastenal, Superior Sanitary Supplies and Veritiv Operating Company. Two (2) no bids were also received. Of the seven (7) submitted, six (6) were determined to be responsive bids. The seventh, Fastenal did not submit bid documents in accordance with the requirements of the IFB.

A price analysis, which included the option years, was then conducted on the remaining six (6) bids received. The first year will be firm fixed unit pricing, with years 2-5 being an estimated amount including a price escalation provision tied to Producer Price Index (PPI). Sinclair's prices were determined to be fair and reasonable based on adequate competition.

A responsibility determination was also conducted on Sinclair Sanitary Supply. The System for Award Management (SAM) was checked for this contractor and no results were found, nor were there any complaints filed with the Better Business Bureau (BBB).

The references were contacted and provided no negative comments. As a result, Sinclair Sanitary Supply was determined to be a responsive, responsible contractor capable of meeting the requirements.

As a result of the above analysis Sinclair's bid was determined to be the lowest,

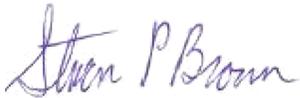
GOLD COAST TRANSIT DISTRICT

responsive and responsible bid received.

III. SUMMARY & RECOMMENDED ACTION

IT IS RECOMMENDED that the Board of Directors authorize a contract award to Sinclair Sanitary Supplies for a one-year period starting January 5, 2017 with four (4) one-year options for an estimated amount of \$19,228.80 per year for a total of \$103,427 for the entire contract (including option years and price escalation estimates), plus authorization for an additional 10% to cover any necessary supplies needed during transition into new facility during term of contract.

Concurrence



Steven P. Brown
General Manager