



**City of Santa Ana**  
**20 Civic Center Plaza, Santa Ana, CA 92701**  
**Staff Report**  
**September 21, 2021**

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**TOPIC:** Paper Products and Janitorial Supplies for the Santa Ana Jail

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**AGENDA TITLE:**

Award a Contract to American Sanitary Supply, Inc. for Paper Products in an Amount Not to Exceed \$420,000 Over a Four-Year Period (Specification No. 21-043) (General Fund)

**RECOMMENDED ACTION**

Award a blanket order contract to American Sanitary Supply, Inc. for paper products and janitorial supplies for the Santa Ana Jail in an annual amount not to exceed \$105,000, for a one-year period expiring September 30, 2022, with provisions for three, one-year renewal periods exercisable by the City Manager, for a total four-year contract amount of \$420,000, subject to non-substantive changes approved by the City Manager and City Attorney.

**DISCUSSION**

The Santa Ana Jail uses several paper products, including paper towels, toilet paper, and feminine hygiene products, during normal daily operations of the Jail. The Santa Ana Jail currently procures its paper goods and janitorial supplies from City Stores. During the COVID-19 pandemic in 2020, a lack of supplies and rising costs posed a significant obstacle to day-to-day operations. In response to these obstacles, a formal bid for supplies was initiated. This blanket order contract will allow the Jail to process online orders with American Sanitary Supply, and the vendor will directly ship goods/supplies to the Jail. This more efficient workflow will save both time and money. Due to the increased delivery schedule, deliveries will be more in line with a 24-hour operation.

The Notice Inviting Bids was advertised on March 26, 2021, on the City's online bid management and publication system. A summary of the bid invitation and bids received is as follows:

- 149 Vendors were notified
- 10 Santa Ana vendors were notified
- 35 Vendors downloaded the bid packet
- 12 Bids received
- 2 Bids received from Santa Ana vendors

Twelve bids were received and opened on April 22, 2021, and evaluated (Exhibit 1). After evaluation, ten of the twelve bids received were determined to be responsive. The bids deemed non-responsive did not provide the required bid documents. Seven percent Local Vendor Preference was applied to the bids received from the two small Santa Ana vendors and four percent Local Vendor Preference was applied to the small Orange County vendor.

The bid submitted from American Sanitary Supply, Inc. in Anaheim, CA., a small Orange County vendor, is the lowest offer, responsive to the specifications, and meets the City's requirements.

### **ENVIRONMENTAL IMPACT**

There is no environmental impact associated with this action.

### **FISCAL IMPACT**

Funds are available for the first year of this agreement in the Jail Operations miscellaneous supplies account, and will be budgeted in future fiscal years as follows:

Fiscal Year	Accounting Unit- Account #	Accounting Unit, Account Description	Amount
FY 2021-22	01114475 63001	Jail Operations – Misc. Supplies	\$105,000
FY 2021-22	01114475 63001	Jail Operations – Misc. Supplies	\$105,000
FY 2021-22	01114475 63001	Jail Operations – Misc. Supplies	\$105,000
FY 2021-22	01114475 63001	Jail Operations – Misc. Supplies	\$105,000
		Total	\$420,000

### **EXHIBIT(S)**

#### 1. Bid Abstract

Submitted By: David Valentin, Police Chief

Approved By: Kristine Ridge, City Manager