



APPROVED  
BY THE CITY COUNCIL

JUN 14 1994

OFFICE OF THE  
CITY CLERK

1.4

DEPARTMENT OF  
GENERAL SERVICES

PROCUREMENT SERVICES DIVISION

CITY OF SACRAMENTO  
CALIFORNIA

June 14, 1994

PS:Admin:94035:RBH:SA:bd

5730 - 24TH STREET  
BUILDING FOUR  
SACRAMENTO, CA  
95822-3699

916-449-5551

PURCHASING  
CENTRAL STORES  
CENTRAL SERVICES

City Council  
Sacramento, California

Honorable Members In Session:

**SUBJECT: ADOPTION OF SPECIFICATIONS AND AWARD OF BID NO. 1633,  
MISCELLANEOUS HARDWARE ITEMS FOR CENTRAL STORES, IN  
THE AMOUNT OF \$120,000.00**

LOCATION AND COUNCIL DISTRICT

City-wide-All Districts

STAFF RECOMMENDATION

It is recommended that, in the best interest of the City, the City Council adopt the specifications used in the bidding process and accept the lowest responsible bid submitted for the contract resulting from Bid No. 1633 for Miscellaneous Hardware Items for Central Stores. Award is being recommended to Marshall Newell Supply Company, 1795 Tribute Road, Sacramento, CA 95815, in the amount of \$120,000.00.

CONTACT PERSON: Steve Alstrom, Buyer II, 433-6240

FOR COUNCIL MEETING OF: June 14, 1994

SUMMARY

Attached is a tabulation of sealed proposals received by the City Clerk for furnishing material in accordance with the specifications used in the bidding process, and recommendation of bid award for Bid No. 1633 for Miscellaneous Hardware Items for Central Stores.

## BACKGROUND

This contract is for miscellaneous hardware items, consisting of two hundred forty-seven (247) line items, being purchased for Central Stores for ultimate resale to various City organizations. A few of the items included in this yearly contract are chain, drill bits, hinges, files, flashlights, locks, sandpaper, tapes, extension cords, lubricants and sealants.

Specifications for Bid No. 1633 were publicly advertised and mailed by the City Clerk. Initial advertising and mailing to vendors, bid advertising firms and minority outreach agencies began on May 4, 1994. Sealed bids were publicly opened by the City Clerk on May 25, 1994.

The following is a summary of the recommendation for contract award:

<u>Bidder</u>	<u>Award Items</u>	<u>Contract Amount</u>
Marshall Newell Supply Company 1795 Tribute Road Sacramento, CA 95815	All	\$120,000.00 <sup>(1)</sup>

<sup>(1)</sup> The lowest responsible bid amount of \$110,812.29 represents the total for those items selected for evaluation purposes only. Authorization is being requested to enter into a contract in an amount not to exceed \$120,000.00 per year, which more closely reflects the actual amount to be expended each year of this potential 3 year contract.

## FINANCIAL CONSIDERATIONS

These purchases are initially charged to Central Stores' general inventory account 101-900-9200-4400. When the material is "sold" or issued to a City organization, the actual cost, including sales tax, is charged or debited to that unit's appropriate operating budget line identified on the "Request for Central Stores Supplies" (form P-4).

## POLICY CONSIDERATIONS

This recommendation is consistent with the requirements for competitive bidding as detailed in Title 57 of the Sacramento City Code.

## MBE/WBE EFFORTS

Requests for bid (RFB) were sent to twelve contractors, six of which were identified as M/WBE firms. The names of the prospective bidders were obtained from the City bid list and by researching the EBMUD Minority and Women Business Enterprise 1992-93 Directory and the State of California - Winter 1994 Disadvantaged Business (DB) and Women Business

**BID TABULATION SHEET FOR  
BID NO. 1633 - MISCELLANEOUS HARDWARE ITEMS FOR CENTRAL STORES**

<u>Bidder</u>	<u>Total, Less Sales Tax</u>	<u>M/WBE Preference</u>	<u>Prompt Payment Discount</u>	<u>City Tax Preference</u>	<u>Net Total</u>
Marshall Newell Supply	\$102,842.03	None	4% - 25 days <4,113.68>	Yes <1,028.42>	<u>\$97,699.93</u>
A-1 Industrial Supply	Incomplete	Yes (WBE)	-----	-----	Incomplete <sup>(3)</sup>
Capitol Builders Hardware	Incomplete	None	-----	-----	Incomplete <sup>(3)</sup>

Award of Contract To: Marshall Newell Supply Co.  
 1795 Tribute Road  
 Sacramento, CA 95815

Original Estimated Cost: \$100,000.00      Using Department: Procurement Services Division/Central Stores

Total Bid Amount: \$110,812.29<sup>(2)</sup>      Due Date: May 25, 1994

Total Amount of Contract: \$120,000.00<sup>(1)</sup>

<sup>(1)</sup> The lowest responsible bid amount of \$110,812.29 represents the total for those items selected for evaluation purposes only. Authorization is being requested to enter into a contract in an amount not to exceed \$120,000.00 per year, which more closely reflects the actual amount to be expended each year of this potential 3 year contract.

<sup>(2)</sup> Total includes 7 3/4 percent Sales Tax

<sup>(3)</sup> Bids considered non-responsive. Not all items quoted as required in the General Conditions of Bid No. 1633.

<u>Total No. of Bids Solicited</u>	<u>No. of M/WBE Bids Solicited</u>	<u>No. of M/WBE Responses</u>	<u>Award to M/WBE Vendor</u>
12	6	1	No

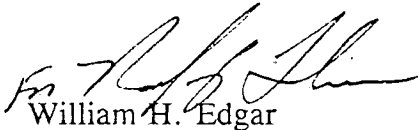
Enterprise (WBE) List. In addition, the RFB was sent to several bid advertising agencies, including the Minority Business Exchange and the Sacramento Business Development Center. This bid included provisions for a five percent (5%) bid evaluation preference for City-certified, preference-eligible M/WBE firms. Of the three (3) bids received, one was from a WBE firm, but the bid was incomplete and therefore non-responsive. The vendor recommended for award is not an M/WBE firm.

Respectfully Submitted,



Robert B. Holbrook  
Procurement Services Manager

RECOMMENDATION APPROVED:



William H. Edgar  
City Manager

1 Attachment