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DEPARTMENT OF  
FINANCE  
PROCUREMENT SERVICES DIVISION

CITY OF SACRAMENTO  
CALIFORNIA

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

May 20, 1997  
PS:Admin:97024:RBH:SA:bd

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City Council  
Sacramento, California

Honorable Members in Session:

**SUBJECT: ADOPTION OF SPECIFICATIONS AND AWARD OF BID NO. 1742 FOR MISCELLANEOUS HARDWARE ITEMS FOR CENTRAL STORES IN A TOTAL AMOUNT NOT TO EXCEED \$100,000.00**

**LOCATION AND COUNCIL DISTRICT:** City-wide; all districts

**RECOMMENDATION:**

Staff recommends that the City Council adopt specifications and accept the lowest responsible bid for the contract resulting from Bid No.1742 for Miscellaneous Hardware Items for Central Stores. Award is recommended to Marshall-Newell Supply Company, 1795 Tribute Road, Sacramento, CA 95815, in a total amount not to exceed \$100,000.00 per contract year.

**CONTACT PERSON:** Steve Alstrom, Senior Buyer, 433-6343

**FOR COUNCIL MEETING OF:** May 20, 1997

**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 for award of Bid No. 1742 for Miscellaneous Hardware Items for Central Stores.

**BACKGROUND:**

This contract is for miscellaneous hardware items being purchased for Central Stores for resale at cost to various City organizations. Examples of the items included in this contract are chain, drill bits, hinges, files, flashlights, padlocks, sandpaper, tapes, extension cords, lubricants and sealants.



Staff recommends that a contract be awarded to Marshall-Newell Supply Company, 1795 Tribute Road, Sacramento, CA 95815, in the total amount of \$100,000.00 per contract year. Theirs was the lowest responsible bid of the three responses received by the City Clerk as shown in the attached bid tabulation sheet. Because the bid total of \$65,722.08 represents the total for estimated quantities to be purchased only, staff requests authorization to enter into a contract amount not to exceed \$100,000.00 per year, which more closely reflects the actual amount anticipated 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 materials are sold to a City organization, the actual cost including sales tax is charged to that unit's operating budget line as identified on the "Request for Central Stores Supplies" (Form P-4).

**ENVIRONMENTAL CONSIDERATIONS:**

Ongoing administrative and maintenance activities, such as purchases of supplies, equipment or materials which are not made for purposes of a public works construction project, do not constitute a "project" and are exempt from the California Environmental Quality Act (CEQA). CEQA Guidelines, Sections 15061(b)(1), 15378(b)(3).

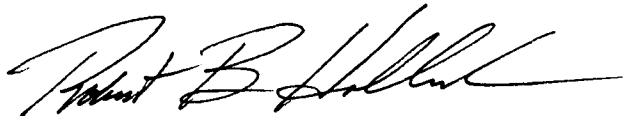
**POLICY CONSIDERATIONS:**

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 six vendors, two of which are City-certified M/WBE firms. Of the three responses received, one was from a City-certified Woman-Owned Business. However, that bid was incomplete, and award is not being recommended to this firm.

Respectfully Submitted,



Robert B. Holbrook  
Procurement Services Manager

**RECOMMENDATION APPROVED:**



WILLIAM H. EDGAR  
City Manager

**BID TABULATION SHEET FOR  
BID NO. 1742 - MISCELLANEOUS HARDWARE ITEMS FOR CENTRAL STORES**

<b>Bidder</b>	<b>Total Bid (Less Sales Tax)</b>	<b>M/WBE Preference</b>	<b>Prompt Payment Discount</b>	<b>City Tax Preference</b>	<b>Evaluation Total</b>
Industrial Hardware & Supply Corp.	\$84,032.51 <sup>(1)</sup>	None	5% - 20 days <\$4,201.63>	None	\$79,830.88
A-1 Industrial Supply	\$60,958.54 <sup>(2)</sup> Incomplete	Yes	2% - 20 days	None	Incomplete <sup>(2)</sup>
Marshall-Newell Supply Company	\$65,722.08 <sup>(1)</sup>	None	4% - 25 days <\$2,628.88>	Yes - 1% <\$657.22>	<u>\$62,435.98</u>

**Total Award of Contract To:** Marshall-Newell Supply Company  
1795 Tribute Road  
Sacramento, CA 95815

**Original Estimated Cost:** \$100,000.00

**Total Bid Amount:** \$65,722.08

**Total Amount of Contract:** \$100,000.00<sup>(3)</sup>

**Using Department:** Administrative Services,  
Procurement Services Division

**Due Date:** April 23, 1997

<b>Total No. of Bids Solicited</b>	<b>No. of M/WBE Bids Solicited</b>	<b>No. of M/WBE Responses</b>	<b>Award to M/WBE Vendor?</b>
6	2	1	No

<sup>(1)</sup> Bid totals were corrected for mathematical or extension errors.

<sup>(2)</sup> Bid incomplete, 58 line items (30 percent of the items) not priced.

<sup>(3)</sup> The lowest responsible bid amount of \$65,722.08 represents the total for those items selected for evaluation purposes only. Authorization is requested to enter into a contract in an amount not to exceed \$100,000.00 per year, which more closely reflects the actual amount anticipated to be expended each year of this potential 3 year contract.

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