



# STAFF REPORT

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**DATE:** March 8, 2021  
**TO:** Sacramento Regional Transit Board of Directors  
**FROM:** Laura Ham, VP, Planning and Engineering  
**SUBJ:** AWARD A CONTRACT FOR JANITORIAL SUPPLIES -- FACILITIES TO ELITE SUPPLY SOURCE, INC.,

RECOMMENDATION

Adopt the Attached Resolution.

RESULT OF RECOMMENDED ACTION

The contract would provide a source to SacRT for janitorial supplies used by SacRT's Facilities Department for a 5-year term.

FISCAL IMPACT

Based on the supply quantities estimated by the Facilities Department, the not-to-exceed amount for the a 5-year contract term will be \$310,952.10, plus applicable sales tax. SacRT will be invoiced based on supplies actually ordered at the unit prices specified in the bid.

FY 21 estimated contract expenditure is \$18,658.90 which covers March, April, May, and June of 2021, and is included in the approved FY 21 Operating Budget. Future fiscal year estimated contract amounts are \$58,915.52 for FY 22, \$68,715.48 for FY 23, \$65,328.93 for FY 24, \$62,015.46 for FY 25, and \$37,377.81 for FY 26, which will cover July 2025 thru February 2026. These future amounts will be included in the operating budgets for each fiscal year.

DISCUSSION

SacRT's Facilities Department has the need for cleaning products to maintain clean and safe facilities and environment for employees and passengers. In the past, Staff has requested quotes and awarded a Blanket Purchase Order (BPO) for a 2-year term. Upon expiration of the last 2-year BPO, Staff determined it was in SacRT's best interest to solicit bids for a 5-year term for the purchase of janitorial supplies for the Facilities Department, due to the ongoing need for these supplies. On January 15, 2021, Staff released an Invitation for Bid (IFB) on PlanetBids e-procurement system and notified 30 vendors of the bid opportunity. On February 5, 2021, SacRT received the following bids:

|                     |              |
|---------------------|--------------|
| Elite Supply Source | \$310,952.10 |
| Blue Ribbon Supply  | \$311,179.03 |
| Froggys Fog LLC     | \$445,834.46 |

Starblast

\$467,839.00

All four bids were reviewed and determined to be responsive. Based on the four bids, Elite Supply Source is the lowest responsive and responsible bidder. The bid price of \$310,952.10 is considered fair and reasonable in comparison with the other bidders and is comparable to the independent cost estimate established prior to receipt of bids.

Staff requests that the Board award the Contract for Purchase of Janitorial Supplies – Facilities to Elite Supply Source for a 5-year term for an amount not to exceed \$310,952.10, plus applicable sales tax.

RESOLUTION NO. 21-03-0014

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

March 8, 2021

**AWARD A CONTRACT FOR JANITORIAL SUPPLIES -- FACILITIES TO ELITE  
SUPPLY SOURCE, INC.**

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, the Contract for Purchase of Janitorial Supplies – Facilities between Sacramento Regional Transit District, therein referred to as “SacRT,” and Elite Supply Source, therein referred to as “Contractor,” whereby Contractor agrees to provide janitorial supplies for the Facilities Department, as further specified, for an amount not to exceed \$310,952.10, plus applicable sales tax, for a 5-year term, is hereby approved.

THAT, the General Manager/CEO is hereby authorized and directed to execute said Contract.

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STEVE MILLER , Chair

A T T E S T:

HENRY LI, Secretary

By: \_\_\_\_\_  
Cindy Brooks, Assistant Secretary