

**PERALTA COMMUNITY COLLEGE DISTRICT  
Board of Trustees Agenda Report  
For the Trustee Meeting Date of March 24, 2015**

**ITEM TITLE:**

Approve contract with JC Nelson Supply Company

**SPECIFIC BOARD ACTION REQUESTED:**

Authorization and approval to use JC Nelson Supply Company for Peralta’s Four Colleges and the District Office janitorial supplies on an annual contract and to be extended on an as needed basis.

**ITEM SUMMARY:**

IN AN EFFORT TO STREAMLINE THE PURCHASING PROCESS AND PROVIDE MORE EFFICIENT JANITORIAL SERVICES DISTRICT WIDE, A FORMAL BID (BID 14-15/28) WAS CONDUCTED FOR DISTRICT WIDE JANITORIAL SUPPLIES. A TOTAL OF NINE VENDORS RESPONDED TO THE BID. THE LOWEST BIDDER WAS INTERBORO PACKAGING CORP. HOWEVER; THEY DID NOT SUBMIT A QUOTE FOR ALL PRODUCTS LISTED ON THE ITEM LIST SPECIFIED ON THE BID PACKET. THE SECOND LOWEST BIDDER WAS P & R PAPER SUPPLY CO. WHO ALSO DID NOT PROVIDE A QUOTE FOR ALL ITEMS AS SPECIFIED ON THE BID PACKET. THEREFORE, BOTH INTERBORO PACKAGING CORP. AND P& R PAPER SUPPLY CO. WERE DEEMED AS UNRESPONSIVE. JC NELSON SUPPLY BEING THE THIRD LOWEST BIDDER ADHERED TO ALL REQUIREMENTS AS STATED ON THE BID PACKAGE. THE BID TOTALS ARE SUMMARIZED BELOW:

VENDORS	BID TOTAL	LOCATION
Interboro Packaging Corp	\$57,028.00	Montgomery, NY
P & R Paper Supply Co.	\$123,480.00	Redlands, CA
JC Nelson Supply Co.	\$152,015.00	Fairfield, CA
Waxie Sanitary Supply	\$164,619.91	Livermore, CA
CleanSource	\$165,371.53	San Jose, CA
Give Something Back	\$168,597.14	Oakland, CA
Starline Supply Inc.	\$173,795.00	Oakland, CA
BayDot Supply	\$186,612.00	Oakland, CA
Tadco Supply, Inc.	\$203,054.00	San Jose, CA

**SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):**

**GENERAL FUND UNRESTRICTED**

**BACKGROUND/ANALYSIS:** A total of nine vendors responded to the Bid. However, the two lowest bidders (Interboro Packaging Corp and Baydot Supply were unresponsive (did not quote all requested products). Of the remaining seven bids received, JC Nelson Supply Co. was the lowest bidder, followed by Waxie Sanitary Supply, CleanSource, Give Something Back and Starline Supply Inc. JC Nelson Supply Co. has the experience and expertise to provide efficient and quality products to PCCD and have done so in the past.

Whereby the Chancellor of the Peralta Community College District, in an effort to streamline the purchasing process and provide more efficient Janitorial Supplies District Wide, sought to establish a competent bidder to provide janitorial supplies to the four Colleges and District on an as-needed basis. The Chancellor recommends approval.

**DELIVERABLES AND SCOPE OF WORK:**

JC Nelson Supply Co. will provide janitorial supplies based on a secured product pricing on an as-needed basis to Peralta's Four Colleges( COA, Laney, Merritt and BCC) and the District for a period of one year (annual contract) beginning April 1, 2015 through April 30, 2016.

**ANTICIPATED COMPLETION DATE:**

APRIL 30, 2016

**ALTERNATIVES/OPTIONS: N/A**

**EVALUATION AND RECOMMENDED ACTION:**

Recommend approval of JC Nelson Supply Co. to provide janitorial supplies District-Wide on an annual contract and to be extended on an as needed basis.

**OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):**

YES \_\_\_\_\_ NO  X

**COMMENTS:**

**WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? DR. JOSE ORTIZ, CHANCELLOR**

(\*\*\*\*\*Board contract approval is subject to negotiation and execution by the Chancellor.)

**DOCUMENT PREPARED BY:**

Prepared by: Marie Hampton, Director of Purchasing Services  
Marie Hampton, Director of Purchasing Services

Date: March 11, 2015

**DOCUMENT PRESENTED AND APPROVED BY:**

Presented and approved by: Susan Rinne Date: 3/13/2015  
Susan Rinne, Interim Vice Chancellor for Finance and Administration

**FINANCE DEPARTMENT REVIEW**

Finance review required  Finance review *not* required

If Finance review is required, determination is:  Approved  Not Approved

If not approved, please give reason: \_\_\_\_\_

Signature: Susan Rinne Date: 3/13/2015  
Susan Rinne, Interim Vice Chancellor for Finance and Administration

**GENERAL COUNSEL (Legality and Format/adherence to Education Codes):**

Legal review required  Legal review *not* required

If Legal review is required, determination is:  Approved  Not Approved

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Nitasha Sawhney, Interim General Counsel

**CHANCELLOR'S OFFICE APPROVAL**

Approved, and Place on Agenda  Not Approved, but Place on Agenda

Signature: José M. Ortiz Date: 3/18/15  
José M. Ortiz, Chancellor