



ITEM ID: 2024-322-0

TRANSMITTAL DATE: November 1, 2024

MEETING DATE: November 8, 2024

TO: Board of Directors

FROM: Arnold Hackett, Chief Financial Officer

SUBJECT: Purchase Order No. PO976-25 - Consumable Janitorial Supplies - Recommendation to Award - Waxie Sanitary Supply

Issue

The Authority's Inventory Control and Materials Management Department requires various consumable janitorial supplies for the Maintenance, Repairs, and Operation (MRO) of the Authority. Staff has found it to be more cost effective to maintain an Inventory Replenishment program and to directly purchase the necessary janitorial supplies from the Waxie Sanitary Supply (Waxie) under a cooperative agreement rather than to purchase each item from individual retailers or through one of the Authority's service or maintenance contractors. There are several cooperative agreements available for use by the Authority.

Recommendation

It is recommended that the Board authorize the Chief Executive Officer (CEO) to award Purchase Order PO976-25 to Waxie Sanitary Supply for as needed consumable janitorial supplies for a total not-to-exceed authorization of \$1,650,000.

Strategic Commitment

The report aligns with the Strategic Business Plan commitment of:

- **Customers Are Our Business:** We respect and value our customers, putting them at the heart of all we do, and work hard to attract and retain new customers by understanding their needs and finding new and innovative ways to delight them. This contract with Waxie Janitorial Supplies allows Metrolink the ability to purchase the janitorial supplies needed keep the passenger cars clean to ensure that our customers have a great experience while using our service.

Background

The current cooperative agreement and purchase order for consumable janitorial supplies will expire on December 31, 2024. The owning agency has not awarded a new cooperative agreement. In response to this, staff conducted following market research of the cooperative agreements available. Staff identified the following appropriate cooperative agreement awarded to the Waxie by Region XIV Education Service Center and administered by Omnia Partners:

Agreement Number:	152611
Agency:	Region XIV Education Service Center
Address:	1850 Highway 351 Abilene, TX 79601-4750
Term:	June 1, 2024 - May 31, 2027

Agreement No. 152611 was advertised as a cooperative contract for “Comprehensive Operational and Janitorial Supplies Solutions” and was awarded to Waxie on a competitive basis by the owner agency.

Annual consumption of janitorial supplies has been calculated to average approximately \$300,000 per year. The purchase under the terms of the cooperative agreement has been found to be fair and reasonable for the Authority.

Discussion

The Inventory Control and Materials Management Department is requesting to purchase miscellaneous consumable janitorial supplies directly from Waxie. These supplies are widely varied from cleaning chemicals or paper products to janitorial tools and safety supplies. They are purchased on an as needed basis through an Inventory replenishment program to ensure supply, usage tracking, and eliminating last minute orders for regularly purchased items.

There are several cooperative agreements available for Waxie from several different awarding agencies. When compared to each other, Contract No. 152611 offers competitive discounts as well as the largest comprehensive list of janitorial supplies.

This cooperative agreement will prevent the Authority from paying retail prices or any added contractor costs.

The Region XIV Education Service Center awarded the contract on May 21, 2024, it will end on May 31, 2027, with the option to renew for 2 additional one-year periods through May 31, 2029.

Budget Impact

The amount for which contract authority is requested is included in the operating budget for FY25. Funding for subsequent fiscal years will be requested through the annual budget process.

Next Steps

Should the Board approve this recommendation, staff will issue as needed Purchase Orders for consumable janitorial supplies.

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Approved by: Arnold Hackett, Chief Financial Officer