

# PALM DESERT HOUSING AUTHORITY STAFF REPORT

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MEETING DATE: October 12, 2023

PREPARED BY: Celina Cabrera, Management Analyst

REQUEST: HOUSING AUTHORITY - AUTHORIZE THE USE OF QUILL, LLC, AND NATIONAL SERVICES COMPANY DBA WAXIE SANITARY SUPPLY FOR THE PURCHASE OF OFFICE, JANITORIAL, AND SANITARY SUPPLIES FOR THE PALM DESERT HOUSING AUTHORITY FOR FISCAL YEAR 2023/24

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## **RECOMMENDATION:**

1. Authorize the use of, and establish an account with, Quill, LLC, for the purchase of office supplies for the management of the Housing Authority properties pursuant to Section 3.30.160 (E) of the Palm Desert Municipal Code in an amount not to exceed \$53,700 for Fiscal Year 2023/24.
2. Authorize the use of, and establish an account with, National Services Company dba Waxie Sanitary Supply for the purchase of janitorial and sanitary supplies for the Housing Authority properties pursuant to Section 3.30.160 (E) of the Palm Desert Municipal Code in an amount not to exceed \$32,340 for Fiscal Year 2023/24.

## **BACKGROUND/ANALYSIS:**

Palm Desert Housing Authority (“Authority”) purchases office supplies, janitorial, and sanitary supplies for the management of its 15 properties to include items such as paper, ink, writing material, cleaning, sanitary supplies, etc. Palm Desert Municipal Code Section 3.30.160(E) allows participation in cooperatives when a competitive bid has already been completed.

Since 2012, the Authority has secured national government cooperative pricing as members of the national cooperative Omnia Partners, Inc. (“Omnia”). Quill, LLC, and National Services Company dba Waxie Sanitary Supply are successful national contract holders and have confirmed to extend the national cooperative contract pricing and terms to the Authority. A copy of the Omnia agreement with the respective vendors is on file with the City Clerk’s Office.

### **Legal Review:**

This report has been reviewed by the City Attorney’s office.

### **Appointed Body Recommendation:**

The Housing Commission will review this recommendation at its regular meeting on October 11, 2023. Upon request, a verbal report will be provided at the Authority’s regular meeting on October 12, 2023.

## **FINANCIAL IMPACT:**

Palm Desert Housing Authority

Authorize the Use of Quill and Waxie for PDHA FYE 2024

Funds have been included in Housing Authority FY 2023/24 Approved Budget in the appropriate Authority accounts for each of the properties. There is no financial impact to the General Fund from this action.

**ATTACHMENTS:**

1. Omnia Partners Participation Letter- Quill, LLC
2. Omnia Partners Participation Letter- National Services Company dba Waxie Sanitary Supply