

PALM DESERT HOUSING AUTHORITY STAFF REPORT

MEETING DATE: May 23, 2024

PREPARED BY: Celina Cabrera, Management Analyst

REQUEST: 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 2024/25

RECOMMENDATION:

1. Authorize the use of Quill, LLC, for the reoccurring purchase of office supplies for the management of the Housing Authority properties, by property management, pursuant to Section 3.30.160 (E) of the Palm Desert Municipal Code in an amount not to exceed \$58,600 or Fiscal Year 2024/25.
2. Authorize the use of National Services Company dba Waxie Sanitary Supply for the reoccurring purchase of janitorial and sanitary supplies for the Housing Authority properties, by property management, pursuant to Section 3.30.160 (E) of the Palm Desert Municipal Code in an amount not to exceed \$36,100 for Fiscal Year 2024/25.

BACKGROUND/ANALYSIS:

Palm Desert Housing Authority (“Authority”) property managers conduct purchases of 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.

Requested amounts for each of the vendors are based on the average change over the previous three years’ actual expenditures plus a 7% increase.

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 May 8, 2024. Upon request, a verbal report will be provided at the Authority’s regular meeting on May 23, 2024.

FINANCIAL IMPACT:

Funds have been included in Housing Authority FY 2024/25 proposed budget in the appropriate Authority accounts for each of the properties. There is no fiscal 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