

PALM DESERT HOUSING AUTHORITY STAFF REPORT

MEETING DATE: June 12, 2025

PREPARED BY: Celina Cabrera, Senior Management Analyst

SUBJECT: AUTHORIZE THE USE OF QUILL, WAXIE, LOWE'S, HD SUPPLY, HOME DEPOT, AND SHERWIN WILLIAMS FOR OPERATIONAL SUPPLIES FOR THE PALM DESERT HOUSING AUTHORITY FOR FISCAL YEAR 2025-26

RECOMMENDATION:

1. Authorize Quill, LLC, for recurring office supplies in an amount not to exceed \$17,000.
2. Authorize Brady Plus dba Waxie Sanitary Supply for recurring purchase of janitorial and sanitary supplies in an amount not to exceed \$17,000.
3. Authorize Lowe's Home Centers, Inc., for recurring purchase of materials, supplies, and appliances in an amount not to exceed \$215,000.
4. Authorize Home Depot U.S.A., Inc., for recurring purchase of materials and supplies in an amount not to exceed \$55,000.
5. Authorize HD Supply Facilities Maintenance for recurring purchase of materials and supplies in an amount not to exceed \$230,000.
6. Authorize Sherwin Williams Company for recurring purchase of paint and supplies in an amount not to exceed \$45,000.
7. Authorize the disposal and recycling of inefficient, damaged, obsolete, and non-functioning appliances as appropriate in accordance with Environmental Protection Agency ("EPA") standards and declare a surplus at the time of removal from the properties.

BACKGROUND/ANALYSIS:

The Palm Desert Housing Authority ("Authority") property management conducts recurring purchases of a variety of items for the Authority owned properties throughout the year such as cabinets, counter tops, appliances, paint, building materials, plumbing supplies, bathroom fixtures, janitorial supplies, tools, office supplies, and any other necessary miscellaneous maintenance, repair, and operating supplies.

Since 2012, the Authority has secured national government cooperative pricing by being members to the national cooperative Omnia Partners. Quill, Waxie, Lowe's, Home Depot, HD Supply, and Sherwin Williams are national cooperative contract holders. Omnia Contract numbers are R190304, 152610, R240805, 16154, 2020002299, and 02-147 respectively. All have confirmed to extend their national cooperative contract pricing and terms to the Authority, pursuant to the Muni Code. Palm Desert Municipal Code Section 3.30.160(E) allows participation in cooperative pricing when a competitive bid has already been completed.

The procurement of appliances from Lowe's includes delivery and, whenever appropriate, the removal and recycling of old appliances. Staff request authorization to dispose of or recycle all appliances removed from the Properties in accordance with EPA standards for responsible

appliance disposal at appropriate recycling centers. Such disposed of or recycled inefficient, damaged, obsolete, and non-functioning appliances are also requested to be declared as surplus at the time they are removed,

Requested amounts for each of the vendors are based on the actual expenses of the current fiscal year (FY 2024-25 YTD) plus 10%.

Legal Review:

This report has been reviewed by the City Attorney's Office.

Appointed Body Recommendation:

The Housing Commission reviewed this item at their May 14, 2025 meeting and approved recommendation to the Housing Authority Board with a 5-0 vote.

FINANCIAL IMPACT:

The FY 2025-26 Proposed Annual Budget includes funding in the respective Authority Complex accounts for each of the properties. Therefore, there is no financial impact to the General Fund with this action.

ATTACHMENTS:

1. Omnia Partners Participation Letter- Quill, LLC
2. Omnia Partners Participation Letter- Brady Plus dba Waxie Sanitary Supply
3. Omnia Partners Participation Letter- Lowe's Home Centers, Inc.
4. Omnia Partners Participation Letter- Home Depot U.S.A., Inc.
5. Omnia Partners Participation Letter- HD Supply Facilities Maintenance
6. Omnia Partners Participation Letter- The Sherwin Williams Company