



Department of Public Utilities  
Public Utilities Administration  
Inter-Office Memorandum

**DATE:** January 22, 2024

**FILE:** PU-24-47

**TO:** George R. Keller, Jr. CPPT  
City Manager

**VIA:** Adam Reichbach  
Assistant City Manager for Finance and Administration

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AR

**VIA:** Gus Zambrano  
Assistant City Manager for Sustainable Development

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**THRU:** Steve Stewart  
Director, Procurement and Contract Compliance

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**FROM:** Vincent Morello, P.E.  
Director, Public Utilities

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**SUBJECT:** Recommendation to Approve the Issuance of a Blanket Purchase Agreement with HD Supply Facilities Maintenance, LTD ("HD") for cleaning supplies, equipment, and related products and services for the use of all City departments and division offices in an amount up to \$95,000.00 annually. The Procurement Method used is Piggyback.

**ISSUE:**

The Department of Public Utilities ("Department") and other City departments and offices has a need for cleaning supplies, equipment and related custodial products and services. The services/supplies are needed in support of use in maintaining safe and sanitary building, facilities, and vehicles and to provide a healthy working environment. A competitive process was done through Fresno State Unified School District ("Fresno") RFP#22 for cleaning supplies, equipment, and related services. Fresno issued Contract #22-07 to HD for a period of November 1, 2022 – October 31, 2025. HD has agreed to allow the City of Hollywood to piggyback Contract #22-07 under the same terms, conditions, and pricing.

**AUTHORITY:**

**§ 38.41 COMPETITIVE SOLICITATIONS REQUIRED; EXCEPTIONS**  
**(C)(5) Piggyback purchases:**

*The CPO may procure, without following formal solicitation procedures, all goods, supplies, materials, equipment, and services that are the subject of contracts with the state, its political subdivisions, the United States government, other governmental entities, or a corporation not for profit whose members are governmental entities, public officers, or any combination thereof ("piggyback"), provided that the goods, supplies, materials, equipment, or services are the subject of a price schedule negotiated by the entities and is based strictly on competitive bids, quotations, or competitive proposals and not on any preference. Utilization of other governmental entities' contracts shall be permitted only during the term of the other governmental entity's contract.*

**Pursuant to Section 38.38 of the Procurement Code, the City Manager or designee will have authority to approve and execute contracts up to \$100,000.**

Funding has been provided in the fiscal year 2024 Amended budget for the Department of Public Utilities in Account Numbers 442.400201.53600.552310.000000.000.000, 442.400602.53600.552310.000000.000.000 and 442.000000.14100.141510.000000.000.000.

**RECOMMENDATION:**

Authorize the issuance of a Blanket Purchase Agreement with HD Supply Facilities Maintenance, LTD for cleaning supplies, equipment, custodial services and solutions in an amount up to \$95,000.00 annually.

DocuSigned by:

*George Keller*

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1/23/2024

APPROVED BY: George R. Keller, Jr. CPPT  
City Manager

Date:

Attachments: Piggyback Checklist  
HD Supply Cleaning Supplies RFP Summary  
Supply Cleaning Agreement  
Supply Cleaning Notice of Award  
RFP 22-07 Final  
Supply Full RFP Response