

ADMINISTRATIVE EXEMPTION and TRADE, COMMERCE, AND TOURISM COMMITTEE REPORT relative to the proposed contract with Unisource Worldwide, Inc. for miscellaneous cleaning products for Los Angeles World Airports (LAWA).

Recommendations for Council action:

1. ADOPT the determination by the Board of Airport Commissioners (Board) that the proposed action is exempt under the California Environmental Quality Act (CEQA) as provided in Article II Section 2(f) of the Los Angeles City CEQA Guidelines.
2. APPROVE the contract between the City of Los Angeles and Unisource Worldwide, Inc.
3. CONCUR with the Board's action of August 20, 2013 by Resolution No. 25227 authorizing the Executive Director to execute the contract with Unisource Worldwide, Inc. for miscellaneous cleaning products for LAWA.

Fiscal Impact Statement: The City Administrative Officer (CAO) reports that approval of the proposed contract will have no impact on the City's General Fund or the Department's capital improvements budget. Funding for this contract is available in the Department's 2013-14 Operating Budget in multiple Los Angeles International Airport, Los Angeles/Ontario International Airport, and Van Nuys Airport Cost Centers. Funding for subsequent years will be requested as part of the Department's annual budget process. This project complies with the Department of Airports' adopted Financial Policies.

Community Impact Statement: None submitted.

TIME LIMIT FILE - OCTOBER 28, 2013

(LAST DAY FOR COUNCIL ACTION – OCTOBER 25, 2013)

SUMMARY

At a regular meeting held on September 10, 2013, your Trade, Commerce and Tourism Committee considered a LAWA transmittal relative to a contract to Unisource Worldwide, Inc. for three years, with one two-year option (for a total of five years), for the purchase of miscellaneous cleaning products in support of the Department's custodial supplies and maintenance program at the Los Angeles International Airport, Los Angeles/Ontario International Airport, and Van Nuys Airport. The not-to-exceed expenditure limit for the first three years is \$689,518 with an additional \$531,388 proposed for the two-year option bringing the total for five years to a not-to-exceed amount of \$1,220,906. The proposed contract includes a termination clause that allows either party to terminate the agreement, upon 30-days' written notice, for any reason.

Selected through a competitive process in August 2013 where the lowest responsive and responsible bidders were selected in each of four categories—miscellaneous cleaning products, cleaners and degreasers, paper products, and plastic and latex products—Unisource Worldwide, Inc. was determined to be the lowest responsive and responsible bidder in the miscellaneous cleaning products category.

An opportunity for public comment was held. After a brief discussion, the Committee moved to approve the recommendations contained in the transmittal. This matter is now forwarded to the Council for its consideration.

Respectfully Submitted,

TRADE, COMMERCE, AND TOURISM COMMITTEE

<u>MEMBER</u>	<u>VOTE</u>
LABONGE:	YES
BUSCAINO:	YES
BONIN:	ABSENT

-NOT OFFICIAL UNTIL COUNCIL ACTS-