



**Blue Planet Schools, Inc.**

*Blue Skies · Blue Seas · Blue Planet*

**Marin County Schools**  
**Efficiency and Effectiveness Task Force**  
**Custodial Products Purchasing Evaluation**  
**October 28, 2010**

## **Introduction**

Blue Planet Schools, Inc. conducted an evaluation of the purchasing program and review of materials used during custodial activities within the Marin County school district systems. Input to the evaluation consisted of:

- Developing a survey regarding purchasing practices, vendor locations, budget, and quantities of products purchased.
- Identifying a point of contact within each district
- Administering the survey via email, including several followup communications

Responses were provided from 15 of the 16 districts contacted. A list of the districts is provided in Table 1 at the end of this report. This summary report provides an evaluation of the custodial products purchasing program, including:

- Overall findings
- Recommendations
- Evaluation of survey questions and categories
- Survey summary table, Table 1
- District survey responses and backup information provided, Attachment 1

## **Overall Findings**

- Purchasing power for the county for custodial supplies and materials is significant at over \$615,000. This amount should enable the county to consider basic order agreements with several selected vendors and should result in reduced unit pricing if procured appropriately.



- Cost is identified as a common factor when selecting vendors, yet there was no mention in most surveys of a competitive bid process or an evaluation of several vendors. Several districts assume that their current vendor is the most cost competitive.
- Speed of delivery is a common factor when selecting vendors, yet most purchases are standard and can be made in advance.
- Too many districts rely upon use of previous vendor just because they have been using them. This economy should allow the districts to renegotiate terms on a yearly basis.
- Customer service is also identified as a factor when evaluating vendors, yet most objects purchased are standard and commodities. It is not clear why customer service might influence vendor selection over cost.
- Paper rolls, floor wax and floor stripping, and disinfectants appear to represent the largest product purchases.
- Several districts are proactive in identifying and maximizing the use of ecologically-friendly materials.
- Districts are very good at maximizing use of local vendors and distributors. This has a positive impact on the local economy and helps save energy.

In addition, a few best practices were identified:

- Ross Valley conducts one overall purchase and then individual sites request products as needed. Helps resolve space issues at individual sites and centralizes communication, budget, and products used.
- Shoreline has several reuse and disposal policies such as proper battery and computer disposal, printer ink cartridge recycling, and textbook donations.
- Mill Valley identifies the elements of a robust purchasing program including peer review, community input, product selection, service, price, and competitive bid.
- Larkspur recognizes vendors who are active in the community and provide support to the district through coupons and fundraising support.
- Kentfield involves its Integrated Pest Management Committee composed of parents and staff to help keep a safe and healthy environment at its schools.

## Recommendations

1. Establish county-wide purchasing agreements with the major vendors on a yearly basis. Procure these contracts through competitive bidding. All districts could access the county-wide accounts, since there are 4-5 vendors most districts currently use. Current



economics are forcing vendors to change their pricing strategies based on volume and guaranteed sales, which could be advantageous to the districts if their purchasing power is combined.

2. Provide guidelines to districts to establish simple, systematic purchasing programs. Purchasing programs generally outline buyer responsibilities, factors to be considered, and a how buying decisions are made. For example, at what point does cost outweigh customer service or delivery options? Purchasing programs can be flexible in order to meet short-term, as needed purchases at small districts, or robust to help justify large or numerous purchases in large districts.
3. Consider specific basic ordering agreement or pricing strategies for paper rolls, floor wax and stripping, and disinfectants, which represent the majority of products purchased.
4. When shipments are not urgent, maximize online purchases if cost competitive. Online purchase pricing changes throughout the year by vendor; this could be advantageous to the districts.
5. The County should consider outreach/education regarding waste disposal to ensure that disposal of any waste substances are addressed appropriately. If appropriate, consider a centrally-located repository for districts needing waste disposal beyond their standard sanitary or recycling options.
6. Information contained within this summary report can provide a baseline for districts to compare and contrast their vendors and programs with other districts. For example, it could be beneficial when identifying new vendors or alternative vendor options.

## Evaluation of Individual Responses

Survey Category or Question	Summary and Evaluation
Product summary	A variety of product detail was provided within the surveys. Some districts provided copies of invoices, others provided summary tables, and others did not provide detail. Tissue paper and paper rolls appear to be the largest purchased items by a significant margin, with floor wax and floor stripper next.
Frequency of purchases	Most districts purchase on a monthly or as needed basis. Smaller districts indicated a lack of storage space requires more frequent purchases. Five districts purchase only once or twice a year. Ross Valley appears unique in that they conduct one overall purchase and then individual sites request products as needed.



Survey Category or Question	Summary and Evaluation
Stores or vendors used	More than 20 vendors were identified. The most frequent vendors used are Fishman Supply Company (Petaluma), Granger (various locations), Hillyard (San Francisco), Hagel Supply (San Rafael), and Clean Source (San Jose). All districts use local vendors
How vendors are selected	Most districts select vendors on a combination of price, product availability, customer service, and delivery options. Several appear to use vendors just because they have used them in the past. For remote districts, delivery is an important factor.
Budget and object codes	The total estimated budget (county-wide) is \$615,000. Districts consistently use the 4300 object codes, although a few were reported with 4315, 4317, and 4400. This report does not include a per-student or per-site evaluation because there is no mechanism to confirm that all budgets were reported consistently.
Recordkeeping	All districts keep invoice and purchasing records in order to meet to county audit requirements.
Waste disposal	Several districts use Smart Chemical Dispenser units for their disposal. Most districts, however, simply recycle or use standard sanitary waste. Two districts actually generated temporary U.E. EPA Generator numbers in order to bring wastes to acceptable hazardous disposal facilities.
Established purchasing program	While no district outlines a clear or documented program, most incorporate several critical elements including cost, product availability, and customer service. Most districts likely have approval authorities and budgetary input; therefore, the basis of a purchasing program likely exists. Some districts indicate that since they are pleased with their current vendor, and that a purchasing program is not necessary. Several districts identified heightened awareness of purchasing environmental-friendly products or discussing options with their vendors.

**Table 1**  
**Custodial Products Purchasing Evaluation**  
**Survey Response Summary**

Frequency of Purchases	Stores/Vendors	How do you select vendors?	Budget and Object Code	How do you dispose of or manage waste?	Do you have a purchasing program?
Monthly	Hillyard, San Francisco	Good success with current vendor. They deliver and have all the products necessary	Code 4300	Managed by district janitorial services	No Pleased with current vendor
As needed	Fishman Supply – Petaluma Champion Chemical, Whittier Office Depot, Rohnert Park Grainger, Rohnert Park	Past relationships, sales visits and demonstrations, products needed	\$26,277, Code 4300	Since we order on an as needed basis we have little waste. Recycle containers whenever possible.	Yes Decisions are made in cooperation with Custodians, Maintenance Director and Business Office. This past year we had moved to “green” products for several of our cleaning products. The district is aware and tries to use eco safe or eco friendly products wherever we can without compromising our cleaning standards.
As needed, limited storage space	Hagel Supply (San Rafael)	Price, service, and knowledge	\$10,000, Code 4300	All containers thrown in trash we do not maintain products that are not finished before other are introduced	Yes Quality is established by Director of Maintenance with input from all custodians. Price is determined by yearly quote. Ecological decisions are determined through Integrated Pest Management Committee, an active group of parents and staff making district a safe and healthy environment.
2 times per year, with small purchases as needed	Fishman Supply, Petaluma	This vendor established in the District for several years. Have not sought other vendors in last 4 years	\$4,000 Code 4315 \$1,000 Code 4400 (unforeseen equip)	Toxic disposal process through County of Marin under District’s EPA number	No The District does not have an official process. Recently completed training regarding the use of non-toxic/low toxic products. Work closely with our representative from Fishman supply on those issues.
As needed	Clean Source (primary), Aramark, Grainger, Corbets, Goodman Building Supplies, Home Depot	Our preference is local who strive to maintain good relations. Staff can call the vendor to request items for pickup ASAP. Many actively support the schools via discounts, donations, fundraisers. Most have provided services for past 10 years	Current year: \$6,600, Code 4315; Last year \$26,500, Code 4317	Recycle when possible	Yes All purchases determined by Facilities Director, who accounts for environmental impact; see Vendor Selection

**Table 1**  
**Custodial Products Purchasing Evaluation**  
**Survey Response Summary**

Frequency of Purchases	Stores/Vendors	How do you select vendors?	Budget and Object Code	How do you dispose of or manage waste?	Do you have a purchasing program?
Once a year, bulk on pallets to reduce vendor own cost	Unisource, Hillyard, Grainger, Fishman, Clean Source, many others	To some extent cost of ownership (receiving, storing, using and correctly disposing of all packaging and bi-product), but function, efficiency, effectiveness durability, and cost are a large factor. Custodial preferences are important.	\$43,000	Green Waste Bins	Yes We will request new items to try and replace from time to time and try to find greener items that do not cost more. We recently purchased a high power heated sprayer for the cleaning the bathroom that uses far less chemicals.
3 times per year or as needed	Grainger and Harbor Freight	Vendors are chosen based on established working relationship, pricing, delivery and customer service	\$59,300, 4300 Code with 8200 and 8110 function	Chemicals, ballasts, batteries are stored and then disposed by reputable hazardous waste company	No In 2005, Marin County Office of Education converted to certified green products and 30 % post consumables paper products
2 times per year, as needed throughout	Fishman (primary), Hagel, Aramark	Peer review, community input, product selection, service, price, competitive bid	\$53,800, Code 4317	Smart Chemical dispensers. At the end of year, redistribute products to sites that need them. During our change over to "Green" cleaning practices we did dispose of a great deal of expired or inappropriate chemicals. We obtained a temporary EPA ID #, and disposal at Marin Resource.	Yes Have a request for quote form that lists all preapproved cleaning products and appropriate approval process. Improving "green" purchasing practice through information at Marin County meetings, including parent surveys, and public meetings on what types of chemicals to use. Utilize Fishman's Buckeye "Green Seal" products, smart stations, repair service, and their offer to loan the district equipment equal to 20% of our first year purchase. Signed a 5 year agreement to take advantage of that \$10,000 in free equipment. We selected a scrubber that we did not have budgeted which then allowed us to purchase and restore our wood gymnasium floors in-house, instead of hiring a contractor to refinish them.
As needed	Fishman	Fishman because of current account agreement	\$110,000, Code 4300	Waste materials disposed at Smart Center machine or recycled	No Currently using several green products for a variety of needs.
Twice a month	Fishman, Hillyard	Not provided	\$23,700	Not provided	Not provided

**Table 1**  
**Custodial Products Purchasing Evaluation**  
**Survey Response Summary**

Frequency of Purchases	Stores/Vendors	How do you select vendors?	Budget and Object Code	How do you dispose of or manage waste?	Do you have a purchasing program?
District orders once June, then sites place orders monthly to district	Fishman	Those with consistent warehouse supply, delivery time, credits on statement, ease of ordering, product safety and pricing. The vendor that I use has a full line of Green Products that were approved by a wellness committee.	\$37,000	Not provided	No See Vendor Selection. By using these product we have eliminated the need for wax stripper, floor sealer and other cleaning products that teachers would bring in on there own. This has increased the productivity during the summer cleaning and the safety and wellness of our employees.
Every 3 months	Waxie Sanitary Supply, Livermore (primary), Cleansource, Grainger, Janiline	Compare price, quality, stock quantity, and speed of delivery	\$73,000, Code 4300	We dispose of all waste containers properly with the help of Marin Sanitary.	No
Every 3 months	Mill Valley Services (was Unisource)	By price comparison, meetings with vendors	\$14,000	Not provided	No
Monthly, as needed	Office Depot (primary), Fishmans, Lab Safety	Prices, free next day delivery, some preference on smaller items at local vendors	\$2,000, Code 4300	Standard waste pickup, recycling, batteries to fire station, computer recycling, textbook donations, ink cartridges to vendor	No
2 times per year	Unisource, Goodmans, United Labs, Hagel, Golden State Chemicals, Corbet's	Inherited from previous Director of Maintenance	\$130,000, Code 4300	Photo Waste Recycling, School Safety Solutions	Not documented Currently evaluating non-toxic, eco-friendly, biodegradable products.

**Attachment 1**  
**District Survey Responses**



8. Do you keep records and receipts of all purchases?

Yes

9. How do you dispose of or manage waste containers or left-over materials?

Did not provide – janitorial service responsibilities

10. Do you have an established purchasing program? For example, have you documented a decision-making process for balancing quality, price, and ecological considerations when choosing products?

None identified.



7. How much have you budgeted for your purchases and what object codes are you using?  
\$ 26,277

01-0000-0-4300.00-0000-8210-005-005-011  
01-0000-0-4300.00-0000-8210-005-737-000  
01-0000-0-4300.00-0000-8210-006-006-011  
01-0000-0-4300.00-0000-8210-006-737-000  
01-0000-0-4300.00-0000-8210-007-007-011  
01-0000-0-4300.00-0000-8210-007-737-000  
01-0000-0-4300.00-0000-8210-301-301-011  
01-0000-0-4300.00-0000-8210-301-737-000  
01-0000-0-4300.00-0000-8210-725-737-000  
01-0000-0-4300.00-0000-8210-735-735-000

8. Do you keep records and receipts of all purchases?  
Yes, for three years

9. How do you dispose of or manage waste containers or left-over materials?  
Since we order on an as needed basis we have little waste. Recycle containers when ever possible.

10. Do you have an established purchasing program? For example, have you documented a decision-making process for balancing quality, price, and ecological considerations when choosing products?

Decisions are made in cooperation with Custodians, Maintenance Director and Business Office. This past year we had moved to "green" products for several of our cleaning products. The district is aware and tries to use eco safe or eco friendly products wherever we can without compromising our cleaning standards.

## CUSTODIAL SUPPLY ORDER FORM

Site: \_\_\_\_\_

Ordered by: \_\_\_\_\_

QTY	SKU#	DESCRIPTION	UNIT	PRICE	TOTAL
	11018	Bath Tissue BW549 96/500 2 ply Ecosoft	Case	43.21	
	23170	Bay West Roll Towel 6/630 Ecosoft	Case	33.00	
	836	Seat Covers ½ Fold 20/250	Case	30.61	
	1712	Healthguard Antibacterial Soap 8/1200ML	Case	45.37	
	16469	Buckeye Star Spray (GREEN) 3/case	Case	95.83	
	46256	Buckeye True 7 Neutral cleaner (GREEN)	Case	47.43	
	19090	Buckeye Terminator Restroom cleaner (GREEN)	Case	96.21	
	1550	Liner 24 x 23 Black 500/cs	Case	16.26	
	1553	Liner 24 x 32 Black 500/cs	Case	23.30	
	1556	Liner 33 x 39 Black 250/cs	Case	34.36	
	1565	Liner 40 x 46 Black 250/cs	Case	48.26	
	1206	Wiper Sur Wipe White 1500/cs	Case	48.40	
	1761	Gloves Latex Small 100/bx	Box	4.00	
	1760	Gloves Latex Medium 100/bx	Box	4.00	
	1759	Gloves Latex Large 100/bx	Box	4.00	
	236	Gloves Vinyl White Large powdered	Box	3.75	
	23488	Gloves Nitrile Powder Free Medium	Box	6.17	
	12432	Gloves Nitrile Powder Free XLarge	Box	6.17	
	1381	Floorpad Black 19" Niagra 5/cs Light strip application	EA	5.20	
	1000	Sprayer Trigger Big Blaster	Ea	2.79	

## CUSTODIAL SUPPLY ORDER FORM

789	Vandalism & Graffiti Remover 18oz	Ea	5.95	
808	Mop Head #32 1" Headband cotton	Ea	5.20	
164	Mop Head Looped 1" Finish White Swinger Loop	Ea	12.17	
730	Scrubbing Pad Heavy Duty Green 6x9 10/bx	Box	6.73	
1625	Unger Ergo Safety Scraper	Ea	2.94	
PHCRB009	Razor Blade single edge 100 ct.	Box	8.51	
6056	Chemspec Kill Odor Plus - Odor Eliminator for carpets & upholstery	Gal	23.00	
6069	Chemspec Ligid Formula 77 For synthetic Carpets & Upholstery	Gal	20.53	
676	Buckeye <b>Workout</b> Power Cleaner	Qt	5.60	
46442	Buckeye Maurader General Purpose Cleaner ( <b>GREEN</b> )	Case	69.00	
37221	Buckeye <b>Ripsaw</b> Floor Stripper	Gal	15.88	
851	Ajax Cleanser 21 oz.	Ea	1.95	
1783	Sponge Medium Wrapped 6x3 48/cs	Case	32.23	
3695	Vacuum Bag Numatic 10 ct Fits all Nace 4gal tank vacs	Ea	13.21	
2117	Garbage Can 32 gal Brute Grey	Ea	24.63	
300-G1	Purple Thunder gal	Gal	7.23	
82-5	Destiny (5 gal pail)	Bucket	49.14	
65-5	Grip Sealer (5 gal pail)	Bucket	47.25	
	Use space below for items <b>NOT</b> Listed			

**District name**

Kentfield School District  
 two schools  
 ada 1,131

**Person responsible for purchase**

Paul Miller  
 415-458-5121  
[pmiller@kentfieldschools.org](mailto:pmiller@kentfieldschools.org)

**Product summery**

## Paper Products

	Per year Purchases	Cost per year
T.P bay west	20 cases	\$955.00
Royal	32 cases	1344
Seat Covers	6 Boxes	181.5
multi fold towels	60 cases	1290
single fold towels	5 cases	119.25
Roll towel 600 ft.	40 cases	1610
Facial	12 cases	273

## Can Liners

24"x24"	6 cases	121.2
33"x40"	16 cases	536
40"x48"	10 cases	307.5

## Cleaning and Sanitizing

Soap in a box	3 cases	120
gal size Lotion hand soap	8 cases	224
Enviro care Neutral disinfectant	8 cases	580.8
Enviro care general cleaner	5 cases	293
Enviro care tough job cleaner	3 cases	259.2
Glass cleaner	8 cases	224
vinyl gloves	3 cases	210

## Misc

Floor stripper	7 cases	603.2
Floor wax	7 cases	527.8
mops	6 each	37.16
white board Cleaner	5 cases	369.6

**How Often purchased**

as needed we have limited storage space

**Main store / vendor**

Hagel supply

**How I choose vendors**

Price, Service and Knowledge

**Budget**

\$10,000 both schools and district office

4300.00 object code

**Do you keep records and receipts**

Copy of all invoices sent with bill invoices are signed and confirmed before paying

**Disposal**

All containers thrown in trash

we do not maintain products that are not finished before other are introduced

**Established purchasing program**

Quality is established by Director of Maintenance with input from all custodians

Price is determined by a yearly quote

Ecological decisions are through or Integrated pest management committee active group of parents and staff making Kentfield a safe and healthy environment



7. How much have you budgeted for your purchases and what object codes are you using?

\$4,000, Object 4315

\$1,000, Object 4400 for unforeseen equipment needs

8. Do you keep records and receipts of all purchases?

Yes

9. How do you dispose of or manage waste containers or left-over materials?

Toxic deposal process through County of Marin under District's EPA number.

10. Do you have an established purchasing program? For example, have you documented a decision-making process for balancing quality, price, and ecological considerations when choosing products?

The District does not have an official process. I have recently completed training regarding the use of non-toxic/low toxic products for custodial services and pest management. I also work closely with our representative from Fishman supply on issues stated above.

**Efficiency and Effectiveness Task Force  
Custodial Products Purchasing Survey**

**Larkspur School District  
Sep-10**

1. District name, number of schools, and total students

Larkspur School District, two sites - one elementary one middle school, Total Students = 1327

2. Primary contact responsible for purchasing custodial products (name, phone, email)

Wolf Gutscher 415-927-6960 x 3205 District Office  
Ramiro Alvitez 415-747-0925 cell

3. Products Summary Table (add rows as necessary)

Item/Description	Quantities Purchased Per Year	Cost Per Year (\$)
See attachment for Aramark and Clean Source		

4. How often are items purchased?

Purchased as needed. Strict economy measures are currently in place due to budget reductions.

5. List the stores or vendors where the items are purchased

Local vendors are used as often as possible:  
Clean Source (2687) Primary Source of Custodial supplies,  
Aramark(1060), Grainger(717),  
Sometimes: Corbets(1168), Goodman Building Supplies(39), Home Depot (2908),

6. How do you choose the stores or vendors?

Our preference is local who strive to maintain good relations with both the school sites and the district office.  
Staff can call the vendor to request that items be ready for pick up ASAP.  
Many actively support the schools via discounts and donations to fund raisers.  
Most have been providing services for the district over the past 10 years.

7. How much have you budgeted for your purchases and what object codes are you using?

Current year Object = 4315 Maintenance /repairs and supplies \$6,600.00  
Last year Object = 4317 Maintenance /repairs and supplies \$26,500.

8. Do you keep records and receipts of all purchases?

County wide accounting system is used to document all purchases and annual audits provides oversight.

9. How do you dispose of or manage waste containers or left-over materials?

Recycle whenever possible.

10. Do you have an established purchasing program? For example, have you documented a decision-making process for balancing quality, price, and ecological considerations when choosing products?

All purchases are approved by the Facilities Director, Wolf Gutscher.  
He reviews the environmental impact of materials and supplies used.



650 BRENNAN STREET  
 SAN JOSE, CALIFORNIA 95131  
 PHONE: (800) 436-1907

**INVOICE CS2**

CUST.#: 667914

SHIP TO: NEIL CUMMINS SCHOOL  
 58 MOHAWK AVE

CORTE MADERA, CA 94925-1033

BILL TO: LARKSPUR SCHOOL DISTRICT  
 230 DOHERTY DR

LARKSPUR, CA 94939-1532

Remit To Address:  
 CleanSource  
 P.O. Box 49107  
 San Jose, CA 95161-9107

INVOICE DATE	INVOICE NO.	P.O. NO.		PAGE #
09/30/09	1918130-01	ART ARLEY		1
SHIP POINT		SHIP VIA	SHIPPED	TERMS
CLEANSOURCE, SAN JOSE		UPS N/C GRND	09/30/09	NET 30 DAYS
RECEIVED BY		DATE	TIME	PLACED BY
		09/30/09		FAX

LINE NO.	PRODUCT AND DESCRIPTION	QUANTITY ORDERED	QUANTITY B.O.	QTY. SHIPPED	QTY. U/M	UNIT PRICE	AMOUNT (NET)
3	060143 CARPET SPOT BET STAIN 42512 BET REMOVER 12/QT	1	0	1	CS	41.80 *	41.80
						Taxable Purcha	41.80
						Nontaxable Pur	0.00
1	Lines Total			Qty Shipped Total	1	Total	41.80
						Taxes*	3.66
						Invoice Total	45.46

*Plined  
 PO # 104*



650 BRENNAN STREET  
 SAN JOSE, CALIFORNIA 95131  
 PHONE: (800) 436-1907

**INVOICE CS2**

CUST.#: 667914  
 SHIP TO: NEIL CUMMINS SCHOOL  
 58 MOHAWK AVE  
 CORTE MADERA, CA 94925-1033

BILL TO: LARKSPUR SCHOOL DISTRICT  
 230 DOHERTY DR  
 LARKSPUR, CA 94939-1532

INVOICE DATE	INVOICE NO.	P.O. NO.		PAGE #
10/16/09	1928128-00	ART ARLEY		1
SHIP POINT		SHIP VIA	SHIPPED	TERMS
CLEANSOURCE, SAN JOSE		OUR TRUCK	10/16/09	NET 30 DAYS
RECEIVED BY		DATE	TIME	PLACED BY
1 fillpot		10/16/09	11:10	FAX

Remit To Address:  
 CleanSource  
 P.O. Box 49107  
 San Jose, CA 95161-9107

LINE NO.	PRODUCT AND DESCRIPTION	QUANTITY ORDERED	QUANTITY B.O.	QTY. SHIPPED	QTY. U/M	UNIT PRICE	AMOUNT (NET)
1	341823 TOWEL MF 1PL WHT MB550A SCA	3	0	3	CS	21.61 *	64.83
2	343545 TISSUE/TP 2PL 4X4" WHT 2520 GP	4	0	4	CS	60.67 *	242.68
3	343600 COVER SEAT 1/2 FOLD C.S.	36/1000SHT/CS	0	2	CS	29.00 *	58.00
4	343660 TISSUE/FAC 2PL WHT 80200 OPT	20/250/CS	0	1	CS	20.00 *	20.00
5	420312 SOAP HAND CORMATIC GP S8501 PINK PEARL	30/100	0	2	CS	69.00 *	138.00
6	260093 LINER LLD 24X32 .45ML BLK	10L/CS	0	2	CS	18.00 *	36.00
7	260435 LINER LD 36X59 1.5ML BRO/BLA STAR	500/CS	0	4	CS	25.09 *	100.37
	Substitute Prod: 260430	100/CS					
8	162555 TOWEL ROLL UNIV NON EMB 01040-10 KCC	2	0	2	CS	72.54 *	145.08
9	341616 TISSUE/TP 2PL WHT TM1616 TM1616 SCA	12/800'	0	1	CS	40.32 *	40.32
10	462510 PAN DUST LOBBY PLASTIC 361410 CAR 67CS IMP 6/CS	1	0	1	EA	9.88 *	9.88
11	030010 BROOM LOBBY 6" HEAD 403201 MIL BLK HANDLE EA	1	1	0	EA	14.50	0.00
12	420355 SOAP HAND FOAM LUX 91175 KCC	1	0	1	CS	52.62 *	52.62
13	020132 CLEANER NON ACID AF79 07912 BET RTU BATH 12/QT	6/1000mL	0	1	CS	30.96 *	30.96
14	420007 DISP SOAP #L-1 CORMATIC SM8008 GP SMD	5	0	5	EA	18.16 *	90.80
15	180107 GLOVE LATEX GP PF SML B625 4816 NAT	12/CS	0	1	BX	3.63 *	3.63
16	180520 GLOVE LATEX GP PWD MED B621 1193 4807	10/100	0	1	BX	5.25 *	5.25
17	180540 GLOVE LATEX GP PWD LGE 8621 1194 4808	10/100	0	2	BX	5.25 *	10.50
						Taxable Purcha	1048.92
						Nontaxable Pur	0.00
17	Lines Total	Qty Shipped Total		33		Total	1048.92
						HANDLING	4.95
						Taxes*	92.21
						Invoice Total	1146.08
	Full Amount Tendered For All Orders:	0.00					
	*** Back Order/Release Exists ***						

*Line 1  
 PO# 104*



# INVOICE

CUSTOMER SERVICE (80)

Deliver To > NEIL CUMMIN'S SCHOOL  
58 MOHAWK  
CORTE MADERA, CA 94925

CUSTOMER 24652  
INVOICE 517-8  
DATE 01/05/10  
PAGE 1 of 1

(415) 927-6960

SERVICE WEATHERS L/R	ITEM DESCRIPTION / NAME	INVENTORY	DELIVERY QUANTITY	BILL QUANTITY	RATE	TOTAL CHARGE	ADDTL AMOUNT	CURRENT AMOUNT	ADJ CODE	LINE NO	REPLACE RATE	INVAI	
SEE MNOR	DR ART ARLE	20	6	10 *	4415	4415				4	3443	50	
E4W	DUST_MOP_SPRING REDD 24	12	3	6 *	6115	3669				5	4427	50%	
E4W	DUST_MOP_SPRING BLUE 60	200	74	100 *	26	2600				6	153	50%	
E4W	TURK_TOWEL	DAMAGE		6	153	918							
E4W	SERVICE_CHARGE SER	LOSS		3	153	459							
					2048	2048				3			
<b>AMOUNT DUE</b>							<b>141.09</b>						
<b>FINAL INVOICE</b>													
<b>TOTAL ADJUSTMENT</b>													
<b>ADJUSTED AMOUNT DUE</b>							<b>141.09</b>						

APPROVED BY

Visit us at [www.ARAMARK-Uniform.com](http://www.ARAMARK-Uniform.com) \*Minimum bill quantity

Payable To > ARAMARK UNIFORM SERVICES  
PO BOX 5826  
CONCORD, CA 94524

CUSTOMER NAME NEIL CUMMIN'S SCHOOL  
CUSTOMER/MASTER 24652001 / 24653000  
INVOICE 01/05/10 517-8890693

AMOUNT ENCLOSED \$ 100  
TERMS: NET 10 DAYS

CHECK NUMBER  
NET AMOUNT



**INVOICE**

CUSTOMER SERVICE

CUSTOMER 246A  
 INVOICE 517-0  
 DATE 05/25/10  
 PAGE 1 of 01

Deliver To >  
 NEIL CUMMIN'S SCHOOL  
 25 MORHAWK  
 CORTE JADERA CA 94925  
 (415)927-6960

0 - 30 DAYS 31 - 60 DAYS OVER 60 DAYS

ROUTE 050	STOP 01	TERMS 2	GARMENT ID
AFR INV	SERVICE DAY		PREVIOUS BALANCE 00

SERVICE	WEAVER # / LR	ITEM DESCRIPTION / NAME	INVENTORY	DELIVERY QUANTITY	BILL QUANTITY	RATE	TOTAL CHARGE	ADDT'L AMOUNT	CREDIT AMOUNT
30E		MYNOR OR ART ARLE	20	10	10	450	4500		
4W		DUST MOP SPRING REDD 24	12	6	6	675	4020		
4W		DUST MOP SPRING BLUE 60	200	100	100	3151	315100		
4W		TURV TOWEL WHII X	DAMAGE	9	9	199	1791		
4W		SERVICE CHARGE SER				2253	2253		

*4-4*  
*NO-60*

*100-60 / R "03"*

Release for Payment PV 100535

Vendor/P.O.# 001060 Pototo

Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_

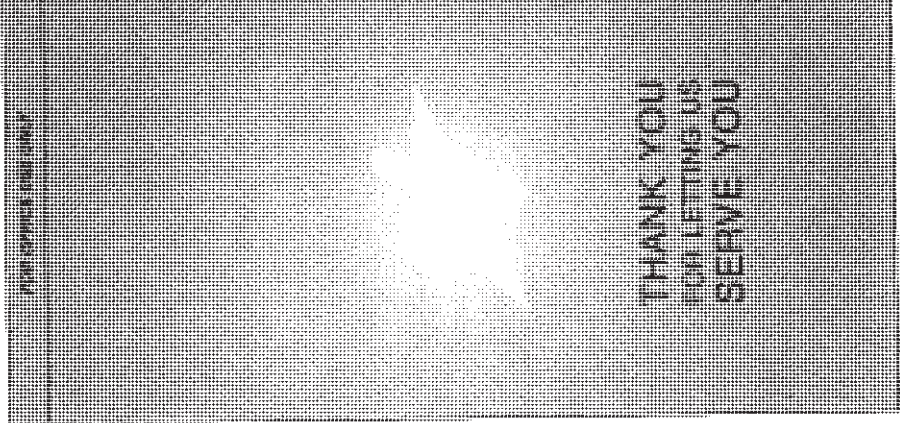
COMBINE NON-SKID STABILITY WITH A CLEAN, PROFESSIONAL IMAGE.  
 SAMPLE AN ARAMARK STEADY STEP MAT, TODAY! ASK YOUR ARAMARK  
 REPRESENTATIVE FOR MORE DETAILS. WE ACCEPT CREDIT CARD PMTS

AMOUNT DUE > 158,330

**CUSTOMER INVOICE**

CUSTOMER NAME NEIL CUMMIN'S SCHOOL  
 CUSTOMER / MASTER 24652001 / 24650000  
 INVOICE 05/25/10 517- 45116

APPROVED BY *Yvonne Miller 5/25/10*  
 Visit us at: www.ARAMARK-Uniform.com  
 \*Minimum bill quantity  
 Payable To > ARAMARK UNIFORM SERVICES  
 PO BOX 5826  
 CONCORD CA 94524



< TOTAL ADJUSTMENT  
 < ADJUSTED AMOUNT DUE  
 AMOUNT ENCLOSED \$  
 TERMS: NET 10 DAYS

CHECK NUMBER	FOR OFFICE USE ONLY
	NET AMOUNT

**Efficiency and Effectiveness Task Force  
Custodial Products Purchasing Survey**

*Please be as specific and comprehensive as possible*

1. District name, number of schools, and total students

Marin Community College School District

2. Primary contact responsible for purchasing custodial products (name, phone, email)

Juan Obregozo 415-457-8811, ext 7456 Custodial Supervisor

David Erlenheim 415-883-2211, ext 8162 buyer

3. Products Summary Table (add rows as necessary)

Item/Description	Quantities Purchased Per Year	Cost Per Year (\$)
Roll towels, Universal 8 inch wide, 600 feet per roll, twelve (12) rolls per case. Rolls must be compatible with SCA Tissue Eclipse Quickview 84 T Dispenser now in use by the District.	350/cs	10,671.50
Bay West-Eco Soft Tissue or Equal, Junior-Jumbo 9 inch, 1000 feet per roll, two-ply, eight (8) rolls per case. Must be fully compatible with existing Rollsavr Vista Junior Dispensers in use by the District.  Notes B, C, D, E, F, G and H apply to this item. <b>Please note Packed eight (8).</b>	650/cs	10,660.00
Kirkland™ or Equal Bath Tissue- 425-2ply Sheets  Notes B, C, D, E, F, G and H apply to this item.	20 /cs	580.00
1428 Cormatic Bath Tissue GP2520 36/1000 2 Ply  Notes B, C, D, E, F, G and H apply to this item	20/cs	841.20
Single fold towels, James River No. JR 33110 natural or equal, 12 pkgs per case, 4,000 towels per case.  Notes B, C, D, E, F, G and H apply to this item.	85/cs	1,181.50
Toilet seat covers, Shield or equal, 20 packages per case, 5000 sheets per case.  Notes B, C, D, E, F, G and H apply to this item	80/cs	1,516.00
Waterfree Urinal Cleaner 12 quarts per case.  Notes A, B, D, E, F, G and H apply to this item.	3 /cs	104.55
Single Cartridge Waterless Urinal Cartridge packed 32 per case.	3 /cs	1829.88

Notes A, B, D, E, F, G and H apply to this item.		
Liner bags, low density, 40 x 48, 1.8 mil, 100 bags per case. Notes B, D, E, F, G and H apply to this item. Liners, all or none.	150/cs	2,685.00
Liner Bags, 30 x 37, 1.4 mil, 250 bags per case. Notes B, D, E, F, G and H apply to this item. Liners, all or none.	80/cs	1624.00
Liner Bags, 24 x 24, .75 mil 500 bags per case. Notes B, D, E, F, G and H apply to this item. Liners, all or none.	90/cs	1,377.00
Floor Finish Stripper. 4/1 Gallon per case. Notes A, B, D, E, F, G and H apply to this item.	8/cs	467.00
Floor finish, Butchers Clear Reflection 4 gallons per case. Notes A, B, D, E, F, G and H apply to this item.	10/cs	287.12
Sealer, Butchers Iron Stone 4 gallons per case.	10/cs	478.20
All Other		
Sani Whipes Hand wipes	16 cs	1,000.00
Finney Blackboard Cleaner		1294.00

4. How often are items purchased?

Once a year, bulk on pallets and one delivery per item, usually 5 or 9 vendors 3-6 items per vendor are selected and each vendor tries to deliver once to reduce their own cost.

5. List the stores or vendors where the items are purchased

Unisource  
3352 Coffey Lane, Suite B  
Santa Rosa, CA 95403

Hillyard, Inc. Sacramento  
826 Professor Lane Suite 150  
Sacramento, CA 95834

Fishman Supply Company  
1345 Industrial Avenue  
Petaluma, CA 94952

Grainger  
3195 Kerner Blvd.  
San Rafael, CA 94901-5121

Marin Cleaning Concepts  
7388-A Redwood Blvd  
Novato CA 94945

Office Depot  
1960 Santa Rosa Avenue  
Santa Rosa, CA 95407

Champion Chemical Co.  
8319 S Greenleaf Avenue  
Whittier, CA 90602

JC Nelson Supply Co.  
2477 Courage  
Fairfield, CA 94533

Clean Source  
650 Brennan Street  
San Jose, CA 95131-1204

Chemsearch  
1886 Falcon Ridge Drive  
Petaluma, CA 94954

Blue Ribbon Supply Company  
451 East Jamie Court  
South San Francisco, CA 94080

Waxie  
901 North Canyons Parkway  
Livermore, Ca 94550

Maintenance Supplies & Marketing  
1101 E. Francisco Blvd.  
San Rafael, CA 9490

JC Paper  
47422 Kato Road  
Fremont, CA 94080

August Supply, Inc  
774 Charcot Avenue  
San Jose, CA 95131

Unipak Corp.  
PO Box 300027  
Brooklyn, NY 11230-0027

Sac Val Janitorial Sales Svc  
2421 Del Monte Street  
West Sacramento, Ca 95691

Marin Cleaning Concepts  
7388-A Redwood Blvd  
Novato CA 94945

Ansar Enterprises  
PO Box 35706  
LA CA 90035-0706

e\*Poly Star, Inc.  
2085 Burroughs Ave  
San Leandro, CA 94577

Interboro PackagingCorp  
114 Bracken Road  
Montgomery, NY 12549

Wausau Paper/Bay West  
2999 Benjamin Green  
Fremont, CA 94538

Janilin Supply Company  
7388-A Redwood Blvd  
Novato CA 94945

Central Poly Corp  
18 Donaldson Place  
Linden, NJ 07036

6. How do you choose the stores or vendors?

To some extent cost of ownership (receiving, storing, using and correctly disposing of all packaging and bi-product), but function, efficiency, effectiveness durability, and cost are a large factor. Custodial preferences are important.

7. How much have you budgeted for your purchases and what object codes are you using?  
\$43,000

8. Do you keep records and receipts of all purchases?

Yes

9. How do you dispose of or manage waste containers or left-over materials?

Yes, Green Waste bins

10. Do you have an established purchasing program? For example, have you documented a decision-making process for balancing quality, price, and ecological considerations when choosing products?

To some extent cost of ownership (receiving, storing, using and correctly disposing of all packaging and bi-product), but function, efficiency, effectiveness durability, and cost are a large factor.

Juan will request new items to try and replace from time to time and is trying to find greener items that do not We recently purchased a high power heated sprayer for the cleaning the bathroom that uses far less chemicals.

**Efficiency and Effectiveness Task Force  
Custodial Products Purchasing Survey**

*Please be as specific and comprehensive as possible*

1. District name, number of schools, and total students  
Marin County Office of Education. Seven school sites owed/operated by COE.  
Total number of students = 300 .
2. Primary contact responsible for purchasing custodial products (name, phone, email)  
Adriane Lommel, Sr. Admin. Secretary  
415-499-5983      alommel@marin.k12.ca.us
3. Products Summary Table (add rows as necessary)

2009-2010 Marin County Office of Education Custodial Supplies Report

product	Quantities	Units	TOTAL
Paper Towels - rolls/multi folds	106	case	\$5,625.95
Toilet Paper- bath tissue	66	case	\$3,388.59
sm. Bag liners	47	case	\$1,111.38
large can liners	31	case	\$1,138.73
seat covers	8	case	\$123.09
Floor chemicals	42	gallon	\$1,650.17
General Purpose	2	gallon	\$135.52
Bath cleaners/ disinfectant	15	gallon	\$945.73
Batteries- v. sizes	908	each	\$1,077.79
mops/ brooms	6	each	\$62.85
sanitizing wipes/ lotions	32	case	\$355.61
misc bottles	8	case	\$76.33
lamps/ballasts v. sizes/watts	632	each	\$1,907.53
dusting cloths	7	case	\$131.56
misc Rubber maid products	4	each	\$241.32
soap hand lotion	76	case	\$1,236.20
nitrile glove	16	case	\$379.21
misc cleaning pads/sponges	6	pkg	\$168.98
misc. dispensers	10	each	\$232.14
			<b>\$19,988.68</b>

4. How often are items purchased?  
Approximately three times a year or as needed.
5. List the stores or vendors where the items are purchased  
Grainger and Harbor Freight Company.
6. How do you choose the stores or vendors?  
Vendors are chosen based on established working relationship, pricing, delivery and customer service.
7. How much have you budgeted for your purchases and what object codes are you using?  
59,300.00  
4300.00 object code with a 8200 and 8110 function.

8. Do you keep records and receipts of all purchases?  
Yes.
9. How do you dispose of or manage waste containers or left-over materials?  
Chemicals, ballasts, batteries are stored and then disposed by reputable hazardous waste company.
10. Do you have an established purchasing program? For example, have you documented a decision-making process for balancing quality, price, and ecological considerations when choosing products?

In 2005, Marin County Office of Education converted to certified green products and 30 %post consumables paper products.



6. How do you choose the stores or vendors?

Peer review, community input, product selection, service, price, competitive bid

7. How much have you budgeted for your purchases and what object codes are you using?

2009 / 2010, Budget \$53,746, Actual \$53,969; Object 4317

8. Do you keep records and receipts of all purchases?

Yes, we comply with all public agency requirements for audits.

9. How do you dispose of or manage waste containers or left-over materials?

The only items that would be "left-over" would be items with expiration dates. We purchase chemicals in bulk in bags that insert into smart chemical dispensers. At the end of the school year in preparation for summer deep cleaning we redistribute products to sites that need them if we have "left-over".

During our change over to "Green" cleaning practices we did dispose of a great deal of expired or inappropriate chemicals found within our various school's supply stores. We obtained a temporary EPA ID #, to enable us to transport these chemicals to Marin Resource for disposal.

10. Do you have an established purchasing program? For example, have you documented a decision-making process for balancing quality, price, and ecological considerations when choosing products?

Custodian notifies the school Admin Assistant of a supply need, they fill out a request for quote form that lists all preapproved cleaning products. This form also has a "note" area for the occasion tool or non standard supply.

Admin faxes quote form to Vendor, Vendor e-mails the quote to Director of M & O. Director of M & O reviews, adjusts, and writes Purchase Order. Purchase order is coded to school, reviewed, adjusted and approved by the Assistant Superintendent, then faxed by staff to vendor.

At our monthly Marin County Office of Educations Director of Maintenance and Operations Meetings, we discuss all the research has been done in Marin County Schools for "Green" cleaning chemicals. This included parent surveys, and public meetings on what types of chemicals to use. In these discussions with other Directors of M & O we learned of a local vendor, Fishman Supply that had the systems our peers were using.

2 years ago we sought proposals from our existing vendor, Unisource, and from Fishman's.

Fishman's Buckeye "Green Seal" products, smart stations, repair service, and their offer to loan the district equipment equal to 20% of our first year purchase was a great fiscal choice. WE signed a 5 year agreement to take advantage of that \$10,000 in free equipment. We selected a scrubber that we did not have budgeted which then allowed us to purchase and restore our wood gymnasium floors in-house, instead of hiring a contractor to refinish them.



# Quotation

Quote # 9899  
 Quote Date 06/10/2010  
 Page 1

1345 Industrial Ave. \* Petaluma, CA \* 94952  
 Ph 707-763-8161 \* Fax 707-763-7352  
 www.fishmansupply.com

Bill To 10260	Ship To 10260.2
MILL VALLEY SCHOOL DISTRICT 411 SYCAMORE AVENUE MILL VALLEY, CA 94941	EDNA MAGUIRE SCHOOL 80 LOMITA DR MILL VALLEY, CA 94941

Job Name / Reference	Quoted By	Sales Person	Terms	Ship Via
2009/2010 usage	SEEDRO SANTOS	SEEDRO SANTOS	1% 10 NET 30	OUR TRUCK

Description	Unit	QTY	Price	Extended
23170 ~ BAY WEST ROLL TOWEL WHITE ECOSOFT 2 SLOT 6/630' MADE FROM 100% RECYCLED WASTEPAPER & MEETS EPA GUIDLINES	CS	72	39.13	2,817.36
41142 ~ BATH TISSUE BW6199 OPTICORE 2-PLY WAGON WHEEL 36/865 ECOSOFT GREEN SEAL FITS DISPENSERS BW802 BW803 BW80250	CS	46	48.47	2,229.62
1556 ~ LINER 33X39 1.3MIL BLACK 250/CS	CS	8	32.72	261.76
1566 ~ LINER 40X46 1.8MIL BLACK 100/CS	CS	35	22.44	785.40
53100 ~ AERO ROSE FREE LUXURY FOAM HAND & BODY SHAMPOO 8/1LTR	CS	9	56.65	509.85
27346 ~ AEROBLUE FOAM HAND & BODY SHAMPOO 8/1LTR GREEN SEAL CERTIFIED	CS	7	53.65	375.55
52098 ~ FALCON WATERLESS URINAL CARTRIDGES	EA	10	34.99	349.90
46442 ~ BUCKEYE MARAUDER GENERAL PURPOSE CLEANER SMART SAC 3x1 GREEN SEAL CERTIFIED FRAGRANCE FREE	CS	4	83.16	332.64
19090 ~ BUCKEYE TERMINATOR HD RESTROOM CLEANER SMART SAC 3/CS SMART SAC	CS	3	96.21	288.63
49222 ~ COTTON LIEFLAT MOP HEAD 12/CS	CS	4	69.04	276.16
16469 ~ BUCKEYE STAR SPRAY SMART SAC 3/CS GREEN SEAL CERTIFIED	CS	2	87.12	174.24

Sub-Total  
 Charges  
 Sales Tax  
 Quote Total

\*\* NEXT PAGE \*\*



# Quotation

Quote # 9899  
 Quote Date 06/10/2010  
 Page 2

1345 Industrial Ave. \* Petaluma, CA \* 94952  
 Ph 707-763-8161 \* Fax 707-763-7352  
 www.fishmansupply.com

Bill To 10260
MILL VALLEY SCHOOL DISTRICT 411 SYCAMORE AVENUE MILL VALLEY, CA 94941

Ship To 10260.2
EDNA MAGUIRE SCHOOL 80 LOMITA DR MILL VALLEY, CA 94941

Job Name / Reference	Quoted By	Sales Person	Terms	Ship Via
2009/2010 usage	SEEDRO SANTOS	SEEDRO SANTOS	1% 10 NET 30	OUR TRUCK

Description	Unit	QTY	Price	Extended
46256 ~ BUCKEYE TRUE 7 NEUTRAL CLEANER SMART SAC 3x1 GREEN SEAL CERTIFIED UNSCENTED	CS	3	50.10	150.30
1553 ~ LINER 24x32 .6MIL BLACK LOW-D 500/CS	CS	6	21.31	127.86
1550 ~ LINER 24x23 .6MIL BLACK LOW-D 500/CS	CS	8	13.67	109.36
836 ~ SEAT COVER 1/2 FOLD 20/250	cs	4	24.00	96.00
733 ~ SPONGE SCRUBBER #74 MEDUIM DUTY 6/10/CS 6.1x3.6x7 NEW PACK SIZE WILL BE 4/10CS	bx	10	9.90	99.00
53184 ~ GLOVES NITRILE POWDER FREE LARGE 100/BOX	EA	11	5.97	65.67

Sub-Total	9049.30
Charges	0.00
Sales Tax	0.00
<b>Quote Total</b>	<b>9,049.30</b>

**Efficiency and Effectiveness Task Force  
Custodial Products Purchasing Survey**

Please be as specific and comprehensive as possible

1. District name, number of schools, and total students

NOVATO UNIFIED SCHOOL DISTRICT  
14 SITES 7,705 ENROLLED STUDENTS

2. Primary contact responsible for purchasing custodial products (name, phone, email)

BOB HOLLIFIELD WAREHOUSE 898-1066 BHOLLIFIELD@NUSD.ORG

3. Products Summary Table (add rows as necessary)

Item/Description	Quantities Purchased Per Year	Cost Per Year (\$)
TOILET PAPER 200443		
PAPER TOWELS 200494		
FLOOR WAX SEALER 200445		
TOILET SEAT COVERS 200453		
RUG SHAMPOO 200416		
AERO BLUE HAND FOAMSAP 200422		
MOPHEADS DIST 24" BLUE 200337		
MOPHEAD 24" YELLOW 200338		
STRIPPING PAD BLACK 200390		
STRIPPING PAD RED 200392		
SEWITARY MARKIN #4 200331		
ALKALINE BATTERIES AA 702105		
LINERS 40X46 45 GAL 200320		
GARBAGE CAN GALVANIZED 30 GAL 200260		
All Other		

4. How often are items purchased?

AS NEEDED.

5. List the stores or vendors where the items are purchased

FISHMAN SUPPLY CO.

6. How do you choose the stores or vendors?

FISHMAN SUPPLY CO AND NUSD ARE ON A CONTRACT TO PURCHASE CUSTODIAL SUPPLIES.

7. How much have you budgeted for your purchases and what object codes are you using?

THIS QUESTION IS FOR DISTRICT OFFICE STAFF. THEY SHOULD HAVE AN AMOUNT OF WHAT PRODUCTS AND HOW MUCH MONEY WAS SPENT LAST SCHOOL YEAR.

8. Do you keep records and receipts of all purchases?

YES, WAREHOUSE STAFF HAVE COPIES OF  
PURCHASED ORDERS ON FILE. ACCOUNTING DEPT ALSO HAVE INFORMATION

9. How do you dispose of or manage waste containers or left-over materials?

NO WASTE CONTAINERS LEFTOVER ALL CLEANING SOLUTIONS  
ARE DISPENSED BY A SMARTCENTER MACHING. ONLY EMPTY  
FLUSHED OUT PLASTIC BOTTLES ARE DISPOSED IN RECYCLE BINS.

10. Do you have an established purchasing program? For example, have you documented a decision-making process for balancing quality, price, and ecological considerations when choosing products?

WE HAVE GREEN PRODUCTS FOR CLEANING FLOORS (TILE, CONCRETE.)  
BATHROOM FIXTURES.

WE HAVE A GENERAL ALL PURPOSE CLEANING SOLUTION WHICH IS GREEN  
MARABLER. WINDOW CLEANER STAR BRIGHT GREEN PRODUCT.

**Efficiency and Effectiveness Task Force  
Custodial Products Purchasing Survey**

*Please be as specific and comprehensive as possible*

1. District name, number of schools, and total students

Reed Union School District. 3 schools

2. Primary contact responsible for purchasing custodial products (name, phone, email)

Merle Chisholm 415-797-2037, mchisholm@reedschools.org

3. Products Summary Table (add rows as necessary)

ITEM	Quantity	Price EA	Year total
Roll towels	171	\$47.21	\$8,072.91
Bath Tissue	68	\$49.79	\$3,385.72
Wypall Blue towels	5	\$74.32	\$371.60
Trash can liner 24x32 (.6mil)	29	\$29.85	\$865.65
Trash can liner 40x46 (1.3mil)	46	\$50.24	\$2,311.04
Angle Broom	2	\$17.18	\$34.36
Janitor Broom	1	\$10.13	\$10.13
Foaming hand sanitizer	15	\$85.00	\$1,275.00
Foaming hand wash	18	\$48.70	\$876.60
Nitrile gloves Med	9	\$6.57	\$59.13
Nitrile gloves LG	27	\$7.47	\$201.69
Mop head Blue	17	\$14.17	\$240.89
Mop head White	13	\$5.52	\$71.76
Terminator Disinfectant	15	\$80.20	\$1,203.00
True 7 Neutral cleaner	18	\$41.75	\$751.50
Vaccum bags 4 gal	6	\$16.49	\$98.94
High gloss floor finish	20	\$16.90	\$338.00
Tenacity, general purpose cleaner	4	\$46.90	\$187.60
Facial tissue	43	\$27.33	\$1,175.19
Aerosol Deodorant (Apple)	7	\$3.97	\$27.79
Razor blades, single edge	2	\$7.29	\$14.58
Scrub pads, Green	5	\$8.25	\$41.25
Vaccum bags (Henry/James)	8	\$10.98	\$87.84
Black strip pad 20" (case)	1	\$54.90	\$54.90
Black strip pad 17" (each)	5	\$8.48	\$42.40
Stainless steel cleaner	3	\$10.26	\$30.78
Mop head White, finish	4	\$12.67	\$50.68
Star Spray, Glass cleaner	1	\$75.10	\$75.10
Liquimax floor finish	3	\$85.24	\$255.72
Lobby Broom	7	\$9.16	\$64.12
Vaccum bags 10 quart	4	\$13.25	\$53.00

EZ reach tool 32"	2	\$13.98	\$27.96
14" Squeegee channel	2	\$8.97	\$17.94
Swivel QR handle	2	\$13.68	\$27.36
Falcon Waterless urinal cartridges	4	\$35.75	\$143.00
Buckeye Blue, general cleaner 5 Gal	1	\$63.40	\$63.40
Seat cover, 1/2 fold	4	\$37.60	\$150.40
Bid D enzyme, fresh air, qt	6	\$3.83	\$22.98
Janitor Broom, upright	3	\$9.62	\$28.86
Scrub brush 10"	1	\$8.47	\$8.47
Mop handle 64"	3	\$12.08	\$36.24
Liquid formula 77, carpet shampoo	12	\$24.17	\$290.04
Nitrile gloves XL	1	\$6.57	\$6.57
Chemspec, Defoamer	2	\$22.74	\$45.48
Workout, Power cleaner 5 gal	1	\$62.75	\$62.75
Purell hand sanitizer	5	\$91.37	\$456.85
Lobby dust pan	1	\$20.06	\$20.06

Total \$23,737.2

3

4. How often are items purchased?

Twice a month

5. List the stores or vendors where the items are purchased

Fishman Supply  
Hillyard

6. How do you choose the stores or vendors?

7. How much have you budgeted for your purchases and what object codes are you using?

8. Do you keep records and receipts of all purchases?

Yes

9. How do you dispose of or manage waste containers or left-over materials?

10. Do you have an established purchasing program? For example, have you documented a decision-making process for balancing quality, price, and ecological considerations when choosing products?



I have had other vendors supply a school and eliminated them because of poor service, delivery and increase of price and cost of delivery. I work with vendors who have consistent warehouse supply, delivery time, credits on statement, ease of ordering, product safety and pricing. The vendor that I use has a full line of Green Products that were approved by a wellness committee. By using these products we have eliminated the need for wax stripper, floor sealer and other cleaning products that teachers would bring in on their own. This has increased the productivity during the summer cleaning and the safety and wellness of our employees.

7. How much have you budgeted for your purchases and what object codes are you using?  
\$37000.00

8. Do you keep records and receipts of all purchases?

My Ap department keeps receipts that I approve for payment

9. How do you dispose of or manage waste containers or left-over materials?  
Any hazardous waste is sent to Marin Resource in San Rafael for disposal.

10. Do you have an established purchasing program? For example, have you documented a decision-making process for balancing quality, price, and ecological considerations when choosing products?

See answer #6

**Efficiency and Effectiveness Task Force  
Custodial Products Purchasing Survey**

*Please be as specific and comprehensive as possible*

1. District name, number of schools, and total students

San Rafael City Schools  
8 Elementary Schools  
2 High Schools  
6,115 students approx.

2. Primary contact responsible for purchasing custodial products (name, phone, email)

Ronald Vose  
415-485-2445  
[rvose@srcs.org](mailto:rvose@srcs.org)

3. Products Summary Table (add rows as necessary)

Item/Description	Quantities Purchased Per Year	Cost Per Year (\$)
24x24 trash bags, 6 micron,		
40x48 trash bags,		
3800 Universal Roll Towels		
23201 Livi Rethink Green 2-Ply Jr. Jumbo Toilet Paper		
19375 Compact Toilet Paper		
5GL Mainstay Floor Finish		
Waxie Green Neutral Cleaner		
Solsta 320 Bathroom Disinfectant Cleaner		
Waxie Elegante Foam Hand Soap		
8644 Nitrile Disposable Power-free Gloves		
Waxie Seat Covers		
Micro Lined Filter Bags for Super Coach Vacuum		
Falcon FS-1 Waterfree Cartridge for water free urinals		

4. How often are items purchased?

Once every 3 months usually, and some items are purchased more often.  
I order every 3 months to avoid shipping charges.

5. List the stores or vendors where the items are purchased

Waxie Sanitary Supply  
901 North Canyons Parkway  
Livermore, CA. 94550  
925-454-2900

During the last 5 years, I have also ordered supplies from Cleansource, Grainger, and Janiline.

5. How do you choose the stores or vendors?

By comparing price, quality and quantity of the product, and the speed of delivery.

6. How much have you budgeted for your purchases and what object codes are you using?

\$38,012 for the Elementary School Budget

01-0000-0-4300.00-0000-8210-090-255-000  
01-0000-0-4300.00-0000-8210-091-255-000  
01-0000-0-4300.00-0000-8210-092-255-000  
01-0000-0-4300.00-0000-8210-093-255-000  
01-0000-0-4300.00-0000-8210-094-255-000  
01-0000-0-4300.00-0000-8210-095-255-000  
01-0000-0-4300.00-0000-8210-096-255-000  
01-0000-0-4300.00-0000-8210-340-255-000  
01-0000-0-4300.00-0000-8210-735-255-000

\$35,000 for the High School Budget

01-0000-0-4300.00-0000-8210-410-255-000  
01-0000-0-4300.00-0000-8210-411-255-000

7. Do you keep records and receipts of all purchases?

Yes

8. How do you dispose of or manage waste containers or left-over materials?

We dispose of all waste containers properly with the help of Marin Sanitary. We rotate stock, and we do not have left over materials.

9. Do you have an established purchasing program? For example, have you documented a decision-making process for balancing quality, price, and ecological considerations when choosing products?

No

1. Products Summary Table (add rows as necessary)

Item/Description	Quantities Purchased Per Year	Cost Per Year (\$)
24x24 trash bags, 6 micron,	24	\$ 429.00
40x48 trash bags,	354	9,389.00
3800 Universal Roll Towels	671	15400.00
23201 Livi Rethink Green 2-Ply Jr. Jumbo Toilet Paper	272	6,217.00
19375 Compact Toilet Paper	91	4,316.00
5GL Mainstay Floor Finish	132	7,195.00
Waxie Green Neutral Cleaner	28	946.00
Solsta 320 Bathroom Disinfectant Cleaner	36	1051.00
Waxie Elegante Foam Hand Soap	36	710.00
8644 Nitrile Disposable Power-free Gloves	26	1560.00
Waxie Seat Covers	25	683.00
Micro Lined Filter Bags for Super Coach Vacuum	97	809.00
Falcon FS-1 Waterfree Cartridge for water free urinals	117	3,949.00

**Efficiency and Effectiveness Task Force  
Custodial Products Purchasing Survey**

*Please be as specific and comprehensive as possible*

1. District name, number of schools, and total students

Sausalito Marin City SD 387 Students

2. Primary contact responsible for purchasing custodial products (name, phone, email)

Forrest Corson  
415-880-3330  
forson@marin.k12.ca.us

3. Products Summary Table (add rows as necessary)

<b>Item/Description</b>	<b>Quantities Purchased Per Year</b>	<b>Cost Per Year (\$)</b>
Can liners	65 cases	2500
Bathroom cleaner	12 cases	452
Bathroom tissue	25 cases	1675
Floor stripper	4 c	102
Hand soap	11 c	446
Facial tissue	3 c	106
Glass cleaner	3 c	105
Bleach	3 c	39
Gloves	50 boxes	300
Rolls paper towels	37 c	1792
Scrubber pads	4 c	98
See additional form attached to email.		
All Other		

4. How often are items purchased?

3 times per year

5. List the stores or vendors where the items are purchased

Was Unisource, currently using Mill Valley Services

6. How do you choose the stores or vendors?

By price comparison, meetings with vendors

7. How much have you budgeted for your purchases and what object codes are you using?

Current year: estimated budget is \$ 14,000

8. Do you keep records and receipts of all purchases?

yes

9. How do you dispose of or manage waste containers or left-over materials?

Will need to hear back from the Mt. Director, he's checking into it.

10. Do you have an established purchasing program? For example, have you documented a decision-making process for balancing quality, price, and ecological considerations when choosing products?

no

↓ all cases

Plastic bottles	1 24 C	\$22
Spray bottles	1 22	\$19
Duster	1 6	\$114
Stainless Steel Cleaner	1 2	\$168
Toilet Seat Cover	1 4	\$168
Ecolab cleaner	1	\$145
Mop	1 10	\$15
Floor sealer	1 2	\$216
Floor Finisher	1 6	\$1044
Soap dispenser	2 5	\$60
Floor cleaner pads	1 3	\$42
Towel dispenser	2 5	\$210
Disinfectant	1 2	\$86
Deodorizer	1 2	\$131

**Efficiency and Effectiveness Task Force  
Custodial Products Purchasing Survey**

*Please be as specific and comprehensive as possible*

1. District name, number of schools, and total students

Nicasio 42

2. Primary contact responsible for purchasing custodial products (name, phone, email)

Christy Stocker (415)662-2184

3. Products Summary Table (add rows as necessary)

Item	Vendor	Size	Price	Qty per Yr	Cost per Yr
<b>Air Freshener</b>					
Citrus II Air Freshener Spray. 100% natural. Item # 899 496.	Office Depot	7 oz can	\$9.86		
<b>Bathroom Cleaner</b>					
Rochester Midland Enviro Care Concentrated Washroom Cleaner, 128 oz. Item # 674 055.	Office Depot	128 oz jug	\$20.39	4	\$ 80
Green Seal Bathroom Cleanser, 32 oz spray. Item # 401 585.	Office Depot	32 oz	\$2.47		
<b>Bleach</b>					
Ultra Clorox germicidal bleach, regular scent. Item # 292 358.	Office Depot	96 oz jug	\$2.75	7	\$ 20
<b>Floor Cleaner</b>					
Compare Floor Cleaner, 1 gallon. Item # 291 775.	Office Depot	1 gallon	\$9.23		
<b>Floor Stripper</b>					
Offense Floor Stripper, 1 gallon. Item # 291 698.	Office Depot	1 gallon	\$17.02		
<b>Floor Finish</b>					
Interstate Floor Finish, 5 gallon cube. Item # 291-764.	Office Depot	5 gallons	\$87.92	4	\$ 350
<b>Glass Cleaner</b>					
Rochester Midland Enviro Care glass cleaner. Item # 674 030.	Office Depot	1 gallon	\$9.40		
<b>Liquid Soap Dispenser Refills</b>					
Buckeye foaming hand wash green seal 1250ml	Fishman's 707-763-8161	Box of 6	\$48.70		
<b>Multi-purpose Cleaner</b>					
Enviro Patrol multi-purpose cleaner, 1 gallon. Item # 517 010.	Office Depot	1 gallon	\$17.88	1	\$ 20

Simple Green, 1 gallon. Item # 128-701	Office Depot	1 gallon	\$20.26	2	\$ 40
<b>Scouring Powder</b>					
Comet Powder Cleanser with Chlorinol, 21 oz. Item # xxxxxx.	Office Depot	21 oz	\$1.70	4	\$ 7
<b>Stainless Steel Cleaner</b>					
3M Stainless Steel Cleaner & Polish. Item # 293-095.	Office Depot	21 oz	\$9.25		
<b>WD-40</b>					
WD-40 Smart Straw, 12 oz can. Item # 692 123.	Office Depot	12 oz can	\$5.44	1	\$ 5
<b>Whiteboard Cleaner</b>					
Sanford EXPO white board cleaner, 8 oz . Item # 204 057.	Office Depot	8 oz	\$1.15		

Item	Vendor	Size	Price	Qty per Yr	Cost per Yr
<b>Other Supplies:</b>					
<b>Latex gloves</b>					
Adenna PolyVinyl Powder-Free Examination GLoves, Large. Item # 771 067.	Office Depot	Box of 100	\$6.39	2	\$ 13
<b>Paper towels (brown rolls)</b>					
Scott Kraft hardwound recycled roll towels. Item # 849 300.	Office Depot	Case of 12 rolls	\$70.10	8	\$ 560
<b>Toilet paper</b>					
Scott 2-ply toilet tissue. Item # 849 346.	Office Depot	Case of 80	\$55.26	7	\$ 390
<b>Trash can liners - small</b>					
Webster Reclaim 100 recycled trash can liners, 7-10 gallons, .75 mil thick, black. Item # 209 478.	Office Depot	Box of 500	\$27.01		
<b>Trash can liners - large</b>					
Webster Reclaim 100 recycled trash can liners, 40-45 gallons, 1.35 mil thick, black. Item # 209 502.	Office Depot	Box of 100	\$32.59	1	\$ 30
<b>Vacuum bags</b>					
10-quart size replacement vacuum bags for Tornado vacuum. Item # 121-792	LSS	10 pack	\$23.60		
<b>Fluorescent Light Tubes</b>					

Philips F32T6 / TL865 / Plus Alto – high color rendering. 32 watts, 48 inches long.	Rex Hardware	48 inches	TBD		
<b>Fluorescent Light Ballasts</b>					
Advance Centium ICN-4P32-SC Instant Start Electronic Ballasts. 120 V.	Rex Hardware		\$17.80		
<b>Light Bulbs</b>					
GE Soft White Light Bulbs, Miser, 75 Watts, Pack of 4, item # 490-565	Office Depot	&% Watts	2		
<b>Hand Sanitizer</b>					
The hand sanitizer units throughout the school were installed by Fishman’s. Please contact them for replacement soap or additional units.	Fishman’s				

4. How often are items purchased?

Every month or two, on an as needed basis.

5. List the stores or vendors where the items are purchased

Mostly Office Depot,. Hand soap and dispensers comes from Fishman’s, and vacuum bags come from Lab Safety Supply.

6. How do you choose the stores or vendors?

We prefer Office Depot because of their competitive prices and the fact that they deliver for free the next day. Occasionally we purchase items like lamp bulbs and mousetraps from Rex Hardware in Petaluma, because the owner is a community member and they hand deliver the items.

7. How much have you budgeted for your purchases and what object codes are you using?  
\$2,000 we use object code 4300.

8. Do you keep records and receipts of all purchases?  
Of course, for audit purposes

9. How do you dispose of or manage waste containers or left-over materials?  
We have regular trash pick up service with Redwood Empire. One recycling container and one garbage container are picked up weekly. For computer recycling, we send obsolete equipment to Renew Computers in San Rafael. Batteries are dropped off at our local fire station. Textbooks are donated to the Global Book Exchange in Terra Linda. Printer cartridges are recycled with the ink vendor.

10. Do you have an established purchasing program? For example, have you documented a decision-making process for balancing quality, price, and ecological considerations when choosing products?

No

**Efficiency and Effectiveness Task Force  
Custodial Products Purchasing Survey**

*Please be as specific and comprehensive as possible*

1. District name, number of schools, and total students

<u>Tamalpais Union High School District</u>	
<u>Redwood High School</u>	<u>1,495.00 Students</u>
<u>Tam High School</u>	<u>1,180.00 Students</u>
<u>Drake High School</u>	<u>1,025.00 Students</u>
<u>San Andreas High School</u>	<u>85.00 Students</u>
<u>Tamiscal High School</u>	<u>95.00 Students</u>

2. Primary contact responsible for purchasing custodial products (name, phone, email)

Tony Catrino (415) 945-3718 tcatrino@tamdistrict.org

3. Products Summary Table (add rows as necessary)

<b>Item/Description</b>	<b>Quantities Purchased Per Year</b>	<b>Cost Per Year (\$)</b>
<u>82765 White Roll Towel</u>	<u>450cs</u>	<u>19,602.00</u>
<u>19027 Toilet Tissue</u>	<u>365 cs</u>	<u>21,776.00</u>
<u>Toilet Seat Covers</u>	<u>25cs</u>	<u>890.00</u>
<u>48020 Carex Pink Hand Soap</u>	<u>62cs</u>	<u>3,457.00</u>
<u>KI-260 Liner Health Gards 500/cs</u>	<u>30cs</u>	<u>998.00</u>
<u>777 Liquid Sunshine-</u>	<u>420cs</u>	<u>9,975.00</u>
<u>262 Hepacide Disinfectant</u>	<u>15cs</u>	<u>3,915.00</u>
<u>915 Beaming Green Blass Cleaner</u>	<u>156cs</u>	<u>5,912.00</u>
<u>364 Contact Plus Alcohol Hand Sanitizer</u>	<u>191cs</u>	<u>5,750.00</u>
<u>717 ESA Washroom Cleaner</u>	<u>138cs</u>	<u>5,196.00</u>
<u>185 Fresh Burst Air Fresh</u>	<u>40cs</u>	<u>1,577.00</u>
<u>480 Big Blue Enzyme Urinal Block</u>	<u>192cs</u>	<u>2,277.00</u>
<u>HSSFF-05 Hi Shine Floor Finish</u>	<u>375 gallons</u>	<u>5,981.25</u>
<u>36x58 Black 2.0 Mil Plastic Liners</u>	<u>200cs</u>	<u>5,400.00</u>
<u>33x39 Black 1.8 Mil Plastic Liners</u>	<u>200cs</u>	<u>5,400.00</u>
<u>24x32 Black.6 Mil Plastic Liners</u>	<u>20cs</u>	<u>482.00</u>
<u>Latex Gloves L/XL</u>	<u>20cs</u>	<u>1,199.00</u>
<u>Folex Carpet Stain Remover</u>	<u>25cs</u>	<u>1,770.00</u>
<u>All Other Misc. Items ***</u>		<u>10,000.00</u>

4. How often are items purchased?

(2) Times a year (May & July)

5. List the stores or vendors where the items are purchased

<u>Unisource</u>	<u>Goodmans Hardware***</u>
<u>United Labs</u>	<u>Hagel Supply***</u>
<u>Golden State Chemicals</u>	<u>Jim Corbet's Hardware***</u>

6. How do you choose the stores or vendors?  
Vendors were inherited from Past Director of Maintenance & Operations
  
7. How much have you budgeted for your purchases and what object codes are you using?  
Approximately \$130,000.00  
03-0000-0-4300-00-0000-8210-735-07-000
  
8. Do you keep records and receipts of all purchases?  
Yes
  
9. How do you dispose of or manage waste containers or left-over materials?  
We use a couple of vendors:  
Photo Waste Recycling  
School Safety Solutions
  
10. Do you have an established purchasing program? For example, have you documented a decision-making process for balancing quality, price, and ecological considerations when choosing products?  
  
No, we have not documented our process. However, the Maintenance & Operations Department has begun and will continue to review and purchase non-toxic, eco- friendly and biodegradable products.