



AGENDA REPORT

PROPOSED ACTION: Resolution: Approve and Authorize the Executive Director to Award and Execute Agreements for Custodial Supplies at Oakland San Francisco Bay Airport with Oakland Paper & Supply, Incorporated; Veritiv Operating Company; and Waxie’s Enterprises LLC, in an Amount Not to Exceed \$4,500,000 Over Five Years; and Finding that the Proposed Action is Exempt Under the California Environmental Quality Act (**Aviation**).

Submitted By: Craig Simon, Director of Aviation; Kristi McKenney, Executive Director

Parties Involved:

Oakland Paper & Supply, Incorporated
Richmond, CA

Veritiv Operating Company
Tracy, CA

Waxie’s Enterprises LLC
Livermore, CA

Amount: \$4,500,000 (operating expense)

EXECUTIVE SUMMARY: The procurement of custodial supplies, including paper products (toilet paper, paper towels, etc.), hand hygiene supplies (soap, sanitizer, etc.), cleaning chemicals, trash, recycling, and compost can liners, and supplies for dusting and mopping, at the Oakland San Francisco Bay Airport (OAK or Airport) is essential to supporting passengers, tenants, and employees by ensuring clean, healthy, and safe terminals and office environments. Timely ordering and delivery of these supplies enables Port of Oakland (Port) Staff to respond quickly to routine needs as well as unexpected issues, reducing operational disruptions and maintaining consistent service. By selecting multiple firms to serve these needs, the Port can better ensure availability and best pricing for these products.

BACKGROUND & ANALYSIS

Since the beginning of 2024, OAK has experienced significant increases in the cost of custodial supplies. To manage these impacts, OAK’s operating and budgeting strategy focuses on securing guaranteed pricing for as long as possible, identifying suppliers capable of providing consistent, high- quality products and services, and improving inventory management through fixed vendor pricing and analytical tools that track usage and order thresholds. Anticipating continued price volatility, OAK initiated an Invitation for Bid process to solicit qualified suppliers for a range of custodial supplies.

On October 10, 2025, the Port initiated a formal competitive bidding process for Various Custodial Supplies, Bid No. 25-26/02, for high-use paper products, hand hygiene supplies, cleaning chemicals, can liners, dusting and mopping supplies, and sanitary product supplies. It was anticipated that no single bidder would be capable of supplying all products/supplies nor would any single bidder provide the lowest cost for all products

or supplies, and bidders would guarantee pricing for different durations for different products or supplies. On November 13, 2025, the Port received eleven bids. Port Staff evaluated bids based on cost (across products/supplies), number of items supplied by each bidder, guaranteed pricing period, and the bidder’s ability to provide analytical tools to support decision-making.

Port Staff’s analysis identified three vendors capable of individually supplying nearly all required products and, collectively, all of the required products. These vendors also offered the lowest pricing on the majority of the products. The three proposed vendors recommended for contract award are shown in Table 1.

Table 1
Top Three Bidders

Company	Location
Oakland Paper & Supply, Incorporated dba Cogent Solutions & Supplies	Richmond, CA
Veritiv Operating Company	Tracy, CA
Waxie’s Enterprises, LLC dba Waxie Sanitary Supply	Livermore, CA

Other vendors that submitted bids are listed in Table 2: Other Bidders.

Table 2: Other Bidders

Company	Location
Hillyard Inc	St Joseph, MI
Interboro Packaging Corporation	Montgomery, NY
JC Nelson Supply Co	Fairfield, CA
Staples Contract & Commercial LLC	Farmington, MA
Supply Closet LLC	Union City, CA
Tahoe Supply Company	Carson City, NV
Unipack	Rancho Cucamonga, CA
Universal Building Services and Supply Co	Richmond, CA

Port Staff recommends awarding a supply contract to Oakland Paper & Supply, Incorporated; Veritiv Operating Company; and Waxie’s Enterprises LLC for a combined amount not to exceed \$4,500,000 over a five year period. This award is expected to benefit Airport operations by stabilizing costs, improving product quality, and ensuring timely supply availability of supplies. Port Staff will continue to track, monitor, and assess usage annually.

OTHER FINDINGS AND PROVISIONS

ENVIRONMENTAL REVIEW

The proposed action was analyzed under the California Environmental Quality Act (CEQA) and was found to be:

- Categorically exempt under the following CEQA Guidelines Section:
Choose an item.
- "Common Sense" exemption under CEQA Guidelines Section 15061(b)(3).
- Other/Notes:

BUDGET

- Administrative (No Impact to Operating, Non-Operating, or Capital Budgets); OR
 - Operating Non-Operating Capital

Analysis: There is no impact to the Operating Expense Budget as the cost of custodial supplies were included in the FY 2026 Budget. Future custodial supply costs will be included in future Aviation Division budgets.

STAFFING

- No Anticipated Staffing Impact.
- Anticipated Change to Budgeted Headcount.
Reason:
- Other Anticipated Staffing Impact (e.g., Temp Help).
Reason:

MARITIME AND AVIATION PROJECT LABOR AGREEMENT (MAPLA):

Applies? No (Not Aviation or Maritime CIP Project) – proposed action is not covered work on Port’s Capital Improvement Program in Aviation or Maritime areas above the threshold cost.

- Additional Notes:

LIVING WAGE (City Charter § 728):

Applies?

No (Goods) – proposed action entails an agreement for goods, commodities, supplies, or equipment with incidental service provisions (if any) that are not covered by the Living Wage requirements.

- Additional Notes:

SUSTAINABLE OPPORTUNITIES:

Applies? **No.**

GENERAL PLAN (City Charter § 727):

Conformity Determination:

<p><u>Reason:</u> There is no sustainability opportunities related to this proposed action because it does not involve a development project, purchasing of equipment, or operations that presents sustainability opportunities.</p>	<p>Not Required – conformity determination not required because proposed action does not change use of or make alterations to an existing facility or create a new facility.</p>
<p><u>STRATEGIC PLAN.</u> The proposed action would help the Port achieve the following goal(s) in the Port’s Strategic Plan:</p> <ul style="list-style-type: none"><input type="checkbox"/> Capture Our Market and Grow the Economic Base<input type="checkbox"/> Modernize and Upgrade Infrastructure<input type="checkbox"/> Transition to Zero-Emissions and Build Climate Resilience<input type="checkbox"/> Maximize Land Use Value and Revenues<input type="checkbox"/> Workforce Training and Jobs Development<input checked="" type="checkbox"/> Create Opportunities for Local Businesses and Community Economic Development	