



City of Rochester Hills  
AGENDA SUMMARY  
FINANCIAL ITEMS

1000 Rochester Hills Dr.  
Rochester Hills, MI 48309  
248.656.4630  
[www.rochesterhills.org](http://www.rochesterhills.org)

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Legislative File No: 2013-0384

**TO:** Mayor and City Council Members  
**FROM:** Jean Farris, Purchasing Manager  
**DATE:** November 11, 2013  
**SUBJECT:** Office Supplies and Equipment

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**REQUEST:**

City Council is requested to authorize a blanket purchase order to Office Max Inc., Warren, Michigan and other office supply vendors as appropriate for offices supplies and equipment in the amount not-to-exceed \$65,000.00 through December 31, 2014.

**REASON FOR PURCHASE:**

The City of Rochester Hills participated with several Michigan Intergovernmental Trade Network (MITN) communities in the Oakland County Request for Proposals for office supplies and equipment. The intent of the cooperative effort was to reduce costs, standardize the amount of products purchased and aggregate 500 of the most commonly purchased items across the group.

The resulting best value award to Office Max aggregates the MITN Purchasing Group's spend creating an annual volume rebate to the City. Last year's sales volume rebate was \$1,237.13. There are 650 catalog items on the core discounted list with other catalog merchandise at 30-50% off list. A website provides users with on-line ordering and alternate value pricing. The contract offers desk top delivery with no shipping charges, an on-site customer service representative, many green product choices and in-store discounts. Departments are encouraged to utilize product alternates to achieve further savings.

With the pending merger of Office Max and Office Depot, the current contractual terms and conditions will be continued through the term of the contract with Oakland County.

The Purchasing Division continuously monitors the volatile pricing of toners and paper from various suppliers to achieve cost savings for the City.

**PROCESS:**

**Vendor Name and Address:**

Office Max  
13301 Stephens Rd  
Warren, MI 48098

Other Available Cooperative Contracts

**Reason for Selection:**

Best Value

**Method of Purchase:**

Michigan Intergovernmental Trade Network  
Available Cooperative Contracts

**BUDGET:**

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Various	727000	Office Supplies		\$65,000.00	

**RECOMMENDATION:**

It is recommended that the Rochester Hills City Council authorize a blanket purchase order to Office Max Inc., Warren, Michigan and other office supply vendors as appropriate for office supplies and equipment in the amount not-to-exceed \$65,000.00 through December 31, 2014.

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APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
City Council Liaison		