



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
248.656.4630
www.rochesterhills.org

Legislative File No: 2013-0385

TO: Mayor and City Council Members
FROM: Jean Farris, Purchasing Manager
DATE: November 11, 2013
SUBJECT: Maintenance, Hardware and Building Supplies

REQUEST:

City Council is requested to authorize a blanket purchase order to The Home Depot, Rochester Hills, Michigan for the purchase of various maintenance, hardware and building supplies in the not-to-exceed amount of \$39,000.00 through December 31, 2014.

REASON FOR PURCHASE:

The City has utilized The Home Depot as a local supplier of various supplies, including hardware and building products for several years. The Home Depot offers many benefits including, a central location for the various department users, broad coverage of needs with lower prices than other local hardware and building supply facilities; consolidation of numerous vendors into one source with 24-hour access for emergencies. As the City does not warehouse maintenance, hardware and building products, purchases can be made efficiently on an as-needed basis, saving travel and personnel resources. The Home Depot blanket purchase order has reduced expenditures with other vendors of these commodities.

The City of Rochester Hills utilizes the U.S. Communities Purchasing Alliance with a Participating Addendum of the State of Michigan and the MiDeal Program. The contract was competitively bid by Maricopa County, Arizona, offering savings for governmental agencies across the United States. Identifying the value in the contract, the State of Michigan has entered into a Participating Addendum extending the contract to the MiDeal Program. The City receives a rebate based on annual net purchases and percentage of discount for large volume purchases.

PROCESS:

Vendor Name and Address:

The Home Depot
225 W. Avon
Rochester Hills, MI 48307

Reason for Selection:

Best Value; Cooperative Contract

Method of Purchase:

Blanket Purchase Order

BUDGET:

Funds are included Citywide as part of RY2014 Adopted Budget.

| Fund Name | Department Account No | Account No. Description | Budget Amount | Cost | Remaining Budget |
|------------------|------------------------------|--------------------------------|----------------------|-------------|-------------------------|
| Various Citywide | Various Citywide | Various | \$39,000.00 | \$39,000.00 | \$0 |
| | | | | | |
| | | | | | |

RECOMMENDATION:

City Council is requested to authorize a blanket purchase order to The Home Depot, Rochester Hills, Michigan for the purchase of various maintenance, hardware and building supplies in the not-to-exceed amount of \$39,000.00 through December 31, 2014.

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