



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: 2020-0450

**TO:** Mayor and City Council Members  
**FROM:** Scott Cope, Director of Building/Ordinance/Facilities  
**DATE:** December 07, 2020  
**SUBJECT:** Janitorial Products

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**REQUEST:**

City Council is requested to authorize a blanket purchase order to Nichols Paper & Supply Company / Member of Network Services Company for the purchase of janitorial products for a not-to-exceed amount of \$100,000.00 through December 31, 2021.

**REASON FOR PURCHASE:**

The City of Rochester Hills requires the purchase of janitorial products including paper products, green cleaning supplies, cleaning equipment and other items for City Hall, Fire Stations, DPS Garage, Van Hoosen Museum, Borden, Bloomer and Spencer Park locations that must be delivered minimally once per month and/or on an as-needed basis.

The City of Rochester Hills utilizes a national cooperative purchasing program from Omnia Partners. The program has a janitorial products contract with Network Services Company that was competitively bid by City of Tucson, Arizona, offering savings for governmental agencies across the United States. Network Services Company is owned by approximately 75 independently owned distributors across the United States. The local member/owner is Nichols Paper & Supply Company of Rochester Hills. All orders, shipments and invoices will come directly from Nichols as a member of the Network Services Company.

Nichols Paper & Supply Co. has previously provided janitorial products to the City and performed satisfactory.

**PROCESS:**

**Vendor Name and Address:**

Network Services Company (National Cooperative Firm)  
1100 East Woodfield Road, Suite 200  
Schaumburg, IL 60173

Nichols Paper & Supply Co. (Local Member)  
1685 Northfield Drive  
Rochester Hills, MI 48309

**Reason for Selection:**

Best Value; Cooperative Contract

**Method of Purchase:**

Blanket Purchase Order/Contract

**BUDGET:**

Funding is included in the FY 2021 Adopted Budget.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities	631.750000	Custodial Supplies	\$100,000	\$100,000	\$0

**RECOMMENDATION:**

It is recommended that City Council authorize a blanket purchase order to Nichols Paper & Supply Company / Member of Network Services Company for the purchase of janitorial products for a not-to-exceed amount of \$100,000.00 through December 31, 2021.

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APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Supervisor of Procurement		
Mayor		
Deputy Clerk		

Contract Reviewed by City Attorney       Yes       N/A