



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)

Legislative File No: 2020-0451 Version 2

**TO:** Mayor and City Council Members  
**FROM:** Lisa Cummins, Procurement Manager  
**DATE:** December 13, 2021  
**SUBJECT:** Increase to Blanket Purchase Order for Maintenance, Hardware and Building Supplies

**REQUEST:**

City Council is requested to authorize an increase to the blanket purchase order for the purchase of various maintenance, hardware, and building supplies to The Home Depot, Atlanta, Georgia in the amount of \$15,000.00 for a new not-to-exceed amount of \$95,000.00 through December 31, 2021.

**REASON FOR PURCHASE:**

Due to recent market conditions, especially as they relate to longer lead times to get work scheduled and obtaining supplies and materials, the City has been performing more maintenance and small repair projects with our own staff resources. In doing this, it has resulted in an increase of purchases being made for maintenance, hardware and building supplies.

The City utilizes The Home Depot as a local supplier of various supplies, including hardware and building products and has been doing so for several years. The City does not warehouse maintenance, hardware, and building products, purchases and utilizing The Home Depot allows for purchases to be made on an as-needed basis.

**PROCESS:**

**Vendor Name and Address:**

The Home Depot (Corporate Office)  
2455 Paces Ferry Road  
Atlanta, GA 30339

**Reason for Selection:**

Best Value; Cooperative Contract

**Method of Purchase:**

Blanket Purchase Order

**BUDGET:**

Funding is included in the FY 2021 Adopted Budget.

| Fund Name        | Department Account No | Account No. Description                | Budget Amount | Cost     | Remaining Budget |
|------------------|-----------------------|--|---------------|----------|------------------|
| Various Citywide | Various Citywide      | Various. 740000/<br>Operating Supplies | \$95,000      | \$95,000 | \$0              |

**RECOMMENDATION:**

It is recommended that City Council authorize an increase to the blanket purchase order for the purchase of various maintenance, hardware, and building supplies to The Home Depot, Atlanta, Georgia in the amount of \$15,000.00 for a new not-to-exceed amount of \$95,000.00 through December 31, 2021.

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

Contract Reviewed by City Attorney       Yes       N/A