



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

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

Legislative File No: 2017-0046

TO: Mayor and City Council Members
FROM: Scott Cope, Director Building/Facilities/Ordinance
DATE: February 27, 2017
SUBJECT: Janitorial Services

REQUEST:

City Council is requested to authorize a contract/blanket purchase order for janitorial services to The Professional Group, Detroit, Michigan for janitorial services in the amount not-to-exceed \$140,000.00 through January 31, 2018.

REASON FOR PURCHASE:

The City outsources janitorial services for City Hall, Fire Station #1, DPS Garage, and the Museum buildings. This business model has proven to be successful in terms of staffing, maintenance levels, and cost savings to the City.

In 2015 a Request for Proposals for Janitorial Services was solicited through MITN for a one (1) year term with renewal options. City Council at their November 9, 2015 meeting authorized award to The Professional Group of Detroit, Michigan. The award was based on experience, qualifications, method of cleaning, capacity of company, comparable references and pricing. The Professional Group has performed satisfactory services providing the best value for the City based on ability and capacity to do the work, commitment to perform and best value pricing. The City is requesting approval to exercise the renewal option of the contract for a one-year period. The vendor has agreed, in accordance with the contract terms, to hold their pricing for the additional one (1) year period.

PROCESS:

Vendor Name and Address:

The Professional Group
719 Griswold, Suite 2100
Detroit, MI 48226

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Funding is included in the 2017 Adopted Budget and the 2018 Projected Budget

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities Fund	631.807000	Contractual Services	\$140,000	\$140,000	\$0

RECOMMENDATION:

It is recommended that the Rochester Hills City Council authorize the award the contract for a contract/blanket purchase order for janitorial services to The Professional Group, Detroit, Michigan for janitorial services in the amount not-to-exceed \$140,000.00 through January 31, 2018.

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