



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: 2018-0619

TO: Mayor and City Council Members
FROM: Scott Cope, Director Building/Facilities/Ordinance
DATE: January 28, 2019
SUBJECT: Citywide Janitorial Products

REQUEST:

City Council is requested to authorize the issuance of a blanket purchase order for janitorial supplies, paper products, green cleaning products, and other items to Nichols Paper & Supply Co., Rochester Hills, MI 48309, in the total amount not-to-exceed \$40,000.00 through December 31, 2019.

REASON FOR PURCHASE:

The City of Rochester Hills requires the purchase of janitorial supplies, 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 Purchasing Division solicited competitive sealed Request for Proposals for janitorial products through the MITN system. Two responsive responsible proposals were received. A committee comprising of staff from Facilities and Building evaluated the responses with over eighty-eight products. It was determined to request a revised best and final offer of the City's forty-seven high usage and high cost items. The revised proposals were evaluated and the committee determined the response from Nichols Paper & Supply Co. of Rochester Hills, MI was most advantageous for the project.

The proposal received from Nichols Paper & Supply was deemed to be the best value to the City based on their proposed methodology of ordering, breadth of products, stocking levels and is recommended for award.

PROCESS:

Vendor Name and Address:

Nichols Paper & Supply Co.
1685 Northfield Drive
Rochester Hills, MI 48309

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Funds are provided in the 2019 Budget.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities	631.750000	Custodial Supplies	\$40,000	\$40,000	\$0

RECOMMENDATION:

It is recommended that the Rochester Hills City Council authorize a blanket purchase order/contract to Nichols Paper & Supply Co. of Rochester Hills, Michigan for the purchase of citywide janitorial supplies, paper products, cleaning supplies, and other items in the total amount not to exceed of \$40,000 for a term to expire on December 30, 2019.

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