



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: 2019-0478

TO: Mayor and City Council Members
FROM: Scott Cope, Director of Building/Ordinance/Facilities
DATE: November 11, 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 amount not-to-exceed \$60,000.00 through December 30, 2020.

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 competitively sealed proposals for janitorial products which were opened on October 18, 2018. Nichols Paper & Supply Co., of Rochester Hills was selected as providing the best value and submitting the most responsive, responsible proposal for janitorial products. Nichols Paper & Supply Co. has performed the noted services in the past in a professional and satisfactory manner.

The City of Rochester Hills wishes to exercise its option to renew for 2020.

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:

Funding is included in the FY 2020 Adopted Budget.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities	631.750000	Custodial Supplies	\$60,000	\$60,000	\$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 \$60,000 for a term to expire on December 30, 2020.

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