



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 Version 2

TO: Mayor and City Council Members

FROM: Scott Cope, Director of Building/Ordinance/Facilities

DATE: September 14, 2020

SUBJECT: Increase to Blanket Purchase Order for Citywide Janitorial Products

REQUEST:

City Council is requested to increase the blanket purchase order to Nichols Paper & Supply Co., 1685 Northfield Drive, Rochester Hills, MI 48309 for janitorial supplies, paper products, green cleaning products, and other items in the amount of \$45,000 for a new not-to-exceed amount of \$105,000.00 through December 30, 2020.

REASON FOR PURCHASE:

The requested increase to the blanket is due to additional cleaning supplies needed due to the COVID-19 pandemic including but not limited to disinfecting wipes, cleaning sprays, hand sanitizers, and refills.

Nichols Paper & Supply provides 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.

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.

If approved by City Council, an upcoming FY 2020 Budget Amendment will be forthcoming to increase the Facilities / Custodial Supplies budget to cover the additional COVID charges. It is anticipated that there will be adequate funds within the Facilities / Repairs & Maintenance account budget to cover the additional costs for Custodial Supplies.

As well, all COVID-related purchases are being tracked to seek reimbursement through either FEMA or the Oakland County CARES Act Program. An upcoming FY 2020 Budget amendment will be presented to account for the reimbursement revenue received.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities	631.750000	Custodial Supplies	\$80,000	\$105,000	(\$25,000)

RECOMMENDATION:

It is recommended that City Council authorize an increase to the blanket purchase order to Nichols Paper & Supply Co., 1685 Northfield Drive, Rochester Hills, Michigan 48309 for the purchase of citywide janitorial supplies, paper products, cleaning supplies, and other items in the amount of \$45,000 for a new not-to-exceed amount of \$105,000 through 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