



**City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS**

**1000 Rochester Hills Dr.
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Legislative File No: 2007-0263

TO: Mayor and City Council Members
FROM: Roger Rouse, x-2497
DATE: April 16, 2007
SUBJECT: Purchase of Citywide Janitorial Products

REQUEST:

City Council is requested to authorize an increase to the existing blanket purchase order for the purchase of citywide janitorial products, chemicals and cleaning equipment and supplies to Industrial Cleaning Supply of Waterford, Michigan, in the increased amount of \$26,000, for a new not-to-exceed total of \$60,900 through December 31, 2007.

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, five Fire Stations, DPS Garage, Borden, Bloomer & Spencer Park locations. The City of Rochester Hills utilizes the Oakland County Cooperative Purchasing Program as it offers substantially discounted prices for core items and percentage discounts off catalog prices for less frequently purchased items. A review of the other available cooperative contracts concluded that ICS best meets the City's needs in providing products that are sensitive to costs and the environment. City Council approved a blanket purchase order in the amount of \$34,900 on April 4, 2006. The existing blanket purchase order funds have been depleted and will expire in June 2007. The Oakland County Purchasing Department has extended their bid to allow sufficient time for a new solicitation. At this time, an increase and extension is requested to enable the City to continue to purchase janitorial supplies through the Oakland County contract.

PROCESS:

Vendor Name and Address:

Industrial Cleaning Supply Company Inc, 4516 Pontiac Lake Road, Waterford, MI 48328

Reason for Selection:

Purchase through the Oakland County Cooperative Purchasing Program.

Method of Purchase:

Blanket Purchase Order

BUDGET:

Expenditures for janitorial products have been budgeted at various sites within the Facilities Fund FY 2007 budget. Facilities staffing and other elements of the budget will not be adversely affected. The expenditure will be covered by 2007 budget. 2007 Budget is \$37,300; spent to date \$11,300 on a prior blanket; balance to end of the year \$26,000.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
631 Facilities Fund	631.750000	Custodial Supplies	\$37,300	\$26,000	0

RECOMMENDATION:

It is recommended that the Rochester Hills City Council authorize an increase to the existing Blanket Purchase Order to Industrial Cleaning Supply, Inc., of Waterford, Michigan, for the purchase of citywide janitorial products, chemicals and cleaning equipment and supplies, in the increased amount of \$26,000, for a new not-to-exceed total of \$60,900 through December 31, 2007.

RESOLUTION

NEXT AGENDA ITEM

RETURN TO AGENDA

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
City Council Liaison		