



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

**1000 Rochester Hills Dr.  
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**Legislative File No:** 2007-0263 Version 2

**TO:** Mayor and City Council Members  
**FROM:** Roger Rousse, Director of Public Service  
**DATE:** October 5, 2007  
**SUBJECT:** Citywide Janitorial Products

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**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 supplied to Industrial Cleaning Supply of Waterford, Michigan, in the amount of \$14,736, for a new not-to-exceed total of \$74,736 through April 30, 2008.

**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 and 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 on April 4, 2006. The existing blanket purchase order funds have been depleted. The Oakland County Purchasing Department has extended their bid to allow sufficient time for a new solicitation. At this time, an increase 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:**

Oakland County Cooperative Purchasing Program  
Best Value

**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 and 2008 budget. A 2007 budget amendment request is forthcoming.

<b>Fund Name</b>	<b>Department Account No</b>	<b>Account No. Description</b>	<b>Budget Amount</b>	<b>Cost</b>	<b>Remaining Budget</b>
631 Facilities Fund	631.750000	Custodial Supplies	\$37,300	\$43,211	(\$4,911)
631 (2008)	631.750000	Custodial Supplies	\$39,300	\$9,825*	\$29,475

\*Estimated expenses through the first 1/3 of 2008.

**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 purpose of citywide janitorial products, chemicals and cleaning equipment and supplies in the amount of \$14,736 for a new not-to-exceed total of \$74,736.

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**RESOLUTION**

**NEXT AGENDA ITEM**

**RETURN TO AGENDA**

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