

City Council Agenda Summary Sheet (Purchases)

Agenda No: 2004-0418
Date: **April 28, 2004**
Prepared By: Bob Srogi, DPS Facilities Division
City File No: n/a
Meeting Date: May 19, 2004

PURPOSE:

Purchase Authorization Janitorial Products.

DISCUSSION:

Sealed bids were solicited for 4-categories of Janitorial Products: 1) Paper Products, 2) Cleaning Chemical Supplies, 3) Miscellaneous Items and 4) Vacuum Items & Service. Lengthy evaluation was conducted and several product samples were tested. Consideration was given to minimum order amount, additional charges if less than minimum, availability of catalog discount, ordering method, delivery method (the City requires delivery to 6-locations), delivery time, quality of products offered and availability of a limited number of key items and/or brands.

HP Products was selected to provide paper products, cleaning chemical supplies and miscellaneous items due to price, quality of products provided, delivery time and method, catalog discount, minimum order requirement and on-line capabilities. HP Products to be shipped from their local Detroit warehouse.

Industrial Cleaning Supply (ICS) was selected to provide vacuum items and service due to price, products offered and maintenance/service ability required to meet the City’s needs.

It is recommended that a one-year blanket purchase order be awarded to HP Products and Industrial Cleaning Supply (ICS) in the not-to-exceed total of \$32,700 for citywide janitorial products, with an option to renew for one-additional year.

FISCAL INFORMATION:

Expenditures for janitorial supplies have been budgeted in various cost centers within the Facilities Fund FY2004 budget. Facilities staffing and other elements of the budget will not be adversely affected. The expenditure will be covered by 2004 and proposed 2005 budget years.

Fund Name	Fund Account #	Description	Budget Amount	Cost	Remaining Budget
Facilities Fund	631	750000	\$32,700	\$32,700	-0-

Vendors Name and Address:

HP Products Corporation, 4220 Saguaro Trail, Indianapolis, IN 48268
and

Industrial Cleaning Supply Company (ICS), 4516 Pontiac Lake Road, Waterford, MI 48328

Reason for Selection:

Lowest responsive, responsible bidders.

Method of Purchase:

1-year Blanket Purchase Order and an option to renew for one (1) additional year.

RECOMMENDATION:

It is recommended that a one-year blanket purchase order be awarded to HP Products and Industrial Cleaning Supply (ICS) in the not-to-exceed total of \$32,700 for citywide janitorial products, with an option to renew for one-additional year.

ATTACHMENTS:

Spreadsheet.

Department Authorization: Roger Rouse

Reviewed by:

Fiscal: *Jean Farris*

Clerks: *Susan Koliba-Galeczka*

Approved by: *Pat Somerville*

RESOLUTION

NEXT AGENDA ITEM

RETURN TO AGENDA