

## City Council Agenda Summary Sheet (Purchases)

**Agenda No:** 2004-0066  
**Date:** January 28, 2004  
**Prepared By:** Bob Srogi, Facilities Manager  
**City File No:** n/a

**Meeting Date:** February 18, 2004

**PURPOSE:**

To amend the existing \$45,000 Blanket Purchase Order with Supply Pro by an additional \$8,000, in the amended amount of \$53,000 to expire on April 1, 2004.

**DISCUSSION:**

On March 27, 2002, City Council authorized a Two-Year Blanket Purchase Order with Supply Pro for Janitorial Supplies in the not-to-exceed amount of \$45,000. Due to usage and increased square footage of City Hall, an increase expenditure of \$8,000 is required. Sealed bids will be solicited for janitorial supplies prior to the expiration of the blanket.

**FISCAL INFORMATION:**

Fund Name	Fund Account #	Description	Budget Amount	Cost	Remaining Budget
Facilities	631.750000	Custodial Supplies	\$8175	\$8000	\$175

**Vendor Name and Address:**

Supply Pro, 5402 Hill – 23 Drive, Flint MI 48507

**Reason for Selection:**

Lowest, responsive, responsible bid

**Method of Purchase:**

Blanket Purchase Order

**RECOMMENDATION:**

That the Rochester Hills City Council authorize an increase to the existing \$45,000 Blanket Purchase Order to Supply Pro for Janitorial Supplies by an additional \$8,000, resulting in an amended amount not-to-exceed \$53,000 to expire on April 1, 2004.

**ATTACHMENTS:**

n/a

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Department Authorization: Roger Rouse

Reviewed by:

Fiscal: *Jean Farris*

Clerks: *Susan Koliba-Galeczka*

Approved by: *Pat Somerville*

**RESOLUTION**

**NEXT AGENDA ITEM**

**RETURN TO AGENDA**