



**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: 2005-0268

TO: Mayor and City Council Members
FROM: Roger Rouse, DPS/Engineering, 248.841.2497
DATE: April 5, 2005
SUBJECT: Purchase Authorization Janitorial Products

REQUEST:

City Council is requested to authorize the issuance of a blanket purchase order to HP Products and Industrial Cleaning Supply (ICS), for citywide janitorial/custodial products (paper products, cleaning chemical supplies and miscellaneous items) by the City exercising its option to renew for an additional one (1) year period from May 20, 2005, through May 20, 2006.

REASON FOR PURCHASE:

Bids were received on March 23, 2004, from suppliers of paper products, chemical cleaning supplies and other items associated with janitorial maintenance; 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.

PROCESS:

Vendor Name and Address:

HP Products	Industrial Cleaning Supply (ICS)
4220 Saguaro Trail	4516 Pontiac Lake Road
PO Box 68310	Waterford MI 48328
Indianapolis IN 46268	

Reason for Selection:

Lowest responsive, responsible bidders, best value and lowest cost; the City is exercising its option to renew for an additional one (1) year period.

Method of Purchase:

1-year blanket purchase order

BUDGET:

Expenditures for janitorial/custodial supplies have been budgeted in various cost centers within the Facilities Fund FY2005 Budget. Facilities staffing and other elements of the budget will not be adversely affected. The expenditure will be covered by 2005 and proposed 2006 budget year.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities Fund	631	750000 Custodial Supplies	\$34,900	\$34,900	-0-

RECOMMENDATION:

It is recommended that the City exercise its option to renew and enter into a one (1) year blanket purchase order be awarded to HP Products, of Indianapolis, IN, and Industrial Cleaning Supply (ICS) of Waterford, MI, for the purchase of citywide janitorial products in the total not-to-exceed amount of \$34,900, from May 20, 2005, through May 20, 2006.

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		