



**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: 2010-0387

TO: Mayor and City Council Members
FROM: Scott Cope, Director of Building Department, 841.2445
DATE: September 17, 2010
SUBJECT: Citywide Janitorial Products

REQUEST:

City Council is requested to authorize the purchase of janitorial supplies, paper products, green cleaning supplies, cleaning equipment and other items utilizing the Oakland County Cooperative Purchasing Program to Industrial Cleaning Supply of Waterford, Michigan, for a blanket purchase order in the total amount not-to-exceed \$110,000.00 for a term to expire on September 30, 2012.

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 (5) Fire Stations, DPS Garage, Borden, Bloomer and Spencer Park locations that must be delivered minimally once per month and/or on an as-needed basis. The City's existing contract expires September 30, 2010. It is recommended that the City of Rochester Hills utilize the Oakland County Cooperative Purchasing Program as it offers substantially discounted prices for the City's core items lower than list, in addition to a percentage discount off catalog prices for those items that may be purchased infrequently. A review of the other cooperative contracts have been done with ICS providing services and products that best meet the City's needs.

Industrial Cleaning Supply is able to provide the City with its approved chemicals and cleaning equipment and supplies that have proven to best meet the needs of the City. There are no minimum dollar amounts and no minimum quantities required. Several other Oakland County cities and townships have also taken advantage of purchasing off the Oakland County Bid. Additionally, Industrial Cleaning Supply is able to provide the City with a number of computer-generated reports. Detailed reports will identify usage, buying habits and purchases by location, all of which will be valuable analysis tools to identify spending habits and product utilization.

PROCESS:

Vendor Name and Address:

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

Reason for Selection:

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 FY2010-2012 budget. Facilities staffing and other elements of the budget will not be adversely affected. The expenditure will be covered by 2010 and future budget years.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
631 Facilities Fund (2010-2011)	631.750000	Custodial Supplies	Proposed \$55,000.00	\$55,000.00	\$0
631 Facilities Fund (2011-2012)	631.750000	Custodial Supplies	Proposed \$55,000.00	\$55,000.00	\$0

RECOMMENDATION:

It is recommended that the Rochester Hills City Council authorize a Blanket Purchase Order to Industrial Cleaning Supply, of Waterford, Michigan, for the purchase of city wide janitorial supplies, paper products, green cleaning supplies, cleaning equipment and other items, in the total amount not-to-exceed \$110,000.00 for a term to expire on September 30, 2012.

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