



City of Rochester Hills  
AGENDA SUMMARY  
FINANCIAL ITEMS

1000 Rochester Hills Dr.  
Rochester Hills, MI 48309  
248.656.4630  
[www.rochesterhills.org](http://www.rochesterhills.org)

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Legislative File No: 2022-0529

**TO:** Mayor and City Council Members  
**FROM:** Lisa Cummins, Procurement Manager  
**DATE:** December 4, 2023  
**SUBJECT:** Office Supplies and Equipment

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**REQUEST:**

City Council is requested to authorize a blanket purchase order to Office Depot, Inc., Boca Raton, Florida and other office supply vendors as appropriate for office supplies and equipment in the amount not-to-exceed \$55,000.00 through December 31, 2024.

**REASON FOR PURCHASE:**

The City of Rochester Hills participated with several Michigan Intergovernmental Trade network (MITN) communities in the Oakland County Request for Proposals for office supplies and equipment. The intent of the cooperative effort was to reduce costs, standardize the amount of products purchased and aggregate 500 of the most commonly purchased items across the group.

The resulting best value award to Office Depot aggregates the MITN Purchasing Groups spend creating an annual volume rebate to the City. There are 550 catalog items on the core discounted list with other catalog merchandise at 25% off list. A website provides users with online ordering and alternate value pricing. The contract offers delivery with no shipping charges, a designated customer service representative, and many green product choices. Departments are encouraged to utilize product alternates to achieve further savings.

The Purchasing Division continuously monitors the volatile pricing for paper from various suppliers to ensure continued costs savings for the City, and when applicable makes purchases from other sources.

**PROCESS:**

**Vendor Name and Address:**

Office Depot, Inc.  
6600 N. Military Trail  
Boca Raton, FL 33496

Other available cooperative contracts

**Reason for Selection:**

Blanket Purchase Order utilizing Michigan Intergovernmental Trade Network Contract and other available cooperative contracts.

**Method of Purchase:**

Blanket Purchase Order

**BUDGET:**

Funding is included in the FY 2024 Adopted Budget

<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>
Various Citywide	Various Citywide	Various. 727000/ Office Supplies	\$55,000	\$55,000	\$0

**RECOMMENDATION:**

It is recommended that the Rochester Hills City Council authorizes a blanket purchase order to Office Depot, Inc., Boca Raton, Florida and other office supply vendors as appropriate for office supplies and equipment in the amount not-to-exceed \$55,000.00 through December 31, 2024.

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<b>APPROVALS:</b>	<b>SIGNATURE</b>	<b>DATE</b>
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Procurement Manager		
Mayor		
City Clerk		

Contract Reviewed by City Attorney       Yes       N/A