



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: 2022-0038

TO: Mayor and City Council Members
FROM: Scott Cope, Director Building/Facilities/Ordinance
DATE: February 7, 2022
SUBJECT: Citywide Janitorial Products

REQUEST:

City Council is requested to authorize the issuance of a blanket purchase order for janitorial supplies, paper products, green cleaning products, and other items to Nichols Paper & Supply Co., Rochester Hills, MI 48309, in the total amount not-to-exceed \$90,000.00 through February 28, 2023.

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, Fire Stations, DPS Garage, Van Hoosen Museum, Borden, Bloomer and Spencer Park locations that must be delivered minimally once per month and/or on an as-needed basis.

The Purchasing Division solicited a competitive sealed Request for Proposals for janitorial products through the MITN system. Ten proposals were received. A committee comprising of staff from Facilities evaluated the responses with over 100 products and four responses were deemed to be not in the competitive range as they only proposed on provided less than 10% of the City's needs. From the remaining six proposals, it was determined the response from Nichols Paper & Supply Co. of Rochester Hills, MI was most advantageous for the products. The proposal received from Nichols Paper & Supply was deemed to be the best value to the City based on their proposed methodology of ordering, breadth of products, stocking levels, and fair & reasonable pricing; and is recommended for award.

Nichols Paper & Supply Co. has previously provided janitorial products to the City and performed satisfactory.

PROCESS:

Vendor Name and Address:
Nichols Paper & Supply Co.
1685 Northfield Drive
Rochester Hills, MI 48309

Reason for Selection:
Best Value

Method of Purchase:
Blanket Purchase Order/Contract

BUDGET:

Funding is included in the FY 2022 Adopted Budget

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities	631.750000	Custodial Supplies	\$90,000	\$90,000	\$0
		TOTAL	\$90,000	\$90,000	\$0

RECOMMENDATION:

It is recommended that the Rochester Hills City Council authorize blanket purchase order/contract to Nichols Paper & Supply Co. of Rochester Hills, Michigan for the purchase of citywide janitorial supplies, paper products, cleaning supplies, and other items in the amount not-to-exceed \$90,000 for a one-year term to expire February 28, 2023 and further authorize the Mayor to execute the contracts on behalf of the City.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Procurement Manager		
Mayor		
Deputy Clerk		

Contract Reviewed by City Attorney Yes N/A