



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: 2024-0229

TO: Mayor and City Council Members
FROM: Mike Viazanko, Director Building/Facilities/Ordinance
DATE: May 6, 2024
SUBJECT: Janitorial Supplies & 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 Imperial Dade/Nichols Paper & Supply Co., Rochester Hills, MI 48309, in the total amount not-to-exceed \$80,000.00 through May 31, 2025.

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.

A national cooperative contract has been awarded through OMNIA Partners to establish a contract for Janitorial Supplies and Equipment. In response to the solicitation posted by lead agency City of Tucson, Arizona, three (3) proposal responses were received and evaluated by a committee. Using the evaluation criteria that was established within the RFP, the committee elected to award to Network Services Company, with Imperial Dade/Nichols Paper & Supply Co., being the local representative of the Omnia Partners contract with Network Distribution.

Imperial Dade/Nichols Paper & Supply Co., Rochester Hills, MI 48309 has previously provided janitorial products to the City and performed satisfactory.

PROCESS:

Vendor Name and Address:

Imperial Dade/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 2024 Adopted Budget

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities	631.750000	Custodial Supplies	\$80,000	\$80,000	\$0
		Total	\$80,000	\$80,000	\$0

RECOMMENDATION:

It is recommended that the Rochester Hills City Council authorize blanket purchase order to Nichols Paper & Supply Co. of Rochester Hills, Michigan for the purchase of citywide janitorial supplies, paper products, cleaning supplies, and other item based on the Omnia Partners national cooperative in the amount not-to-exceed \$80,000 for one-year term to expire May 31, 2025 and further authorizes the Procurement Manager to execute a contract on behalf of the City.

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

Contract Reviewed by City Attorney Yes N/A