



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: 2017-0545

TO: Mayor and City Council Members
FROM: Lisa Cummins, Purchasing Manager
DATE: December 11, 2017
SUBJECT: Maintenance, Hardware and Building Supplies

REQUEST:

City Council is requested to authorize a blanket purchase order to The Home Depot, Rochester Hills, Michigan for the purchase of various maintenance, hardware, and building supplies in the not-to-exceed amount of \$75,000.00 through December 31, 2018.

REASON FOR PURCHASE:

The City has utilized The Home Depot as a local supplier of various supplies, including hardware and building products for several years. The Home Depot offers many benefits including, a central location for the various department users, broad coverage of needs with lower prices than other local hardware and building supply facilities; consolidation of numerous vendors into one source with 24-hour access for emergencies. The City does not warehouse maintenance, hardware, and building products, purchases can be made efficiently on an as-needed basis, saving travel and personnel resources. The Home Depot blanket purchase order has reduced expenditures with other vendors of these commodities.

The City of Rochester Hills utilizes the U.S. Communities Cooperative Purchasing Program. The contract was competitively bid by Maricopa County, Arizona, offering savings for governmental agencies across the United States. The City receives a rebate based on annual net purchases and percentage of discount for large volume purchases. Last year's sales volume rebate was \$1,004.43.

PROCESS:

Vendor Name and Address:

The Home Depot
225 W. Avon
Rochester Hills, MI 48307

Reason for Selection:

Best Value; Cooperative Contract

Method of Purchase:

Blanket Purchase Order

BUDGET:

Funding is included Citywide in the FY 2018 Adopted Budget.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Various Citywide	Various Citywide	Various.740000 / Operating Supplies	\$75,000	\$75,000	\$0

RECOMMENDATION:

It is recommended that City Council authorize a blanket purchase order to The Home Depot, Rochester Hills, Michigan for the purchase of various maintenance, hardware, and building supplies in the not-to-exceed amount of \$75,000.00 through December 31, 2018.

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