



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: 2014-0470

TO: Mayor and City Council Members
FROM: Scott Cope, Director of Building Department
DATE: November 10, 2014
SUBJECT: Janitorial/Custodial Products

REQUEST:

City Council is requested to authorize a blanket purchase order for the purchase of janitorial/custodial supplies, paper products, green cleaning supplies and cleaning equipment from Empire Equipment & Supply Company in the total amount not-to-exceed One Hundred Fifty Thousand (\$150,000) Dollars for a three year term to expire December 31, 2017.

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, various City Park locations (Borden, Bloomer, Spencer, Museum) that must be delivered on an as-needed basis or at a minimum, once per month.

The City of Farmington Hills, on behalf of themselves, the City of Rochester Hills and the Michigan Intergovernmental Trade Network (MITN) cooperative group, solicited proposals in 2012 for the purchase of janitorial/custodial supplies for a two-year term with an option to renew for an additional three years. The intent of the cooperative effort was to reduce costs, standardize products and aggregate the most commonly purchased janitorial/custodial supply items.

Empire Equipment & Supply Company, Detroit, Michigan, was awarded the contract in 2012 and chosen based on providing best value offerings to the entities, including lowest cost proposal on core items, deep discounts off additional items and a website that provides users with on-line ordering. The contract offers deliveries with no shipping charges and detailed purchase summaries by each location, all of which are valuable analysis tools to identify the purchasing history and product utilization by location for planning future needs.

The City of Farmington Hills has exercised the three-year option to renew the cooperative contract with Empire Equipment and Supply Company with a "not-to-exceed" 5% increase on core item pricing as allowed in the proposal. Empire Equipment & Supply Company has performed these services in the past in a professional and satisfactory manner. It is recommended that the City exercise the three-year option to renew clause of the contract with Empire Equipment & Supply Company.

PROCESS:

Vendor Name and Address:

Empire Equipment & Supply Company
 18639 Omira
 Detroit, MI 48203

Reason for Selection:
 Best Value

Method of Purchase:
 Michigan Intergovernmental Trade Network – Empire Equipment & Supply Company

BUDGET:
 Funds are included in the FY2015 Adopted, FY 2016 and FY 2017 Projected Budgets

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
631 – Facilities Fund	631.750000	Custodial Supplies (2015)	\$50,000	\$50,000	\$0
631 – Facilities Fund	631.750000	Custodial Supplies (2016)	\$50,000	\$50,000	\$0
631 – Facilities Fund	631.750000	Custodial Supplies (2017)	\$50,000	\$50,000	\$0
		2015-2017 TOTAL	\$150,000	\$150,000	\$0

RECOMMENDATION:

It is recommended that the Rochester Hills City Council authorize a blanket purchase order for the purchase of janitorial supplies, paper products, green cleaning supplies and cleaning equipment to Empire Equipment & Supply Company, Detroit, Michigan in the total amount not-to-exceed One Hundred Fifty Thousand (\$150,000) for a three year option term to expire December 31, 2017.

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