



**City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS**

**1000 Rochester Hills Dr.
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Legislative File No: 2006-0239

TO: Mayor and City Council Members
FROM: Roger Rousse, Director of Public Service, 841-2497
DATE: March 21, 2006
SUBJECT: Purchase of Citywide Janitorial Products

REQUEST:

City Council is requested to authorize the purchase of citywide janitorial products, chemicals and cleaning equipment and supplies utilizing the Oakland County Cooperative Purchasing Program to Industrial Cleaning Supply of Waterford, Michigan, for a blanket purchase order in the total amount not-to-exceed Thirty Four Thousand Nine Hundred (\$34,900) Dollars for a term to expire on June 30, 2007.

REASON FOR PURCHASE:

The City of Rochester Hills requires the purchase of paper products, chemical cleaning supplies, cleaning equipment and other items associated with janitorial maintenance that must be delivered to six (6) different locations throughout the City minimally once per month and/or on an as-needed basis. The City's existing contract expires in May. It is recommended that the City of Rochester Hills utilize the Oakland County Cooperative Purchasing Program as it offers substantially discounted prices for the City's core items lower than list, in addition to a percentage discount off catalog prices for those items that may be purchased infrequently. A review of the other cooperative contracts has been done with ICS providing services and products that best meet the City's needs. Industrial Cleaning Supply is able to provide the City with its approved chemicals and cleaning equipment and supplies that have proven to best meet the needs of the City. There are no minimum dollar amounts and no minimum quantities are required. Several other Oakland County cities and townships have also taken advantage of purchasing off the Oakland County Bid. Additionally, Industrial Cleaning Supply is able to provide the City with a number of computer-generated reports. Detailed reports will identify usage, buying habits and purchases by location, all of which will be valuable analysis tools to identify spending habits and product utilization.

PROCESS:

Vendor Name and Address:

Industrial Cleaning Supply Company Inc, 4516 Pontiac Lake Road, Waterford, MI 48328

Reason for Selection:

Purchase through the Oakland County Cooperative Purchasing Program.

Method of Purchase:

Blanket Purchase Order

BUDGET:

Expenditures for janitorial products have been budgeted at various sites within the Facilities Fund FY2006 budget. Facilities staffing and other elements of the budget will not be adversely affected. The expenditure will be covered by 2006 and proposed 2007 budget years.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
631 Facilities Fund	631.750000	Custodial Supplies	\$34,900	\$34,900	-0-

RECOMMENDATION:

It is recommended that the Rochester Hills City Council authorize a Blanket Purchase Order to Industrial Cleaning Supply, Inc., of Waterford, Michigan, for the purchase of citywide janitorial products, chemicals and cleaning equipment and supplies, in the total amount not-to-exceed Thirty Four Thousand Nine Hundred (\$34,900) Dollars for a term to expire on June 30, 2007.

RESOLUTION

NEXT AGENDA ITEM

RETURN TO AGENDA

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