



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

**1000 Rochester Hills Dr.  
Rochester Hills, MI 48309  
248.656.4630  
[www.rochesterhills.org](http://www.rochesterhills.org)**

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**Legislative File No:** 2009-0525

**TO:** Mayor and City Council Members  
**FROM:** Jean Farris, Supervisor of Procurement  
**DATE:** November 13, 2009  
**SUBJECT:** Maintenance, Hardware and Building Supplies

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**REQUEST:**

City Council is requested to authorize a blanket purchase order to Home Depot, Rochester Hills, Michigan for the purpose of various maintenance, hardware and building supplies in the not-to-exceed amount of \$35,000.00 through December 31, 2010.

**REASON FOR PURCHASE:**

The City has utilized Home Depot as a local supplier of various supplies, including hardware and building products for the past ten (10) years. Home Depot offers several 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. As 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 Government Purchasing Alliance for maintenance and repair items. This is a national cooperative contract, which was competitively bid, offering savings for governmental agencies across the United States. In addition, the City will receive a rebate based on annual net purchases and percentage discounts for large volume purchases.

**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:**

<b>Fund Name</b>	<b>Department Account No</b>	<b>Account No. Description</b>	<b>Budget Amount</b>	<b>Cost</b>	<b>Remaining Budget</b>
Various – Citywide	Various – Citywide	Various	\$35,000	\$35,000.00	0

**RECOMMENDATION:**

City Council is requested to authorize a blanket purchase order to Home Depot, Rochester Hills, Michigan for the purchase of various maintenance, hardware and building supplies in the not-to-exceed amount of \$35,000.00 through December 31, 2010.

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