



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
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www.rochesterhills.org

Legislative File No: 2012-0374

TO: Mayor and City Council Members
FROM: Scott Cope, Director of Building Department, 841.2445
DATE: December 3, 2012
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 and other supply sources in the total amount not-to-exceed One Hundred Ten Thousand (\$100,000) Dollars for a two year term.

REASON FOR PURCHASE:

The City of Rochester Hills participated with the Michigan Intergovernmental Trade Network (MITN) in the Farmington Hills Request for Proposals for janitorial/custodial supplies. The intent of the cooperative effort was to reduce costs, standardize products and aggregate the most commonly purchased janitorial/custodial supply items.

In the response to the Request for Proposals, seven proposals were received by Farmington Hills and reviewed by purchasing staff from Farmington Hills and Rochester Hills. The resulting best value award went to Empire Equipment & Supply Company, Detroit, Michigan, providing core items and percentage off catalog list. A website provides users with on-line ordering and alternate value pricing. The contract offers delivery with no shipping charges and detailed computer generated reports provide usage, buying habits and purchases by location, all of which are valuable analysis tools to identify spending habits and product utilization.

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 minimally once per month and/or on an as-needed basis.

Over the past several years, other contracts providing cost savings on custodial and janitorial products have been identified. The Purchasing Division continuously monitors pricing from cooperative contracts and various suppliers to achieve cost savings for the City.

PROCESS:

Vendor Name and Address:

Empire Equipment & Supply Company
18639 Omira
Detroit, MI 48203

Zep Manufacturing Company
and other various suppliers

Reason for Selection:

Best Value

Method of Purchase:

Michigan Intergovernmental Trade Network – Empire Equipment & Supply Company
US Communities – Zep Manufacturing Company
and supply sources from other cooperative contracts providing best value.

BUDGET:

Funds are included in the FY2013 Adopted and FY 2014 Projected Budget

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
631 Facilities Fund (2013)	631.750000	Custodial Supplies	\$50,000	\$50,000	0
631 Facilities Fund (2014)	631.750000	Custodial Supplies	\$50,000	\$50,000	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 and other supply sources in the total amount not-to-exceed One Hundred Ten Thousand (\$100,000) for a two year term.

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