



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: 2024-0545

TO: Mayor and City Council Members
FROM: Lisa Cummins, Procurement Manager
DATE: December 2, 2024
SUBJECT: Office Supplies and Equipment

REQUEST:

City Council is requested to authorize a blanket purchase order to Office Depot, Inc., Boca Raton, Florida and other office supply vendors as appropriate for office supplies and equipment in the amount not-to-exceed \$55,000.00 through December 31, 2025.

REASON FOR PURCHASE:

The City of Rochester Hills participated with several Michigan Intergovernmental Trade network (MITN) communities in the Oakland County Request for Proposals for office supplies and equipment. The intent of the cooperative effort was to reduce costs, standardize the amount of products purchased and aggregate 500 of the most commonly purchased items across the group.

The resulting best value award to Office Depot aggregates the MITN Purchasing Groups spend creating an annual volume rebate to the City. There are 550 catalog items on the core discounted list with other catalog merchandise at 10 - 25% off list. A website provides users with online ordering and alternate value pricing. The contract offers delivery with no shipping charges, a designated customer service representative, and many green product choices. Departments are encouraged to utilize product alternates to achieve further savings.

The Purchasing Division continuously monitors the volatile pricing for paper from various suppliers to ensure continued costs savings for the City, and when applicable makes purchases from other sources.

PROCESS:

Vendor Name and Address:

Office Depot, Inc.
6600 N. Military Trail
Boca Raton, FL 33496

Other available cooperative contracts

Reason for Selection:

Blanket Purchase Order utilizing Michigan Intergovernmental Trade Network Contract and other available cooperative contracts.

Method of Purchase:

Blanket Purchase Order

BUDGET:

Funding is included in the FY 2025 Adopted Budget

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Various Citywide	Various Citywide	Various. 727000/ Office Supplies	\$55,000	\$55,000	\$0

RECOMMENDATION:

It is recommended that the Rochester Hills City Council authorizes a blanket purchase order to Office Depot, Inc., Boca Raton, Florida and other office supply vendors as appropriate for office supplies and equipment in the amount not-to-exceed \$55,000.00 through December 31, 2025.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Procurement Manager		
Mayor		
City Clerk		

Contract Reviewed by City Attorney Yes N/A