



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: 2015-0141

TO: Mayor and City Council Members
FROM: Allan E. Schneck, P.E., Director of Public Services
DATE: April 20, 2015
SUBJECT: Sign Shop Printer

REQUEST:

City Council is requested to authorize the purchase of one (1) Sign Shop Printer from One Source Supply, LLC, Swartz Creek, Michigan in the amount of \$21,918.00.

REASON FOR PURCHASE:

Quotes were solicited and received utilizing the MITN e-procurement system for the purchase of one (1) Sign Shop Printer. Five responses were received. The purchase price of the printer is \$18,800.00. In addition, it was determined to purchase a 2-year extended warranty in the amount of \$3,118.00 amounting to a total purchase price of \$21,918.00. Purchase of the extended warranty was recommended by MIS and would provide coverage for the majority of the equipment's depreciated life. The extended warranty will be purchased approximately 18-months after receipt of the printer and before the expiration of the standard 2-year warranty. The City's current Sign Shop printer is fully depreciated. The City will trade-in its current MUTOH ValueJet 1304 in the amount of \$6,000.00, which was included in the solicitation.

Award is recommended to One Source Supply, LLC the lowest, responsive, responsible quote.

PROCESS:

Vendor Name and Address:

One Source Supply, LLC
4420 Elms Road
Swartz Creek, MI 48473

Reason for Selection:

Lowest responsive responsible quote

Method of Purchase:

Purchase Order

BUDGET:

This equipment replacement was anticipated to be brought forward as part of the upcoming FY 2016 MIS Proposed Budget. The existing printer is not operational and is need of repairs. Due to the cost of the repairs required to make the printer operable as well as its anticipated replacement for next year, it is

recommended that this equipment replacement be moved up one-year earlier. The City's current Sign Shop printer is fully depreciated, with the funding set aside in MIS fund balance.

If approved by City Council, Fiscal shall include this expense in the MIS Fund budget as part of the 2nd Quarter Budget Amendment, the trade-in amount will be shown as revenue – with remaining funding to be provided by MIS Fund Retained Earnings.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
MIS Fund	636.980000	Office Equipment	\$0.00	\$21,918.00	(\$21,918.00)

RECOMMENDATION:

It is recommended that the Rochester Hills City Council authorize the purchase of one (1) Sign Shop Printer to One Source Supply, LLC, Swartz Creek, Michigan in the amount of **\$21,918.00**.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
Deputy Clerk		