



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: 2020-0453

TO: Mayor and City Council Members

FROM: Scott Cope, Director of Building/Ordinance/Facilities
Laurie Taylor, Director of Assessing
Joe Snyder, Chief Financial Officer

DATE: December 7, 2020

SUBJECT: Third Party Website Hosting

REQUEST:

City Council is requested to authorize the issuance of a blanket purchase order / contract for Third Party Website Hosting Services to BS&A Software, Bath, Michigan in the amount not-to-exceed \$81,000.00 through December 31, 2023.

REASON FOR PURCHASE:

The City of Rochester Hills' website currently provides data from the Assessing, Treasury and Building Departments to our customers via a page known as Permits & Property Data Lookup, with is accessible from the City's website www.rochesterhills.org. The City awarded BS&A Software the contract for third party website hosting based on their response to a solicitation issued in 2017.

The services provided under the agreement are to provide information accessible over the internet including but not limited to: building details, electronic drawings of structures and photographs for the Assessing Department; payment status information to the website user for property taxes, special assessments, and miscellaneous billing for the Treasury Department; and online permit application, payment, and status of their applications for Building Department. Additionally customers can view inspection results and verify the status of an ordinance compliance issue via the internet. These online services reduce the counter traffic and call volumes in all three departments.

BS&A Software has provided the services satisfactory in accordance with the terms and conditions of the agreement and has agreed to hold contracted pricing for an available three-year renewal.

PROCESS:

Vendor Name and Address:

BS&A Software
14965 Abbey Lane
Bath, MI 48808

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Funding is included in the FY 2021 Adopted Budget and the FY 2022 and FY 2023 Projected Budgets.

Fund Name	Department Account No	Account No. Description	3-Year Budget Amount	3-Year Cost	3-Year Remaining Budget
General Fund	209.801000	Assessing – Professional Services	\$15,000	\$15,000	\$0
General Fund	253.801000	Treasury – Professional Services	\$21,000	\$21,000	\$0
General Fund	371.801000	Building – Professional Services	\$45,000	\$45,000	\$0
Total			\$81,000	\$81,000	\$0

RECOMMENDATION:

It is recommended that City Council authorize the issuance of a blanket purchase order / contract for Third Party Website Hosting Services to BS&A Software, Bath, Michigan in the amount not-to-exceed \$81,000.00 through December 31, 2023.

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

Contract Reviewed by City Attorney Yes N/A