



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)

Legislative File No: 2014-0084

**TO:** Mayor and City Council Members  
**FROM:** Tina Barton, City Clerk  
**DATE:** March 3, 2014  
**SUBJECT:** Monument/Marker Sales

**REQUEST:**

City Council is requested to authorize a blanket purchase order for monument/marker sales to Patten Monument Company, Comstock Park, Michigan in the amount not-to-exceed \$50,000.00 through December 31, 2014.

**REASON FOR PURCHASE:**

The City administers the sales of monument and markers as a service to its customers. The City solicited Request for Proposals and awarded the contract to Patten Monument Company as providing the best value to the City. Since, 2011 the City has seen an increase in the sales of monuments and markers, requiring the City to establish a larger blanket purchase order with Patten Monument Company than it has in the past. Patten Monument Company provides excellent service to the City.

**PROCESS:**

**Vendor Name and Address:**

Patten Monument Company  
3980 West River Drive NE  
PO Box 427  
Comstock Park, MI 49321

**Reason for Selection:**

Best Value

**Method of Purchase:**

Contract/Purchase Order

**BUDGET:**

Monument sales are a pass-through expense with offsetting revenues. If approved by City Council, Fiscal shall prepare appropriate budget amendments/adjustments to both the revenue (101.620008) and expenditure (276.801000) accounts in the 2<sup>nd</sup> Quarter 2014.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
General Fund Cemetery	276.801000	Professional Services	\$30,000.00	\$50,000.00	\$(20,000.00)

**RECOMMENDATION:**

It is recommended that City Council authorize a blanket purchase order for monument/marker sales to Patten Monument Company, Comstock Park, Michigan in the not-to-exceed amount of \$50,000.00 through December 31, 2014.

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