



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
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www.rochesterhills.org

Legislative File No: 2022-0220

TO: Mayor and City Council Members

FROM: Mike Viazanko, Director Building/Facilities/Ordinance
Leanne Scott, City Clerk

DATE: May 23, 2022

SUBJECT: Columbarium

REQUEST:

City Council is requested to authorize a blanket purchase order/contract for the purchase and installation of a columbarium at the Van Hoosen Jones Stoney Creek Cemetery to Rudez Granite & Bronze, LLC of Jefferson Hills, Pennsylvania, in the not-to-exceed of \$39,995.00.

REASON FOR PURCHASE:

In order to meet the needs of our customers and offer alternative burial options, the City purchased the first columbarium in 2016. That columbarium houses 50 niches and as of today, only 11 niches remain available. When the first columbarium was installed the decision was made to wait until the majority of the niches were sold before ordering a second columbarium.

In addition, earlier this year the Cemetery Citizen Advisory Committee sent out a one-page informational flyer along with the water bills to ensure that residents of the City were made aware of the Van Hoosen Jones Stoney Creek Cemetery. Responses from that flyer have been very positive; both the cemetery and the Clerk's Office have noticed an uptick in phone and in-person inquiries.

In order to be able to meet our customers' needs, especially the increasing demand for cremation niches, we are requesting to purchase the second columbarium at this time.

The City issued Request for Proposals for the columbarium to be installed at the Van Hoosen Jones Stoney Creek Cemetery on the MITN system. Three competitive proposals were received and evaluated by a committee consisting of Facilities and Purchasing staff. The committee determined the proposal received from Rudez Granite & Bronze was the best value to the City based on quality, availability and price and are recommending the award be made to Rudez Granite & Bronze, LLC.

PROCESS:

Vendor Name and Address:

Rudez Granite & Bronze, LLC
2240 Route 51
Jefferson Hills, PA 15025

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Funding is included in the FY 2022 Adopted Budget.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities	631.974000	FA-06B: Cemetery Columbarium II	\$84,700	\$39,995	\$44,705

RECOMMENDATION:

It is recommended that City Council authorize blanket purchase order/contract for the purchase and installation of a columbarium to Van Hoosen Jones Stoney Creek Cemetery to Rudez Granite & Bronze, LLC of Jefferson Hills, Pennsylvania, in the not-to-exceed of \$39,995.00 and further authorize the Mayor to execute a contract on behalf of the City.

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

Contract Reviewed by City Attorney Yes N/A