



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: 2015-0198

TO: Mayor and City Council Members
FROM: Tina Barton, City Clerk
DATE: May 18, 2015
SUBJECT: Purchase Authorization for Design Build Services for Natural Raised Garden Columbarium

REQUEST:

City Council is requested to authorize a blanket purchase order/contract for design build services for the construction of a Natural Raised Garden Columbarium to James C. Scott & Associates, Inc., Bloomfield Hills, Michigan in the amount of \$50,000.00 plus a 10% project contingency in the amount of \$5,000.00 for a total not-to-exceed contract amount of \$55,000.00 and authorizes the Mayor to execute a contract on behalf of the City.

REASON FOR PURCHASE:

The City issued a Request for Proposal for design build services to construct a Natural Raised Garden Columbarium, utilizing the MITN site and mailing to additional vendors that are experienced in the design and construction of columbarium's. Two (2) proposal responses were received. Proposal responses were reviewed by a committee consisting of Clerk's and Facilities staff. Award is recommended to James C. Scott and Associates, Inc as providing the best value to the City, based on their qualifications and experience, capacity to perform work, approach to the project, and cost proposal.

PROCESS:

Vendor Name and Address:

James C. Scott & Associates, Inc.
300 E. Long Lake Road, Suite 300
Bloomfield Hills, MI 48304

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Funding is included in the FY 2015 Adopted Budget. Funding for this project is transferred from the Capital Improvement Fund (420) to the Facilities Fund (631).

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities Fund	631.974000	Land Improvement	\$50,000	\$55,000	(\$5,000)

If approved by City Council, and contingency funding is needed in excess of the \$50,000 current budget, the transfer from the Capital Improvement Fund (420) to the Facilities Fund (631) will be increased as part of a future budget amendment.

RECOMMENDATION:

It is recommended that the Rochester Hills City Council authorize a blanket purchase order/contract for design build services for construction of a natural raised garden columbarium to James C. Scott & Associates, Inc., Bloomfield Hills, Michigan in the amount of \$50,000.00 plus a 10% contingency in the amount of \$5,000.00 for a not-to-exceed total of \$55,000 and authorize the Mayor to execute a contract on behalf of the City.

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