



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: 2021-0576 Version 2

**TO:** Mayor and City Council Members  
**FROM:** Mike Viazanko, Director Building/Facilities/Ordinance  
**DATE:** May 9, 2022  
**SUBJECT:** Increase of Funds for Auditorium Chair Replacement

**REQUEST:**

City Council is requested to authorize an increase to the purchase order for the auditorium chair replacement project in the amount of \$2,671.48 for a new not-to-exceed contract amount of \$58,616.48 to NBS Commercial Interiors of Troy, Michigan.

**REASON FOR PURCHASE:**

In January, City Council approved the replacement chairs for the auditorium. Upon the delivery of the chairs to City Hall, Facilities researched for movable racks that would easily store the stacked chairs and allow the department to move the chairs when needed. NBS Commercial Interiors offers racks specifically made for the chairs. Since the racks are considered to be a part of the overall project, City Council approval is needed for increase for the seven mobile chair racks.

**PROCESS:**

**Vendor Name and Address:**

NBS Commercial Interiors  
2595 Bellingham  
Troy, MI 48083

**Reason for Selection:**

Single Source

**Method of Purchase:**

Purchase Order

**BUDGET:**

Partial Funding is included in the FY 2022 Adopted Budget. If approved by City Council, a 2<sup>nd</sup> Quarter Budget Amendment will be presented to transfer-in the additional funding from the Capital Improvement Fund (420) to cover the additional expense.

| Fund Name  | Department Account No | Account No. Description | Budget Amount | Cost        | Remaining Budget |
|------------|-----------------------|-------------------------|---------------|-------------|------------------|
| Facilities | 631.977000            | Capital Equipment       | \$55,570.00   | \$58,616.48 | (\$3,046.48)     |
|            |                       |                         |               |             |                  |

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**RECOMMENDATION:**

It is recommended that City Council authorize an increase to the purchase order for the purchase of replacement furniture for the City's Auditorium in the amount of \$2,267.48 for a new not-to-exceed amount of \$58,616.48 to NBS Commercial Interiors of Troy, Michigan.

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| APPROVALS:                                 | SIGNATURE | DATE |
|--|-----------|------|
| Department Review                          |           |      |
| Department Director                        |           |      |
| Budget Content:<br>Chief Financial Officer |           |      |
| Purchasing Process:<br>Procurement Manager |           |      |
| Mayor                                      |           |      |
| City Clerk                                 |           |      |

Contract Reviewed by City Attorney       Yes       N/A