



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)

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Legislative File No: 2020-0311

**TO:** Mayor and City Council Members  
**FROM:** Scott Cope, Director Building/Ordinance/Facilities  
**DATE:** August 10, 2020  
**SUBJECT:** Fire Suppression and Fire Alarm Plan Review and Inspection Services

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**REQUEST:**

City Council is requested to authorize a contract/blanket purchase order to Fire Safety Consultants, Inc., Elgin, Illinois for fire suppression and fire alarm plan review and inspection services in the amount of \$250,000.00 through July 31, 2022.

**REASON FOR PURCHASE:**

The City of Rochester Hills solicited proposals from qualified and experienced firms to assist the Building Department with fire suppression and fire alarm plan review and inspection services for commercial and industrial projects in accordance with the State of Michigan Construction Codes utilizing the MITN system. Three proposal responses were received. A committee consisting of staff from the Building Department reviewed the proposals received and is recommending award of the contract to Fire Safety Consultants, Inc., Elgin, Illinois based on their qualifications and experience, capacity to perform the work, ability to meet City turnaround requirements and overall best value cost proposal. The City has utilized Fire Safety Consultants Inc., over the past few years and has been very satisfied with the services received.

The plan review and inspection fees are reimbursed to the City by commercial and industrial developers.

**PROCESS:**

**Vendor Name and Address:**

Fire Safety Consultants, Inc.  
2420 Aft Lane, B100  
Elgin, IL 60124

**Reason for Selection:**

Best Value

**Method of Purchase:**

Blanket Purchase Order/Contract

**BUDGET:**

Funding is included in the FY 2020 Adopted Budget and the FY 2021-2022 Projected Budget.

Fund Name	Department Account No	Account No. Description	2-Year Budget Amount	2-Year Cost	Remaining Budget
General Fund	371.801000	Professional Services	\$250,000	\$250,000	\$0

**RECOMMENDATION:**

It is recommended that City Council authorize a contract/blanket purchase order to Fire Safety Consultants, Inc., Elgin, Illinois for fire suppression and fire alarm plan review and inspection services in the amount of \$250,000.00 through July 31, 2022 and further authorizes the Mayor to execute a contract on behalf of the City.

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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