



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: 2020-0136

**TO:** Mayor and City Council Members  
**FROM:** Scott Cope, Director Building/Facilities/Ordinance  
**DATE:** April 27, 2020  
**SUBJECT:** Contract for On-Call Electrical Services

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**REQUEST:**

City Council is requested to authorize an increase of \$15,000 to the existing blanket purchase order for on-call electrical services contract to Design and Quality Electric, Inc., Rochester, Michigan for a new total amount not-to-exceed \$39,900 through July 31, 2020.

**REASON FOR PURCHASE:**

The City of Rochester Hills Purchasing Division solicited proposals utilizing the MITN system from professional electrical companies to provide preventative maintenance and repair services at city buildings. Five proposal responses were received and evaluated by a committee consisting of staff from Building, Facilities and Purchasing departments. The proposal submitted by Design & Quality Electric, Inc. was selected as providing the best value proposed for On-Call Electrical Services for the City. Design & Quality Electric, Inc. has extensive experience with the City's equipment and has performed on-call electrical services in the past in a professional and satisfactory manner.

A blanket purchase order was issued for \$24,900 with Design & Quality Electric, Inc. in March 2019 and was set to expire March 31, 2020 with no additional renewals. Purchasing issued a request for proposal for a new contract, but due to the unexpected pandemic virus it was determined to suspend the solicitation process and extend the current contract with the vendor until the shelter in place was lifted and the solicitation process could resume. Design & Quality Electric agreed to hold pricing.

These additional funds of \$15,000 are being requested in order to maintain services for the remainder of contract extension to expire July 31, 2020.

**PROCESS:**

**Vendor Name and Address:**

Design & Quality Electric, Inc.  
390 South Street  
Rochester, MI 48307

**Reason for Selection:**

Best Value

**Method of Purchase:**

Blanket Purchase Order/Contract

**BUDGET:**

Funding is included in the FY 2020 Adopted Budget.

<b>Fund Name</b>	<b>Department Account No</b>	<b>Account No. Description</b>	<b>Budget Amount</b>	<b>Cost</b>	<b>Remaining Budget</b>
Facilities	631.929000	Repairs & Maintenance	\$40,000	\$39,900	\$100

**RECOMMENDATION:**

It is recommended that the Rochester Hills City Council authorize an increase of \$15,000 to the existing blanket purchase order for on-call electrical services to Design & Quality Electric, Inc. for a new total amount not-to-exceed \$39,900 through July 31, 2020.

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<b>APPROVALS:</b>	<b>SIGNATURE</b>	<b>DATE</b>
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