



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: 2018-0560

**TO:** Mayor and City Council Members

**FROM:** Kevin Krajewski, Acting Director of Management Information Systems

**DATE:** December 3, 2018

**SUBJECT:** 2019 MIS Equipment, Supplies and Software Purchases

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**REQUEST:**

The MIS Department budgets and purchases various equipment, supplies and software each year. For the 2018 budget year, it is requested that City Council approve a project budget of \$54,900 for MIS to purchase budgeted equipment, supplies and software from state contracts and other supply sources that may become available throughout the year. The best cost will be researched and determined at the time of purchase. By utilizing the various state contracts, national cooperative contracts and other supply sources at the time of purchase, the department can maximize its budget dollars and get the best value for the City.

**REASON FOR PURCHASE:**

As in previous years, the MIS Department would like to again pursue a project purchase approval versus several different blanket purchase orders with specific vendors to enable the department to make budgeted purchases from various sources ensuring compliance with the City's purchasing ordinance with each purchase and enabling the department to get the best cost for the City at the time of purchase. The items to be purchased from this blanket purchase order include but are not limited to: desktop computer systems, software, printers, computing supplies, and other miscellaneous computer equipment.

There are many reasons for keeping systems upgraded with current technology. Most often it is the use of new or upgraded software that drives the need for PC replacement. Also included in this purchase are printers, miscellaneous supplies, and software programs.

**PROCESS:**

**Vendor Name and Address:**

Vendors that are on state contract (EDS, HP, Dell, etc.), REMC Cooperative Contract, US Communities National Cooperative Contract, National IPA Cooperative Contract, Office Depot Cooperative Contract, and other supply sources that can provide the lower cost solutions for our purchasing needs.

**Reason for Selection:**

Selection for each purchase will be based on evaluation of the vendors available on state and national cooperative contracts and other supply sources that will provide the best cost at the time of purchase and are in compliance with the City's purchasing ordinance and purchasing processes.

**Method of Purchase:**

Project Blanket Purchase Order

**BUDGET:**

Funds are included in the FY 2019 Adopted Budget.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
MIS	636.740000	Operating Supplies	\$8,500	\$8,500	\$0
MIS	636.748000	Operating Equipment	\$46,400	\$46,400	\$0
		<b>TOTAL</b>	<b>\$54,900</b>	<b>\$54,900</b>	<b>\$0</b>

**RECOMMENDATION:**

It is recommended that City Council, approve a project budget/blanket purchase order to purchase 2018 budgeted equipment, supplies and software for an amount not-to-exceed \$54,900.00 through December 31, 2019.

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