



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: 2020-0311 Version 3

TO: Mayor and City Council Members

FROM: Mike Viazanko, Director Building/Ordinance/Facilities

DATE: February 6, 2023

SUBJECT: Increase to Blanket Purchase Order for Fire Suppression and Fire Alarm Plan Review and Inspection Services

REQUEST:

City Council is requested to authorize an increase to the contract/blanket purchase order for Fire Suppression and Fire Alarm Plan Review and Inspection Services to Fire Safety Consultants, Inc., Elgin, Illinois in the amount of \$50,000.00 for a new not-to-exceed contract amount of \$368,000.00 through a new contract end date of February 28, 2023.

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 and recommended 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, receiving City Council approval of the award recommendation at the August 10, 2020 meeting.

The request for the addition of funds and extension of the contract end date is to allow the City time to finalize the solicitation process for these services. Purchasing was delayed with releasing the Request for Proposal and requires additional time to finalize the process.

The City has been doing an increased number of plan review and inspections services for fire suppression and fire alarms, but is comfortable with the increase request and timeframe. The plan review and inspection fees are reimbursed to the City by commercial and industrial developers and is a pass-through cost.

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 2021-2022 Adopted Budgets.

Fire Suppression and Fire Alarm Plan Review and Inspection Services costs incurred by the City are charged back to commercial and industrial developers in the form of a pass-through charges which reimburse the City / General Fund for costs incurred.

Fund Name	Department Account No	Account No. Description	2021-2022 Budget Amount	2021-2022 Cost	2021-2022 Remaining Budget
General Fund: Building Dept.	371.801000	Building Department: Professional Services	\$370,000	\$368,000	\$2,000

RECOMMENDATION:

It is recommended that City Council authorize an increase to the contract/blanket purchase order for Fire Suppression and Fire Alarm Plan Review and Inspection Services to Fire Safety Consultants, Inc., Elgin, Illinois in the amount of \$50,000.00 for a new not-to-exceed contract amount of \$368,000.00 through a new contract end date of February 28, 2023.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Procurement Manager		
Mayor		
City Clerk		

Contract Reviewed by City Attorney Yes N/A