



City of Rochester Hills  
AGENDA SUMMARY  
FINANCIAL ITEMS

1000 Rochester Hills Dr.  
Rochester Hills, MI 48309  
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[www.rochesterhills.org](http://www.rochesterhills.org)

Legislative File No: 2018-0275

**TO:** Mayor and City Council Members  
**FROM:** Allan Schneck, P.E., Director Department of Public Services  
**DATE:** July 16, 2018  
**SUBJECT:** Pierce Parts and Service

**REQUEST:**

City Council is requested to authorize an increase to the blanket purchase order for Pierce Parts and Service in the amount of \$18,000.00 for a new not-to-exceed amount of \$43,000.00 to Halt Fire, Inc. through June 30, 2019.

**REASON FOR PURCHASE:**

The Rochester Hills DPS/Fleet Services Division is responsible for the maintenance and repair of the City's fleet of fire apparatus and for the repair and maintenance of other local agencies' vehicles and equipment through interagency agreements. The Fire Department has utilized this blanket to purchase parts and equipment to update older Pierce apparatus to current standards. Fleet recently had some unanticipated major repairs to the City's older Pierce trucks and completed repairs to Pierce apparatus through insourcing contracts. These expenditures have depleted the blanket much faster than anticipated.

Halt Fire, Inc. is the authorized dealer and sole provider for Pierce apparatus, parts and service in southeastern Michigan.

**PROCESS:**

**Vendor Name and Address:**

Halt Fire, Inc.  
50168 W. Pontiac Trail  
Wixom, MI 48393

**Reason for Selection:**

Sole Source

**Method of Purchase:**

Blanket Purchase Order

**BUDGET:**

Funding is included in the FY 2018 Adopted Budget. The overage will come from within the 661.938000 line item as other items, such as fuel, come in at less cost. Also, any costs related to insourcing will have an offsetting revenue.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Fleet	661.938000	Maintenance: Vehicle	\$25,000	(\$43,000)	(\$18,000)

**RECOMMENDATION:**

It is recommended that City Council authorize an increase to the blanket purchase order for Pierce Parts and Service in the amount of \$18,000.00 for a new not-to-exceed amount of \$43,000.00 to Halt Fire, Inc. through June 30, 2019.

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