



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
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www.rochesterhills.org

Legislative File No: 2019-0242

TO: Mayor and City Council Members
FROM: Scott Cope, Director Building/Facilities/Ordinance
DATE: May 20, 2019
SUBJECT: Contract for Service & Overhead Door Maintenance Services

REQUEST:

City Council is requested to authorize an increase of \$10,000 to the existing blanket purchase order for overhead door maintenance services contract to McKernan, Inc. of Roseville, Michigan for a new total amount not-to-exceed \$35,000 through August 31, 2019.

REASON FOR PURCHASE:

The City of Rochester Hills Purchasing Division solicited proposals utilizing the MITN system from professional service and overhead door companies to provide preventative maintenance and repair services at city buildings. Three proposal responses were received and evaluated by a committee consisting of staff from Building, Facilities and Purchasing departments. The proposal submitted by McKernan, Inc. of Roseville, MI was selected as providing the best value proposed for Service & Overhead Door Maintenance Services for the City.

The current blanket purchase amount is \$25,000 and expires August 31, 2019. The requested \$10,000.00 increase in the blanket is due to an emergency repair that needs to be made to the overhead door at Fire Station 2. This increase will cover the repair and leave a small amount for the remaining time of the blanket.

These additional funds of \$10,000 are being requested in order to complete this repair and maintain services for the remainder of contract to expire August 31, 2019.

PROCESS:

Vendor Name and Address:

McKernan, Inc.
30596 Groesbeck Highway
Roseville, MI 48066

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Partial budget included in the 2019 Adopted Budget.

If approved by City Council, a 2nd quarter Budget Adjustment will be forthcoming to re-allocate funds within the Facilities Budget to cover this overage, so as to not request any additional City funds.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities Fund	631.807000	Contractual Services	\$25,000	\$35,000	(\$10,000)

RECOMMENDATION:

It is recommended that the Rochester Hills City Council authorize an increase of \$10,000 to the existing blanket purchase order for service and overhead door maintenance services to McKernan, Inc. for a new total amount not-to-exceed \$35,000 through August 31, 2019.

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