



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: 2015-0041

**TO:** Mayor and City Council Members  
**FROM:** Scott Cope, Director of Building / Ordinance / Facilities  
**DATE:** February 09, 2015  
**SUBJECT:** On-Call Electrical Services

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**REQUEST:**

City Council is requested to authorize the issuance of a blanket purchase order to Design & Quality Electric Inc., Rochester, Michigan for On-Call Electrical for City-owned sites in the amount not-to-exceed Forty-Thousand (\$40,000) Dollars through December 31, 2016.

**REASON FOR PURCHASE:**

The City of Rochester Hills owns several buildings throughout the City that require maintenance and various electrical services, including the installation of new electrical circuits, wiring, outlets, and equipment; repairing electrical problems; and other related work as requested by the City that requires the expertise of a licensed electrical contractor.

The Purchasing Division solicited competitively solicited for professional electrical contracting companies to perform on-call services at various City buildings and sites through the MITN system. Five proposals were received by the November 20, 2014 due date and evaluated in accordance with the criteria listed in the solicitation. Design and Quality Electric, Inc. was selected as the vendor providing the best value and submitting the most responsive, responsible proposal. Design & Quality Electric, Inc. has performed excellent electrical contractor services for the City for many years in both a timely and professional manner.

**PROCESS:**

**Vendor Name and Address:**

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

**Reason for Selection:**

Best Value

**Method of Purchase:**

Blanket Purchase Order/Contract

**BUDGET:**

Funds are included in the 2015 Adopted Budget and the 2016 Projected Budget

<b>Fund Name</b>	<b>Department Account No</b>	<b>Account No. Description</b>	<b>2015-2016 Budget Amount</b>	<b>2015-2016 Cost</b>	<b>2015-2016 Remaining Budget</b>
631 – Facilities Fund	631.929000	Repairs & Maintenance	\$40,000	\$40,000	\$0

**RECOMMENDATION:**

It is recommended that the Rochester Hills City Council award the contract for On-Call Electrical Contractor Services to Design & Quality Electric, Inc., Rochester, Michigan in a not-to-exceed total of \$40,000.00 through December 31, 2016.

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