



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: 2013-0056

**TO:** Mayor and City Council Members  
**FROM:** Allan Schneck, P.E., Director Department of Public Services  
**DATE:** January 7, 2013  
**SUBJECT:** Water Service Repair Parts (Brass)

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**REQUEST:**

City Council is requested to authorize a one (1) year blanket purchase order for the purchase of water service repair parts to ETNA Supply Company of Grand Rapids, Michigan as the Primary Vendor and S.L.C. Meter Service, Davisburg, MI as the Secondary Vendor in the total amount not-to-exceed \$34,000.00 through December 31, 2013.

**REASON FOR PURCHASE:**

The Department of Public Services purchases miscellaneous items for emergency and normal daily operations consisting of various water tap and water main repair parts.

Sealed bids were solicited using the MITN website and the overall lowest, responsive, responsible bidder was ETNA Supply Company, which the Department of Public Service has selected as the Primary Vendor. S.L.C. Meter Service was the second lowest bidder and has been selected as the Secondary Vendor.

Based on past usage and future needs it was determined that ETNA Supply Company was the overall lowest bidder. In reviewing the bid tabulation, S.L.C. Meter Service can supply the repair clamps at a lower cost. The City will utilize SLC to purchase the repair clamps. ETNA and S.L.C Meter Service are able to provide the City with all items listed on the bid. It has been determined that S.L.C. Meter Service will serve as the secondary source to any items we may not be able to obtain from ETNA in a timely manner should an emergency situation arise.

**PROCESS:**

**Vendor Name and Address:**

Primary Vendor: ETNA Supply Company  
529 32<sup>nd</sup> Street S.E.  
Grand Rapids, MI 49548

Secondary Vendor: S.L.C. Meter Service, Inc.  
10375 Dixie Highway  
Davisburg, MI 48350

**Reason for Selection:**

Lowest Responsive Responsible Bidder

**Method of Purchase:**

Blanket Purchase Order

**BUDGET:**

Funds provided in 2013 Adopted Budget.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Water	530.740006	Supplies – Water Taps	\$34,000.00	\$34,000.00	\$0.00

**RECOMMENDATION:**

It is recommended that City Council authorize the issuance of a one (1) year blanket purchase order for the purchase of water service repair parts to ETNA Supply Company of Grand Rapids, Michigan as the Primary Vendor and S.L.C. Meter Service, Davisburg, MI as the Secondary Vendor in the total amount not-to-exceed \$34,000.00 through December 31, 2013.

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APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
City Council Liaison		