



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: 2014-0029 Version 3

TO: Mayor and City Council Members

FROM: Scott Cope, Director Building/Ordinance/Facilities

DATE: September 28, 2015

SUBJECT: Contract for Fire Suppression Plan Review, Fire Alarm Plan Review and Inspection Services

REQUEST:

City Council is requested to authorize an increase of \$20,000 to the existing blanket purchase order for the fire suppression plan review, fire alarm plan review and inspection services contract to Fire Safety Consultants, Inc., Elgin, Illinois, as a primary vendor, and to Fire Savvy Consultants and Services, LLC, Commerce, Michigan, as a secondary vendor for a new total amount not-to-exceed \$135,000.

REASON FOR PURCHASE:

City Council approved fire suppression plan review, fire alarm plan review and inspection services in the amount of \$95,000 through December 31, 2015 to Fire Safety Consultants, Inc., Elgin, Illinois, as a primary vendor, and Fire Savvy Consultants and Services, L.L.C., Commerce, Michigan, as secondary vendor on February 10, 2014. The award was based on the competitively solicited Request for Proposal issued by the City. Fire Safety Consultants was selected to perform the required services based on qualifications and experience and best value for the City. Fire Savvy Consultants and Services, L.L.C., Commerce, Michigan was selected as a secondary vendor, for back-up services.

At the June 29, 2015 meeting, City Council approved an increase of \$20,000 for a current new total amount not-to-exceed \$115,000. However, these funds have been exhausted.

Several large projects such as Oakmont Assisted Living, Wellbridge Assisted Living, Holiday Inn, and others have created an additional need for fire suppression plan review, fire alarm plan review, and inspection services. The Blanket increase is needed to cover the additional cost for this work. It should be noted that this is a pass through cost with revenues received for any additional services provided.

Additional funds of \$20,000 are being requested in order to maintain services for the remainder of 2015.

PROCESS:

Vendor Name and Address:

Fire Safety Consultants, Inc.
2420 Aft Lane, B 100
Elgin, IL 60124

Fire Savvy Consultants and Services, L.L.C.
2655 Oakley Park, Suite 103
Commerce, MI 48390

Reason for Selection:

Qualifications, Experience, Best Value

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Funding is included in the FY 2015 Adopted Budget.

This \$20,000 requested for additional Fire Suppression System & Fire Alarm Review is proposed to be reallocated from funding both budgeted for Commercial & Industrial Plan Review as well as from Building Department Salaries and Wages. Commercial & Industrial Plan Review services are lower than initially anticipated; as well, due to staffing vacancies in FY 2015, Salaries & Wages has adequate available funding to cover additional Fire Suppression System & Fire Alarm Review expenditures in FY 2015.

In this way, no increase in the existing Building Department (or General Fund) 2015 Budget is proposed at this time, as there is adequate funding within the existing Building Department budget as a whole to cover these additional expenditures. Line-item adjustments within the Building Department will be presented to City Council as part of the 4th Quarter Budget Amendment.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
General Fund	371.801000	Building Dept / Professional Services	\$115,000	\$135,000	(\$20,000)

RECOMMENDATION:

It is recommended City Council authorizes an increase of \$20,000 to the existing blanket purchase order for fire suppression plan review, fire alarm plan review and inspection services to Fire Safety Consultants, Inc., Elgin, Illinois, as primary vendor, and Fire Savvy Consultants and Services, LLC, Commerce, Michigan, as a secondary vendor, for a new total amount-not-to exceed \$135,000 through December 31, 2015.

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