



City of Rochester Hills  
AGENDA SUMMARY  
FINANCIAL ITEMS

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

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Legislative File No: 2014-0029 Version 4

**TO:** Mayor and City Council Members

**FROM:** Scott Cope, Director Building/Ordinance/Facilities

**DATE:** December 14, 2015

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

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**REQUEST:**

City Council is requested to authorize an increase of \$25,000.00 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 \$160,000.00.

**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 and September 28, 2015 meeting, City Council approved an increase of \$20,000 at each of the meetings, for a current new total amount not-to-exceed \$135,000. However, these funds have been exhausted.

Several large projects such as Oakmont Assisted Living, Wellbridge Assisted Living, Holiday Inn, UHaul and others have created an additional need for fire suppression plan review, fire alarm plan review, and inspection services. Also, our Electrical Inspector, who was qualified to perform Fire Alarm reviews and Inspections, has moved on, requiring us to use a consultant for these 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 \$25,000 are being requested in order to maintain services for the remainder of 2015.

**PROCESS:**

**Vendor Name and Address:**

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

Fire Savvy Consultants and Services, LLC  
 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 \$25,000 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 4<sup>th</sup> Quarter Budget Amendment.

Please note that all Fire Suppression System & Fire Alarm Review charges are “pass-through” in nature with offsetting Fire Suppression License & Permit fees and Charges to balance Fire Suppression System expenditures.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
General Fund	371.801000	Building Dept / Professional Services	\$135,000	\$160,000	(\$25,000)

**RECOMMENDATION:**

It is recommended City Council authorizes an increase of \$25,000.00 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 \$160,000.00 through December 31, 2015.

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

<b>Mayor</b>		
<b>Deputy Clerk</b>		

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