



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: 2017-0255

TO: Mayor and City Council Members
FROM: Scott Cope, Director Building/Facilities/Ordinance
DATE: June 5, 2017
SUBJECT: HVAC Preventative Maintenance and Repair Services

REQUEST:

City Council is requested to authorize a two-year contract/blanket purchase order to K & S Ventures, Inc., of Auburn Hills, Michigan, for HVAC Preventative Maintenance and Repair Services for four (4) City owned buildings in the total amount not-to-exceed Eighty-Four Thousand (\$84,000) Dollars through June 30, 2019.

REASON FOR PURCHASE:

The City of Rochester Hills owns several buildings throughout the City that require routine maintenance of the equipment in these facilities, including the heating, ventilation and cooling equipment (HVAC).

The City of Rochester Hills Purchasing Division solicited proposals utilizing the MITN system from professional heating and cooling service companies to provide preventative maintenance and repair services at four (4) City buildings. Five proposal responses were received and evaluated by a committee consisting of staff from Building, Facilities and Purchasing departments. The proposal submitted by K & S Ventures, Inc. was selected as providing the best value proposed for HVAC Preventative Maintenance for the City. K & S Ventures has extensive experience the City's equipment and has performed HVAC services in the past in a professional and satisfactory manner.

K & S Ventures will be required to perform the required preventative maintenance and on-call repairs as needed by the City at City Hall, Department of Public Services Garage, Oakland County Sheriff's Office (OCSO) Substation, and Fire Station #1.

PROCESS:

Vendor Name and Address:

K & S Ventures, Inc.
2653 Auburn Road
Auburn Hills, MI 48326

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Funding is included in the FY 2017 Adopted Budget and FY 2018 Proposed Budget.

Fund Name	Department Account No	Account No. Description	2 Year Budget Amount	2 Year Cost	2 Year Remaining Budget
Facilities	631.807000	Contractual Services	\$36,000	\$30,000	\$6,000
Facilities	631.929000	Repairs & Maintenance	\$54,000	\$54,000	\$0
		Grand Total	\$90,000	\$84,000	\$6,000

RECOMMENDATION:

It is recommended that the Rochester Hills City Council authorize a two-year contract / blanket purchase order to K & S Ventures, Inc., Auburn Hills, Michigan, for HVAC Preventative Maintenance and Repair Services for four (4) City buildings in the total not-to-exceed amount of Eighty-Four Thousand (\$84,000) Dollars through June 30, 2019.

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