



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: 2017-0414

TO: Mayor and City Council Members
FROM: Scott Cope, Director Building/Facilities/Ordinance
DATE: September 25, 2017
SUBJECT: Contract for On-Call Electrical Services

REQUEST:

City Council is requested to authorize an increase of \$15,000 to the existing blanket purchase order for on-call electrical services contract to Design and Quality Electric, Inc., Rochester, Michigan for a new total amount not-to-exceed \$40,000.

REASON FOR PURCHASE:

The City of Rochester Hills owns several buildings throughout the City that require routine maintenance and repairs to the building's electrical systems.

The City of Rochester Hills Purchasing Division solicited proposals utilizing the MITN system from professional electrical companies to provide preventative maintenance and repair services at 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 Design & Quality Electric, Inc. was selected as providing the best value proposed for On-Call Electrical Services for the City. Design & Quality Electric, Inc. has extensive experience the City's equipment and has performed on-call electrical services in the past in a professional and satisfactory manner.

A blanket purchase order was issued for \$25,000 with Design & Quality Electric, Inc. in March 2017. The \$15,000.00 increase in the blanket is requested due to several unexpected electrical repairs on exterior lighting at various City buildings and the relocation of the power to one of our Pressure Reducing Valves. This proposed increase is necessary to allow the City to have electrical repair services until March 2018 when the blanket expires.

Additional funds of \$15,000 are being requested in order to maintain services for the remainder of contract to expire March 31, 2018.

PROCESS:

Vendor Name and Address:

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

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Funding is included in the FY 2017 Budget within the Repairs & Maintenance Account (631.929000). There is adequate funding still remaining in the budget that will not be spent by year-end for On-Call Plumbing, Sidewalk/Concrete Repairs, and On-Call HVAC. No additional monies will be needed in this account or from Retained Earnings.

Fund Name	Department Account No	Account No. Description	Budget Amount	Year Cost	Remaining Budget
Facilities	631.929000	Repairs & Maintenance	\$25,000	\$40,000	(\$15,000)
		Grand Total			

RECOMMENDATION:

It is recommended that the Rochester Hills City Council authorize an increase of \$15,000 to the existing blanket purchase order for on-call electrical services to Design & Quality Electric, Inc. for a new total amount not-to-exceed \$40,000 through March 31, 2018.

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