



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: 2018-0071

TO: Mayor and City Council Members
FROM: Bob Grace, Director Management Information Systems
DATE: February 26, 2018
SUBJECT: Annual Support and Software Maintenance for Equalizer Software Products

REQUEST:

City Council is requested to authorize a blanket purchase order in the amount not-to-exceed \$30,000.00 for annual support and software maintenance for the City's Equalizer - Building, Field Inspection, Assessing, Tax, Special Assessments, Misc Receivables and Cash Receipting Software to BS&A Software, Bath, Michigan through December 31, 2018.

REASON FOR PURCHASE:

The City utilizes BS&A to provide its Equalizer application suite consisting of modules for Assessing, Taxation, Special Assessments, Misc Receivables, Building and Cash Receipting.

The software is proprietary and the annual support and maintenance purchase is for the period of

- Field Inspection System (2/1/18-2/1/19)
- Misc. Receivables System (2/1/18-2/1/19)
- Special Assessment System (5/1/18-5/1/19)
- Assessing System (5/1/18-5/1/19)
- Tax System (8/1/18-8/1/19)
- Building System (8/1/18-8/1/19)
- Cash Receipting (06/21/18-06/21/19)

PROCESS:

Vendor Name and Address:

BS&A Software
14965 Abbey Lane
Bath, MI 48808

Reason for Selection:

Sole Source Vendor/Proprietary Software

Method of Purchase:

Blanket Purchase Order

BUDGET:

Funding is included in the FY 2018 Budget

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
MIS Fund	636.934000	Maint-Software	\$30,000	\$30,000	\$0
		Total	\$30,000	\$30,000	\$0

RECOMMENDATION:

It is recommended that City Council authorize a blanket purchase order in the amount not-to-exceed \$30,000.00 through December 31, 2018 for Annual Support and Software Maintenance for the City's Equalizer - Building, Field Inspection, Assessing, Tax, Special Assessments, Misc Receivables and Cash Receipting Software to BS&A Software, Bath, Michigan

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