



City of Rochester Hills  
AGENDA SUMMARY  
FINANCIAL ITEMS

1000 Rochester Hills Dr.  
Rochester Hills, MI 48309  
248.656.4630  
[www.rochesterhills.org](http://www.rochesterhills.org)

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Legislative File No: 2018-0580

**TO:** Mayor and City Council Members  
**FROM:** Tina Barton, City Clerk  
**DATE:** December 3, 2018  
**SUBJECT:** Monument/Marker Sales

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**REQUEST:**

City Council is requested to authorize an increase to the blanket purchase order for monument marker sales to Patten Monument Company, Comstock Park, Michigan in the amount of \$10,000.00 for a new not-to-exceed amount of \$35,000.00 through December 31, 2018.

**REASON FOR PURCHASE:**

The City administers the sales of monument and markers as a service to its customers. The City solicited Request for Proposals and awarded the contract to Patten Monument Company as providing the best value to the City. This year, the City has seen an increase in the sales of monuments and markers', requiring the City to request the increase to the blanket purchase order with Patten Monument Company. The sale of markers and monuments fluctuates based on many different factors. Patten Monument Company provides excellent service to the City.

**PROCESS:**

**Vendor Name and Address:**

Patten Monument Company  
3980 West River Drive NE  
PO Box 427  
Comstock Park, MI 49321

**Reason for Selection:**

Best Value

**Method of Purchase:**

Contract/Blanket Purchase Order

**BUDGET:**

Funding is included in the FY 2018 Adopted Budget. If approved by City Council, a 4<sup>th</sup> Quarter Budget Amendment will be presented for the overage.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
General Fund	276.801000	Professional Services	\$27,500	\$35,000	(\$7,500)

**RECOMMENDATION:**

It is recommended that City Council authorize an increase to the blanket purchase order for monument marker sales to Patten Monument Company, Comstock Park, Michigan in the amount of \$10,000.00 for a new not-to-exceed amount of \$35,000.00 through December 31, 2018.

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