



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: 2019-0013

**TO:** Mayor and City Council Members  
**FROM:** Scott Cope, Director Building/Facilities/Ordinance  
**DATE:** January 28, 2019  
**SUBJECT:** Contract for On-Call Electrical Services

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**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 through March 31, 2019.

**REASON FOR PURCHASE:**

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 with 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 2018. The \$15,000.00 increase in the blanket is requested due to several unexpected electrical repairs including relocation of electrical at DPS for the wall removal to accommodate the aerial ladder and repairs to the exterior lighting at Fire Station #1.

These additional funds of \$15,000 are being requested in order to maintain services for the remainder of contract to expire March 31, 2019.

**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:**

Partial project funding is included in the FY 2019 Adopted Budget. It is proposed to fund the project difference from the cost savings generated from the total HVAC Unit Replacements in the City Hall Server Room and Dairy Barn purchase and installation being under budget.

If approved by City Council, a Budget Adjustment shall be presented to increase the on-call electrical services by \$15,000 and decrease the HVAC Unit Replacements project budget by \$15,000 to have no impact on Facilities Fund bottom line expense budget.

<b>Fund Name</b>	<b>Department Account No</b>	<b>Account No. Description</b>	<b>Budget Amount</b>	<b>Cost</b>	<b>Remaining Budget</b>
Facilities Fund	631.929000	Repairs & Maintenance	\$25,000	\$15,000	(\$15,000)

**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, 2019.

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