



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: 2019-0370

TO: Mayor and City Council Members
FROM: Allan E. Schneck, P.E., Director Department of Public Services
DATE: August 26, 2019
SUBJECT: Purchase Authorization for Three (3) Utility Vehicles

REQUEST:

City Council is requested to authorize the purchase of three (3) Utility Vehicles from Spartan Distributors, Inc., Auburn Hills, MI in the amount of \$35,585.00.

REASON FOR PURCHASE:

The City issued an Invitation to Bid for three utility vehicles utilizing the MITN system. The solicitation was distributed to seventy potential vendors. Three bid responses were received. Responses were reviewed by Parks and the Department of Public Services Fleet Department. The low bid received from Weingartz was determined as not meeting specifications. Deviations for the proposed vehicles included the 4 x 4 vehicle was bid as a 2-wheel drive and with less horsepower. The bid for the other two machines did not include a roof, rollover protection system (ROPS), windshield or the 2” receiver as specified. The next lowest bid was received from Spartan Distributors, Inc. The Cushman utility vehicles met all specifications.

The utility vehicles will be primarily used for maintenance activities, garbage collection and transportation on park lawn areas among patrons and in the woods.

Award is recommended to Spartan Distributors, Inc. as the low responsive responsible vendor meeting specification.

PROCESS:

Vendor Name and Address:

Spartan Distributors, Inc.
1050 North Opdyke
Auburn Hills, MI 48326



800X

Reason for Selection:

Low Bid

Method of Purchase:

Purchase Order



Hauler 4x4

BUDGET:

Funding is included in the FY 2019 Adopted Budget. Funding for the overage will come out of cost savings on other purchases within this line item (ie., Sewer Easement Machine).

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Fleet	661.977000	Equipment Capitalized	\$31,790	\$35,585	(\$3,795)

RECOMMENDATION:

City Council is requested to authorize the purchase of **three (3)** Utility Vehicles from Spartan Distributors, Inc., Auburn Hills, MI in the amount of \$35,585.00.

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

Contract Reviewed by City Attorney Yes N/A