



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)

---

Legislative File No: 2020-0002

**TO:** Mayor and City Council Members  
**FROM:** Scott Cope, Director Building/Facilities  
**DATE:** January 13, 2020  
**SUBJECT:** On-Call Roofing Services

---

**REQUEST:**

City Council is requested to authorize a blanket purchase order/contract for On-Call Roofing Services in the amount not-to-exceed \$30,000.00 for a one-year term to expire January 31, 2021 to Royal Roofing Company, Inc., of Orion, Michigan.

**REASON FOR PURCHASE:**

The City requires the need for a qualified and experienced roofing vendor to perform miscellaneous roofing repairs as needed for various City-owned buildings including the parks and museum.

The City issued a solicitation in 2017 for on-call roofing services utilizing the MITN system. Two proposals responses were received and evaluated by a committee consisting of staff from Building, Facilities, and Purchasing departments. The proposal submitted by Royal Roofing Company was selected as providing the best value proposal for the On-Call Roofing Services. Royal Roofing has been performing the roofing services in the past in a professional and satisfactory manner.

The contract term is one year with two one-year renewals. The base year of the contract expired January 31, 2019 and the first renewal expires January 31, 2020. Royal Roofing Company, Inc. has agreed to hold pricing for the second and final available renewal year, but due to additional work needed in 2020, Facilities has increased their approved budget to \$30,000 and the recommendation to award requires City Council's approval.

**PROCESS:**

**Vendor Name and Address:**

Royal Roofing Company, Inc.  
2445 Brown Road  
Orion, MI 48359

**Reason for Selection:**

Best Value

**Method of Purchase:**

Blanket Purchase Order/Contract

**BUDGET:**

Funding is included in the FY 2020 Adopted Budget.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities	631.929000	Repairs & Maintenance	\$30,000	\$30,000	\$0

**RECOMMENDATION:**

It is recommended that City Council authorize a blanket purchase order/contract for on-call roofing services for the City in the amount not-to-exceed \$30,000.00 for a one-year term to expire January 31, 2021 to Royal Roofing Company, Orion, Michigan and further authorizes the Mayor to execute a contract on behalf of the City.

---

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