



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
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www.rochesterhills.org

Legislative File No: 2020-0047

TO: Mayor and City Council Members
FROM: Pamela Gordon, Human Resources Director
Sean Canto, Chief of Fire and Emergency Services
DATE: February 10, 2020
SUBJECT: Occupational Medicine Services

REQUEST:

City Council is requested to authorize a blanket purchase order for Occupational Medicine Services to Ascension Michigan at Work, Rochester, MI in the amount not-to-exceed \$540,660.00 through December 31, 2023.

REASON FOR PURCHASE:

The City issued Request for Proposals for Occupation Medicine Services and received two (2) proposal responses. An evaluation committee made up of staff from the City’s Human Resources Department and the Fire Department evaluated the proposal responses received. Ascension Michigan at Work was selected based on the services and hours they provide, proximity to City buildings and overall lowest cost proposal. The contract term calls for a three (3) year contract with one (1) two year renewal option.

PROCESS:

Vendor Name and Address:

Ascension Michigan at Work
1101 W. University Drive
Rochester, MI 48307

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order

BUDGET:

Funds are included as part of the FY 2020 Adopted Budget and FY 2021 and FY 2022 Projected Budgets.

Fund Name	Department Account No	Account No. Description	3-Year Budget Amount	3-Year Cost	Remaining Budget
General Fund	233.801002	Prof. Serv. Medical	\$51,000	\$51,000	\$0
Fire Fund	206.801002	Prof. Serv. Medical	\$21,000	\$21,000	\$0
Fire Fund	339.801002	Prof. Serv. Medical	\$426,000	\$426,000	\$0
Fire Fund	341.801002	Prof. Serv. Medical	\$36,000	\$36,000	\$0

Fire Fund	342.801002	Prof. Serv. Medical	\$6,660	\$6,660	\$0
		TOTAL	\$540,660	\$540,660	\$0

RECOMMENDATION:

It is recommended that Rochester Hills City Council authorize a blanket purchase order for Occupational Medicine Services to Ascension Michigan at Work, Rochester, Michigan in the amount not-to-exceed \$540,660.00 through December 31, 2023.

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