



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
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Legislative File No: 2020-0344

TO: Mayor and City Council Members
FROM: Scott Cope, Director Building/Ordinance/Facilities
DATE: September 14, 2020
SUBJECT: Fire Station Monument Signs

REQUEST:

City Council is requested to authorize a project budget for the purchase and installation of monument signs at the City's Fire Station #1, 2, 3, 4, and 5 in the amount of \$153,554.10 which includes a 5% project contingency for unforeseen issues that may occur during installation of the signs, to Universal Signs, Inc., Grand Rapids, MI.

REASON FOR PURCHASE:

The City issued a Request for Proposal for two (2) LED Monument Signs for fabrication and installation at Fire Stations #1 and #4 and three (3) Monument Signs for fabrication and installation at Fire Stations #2, #3, and #5 utilizing the MITN system. Two proposal responses were received and reviewed by a committee consisting of staff from the Facilities and Fire Departments. Based on the responses received the committee is recommending award of the contract to Universal Signs, Inc., Grand Rapids, Michigan based on qualifications and experience, proposed design, and overall lowest cost proposal.

The project budget requested includes the cost for the design, fabrication and installation of the signs at the Fire Stations, funding for DTE to run a new electrical source for Fire Station #1 and funding for an electrical contractor to install a meter box, circuit, conduit, and receptacles for the LED sign to connect to. The following is the breakdown of expected costs:

Design, Fabrication and Installation of Signs	\$142,190.00
DTE Connection Fee	\$ 1,452.00
Electric Connection	\$ 2,600.00
5% Project Contingency	<u>\$ 7,312.10</u>
Total Project Budget	\$153,554.10

The current signs are over 25 years old. We have been having continued maintenance issues with the electrical and structural portions of the signs along with the message boards. The signs have deteriorated to the point that they need to be replaced. We are proposing two LED signs for Fire Stations #1 and #4 to allow for better communication with the community since these stations are located on more heavily traveled roads. The other three stations will have monument signs identifying the stations only with no messaging capabilities.

PROCESS:

Vendor Name and Address:

Universal Sign, Inc.
5001 FalconView Ave., SE
Grand Rapids, MI 49512

Reason for Selection:

Best Value

Method of Purchase:

Purchase Order

BUDGET:

Funding is included in the FY 2020 Adopted Budget.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities	631.977000	Equipment Capitalized	\$165,000.00	\$153,554.10	\$11,445.90

RECOMMENDATION:

It is recommended that City Council authorize a project budget for the purchase and installation of monument signs at the City's Fire Station #1, 2, 3, 4, and 5 in the amount of \$153,554.10 which includes a 5% project contingency for unforeseen issues that may occur during installation of the signs, to Universal Signs, Inc., Grand Rapids, MI.

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