



**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: 2008-0314

TO: Mayor and City Council Members
FROM: Various Departments
DATE: June 13, 2008
SUBJECT: Citywide Microfilm Services

REQUEST:

City Council is requested to authorize the issuance of a blanket purchase order to Advance Microfilm Service Company, Port Huron, Michigan, for citywide microfilming services in the amount not-to-exceed Ninety Seven Thousand Five Hundred (\$97,500) Dollars for the period of one (1) year.

REASON FOR PURCHASE:

On May 23, 2007, the Purchasing Division received proposals from qualified and experienced firms to provide all labor, materials, equipment and the means of work to complete microfilming services on an as-needed basis for various City departments for a period of one (1) year. After review and evaluation of the proposals, Advance Microfilm Service Company was selected as providing the best value and lowest cost proposed for citywide microfilm services for the City. The allocations of costs come from various City departments on an as-needed basis. Advance Microfilm Service Company has performed the noted services in the past in a professional and satisfactory manner. The City of Rochester Hills wishes to exercise its option to renew for one (1) year.

This contract has been extended and is utilized by several communities of the Michigan Intergovernmental Trade Network (MITN) Cooperative Purchasing Group.

PROCESS:

Vendor Name and Address:

Advance Microfilm Service Company
1818 24th Street
Port Huron MI 48060

Reason for Selection:

Best value and lowest cost.

Method of Purchase:

1-year blanket purchase order; the City reserves the right to exercise an option to renew for two additional 1-year periods.

BUDGET:

Funding for as-needed microfilm services will be taken from various departments for multiple years. There will be no additional staffing required. Multiple departments have budgeted for microfilming services including: Accounting, Assessing, Building, Fire, Parks/Museum, Planning/Development and DPS/Engineering. Balance will be proposed in the 2009 Budget.

Fund Name	Department Account No	Account No. Description	2008 Budget Amount	Cost	Remaining Budget
General Fund - 101	Accounting 201.801000	Professional Services	\$1,500	\$1,500	-0-
General Fund - 101	Assessing 209.801000	Professional Services	\$15,000	\$2,500	\$12,500
General Fund - 101	Building 371.801000	Professional Services	\$60,000	\$50,000	\$10,000
General Fund - 101	Planning/Dev 401.801000	Professional Services	\$7,500	\$7,500	-0-
General Fund - 101	Museum 756.801000	Contractual Services	\$1,500	\$1,500	-0-
Fire Fund - 206	801000	Professional Services	-0-	\$500	(\$500)
Major Road Fund - 202	Traffic Svs 472.807000	Contractual Services	\$1,200	\$5,000	(-\$3,800)
Local Street Fund - 203	Traffic Svs 474.807000	Contractual Services	\$1,400	\$5,000	(-\$3,600)
W & S Fund - 592	Sewer 510.807000	Contractual Services	\$12,000	\$12,000	-0-
W & S Fund - 592	Water 530.807000	Contractual Services	\$12,000	\$12,000	-0-

RECOMMENDATION:

It is recommended that the Rochester Hills City Council authorize the issuance of a blanket purchase order for as-needed microfilm services for various City departments by exercising its option to renew to Advance Microfilm Services Company of Port Huron, Michigan, in the amount not-to-exceed Ninety Seven Thousand Five Hundred (\$97,500) Dollars for the period of one (1) year.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
City Council Liaison		