



**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:** 2008-0608

**TO:** Mayor and City Council Members  
**FROM:** Bob Grace, MIS Department  
**DATE:** November 25, 2008  
**SUBJECT:** Extension of Comcast Wide Area Network and Internet Services Blanket Purchase Order

**REQUEST:**

City Council is requested to authorize an eight (8)-month extension for the existing blanket purchase order authorized in 2005 for an amount not to exceed \$40,000.00, while the City pursues the bidding and/or renegotiating process for these services.

**REASON FOR PURCHASE:**

In November of 2005, City Council authorized a three (3)-year blanket purchase order for Comcast Commercial Services, Inc. in the amount not to exceed \$154,000.00 through December 31, 2008. Comcast has agreed to maintain the current monthly service charge on a month-to-month basis through June 30, 2009 to facilitate the bidding and/or renegotiating process for these services. Therefore, the MIS Department requests that Council approve an extension of the existing blanket purchase order for the duration of this period in the amount of \$40,000.000.

**PROCESS:**

**Vendor Name and Address:**

Comcast Commercial Services, Inc.; 1500 Market Street, Philadelphia, Pennsylvania 19102

**Reason for Selection:**

Best Value; Existing Service Relationship

**Method of Purchase:**

Blanket Purchase Order Extension

**BUDGET:**

Funds remain in the MIS Department Council-approved budget contractual services line item for 2008 in the amount of \$32,977.38 and Council recently approved the same budget line item for 2009 in the amount of \$79,700.00.

Fund Name	Department Account No	Account No. Description	Budget Amount	Amount Spent to Date	Remaining Budget
636-MIS	636.807000	Contractual Services 2008	\$74,700.00	\$41,722.62	\$32,977.38
636-MIS	636.807000	Contractual Services 2009	\$79,700.00	---	\$79,700.00

**RECOMMENDATION:**

The MIS Department respectfully recommends that City Council approve a blanket purchase order extension in the amount not to exceed \$40,000.00 the duration of which to expire June 30, 2009.

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