



**City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS**

**1000 Rochester Hills Dr.
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www.rochesterhills.org**

Legislative File No: 2006-0704

TO: Mayor and City Council Members
FROM: Roger Rouse, DPS/Engineering, 248.841.2497
DATE: September 18, 2006
SUBJECT: HVAC Maintenance

REQUEST:

City Council is requested to authorize an increase to a blanket purchase order in the amount of Two Thousand Six Hundred Eighty Six (\$2,686.25) Dollars and 25/100ths for a new not-to-exceed total of Ninety Two Thousand Seven Hundred Ninety Nine Dollars and Sixty Six Cents (\$92,799.66); George S. Hall, Pine Brook, NJ.

REASON FOR PURCHASE:

George S Hall was the City's HVAC Maintenance provider through April 1, 2006. It was recently discovered that there remains an outstanding invoice that the City had never received requiring payment for services rendered during the term of the contract prior to its expiration date of April 1, 2006. The City's contract with George S Hall obligates the City to pay this outstanding invoice. The City had entered into a full maintenance contract with George S Hall, which did not include new work. During the term of the contract, substantial heating and cooling system needs were required at the Fire Department Headquarters (Fire Station #1). The City's current HVAC Contract is with another vendor for preventive maintenance.

Amount of outstanding invoice \$2,686.25

PROCESS:

Vendor Name and Address:

George S. Hall, Inc., 30 Chapin Road, Unit 1204, PO Box 103, Pine Brook, NJ 07058

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Funding for HVAC Maintenance is taken from the Facilities Division for multiple years. A Budget Amendment may become necessary, depending upon the need for heating and cooling equipment maintenance.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
631 Facilities Fund	807000	Contractual Services	\$42,750	\$2,686.25 *	\$40,063.75

*Current YTD expenditures equals \$37,597.

RECOMMENDATION:

It is recommended that the Rochester Hills City Council authorize the increase of blanket purchase order for HVAC maintenance to George S. Hall, Pine Brook, NJ, in the amount of Two Thousand Six Hundred Eighty Six (\$2,686.25) Dollars and 25/100ths for a new total amount not-to-exceed \$92,799.66.

RESOLUTION

NEXT AGENDA ITEM

RETURN TO AGENDA

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