



**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: 2007-0061

TO: Mayor and City Council Members
FROM: Scott Cope, Building Department, 248.841.2445
DATE: January 18, 2007
SUBJECT: Plan Review Services

REQUEST:

City Council is requested to authorize a blanket purchase order to Code Source PC (Primary Vendor) and International Code Council Inc (Secondary Vendor), to provide building, electrical, plumbing and mechanical plan review services for commercial and industrial projects in accordance with the State of Michigan Construction Codes in the amount not-to-exceed \$100,000 through December 31, 2008.

REASON FOR PURCHASE:

On November 6, 2006, the Purchasing Division received proposals from firms to assist the Building Department with building, electrical, plumbing and mechanical plan review services for commercial and industrial projects in accordance with the State of Michigan Construction Codes. The City requires a contract with one or more experienced and qualified firms due to workload in order to provide the necessary services and meet departmental demands. During peak times, it may be necessary to use the services of a secondary vendor to maintain efficient plan review.

PROCESS:

Vendor Name and Address:

Code Source PC, 2939 Wilson SW – Suite 100, Grandville, MI 49418
and
International Code Council Inc, 4051 W Flossmoor Road, Country Club Hills, IL 60478

Reason for Selection:

Most Qualified; Best value.

Method of Purchase:

Blanket Purchase Order

BUDGET:

Fund Name	Department Account No	Account No. Description	2007 Budget Amount	Cost	Remaining Budget
101- General Fund	371 – Building Department	801000 - Professional Services	\$50,000	\$50,000	0
			2008 Proposed		
101-General Fund	371 Building Department	801000 – Professional Services	\$50,000	\$50,000	0

RECOMMENDATION:

It is recommended that the City Council authorize a blanket purchase order to Code Source PC and International Code Council Inc., as Primary and Secondary Vendors, to provide building, electrical, plumbing and mechanical plan review services for commercial and industrial projects in accordance with the State of Michigan Construction Codes in the not-to-exceed amount of One Hundred Thousand (\$100,000) Dollars through December 31, 2008.

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		