



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
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Legislative File No: 2021-0184

TO: Mayor and City Council Members
FROM: Leanne Scott, City Clerk
DATE: May 24, 2021
SUBJECT: Automated Filing System

REQUEST:

City Council is requested to authorize the purchase and installation of an automated media storage and retrieval system from Kardex Remstar of Westbrook, Maine in the amount of \$37,244.42.

REASON FOR PURCHASE:

The Clerk's current voter registration master card filing system is well over 30 years old and has reached its useful life. The cost to maintain and repair this unit continues to increase and needs to be replaced.

The City issued a Request for Proposals for the purchase and installation of a new automated media storage and retrieval system utilizing the MITN system. The solicitation was distributed to sixty-six potential vendors and twenty vendor downloaded the solicitation document. Only one response was received from Kardex Remstar of Westbrook, Maine. An evaluation committee consisting of staff from Clerks and Purchasing evaluated the responsive and responsible submittal and determined the product proposed (Lektriever 115-1310S) would meet the needs of the Clerks Department. Upon further research, the item is also available under an active national cooperative solicited by Sourcewell, a governmental agency and service cooperative in the State of Minnesota. In 2020, Sourcewell awarded Kardex Remstar the contract for industrial storage and the unit proposed is available at the national cooperative contracted price of \$34,244.42. The unit comes with a two year warranty for labor and parts which will be serviced by the manufacturer's local authorized dealer Anderson Material Handling located in Wixom, Michigan. An additional year of warranty for parts & labor and two (2) preventive maintenance visits is \$3,000.

It is recommended to award Kardex Remstar the purchase and installation of a new automated filing system for a total not to exceed \$37,244.42.

PROCESS:

Vendor Name and Address:

Kardex Remstar, LLC
41 Eisenhower Drive
Westbrook, ME 04092

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Funds are included in the 2021 Adopted Budget. If approved by City Council, a 2nd Quarter Budget Amendment will be forthcoming to pull \$7,300.00 from the Capital Improvement Fund Balance.

Fund Name	Department Account No	Account No. Description	FY 2021 Budget Amount	Cost	Remaining Budget
Capital Improvement Fund	420.977000	Capital Equipment	\$30,000	\$37,244.42	(\$7,244.42)

RECOMMENDATION:

It is recommended that City Council authorize blanket purchase order/contract for the purchase and installation of the automated media storage and retrieval system to Kardex Remstar in the amount not to exceed \$37,224.42 and further authorize the Mayor to execute a contract on behalf of the City.

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