



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: 2012-0285

TO: Mayor and City Council Members
FROM: Allan Schneck, P.E., Director Department of Public Services
DATE: July 30, 2012
SUBJECT: Water Service Repair Parts (Brass)

REQUEST:

City Council is requested to authorize an increase of an existing blanket purchase order to ETNA Supply Company of Grand Rapids, Michigan for \$20,000.00 for a new total amount not-to-exceed \$45,000.00 through December 31, 2012.

REASON FOR PURCHASE:

The Department of Public Services purchases miscellaneous items for emergency and normal daily operations consisting of various water tap and water main repair parts.

Sealed bids were solicited in 2011 using the MITN website and based on past usage and forecasted future needs it was determined ETNA Supply Company was the lowest, responsive, responsible bidder.

A request to increase the current blanket is necessary to sustain daily operations due to a rise in development in new subdivisions and the increasing requests for installations of area maintenance meters.

PROCESS:

Vendor Name and Address:

ETNA Supply Company
529 32nd Street S.E.
Grand Rapids, MI 49548

Reason for Selection:

Lowest Responsive Responsible Bidder

Method of Purchase:

Blanket Purchase Order

BUDGET:

Funds provided in 2012 Adopted Budget.

| Fund Name | Department Account No | Account No. Description | Budget Amount | Cost | Remaining Budget |
|------------------|------------------------------|--------------------------------|----------------------|-------------|-------------------------|
| Water | 530.740006 | Supplies – Water Taps | \$45,000.00 | \$45,000.00 | \$0.00 |
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RECOMMENDATION:

It is recommended that Rochester Hills City Council amend the existing blanket purchase order to ETNA Supply Company, Grand Rapids, Michigan in the amount of \$25,000.00 for a new total amount not-to-exceed \$45,000.00 through December 31, 2012.

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