



**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)**

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**Legislative File No: 2011-0307**

**TO:** Mayor and City Council Members  
**FROM:** Scott Cope, x-2445  
**DATE:** June 15, 2011  
**SUBJECT:** Fire Suppression and Fire Alarm Plan Review and Inspection Services

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**REQUEST:**

City Council is requested to authorize an increase to the existing blanket purchase order for the purchase of Fire Suppression and Fire Alarm Plan Review and Inspection Services to Fire Safety Consultants, Inc. of Elgin, Illinois, in the increased amount of Twenty Thousand (\$20,000) Dollars for a new not-to-exceed total of Forty Five Thousand (\$45,000) Dollars through December 31, 2011.

**REASON FOR PURCHASE:**

The City of Rochester Hills solicited proposals from qualified and experienced firms to assist the Building Department with fire suppression plan review and inspection services for commercial and industrial projects in accordance with the State of Michigan Construction Codes. The plan review and inspection fees are reimbursed to the City by commercial and industrial developers.

Request for proposals were opened and solicited on October 14, 2009, an Evaluation Team reviewed the proposals and Fire Safety Consultants was selected to perform the services for a two (2) year term to expire on December 31, 2011.

At this time, an increase is requested to enable the City to continue to utilize the services of Fire Safety Consultants. Building Department staff has provided these services in the past. However, at this time the Building Department does not have personnel qualified to perform this work.

**PROCESS:**

**Vendor Name and Address:**

Fire Safety Consultants, Inc., 2420 Alft Lane, B1000, Elgin, Illinois 60124

**Reason for Selection:**

Most responsible, responsive vendor providing lowest cost.

**Method of Purchase:**

Blanket Purchase Order

**BUDGET:**

Expenditures for Fire Suppression and Fire Alarm Plan Review and Inspection Services have been budgeted under Professional Services.

<b>Fund Name</b>	<b>Department Account No</b>	<b>Account No. Description</b>	<b>Budget Amount</b>	<b>Cost</b>	<b>Remaining Budget</b>
101-General Fund	371 Building Department	801000 Professional Services	** \$15,000	\$32,500	*(\$17,500)

\* 3<sup>rd</sup> Quarter Budget Adjustment/Amendment anticipated

\*\* Proposed 2012 Budget reflects increase

**RECOMMENDATION:**

It is recommended that the Rochester Hills City Council authorize an increase to the existing Blanket Purchase Order to Fire Safety Consultants, Inc., of Elgin, Illinois, for the purchase of Fire Suppression and Fire Alarm Plan Review and Inspection Services, in the increased amount of Twenty Thousand (\$20,000) Dollars for a new not-to-exceed total of Forty Five Thousand (\$45,000) Dollars through December 31, 2011.



<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>		