



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: 2021-0341

**TO:** Mayor and City Council Members  
**FROM:** Scott Cope, Director Building/Facilities/Ordinance  
**DATE:** August 16, 2021  
**SUBJECT:** Clerk's Office Area Furniture Purchase for Reconfiguration

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**REQUEST:**

City Council is requested to authorize the purchase a various office furniture, including filing storage solutions, additional work area furniture and chairs for the Clerk's office area in the amount of \$63,946.96 to NBS Commercial Interiors, Troy, Michigan.

**REASON FOR PURCHASE:**

This purchase is part of the overall larger Clerk's Vault Reconfiguration and City Council Chambers/Auditorium improvement project. The Clerk's department has been working in coordination with facilities, the City's architect and construction management firm, as well as NBS over the past several months, to create a plan to make improvements to the Clerk's and City Council Chamber areas. Some of the improvements to be made include providing better filing systems, purchase of furniture to create an additional work area, construction to some of the areas to make them more functional in use and provide solutions to store and handle the growing amount of records Clerk's office is responsible for maintaining, as well as to make more functional use of the space to better manage elections.

The purchase of the various office furniture is the first step of this process. We are bringing this purchase forward now, as we are aware there is a significant price increase coming due to the rising costs of metals (approx. 9.5%) if we are not able to issue a purchase order by August 21, 2021. In the next few months, the next phase of the project will move forward that will require more construction related work to create new space. The City in 2003 went through a process to standardize the office furniture for the new City Hall. It was determined Steelcase furniture was the best value based on the quality, selection, and customer service provided. Since that time, any major office furniture renovations have adhered to the standardization. Additionally, Facilities staff has received extensive training in minor repair and configuration of the Steel case office furniture. NBS Commercial Interiors is the single source provided for Steelcase in Michigan.

**PROCESS:**

**Vendor Name and Address:**  
NBS Commercial Interiors  
2595 Bellingham  
Troy, MI 48083

**Reason for Selection:**  
Single Source

**Method of Purchase:**

Purchase Order

**BUDGET:**

Funding is included in the FY 2021 Adopted Budget

<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>
Facilities	631.929000	Repairs & Maintenance	\$136,600.00	\$63,946.96	\$72,653.04

**RECOMMENDATION:**

It is recommended that City Council authorize the purchase a various office furniture, including filing storage solutions, conference area furniture and chairs for the Clerk’s office areas in the amount of \$63,946.96 to NBS Commercial Interiors, Troy, Michigan.

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<b>APPROVALS:</b>	<b>SIGNATURE</b>	<b>DATE</b>
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