



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
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Legislative File No: 2023-0183

TO: Mayor and City Council Members

FROM: Rochelle Lyon, Information Systems Director

DATE: May 8, 2023

SUBJECT: Multi-Function Devices and Printer Management Maintenance Agreement

REQUEST:

City Council is requested to authorize a blanket purchase order for the management and maintenance of the City's multi-function copier/scanner devices to Applied Innovations, Grand Rapids, Michigan in the amount of \$60,000.00 through April 1, 2025.

REASON FOR PURCHASE:

City Council at their February 5, 2018 meeting authorized the purchase of twenty-one (21) multi-function devices, along with the approval of a five (5) year maintenance contract to Applied Imaging (now Applied Innovations). The purchase of the equipment and maintenance was done as part of the MITN Purchasing Cooperative Agreement that Farmington Hills did on behalf of the group, in which they awarded to Applied Innovations as the best value vendor based on their firm qualifications, equipment and customer service approach along with competitive pricing model.

The City at this time is recommending City Council authorize a two (2) year extension of our current maintenance agreement with Applied Innovations. The maintenance contract is at its expiration, and in discussion with Applied Innovations, along with evaluating the City's current equipment, it has been determined that the equipment is still performing well and that the City can most likely get another two (2) years of utilization out of the current machines before needing to replace them. This is in large part due to the maintenance and service Applied Innovations provides to the City under the maintenance agreement of this contract. Applied Innovations has agreed to hold pricing and extend the agreement. The City will reevaluate the machines again at a later date and determine whether to replace current equipment or continue as we are currently. The City finds it to be in their best interest to extend the agreement for two (2) years and is recommending approval of the contract extension to City Council for their consideration.

PROCESS:

Vendor Name and Address:

Applied Innovations
5282 East Paris SE
Grand Rapids, MI 49512

Reason for Selection:

Best Value/Cooperative Contract

Method of Purchase:

Contract/Blanket Purchase Order

BUDGET:

Funding is included in the FY 2023 Adopted Budget and the FY 2024-2025 Projected Budgets

Fund Name	Department Account No	Account No. Description	2-Year Budget Amount	2-Year Cost	Remaining Budget
MIS Fund	636.8070000	Contractual Services	\$60,000	\$60,000	\$0

RECOMMENDATION:

It is recommended that City Council authorize a blanket purchase order for the management and maintenance of the City’s multi-function copier/scanner devices to Applied Innovations, Grand Rapids, Michigan in the amount of \$60,000.00 through April 1, 2025.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Procurement Manager		
Mayor		
City Clerk		

Contract Reviewed by City Attorney Yes N/A