



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: 2023-0376

TO: Mayor and City Council Members
FROM: Leanne Scott, City Clerk
DATE: August 14, 2023
SUBJECT: Increase to Blanket Purchase Order for Legal Advertisements

REQUEST:

City Council is requested to authorize an increase to the blanket purchase order for legal advertisements in the amount of \$9,000.00 for a new not-to-exceed amount of \$34,000.00 through October 31, 2023 to Oakland Press dba 21st Century Media – Michigan, Willoughby, OH.

REASON FOR PURCHASE:

The City's Purchasing Division issued a Request for Proposals for Legal Advertisements utilizing the MITN system. Oakland Press dba 21st Century Media – Michigan was awarded the contract as best value based on City's needs and legal obligations. The award was under the threshold for City Council approval and a blanket purchase order was issued in 2020 for an amount not to exceed \$25,000.

However, during the term, the number of legal publications has increased in volume. These increases have resulted in additional funding needed to be added to the blanket in order to pay the charges when they are billed and will require City Council approval to increase the blanket.

PROCESS:

Vendor Name and Address:

Oakland Press dba
21st Century Media – Michigan
PO Box 8003
Willoughby, OH 44096-8003

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order

BUDGET:

Funding is included in the FY 2020-2023 Adopted Budgets

Fund Name	Department Account No	Account No. Description	3-year Budget Amount	3-year Cost	Remaining Budget
General Fund	191.900000	Printing & Publishing	\$3,500	\$3,000	\$500
General Fund	215.900000	Printing & Publishing	\$16,200	\$13,000	\$3,200
General Fund	233.900000	Printing & Publishing	\$30,000	\$5,000	\$25,000
General Fund	247.900000	Printing & Publishing	\$1,500	\$900	\$600
General Fund	400.900000	Printing & Publishing	\$15,000	\$9,850	\$5,150
General Fund	410.900000	Printing & Publishing	\$4,500	\$2,000	\$2,500
General Fund	804.900000	Printing & Publishing	\$750	\$250	\$500
		Total	\$71,450	\$34,000	\$37,450

RECOMMENDATION:

It is recommended that City Council authorize an increase to the blanket purchase order for legal advertisements in the amount of \$9,000.00 for a new not-to-exceed amount of \$34,000.00 through October 31, 2023 to Oakland Press dba 21st Century Media – Michigan, Willoughby, OH.

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