



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
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www.rochesterhills.org

Legislative File No: 2023-0453

TO: Mayor and City Council Members
FROM: Mike Viazanko, Director Building/Facilities/Ordinance
DATE: October 9, 2023
SUBJECT: Window Cleaning Services

REQUEST:

City Council is requested to authorize a blanket purchase order / contract to Transparent Window Cleaning, 3601 Joslyn Road, Auburn Hills, MI 48326 for window cleaning services for several City building in the amount not-to-exceed Twenty-nine Thousand Seven Hundred Ninety (\$29,790) Dollars through December 31, 2026.

REASON FOR PURCHASE:

The City of Rochester Hills owns several buildings throughout the City that require routine maintenance and upkeep including window cleaning services.

The Purchasing Division solicited a request for quotations for window cleaning services. Historically the costs for these services are below the threshold for a sealed bid; however due to additional interior services at OCSO along with rising costs, the three-year total cost exceeds \$25,000 and requires City Council approval. Of the three quotes received, Transparent Window Cleaning submitted the low, responsive quote for the three-year term to clean the windows at City Hall, Department of Public Services Garage, Fire Station 1, Museum at Van Hoosen Farm and Oakland County Sheriff's Office Substation.

Transparent Window Cleaning has performed these noted services in the past in a professional and satisfactory manner.

PROCESS:

Vendor Name and Address:

Transparent Window Cleaning
3601 Joslyn Road
Auburn Hills, MI 48326

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Funding is included in the FY 2024 Adopted Budget and the FY 2025 and FY 2026 Projected Budgets

Fund Name	Department Account No	Account No. Description	3-year Budget Amount	3-year Cost	Remaining Budget
Facilities	631.807000	Contractual Services	\$30,000	\$29,790	\$210

RECOMMENDATION:

It is recommended that the Rochester Hills City Council authorize a blanket purchase order / contract to Transparent Window Cleaning, 3601 Joslyn Road, Auburn Hills, MI 48326 for window cleaning services at several City owned properties for a three-year term for an amount not-to-exceed Twenty-nine Thousand Seven Hundred Ninety (\$29,790) Dollars through December 31, 2026 and further authorizes the Mayor to execute a contract on behalf of the City.

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