



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: 2013-0344

TO: Mayor and City Council Members
FROM: Tina Barton, City Clerk
DATE: September 9, 2013
SUBJECT: Monument/Marker Sales

REQUEST:

City Council is requested to authorize the increase of the Blanket Purchase Order for monument/marker sales to Patten Monument Company, Comstock Park, Michigan in the amount of \$25,000.00 for a new not-to-exceed total of \$50,000.00 through December 31, 2013.

REASON FOR PURCHASE:

The City administers the sales of monuments and markers as a service to its customers. We have established a blanket purchase order with Patten Monument Company as a supplier of the monuments and/or markers.

The City solicited proposals and awarded the contract to Patten Monument Company. We issued a blanket purchase order for the first year, August 29, 2011 through December 31, 2012, and spent \$24,200.00. On December 5, 2012 we issued a new blanket purchase order for \$25,000.00. The current balance available on that blanket is \$291.18. Due to the fact that sales are increasing, we are requesting to increase to the Blanket Purchase Order in the amount of \$25,000.00. Patton Monument Company has in the past, and continues to provide excellent service.

PROCESS:

Vendor Name and Address:

Patten Monument Company
3980 West River Drive NE – PO Box 427
Comstock Park, MI 49321

Reason for Selection:

Best Value

Method of Purchase:

Contract/Purchase Order

BUDGET:

Monument sales are a pass-through expense with offsetting revenues. Fiscal will prepare an appropriate budget amendment or adjustment to both the revenue and expense accounts for fourth quarter.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
General Fund Cemetery	276.801000	Professional Services	\$25,000.00	\$50,000.00	(\$25,000.00)

RECOMMENDATION:

It is recommended that the Rochester Hills City Council authorize the increase of the Blanket Purchase Order for monument/marker sales to Patten Monument Company, Comstock Park, Michigan in the amount of \$25,000.00 for a new not-to-exceed total of \$50,000.00 through December 31, 2013.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
City Council Liaison		