



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
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Legislative File No: 2024-0390

TO: Mayor and City Council Members
FROM: Vince Foisy, Communications Systems Administrator
DATE: August 26, 2024
SUBJECT: Telephone Service and Support

REQUEST:

City Council is requested to authorize a blanket purchase order / contract to BSB Communications, Inc., Sterling Heights, Michigan for telephone maintenance, service and support services in the not-to-exceed amount of \$90,000.00 through August 31, 2027.

REASON FOR PURCHASE:

The City of Rochester Hills Purchasing Division solicited proposals utilizing the MITN system for qualified Manufacturer Authorized Dealer and Service Providers for a maintenance contract for the City's Mitel 3300 IP PBX system, Mitel Voice Mail system, PrairieFyre Call Accounting systems and related assistance for general telephone network issues. The solicitation was distributed to 327 potential vendors, downloaded by 27 vendors with 1 response received. BSB Communications proposal was reviewed by Communications and recommended for award as both responsive and responsible. The vendor has been performing the maintenance and support for several years and the City is satisfied with the services.

PROCESS:

Vendor Name and Address:

BSB Communications, Inc.
41150 Technology Park Drive, Suite 101
Sterling Heights, MI 48314

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order

BUDGET:

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

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities	631.807006	Contractual Service – Phone Maintenance	\$90,000	\$90,000	\$0

RECOMMENDATION:

It is recommended that the Rochester Hills City Council authorize a blanket purchase order / contract to BSB Communications, Inc., Sterling Heights, Michigan for telephone maintenance, service and support services for an amount not-to-exceed Ninety Thousand (\$90,000) Dollars through August 31, 2027 and further authorizes the Procurement Manager 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