



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: 2014-0423

TO: Mayor and City Council Members
FROM: Scott Cope, Building Department, 841-2445
DATE: September 26, 2014
SUBJECT: City Telephone Desk Set IP Upgrade

REQUEST:

City Council is requested to authorize the purchase of new Mitel internet protocol (IP) telephone desk sets in the amount not-to-exceed \$53,668.75 from Suntel Services, Troy, Michigan.

REASON FOR PURCHASE:

In 1999, a new Mitel phone system was installed city-wide. Due to advanced technological changes within the communications industry, the City started a migration towards an internet protocol network. The final component of this upgrade is replacement of the individual telephone desk sets.

Invitations to Bid were solicited utilizing the MITN System. One-hundred sixty-nine (169) companies were notified and only one (1) bid response was received. Suntel Services submitted the only bid. The bid response submitted meets all the required bid specifications of the City. The City has utilized Suntel Services in the past and has experienced excellent services and response time for all their needs.

PROCESS:

Vendor Name and Address:

Suntel Services
1095 Crooks Road, Suite 100
Troy, Michigan 48084

Reason for Selection:

Lowest, responsive, responsible bidder

Method of Purchase:

Purchase Order

BUDGET:

Funds are included as part of the FY 2014 Adopted Budget

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities	631.748000	Operating Equipment	\$54,000.00	\$53,668.75	\$331.25

RECOMMENDATION:

It is recommended that City Council authorize the purchase of Mitel internet protocol (IP) telephone desk sets from Suntel Services of Troy, Michigan in the amount not to exceed \$53,668.75.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
Deputy Clerk		

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