



City of Rochester Hills  
AGENDA SUMMARY  
FINANCIAL ITEMS

1000 Rochester Hills Dr.  
Rochester Hills, MI 48309  
248.656.4630  
[www.rochesterhills.org](http://www.rochesterhills.org)

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Legislative File No: 2016-0131

**TO:** Mayor and City Council Members  
**FROM:** Scott Cope, Director of Building/Ordinance/Facilities  
**DATE:** April 11, 2016  
**SUBJECT:** HVAC Preventative Maintenance and Repair Services Agreement

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**REQUEST:**

City Council is requested to authorize the issuance of a blanket purchase order to K & S Ventures, Inc., for HVAC Preventative Maintenance and Repair Services for four City owned buildings in the total amount not-to-exceed Forty-Two Thousand (\$42,000) Dollars through May 31, 2017.

**REASON FOR PURCHASE:**

The City of Rochester Hills owns several buildings throughout the City that require routine maintenance of the equipment in these facilities, including the heating, ventilation and cooling equipment (HVAC).

City Council at its May 9, 2014 meeting awarded the two year term contract to K & S Ventures, Inc. to provide preventative maintenance and repair services for four City buildings. The Purchasing Division solicited utilizing the MITN System for competitively sealed proposals for the professional heating and cooling service companies for these services, which were opened on April 29, 2014. K & S Ventures, Inc. was selected as providing the best value and submitting the most responsive, responsible proposal for HVAC Preventative Maintenance for the City. K & S Ventures, Inc. has performed the noted services in a professional and satisfactory manner.

The City of Rochester Hills wishes to exercise an available renewal for one year for K & S Ventures to perform necessary on-call repairs and preventative maintenance as required by the City at City Hall, Department of Public Services Garage, Fire Station #1, and the Oakland County Sheriff's Office (OCSO) Substation.

**PROCESS:**

**Vendor Name and Address:**

K & S Ventures, Inc.  
2653 Auburn Road  
Auburn Hills, MI 48326

**Reason for Selection:**

Best value, most responsive, responsible vendor

**Method of Purchase:**

Blanket Purchase Order/Contract

**BUDGET:**

Funding is included in the 2016 Adopted Budget

<b>Fund Name</b>	<b>Department Account No</b>	<b>Account No. Description</b>	<b>Budget Amount</b>	<b>Cost</b>	<b>Remaining Budget</b>
Facilities Fund	631.807000	Contractual Services	\$15,000	\$15,000	\$0
Facilities Fund	631.929000	Repairs & Maintenance	\$27,000	\$27,000	\$0
		<b>GRAND TOTAL</b>	<b>\$42,000</b>	<b>\$42,000</b>	<b>\$0</b>

**RECOMMENDATION:**

It is recommended that the Rochester Hills City Council award the contract for HVAC Preventative Maintenance and Repair Services Agreement for four (4) City buildings by exercising an available one-year option to renew to K & S Ventures, Inc. in the amount not-to-exceed Forty-two Thousand (\$42,000) Dollars through May 31, 2017.

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