



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
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Legislative File No: 2015-0052

TO: Mayor and City Council Members
FROM: Scott Cope, Director Building/Ordinance/Facilities
DATE: February 9, 2015
SUBJECT: Maintenance Contract for Phone System(s)

REQUEST:

City Council is requested to authorize an increase of \$14,750.00 to the existing blanket purchase order for the City's phone system and maintenance contract to Suntel Services, Troy, Michigan for a new total amount not-to-exceed \$36,000.00.

REASON FOR PURCHASE:

A blanket purchase order in the amount of \$21,250.00 was established with Suntel Services for 2014/2015 maintenance services for the City's phone system. In 2012, the City, issued a Request for Proposal for qualified manufacture Authorized Dealers/Services to provide a maintenance contract for its Mitel phone system, voice mail system, call accounting systems and all related assistance for the City's telephone network for a period of one (1) year with options to renew for two (2) additional one (1) year periods, providing that the vendor agrees to keep all existing terms, conditions, and pricing firm. Suntel Services was selected as the best value to the City based upon qualifications, experience, and cost proposal.

The blanket increase request is needed to cover services that were required for the installation of the City's new IP system upgrades, along with the upcoming Fire Station Renovations this year, and any additional work that may be required through the end of their contract term that was not originally anticipated when the blanket purchase order was established.

PROCESS:

Vendor Name and Address:

Suntel Services
1095 Crooks Road
Suite 100
Troy, MI 48084

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Funding is included in the FY 2015 Adopted Budget.

The increased funding/budget for this FY 2015 City phone system maintenance blanket is proposed to be drawn from the additional funding/budget for Janitorial Services (which came in over \$30,000 under budget in FY 2015).

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities Fund	631.807000	Contractual Services	\$36,000	\$36,000	\$0

RECOMMENDATION:

It is recommended City Council authorizes an increase of \$14,750.00 to the existing blanket purchase order for the City's phone system maintenance contract to Suntel Services, Troy, MI for a new total amount not-to-exceed \$36,000.00 through August 31, 2015.

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