



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: 2016-0232

**TO:** Mayor and City Council Members  
**FROM:** Sean Canto, Fire Chief  
**DATE:** June 20, 2016  
**SUBJECT:** Refrigerators and Stoves – Fire Stations 1, 2, 3, and 5

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**REQUEST:**

Request for purchase authorization of four (4) ranges, four (4) back splashes for the ranges, and twelve (12) refrigerators for Fire Stations 1, 2, 3, and 5 in the amount of \$40,536.00 to Sargent Appliance, Rochester, Michigan.

**REASON FOR PURCHASE:**

As part of the Fire Station Renovation project, budget was established for each fire station for the purchase of additional items that would be needed. The City issued a solicitation utilizing the MITN system and sending emails to various local area stores for the purchase of refrigerators and stoves. Six (6) responses were received. Of the responses received, Sargent Appliance is the overall low bidder for all the requested items. The City evaluated splitting of the award to the low vendor for each item, but in evaluating that it was determined that the approximately \$400 that would be saved by splitting the award would be outweighed in the costs of coordinating logistics and delivery to all the fire stations from three separate vendors. Based on this, it is recommended that award be made to Sargent Appliance.

**PROCESS:**

**Vendor Name and Address:**

Sargent Appliance  
600 Main Street  
Rochester, MI 48307

**Reason for Selection:**

Lowest, responsive, responsible bidder

**Method of Purchase:**

Purchase Order

**BUDGET:**



Funding of \$200,000 [= \$50,000 x 4 stations] was approved as part of the approved Fire Stations # 1, 2, 3, and 5 Renovation project budget.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities Fund	631.976000	Building Improvements	\$200,000	\$40,536	\$159,464

**RECOMMENDATION:**

City Council is recommended to authorize the purchase of four (4) ranges, four (4) back splashes for the ranges, and twelve (12) refrigerators for Fire Stations 1, 2, 3, and 5 in the amount of \$40,536.00 to Sargent Appliance, Rochester, Michigan.

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APPROVALS:	SIGNATURE	DATE
Department Review		6-7-16
Department Director		6-7-16
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
Deputy Clerk		