



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: 2023-0205

**TO:** Mayor and City Council Members  
**FROM:** Mike Viazanko, Director Building/Ordinance/Facilities  
**DATE:** May 8, 2023  
**SUBJECT:** OCSO Chair Replacement

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**REQUEST:**

City Council is requested to authorize the purchase of replacement chairs for the Oakland County Sheriff's Office (OCSO) Substation in the amount of \$28,033.35 to NBS Commercial Interiors of Troy, Michigan.

**REASON FOR PURCHASE:**

Facilities has identified the need to replace thirty-two (32) existing chairs at OCSO that have been repaired over the last few years and are now at the end of their service life.

The City in 2003 went through a process to standardize the office furniture for the new City Hall. It was determined Steelcase furniture was the best value based on the quality, selection, and customer service provided. Since that time, any major office furniture renovations have adhered to the standardization. Additionally, Facilities staff has received extensive training in minor repair and configuration of the Steelcase office furniture. NBS Commercial Interiors is the single source provided for Steelcase in Michigan.

Facilities staff worked with NBS Commercial Interiors to determine the chairs that would best fit the needs of the staff at OCSO.

**PROCESS:**

**Vendor Name and Address:**

NBS Commercial Interiors  
2595 Bellingham  
Troy, MI 48083

**Reason for Selection:**

Single Source

**Method of Purchase:**

Purchase Order

**BUDGET:**

Funding is included in the FY 2023 Adopted Budget.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities	631.748000	Operating Equipment	\$30,000.00	\$28,033.35	\$1,966.65

**RECOMMENDATION:**

It is recommended that City Council authorize the purchase and installation of replacement chairs for the Oakland County Sheriff's Office Substation in the amount of \$28,033.35 to NBS Commercial Interiors of Troy, Michigan.

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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