



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: 2018-0262

**TO:** Mayor and City Council Members  
**FROM:** Scott Cope, Director of Building/Facilities  
**DATE:** June 18, 2018  
**SUBJECT:** Cemetery Storage Barn

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**REQUEST:**

City Council is requested to authorize a blanket purchase order/contract to Mando Construction, Inc., Mount Clemens, Michigan for the construction of the Cemetery Storage Barn in the amount of \$94,419.00 with a 10% project contingency in the amount of \$9,441.90 for a total not-to-exceed cost of \$103,860.90

**REASON FOR PURCHASE:**

The Purchasing Division solicited Request for Proposals utilizing the MITN system. Three responses were received and evaluated by a committee comprised of staff from the Facilities and Clerk's Department and the City's on-call architect, H2A. Based on the evaluation committees scores, Mando Construction, Inc. is recommended as the awarded vendor based on their qualifications and experience, work plan, and lowest overall cost proposal.

The pole barn will be used to store and maintain all equipment and material used on the cemetery property. Currently, there is no facility on site that the cemetery can store their equipment in to protect it from the elements. It is expected that with the construction of this storage barn the net effect of the initial cost of this barn will be realized with savings from longer life-span of the equipment (e.g. backhoe, mowers, etc.) since they will now be protected from the elements.

**PROCESS:**

**Vendor Name and Address:**  
Mando Construction, Inc.  
75 Lafayette  
Mount Clemens, MI 48043

**Reason for Selection:**  
Best Value

**Method of Purchase:**  
Blanket Purchase Order/Contract

**BUDGET:**

Funding is included in the FY 2018 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       | 631.975000                   | Building                       | \$250,000            | \$103,860.90 | \$146,139.10            |

**RECOMMENDATION:**

It is recommended that City Council authorize a blanket purchase order/contract to Mando Construction, Inc., Mount Clemens, Michigan for the construction of the Cemetery Storage Barn in the amount of \$94,419.00 with a 10% project contingency in the amount of \$9,441.90 for a total not-to-exceed cost of \$103,860.90 and further authorizes the Mayor to execute a contract on behalf of the City.

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