



**City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS**

**1000 Rochester Hills Dr.
Rochester Hills, MI 48309
248.656.4630
www.rochesterhills.org**

2005-0594

TO: Mayor and City Council Members

FROM: Jane Leslie, City Clerk, 248.841.2461

DATE: September 12, 2005

SUBJECT: Professional Surveying Services and Setting Cemetery Corners at Van Hoosen Jones Stoney Creek Cemetery

REQUEST:

City Council is requested to authorize issuance of a blanket purchase order to Spicer Group, Saginaw, Michigan, for professional surveying services and setting cemetery corners at the Van Hoosen Jones Stoney Creek Cemetery in the amount not-to-exceed \$59,800, for a term to expire on October 31, 2006.

REASON FOR PURCHASE:

The Van Hoosen Jones Stoney Creek Cemetery is owned and operated by the City of Rochester Hills. The City recognizes the importance of identification of every gravesite utilizing durable on-site marking materials that will remain throughout time, and accurate mapping using computer software and GPS technology. Generally, the City requires an overall boundary survey, plat preparation and recording of the plat with the County of Oakland, because of changes to the cemetery road, grave lots and a section added in the cremation site. Additional lots require staking, numbering and identification so the City can sell the lots and issue appropriate deeds. Sections 2, 4, 5 and 8 require surveying and setting of corners for approximately 3,200 grave lots. All survey personnel are required to be under the direct supervision of a licensed professional surveyor.

Purchasing: Request for Proposals were prepared and solicited on April 12, 2005, via the MITN Internet System and mailing of notices. An Evaluation Team consisting of Jane Leslie, Calvin Leach, Roger Moore, Michael Taunt, Bob Srogi, and Marilyn Paulsen-Tomaszewski reviewed the proposals, shortlisted and conducted interviews. Spicer Group was selected to perform the surveying and setting of corners for grave lots at the Van Hoosen Jones Stoney Creek Cemetery due to its qualifications, experience with similar projects, references, cost and capacity to complete the project in a timely manner.

PROCESS:

Vendor Name and Address:

Spicer Group, 230 S. Washington Avenue, PO Box 1689, Saginaw, MI 48605
with offices located throughout the State in Saginaw-St. Johns-Detroit-Caro-Marquette

Reason for Selection:

Best value and lowest cost.

Method of Purchase:

1-year blanket purchase order for a term to expire on October 31, 2006.

BUDGET:

City of Rochester Hills Capital Improvement Project identified as FA-03C. Budget amendment will be required.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities	631.974000	Land Improvements	\$45,000	\$59,800	(\$14,800)

RECOMMENDATION:

It is recommended that the Rochester Hills City Council award the contract to Spicer Group, Saginaw, Michigan, for professional surveying services and setting cemetery corners at the Van Hoosen Jones Stoney Creek Cemetery in the amount not-to-exceed \$59,800, for a term to expire on October 31, 2006.

RESOLUTION

NEXT AGENDA ITEM

RETURN TO AGENDA

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
City Council Liaison		