



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: 2024-0016

**TO:** Mayor and City Council Members  
**FROM:** Bill Fritz, P.E., Director of Public Services  
**DATE:** January 22, 2024  
**SUBJECT:** Sign Shop Materials

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**REQUEST:**

City Council is requested to authorize an increase to the blanket purchase order for sign shop materials in the amount of \$8,500.00 for a new not-to-exceed amount of \$33,500.00 through October 31, 2024 to Wensco of Michigan, Belmont, MI.

**REASON FOR PURCHASE:**

The City's Purchasing Division issued a Solicitation for Quotes for sign shop materials utilizing the MITN system. Wensco of Michigan was awarded the contract as the low responsive responsible quote. The award was under the threshold for City Council approval and a blanket purchase order was issued in 2021 for an amount not to exceed \$25,000.

However, during the term, both external and interdepartmental requests for miscellaneous sign projects have increased enough to require more of these materials from Wensco than originally anticipated.

Increased usage of the material has resulted in additional funding needed to be added to the blanket in order to pay the charges when they are billed and will require City Council approval to increase the blanket.

**PROCESS:**

**Vendor Name and Address:**

Wensco of Michigan  
PO Box 375  
Belmont, MI 49306

**Reason for Selection:**

Lowest Responsive Responsible Quote

**Method of Purchase:**

Blanket Purchase Order

**BUDGET:**

Funding is included in the FY 2022-2024 Adopted Budgets

Fund Name	Department Account No	Account No. Description	3-year Budget Amount	3-year Cost	Remaining Budget
Major Road	472.740000	Operating Supplies	\$10,500	\$10,050	\$450
Local Street	474.740000	Operating Supplies	\$24,500	\$23,450	\$1,050
		<b>Total</b>	<b>\$35,000</b>	<b>\$33,500</b>	<b>\$1,500</b>

**RECOMMENDATION:**

It is recommended that City Council authorize an increase to the blanket purchase order for sign shop materials in the amount of \$8,500.00 for a new not-to-exceed amount of \$35,500.00 through October 31, 2024 to Wensco of Michigan, Belmont, MI.

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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