



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
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Legislative File No: 2017-0547

TO: Mayor and City Council Members
FROM: Scott Cope, Director of Building/Facilities
DATE: December 4, 2017
SUBJECT: Commercial and Industrial Plan Review Services 2018 and 2019

REQUEST:

City Council is requested to authorize a contract/blanket purchase order to Code Source PC, Grandville, Michigan for commercial and industrial plan review services for 2018 and 2019 in the amount not-to-exceed \$80,000.00 through December 31, 2019.

REASON FOR PURCHASE:

The City of Rochester Hills Purchasing Division solicited proposals in 2015 from qualified and experienced firms to assist the Building Department with plan review services as needed. Proposals were reviewed by a committee consisting of staff from the Building Department, who recommended award of the contract to Code Source based on their experience, qualifications and construction cost table which is consistent with what the Building Department currently uses.

Code Source has performed the noted services in the past in a professional and satisfactory manner. The City of Rochester Hills wishes to exercise its option to renew for 2018 and 2019. The vendor has agreed to the extension of the contract with all terms and conditions remaining unchanged.

PROCESS:

Vendor Name and Address:

Code Source PC
3097 Pinedale Drive
Grandville, Michigan 49418

Reason for Selection:

Qualifications, Experience, Best Value

Method of Purchase:

Contract/Blanket Purchase Order

BUDGET:

Funding is included in the FY 2018 Adopted Budget and the FY 2019 Projected Budget.

Fund Name	Department Account No	Account No. Description	2-Year Budget Amount	2-Year Cost	2-Year Remaining Budget
General Fund	371.801000	Building - Professional Services	\$80,000	\$80,000	\$0

RECOMMENDATION:

It is recommended that the Rochester Hills City Council award a blanket purchase order/contract for commercial and industrial plan review services for 2018 and 2019 to Code Source PC, Grandville, Michigan in the amount not-to-exceed amount \$80,000.00 through December 31, 2019 and further authorizes the Mayor to execute a contract on behalf of the City.

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