



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: 2012-0258

**TO:** Mayor and City Council Members

**FROM:** Scott Cope-Building Department 248-656-4615

**DATE:** July 16, 2012

**SUBJECT:** Building Department Permit Software Upgrade and Field Inspection Laptop Purchase

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**REQUEST:**

City Council is requested to authorize the purchase of Building Permit software, software upgrades, training, installation and software support to BS&A Software, 14965 Abbey Lane, Bath, MI 48808, in the amount of \$34,000.00 plus a 10% contingency of \$3,400.00 for a total not-to-exceed amount of \$37,400.

City Council is also requested to authorize the purchase of four (4) laptop computers with printers in the amount of \$9,200.00 plus a 10% contingency of \$920 for a total not-to-exceed amount of \$10,120.00. The hardware will be purchased through various vendors and cooperative purchasing contracts obtaining the best price for the city.

Total project cost not-to-exceed \$47,520.00

**REASON FOR PURCHASE:**

We are currently proposing the purchase of an upgrade to the Building permit software and four (4) laptop computers with printers for the Ordinance Compliance Division. These laptops, printers, and software upgrade will allow Ordinance Inspectors to research information and issue compliance notices on-site as they patrol their respective areas, enabling the Inspectors to operate more efficiently and to spend more time in the field. The software upgrade will also provide our customers the ability to view code compliance and inspection results online. The efficiencies gained through this upgrade and the use of laptop computers will also allow for some redirection of Customer Service Staff workload from Ordinance towards Facilities operations where additional resources are needed.

**PROCESS:**

**Vendor Name and Address:**

Building Permit Software: BS&A Software, 14965 Abbey Lane, Bath, MI 48808

Laptop Computers and Printers: Various vendors for hardware such as laptops, printers, vehicle laptop desks with pricing in the best interests of the city.

**Reason for Selection:**

Software: This is a sole source purchase of software upgrades from our existing Building Permit software vendor. This software is integrated with our existing Treasury and Assessing Department software which is expected to be upgraded in the next couple of years as well.

Hardware: Various cooperative purchasing contracts

**Method of Purchase:**

Purchase Order

**BUDGET:**

This purchase was planned through the 2012 Capital Improvement Plan IS-16 and is budgeted within the MIS budget within the Capital Equipment account. The recent server virtualization project as well as a decision to purchase semi-rugged laptops as opposed to fully rugged laptops has resulted in a decrease in the project cost compared to the original estimate.

<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>
MIS	636.980.000	Capital Equipment	\$59,000	\$47,520	\$11,480

**RECOMMENDATION:**

It is recommended that the Rochester Hills City Council authorize the purchase of Building Permit software, software upgrades, training, installation and software support to BS&A Software, 14965 Abbey Lane, Bath, MI 48808, in the amount of \$34,000.00 plus a 10% contingency of \$3,400.00 for a total not-to-exceed amount of \$37,400.

It is recommended that the Rochester Hills City Council authorize the purchase of four (4) laptop computers with printers in the amount of \$9,200.00 plus a 10% contingency of \$920 for a total not-to-exceed amount of \$10,120.00

The hardware will be purchased through various vendors and cooperative purchasing contracts obtaining the best price for the city.

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<b>APPROVALS:</b>	<b>SIGNATURE</b>	<b>DATE</b>
Department Review		
Department Director		
MIS Director		
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
City Council Liaison		