



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
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Legislative File No: 2023-0398

TO: Mayor and City Council Members
FROM: Mike Viazanko, Director Building/Facilities/Ordinance
DATE: August 28, 2023
SUBJECT: Service and Overhead Door Maintenance & Repair Services

REQUEST:

City Council is requested to authorize a blanket purchase order / contract to Garrett Door Company, 300 W. Montcalm Street, Pontiac, Michigan, 48329 for service and overhead door maintenance services at City owned properties in the amount not-to-exceed Forty Thousand (\$40,000) Dollars through September 30, 2024.

REASON FOR PURCHASE:

The City of Rochester Hills requires the need for a qualified and experienced service and overhead door vendor to perform annual maintenance and repair services as needed on various City-owned building including the parks and the museum.

The Purchasing Division solicited competitively sealed proposals for annual maintenance and repairs services in 2021 and Garrett Door Company of Pontiac, MI was selected as providing the best value and submitting the most responsive, responsible proposal for service and overhead door services. Garrett Door Company has performed the noted services in the past in a professional and satisfactory manner. The City of Rochester Hills wishes to exercise its available option to renew for one year.

PROCESS:

Vendor Name and Address:

Garrett Door Company
300 W. Montcalm Street
Pontiac, MI 48329

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Funding is included in the FY 2023 Adopted Budget

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities	631.807000	Contractual Services	\$40,000	\$40,000	\$0

RECOMMENDATION:

It is recommended that the Rochester Hills City Council authorize a blanket purchase order / contract to Garrett Door Company, 300 W. Montcalm, Pontiac, MI 48329 for service and overhead door maintenance and repairs for City buildings for an amount not-to-exceed Forty Thousand (\$40,000) Dollars through September 30, 2024 and further authorizes the Mayor to execute a contract on behalf of the City.

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