



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

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

Legislative File No: 2025-0102

TO: Mayor and City Council Members

FROM: Sara Roediger, Planning and Economic Development Director

DATE: March 5, 2025

SUBJECT: Real Estate Database Subscription

REQUEST:

It is requested that City Council authorize a blanket purchase order/contract to Costar Group, Arlington, Virginia for a Real Estate Database Subscription in the amount not-to-exceed \$62,391.00 through March 31, 2028.

REASON FOR PURCHASE:

The City issued Request for Proposals for a Real Estate Database Subscription utilizing the MITN system. Three proposal responses were received and evaluated by a committee consisting of staff from Planning and Economic Development and Assessing. Costar Group is recommended as the best value vendor based on their qualifications and experience, comparable projects and capacity to perform services required. The City has used Costar Group for the past 11 years and has been highly satisfied with the product. Costar allows Planning & Economic Development staff to search available commercial properties and provide customized reports to businesses looking to relocate to or expand in Rochester Hills. The system also allows staff to collect past and forecasted analytics such as vacancy and lease rates. Lastly, the system has provided information on businesses occupying commercial properties including industry sector, number of employees and terms of the lease.

PROCESS:

Vendor Name and Address:

Costar Group
1201 Wilson Blvd.
Arlington, VA 22209

Reason for Selection:

Best Value; Most Qualified

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Funding is included in the FY 2025 Adopted Budget and the FY 2026 and 2027 Projected Budgets.

Fund Name	Department Account No	Account No. Description	3-Year Budget Amount	3-Year Cost	Remaining Budget
General Fund	209.801000	Professional Services	\$21,000	\$20,797	\$203
General Fund	401.801000	Professional Services	\$21,000	\$20,797	\$203
LDFA	848.801000	Professional Services	\$22,500	\$20,797	\$1,703
		TOTAL	\$64,500	\$62,391	\$2,109

RECOMMENDATION:

It is recommended that Rochester Hills City Council authorize a blanket purchase/contract to Costar Group, Arlington, Virginia for a Real Estate Database Subscription in the amount not-to-exceed \$62,391.00 through March 31, 2028.

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