



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
248.656.4630
www.rochesterhills.org

Legislative File No: 2016-0020

TO: Mayor and City Council Members
FROM: Tina Barton, City Clerk
DATE: January 25, 2016
SUBJECT: Monument/Marker Sales

REQUEST:

City Council is requested to authorize a blanket purchase order for monument/marker sales to Patten Monument Company, Comstock Park, Michigan in the amount not-to-exceed \$50,000.00 through December 31, 2016.

REASON FOR PURCHASE:

The City administers the sales of monument and markers as a service to its customers. The City solicited Request for Proposals and awarded the contract to Patten Monument Company as providing the best value to the City. Since 2011, the City has seen an increase in the sales of monuments and markers', requiring the City to establish a larger blanket purchase order with Patten Monument Company than it has in previous years. Patten Monument Company provides excellent service to the City.

PROCESS:

Vendor Name and Address:

Patten Monument Company
3980 West River Drive NE
PO Box 427
Comstock Park, MI 49321

Reason for Selection:

Best Value

Method of Purchase:

Contract/Purchase Order

BUDGET:

Funding is included in the FY 2016 Adopted Budget.

Monument sales are a pass-through expense, with offsetting revenues received in the Sales: Cemetery Monuments account in the General Fund (101.620008).

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
General Fund Cemetery	276.801000	Professional Services	\$50,000	\$50,000	\$0

RECOMMENDATION:

It is recommended that City Council authorize a blanket purchase order for monument/marker sales to Patten Monument Company, Comstock Park, Michigan in the not-to exceed amount of \$50,000.00 through December 31, 2016.

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