



City of Rochester Hills  
AGENDA SUMMARY  
FINANCIAL ITEMS

1000 Rochester Hills Dr.  
Rochester Hills, MI 48309  
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[www.rochesterhills.org](http://www.rochesterhills.org)

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Legislative File No: 2023-0406

**TO:** Mayor and City Council Members  
**FROM:** Leanne Scott, City Clerk  
**DATE:** August 28, 2023  
**SUBJECT:** Citywide Records Storage and Digital Imaging Services

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**REQUEST:**

City Council is requested to authorize a blanket purchase order to Royal Oak Storage, Royal Oak, Michigan for citywide records storage services as the Primary Vendor and Leonard Brothers Data Management, Ferndale, Michigan for digital imaging services as the Secondary Vendor, in the amount not to exceed \$100,000.00 through August 31, 2025.

**REASON FOR PURCHASE:**

The City transitioned to Royal Oak Storage in 2019 and the City has been satisfied with the services provided. While the City is transitioning to a paperless system, there is still a need for document storage in relation to permanent documents. The overall number of documents in storage may decrease as we work towards the scanning of those documents into the new Laserfiche system. This is a process that will take some time, however, and so the City has determined the need for these services are still required. The City is seeking approval for the extension of our agreement with Royal Oak Storage utilizing the MiDeal Cooperative Purchasing Program. The rates provided in the MiDeal program are competitive and the terms of the contract are clear and straight forward without any additional fees to exit the contract, as compared to many other contract terms we have reviewed.

Additionally, the City seeks approval to have Leonard Brothers as a secondary firm. Leonard Brothers is the firm that handles all the imaging, image on demand and microfilming services that may be needed. The City has utilized Leonard Brothers for these services over the past few years and recommends the City extend their contract with Leonard Brothers for any service needs that may come up related to digital imaging. Leonard Brothers is very familiar with City operations and files and is able to meet our obligations, needs and timeframes when it comes to FOIA requests which is when we utilize this agreement the most.

**PROCESS:**

**Vendor Name and Address:**

Primary Vendor:  
Royal Oak Storage  
313 Hudson Street  
Royal Oak, MI 48607

Secondary Vendor:  
 Leonard Brothers Data Management  
 620 Woodward Heights Blvd.  
 Ferndale, MI 48220

**Reason for Selection:**  
 Cooperative Contract/Best Value

**Method of Purchase:**  
 Blanket Purchase Order

**BUDGET:**  
 Funding is included in the FY 2023 Adopted Budget and the FY 2024 Proposed Budget.

Fund Name	Department Account No	Account No. Description	2-year Budget Amount	2-year Cost	Remaining Budget
General Fund	215.801000	Clerks – Professional Services	\$100,000	\$100,000	\$0

**RECOMMENDATION:**  
 It is recommended that City Council authorize a blanket purchase order to Royal Oak Storage, Royal Oak, Michigan for citywide records storage services as the Primary Vendor and Leonard Brothers Data Management, Ferndale, Michigan for digital imaging services as the Secondary Vendor, in the amount not to exceed \$100,000.00 through August 31, 2025.

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