



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: 2013-0183

TO: Mayor and City Council Members
FROM: Scott Cope, Director of Building/Facilities
DATE: May 20, 2013
SUBJECT: On-Call Electrical Contractor Services

REQUEST:

City Council is requested to authorize the increase of the Blanket Purchase Order for On-Call Electrical Contractor Services to Design & Quality Electric Inc., Rochester, Michigan in the amount of \$15,000.00 for a new not-to-exceed total of \$40,000.00 through December 31, 2013.

REASON FOR PURCHASE:

A contract/blanket purchase order for On-Call Electrical Contractor Services was awarded to Design and Quality Electric Inc., Rochester, Michigan on October 28, 2011. The City solicited proposals from professional electrical contracting companies to perform on-call services at various City buildings and sites. Design & Quality Electric Inc. performs various electrical services including repair and new install work such as installing new electrical circuits, wiring, outlets, equipment, repairing electrical problems and other related work as requested by the City that requires the expertise of a licensed electrical contractor.

On December 12, 2011, a Blanket Purchase Order was issued to Design & Quality Electric Inc. in the amount of \$25,000.00 through December 31, 2013. Due to several projects and repairs requiring the services of Design & Quality Electric Inc., the Facilities Division is requesting an increase to the Blanket Purchase Order in the amount of \$15,000.00. Design & Quality Electric Inc. has performed excellent electrical contractor services for the City for many years in both a timely and professional manner.

PROCESS:

Vendor Name and Address:

Design & Quality Electric Inc.
390 South Street
Rochester, Michigan 48307

Reason for Selection:

Best Value

Method of Purchase:

Contract/Blanket Purchase Order

BUDGET:

Funds are available within the Repairs & Maintenance Account (631.929000) to provide for this blanket increase without requiring a budget amendment increase.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities Fund	631.929000	Repairs and Maintenance	\$15,000.00	\$15,000.00	\$0

RECOMMENDATION:

It is recommended that the Rochester Hills City Council authorize the increase of the Blanket Purchase Order for On-Call Electrical Contractor Services to Design & Quality Electric Inc., Rochester, Michigan in the amount of \$15,000.00 for a new not-to-exceed total of \$40,000.00 through December 31, 2013.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
City Council Liaison		