



City of Rochester Hills  
AGENDA SUMMARY  
FINANCIAL ITEMS

1000 Rochester Hills Dr.  
Rochester Hills, MI 48309  
248.656.4630  
[www.rochesterhills.org](http://www.rochesterhills.org)

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Legislative File No: 2024-0021

**TO:** Mayor and City Council Members  
**FROM:** Bill Fritz, P.E., Director Department of Public Services  
**DATE:** January 22, 2024  
**SUBJECT:** Water Service Repair Parts

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**REQUEST:**

City Council is requested to authorize a one (1) year blanket purchase order for Water Service Repair Parts to Core & Main LP, Shelby Township as the primary vendor for these products and ETNA Supply, Grand Rapids as the secondary vendor in the total amount not-to-exceed \$206,000.00 through December 31, 2024.

**REASON FOR PURCHASE:**

The Department of Public Services purchases miscellaneous items for emergency and normal daily operations consisting of various water tap and water main repair parts.

The City's Purchasing Division issued an Invitation to Bid (ITB) for the purchase of water service repair parts utilizing the MITN system. Three responses were received. In review of the bids, Core & Main LP is being recommended for award of the contract as the primary vendor as the lowest responsive responsible bidder. The City is also recommending that ENTNA Supply be awarded as the secondary vendor for this contract as the next lowest responsive responsible bidder. The purpose of the secondary vendor is to give the City the ability to have an additional vendor to supply a product in cases where the primary vendor is unable to.

**PROCESS:**

**Vendor Name and Address:**

Core & Main LP  
6575 23 Mile Road  
Shelby Township, MI 48316

ETNA Supply  
4901 Clay Avenue SW  
Grand Rapids, MI 49548

**Reason for Selection:**

Lowest responsive, responsible bidders

**Method of Purchase:**

Blanket Purchase Order

**BUDGET:**

Funds are included in the FY 2024 Adopted Budget.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Water	530.740006	Supplies – Water Taps	\$206,000	\$206,000	\$0

**RECOMMENDATION:**

It is recommended that City Council City Council authorize a one (1) year blanket purchase order for Water Service Repair Parts to Core & Main LP, Shelby Township as the primary vendor for these products and ETNA Supply, Grand Rapids as the secondary vendor in the total amount not-to-exceed \$206,000.00 through December 31, 2024.

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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