



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: 2024-0082

**TO:** Mayor and City Council Members  
**FROM:** Mike Viazanko, Director Building/Facilities/Ordinance  
**DATE:** February 12, 2024  
**SUBJECT:** Generator Preventative Maintenance

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**REQUEST:**

City Council is requested to authorize a blanket purchase order/contract for generator preventative maintenance and repairs to American Generators Sales and Service, Waterford, MI in the amount not-to-exceed \$30,000.00 and further authorize the Mayor to execute an agreement on behalf of the City.

**REASON FOR PURCHASE:**

The City requires the need for a qualified and experienced contractor to perform inspections, preventative maintenance and repairs on natural gas and diesel generators for various City-owned buildings and the lift stations.

The City issued a solicitation in 2022 for generator preventative maintenance and repair services utilizing the MITN system. Four proposals responses were received and evaluated by a committee consisting of staff from Facilities. In review of the proposal responses, American Generators Sales and Service was unanimously recommended as the best value proposal, based on their customer service approach, response time, capacity to provide the required services based on their staffing levels, proposed methodology for annual maintenance inspections, and repairs, and experience with the City's generators and a contract was awarded to them. The contract term was one year with two one-year renewals. The base year of the contract expired March 31, 2023 and the first renewal expires March 31, 2024. American Generators Sales and Service has agreed to hold pricing for the second and final available renewal year, but due to additional work needed in 2024, Facilities has increased their approved budget to \$30,000 and the recommendation to award requires City Council's approval.

While there was one proposal, that provided a slightly lower cost based on utilizing past average of the City's required services to evaluate the costs, the committee was concerned with the company's capacity and their ability to provide timely services as needed for the City based on their lower staffing levels. American Generators Sales & Service has been performing satisfactorily in the first two years of the agreement, and it is recommended that the City continue with them and exercise the final renewal term of the agreement.

**PROCESS:**

**Vendor Name and Address:**

American Generators Sales & Service  
6158 Delfield Drive, Suite C  
Waterford, MI 48329

**Reason for Selection:**

Best Value

**Method of Purchase:**

Contract/Blanket Purchase Order

**BUDGET:**

Funding is included in the FY 2024 Adopted Budget.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities	631.807000	Contractual Services	\$30,000	\$30,000	\$0

**RECOMMENDATION:**

It is recommended that City Council authorize a blanket purchase order/contract for generator preventative maintenance and repairs services for the City in the amount not-to-exceed \$30,000.00 for a one-year term to expire March 31, 2025 to American Generators Sales and Service, Waterford, Michigan and further authorizes the Mayor to execute a contract on behalf of the City.

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