



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
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Legislative File No: 2023-0183 Version 2

TO: Mayor and City Council Members

FROM: Rochelle Lyon, Director Management Information Systems

DATE: April 28, 2025

SUBJECT: Increase to Multi-Function Devices and Printer Management Maintenance Agreement

REQUEST:

City Council is requested to authorize an increase for the management and maintenance of the City's multi-function copier/scanner devices in the amount of \$3,500.00 for a new not to exceed amount of \$63,500.00 through April 1, 2025 to Applied Innovations, Grand Rapids, Michigan.

REASON FOR PURCHASE:

City Council at their May 8, 2023 meeting authorized a blanket purchase order of a two (2) year maintenance contract to Applied Innovations. The maintenance agreement was done as part of the MITN Purchasing Cooperative Agreement that Farmington Hills did on behalf of the group, in which they awarded to Applied Innovations as the best value vendor based on their firm qualifications, equipment and customer service approach along with competitive pricing model.

While the initial projections for maintenance was based on anticipated usage levels over the previous years of the contract, unforeseen increases in departmental and city-wide printing and scanning needs in 2024 has caused us to exceed the original estimate. Therefore, additional funding is needed to process the final invoices for the contract term.

PROCESS:

Vendor Name and Address:

Applied Innovations
5282 East Paris SE
Grand Rapids, MI 49512

Reason for Selection:

Best Value/Cooperative Contract

Method of Purchase:

Contract/Blanket Purchase Order

BUDGET:

Funding is included in the FY 2024-2025 Adopted Budgets

Fund Name	Department Account No	Account No. Description	2-Year Budget Amount	2-Year Cost	Remaining Budget
MIS Fund	636.8070000	Contractual Services	\$65,000	\$63,500	\$1,500

RECOMMENDATION:

It is recommended that City Council authorize an increase for the management and maintenance of the City's multi-function copier/scanner devices in the amount of \$3,500.00 for a new not to exceed amount of \$63,500.00 through April 1, 2025 to Applied Innovations, Grand Rapids, Michigan.

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