



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
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Legislative File No: 2023-0116

TO: Mayor and City Council Members
FROM: Mike Viazanko, Director Building/Facilities
DATE: March 20, 2023
SUBJECT: On-Call Roofing Services

REQUEST:

City Council is requested to authorize a blanket purchase order/contract for On-Call Roofing Services in the amount not-to-exceed \$30,000.00 for a one-year term to expire March 31, 2024 to Royal Roofing Company of Orion, Michigan.

REASON FOR PURCHASE:

The City requires the need for a qualified and experienced roofing vendor to perform miscellaneous roofing repairs as needed for various City-owned buildings including the parks and museum.

The City of Rochester Hills Purchasing Division solicited competitively sealed proposals in 2022 for one-year On-Call Roofing Services and received competitive proposals utilizing the MITN system that were evaluated by a committee comprising of Facilities and Building staff. Royal Roofing Company of Orion, Michigan was selected as providing the best value proposed for roofing maintenance and repairs. There is a renewal available for another year of on-call roofing services.

Royal Roofing Company has performed roofing services for the City in the past in a professional and satisfactory manner.

PROCESS:

Vendor Name and Address:

Royal Roofing Company, Inc.
2445 Brown Road
Orion, MI 48359

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Funding is included in the FY 2023 Adopted Budget.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities	631.929000	Repairs & Maintenance	\$30,000	\$30,000	\$0

RECOMMENDATION:

It is recommended that City Council authorize a blanket purchase order/contract for on-call roofing services for the City in the amount not-to-exceed \$30,000.00 for a one-year term to expire March 31, 2024 to Royal Roofing Company, Inc. of Orion, 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		
Deputy Clerk		

Contract Reviewed by City Attorney Yes N/A