



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: 2014-0030

**TO:** Mayor and City Council Members  
**FROM:** Scott Cope, Director of Building/Facilities  
**DATE:** February 10, 2014  
**SUBJECT:** Commercial and Industrial Plan Review Services 2014-2015

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**REQUEST:**

City Council is requested to authorize the Mayor to enter into a contract with Code Source PC, Grandville, Michigan for commercial and industrial plan review services for 2014-2015 in the amount not-to-exceed \$60,000.00 through December 31, 2015.

**REASON FOR PURCHASE:**

Request for Proposals for Commercial and Industrial Plan Review Services were solicited in December 2013. Proposals were evaluated by Building Department staff. Code Source PC was selected based on their experience, qualifications and providing the best value for the City.

Code Source PC will be used for plan review services on as needed basis, depending on the work load.

Code Source PC is an experienced, qualified and professional firm which has provided plan review services for the City in the past. They utilize the International Code Council Construction Cost Table which is consistent with what the Building Department currently uses.

Based on the Building Department's past experience with Code Source PC, we believe they have the capability of providing professional plan review services consistent with the Building Department's current operations, and will provide the best overall value to the City.

**PROCESS:**

**Vendor Name and Address:**

Code Source PC  
3097 Pinedale Drive  
Grandville, Michigan 49418

**Reason for Selection:**

Most qualified; best value

**Method of Purchase:**

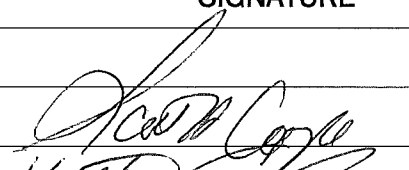

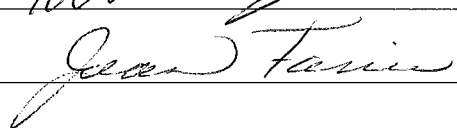
Contract/Blanket Purchase Order

**BUDGET:**

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
101- General Fund	371-Building Department	801000 - Professional Services	2014 Adopted Budget \$30,000.00	\$30,000.00	\$0 ✓
101 - General Fund	371 - Building Department	801000 - Professional Services	2015 Projected Budget \$30,000.00	\$30,000.00	\$0 ✓
		TOTAL	\$60,000.00	\$60,000.00	\$0

**RECOMMENDATION:**

It is recommended that City Council authorize the Mayor to enter into a contract with Code Source PC, Grandville, Michigan for commercial and industrial plan review services for 2014-2015 in the amount not-to-exceed \$60,000.00 through December 31, 2015.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		1-30-14
Budget Content: Finance Director		1-30-14
Purchasing Process: Supervisor of Procurement		1-30-14
Mayor		
Deputy Clerk		