



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: 2015-0280

**TO:** Mayor and City Council Members  
**FROM:** Allan E. Schneck, P.E., Director of Public Services  
**DATE:** August 31, 2015  
**SUBJECT:** Propane

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**REQUEST:**

In accordance with the City's Code of Ordinances, Chapter 50 Ethics, City Council is requested to review and determine if a blanket purchase order to Rochester Event & Equipment Rental LLC, Rochester Hills, Michigan for Metered Propane is in the best interest of the City.

**REASON FOR PURCHASE:**

Invitations to Bid for Propane were solicited using the MITN system. Two responses were received. Rochester Event & Equipment Rental LLC was the low, responsive, responsible bidder for metered propane. It has been identified that a City employee is a principal shareholder in the company that submitted the low bid.

In accordance with the City's Code of Ordinances, Chapter 50 Ethics, the City employee has submitted a letter to the Mayor identifying their held interest in Rochester Event & Equipment Rental LLC. The letter, in accordance with the ordinance, has been received by the Mayor and filed with the City Clerk. Pursuant to Section 50-5 (6) C of the ordinance, it is required that City Council make the determination that award of the contract to Rochester Event & Equipment Rental LLC is in the best interest of the City, and if so inclined, accept the bid and award the contract for metered propane to Rochester Event & Equipment Rental LLC.

The bid calls for a one (1) year contract term with two (2) additional 1-year renewal options. The estimated amount for the term of the contract is expected to be \$12,000.00.

**PROCESS:**

**Vendor Name and Address:**

Rochester Event & Equipment Rental  
159 E. Tienken  
Rochester Hills, MI 48306

**Reason for Selection:**

Lowest, responsive, responsible bidder

**Method of Purchase:**

Blanket Purchase Order

**BUDGET:**

Fund Name	Department Account No	Account No. Description	3-Year Budget Amount	3-Year Cost	3-Year Remaining Budget

**RECOMMENDATION:**

In accordance with the City's Code of Ordinances, Chapter 50 Ethics, City Council is requested to review and make the determination that award of the contract to Rochester Event & Equipment Rental LLC is in the best interest of the City, and if so inclined, accept the bid and award the contract for metered propane to Rochester Event & Equipment Rental LLC.

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