



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
248.656.4630
www.rochesterhills.org

Legislative File No: 2023-0119

TO: Mayor and City Council Members

FROM: Mike Viazanko, Director Building/Ordinance/Facilities

DATE: March 20, 2023

SUBJECT: Fire Suppression and Fire Alarm Plan Review and Inspection Services

REQUEST:

City Council is requested to authorize a contract/blanket purchase order to Fire Safety Consultants, Inc., Elgin, Illinois for fire suppression and fire alarm plan review and inspection services in the amount not-to-exceed \$375,000.00 for a three (3) year contract term and further authorizes the Mayor to execute an agreement on behalf of the City.

REASON FOR PURCHASE:

The City of Rochester Hills solicited proposals from qualified and experienced firms to assist the Building Department with fire suppression and fire alarm plan review and inspection services for commercial and industrial projects in accordance with the State of Michigan Construction Codes utilizing the MITN system. Two (2) proposal responses were received. A committee consisting of staff from the Building Department reviewed the proposals received and is recommending award of the contract to Fire Safety Consultants, Inc., Elgin, Illinois based on their qualifications and experience, capacity to perform the work, ability to meet City turnaround requirements and overall best value cost proposal. The City has utilized Fire Safety Consultants Inc., over the past few years and has been satisfied with the services received. The plan review and inspection fees are reimbursed to the City by commercial and industrial developers.

PROCESS:

Vendor Name and Address:

Fire Safety Consultants, Inc.
2420 Aft Lane, B100
Elgin, IL 60124

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Funding is included in the FY 2023 Adopted Budget, as well as the FY 2024-2025 Projected Budgets at \$125,000 per year. The plan review and inspection fees are reimbursed to the City by commercial and industrial developers.

Fund Name	Department Account No	Account No. Description	3-Year Budget Amount	3-Year Cost	3-Year Remaining Budget
General Fund: Building Department	371.801000	Professional Services	\$375,000	\$375,000	\$0

RECOMMENDATION:

It is recommended that City Council authorize a contract/blanket purchase order to Fire Safety Consultants, Inc., Elgin, Illinois for fire suppression and fire alarm plan review and inspection services in the amount not-to-exceed \$375,000.00 for a three (3) year contract term and further authorizes the Mayor to execute an agreement 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