



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: 2011-0496

**TO:** Mayor and City Council Members  
**FROM:** Scott Cope, Building Department, 248.841.2445  
**DATE:** November 10, 2011  
**SUBJECT:** Commercial, Industrial and Residential Plan Review Services 2012-2013

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**REQUEST:**

City Council is requested to authorize the issuance of a blanket purchase order to Code Source PC, Grandville, Michigan for Commercial, Industrial and Residential Plan Review Services for 2012-2013 in the amount not-to-exceed 60,000 through December 31, 2013.

**REASON FOR PURCHASE:**

The Purchasing Division solicited a Request for Proposals for Commercial, Industrial and Residential Plan Review Services. Proposals were received on October 12, 2011, and evaluated by Building Department staff. Code Source PC has the experience and qualifications to effectively provide the services that the City requires and was selected as providing the best value for the City.

Code Source PC will assist the Building Department with building plan review services for commercial, industrial and residential projects in accordance with the State of Michigan Construction Codes. The City requires a contract with an experienced and qualified firm to provide the necessary services and meet departmental demands. Code Source PC has provided high quality and efficient services for the City for several years.

Code Source PC provides plan review services for many of the more complex projects and during the busy building season, allowing the Building Department to more efficiently process Building Permits.

For most plan reviews Code Source PC utilizes the International Code Council Construction Cost Table plus a factor. This provides consistent and effective cost control for the Building Department.

**PROCESS:**

**Vendor Name and Address:**

Code Source PC, 3097 Pinedale Drive, Grandville, Michigan 49418

**Reason for Selection:**

Most qualified, best value.

**Method of Purchase:**

Blanket Purchase Order

**BUDGET:**

This purchase includes budget years 2012 and 2013.

<b>Fund Name</b>	<b>Department Account No</b>	<b>Account No. Description</b>	<b>Budget Amount</b>	<b>Cost</b>	<b>Remaining Budget</b>
101-General Fund	371- Building Department	801000- Professional Services	2012 Adopted Budget \$30,000	\$30,000	-0-
101-General Fund	371-Building Department	801000- Professional Services	2013 Proposed Budget \$30,000	\$30,000	-0-

**RECOMMENDATION:**

It is recommended that the City Council authorize a blanket purchase order to Code Source PC, Grandville, Michigan for Commercial, Industrial and Residential Plan Review Services for 2012-2013 in accordance with the State of Michigan Construction Codes in the not-to-exceed amount of \$60,000 through December 31, 2013.

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<b>APPROVALS:</b>	<b>SIGNATURE</b>	<b>DATE</b>
Department Review		
Department Director		
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
City Council Liaison		

J:/All/Dept/May/Open/City Council Items/Bui/2011 Purchases/Commercial Ins and Res Plan Rev/Agenda Summary