



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: 2015-0530

TO: Mayor and City Council Members

FROM: Scott Cope, Director of Building/Facilities

DATE: December 14, 2015

SUBJECT: Fire Suppression and Fire Alarm Plan Review and Inspection Services for 2016 and 2017

REQUEST:

City Council is requested to authorize a contract/blanket purchase order to Fire Safety Consultants, Inc., Elgin Illinois, as primary vendor, and Fire Savvy Consultants and Services, L.L.C., Commerce, Michigan, as secondary vendor, for fire suppression and fire alarm plan review and inspection services in the amount not-to-exceed \$200,000.00 through December 31, 2017.

REASON FOR PURCHASE:

The City of Rochester Hills solicited proposals from qualified and experienced firms to assist the Building Department with fire suppression plan review and inspection services for commercial and industrial projects in accordance with the State of Michigan Construction Codes. The plan review and inspection fees are reimbursed to the City by commercial and industrial developers.

Proposals were reviewed by a Building Department evaluation team, who selected Fire Safety Consultants to perform the required services based on qualifications and experience of staff proposed to work on the City's projects and as providing best value for the City. Fire Savvy Consultants and Services, L.L.C., Commerce, Michigan was selected as secondary vendor, for back-up services. The number of plan reviews required has increased significantly in the past year and it is expected that the workload will continue over the next year; therefore a secondary vendor is needed in case the primary vendor is not able to handle the workload.

The increase above the current budgeted amount for 2016 and 2017 is due to additional services needed for fire alarm plan review and inspections caused by the departure of our electrical inspector who previously performed these duties. The newly hired electrical inspector is in the 2 to 3 year process of obtaining the necessary training and certifications to perform this work.

Please note that this is a pass through cost that is paid for by the fire suppression or fire alarm contractor receiving the services.

PROCESS:

Vendor Name and Address:

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

Fire Savvy Consultants and Services, L.L.C.

2655 Oakley Park, Suite 103
Commerce, MI 48390

Reason for Selection:

Qualifications, Experience, Best Value

Method of Purchase:

Contract/Blanket Purchase Order

BUDGET:

Partial funding is included in the FY 2016 Adopted and FY 2017 Projected Budgets.

If approved by City Council, Fiscal shall bring forth a 1st Quarter 2016 Budget Amendment to increase both the revenue (Charge for Service – Fire Suppression Review) and expenditure (Professional Services) accounts by the additional amount. As well FY 2017 Projected figures will be updated as well.

Fund Name	Department Account No	Account No. Description	2-Year Budget Amount	2-Year Cost	2-Year Remaining Budget
General Fund	371.801000	Building – Professional Services	\$95,000	\$200,000	(\$105,000)

RECOMMENDATION:

It is recommended that the Rochester Hills City Council authorize a contract/blanket purchase order to Fire Safety Consultants, Inc., Elgin, Illinois, as primary vendor, and Fire Savvy Consultants and Services, L.L.C., Commerce, Michigan, as secondary vendor, for fire suppression and fire alarm plan review and inspection services in the amount not-to-exceed \$200,000.00 through December 31, 2017.

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