



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: 2025-0488

TO: Mayor and City Council Members

FROM: Leanne Scott, City Clerk

DATE: December 1, 2025

SUBJECT: Monument and Marker Sales

REQUEST:

City Council is requested to authorize blanket purchase order for monument and marker sales to Patten Monument Company, Comstock Park, Michigan in the amount of \$100,000.00 through December 31, 2026.

REASON FOR PURCHASE:

The City manages the sale and installation of monuments and markers as a crucial service to our residents within the municipal cemetery. Following a thorough Request for Proposals (RFP) process, the contract was awarded to Patten Monument Company based on their ability to provide the best overall value to the City. We affirm this decision as Patten Monument Company has a demonstrated history of delivering consistently high-quality service.

PROCESS:

Vendor Name and Address:

Patten Monument Company
3980 West River Drive NE
PO Box 427
Comstock Park, MI 49321

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Funding is included in the FY 2026 Adopted Budget.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
General Fund	276.801000	Professional Services	\$100,000	\$100,000	\$0

RECOMMENDATION:

It is recommended that City Council authorize a blanket purchase order for monument and marker sales to Patten Monument Company, Comstock Park, Michigan in the not-to-exceed amount of \$100,000.00 through December 31, 2026.

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