



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

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

Legislative File No: 2017-0310

TO: Mayor and City Council Members
FROM: Scott Cope, Director Building/Facilities
DATE: July 17, 2017
SUBJECT: Increase to Blanket Purchase Order for Commercial and Industrial Plan Review Services

REQUEST:

City Council is requested to authorize an increase to the blanket purchase order for commercial and industrial plan review services to Code Source PC, Grandville, Michigan in the amount of \$15,000.00 for a new not-to-exceed amount of \$40,000.00 through December 31, 2017

REASON FOR PURCHASE:

Request for Proposals for Commercial and Industrial Plan Review Services were solicited in 2015 with contract award issued in February of 2016. Three proposal responses were received and reviewed by a committee consisting of staff from the building department. Code Source was selected based on their experience, qualifications and construction cost table which is consistent with what the Building Department currently uses.

The increased amount of construction activity in the City has required the Building Department to utilizing Code Source for additional plan review services to help us keep up with our plan review service goals. This increase should be enough to get us through the end of 2017. It should be noted that this is a pass through cost paid as part of the building permit fee.

PROCESS:

Vendor Name and Address:

Code Source PC
3097 Pinedale Drive
Grandville, Michigan 49418

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Funding is included in the FY 2017 Adopted Budget.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
General Fund	371.801000	Professional Services	\$184,750	\$40,000	\$144,750

RECOMMENDATION:

It is recommended that City Council authorize an increase to the blanket purchase order for commercial and industrial plan review services to Code Source PC, Grandville, Michigan in the amount of \$15,000.00 for a new not-to-exceed amount of \$40,000.00 through December 31, 2017

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