



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: 2011-0580

TO: Mayor and City Council Members
FROM: Bob Grace, Director of MIS (Ext. 2477)
DATE: November 30, 2011
SUBJECT: 2012 MIS Equipment, Supplies and Software Purchases

REQUEST:

City Council is requested to approve a blanket purchase order for various equipment, supplies and software purchases for MIS from State contracts and other cooperative supply sources in the amount not-to-exceed \$52,200.00 through December 31, 2012.

REASON FOR PURCHASE:

The MIS Department budgets and purchases various equipment, supplies and software each year from the State (MiDeal) and other cooperative contracts in order to obtain the best cost for the City at the time of purchase. The items expected to be purchased are identified in several line items in the approved 2012 budget. They include, but are not limited to, desktop computer systems, software, printers, computing supplies and other miscellaneous computer equipment.

There are many reasons for keeping systems upgraded with current technology. Most often it is the use of new or upgraded software that drives the need for PC replacement. Also, included in this purchase are printers, miscellaneous supplies, software programs and monitor replacements.

PROCESS:

Vendor Name and Address:

Supply sources from MiDeal, REMC, MICTA, US Communities, National IPA, GSA, Office Max and other cooperative contracts providing best value

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order

BUDGET:

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
MIS	636.740000	Operating Supplies	\$24,000	\$24,000	\$0
MIS	636.748000	Operating Equipment	\$28,200	\$28,200	\$0
Total			\$52,200	\$52,200	\$0

RECOMMENDATION:

It is recommended that the Rochester Hills City Council authorize a blanket purchase order for various equipment, supplies and software purchases for MIS from State contracts and other cooperative supply sources in the amount not-to-exceed \$52,200.00 through December 31, 2012.

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