



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: 2025-0084

TO: Mayor and City Council Members

FROM: Ken Elwert, CPRE, Director Parks and Natural Resources

DATE: March 17, 2025

SUBJECT: Citywide Food and Food Related Products

REQUEST:

City Council is requested to authorize a blanket purchase order in the amount of \$29,900.00 to provide various food, beverage, and paper products for sales at the City's Spencer Park location, as well as for use at Citywide events that are open to the public to Gordon Food Service, Inc., Rochester Hills, Michigan.

REASON FOR PURCHASE:

This purchase aims to establish a reliable and cost-effective supply of food, beverage, and paper products for sale at Spencer Park and for use at Citywide public events. A solicitation for quotes was posted on the MITN website and distributed to 71 vendors. Although only one quote was received, Gordon Food Service has a history of satisfactory service and products for the City.

PROCESS:

Vendor Name and Address:

Gordon Food Service, Inc.
1370 Walton Blvd.
Rochester Hills, MI 48307

Reason for Selection:

Responsive Responsible Bidder

Method of Purchase:

Blanket Purchase Order

BUDGET:

Funding is included in the FY 2025 Adopted Budget

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
General Fund	756.751000	Supplies – Other	\$25,000	\$25,000	\$0
General Fund	802.751000	Supplies – Other	\$2,000	\$2,000	\$0
General Fund	102.954001	Misc Expense – Youth Council	\$1,400	\$1,400	\$0

General Fund	191.740000	Operating Supplies	\$500	\$500	\$0
General Fund	760.880000	Community Promotions	\$500	\$500	\$0
General Fund	774.740011	Supplies-Engagement Programs	\$500	\$500	\$0
		Total	\$29,900	\$29,900	\$0

RECOMMENDATION:

It is recommended that City Council authorize a blanket purchase order to Gordon Food Service, Inc. Rochester Hills, Michigan for Citywide Food and Food related products in the amount not-to-exceed \$29,900.00 through 3/31/2026.

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