



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: 2015-0400

TO: Mayor and City Council Members
FROM: Allan E. Schneck, P.E., DPS Director
DATE: October 12, 2015
SUBJECT: DPS Roof Access and Stair
City File No. E15-013

REQUEST:

City Council is requested to authorize a blanket purchase order/contract for the construction of a new roof access hatch and stair case for the Department of Public Services Facility to Hittle Construction Co., White Lake, Michigan in the amount of \$36,979.00 with a 5% contingency of \$1,848.95 for a total not-to-exceed amount of \$38,827.95 and authorize the Mayor to execute a contract on behalf of the City.

REASON FOR PURCHASE:

The City issued a Request for Proposals for the construction of a new roof access hatch and stair case for the DPS Facility, utilizing the MITN system and one (1) proposal response was received. City staff evaluated and scored the proposal and verified references. It is recommended an award be made to Hittle Construction based upon the proposal submittal, work plan and quality of work by verification of references.

When evaluating the project, it was noted that the project came in over the budget amount the City had anticipated for the work. The City engaged in negotiations with the Proposer to determine if there was any cost saving measures they could take to bring the project more closely in line with budget. After several negotiations and considerations of different options, the vendor agreed to provide a deduction of \$3,500.00 if the City performed all the painting restoration work required for the project.

PROCESS:

Vendor Name and Address:

Hittle Construction Co.
487 N. Ponchartrain
White Lake, MI 48386

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Funding is included in the 2015 Adopted Budget. Budget Amount Remaining takes into account Architect Services needed for project. If approved by City Council, a 4th Quarter Budget Amendment will be presented to draw the additional project funding from Water & Sewer Fund Retained Earnings.

Fund Name	Department Account No	Account No. Description	Budget Amount Remaining	Cost	Remaining Budget
Water & Sewer	593.976000	Building Improvement	\$27,865.00	\$38,827.95	(\$10,962.95)

RECOMMENDATION:

It is recommended that City Council authorize a blanket purchase order/contract for the construction of a new roof access hatch and stair for the Department of Public Services Maintenance Facility to Hittle Construction Co., White Lake, Michigan in the amount of \$36,979.00 with a 5% contingency of \$1,848.95 for a total not-to-exceed amount of \$38,827.95 and authorize the Mayor to execute a contract on behalf of the City.

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