



**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: 2014-0203

TO: Mayor and City Council Members
FROM: Scott Cope, Director of Building/Facilities Department
DATE: May 9, 2014
SUBJECT: HVAC Preventative Maintenance and Repair Services Agreement

REQUEST:

City Council is requested to authorize a two-year Blanket Purchase Order to K & S Ventures, Inc., of Auburn Hills, Michigan, for the purchase of a HVAC Preventative Maintenance and Repair Services Agreement for four (4) City owned buildings in the total amount not-to-exceed Eighty-Four Thousand (\$84,000) Dollars through May 31, 2016.

REASON FOR PURCHASE:

The City of Rochester Hills owns several buildings throughout the City that require routine maintenance of the equipment in these facilities, including the heating, ventilation and cooling equipment (HVAC).

The City of Rochester Hills Purchasing Division solicited proposals utilizing the MITN system from professional heating and cooling service companies to provide preventative maintenance and repair services at four (4) City buildings. Five proposal responses were received and evaluated by a committee consisting of staff from Building, Facilities and Purchasing departments. The proposal submitted by K & S Ventures, Inc. was selected as providing the best value proposed for HVAC Preventative Maintenance for the City. K & S Ventures has performed HVAC services in the past in a professional and satisfactory manner. K & S Ventures will be required to perform necessary on-call repairs and required preventative maintenance as required by the City at City Hall, Department of Public Services Garage, Oakland County Sheriff's Office (OCSO) Substation, and Fire Station #1.

In the past, four (4) preventative maintenance visits per year were performed on equipment; as a cost cutting measure, (2) preventative maintenance visits per year will be performed by the service company with the Facilities Division Custodial staff performing the remainder of the work.

PROCESS:

Vendor Name and Address:

K & S Ventures, Inc.
2653 Auburn Road
Auburn Hills, MI 48326

Reason for Selection:

Best value, most responsive, responsible vendor

Method of Purchase:

Blanket purchase order

BUDGET:

Funds for HVAC Maintenance are included in the 2014 - 2016 Budget.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
631 Facilities Fund	631.807000	Contractual Services	\$30,000	\$30,000	\$-0-
631 Facilities Fund	631.929000	Repairs & Maintenance	\$54,000	\$54,000	\$-0-

RECOMMENDATION:

It is recommended that the Rochester Hills City Council authorize a two-year Blanket Purchase Order to K & S Ventures, Inc., Auburn Hills, Michigan, for the purchase of a HVAC Preventative Maintenance and Repair Services Agreement for four (4) City buildings in the total not-to-exceed amount of Eighty-Four Thousand (\$84,000) Dollars through May 31, 2016.

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