



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
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Legislative File No: 2020-0274

TO: Mayor and City Council Members
FROM: Scott Cope, Director Building/Facilities/Ordinance
DATE: July 27, 2020
SUBJECT: Service & Overhead Door Maintenance Services

REQUEST:

City Council is requested to authorize the issuance of a blanket purchase order to McKernan, Inc., 30596 Groesbeck Highway, Roseville, MI 48066 for service and overhead door maintenance services at City owned properties in the amount not-to-exceed Thirty Thousand (\$30,000) Dollars through August 31, 2021.

REASON FOR PURCHASE:

The City requires the need for a qualified and experienced service and overhead door vendor to perform maintenance and repairs as needed for various City-owned buildings including the parks and the museum.

The City issued a solicitation in 2018 for on-call service and overhead door maintenance services utilizing the MITN system. Three proposals responses were received and evaluated by a committee consisting of staff from Building, Facilities, and Purchasing departments. The proposal submitted by McKernan, Inc. was selected as providing the best value proposal for the on-call service and overhead door maintenance services. McKernan, Inc. has been performing the service and overhead door maintenance services in the past in a professional and satisfactory manner.

The contract term is one year with two one-year renewals. The base year of the contract expired August 31, 2019 and the first renewal expires August 31, 2020. McKernan, Inc. has agreed to hold pricing for the second and final available renewal year, but due to additional work needed in 2020, Facilities has increased their approved budget to \$30,000 and the recommendation to award requires City Council's approval.

PROCESS:

Vendor Name and Address:

McKernan, Inc.
30596 Groesback Highway
Roseville, MI 48066

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order

BUDGET:

Funding is included in the FY 2020 Adopted Budget.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities	631.807000	Contractual Services	\$30,000	\$30,000	\$0

RECOMMENDATION:

It is recommended that City Council authorize a blanket purchase order/contract for on-call service and overhead door maintenance services for the City in the amount not-to-exceed \$30,000.00 for a one-year term to expire August 31, 2021 to McKernan, Inc., Roseville, Michigan and further authorizes the Mayor to execute a contract on behalf of the City.

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

Contract Reviewed by City Attorney Yes N/A