



City of Rochester Hills  
AGENDA SUMMARY  
FINANCIAL ITEMS

1000 Rochester Hills Dr.  
Rochester Hills, MI 48309  
248.656.4630  
[www.rochesterhills.org](http://www.rochesterhills.org)

Legislative File No: 2020-0007

**TO:** Mayor and City Council Members  
**FROM:** Allan E. Schneck, P.E., Director of Public Services  
**DATE:** January 13, 2020  
**SUBJECT:** Water Service Repair Parts

**REQUEST:**

City Council is requested to authorize a one (1) year blanket purchase order for brass water service repair parts to ETNA Supply Company, Grand Rapids, MI in the total amount not-to-exceed \$71,000.00 through December 31, 2020.

**REASON FOR PURCHASE:**

The Department of Public Services purchases miscellaneous items for emergency and normal daily operations consisting of various water tap and water main repair parts.

The City's Purchasing Division issued an Invitation to Bid (ITB) for the purchase of water service repair parts utilizing the MITN system. Three responses were received. In review of the bids, award is recommended to ETNA Supply Company as the lowest responsive responsible bidder.

**PROCESS:**

**Vendor Name and Address:**

ETNA Supply Company  
1090 36<sup>th</sup> Street SE  
Suite 630  
Grand Rapids, MI 49508

**Reason for Selection:**

Lowest responsive, responsible bidder

**Method of Purchase:**

Blanket Purchase Order

**BUDGET:**

Funds are included as part of the FY 2020 Adopted Budget.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Water	530.740006	Supplies – Water Taps	\$71,000	\$71,000	\$0

**RECOMMENDATION:**

It is recommended that City Council authorize the issuance of a one (1) year blanket purchase order for the purchase of water service repair parts to ETNA Supply Company, Grand Rapids, MI in the total amount not-to-exceed \$71,000.00 through December 31, 2020.

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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