



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)

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Legislative File No: 2015-0139

**TO:** Mayor and City Council Members  
**FROM:** Allan Schneck, P.E., Director Department of Public Services  
**DATE:** April 20, 2015  
**SUBJECT:** Cross Connection Program Management Services  
City File No. E14-036

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**REQUEST:**

City Council is requested to authorize the issuance of a blanket purchase order/contract for cross connection program management services to HydroCorp, Troy, Michigan in the amount not-to-exceed \$251,100.00 through April 30, 2018.

**REASON FOR PURCHASE:**

The Michigan Safe Drinking Water Act requires water utilities to have comprehensive cross connection control programs for the elimination and prevention of all cross connections. The City of Rochester Hills Cross Connection Control Program was established and operated internally in conjunction with the Building Department inspectors. Due to changes in job responsibilities, it was determined to be in the best interest of the City, to solicit consulting services for the cross connection control program.

Request for Proposals were solicited utilizing the MITN system and two (2) responses were received. Based on the responses received, it is recommended that award be made to HydroCorp as providing the best value to the City based on their work program, qualifications, work experience, capacity and cost proposal submitted.

**PROCESS:**

**Vendor Name and Address:**

HydroCorp  
5700 Crooks Road  
Suite 100  
Troy, MI 48098

**Reason for Selection:**

Best Value

**Method of Purchase:**

Blanket Purchase Order/Contract

**BUDGET:**

Funding is included as part of the 2015-2017 Water Division budget in account # 530.802371 / Interfund Charges – Building Department, with an annual budget amount of \$70,000 per year (or \$210,000 over 3-Years). The average annual cost of this blanket is \$83,700 per year (or \$251,100 over 3-Years).

If approved by City Council, Fiscal shall amend the 2015 Water Division budget to move the funding from account # 530.802371 / Interfund Charges – Building Department to account # 530.801000 / Professional Services. As this blanket will not begin until midway through FY 2015, an increase to the 2015 Budget is not anticipated. Fiscal/DPS shall also increase the 2016-2018 Projected Budget amounts to \$83,700 per year.

Fund Name	Department Account No	Account No. Description	3-Year Budget Amount	3-Year Cost	3-Year Remaining Budget
Water	530.801000	Professional Services	\$210,000	\$251,100	(\$41,100)

**RECOMMENDATION:**

City Council is requested to authorize a blanket purchase order/contract for Cross Connection Program Management Services to HydroCorp, Troy, Michigan in the amount not-to-exceed \$251,100.00 through April 30, 2018.

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