



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
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Legislative File No: 2021-0576

TO: Mayor and City Council Members
FROM: Scott Cope, Director Building/Facilities/Ordinance
DATE: January 10, 2022
SUBJECT: Auditorium Chair Replacement

REQUEST:

City Council is requested to authorize the purchase of non-fixed chairs for the City's Auditorium in the amount of \$55,562.60 to NBS Commercial Interiors of Troy, Michigan.

REASON FOR PURCHASE:

In an effort to allow the auditorium to be more of a multi-function room, the City has identified the need to replace the existing fixed chairs with movable chairs. This will allow more flexibility in the use of the auditorium as it relates to needs and operations of the City. By removing the fixed chairs in the auditorium and using movable chairs, the City will be able to configuration the room for use during elections, as well as other City events where space has been limited.

In 2003, the City went through a process to standardize the office furniture for the new City Hall. It was determined Steelcase furniture was the best value based on the quality, selection, and customer service provided. Since that time, any major office furniture renovations or purchases have adhered to the standardization to stay consistent through the City. Additionally, Facilities staff has received extensive training in minor repair and configuration of the Steelcase office furniture. NBS Commercial Interiors is the single source provider for Steelcase in Michigan.

PROCESS:

Vendor Name and Address:

NBS Commercial Interiors
2595 Bellingham
Troy, MI 48083

Reason for Selection:

Single Source

Method of Purchase:

Purchase Order

BUDGET:

If approved by City Council, a 1st Quarter Budget Amendment will be forthcoming to transfer funds from the Capital Improvement Fund (420) to the Facilities Fund (631) for this capital expense.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities	631.977000	Capital Equipment	\$0	\$55,562.60	(\$55,562.60)

RECOMMENDATION:

It is recommended that City Council authorize the purchase and installation of replacement furniture for the City's Auditorium in the amount of \$55,562.60 to NBS Commercial Interiors of Troy, Michigan.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Procurement Manager		
Mayor		
City Clerk		

Contract Reviewed by City Attorney Yes N/A