



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: 2022-0339

**TO:** Mayor and City Council Members  
**FROM:** Bill Fritz, P.E., Director Department of Public Services  
**DATE:** August 15, 2022  
**SUBJECT:** Purchase Authorization for One (1) Forklift

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**REQUEST:**

City Council is requested to authorize the purchase of one (1) Forklift from Bell Forklift, Clinton Township, MI in the amount of \$37,270.00.

**REASON FOR PURCHASE:**

The City issued an Invitation to Bid for one forklift utilizing the MITN system. The solicitation was distributed to twenty-five potential vendors. Three bid responses was received. The responses were reviewed by the Department of Public Services Fleet Department. OCTANE Forklift submitted the low bid. As Purchasing and Fleet staff are unfamiliar with this product, Purchasing requested from the vendor the name(s) of local authorized parts and service dealer(s). OCTANE Forklift did not respond to the information request. Due to the lack of response from the vendor, OCTANE Forklift was deemed non-responsive.

The second lowest bid received from Bell Forklift proposed a Toyota and met specifications.

This forklift will be replacing our 1991 Toyota forklift (39-08). The forklift is used at DPS for loading and unloading deliveries, moving material in the yard and for installing snow removal equipment on trucks.

Award is recommended to Bell Forklift as both a responsive, responsible vendor meeting specification and in the best interest of the City.

**PROCESS:**

**Vendor Name and Address:**

Bell Forklift  
34660 Centaur Drive  
Clinton Township, MI 48035

**Reason for Selection:**

Low Responsive Responsible Bid

**Method of Purchase:**

Purchase Order

**BUDGET:**

Funding is included in the FY 2022 Adopted Budget.

If approved by City Council, a 3<sup>rd</sup> Quarter Budget Amendment will be presented to use \$840 from Fleet Fund Retained Earnings to cover the additional expense.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Fleet	661.977000	Equipment-Capitalized	\$36,430	\$37,270	(\$840)

**RECOMMENDATION:**

City Council is requested to authorize the purchase of one (1) Forklift from Bell Forklift, Clinton Township, MI in the amount of \$37,270.00.

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

