



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: 2024-0258

**TO:** Mayor and City Council Members  
**FROM:** Leanne Scott, City Clerk  
**DATE:** May 20, 2024  
**SUBJECT:** Monument/Marker Sales

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**REQUEST:**

City Council is requested to authorize an increase to the blanket purchase order for monument marker sales to Patten Monument Company, Comstock Park, Michigan in the amount of \$75,000.00 for a new not-to-exceed amount of \$100,000.00 through December 31, 2024.

**REASON FOR PURCHASE:**

The City administers the sales of monument and markers as a service to its customers. The City solicited Request for Proposals and awarded the contract to Patten Monument Company as providing the best value to the City. The past three years sales for monuments and markers have been under \$25,000 and not required City Council; however this year, the City has seen an exponential increase in the sales of monuments and markers requiring the City to request the increase to the blanket purchase order with Patten Monument Company. To date, we have already reached over \$32,000 in monument sales and we are entering into our very busy season.

Patten Monument Company has consistently provided the City with excellent service.

**PROCESS:**

**Vendor Name and Address:**

Patten Monument Company  
3980 West River Drive NE  
PO Box 427  
Comstock Park, MI 49321

**Reason for Selection:**

Best Value

**Method of Purchase:**

Blanket Purchase Order/Contract

**BUDGET:**

Partial Funding is included in the FY 2024 Adopted Budget.

If approved by City Council, the Fiscal Division shall prepare a 2<sup>nd</sup> quarter Budget Amendment to increase the expense and also increase the offsetting revenue for the monument sales.

| Fund Name    | Department Account No | Account No. Description | Budget Amount | Cost      | Remaining Budget |
|--------------|-----------------------|-------------------------|---------------|-----------|------------------|
| General Fund | 276.801000            | Professional Services   | \$30,000      | \$100,000 | (\$70,000)       |

| Fund Name               | Department Account No | Account No. Description   | Budget Amount | Additional Revenue | Revenue    |
|-------------------------|-----------------------|---------------------------|---------------|--------------------|------------|
| General Fund            | 101.620008            | Sales: Cemetery Monuments | \$35,700      | \$83,300           | +\$119,000 |
| Cemetery Perpetual Care | 752.620008            | Sales: Cemetery Monuments | \$5,250       | \$15,750           | +\$21,000  |

**RECOMMENDATION:**

It is recommended that City Council authorize an increase to the blanket purchase order for monument marker sales to Patten Monument Company, Comstock Park, Michigan in the amount of \$75,000.00 for a new not-to-exceed amount of \$100,000.00 through December 31, 2024.

| APPROVALS:                                 | SIGNATURE | DATE |
|--|-----------|------|
| Department Review                          |           |      |
| Department Director                        |           |      |
| Budget Content:<br>Chief Financial Officer |           |      |
| Purchasing Process:<br>Procurement Manager |           |      |
| Mayor                                      |           |      |
| City Clerk                                 |           |      |

Contract Reviewed by City Attorney       Yes       N/A