



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
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Legislative File No: 2024-0283

TO: Mayor and City Council Members
FROM: Vince Foisy, Communications Systems Administrator
DATE: June 10, 2024
SUBJECT: Increase to Blanket Purchase Order for Telephone Service and Support

REQUEST:

City Council is requested to authorize an increase of \$5,000.00 to the existing blanket purchase order for telephone maintenance, service and support services with BSB Communications, Inc., Sterling Heights, Michigan for a new not-to-exceed amount of \$30,000.00 through August 31, 2024.

REASON FOR PURCHASE:

The City of Rochester Hills Purchasing Division solicited proposals utilizing the MITN system for qualified Manufacturer Authorized Dealer and Service Providers for a maintenance contract for the City's Mitel 3300 IP PBX system, Mitel Voice Mail system, PrairieFyre Call Accounting systems and related assistance for general telephone network issues. A contract was awarded to BSB Communications in 2021, with the City in its second renewal year of the agreement.

A blanket purchase order was issued for \$25,000.00 with BSB Communications in August 2023 for the second renewal year of the agreement. The \$5,000.00 increase in the blanket is requested due to costs associated with unexpected adds, and changes needed to support City staff with the transitioning of work staff within departments due to attrition, and also to allow as needed service/support to continue through the current term August 31, 2024.

PROCESS:

Vendor Name and Address:

BSB Communications, Inc.
41150 Technology Park Drive, Suite 101
Sterling Heights, MI 48314

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order

BUDGET:

Funding is included in the FY 2024 Adopted Budget

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities	631.807006	Contractual Service – Phone Maintenance	\$30,000	\$30,000	\$0

RECOMMENDATION:

It is recommended that City Council authorize an increase of \$5,000.00 to the existing blanket purchase order for telephone maintenance, service and support services with BSB Communications, Inc., Sterling Heights, Michigan for a new not-to-exceed amount of \$30,000.00 through August 31, 2024.

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