



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
248.656.4630
www.rochesterhills.org

Legislative File No: 2012-0128

TO: Mayor and City Council Members

FROM: Scott Cope, Director of Building Department x-2445

DATE: April 11, 2012

SUBJECT: HVAC Preventative Maintenance and Repair Services Agreement

REQUEST:

City Council is requested to authorize a Blanket Purchase Order to K & S Ventures, Inc., of Auburn Hills, Michigan, for the purchase of a HVAC Preventative Maintenance and Repair Services Agreement for three (3) City owned buildings in the total amount not-to-exceed Eighty-Four Thousand (\$84,000) Dollars for a two-year term.

REASON FOR PURCHASE:

The City of Rochester Hills Purchasing Division solicited proposals from professional heating and cooling service companies to provide preventative maintenance and repair services at three (3) City buildings. After review and evaluation of the proposals, K & S Ventures, Inc. was selected as providing the best value proposed for HVAC Preventative Maintenance for the City at three (3) City owned facilities. K & S Ventures has performed HVAC services in the past in a professional and satisfactory manner. K & S Ventures will be required to perform necessary on-call repairs and required preventative maintenance as required by the City for the below noted facilities. In the past, twelve (12) preventative maintenance visits were performed on equipment; as a cost cutting measure, four (4) preventative maintenance visits will be performed by the Service Company with the Facilities Division Custodial staff performing the remainder of the work. The three (3) City owned buildings that the Service Company will be responsible for are:

City of Rochester Hills Municipal Building, 1000 Rochester Hills Drive
Department of Public Services Garage
Oakland County Sheriff's Office (OCSO) Substation

The City of Rochester Hills wishes to exercise its option to renew for a two-year term pursuant to the terms of the proposal.

PROCESS:

Vendor Name and Address:

K & S Ventures, Inc., 2653 Auburn Road, Auburn Hills, MI 48326

Reason for Selection:

Best value, most responsive, responsible vendor

Method of Purchase:

2-year blanket purchase order

BUDGET:

Funds for HVAC Maintenance are included in the 2012 Adopted and 2013 Projected Budgets.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
631 Facilities Fund	631.807000	Contractual Services	\$30,000	\$30,000	\$-0-
631 Facilities Fund	631.929000	Repairs & Maintenance	\$54,000	\$54,000	\$-0-

RECOMMENDATION:

It is recommended that the Rochester Hills City Council authorize a Blanket Purchase Order to K & S Ventures, Inc., Auburn Hills, Michigan, for the purchase of a HVAC Preventative Maintenance and Repair Services Agreement for three (3) City owned buildings in the total not-to-exceed amount of Eighty-Four Thousand (\$84,000) Dollars for a two-year period.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
City Council Liaison		