



**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: 2009-0021**

**TO:** Mayor and City Council Members  
**FROM:** Roger Rousse, DPS/Engineering, 841-2497  
**DATE:** January 8, 2009  
**SUBJECT:** On-Call Electrical Contractor Services

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**REQUEST:**

City Council is requested to authorize a Blanket Purchase Order to Design & Quality Electric Inc, 390 South Street, Rochester, Michigan 48307 for the purchase of On-Call Electrical Contractor services in the total amount not-to-exceed Forty-Thousand (\$40,000) Dollars through December 31, 2010.

**REASON FOR PURCHASE:**

The City of Rochester Hills Purchasing Division solicited proposals on November 18, 2008, from professional electrical contracting companies to perform on-call services at various City buildings and sites; Design & Quality Electric was awarded the contract. Design & Quality Electric performs various electrical service repair and new installation work, such as: installing new electrical circuits, wiring, outlets, equipment, repairing electrical problems and/or other sundry work as requested by the City that requires the expertise of a licensed electrical contractor.

**PROCESS:**

**Vendor Name and Address:**

Design & Quality Electric Inc. (D & Q)  
390 South Street  
Rochester MI 48307

**Reason for Selection:**

Best value, responsiveness, experience and capacity.

**Method of Purchase:**

2-year blanket purchase order.

**BUDGET:**

\$20,000 is budgeted in 2009. \$20,000 will be recommended for fiscal year 2010.

<b>Fund Name</b>	<b>Department Account No</b>	<b>Account No. Description</b>	<b>Budget Amount</b>	<b>Cost</b>	<b>Remaining Budget</b>
631 Facilities Fund	631.929000	Repairs and Maintenance	2009 Budget \$20,000	\$20,000	0
			2010 Budget Recommended \$20,000	\$20,000	n/a

**RECOMMENDATION:**

It is recommended that the Rochester Hills City Council authorize a Blanket Purchase Order to Design and Quality Electric, Inc, for the purchase of on-call electrical contractor services in the total not-to-exceed amount of Forty-Thousand (\$40,000) Dollars through December 31, 2010.

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