



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: 2021-0364

**TO:** Mayor and City Council Members  
**FROM:** Scott Cope, Director Building/Facilities/Ordinance  
**DATE:** September 13, 2021  
**SUBJECT:** Service & Overhead Door Maintenance Services

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**REQUEST:**

City Council is requested to authorize the issuance of a blanket purchase order / contract to Garrett Door Company, 300 W. Montcalm Street, Pontiac, Michigan, 48329 for service and overhead door maintenance services at City owned properties in the amount not-to-exceed Forty Thousand (\$40,000) Dollars through September 30, 2022.

**REASON FOR PURCHASE:**

The City of Rochester Hills requires the need for qualified and experienced service and overhead door vendor to perform maintenance and repairs as needed on various City-owned building including the parks and the museum.

The City of Rochester Hills Purchasing Division solicited proposals utilizing the MITN system from professional qualified door companies to provide annual maintenance and repair services for the service and overhead doors located at city buildings. Five proposal responses were received and evaluated by a committee consisting of staff from Building, Facilities and Purchasing departments. The committee scored and determined the proposal submitted by Garrett Door Company of Pontiac as providing the best value proposed for the service and overhead door maintenance for the City based on the evaluation criteria in the proposal including experience, qualifications, and having the low hourly rate for service calls based on the number of historical visits.

**PROCESS:**

**Vendor Name and Address:**

Garrett Door Company  
300 W. Montcalm Street  
Pontiac, MI 48329

**Reason for Selection:**

Best Value

**Method of Purchase:**

Blanket Purchase Order/Contract

**BUDGET:**

Funding is included in the FY 2021 Adopted Budget

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities	631.807000	Contractual Services	\$40,000	\$40,000	\$0

**RECOMMENDATION:**

It is recommended that the Rochester Hills City Council authorize a blanket purchase order / contract to Garrett Door Company, 300 W. Montcalm, Pontiac, MI 48329 for the service and overhead door maintenance and repairs for City buildings for an amount not-to-exceed Forty Thousand (\$40,000) Dollars through September 30, 2022 and further authorizes the Mayor to execute a contract on behalf of the City.

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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