



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

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

Legislative File No: 2021-0363

TO: Mayor and City Council Members
FROM: Scott Cope, Director Building/Facilities/Ordinance
DATE: September 13, 2021
SUBJECT: Contract for On-Call Electrical Services

REQUEST:

City Council is requested to authorize the issuance of a blanket purchase order to RH Electrical Services, Inc., of Troy, Michigan for On-Call Electrical Services for the City owned buildings in the total amount not-to-exceed Forty Thousand (\$40,000) Dollars through September 30, 2022.

REASON FOR PURCHASE:

The City of Rochester Hills owns several buildings throughout the City that require routine maintenance and repairs of the electrical systems to be performed by certified electricians.

The City of Rochester Hills Purchasing Division solicited proposals utilizing the MITN system from professional electrical companies to provide on-call maintenance and repair services at city buildings. Six 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 RH Electrical Services, Inc., as providing the best value proposed for On-Call Electrical Services for the City based on the evaluation criteria in the proposal including experience, qualifications, capacity and references. The owner and certified electrician of RH Electrical Services, Inc. has provided these services in the past in a professional and satisfactory manner.

PROCESS:

Vendor Name and Address:

RH Electrical Services, Inc.
1397 Piedmont Ave, Suite 300
Troy, MI 48083

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	631.929000	Repairs & Maintenance	\$40,000	\$40,000	\$0

RECOMMENDATION:

It is recommended that the Rochester Hills City Council authorize a blanket purchase order / contract to RH Electrical Services, Inc., 1397 Piedmont Avenue, Suite 300, Troy, MI 48083 for the On-Call Electrical Services 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.

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