



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: 2025-0493

TO: Mayor and City Council Members

FROM: Joe Snyder, Chief Financial Officer

DATE: December 1, 2025

SUBJECT: Increase to Blanket Purchase Order for Citywide Screen-Printing Embroidery Clothing Apparel

REQUEST:

City Council is requested to authorize an increase to the blanket purchase order for Citywide Screen-Printing Embroidery Clothing Apparel in the amount of \$10,000.00 for a new not-to-exceed amount of \$35,000.00 to Impressive Promotional Products, Clawson, Michigan through February 28, 2026.

REASON FOR PURCHASE:

The City issued a Request for Proposal utilizing the MITN system for citywide screen-printing, embroidery clothing apparel in 2022. The clothing covered under this contract consists of apparel required by contractual agreements with Fire and the GELC Local 1984 agreements for T-shirts, sweatshirts, etc. The City received four competitive proposals and an evaluation committee consisting of representatives from Fire and Facilities evaluated the proposals and determined that Impressive Promotional Products provided the best value based on quality of apparel, customer service, and fair pricing.

The initial term was one year with two one-year renewals, and the City is currently in the second and final renewal period. The existing blanket purchase order for \$25,000 will expire on February 28, 2026. Recently, the Fire Department updated its logo. To ensure the continuous outfitting of our firefighters and allow for the immediate ordering of new t-shirts before a new contract is established, an additional \$10,000 is requested, bringing the total not-to-exceed amount to \$35,000. This request requires City Council approval.

PROCESS:

Vendor Name and Address:

Impressive Promotional Products
645 North Rochester Road
Clawson, MI 48017

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order

BUDGET:

Funding is included in the FY 2025 and 2026 Adopted Budgets

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
City-Wide	722000	Clothing	\$35,000	\$35,000	\$0

RECOMMENDATION:

It is recommended that City Council authorize an increase to the blanket purchase order for the purchase of Citywide Screen-printing Embroidery Clothing Apparel to Impressive Promotional Products, Clawson, Michigan in the amount of \$10,000.00 for a new not-to- exceed purchase amount of \$35,000.00 through February 28, 2026.

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