



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: 2025-0019

TO: Mayor and City Council Members
FROM: Bill Fritz, P.E., Director of Public Services
DATE: January 27, 2025
SUBJECT: Sign Shop Materials for 2025-2027

REQUEST:

City Council is requested to authorize a blanket purchase order to Wensco Sign Supply, Farmington Hills, Michigan for Sign Shop Materials in the amount not-to-exceed \$36,000.00 through December 31, 2027.

REASON FOR PURCHASE:

The Department of Public Services Sign Shop Division is requesting a blanket purchase order to efficiently purchase various sign shop materials throughout the year. An Invitation to Bid was posted on the MITN website and sent directly to 218 vendors, however, only two bids were received. One bid was deemed non-responsive, leaving a single bid from Wensco Sign Supplies. To ensure responsible spending, Purchasing conducted market research and determined that Wensco's pricing is fair and reasonable. Based on this analysis, staff recommends awarding the 3-year contract to Wensco.

PROCESS:

Vendor Name and Address:

Wensco Sign Supply
23889 Freeway Park Drive
Farmington Hills, Michigan 48335

Reason for Selection:

Responsive, Responsible Bidder

Method of Purchase:

Blanket Purchase Order

BUDGET:

Funding is included in the FY 2025 Adopted Budget and the FY 2026-2027 Projected Budgets

Fund Name	Department Account No	Account No. Description	3-Year Budget Amount	3-year Cost	Remaining Budget
Major Road	472.740000	Operating Supplies	\$12,000	\$12,000	\$0
Local Street	474.740000	Operating Supplies	\$24,000	\$24,000	\$0
		Total	\$36,000	\$36,000	\$0

RECOMMENDATION:

City Council is requested to authorize a blanket purchase order to Wensco Sign Supply, Farmington Hills, Michigan for Sign Shop Materials in the amount not-to-exceed \$36,000.00 through December 31, 2027.

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