



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)

Legislative File No: 2024-0529

**TO:** Mayor and City Council Members  
**FROM:** Leanne Scott, City Clerk  
**DATE:** December 2, 2024  
**SUBJECT:** Monument and Marker Sales

**REQUEST:**

City Council is requested to authorize blanket purchase order for monument and marker sales to Patten Monument Company, Comstock Park, Michigan in the amount of \$100,000.00 through December 31, 2025.

**REASON FOR PURCHASE:**

The City administers the sales of monument and markers at the cemetery as a service to its customers. The City solicited Request for Proposals and awarded the contract to Patten Monument Company as providing the best value to the City. This year the sales for monuments and markers exponentially increased to over \$70,000.00 from prior years and the City anticipates the sales of monument and markers to be similar or even increase in 2025.

Patten Monument Company has consistently provided the City with excellent service.

**PROCESS:**

**Vendor Name and Address:**

Patten Monument Company  
3980 West River Drive NE  
PO Box 427  
Comstock Park, MI 49321

**Reason for Selection:**

Best Value

**Method of Purchase:**

Blanket Purchase Order/Contract

**BUDGET:**

Funding is included in the FY 2025 Adopted Budget.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
General Fund	276.801000	Professional Services	\$100,000	\$100,000	\$0

**RECOMMENDATION:**

It is recommended that City Council authorize a blanket purchase order for monument and marker sales to Patten Monument Company, Comstock Park, Michigan in the not-to-exceed amount of \$100,000.00 through December 31, 2025.

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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