



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: 2022-0484 Version 2

**TO:** Mayor and City Council Members  
**FROM:** Bill Fritz, P.E., Director of Public Services  
**DATE:** July 10, 2023  
**SUBJECT:** Increase to Blanket Purchase Order for Water Service Repair Parts

**REQUEST:**

City Council is requested to authorize an increase to the blanket purchase order for water service repair parts to ETNA Supply, Grand Rapids, MI in the amount of \$100,000.00 for a new not-to-exceed amount of \$206,000.00 through December 31, 2023.

**REASON FOR PURCHASE:**

At their November 14, 2022 meeting, City Council authorized the award of the contract to ETNA Supply for the purchase of miscellaneous water service repair parts. The Department of Public Services purchases miscellaneous items for emergency and normal daily operations consisting of various water tap and water main repair parts. The requested increase is to allow additional funding to be available to purchase larger orders to deal with extended delivery times due to supply chain issues. The increase in funds will provide the department the ability to plan ahead and purchase additional quantities to have on hand to ensure the needed supplies are in stock to be able to perform repairs when needed.

**PROCESS:**

**Vendor Name and Address:**

ETNA Supply  
4901 Clay Avenue SW  
Grand Rapids, MI 49548

**Reason for Selection:**

Lowest responsive, responsible bidder

**Method of Purchase:**

Blanket Purchase Order

**BUDGET:**

Funding is included in the FY 2023 Adopted Budget.

If approved by City Council, a 2<sup>nd</sup> Quarter Budget Amendment will be presented to draw from Retained Earnings to cover this expense.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Water	530.740006	Supplies - Water Taps	\$106,000	\$206,000	(\$100,000)

**RECOMMENDATION:**

It is recommended that City Council authorize an increase to the blanket purchase order for water service repair parts to ETNA Supply, Grand Rapids, MI in the amount of \$100,000.00 for a new not-to-exceed amount of \$200,000.00 through December 31, 2023.

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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