



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: 2024-0531

TO: Mayor and City Council Members
FROM: Todd Gary, Fire Chief/Emergency Services Director
DATE: December 16, 2024
SUBJECT: Fire Department Promotional Items

REQUEST:

City Council is requested to authorize a three-year blanket purchase order for the purchase of Fire Department Promotional Items for the Community Risk Reduction (CRR) Department to Alert-all, New Holland, Pennsylvania in the total not-to-exceed amount of \$36,000.00 through December 30, 2027. The city posted a Solicitation for Quotation. The Solicitation went to three hundred and three (303) vendors. Ten vendors submitted quotations and Alert-All was the lowest responsive and responsible vendor.

REASON FOR PURCHASE:

The Community Risk Reduction Department requests promotional items to enhance community engagement and outreach efforts. These items will be distributed at community events, school visits, fire station tours, and other public interactions. The goal is to increase public awareness of fire safety and prevention, promote positive fire department images, build community relationships, and to encourage participation in community risk reduction programs and initiatives.

PROCESS:

Vendor Name and Address:

Alert-all
164 Orlan Road
New Holland, Pennsylvania 17557

Reason for Selection:

Best Value

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
Fire	341.880000	Community Promotions	\$72,000	\$36,000	\$36,000

RECOMMENDATION:

It is recommended that City Council authorize the blanket purchase order for Fire Department promotional items to Alert-All, New Holland, Pennsylvania for a not to-exceed \$36,000.00 through 12/30/2027.

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