



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)

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Legislative File No: 2023-0119 Version 2

**TO:** Mayor and City Council Members

**FROM:** Mike Viazanko, Director Building/Ordinance/Facilities

**DATE:** March 23, 2026

**SUBJECT:** Increase to Blanket Purchase Order for Fire Suppression and Fire Alarm Plan Review and Inspection Services

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**REQUEST:**

City Council is requested to authorize an increase to the contract/blanket purchase order for Fire Suppression and Fire Alarm Plan Review and Inspection Services to Fire Safety Consultants, Inc., Elgin, Illinois in the amount of \$25,000.00 for a new not-to-exceed contract amount of \$400,000.00 through the contract end date of April 12, 2026.

**REASON FOR PURCHASE:**

The City of Rochester Hills solicited proposals from qualified and experienced firms to assist the Building Department with fire suppression and fire alarm plan review and inspection services for commercial and industrial projects in accordance with the State of Michigan Construction Codes utilizing the MITN system. Two proposal responses were received. A committee consisting of staff from the Building Department reviewed the proposals and recommended award of the contract to Fire Safety Consultants, Inc., Elgin, Illinois based on their qualifications and experience, capacity to perform the work, ability to meet City turnaround requirements and overall best value cost proposal, receiving City Council approval of the award recommendation at the March 20, 2023 meeting.

Due to a higher-than-anticipated volume of significant development projects over the past several years, the Building Department's current purchase order was depleted prior to its April 12, 2026, expiration. The fees for these plan review and inspection services are fully reimbursed by the fire alarm and fire suppression contractors when they obtain their permits, making this a budget-neutral 'pass-through' cost for the City.

**PROCESS:**

**Vendor Name and Address:**

Fire Safety Consultants, Inc.  
2420 Alft Lane, B100  
Elgin, IL 60124

**Reason for Selection:**

Best Value

**Method of Purchase:**

Blanket Purchase Order/Contract

**BUDGET:**

Partial funding is included in the FY 2026 Budget.

If approved by City Council a 2<sup>nd</sup> Quarter Budget Amendment will be presented to increase the Building Department: Professional Services account by +\$25,000.

While this increase is being authorized in the final year of the contract, it is a budget-neutral action. The necessary revenue was collected as 'pass-through' fees from by the fire alarm and fire suppression contractors between 2023 and 2026 as projects were submitted. These funds were previously received into the General Fund, effectively offsetting this requested expenditure increase.

Fund Name	Department Account No	Account No. Description	2023-2026 Budget Amount	2023-2026 Cost	2023-2026 Remaining Budget
General Fund	371.801000	Building: Professional Services	\$375,000	\$400,000	(\$25,000)

**RECOMMENDATION:**

It is recommended that City Council is requested to authorize an increase to the contract/blanket purchase order for fire suppression and fire alarm plan review and inspection services to Fire Safety Consultants, Inc., Elgin, Illinois in the amount of \$25,000.00 for a new not-to-exceed contract amount of \$400,000.00 through April 12, 2026.

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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