



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: 2023-0124

TO: Mayor and City Council Members

FROM: Ken Elwert, CPRE, Director Parks and Natural Resources
Pat McKay, Museum Manager

DATE: March 20, 2023

SUBJECT: Display Cases - Museum

REQUEST:

City Council is requested to authorize purchase orders/contracts for the purchase and installation of display cases for the Rochester Hills Museum at Van Hoosen Farm in the amount of \$53,000.00 to Gaylord Bros. Inc., dba Gaylord Archival, Syracuse, New York and the amount of \$1,911.96 to Displays2Go of Fall River, Massachusetts for a total project cost not-to-exceed amount of \$54,911.96 and further authorizes the Mayor to execute an agreement on behalf of the City.

REASON FOR PURCHASE:

The Rochester Hills Museum at Van Hoosen Farm is seeking approval to purchase ten new display cases for the Van Hoosen Dairy Barn exhibit area. The Museum has never purchased display cases in its 44 year history. The four current cases are all donated used cases from other agencies including the Troy Museum and the Rochester Hills Public Library. Only one of is lockable and none are certified to be sealed against bugs and infestation.

These new cases will create several new opportunities. All cases will be lockable, have UV protection, and have humidity control. The cases will meet Museum standards for accepting temporary exhibits from various traveling exhibit companies. The new cases will address our limitation of putting three dimensional objects on display safely – allowing us to meet curriculum standards for various educational field trip programs. Nearly all cases will have locking casters allowing us to move the cases as needed – within our buildings and to other locations on our site and within our community. The cases will be immediately used to allow the Museum to install an exhibit celebrating the Stoney Creek Village 200th Bicentennial exhibit that will open on May 25, 2023.

The City posted a solicitation for the display cases utilizing the MITN system with fifteen potential vendors notified, but received only one proposal from Gaylord Bros., Inc. dba Gaylord Archival. Purchasing contacted the other fourteen vendors who did not submit a proposal to inquire why they did not participate to verify there was no defects in the specifications. Only three replied, two stated they do not participate in formal solicitations and the other only provides storage and filing systems, not the retail display cases. The pricing from Gaylord Archival was then analyzed and it was determined the pricing was fair and reasonable except for the double shelved glass retail display which will be purchased directly from Displays2Go at a cost savings.

This project will be funded from donated funds at the Community Foundation of Greater Rochester that will reimburse the City for the purchase and shipping.

PROCESS:

Vendor Name and Address:

Gaylord Bros. Inc., dba Gaylord Archival
PO Box 4901
Syracuse, NY 13221

Displays2Go
81 Commerce Drive
Fall River, MA 02720

Reason for Selection:

Best Value

Method of Purchase:

Purchase Order/Contract

BUDGET:

Partial funding is included in the FY 2023 Adopted Budget.

If approved by City Council, a 2nd quarter budget amendment will be presented to increase the expense and also, to increase the revenue coming in from the Community Foundation to reimburse this expense.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities	631.977000	Capital Equipment	\$0	\$54,911.96	(\$54,911.96)

RECOMMENDATION:

It is recommended that City Council authorize purchase orders/contracts for the purchase and installation of display cases for the Rochester Hills Museum at Van Hoosen in the amount of \$53,000.00 to Gaylord Bros. Inc., dba Gaylord Archival, Syracuse, New York and the amount of \$1,911.96 to Displays2Go of Fall River, Massachusetts for a total project cost not-to-exceed amount of \$54,911.96 and further authorizes the Mayor to execute an agreement on behalf of the City.

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