



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: 2025-0185

**TO:** Mayor and City Council Members

**FROM:** Rochelle Lyon, Director Management Information Systems  
Mike Viazanko, Director Building/Facilities/Ordinance

**DATE:** April 28, 2025

**SUBJECT:** Annual Support and Software Maintenance for Equalizer Software Products and Website Hosting Fees for Assessing, Treasury, and Building Department for Permit and Property Data Lookup

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**REQUEST:**

City Council is requested to authorize a blanket purchase order for annual support and software maintenance for the City's Equalizer – Building, Assessing, Tax, Special Assessments, Misc. Receivables and Cash Receipting Software, and website hosting fees for Assessing, Treasury, and Building Department for Permit and Property Data Lookup in the amount not-to-exceed \$90,000.00 for a one-year period.

**REASON FOR PURCHASE:**

The City utilizes BS&A to provide its Equalizer application suite consisting of modules for Assessing, Taxation, Special Assessments, Misc. Receivables, Building and Cash Receipting. The software is proprietary and the annual support and maintenance purchase is for the period of May 1, 2025 through April 30, 2026 for the following applications: EQ-Permit Application Submission EQ-Cash Receipting System EQ-General Ledger/Budgeting System EQ-Community Development System EQ-Assessing System EQ-Miscellaneous Receivables System EQ-Special Assessment System EQ-Tax System.

Additionally, the City utilizes BS&A website hosting services to allow customers to look up Permit and Property Data via the City's website. One of the benefits of the website hosting is the ability for the Building Department to allow online permit applications. The cost to the City is \$2.00 per application.

**PROCESS:**

**Vendor Name and Address:**

BS&A Software  
14965 Abbey Lane  
Bath, MI 48808

**Reason for Selection:**

Proprietary Software

**Method of Purchase:**

Blanket Purchase Order

**BUDGET:**

Funding is included in the FY 2025 Adopted Budget

<b>Fund Name</b>	<b>Department Account No</b>	<b>Account No. Description</b>	<b>Budget Amount</b>	<b>Cost</b>	<b>Remaining Budget</b>
General Fund – Assessing	209.801000	Professional Services	\$5,500	\$5,500	\$0
General Fund – Treasury	253.801000	Professional Services	\$8,500	\$6,700	\$1,800
General Fund – Building	371.801000	Professional Services	\$47,450	\$44,990	\$2,460
MIS	636.934000	Maintenance – Software	\$125,000	\$32,810	\$92,190
		<b>Total</b>	<b>\$186,450</b>	<b>\$90,000</b>	<b>\$96,450</b>

**RECOMMENDATION:**

City Council is requested to authorize a blanket purchase order for annual support and software maintenance for the City's Equalizer – Building, Assessing, Tax, Special Assessments, Misc. Receivables and Cash Receipting Software, and website hosting fees for Assessing, Treasury, and Building Department for Permit and Property Data Lookup in the amount not-to-exceed \$90,000.00 for a one-year period.

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<b>APPROVALS:</b>	<b>SIGNATURE</b>	<b>DATE</b>
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Procurement Manager		
Mayor		
City Clerk		

Contract Reviewed by City Attorney      ☐ Yes      ☒ N/A