



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
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www.rochesterhills.org

Legislative File No: 2026-0359

TO: Mayor and City Council Members

FROM: Mike Viazanko, Director Building/Facilities/Ordinance

DATE: August 24, 2026

SUBJECT: Service and Overhead Door Maintenance & Repair Services

REQUEST:

City Council is requested to authorize a blanket purchase order / contract to Garrett Door Company, 300 W. Montcalm Street, Pontiac, Michigan, 48329 for service and overhead door maintenance services at City owned properties in the amount not-to-exceed Fifty-Five Thousand (\$55,000) Dollars through September 30, 2027.

REASON FOR PURCHASE:

The City of Rochester Hills requires a qualified and experienced service and overhead door vendor to perform annual maintenance and repair services as needed on various City-owned buildings including the parks and the museum.

At their October 7, 2024 meeting (Legislative File No.2024-0456), City Council authorized award of the service and overhead door maintenance and repair services agreement to Garrett Door Company of Pontiac, Michigan, as providing the best value. The agreement was structured as an initial one-year contract term with the option for two (2) additional one-year renewals, for a maximum total contract duration of three years. The first renewal option was approved by City Council at their July 21, 2025 meeting (Legislative File No. 2025-0303).

Garrett Door Company has performed these services for the City over the past two years to complete satisfaction, displaying consistent professionalism and quality workmanship. It is for these reasons the City recommends exercising the final renewal option of the contract, and recommends City Council authorize a one-year contract extension to Garrett Door Company. Upon completion of this final term, the services will be re-solicited through the City's solicitation process.

PROCESS:

Vendor Name and Address:

Garrett Door Company
300 W. Montcalm Street
Pontiac, MI 48329

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Funding is included in the FY 2026 Adopted Budget and the FY 2027 Projected Budget

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities	631.807000	Contractual Services	\$55,000	\$55,000	\$0

RECOMMENDATION:

It is recommended that the Rochester Hills City Council authorize a blanket purchase order / contract to Garrett Door Company, 300 W. Montcalm, Pontiac, MI 48329 for service and overhead door maintenance and repairs for City buildings for an amount not-to-exceed Fifty-Five Thousand (\$55,000) Dollars through September 30, 2027 and further authorizes the Procurement Manager to execute a contract 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