



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: 2016-0053

TO: Mayor and City Council Members

FROM: Gerry Lee, Forestry Operations Manager
Alan Buckenmeyer, Acting Director of Parks and Forestry

DATE: February 22, 2016

SUBJECT: 2016 Street Tree Planting

REQUEST:

City Council is requested to authorize a blanket purchase order to Michigan Lawn Maintenance, Inc. dba Sherman Nursery Farms, Columbus, Michigan for the 2016 Street Tree Planting in the amount not-to-exceed \$225,000.00

REASON FOR PURCHASE:

Request for Proposals were solicited utilizing the MITN system in 2015 and award was issued to Michigan Lawn Maintenance, Inc. dba Sherman Nursery Farms. The contract called for a one (1) year contract term with four (4) 1-year renewal options. The City wishes to exercise the first renewal option of the contract. Michigan Lawn Maintenance, Inc. dba Sherman Nursery Farms has agreed to hold past pricing and renew for an additional one-year period. Three proposal responses were received and evaluated by the Forestry Division. Michigan Lawn Maintenance, Inc. dba Sherman Nursery Farms was selected as offering the best value for the City, based on source of plant stock, ability to offer the most variety of trees for purchase and qualifications of personnel.

The Forestry Division contracts for the planting of trees along City roads, in parks and at other facilities. As well, two separate planting programs are currently in effect: the "City of Rochester Hills Tree Planting Program," and the "Subdivision Tree Planting Program."

The Subdivision Tree Planting Program began in 1979, after adoption of the Subdivision Control Ordinance requiring developers of all new subdivisions to provide funds for one street tree to be planted by the City in front of each new home. Funds for this program are held by the City in an escrow account until the new homes are completed and occupied. The Forestry Division then includes that property in a forthcoming planting project.

The City of Rochester Hills Tree Planting Program was initiated in 2015, when policy was established authorizing the use of the City's "Tree Fund" (created by the Tree Conservation Ordinance in 1988 and distinct from the above escrow account) to plant trees along public streets and on public properties throughout the City. Tree Fund revenues are generated from payments by developers and builders in lieu of planting replacements for regulated trees removed (or damaged) during construction. This program offers free street trees to property owners who have open planting sites that meet street tree ordinance requirements on the public right-of-way adjacent to their property.

PROCESS:

Vendor Name and Address:

Michigan Lawn Maintenance, Inc.
dba Sherman Nursery Farms
2200 Mayer Road
Columbus, MI 48063

Reason for Selection:

Best value based on source of plant stock, variety of trees offered, quality of trees, experience and qualifications of personnel and reasonableness of costs

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Funding is included in the FY 2016 Adopted Budget.

232.281000 = Subdivision Tree Escrow is a separate designated account within the Tree Fund. This account is funded by developer contributions, and can only be used to plant one street tree per new house. These funds are accounted for separately from general "Tree Fund" monies, as they cannot be used for general Tree Fund activities, but rather one-specific purpose.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Tree Fund	232.740000	Operating Supplies – Landscaping (City-Owned Properties)	\$35,000	\$35,000	\$0
Tree Fund	232.807000	City Sponsored Tree Planting Program	\$170,000	\$170,000	\$0
Tree Fund	232.281000	Subdivision Tree Escrow Program	N/A	\$20,000	N/A
TOTAL			\$205,000	\$225,000	\$0

RECOMMENDATION:

It is recommended that the Rochester Hills City Council authorize a Blanket Purchase Order for the 2016 Street Tree Planting to Michigan Lawn Maintenance, Inc. dba Sherman Nursery Farms, Columbus, Michigan in the amount not-to-exceed \$225,000.00 and further authorizes the Mayor to execute a contract on behalf of the City.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
Deputy Clerk		