



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: 2013-0373

**TO:** Mayor and City Council Members  
**FROM:** Scott Cope, Director of Building, x-2445  
**DATE:** October 2, 2013  
**SUBJECT:** Snow Removal Services 2013-2014 Winter Season

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**REQUEST:**

City Council is requested to authorize the issuance of a blanket purchase order to Progressive Irrigation, 4280 Matthew Lane, White Lake, MI, 48383 for snow removal services for the 2013-2014 winter season at the City Hall, 52/3rd District Court and Oakland County Sheriff's Office Substation in the amount not-to-exceed Seventy-Five Thousand (\$75,000) Dollars through June 30, 2014.

**REASON FOR PURCHASE:**

It is important to the City to provide a safe environment for persons accessing City buildings during the winter months. Competitive sealed proposals were solicited for Snow Removal Services using the MITN system. Four responses were received and Progressive Irrigation was selected as the vendor providing the best value and lowest cost proposal for the 2013-2014 winter season for all locations.

The three (3) City owned buildings that the Service Company will be responsible for are as follows:

**Location #1:** Rochester Hills Municipal Offices (City Hall), 1000 Rochester Hills Drive, Rochester Hills

**Location #2:** 52/3 District Court, 700 Barclay Circle, Rochester Hills

**Location #3:** OCSO Substation, 750 Barclay Circle, Rochester Hills

Snow removal at remaining City facilities will be completed by City personnel. The City has the option at any time during the term of the contract to delete buildings and/or services.

**PROCESS:**

**Vendor Name and Address:**

Progressive Irrigation  
4280 Matthew Lane  
White Lake, MI 48383

**Reason for Selection:**

Best Value; Lowest Cost

**Method of Purchase:**  
Blanket Purchase Order

**BUDGET:**  
Funds are provided in the 2013 and 2014 Adopted Budgets.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
631 Facilities Fund	631.807000	Contractual Services	\$75,000.00	\$75,000.00	\$0

**RECOMMENDATION:**  
It is recommended that the Rochester Hills City Council award the contract for Snow Removal Services at the Rochester Hills Municipal Offices (City Hall), 52/3rd District Court and Oakland County Sheriff's Office Substation for the 2013-2014 winter season by awarding the contract to Progressive Irrigation, 4280 Matthew Lane, White Lake, MI 48383, in the amount not-to-exceed Seventy-Five Thousand (\$75,000) Dollars through June 30, 2014.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
City Council Liaison		