



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: 2020-0262 Version 2

**TO:** Mayor and City Council Members

**FROM:** Scott Cope, Director Building/Facilities/Ordinance

**DATE:** March 22, 2021

**SUBJECT:** Increase to Blanket Purchase Order for Snow Removal Services 2020-2021 Winter Season

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**REQUEST:**

City Council is requested to increase the blanket purchase order to Ultra Professional Outdoor Services, LLC, 4565 Dixie Highway, Waterford, MI 48329 for snow removal services for the 2020-2021 winter season at the City Hall, 52/3rd District Court, Oakland County Sheriff's Office Substation, five fire stations, and the two City parking lots on Auburn Road in the amount of \$30,000.00 for a new amount not to exceed \$155,000.00 through June 30, 2021.

**REASON FOR PURCHASE:**

The increase to the blanket is requested due to the large amount of snow events this season which resulted in more plowing and salting of City properties.

The eight (8) City owned buildings and (2) City parking lots that the Service Company will be responsible for are as follows:

- Location #1: 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
- Location #4: Fire Station #1, 1111 Horizon Court, Rochester Hills
- Location #5: Fire Station #2, 1251 E. Auburn Road, Rochester Hills
- Location #6: Fire Station #3, 2137 W. Auburn Road, Rochester Hills
- Location #7: Fire Station #4, 2723 Walton Boulevard, Rochester Hills
- Location #8: Fire Station #5, 251 E. Tienken Road, Rochester Hills
- Location #9: City parking lot on North Emmons
- Location #10: City parking lot on North Harrison

Snow removal services 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 add or delete buildings and/or services.

**PROCESS:**

**Vendor Name and Address:**

Ultra Professional Outdoor Services, LLC  
4565 Dixie Highway  
Waterford, MI 48329

**Reason for Selection:**

Best Value

**Method of Purchase:**

Blanket Purchase Order

**BUDGET:**

If approved by City Council, a future FY 2021 Budget Amendment may be required to increase the Facilities Fund / Contractual Services account due to the increase amount of snow plowing service in the FY 2020-2021 winter season. The current FY 2021 budget for Facilities Fund / Contractual Services is \$682,700.

Fund Name	Department Account No	Account No. Description	2020-2021 Season Budget Amount	2020-2021 Season Cost	2020-2021 Season Remaining Budget
Facilities	631.807000	Contractual Services	\$125,000	\$155,000	(\$30,000)

**RECOMMENDATION:**

It is recommended that the Rochester Hills City Council authorize an increase to the blanket purchase order/contract to Ultra Professional Outdoor Services, LLC, 4565 Dixie Highway, Waterford, MI 48329 for Snow Removal Services for the 2020-2021 winter season at City Hall, 52/3rd District Court, Oakland County Sheriff's Office Substation and the five fire stations in the amount of \$30,000 for a new not-to-exceed amount of \$155,000 through June 30, 2021.

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

Contract Reviewed by City Attorney

 Yes N/A