



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
248.656.4630
www.rochesterhills.org

Legislative File No: 2017-0378

TO: Mayor and City Council Members
FROM: Scott Cope, Director Building/Facilities/Ordinance
DATE: August 28, 2017
SUBJECT: Snow Removal Services 2017-2018 Winter Season

REQUEST:

City Council is requested to authorize the issuance of a blanket purchase order to Ultra Professional Outdoor Services, LLC, 2431 Pontiac Road, Auburn Hills MI 48326 for snow removal services for the 2017-2018 winter season at City Hall, 52/3rd District Court, Oakland County Sheriff's Office Substation and the five fire stations in the amount not-to-exceed Seventy-Five Thousand (\$75,000) Dollars through June 30, 2018.

REASON FOR PURCHASE:

It is important to the City to provide a safe environment for persons accessing City buildings during the winter months.

At the July 18, 2016 City Council Meeting, Council awarded the contract for Snow Removal Services at three City locations including City Hall, 52/3 District Court and the Oakland County Sheriff's Substation to Ultra Professional Outdoor Services, LLC. The vendor provided the best value and submitted the most responsive, responsible proposal for snow removal services for the 2016-2017 winter season. Ultra Professional Outdoor Services, LLC has performed the noted services in the past in a professional and satisfactory manner.

During the contract year, Facilities requested to add the snow removal services for the five fire stations. Pricing was negotiated and the fire stations were added to the contract.

The City of Rochester Hills wishes to exercise its option to renew for the 2017-2018 winter season at the eight (8) City owned facilities. The vendor has agreed to hold pricing and all the terms and conditions of the contract for the renewal.

The eight (8) City owned buildings 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

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:

Ultra Professional Outdoor Services, LLC
2431 Pontiac Road
Auburn Hills, MI 48326

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order

BUDGET:

Funding is included in the FY 2017 Adopted Budget.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities	631.807000	Contractual Services	\$75,000	\$75,000	\$0
		Grand Total	\$75,000	\$75,000	\$0

RECOMMENDATION:

It is recommended that the Rochester Hills City Council award the contract for Snow Removal Services at City Hall, 52/3rd District Court, Oakland County Sheriff's Office Substation and the five fire stations for the 2017-2018 winter season by exercising its option to renew to Ultra Professional Outdoor Services, LLC, 2431 Pontiac Road, Auburn Hills, Michigan 48326, in the amount not-to-exceed Seventy-Five Thousand (\$75,000) Dollars through June 30, 2018.

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