



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: 2015 - 0245

TO: Mayor and City Council Members
FROM: Scott Cope, Director of Building / Ordinance / Facilities
DATE: June 29, 2015
SUBJECT: Snow Removal Services 2015-2016 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 2015-2016 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 15, 2016.

REASON FOR PURCHASE:

It is important to the City to provide a safe environment for persons accessing City buildings during the winter months. The Purchasing Division solicited competitively sealed proposals for 2014-2015 winter season, with an option to renew for the 2015-2016 winter season, which were opened on September 10, 2014. Ultra Professional Outdoor Services, LLC was selected as providing the best value and submitting the most responsive, responsible proposal for snow removal services for the 2014-2015 winter season. Ultra Professional Outdoor Services, LLC has performed the noted services in the past in a professional and satisfactory manner. The City of Rochester Hills wishes to exercise its option to renew for the 2015-2016 winter season at three (3) City owned facilities. The vendor has agreed to hold pricing and all the terms and conditions of the contract for the renewal.

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:

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 2015 Adopted Budget and 2016 Projected Budget.

Fund Name	Department Account No	Account No. Description	2015-2016 Budget Amount	2015-2016 Cost	2015-2016 Remaining Budget
Facilities Fund	631.807000	Contractual Services	\$75,000	\$75,000	\$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 2015-2016 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 15, 2016.

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