



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: 2018-0058

**TO:** Mayor and City Council Members  
**FROM:** Ken Elwert, Director - Parks and Natural Resources  
**DATE:** February 26, 2018  
**SUBJECT:** Tree Removal at Innovation Hills

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**REQUEST:**

City Council is requested to authorize a blanket purchase order for tree removal at Innovation Hills in the amount of \$24,550.00 with a 10% contingency in the amount of \$2,455.00 for a total not-to-exceed amount of \$27,005.00 to Alpine Tree Service, Newaygo, Michigan

**REASON FOR PURCHASE:**

Tree Removal is necessary to proceed with construction of Innovation Hills trails and water features areas. A tree removal permit was obtained through the Planning Commission review process.

The City issued bids utilizing the MITN system. Seven (7) bid responses were received. Of the bid responses received Alpine Tree Service is the lowest, responsive, responsible bids meeting all specifications and requirements. Award is recommended to Alpine Tree Service.

**PROCESS:**

**Vendor Name and Address:**

Alpine Tree Service  
313 Pickeral Lake Drive  
Newaygo, MI 49337

**Reason for Selection:**

Lowest, responsive, responsible bidder

**Method of Purchase:**

Blanket Purchase Order

**BUDGET:**

Funding is included in the 2018 Adopted Budget

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities	631.974000	Land Improvements	\$3,372,000	\$27,005	\$3,344,995

**RECOMMENDATION:**

It is recommended that City Council authorize a blanket purchase order for tree removal at Innovation Hills in the amount of \$24,550.00 with a 10% contingency in the amount of \$2,455.00 for a total not-to-exceed amount of \$27,005.00 to Alpine Tree Service, Newaygo, Michigan

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