



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: 2019-0494

**TO:** Mayor and City Council Members  
**FROM:** Ken Elwert, Director of Parks and Natural Resources  
**DATE:** December 2, 2019  
**SUBJECT:** 2020 Street Tree Planting

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**REQUEST:**

City Council is requested to authorize a blanket purchase order/contract for 2020 Street Tree Planting to Michigan Lawn Maintenance, Inc., dba Sherman Nursery Farms, Columbus, Michigan in the amount not-to-exceed \$165,000.00.

**REASON FOR PURCHASE:**

Request for Proposals were solicited utilizing the MITN system with four (4) proposal responses received. The contract calls for a one (1) year contract term with four (4) 1-year renewal options. A committee comprised of staff from the Natural Resources division reviewed the proposal responses received and is recommending award be made to Michigan Lawn Maintenance, Inc. dba Sherman Nursery Farms as offering the best value to the City based on source of plant stock, variety of trees offered at the lowest overall costs and qualifications of personnel. The City has done business with Michigan Lawn Maintenance in the past and has been very satisfied with the services and quality of trees provided.

The Natural Resources Division contracts for the planting of trees along City roads, in parks and at other facilities. There are two separate planting programs that are currently in effect through our city tree fund: the "Subdivision Tree Planting Program" and the "City Sponsored Tree Planting Program"

The Subdivision Tree Planting Program began in 1979, after adoption of the Subdivision Control Ordinance requiring developers of all new subdivisions to provide funds for one street tree to be planted by the City in the right-of-way of each new home. Funds for this program are held by the City in an escrow account until the new homes are completed and occupied. The Forestry Division then includes those properties in a forthcoming planting project.

The City Sponsored Tree Planting Program or "Free Street Tree Program" was initiated in 2015. This program makes trees available at no cost to residents for approved planting sites along any public roadway. Forestry staff work with property owners to determine the tree locations(s) within the City's Street Tree Ordinance guidelines. Tree Fund revenues are generated from payments by developers and builders in lieu of planting replacements for regulated trees removed (or damaged) during construction.

**PROCESS:**

**Vendor Name and Address:**

Michigan Lawn Maintenance, Inc.  
Dba Sherman Nursery Farms  
2200 Mayer Road  
Columbus, MI 48063

**Reason for Selection:**

Best Value

**Method of Purchase:**

Blanket Purchase Order/Contract

**BUDGET:**

Funding is included in the FY 2020 Adopted Budget

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Tree Fund	232.807000	City Sponsored Tree Planting Program	\$135,000	\$135,000	\$0
Tree Fund	232.631000	Subdivision Tree Program	\$30,000	\$30,000	\$0
		Total	\$165,000	\$165,000	\$0

**RECOMMENDATION:**

It is recommended that City Council authorize a blanket purchase order/contract for 2020 Street Tree Planting to Michigan Lawn Maintenance, Inc., dba Sherman Nursery Farms, Columbus, Michigan in the amount not-to-exceed \$165,000.00.

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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