



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

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

Legislative File No: 2020-0003

TO: Mayor and City Council Members
FROM: Scott Cope, Director of Building/Ordinance/Facilities
DATE: January 13, 2020
SUBJECT: 2020 Plant Health & Lawn Care Services

REQUEST:

City Council is requested to authorize the issuance of a blanket purchase order to Owen Tree Service for 2020 Plant Health & Lawn Care for City-owned sites in the amount not-to-exceed Thirty Thousand Five Hundred (\$30,500) Dollars through December 31, 2020.

REASON FOR PURCHASE:

City owned properties and boulevards are a highly visible component of the suburban landscape. It is important for the City to maintain the quality of its outdoor environment and natural features for the benefit of its citizens and to further enhance property values. The general appearance of these properties requires a level of maintenance for the proper care of the lawns, trees and shrubs in order to preserve the citizens' investment in these properties.

The Purchasing Division solicited competitively sealed proposals for 2018 Plant Health & Lawn Care Services and received four proposals that were evaluated by a committee comprising of Building and Facilities staff. The recommendation was to award Owen Tree Service as providing the best value and submitting the most responsive, responsible proposal for fertilization, shrub and tree care, and plant health. The vendor has agreed to hold pricing for the second available renewal for the services in 2020.

Owen Tree Service has performed the noted services in the past in a professional and satisfactory manner.

PROCESS:

Vendor Name and Address:

Owen Tree Services
225 N. Lake George Road
Attica, MI 48412

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
Facilities	631.807000	Contractual Services	\$30,500	\$30,500	\$0

RECOMMENDATION:

It is recommended that the Rochester Hills City Council award the contract for Plant Health and Lawn Care Services for the 2020 season for various City-owned properties and boulevards by exercising its option to renew to Owen Tree Service in the amount not-to-exceed Thirty Thousand Five Hundred (\$30,500) Dollars through December 31, 2020.

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