



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: 2020-0262

TO: Mayor and City Council Members
FROM: Scott Cope, Director Building/Facilities/Ordinance
DATE: July 27, 2020
SUBJECT: Snow Removal Services 2020-2021 Winter Season

REQUEST:

City Council is requested to authorize the issuance of a blanket purchase order to Ultra Professional Outdoor Services, LLC, 4565 Dixie Highway, Waterford, MI 48329 for snow removal services for the 2020-2021 winter season at the City Hall, 52/3rd District Court, Oakland County Sheriff's Office Substation and the five fire stations in the amount not-to-exceed One Hundred Twenty-Five Thousand (\$125,000) Dollars through June 30, 2021.

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 June 17, 2019 City Council Meeting, Council awarded the contract for Snow Removal Services at eight City locations including City Hall, 52/3 District Court, Oakland County Sheriff's Substation and the five fire stations 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 2019-2020 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 2020-2021 winter season. 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: 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
- 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 services 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 add or delete buildings and/or services.

PROCESS:

Vendor Name and Address:

Ultra Professional Outdoor Services, LLC
 4565 Dixie Highway
 Waterford, MI 48329

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order

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	\$125,000	\$125,000	\$0

RECOMMENDATION:

It is recommended that the Rochester Hills City Council authorize a blanket purchase order/contract for Snow Removal Services at the Rochester Hills Municipal Offices (City Hall), 52/3rd District Court, Oakland County Sheriff's Office Substation and the five fire stations for the 2020-2021 winter season to Ultra Professional Outdoor Services, LLC, 4565 Dixie Highway, Waterford, MI 48329, in the amount not-to-exceed One Hundred Twenty-Five Thousand (\$125,000) Dollars through June 30, 2021.

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