

## City Council Agenda Summary Sheet (Purchases)

**Agenda No:** 2004-0697  
**Date:** August 17, 2004  
**Prepared By:** Jean Farris  
**City File No:**

**Meeting Date:** September 1, 2004

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**PURPOSE:**

Authorization of contract award for yard maintenance services for the 2004-2005 Community Development Block Grant (CDBG) Home Chore Program to Advanced Service 1, Inc., Sterling Heights, Michigan in the amount not-to-exceed \$20,000 or to the extent that CDBG funds are available.

**DISCUSSION:**

The Community Development Block Grant Home Chore Program in Rochester Hills provides yard maintenance services to income qualified resident 62 years of age and older and handicapped residents for a spring and a fall clean up. This year's program will continue to be administered by the Older Persons Commission (OPC) as in past years. The estimated funds required for the Fall 2004 and Spring 2005 clean up services is \$20,000.

Competitive sealed bids were solicited. The lowest bid, submitted by Glenn Lawn Services, Detroit, Michigan, was withdrawn by the bidder. Advanced Service 1, Inc. submitted the second lowest, responsive responsible bid. Past experience in working with Advanced Service 1, Inc in conjunction with the Community Development Block Grant Home Chore Program has been very positive.

**FISCAL INFORMATION:**

| Fund Name      | Fund Account # | Description                    | Budget Amount | Cost     | Remaining Budget |
|----------------|----------------|--------------------------------|---------------|----------|------------------|
| General – CDBG | 666.807000     | Yard Maintenance               | \$15,055 *    | \$20,000 |                  |
|                | 101.677001     | Reimbursement – Oakland County | \$4,945       |          |                  |
|                |                |                                |               |          |                  |
|                |                |                                |               |          |                  |

\* All funds expended are reimbursed through CDBG funding. Additional expense would be offset by additional revenue.

**Vendor Name and Address:**  
 Advanced Services 1, Inc.

3106 Elphin Drive  
Sterling Heights, MI 48310

**Reason for Selection:**

Lowest responsive responsible bid

**Method of Purchase:**

Contract/Blanket Purchase Order

**RECOMMENDATION:**

It is recommended that City Council authorize the award of a contract to Advanced Services 1, Inc., Sterling Heights, Michigan, in the amount not-to-exceed \$20,000 through July 1, 2005 to provide yard maintenance services for the 2004-2005 Community Development Block Grant (CDBG) Home Chore Program or to the extent that CDBG funds are available.

**ATTACHMENT:**

Bid Tabulation

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Department Authorization: Pat Somerville, Mayor

Reviewed by:

Fiscal: *Joe Snyder*

Purchasing: *Jean Farris*

Clerks: *Susan Koliba-Galeczka*

Approved by: *Pat Somerville*

**RESOLUTION**

**NEXT AGENDA ITEM**

**RETURN TO AGENDA**