



**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: 2005-0446

TO: Mayor and City Council Members
FROM: Roger Rouse, DPS/Engineering, 248.841.2497
DATE: June 23, 2005
SUBJECT: Snow Removal Services (2005-2006) at City Hall, Precinct #5; and 1700 & 1600 Hamlin West

REQUEST:

City Council is requested to authorize the issuance of a blanket purchase order to Steele's Services, LLC, Rochester Hills, Michigan, for snow removal services for the 2005-2006 winter season at City Hall, Precinct #5; and 1700 & 1600 Hamlin West in the amount not-to-exceed Thirty-One Thousand One Hundred Thirty-Three (\$31,133) Dollars, by exercising an option to renew for the period of one (1) year to expire on October 15, 2006.

REASON FOR PURCHASE:

It is important to the City to provide a safe environment for persons accessing City buildings during the winter months. Competitive sealed bids for Snow Removal Services at City Hall, Precinct #5; and 1700 & 1600 Hamlin West were solicited and opened on September 18, 2003. Steele's Services, LLC, was selected as the lowest responsive, responsible bidder based on a comparison of costs per bidder. The bid contained an option for the City to renew for the 2005-2006 winter season. Last year, Steele's Services performed snow removal services satisfactorily; therefore, it is the City's desire to exercise its option to renew for an additional 1-year period.

Snow removal services for the 52/3 District Court and Sheriff Substation will be presented to Council separately. Snow removal at remaining City facilities will be completed by City personnel. Note: In the event that the Hamlin property is sold, the contract contains a clause indicating the City may delete sites with a thirty (30) day notice.

PROCESS:

Vendor Name and Address:

Steele's Services LLC
2230 Star Court
Rochester Hills, MI 48309

Reason for Selection:

Best value and lowest cost.

Method of Purchase:

1-year blanket purchase order by the City exercising its option to renew for an additional 1-year period.

BUDGET:

Funding for Snow Removal Services will be taken from the Facilities Division for multiple years. A Budget Amendment may become necessary, depending upon the severity of the winter weather.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
631 Facilities Fund	631.807000	Contractual Services	05 Budget 06 Budget	\$2,202 \$28,931	
			Total:	\$31,133	

RECOMMENDATION:

It is recommended that the Rochester Hills City Council award the contract for Snow Removal Services at City Hall, Precinct #5; and 1700 & 1600 Hamlin West for the 2005-2006 winter seasons by authorizing the City to exercise its option to renew for an additional 1-year period to **Steele's Services, LLC, Rochester Hills, Michigan**, as the lowest, responsive, responsible bidder, in the amount not-to-exceed Thirty Thousand One Hundred Thirty-Three (\$31,133) Dollars through October 15, 2006.

RESOLUTION

NEXT AGENDA ITEM

RETURN TO AGENDA

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
City Council Liaison		