



**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:** 2008-0002

**TO:** Mayor and City Council Members  
**FROM:** Mike Hartner, Parks and Forestry Department, 841-2552  
**DATE:** January 4, 2008  
**SUBJECT:** 2008 Spring and Fall Street Tree Planting

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**REQUEST:**

City Council is requested to authorize the issuance of a blanket purchase order to Michigan Lawn Maintenance, Inc. dba Sherman Nursery Farms of Columbus, Michigan for the 2008 Spring and Fall Street Tree Planting in the amount not to exceed \$67,000.

**REASON FOR PURCHASE:**

The Forestry Division contracts for the planting of street trees and trees for general planting programs by compiling a list of acceptable trees and then requesting proposals on the trees and planting services. Included are shade and ornamental trees that are planted along city roads, in parks and at other city facilities. Most of the trees planted along streets are in new subdivisions and are a part of the "Subdivision Tree Planting Program". Under this program, developers of all new subdivisions are required to provide funds for street trees to be planted in front of each home. The Forestry Division oversees the planting operation as each new subdivision nears completion.

A second program (the "Citizen Tree Planting Program") was implemented in 1995, making street trees available to residents or businesses at the city's cost of installation. This program became the current "Cooperative Tree Planting Program" in 1999, when new policy was established authorizing use of the City's Tree Fund to match 50% of the cost of each tree purchased.

Sealed proposals were solicited in 2006 using the MITN website with Michigan Lawn Maintenance, Inc. dba Sherman Nursery Farms being chosen as the best value for the City. The solicitation included an option to renew based on mutual agreement between the City and the awarded supplier. Sherman Nursery Farms has agreed to hold the majority of the 2006 prices. The City has requested additional trees be added to the contract. The City received good product and services from Sherman Nursery Farms for the 2006 and 2007 plantings.

**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

**BUDGET:**

Monies for the purchase of these trees will come from private developer and residents' contributions made into the Tree Funds Escrow accounts (281000 and 283003) along with the private contributions made into the Tree Fund's revenue account 631000. Trees purchased under the Cooperative Tree Program: fifty-percent of the tree is purchased with monies from the participating resident and fifty-percent is financed with the revenues received in the Tree Fund. Revenues in the Tree Fund are generated from the tree replacement ordinance.

Subdivision Tree Planting Program (100% funded by developers):

Funds for this program come from developer fees as prescribed by the Subdivision Control Ordinance (paid by developers per lot). This applies to all subdivisions platted since 1979. Funds are held in an escrow account (232.281000) until about 50% of the homes in the sub have been issued Certificates of Occupancy.

Cooperative Tree Planting Program:

Funds for this program come from two sources, the residents and the City. The residents matching contributions are held in an escrow account (232.283003) for a few months until the tree is planted on the right of way. The City matches the resident's contributions from the Tree Fund Contractual Services account (232.807000) as established by the Tree Conservation Ordinance. This account is funded by payments placed by developers/builders since 1988 into the Tree Fund's revenue account in lieu of planting replacement trees. Monies are paid by developers per the number of trees that are cut down during construction.

Tree Fund monies do not come from taxes and can only be used for tree planting purposes.

<b>Fund Name</b>	<b>Department Account No</b>	<b>Account No. Description</b>	<b>Budget Amount</b>	<b>Cost</b>	<b>Remaining Budget</b>
Tree Fund	232.281000	Tree Escrow	NA	\$35,000	NA
Tree Fund	232.807000	Contractual Services	\$25,000	\$16,000	\$9,000
Tree Fund	232.283003	Coop Tree Escrow	NA	\$16,000	NA

**RECOMMENDATION:**

It is recommended that City Council authorize a Blanket Purchase Order for the 2008 Spring and Fall Street Tree Planting to Michigan Lawn Maintenance, Inc. dba Sherman Nursery Farms of Columbus, Michigan in the amount not to exceed \$67,000.

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**RESOLUTION**

**NEXT AGENDA ITEM**

**RETURN TO AGENDA**

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

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