



**City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS**

**1000 Rochester Hills Dr.
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Legislative File No: 2007-0447 Version 3

TO: Mayor and City Council Members
FROM: Bob Srogi, Facilities Manager
DATE: March 25, 2008
SUBJECT: Amendment to existing blanket purchase for snow removal services.

REQUEST:

City Council is requested to authorize an amendment of an existing blanket purchase order to Advanced Services Landscape, LLC, Sterling Heights, Michigan, for 2007-2008 winter season snow removal services at City Hall, Precinct #5, 52/3rd District Court and Oakland County Sheriff Department Substation in the amount of \$25,000 for a new total amount not-to-exceed \$95,700 through October 15, 2008. It is important to the City to provide a safe environment for persons accessing City buildings during the winter months.

REASON FOR PURCHASE:

The heavy snowfalls during February and early March have created an additional shortfall in the blanket purchase order in an amount estimated at \$25,000 for a new purchase order amount of \$95,700 for the 2007 - 2008 winter season. The blanket purchase order was increased \$25,000 on February 25, 2008 to \$70,700 with the expectations that this would be sufficient funding through the end of the winter season. However, the heavy snowfalls through February and into early March will result in invoices exceeding the current blanket. This winter has been the fifth heaviest snowfall winter on record.

There is a balance of \$11,273 on the current blanket purchase order after paying invoices through February 9th. Anticipated invoices through the end of the 2007-2008 winter season are expected to reach an additional \$30,000 to \$31,000 or about \$20,000 more than the amount of the blanket. The additional funding request is to cover any snowfalls from March 25th until the end of the snow season. This request is to increase the blanket purchase order an additional \$25,000 for a new not-to-exceed amount of \$95,700.

Purchasing solicited competitive sealed proposals for Snow Removal Services, which were opened on August 22, 2006. Advanced Services Landscape, LLC, was selected as providing the best value and lowest cost for winter season snow removal services for the City at four (4) City owned facilities. The service company is responsible for four (4) City owned buildings:

Location #1: Rochester Hills Municipal Offices (City Hall), 1000 Rochester Hills Drive, Rochester Hills

Location #2: Precinct #5, 1551 East Auburn Road, Rochester Hills

Location #3: 52/3 District Courthouse, 700 Barclay Circle, Rochester Hills

Location #4: OCSD Substation, 750 Barclay Circle, Rochester Hills

PROCESS:

Vendor Name and Address:

Advanced Services Landscape, LLC
35405 Beattie Drive
Sterling Heights MI 48312

Reason for Selection:

Method of Purchase:

BUDGET:

Funding for Snow Removal Services will be taken from the Facilities Division budget. The 2008 budget line item 631.807000 will be monitored in an attempt to absorb the additional cost of snowplowing, however a budget amendment may be necessary to offset the snowplowing expense.

Fund Name	Department Account No	Account No. Description	Budget Amount	*Cost	Remaining Budget
631 Facilities Fund	631.807000	Contractual Services 2008	\$45,700	\$95,700	(\$50,000)

RECOMMENDATION:

It is recommended that the Rochester Hills City Council amend the existing blanket purchase order to Advanced Services Landscape, LLC, Sterling Heights, Michigan in the amount of \$25,000 for a new total amount not-to-exceed \$95,700 through October 15, 2008.

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		