



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
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www.rochesterhills.org

Legislative File No: 2024-0393

TO: Mayor and City Council Members

FROM: Ken Elwert, CPRE, Director Parks and Natural Resources
Matt Einheuser, Natural Resources Manager

DATE: August 26, 2024

SUBJECT: Tree Maintenance Services Renewal

REQUEST:

City Council is requested to authorize a blanket purchase order/contract to CHOP, Grand Rapids, Michigan for tree maintenance services in the amount not-to-exceed \$218,470.00 through October 31, 2025.

REASON FOR PURCHASE:

In 2021 a Request of Proposals was issued on the MITN system and the initial award for tree maintenance was approved by City Council on November 15, 2021 for a three- year term to expire on October 31, 2024. The services include the removal of trees, tree pruning, storm damage response, and related arboricultural services in and along the public street right-of-ways and other public properties of the City on an as-needed basis.

The solicitation called for a three-year contract with two (2) one-year options to renew. Natural Resources has requested to exercise the first option year. The vendor has agreed to hold pricing and terms. The City has been satisfied with the services CHOP has provided over the past several years and requests approval to renew their contract for an additional one-year term.

PROCESS:

Vendor Name and Address:

CHOP
1505 Steele Ave SW
Grand Rapids, MI 49507

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Funding is included in the FY 2024 Adopted Budget and FY 2025 Proposed Budget

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
General Fund	774.807000	Contractual Services / Forestry Division	\$25,000	\$25,000	\$0
Major Road	462.807000	Contractual Services / MR Preservation	\$28,310	\$28,310	\$0
Local Street	464.807000	Contractual Services / LS Preservation	\$141,000	\$141,000	\$0
Pathway	214.807000	Contractual Services / PW Maintenance	\$14,160	\$14,160	\$0
Water	530.807000	Contractual Services / Water Operating	\$10,000	\$10,000	\$0
GRAND TOTAL			\$218,470	\$218,470	\$0

RECOMMENDATION:

It is recommended that City Council authorize a blanket purchase order/contract for tree maintenance services in the amount not-to-exceed \$218,470.00 through October 31, 2025 to CHOP, Grand Rapids, Michigan and authorize the Purchasing Manager to execute a contract on behalf of the City.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Procurement Manager		
Mayor		
City Clerk		

Contract Reviewed by City Attorney Yes N/A