



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: 2023-0540

TO: Mayor and City Council Members

FROM: Bill Fritz, P.E., Director, Department of Public Services
Ken Elwert, CPRE, Director of Parks and Natural Resources

DATE: December 4, 2023

SUBJECT: Groundskeeping Materials – Fertilizer, Pesticide, Herbicide, Grass Seed, etc.

REQUEST:

City Council is requested to authorize a blanket for the purchase of groundskeeping materials to Harrell's LLC., Lakeland, Florida in the amount not-to-exceed \$63,000.00 through December 30, 2026.

REASON FOR PURCHASE:

The City acting as the Principal Procurement Agency, partnered with OMNIA Partners (national cooperative) issued a Request for Proposal to create a nationwide Master Agreement for Groundskeeping Materials, Fertilizer, Pesticide, Herbicide, Grass Seed and Related Products and Services. The City received two proposal responses, and ended up deeming one proposal as non-responsive for failing to respond to all the requested criteria identified within the Request for Proposal.

In reviewing the proposal response provided by Harrell's LLC., the City's evaluation committee, which consisted of staff from the Department of Public Services water and roads division, as well as park's groundskeeping division, is recommending award of this agreement to Harrell's LLC as the best value based on their method of approach in providing requested products, qualifications and experience with providing these services, as well as overall cost proposal. The City has utilized Harrell's LLC in the past and has been satisfied with the services received which includes pricing for a comprehensive listing of groundskeeping materials to meet the needs of the City, as well as agencies across the nation.

Groundskeeping materials are used by DPS and Parks for maintenance operations, which include restoration when work is performed in residents yards, rows, or other locations throughout the City, along with maintain the parks grounds.

PROCESS:

Vendor Name and Address:

Harrell's LLC.
5105 New Tampa Hwy
Lakeland, FL 33815

Reason for Selection:

Best Value

Method of Purchase:
Blanket Purchase Order

BUDGET:

Funding is included in the FY 2024 Adopted Budget and the FY 2025-2026 Projected Budgets

Fund Name	Department Account No	Account No. Description	3-year Budget Amount	3-year Cost	Remaining Budget
Water	530.740006	Operating Supplies: Water Taps	\$27,000	\$27,000	\$0
General Fund	759.931000	Maintenance – Park	\$36,000	\$36,000	\$0
		Total	\$63,000	\$63,000	\$0

RECOMMENDATION:

City Council is requested to authorize a blanket for the purchase of groundskeeping materials to Harrell's LLC., Lakeland, Florida in the amount not-to-exceed \$63,000.00 through December 30, 2026.

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