



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: 2021-0425 Version 2

TO: Mayor and City Council Members

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

DATE: February 12, 2024

SUBJECT: Tree Maintenance Services

REQUEST:

City Council is requested to authorize an increase to the blanket purchase order for tree maintenance services to CHOP, Grand Rapids, Michigan in the amount of \$120,250.00 for a new not-to-exceed \$542,540.00 through October 31, 2024.

REASON FOR PURCHASE:

At the November 15, 2021 meeting, City Council authorized a blanket purchase order to CHOP for tree maintenance services. The City issued a Request for Proposals for tree maintenance and optional stump grinding services utilizing the MITN system and four proposal responses were received. Two proposers submitted pricing for both services and two for only tree maintenance. A committee comprised of staff from Parks and Natural Resources evaluated the proposal responses received. The committee recommended award for tree maintenance services to CHOP. Award was not recommended at the time for the optional stump grinding services. The City's Natural Resources Division continues to perform stump grinding as has been the practice for several years.

The services include the removal of trees, tree pruning, storm damage response and related arboricultural services in and along the public street rights-of-way and other public properties of the City on an as-needed basis.

The requested increase is to align the blanket amount with the approved budgeted amounts to be spent for tree maintenance through the end of the contract.

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

BUDGET:

Funding is included in the FY 2022-24 Adopted Budgets

Fund Name	Department Account No	Account No. Description	3-Year Budget Amount	3-Year Cost	3-Year Remaining Budget
General Fund	774.807000	Contractual Services / Forestry Division	\$49,380	\$49,380	\$0
Major Road	462.807000	Contractual Services / MR Preservation	\$70,110	\$70,110	\$0
Local Street	464.807000	Contractual Services / LS Preservation	\$367,970	\$367,970	\$0
Pathway	214.807000	Contractual Services / PW Maintenance	\$35,080	\$35,080	\$0
Water	530.807000	Contractual Services / Water Operating	\$20,000	\$20,000	\$0
		GRAND TOTAL	\$542,540	\$542,540	\$0

RECOMMENDATION:

It is recommended that City Council authorize an increase to the blanket purchase order for tree maintenance services to CHOP, Grand Rapids, Michigan in the amount of \$120,250.00 for a new not-to-exceed \$542,540.00 through October 31, 2024.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Supervisor of Procurement		
Mayor		
Deputy Clerk		

Contract Reviewed by City Attorney Yes N/A