



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: 2018-0295

**TO:** Mayor and City Council Members  
**FROM:** Scott Cope, Director Building/Facilities/Ordinance  
**DATE:** July 30, 2018  
**SUBJECT:** Snow Removal Services 2018-2019 Winter Season

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**REQUEST:**

City Council is requested to authorize the issuance of a blanket purchase order to Xpert Lawn and Snow, Inc., 21083 Mound Road, Warren, MI 48091 for snow removal services for the 2018-2019 winter season at the City Hall, 52/3rd District Court, Oakland County Sheriff's Office Substation and the five fire stations in the amount not-to-exceed Seventy-Five Thousand (\$75,000) Dollars through June 30, 2019.

**REASON FOR PURCHASE:**

It is important to the City to provide a safe environment for persons accessing City buildings during the winter months. Competitive sealed proposals were solicited for Snow Removal Services using the MITN system. Two responses were received and evaluated by a committee consisting of Facilities/Building staff members. Xpert Lawn and Snow, Inc., 21083 Mound Road, Warren, MI 48091 was selected as the vendor providing the best value proposal for the 2018-2019 winter season based on their experience, references, and capacity to perform the work required for the City at eight (8) City owned facilities.

The eight (8) City owned buildings that the Service Company will be responsible for are as follows:

- Location #1: Rochester Hills Municipal Offices (City Hall), 1000 Rochester Hills Drive, Rochester Hills
- Location #2: 52/3 District Court, 700 Barclay Circle, Rochester Hills
- Location #3: OCSO Substation, 750 Barclay Circle, Rochester Hills
- Location #4: Fire Station #1, 1111 Horizon Court, Rochester Hills
- Location #5: Fire Station #2, 1251 E. Auburn Road, Rochester Hills
- Location #6: Fire Station #3, 2137 W. Auburn Road, Rochester Hills
- Location #7: Fire Station #4, 2723 Walton Boulevard, Rochester Hills
- Location #8: Fire Station #5, 251 E. Tienken Road, Rochester Hills

Snow removal services at remaining City facilities will be completed by City personnel. The City has the option at any time during the term of the contract to add or delete buildings and/or services.

**PROCESS:**

**Vendor Name and Address:**  
Xpert Lawn and Snow, Inc.

21083 Mound Road  
Warren, MI 48091

**Reason for Selection:**  
Best Value

**Method of Purchase:**  
Blanket Purchase Order

**BUDGET:**  
Funding is included in the FY 2018 Adopted Budget and the FY 2019 Projected Budget

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities	631.807000	Contractual Services	\$75,000	\$75,000	\$0

**RECOMMENDATION:**  
It is recommended that the Rochester Hills City Council authorize a blanket purchase order/contract for Snow Removal Services at the Rochester Hills Municipal Offices (City Hall), 52/3rd District Court, Oakland County Sheriff's Office Substation and the five fire stations for the 2018-2019 winter season to Xpert Lawn and Snow, Inc., 21083 Mound Road, Warren, MI 48091, in the amount not-to-exceed Seventy-Five Thousand (\$75,000) Dollars through June 30, 2019.

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