



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: 2017-0378 Version 2

**TO:** Mayor and City Council Members

**FROM:** Scott Cope, Director Building/Facilities/Ordinance

**DATE:** August 28, 2017

**SUBJECT:** Increase to Blanket Purchase Order for Snow Removal Services 2017-2018 Winter Season

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**REQUEST:**

City Council is requested to increase the blanket purchase order to Ultra Professional Outdoor Services, LLC, 2431 Pontiac Road, Auburn Hills MI 48326 for snow removal services for the 2017-2018 winter season at City Hall, 52/3rd District Court, Oakland County Sheriff's Office Substation and the five fire stations in the amount of \$65,000.00 for a new not-to-exceed amount of \$140,000.00 through June 30, 2018.

**REASON FOR PURCHASE:**

The requested increase to the blanket is requested due to the large amount of snow events this season which resulted in more plowing and salting to City properties.

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

- Location #1:** 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 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 delete buildings and/or services.

**PROCESS:**

**Vendor Name and Address:**

Ultra Professional Outdoor Services, LLC  
2431 Pontiac Road  
Auburn Hills, MI 48326

**Reason for Selection:**

Best Value

**Method of Purchase:**

Blanket Purchase Order

**BUDGET:**

If approved by City Council, a future FY 2018 Budget Amendment may be required to increase the Facilities Fund / Contractual Services account due to the increased amount of snow plowing service in the FY 2017-18 Winter season. The current FY 2018 budget for Facilities Fund / Contractual Services is \$524,940.

Fund Name	Department Account No	Account No. Description	2017-18 Season Budget Amount	2017-18 Season Cost	2017-18 Season Remaining Budget
Facilities	631.807000	Contractual Services	\$75,000	\$140,000	(\$65,000)
		<b>Grand Total</b>	<b>\$75,000</b>	<b>\$140,000</b>	<b>(\$65,000)</b>

**RECOMMENDATION:**

It is recommended that City Council authorize an increase to the blanket purchase order to Ultra Professional Outdoor Services, LLC, 2431 Pontiac Road, Auburn Hills MI 48326 for snow removal services for the 2017-2018 winter season at City Hall, 52/3rd District Court, Oakland County Sheriff's Office Substation and the five fire stations in the amount of \$65,000.00 for a new not-to-exceed amount of \$140,000.00 through June 30, 2018.

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