



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: 2015-0102

TO: Mayor and City Council Members

FROM: Gerry Lee, Forestry Operations Manager
Mike Hartner, Director of Parks and Forestry

DATE: March 30, 2015

SUBJECT: 2015 Street Tree Planting

REQUEST:

City Council is requested to authorize a blanket purchase order to Michigan Lawn Maintenance, Inc. dba Sherman Nursery Farms, Columbus, Michigan for the 2015 Street Tree Planting in the amount not-to-exceed \$60,000.00.

REASON FOR PURCHASE:

Request for Proposals were solicited utilizing the MITN system. Three proposal responses were received and evaluated by the Forestry Division. Michigan Lawn Maintenance, Inc. dba Sherman Nursery Farms was selected as offering the best value for the City, based on source of plant stock, ability to offer the most variety of trees for purchase, qualifications of personnel and reasonable associated costs. The City as part of the Request for Proposals process, requested a supplemental pricing proposal to ensure the most competitive pricing was being received from Michigan Lawn Maintenance, Inc., dba Sherman Nursery Farms. Michigan Lawn Maintenance, Inc. dba Sherman Nursery Farms submitted to the City a revised supplemental pricing proposal, which included an approximate average of 7% per tree price reduction. The City has utilized the services of Sherman Nursery Farms in the past and has received both excellent trees and services, including proper planting methods and consistent post-planting maintenance.

The Forestry Division contracts for the planting of trees along City roads, in parks and at other facilities. As well, two separate planting programs are currently in effect: the "Subdivision Tree Planting Program" and the "Cooperative Tree Planting Program"

The Subdivision Tree Planting Program began in 1979, after adoption of the Subdivision Control Ordinance requiring developers of all new subdivisions to provide funds for one street tree to be planted by the City in front of each new home. Funds for this program are held by the City in an escrow account until the new homes are completed and occupied. The Forestry Division then includes that property in a forthcoming planting project.

The Cooperative Tree Planting Program was initiated in 1999, when policy was established authorizing the use of the City's "Tree Fund" (created by the Tree Conservation Ordinance in 1988 and distinct from the above escrow account) to plant trees along public streets and on public properties throughout the City. Tree Fund revenues are generated from payments by developers and builders in lieu of planting replacements for regulated trees removed (or damaged) during construction.

PROCESS:

Vendor Name and Address:

Michigan Lawn Maintenance, Inc.
dba Sherman Nursery Farms
2200 Mayer Road
Columbus, MI 48063

Reason for Selection:

Best value based on source of plant stock, variety of trees offered, quality of trees, experience and qualifications of personnel and reasonableness of costs

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Funding is included in the FY 2015 Adopted Budget.

232.281000 = Subdivision Tree Escrow is a separate designated account within the Tree Fund. This account is funded by developer contributions, and can only be used to plant one street tree per new house. These funds are accounted for separately from general "Tree Fund" monies, as they cannot be used for general Tree Fund activities, but rather one-specific purpose.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Tree Fund	232.740000	Operating Supplies - Landscaping (City-Owned Properties)	\$20,000	\$20,000	\$0
Tree Fund	232.807000	Cooperative Tree Planting Program	\$20,000	\$20,000	\$0
Tree Fund	232.281000	Subdivision Tree Escrow Program	N/A	\$20,000	N/A
		TOTAL	\$40,000	\$60,000	\$0

RECOMMENDATION:

It is recommended that the Rochester Hills City Council authorize a Blanket Purchase Order for the 2015 Street Tree Planting to Michigan Lawn Maintenance, Inc. dba Sherman Nursery Farms, Columbus, Michigan in the amount not-to-exceed \$60,000.00 and further authorizes the Mayor to execute a contract on behalf of the City.

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