



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: 2018-0439

**TO:** Mayor and City Council Members

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

**DATE:** November 12, 2018

**SUBJECT:** Tree Maintenance Services

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**REQUEST:**

City Council is requested to authorize a blanket purchase order to JH Hart Urban Forestry, Sterling Heights, Michigan for tree maintenance services in the amount not-to-exceed \$300,000.00 through October 31, 2021.

**REASON FOR PURCHASE:**

Request for Proposals for tree maintenance and stump grinding services were solicited utilizing the MITN system and four proposal responses were received. Three proposers submitted pricing for both services and the fourth for only tree maintenance.

In evaluation of the proposal responses it was determined that it is in the best interest of the City that award of the contract be split between tree maintenance and stump grinding services. It is recommended that award for tree maintenance services be awarded to JH Hart Urban Forestry. JH Hart Urban Forestry was selected as providing the best value to the City based on qualifications and experience, capacity, and lowest cost proposal for tree maintenance services. The City has utilized JH Hart Urban Forestry over the past several years and has been satisfied with the quality of services and responsiveness of JH Hart Urban Forestry to the Forestry Unit's requests.

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

The solicitation's Scope of Work states Proposers are able to submit a proposal on both services or for only one of the services. The Proposer does not have to propose on both services to be considered for award. Purchasing contacted The Michigan Property Network and then Owen Tree Service regarding the stump grinding services. The Michigan Property Network and Owen Tree Service were unable to accept a split contract for the stump grinding services. Award to the third proposer was deemed not to be in the best interest of the City based on proposed cost and budgetary constraints. The City's Natural Resources Division will continue to perform stump grinding as has been the practice for several years.

**PROCESS:**

**Vendor Name and Address:**

JH Hart Urban Forestry  
6600 Product Drive  
Sterling Heights, Michigan 48312

**Reason for Selection:**

Best Value

**Method of Purchase:**

Blanket Purchase Order

**BUDGET:**

Funding is included in the FY 2018 and FY 2019 Adopted Budgets and FY 2020 Projected Budget.

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	\$31,140	\$31,140	\$0
Major Road	462.807000	Contractual Services / MR Preservation	\$39,630	\$39,630	\$0
Local Street	464.807000	Contractual Services / LS Preservation	\$209,430	\$209,430	\$0
Pathway	214.807000	Contractual Services / PW Maintenance	\$19,800	\$19,800	\$0
		<b>GRAND TOTAL</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$0</b>

**RECOMMENDATION:**

It is recommended that the Rochester Hills City Council authorize a blanket purchase order to JH Hart Urban Forestry, Sterling Heights, Michigan for tree maintenance services in the amount not-to-exceed \$300,000.00 through October 31, 2021.

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