



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: 2019-0262

TO: Mayor and City Council Members
FROM: Scott Cope, Director Building/Facilities/Ordinance
DATE: June 17, 2019
SUBJECT: Snow Removal Services 2019-2020 Winter Season

REQUEST:

City Council is requested to authorize the issuance of a blanket purchase order to Ultra Professional Outdoor Services, LLC, 4565 Dixie Highway, Waterford, MI 48329 for snow removal services for the 2019-2020 winter season at the City Hall, Fire Stations, 52/3rd District Court and Oakland County Sheriff's Office Substation in the amount not-to-exceed One Hundred Twenty-five Thousand (\$125,000) Dollars through June 30, 2020.

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, Fire and Building staff members. Ultra Professional Outdoor Services, LLC, 2431 Pontiac Road, Auburn Hills, MI 48326 was selected as the vendor providing the best value proposal for the 2019-2020 winter season based on their experience, references, capacity to perform the work required for the City at eight City owned facilities and pricing. Ultra Professional Outdoor Services, LLC has performed the noted services previously in a professional and satisfactory manner.

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 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:

Ultra Professional Outdoor Services LLC
 4565 Dixie Highway
 Waterford, MI 48329

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order

BUDGET:

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

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities	631.807000	Contractual Services	\$125,000	\$125,000	\$0

RECOMMENDATION:

It is recommended that the Rochester Hills City Council authorize a blanket purchase order/contract for Snow Removal Services at the City Hall, Fire Stations, 52/3rd District Court and Oakland County Sheriff's Office Substation for the 2019-2020 winter season to Ultra Professional Outdoor Services, LLC, 4565 Dixie Highway, Waterford, MI 48329, in the amount not-to-exceed One Hundred Twenty-five Thousand (\$125,000) Dollars through June 30, 2020.

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