



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
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www.rochesterhills.org

Legislative File No: 2021-0303

TO: Mayor and City Council Members
FROM: Scott Cope, Director Building/Facilities/Ordinance
DATE: August 16, 2021
SUBJECT: Snow Removal Services 2021-2022 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 2021-2022 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 One Hundred Fifty-Five Thousand (\$155,000) Dollars through June 30, 2022.

REASON FOR PURCHASE:

It is important to the City to provide a safe environment for persons accessing City buildings during the winter months.

In 2019, Council awarded the contract for Snow Removal Services at eight City locations including City Hall, 52/3 District Court, Oakland County Sheriff's Substation and the five fire stations to Ultra Professional Outdoor Services, LLC. The vendor provided the best value and submitted the most responsive, responsible proposal for snow removal services for the 2019-2020 winter season. Ultra Professional Outdoor Services, LLC has performed the noted services in the past in a professional and satisfactory manner. The term awarded was one year with two one-year renewals.

The City of Rochester Hills wishes to exercise its second and final option to renew for the 2021-2022 winter season. The vendor has agreed to hold pricing and all the terms and conditions of the contract for the renewal

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:

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

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Funding is included in the FY 2021 Adopted Budget and the FY 2022 Proposed Budget.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities	631.807000	Contractual Services	\$155,000	\$155,000	\$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 2021-2022 winter season to Ultra Professional Outdoor Services, LLC, 4565 Dixie Highway, Waterford, MI 48329, in the amount not-to-exceed One Hundred Fifty-Five Thousand (\$155,000) Dollars through June 30, 2022 and further authorizes the Mayor to execute a contract on behalf of the City.

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

Contract Reviewed by City Attorney Yes N/A