



**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: 2011-0418

TO: Mayor and City Council Members
FROM: Scott Cope, Director of Building Department, x-2445
DATE: August 11, 2011
SUBJECT: Snow Removal Services 2011-2012 Winter Season

REQUEST:

City Council is requested to authorize the issuance of a blanket purchase order to Ultra Professional Outdoor Services, LLC, 2431 Pontiac Road, Auburn Hills MI 48326 for snow removal services for the 2011-2012 winter season at the City Hall, Precinct #5, 52/3rd District Court and Oakland County Sheriff's Office Substation in the amount not-to-exceed Seventy-Five Thousand (\$75,000) Dollars through June 15, 2012.

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 and opened on June 29, 2011. Ultra Professional Outdoor Services, LLC, 2431 Pontiac Road, Auburn Hills, MI 48326 was selected as the vendor providing the best value and lowest cost proposed for 2011-2012 winter season snow removal services for the City at four (4) City owned facilities. The four (4) 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: Precinct #5, 1551 East Auburn Road, Rochester Hills

Location #3: 52/3 District Court, 700 Barclay Circle, Rochester Hills

Location #4: OCSO Substation, 750 Barclay Circle, 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; Lowest Cost

Method of Purchase:

Blanket Purchase Order

BUDGET:

There is \$75,000 included in the 2011 budget for snow removal services. The 2012 proposed budget also has \$75,000 budgeted for snow removal.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
631 Facilities Fund	631.807000	Contractual Services	\$75,000		\$75,000

RECOMMENDATION:

It is recommended that the Rochester Hills City Council award the contract for Snow Removal Services at the Rochester Hills Municipal Offices (City Hall), Precinct #5, 52/3rd District Court and Oakland County Sheriff's Office Substation for the 2011-2012 winter season by awarding the contract to Ultra Professional Outdoor Services, LLC, 2431 Pontiac Road, Auburn Hills, MI 48326, in the amount not-to-exceed Seventy-Five Thousand (\$75,000) Dollars through June 15, 2012.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
City Council Liaison		