



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: 2022-0367

**TO:** Mayor and City Council Members  
**FROM:** Mike Viazanko, Director Building/Facilities/Ordinance  
**DATE:** August 29, 2022  
**SUBJECT:** Snow Removal Services 2022-2023 Winter Season

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**REQUEST:**

City Council is requested to authorize a contract/blanket purchase order to Ultra Professional Outdoor Services, LLC, 4565 Dixie Highway, Waterford, MI 48329 for snow removal services for the 2022-2023 winter season at the City Hall, Fire Stations, 52/3rd District Court, Oakland County Sheriff's Office Substation, and two City owned parking lots near Brooklands Plaza in the amount not-to-exceed One Hundred Fifty-five Thousand (\$155,000) Dollars through June 30, 2023.

**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. Notification was sent to 196 vendors and 21 vendors downloaded the solicitation. Only one response from Ultra Professional Outdoor Services, LLC was received by the due date. Purchasing contacted the other 20 vendors to inquire why they did not provide a response. Of the five that replied, three said the City was located outside their service area, another vendor thought the City was seeking residential services and the last response from an out-of-state vendor stated they were just curious to see the specifications.

An evaluation committee consisting of Facilities and Fire staff members reviewed the single proposal. Ultra Professional Outdoor Services was selected as the vendor providing the best value proposal for the 2022-2023 winter season based on their experience, references, capacity to perform the work required and pricing. Ultra Professional Outdoor Services, LLC has performed the noted services previously in a professional and satisfactory manner.

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  
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 2022 Adopted Budget

<b>Fund Name</b>	<b>Department Account No</b>	<b>Account No. Description</b>	<b>Budget Amount</b>	<b>Cost</b>	<b>Remaining Budget</b>
Facilities	631.807000	Contractual Services	\$155,000	\$155,000	\$0

**RECOMMENDATION:**

It is recommended that City Council authorize blanket purchase order/contract to Ultra Professional Outdoor Services, LLC, of Waterford, Michigan for Snow Removal Services at City Hall, Fire Stations, 52/3rd District Court, Oakland County Sheriff's Office Substation, and two City owned parking lots near Brooklands Plaza for the 2022-2023 winter season in the amount not-to-exceed One Hundred Fifty-five Thousand (\$155,000) through June 30, 2023 and further authorize the Mayor to execute a contract on behalf of the City.

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<b>APPROVALS:</b>	<b>SIGNATURE</b>	<b>DATE</b>
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Procurement Manager		
Mayor		
City Clerk		

Contract Reviewed by City Attorney       Yes       N/A