



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
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Legislative File No: 2021-0425

TO: Mayor and City Council Members

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

DATE: November 15, 2021

SUBJECT: Tree Maintenance Services

REQUEST:

City Council is requested to authorize a blanket purchase order to CHOP, Grand Rapids, Michigan for tree maintenance services in the amount not-to-exceed \$422,290.00 through October 31, 2024.

REASON FOR PURCHASE:

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

A committee comprised of staff from Parks and Natural Resources evaluated the proposal responses received. In evaluation of the proposal responses two vendors were short listed based on their qualifications and competitive cost proposals. Through the shortlist process it was determined that clarifications regarding costs were needed from both vendors and a best and final cost proposal was requested. The revised best and final cost proposals were evaluated and the committee recommended award for tree maintenance services to JH Hart Urban Forestry.

As City Council is aware, at the October 25th meeting the City had to request removal of this agenda item, after JH Hart Urban Forestry had notified the Purchasing Department that they were withdrawing their proposal due to lack of manpower and not being able to fulfill the contract requirements. After learning this, the City immediately started considering all available options and the best way to proceed forward. It was determined that based on the qualifications of the other shortlisted vendor, that it would be in the City's best interest to conduct further discussion with the vendor with a goal of reducing costs, as well as coming to terms on an agreement that would be mutually beneficial to both the City and the vendor.

With this in mind, the City invited CHOP in to meet with Purchasing and the committee to discuss the logistics of their work approach, and discuss their fees. The result of this effort, resulted in an approximate 10% reduction in their proposed costs for all services, as well as coming to an agreement in which the City can provide CHOP with a designated area at one of the City's locations in order to allow them to have better access to work locations and easier arrival times versus that of their employee departing from CHOP's yard location. Overall, the City considers this a successful partnership in which we are realizing a reduction in costs from the initial recommended award, as well as being able to come to an arrangement in which CHOP will be able to be more efficient with having their equipment located closer to the worksite. With all of these factors, the City is recommending award to CHOP based on their qualifications and experience, work approach and overall low cost proposal.

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.

Award is not being recommended at this time for the optional stump grinding services. 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:

CHOP
1505 Steele Ave SW
Grand Rapids, MI 49507

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order

BUDGET:

Funding is included in the FY 2021 and FY 2022 Adopted Budgets and FY 2023 and FY 2024 Projected Budgets.

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	\$37,140	\$37,140	\$0
Major Road	462.807000	Contractual Services / MR Preservation	\$52,450	\$52,450	\$0
Local Street	464.807000	Contractual Services / LS Preservation	\$288,460	\$288,460	\$0
Pathway	214.807000	Contractual Services / PW Maintenance	\$26,240	\$26,240	\$0
Water	530.807000	Contractual Services / Water Operating	\$18,000	\$18,000	\$0
		GRAND TOTAL	\$422,290	\$422,290	\$0

RECOMMENDATION:

It is recommended that the Rochester Hills City Council authorize a blanket purchase order to CHOP, Grand Rapids, Michigan for tree maintenance services in the amount not-to-exceed \$422,290.00 through October 31, 2024.

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