



**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: 2009-0345**

**TO:** Mayor and City Council Members  
**FROM:** Roger Rouse, Director of Public Service  
**DATE:** September 21, 2009  
**SUBJECT:** Snow Removal Services

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**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, Michigan 48326, for snow removal services for the 2009-2010 winter season at the City Hall, Precinct #5, 52/3rd District Court and Oakland County Sheriff Department Substation in the amount not-to-exceed Seventy-Five Thousand (\$75,000) Dollars.

**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 July 21, 2009. ULTRA Professional Outdoor Services LLC, was selected as the best value and lowest cost proposed for 2009-2010 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 Courthouse,** 700 Barclay Circle, Rochester Hills

**Location #4: OCSD Substation,** 750 Barclay Circle, Rochester Hills

Snow removal at remaining City facilities will be completed by City personnel.

**PROCESS:**

**Vendor Name and Address:**

ULTRA Professional Outdoor Services LLC  
2431 Pontiac Road  
Auburn Hills, Michigan 48326

**Reason for Selection:**

Best Value; Lowest Cost

**Method of Purchase:**  
Blanket Purchase Order

**BUDGET:**

Funding for Snow Removal Services will be taken from the Facilities Division spanning multiple years over the 2009-10 winter season. A Budget Amendment may become necessary, depending upon the severity of the winter weather.

<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>
631 Facilities Fund	631.807000	Contractual Services			
		2009	\$50,000	\$25,000	* (\$29,170)
		2010	\$75,000	\$50,000	\$25,000

\* Note: Snow Removal services in the amount of \$54,170.75 have already been expensed 2009 YTD (due to heavy amounts of Jan-Apr snowfall). A FY 2009 budget amendment is not being requested at this time due to reductions in other contractual services (631.807000) items.

**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 Department Substation for the 2009-2010 winter season by awarding the contract to ULTRA Professional Outdoor Services LLC, 2431 Pontiac Road, Auburn Hills, Michigan 48326, as the lowest, responsive, responsible proposer, in the amount not-to-exceed Seventy-Five Thousand (\$75,000) Dollars through June 15, 2010.

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