



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: 2025-0018

**TO:** Mayor and City Council Members  
**FROM:** Ken Elwert, CPRE, Director Parks and Natural Resources  
**DATE:** January 27, 2025  
**SUBJECT:** Topdressing Sand

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**REQUEST:**

City Council is requested to authorize a two-year blanket purchase order for topdressing sand to Osburn Industries, Inc. in the amount not-to-exceed \$30,000.00 through December 31, 2026.

**REASON FOR PURCHASE:**

The Parks Department uses topdressing sand for soccer field renovations and regular field maintenance. Topdressing sand improves the safety, durability and recovery of natural turf playing surfaces. Quotes were solicited using the MITN System. Only two (2) responses were received. One quote provided a sample, which did not meet the specifications listed in the quote. Osburn Industries, Inc. has provided topdressing sand to the City over the past several years and the Parks Department has been satisfied with the material and the services. It is recommended that award be made to Osburn Industries, Inc. as the responsive and responsible bidder.

**PROCESS:**

**Vendor Name and Address:**

Osburn Industries, Inc.  
5850 Pardee Road  
Taylor, MI 48180

**Reason for Selection:**

Responsive, Responsible Bidder

**Method of Purchase:**

Blanket Purchase Order

**BUDGET:**

Funding is included in the FY 2025 Adopted Budget and the FY 2026 Projected Budget

Fund Name	Department Account No	Account No. Description	2-year Budget Amount	2-year Cost	Remaining Budget
General Fund	759.931000	Maintenance	\$30,000	\$30,000	\$0

**RECOMMENDATION:**

It is recommended that Rochester Hills City Council authorize a two-year blanket purchase order for topdressing sand to Osburn Industries, Inc., Taylor, Michigan in the amount not-to-exceed \$30,000.00 through December 31, 2026.

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

Contract Reviewed by City Attorney       Yes       N/A