

MEMORANDUM

Date: November 3rd, 2025

To: Melissa Marsh, City Manager

From: Harley Mordarski, Assistant to the City Manager

Subject: ARPA Senior Chore Snow Removal Program

Summary/Background:

In accordance with the City's purchasing policy and federal procurement regulations, the City issued a bid for the ARPA Senior Home Chore Program funded through the Oakland Livingston Human Service Agency (OLHSA). The bid was posted on the Michigan Inter-governmental Trade Network (MITN) at www.mitn.info, and 766 vendors were notified. Of those, 44 vendors downloaded the bid documents, and seven (7) bids were received and opened. Two bids from Winner's Circle Turf & Landscape and Pearls Cleaning LC, were deemed unresponsive for failure to follow submission instructions.

The lowest qualified bidder, Allen's Landscaping & Lawn Services LLC, submitted a rate of \$35 per residence/lot. This is a new partnership for the City, and the company successfully passed the vetting process with excellent references. To date, they have been communicative and eager to begin work.

The program will provide snow removal services for 72 low-income seniors and disabled residents within the City. Services will include up to 15 snow removals when snow accumulation reaches 2 inches or more, as outlined in the project scope. Any service beyond 15 snow events or the \$37,800 allocation will require an extension of the contract, mutually agreed upon by City staff and the service provider.

This snow removal contract will be funded entirely through the Oakland Livingston Human Service Agency (OLHSA) under Fund 101, as part of the County-administered ARPA Senior Home Chore Program. A total of \$37,800 has been allocated for direct snow removal services to qualifying senior and disabled residents, and all expenses under this contract will be fully reimbursed through ARPA funds.

Last year, the City funded the snow removal program using Community Development Block Grant (CDBG) dollars. However, with the possibility of future federal reductions to the CDBG program, staff is proactively identifying ways to preserve these essential services for seniors. To ensure continuity, grant funds administered through OLHSA will be used this year to support and supplement the Home Chore Program. Both ARPA and CDBG programs permit expenditures for home chore activities such as snow removal, and share similar income and age eligibility requirements. Staff will continue to evaluate funding options to maintain this program in future years.

STAFF RECOMMENDATION:

Staff recommends that Council consider the following motion:

To award the OLSHA Senior Home Chore Snow Removal Contract to the lowest responsible bidder, Allen's Landscaping & Lawn Services, LLC, at a unit price of \$35.00 per lot for the 2025-26 snow removal season pending legal review; and to authorize the City to proceed with the next lowest responsible bidder, Luxury Lawn & Snow, at a unit price of \$55.00 per lot, in the event the contract with Allen's Landscaping & Lawn Services, LLC is terminated due to non-performance or other issues.