

## MEMORANDUM

**DATE:** November 4, 2024  
**TO:** Melissa Marsh - City Manager  
**FROM:** Giles Tucker - Community & Economic Development Director  
**SUBJECT:** CDBG Yard Services- Snow Removal

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### **SUMMARY/BACKGROUND:**

In accordance with HUD regulations, the City has posted a bid for CDBG and OLHSA-funded Snow Removal Services for the 2024 winter season. The bid was posted on the MITN online cooperative bidding system ([www.mitn.info](http://www.mitn.info)) and emailed to 708 vendors. Out of the 708 vendors, 53 vendors downloaded the bid documents and six (6) responsive electronic bids were received and opened. One bid from T's Outdoor Services was deemed unresponsive, as there was an issue with their documents being uploaded on the site and our HR Director/Purchasing Coordinator was unable to open their bid.

The lowest qualified bidder is Gratiot Landscaping/DBA Winner Circle Turf & Landscape at \$45 per residence/lot. Gratiot Landscaping demonstrated their quality of work and responsiveness when they took over the 2022 lawn cutting contract, after the awarded bidder for the contract failed to perform. Staff responsible for managing the day-to-day of the lawn cutting contract for our seniors have confidence that Gratiot Landscaping will continue to demonstrate their quality of work and professionalism this winter season for the snow removal contract.

This snow removal contract will have two funding sources: CDBG (Fund 276) and OLHSA (Fund 101). Provided that City Council approves the revision of the project description for CDBG Yard Services to include snow removal, CDBG Yard Service funds will provide up to \$20,000 of the potential costs of snow removal activities performed as weather events require. This will assist the City in spending down excess past funding for Yard Services. Any further costs incurred will be funded through the City's OLHSA ARPA Senior Chore Program grant.

The OLHSA grant award totals \$100,000 and up to 15% of these funds can be used for program outreach, enrollment, and program coordination activities. The total funds available for this project are \$105,000 (\$20,000 CDBG + \$85,000 OLHSA). The proposed contract between Gratiot Landscaping DBA Winner Circle Turf & Landscape will service a total of around 55 residences for a maximum of 15 snow events. At \$45 per residence this equates to an estimated total contract amount of \$37,125. Factoring in any late additions or reductions to this list, staff suggests that a contract total of \$40,000 be used. Service beyond 15 snow events or \$40,000 will be authorized only after an extension of this contract mutually agreed upon by the service provider and the city staff.

### **STAFF RECOMMENDATION:**

Staff recommends that Council consider two motions:

To approve a Budget Amendment in the amount of \$100,000 to both to Revenue 101-021-528-5288, Federal Grant – Other and Expenditure 101-728-818-0000, General Fund-Community Development-Contractual Services reflecting the awarded OLHSA grant funds.

To award the CDBG funded yard services/snow removal program contract to the lowest responsible bidder, Gratiot Landscaping DBA Winners Circle Turf & Landscaping, at a unit price of \$45.00 per lot

for the 2024 Snow Removal season, and to authorize the City to proceed to the next lowest responsible bidder, Luxury Lawn & Snow at unit pricing of \$53.00 per lot in the unlikely event that the contract with Gratiot Landscaping DBA Winners Circle Turf & Landscaping is cancelled due to non-performance or other issues.