



CITY COUNCIL AGENDA ITEM

November 11, 2011

To: John Szerlag, City Manager

From: Susan A. Leirstein, Purchasing Director
Timothy L. Richnak, Public Works Director

Subject: Contract Amendment – Mowing and Landscape Maintenance Services

Background

On March 15, 2010, Troy City Council awarded a three-year contract for mowing and landscape maintenance services on municipal grounds, athletic fields, medians, and abandoned property with an option to renew for two additional years to the low total bidder, Green Meadows Lawnscape, Inc for an estimated annual cost of \$229,328.00 to expire December 31, 2012 (Resolution #2010-03-071). The Parks department retained the mowing of the athletic fields until July 1, 2010. So in 2011, Green Meadows had its first full year providing mowing services on all City athletic fields.

It's the objective of the Parks department to have the Irrigated Athletic Fields mowed frequently, so the turf does not exceed a growth rate of one (1) inch between mowing schedules. This is essential to minimize liability and allow for consistent and ongoing athletic play.

Because the mowing frequency increased for 2011, as allowed in the original bid documents, City management requests confirmation of services rendered during the 2011 season over the approved amount for Irrigated Athletic Field Mowing, Proposal E, which totals approximately \$41,000.00.

Recommendation

City management recommends amending the 2012 contract for mowing and landscape maintenance services awarded to Green Meadows Lawnscape Inc by adding an additional \$41,000.00 to the contract for irrigated athletic field mowing through the 2012 growing season.

Fund Availability

Funds for this amendment are budgeted and available in the Parks and Recreation Contractual Services accounts.

Prepared by: Kurt Bovensiep, Superintendent of Parks, Streets, and Drains

THEREFORE, BE IT RESOLVED, That Troy City Council hereby **ACCEPTS** said streets into the City of Troy local street system, and said streets are located within the City of Troy; right of way is under the control of the City of Troy; said streets are public streets and are for public street purposes and were open to the public prior to December 31, 2009; and

BE IT FURTHER RESOLVED, That Troy City Council hereby **DECERTIFIES** the following streets: Alger, Chopin and Eckerman effective on December 31, 2009.

I-7 Troy Racquet Club Rates

Resolution #2010-03-070-I-7

RESOLVED, That Troy City Council hereby **APPROVES** the 2010-2011 membership rates for Troy Racquet Club as stated in the report from the Parks and Recreation Department dated March 5, 2010, and hereby **AUTHORIZES** the Mayor and City Clerk to execute the document, a copy of which shall be **ATTACHED** to the original Minutes of this meeting.

I-8 Release of Construction Phasing Agreement – 301 and 305 W. Big Beaver

Resolution #2010-03-070-I-8

RESOLVED, That Troy City Council hereby **APPROVES** the Release of the Construction Phasing Agreement dated August 8, 1994 concerning the property at 301 and 305 W. Big Beaver Road, and hereby **AUTHORIZES** the Mayor and City Clerk to execute the agreement, a copy of which shall be **ATTACHED** to the original Minutes of this meeting.

I-9 Approval of Munchiando Relocation Claim – John R Road Improvement Project, Square Lake to South Boulevard – Project No. 02.204.5 – Parcel 43 – Sidwell #88-20-02-279-002

Resolution #2010-03-070-I-9

RESOLVED, That as required by Michigan Laws and Federal Regulations, Troy City Council hereby **APPROVES** the Relocation Claim from James W. Munchiando and Elizabeth S. Munchiando pertaining to the City of Troy’s acquisition of their property at 6675 John R, having Sidwell #88-20-02-279-002, and hereby **AUTHORIZES** payment in the amount of \$9,144.60.

I-1b Address of “I” Items Removed for Discussion by City Council

I-4 Standard Purchasing Resolutions:

b) Standard Purchasing Resolution 1: Award to Low Bidder – Mowing and Landscape Maintenance Services

Resolution #2010-03-071

Moved by Schilling

Seconded by Kerwin

RESOLVED, That Troy City Council hereby **AWARDS** a three-year contract for Mowing and Landscape Maintenance Services for municipal grounds and abandoned properties with an option to renew for two additional years to the low total bidder, Green Meadows Lawnscape, Inc. of Sterling Heights, MI for an estimated total cost of \$229,328.00 per year, at unit prices contained in the bid tabulation opened March 1, 2010 with the contract expiring December 31, 2012, a copy of which shall be **ATTACHED** to the original Minutes of this meeting; and

BE IT FURTHER RESOLVED, That the award is **CONTINGENT** upon submission of properly executed bid and contract documents, including insurance certificates, and all other specified requirements.

Yes: Howrylak, Kerwin, McGinnis, Slater, Schilling, Fleming

No: None

Absent: Beltramini

MOTION CARRIED

J. MEMORANDUMS AND FUTURE COUNCIL AGENDA ITEMS:

J-1 Announcement of Public Hearings: None Submitted

J-2 Memorandums (Items submitted to City Council that may require consideration at some future point in time):

- a) Motor Carrier Enforcement Cost Recovery Initiative – April 5, 2010
- b) Cancellation of Troy Daze Festival

Noted and Filed

K. COUNCIL REFERRALS:

K-1 Using Fund Balance to Advance Sustainability – Referred by Council Member Robin Beltramini – No Action Taken

L. COUNCIL COMMENTS

L-1 Council Comments Advanced

Mayor Schilling encouraged the public to complete and return their 2010 Census forms as soon as possible.

Council Member Kerwin indicated that a census worker will not make a personal visit if the census form is completed by mail.

Council Member Kerwin would like the training opportunities for members of the Planning Commission and Board of Zoning Appeals to continue, and suggested that an ethics policy be formulated.

Council Member Howrylak indicated that the City and its commissions are not allowed by law to take a position on any election, but are permitted as individuals to campaign, support candidates and endorse issues.



CITY COUNCIL ACTION REPORT

March 9, 2010

TO: John Szerlag, City Manager

FROM: John M. Lamerato, Assistant City Manager/Finance & Administration
Susan A. Leirstein, Purchasing Director
Carol K. Anderson, Parks and Recreation Director

SUBJECT: Standard Purchasing Resolution 1: Award To Low Bidder – Mowing and Landscape Maintenance Services

Background

- On March 1, 2010, bid proposals were received to provide all labor, tools, equipment, chemicals, transportation, and landscape maintenance services including mowing for municipal grounds and abandoned properties for three-years with an option to renew for two additional years.
- This contract services a wide range of municipal sites and reduces visual barriers and mosquito breeding grounds.
- 318 vendors were notified via the MITN system.
- Five vendors responded, one statement of no bid was received and one vendor did not meet specifications for failure to provide the proper bid surety.

Financial Considerations

- Funds will be available from the various departmental Operating Budgets for contractual services.

Legal Considerations

- ITB-COT 10-04, Mowing and Landscape Maintenance Services was competitively bid as required by City Charter and Code.
- The award is contingent upon the recommended bidder's submission of proper bid and contract documents, including insurance certificates, and all other specified requirements.

Recommendations

- City management recommends awarding a three-year contract for Mowing and Landscape Maintenance Services with an option to renew for two (2) additional years to the low total bidder, Green Meadows Lawnscape Inc of Sterling Heights, MI for an estimated total cost of \$229,328.00 per year at unit prices contained in the bid tabulation opened March 1, 2010 to expire December 31, 2012.

Opening Date -- 3/1/10
 Date Reviewed - 3/10/10 jh/sl

VENDOR NAME:	Green Meadows Lawnscape Inc.	United Lawnscape, Inc	Bowman Associates
CHECK #:	16203963	16198238	Letter of Credit
CHECK AMOUNT:	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00

PROPOSAL: FURNISH ALL LABOR, TOOLS, EQUIPMENT, CHEMICALS, TRANSPORTATION, AND LANDSCAPE MAINTENANCE SERVICES INCLUDING MOWING FOR 3 YEARS WITH OPTION TO RENEW FOR TWO-YEARS

PROPOSAL A: MEDIANS		Per Acre	TOTAL COST	Per Acre	TOTAL COST	Per Acre	TOTAL COST
Split Mowing Schedule		Unit Price		Unit Price		Unit Price	
2010	279.5 Acres	\$ 25.00	\$ 6,987.50	\$ 30.80	\$ 8,608.60	\$ 60.00	\$ 16,770.00
2011	279.5 Acres	\$ 25.00	\$ 6,987.50	\$ 30.80	\$ 8,608.60	\$ 60.00	\$ 16,770.00
2012	279.5 Acres	\$ 25.00	\$ 6,987.50	\$ 30.80	\$ 8,608.60	\$ 70.00	\$ 19,565.00

PROPOSAL B: VARIOUS LOCATIONS		Per Acre	TOTAL COST	Per Acre	TOTAL COST	Per Acre	TOTAL COST
Twice-a-Month Mowing Schedule		Unit Price		Unit Price		Unit Price	
2010	64.7 Acres	\$ 27.00	\$ 1,746.90	\$ 28.70	\$ 1,856.89	\$ 60.00	\$ 3,882.00
2011	64.7 Acres	\$ 27.00	\$ 1,746.90	\$ 28.70	\$ 1,856.89	\$ 60.00	\$ 3,882.00
2012	64.7 Acres	\$ 27.00	\$ 1,746.90	\$ 28.70	\$ 1,856.89	\$ 70.00	\$ 4,529.00

PROPOSAL C: BENEATH I/75		Per OverPass	TOTAL COST	Per OverPass	TOTAL COST	Per OverPass	TOTAL COST
		Unit Price		Unit Price		Unit Price	
2010	OverPass 5	\$ 90.00	\$ 450.00	\$ 312.00	\$ 1,560.00	\$ 50.00	\$ 250.00
2011	OverPass 5	\$ 90.00	\$ 450.00	\$ 312.00	\$ 1,560.00	\$ 50.00	\$ 250.00
2012	OverPass 5	\$ 90.00	\$ 450.00	\$ 312.00	\$ 1,560.00	\$ 60.00	\$ 300.00

PROPOSAL D: ABANDONED PROPERTIES		Per 1000 Sq Ft	TOTAL COST	Per 1000 Sq Ft	TOTAL COST	Per 1000 Sq Ft	TOTAL COST
Various Locations		Unit Price		Unit Price		Unit Price	
2010	280,000 Sq Ft.	\$ 0.95	\$ 266.00	\$ 4.00	\$ 1,120.00	\$ 0.05	\$ 14.00
2011	280,000 Sq Ft.	\$ 0.95	\$ 266.00	\$ 4.00	\$ 1,120.00	\$ 0.05	\$ 14.00
2012	280,000 Sq Ft.	\$ 0.95	\$ 266.00	\$ 4.00	\$ 1,120.00	\$ 0.05	\$ 14.00

PROPOSAL E: IRRIGATED FIELDS		Per Acre	TOTAL COST	Per Acre	TOTAL COST	Per Acre	TOTAL COST
Weekly Mow		Unit Price		Unit Price		Unit Price	
2010	56.1 Acres	\$ 28.00	\$ 1,570.80	\$ 29.70	\$ 1,666.17	\$ 60.00	\$ 3,366.00
2011	56.1 Acres	\$ 28.00	\$ 1,570.80	\$ 29.70	\$ 1,666.17	\$ 60.00	\$ 3,366.00
2012	56.1 Acres	\$ 28.00	\$ 1,570.80	\$ 29.70	\$ 1,666.17	\$ 70.00	\$ 3,927.00

SITE INSPECTION	Visited Site	Y or N	Y	Y	Y
	Date		2/24 & 2/28	Multiple Occasions	2/20/2010
CONTACT INFO:	Hrs of Operation		7:00 am - 8:00 pm	9 am to 5 pm	Blank
	24 Hr Phone #		(586) 707-1499	Will be provided upon award	(586) 871-5094
	Pager		Blank	N/A	Blank
INSURANCE:	Can Meet		XX	XX	XX
	Cannot Meet				
	Signed	Y or N	Y	Y	Y
PAYMENT TERMS:			Net 45	Net 30 Days	30 Days
EXCEPTIONS:			None	None	Blank
ACKNOWLEDGEMENT	Y or N		Y	Y	Y
VENDOR QUESTIONNAIRE	Y or N		Y	Y	Y

DMS:
 B & B Landscaping Inc - Re: Did not include bid surety as specified

HIGHLIGHTED AREA DENOTES LOW BIDDER

NO BIDS:
 Bobs Landscaping Service, Inc.

Susan Leirstein CPPO, CPPB
 Purchasing Director

ATTEST:
 Kurt Bovensiep
 Ron Hynd
 Diane Fisher
 Julie Hamilton

Opening Date -- 3/1/10
 Date Reviewed - 3/10/10

VENDOR NAME:	WH Canon, Inc.	Landscape Concepts Management, Inc
CHECK #:	332083	1555801
CHECK AMOUNT:	\$ 10,000.00	\$ 10,000.00

PROPOSAL: FURNISH ALL LABOR, TOOLS, EQUIPMENT, CHEMICALS, TRANSPORTATION, AND LANDSCAPE MAINTENANCE SERVICES INCLUDING MOWING FOR 3 YEARS WITH OPTION TO RENEW FOR TWO-YEARS

PROPOSAL A: MEDIANS		Per Acre	TOTAL COST	Per Acre	TOTAL COST
Split Mowing Schedule		Unit Price		Unit Price	
2010	279.5 Acres	\$ 75.00	\$ 20,962.50	\$ 74.00	\$ 20,683.00
2011	279.5 Acres	\$ 75.00	\$ 20,962.50	\$ 74.00	\$ 20,683.00
2012	279.5 Acres	\$ 75.00	\$ 20,962.50	\$ 74.00	\$ 20,683.00

PROPOSAL B: VARIOUS LOCATIONS		Per Acre	TOTAL COST	Per Acre	TOTAL COST
Twice-a-Month Mowing Schedule		Unit Price		Unit Price	
2010	64.7 Acres	\$ 68.00	\$ 4,399.60	\$ 92.85	\$ 6,007.40
2011	64.7 Acres	\$ 68.00	\$ 4,399.60	\$ 92.85	\$ 6,007.40
2012	64.7 Acres	\$ 68.00	\$ 4,399.60	\$ 92.85	\$ 6,007.40

PROPOSAL C: BENEATH I/75		Per OverPass	TOTAL COST	Per OverPass	TOTAL COST
		Unit Price		Unit Price	
2010	OverPass 5	\$ 125.00	\$ 625.00	\$ 108.00	\$ 540.00
2011	OverPass 5	\$ 125.00	\$ 625.00	\$ 108.00	\$ 540.00
2012	OverPass 5	\$ 125.00	\$ 625.00	\$ 108.00	\$ 540.00

PROPOSAL D: ABANDONED PROPRTIE		Per 1000 Sq Ft	TOTAL COST	Per 1000 Sq Ft	TOTAL COST
Various Locations		Unit Price		Unit Price	
2010	280,000 Sq Ft.	\$ 1.75	\$ 490.00	\$ 5.50	\$ 1,540.00
2011	280,000 Sq Ft.	\$ 1.75	\$ 490.00	\$ 5.50	\$ 1,540.00
2012	280,000 Sq Ft.	\$ 1.75	\$ 490.00	\$ 5.50	\$ 1,540.00

PROPOSAL E: IRRIGATED FIELDS		Per Acre	TOTAL COST	Per Acre	TOTAL COST
Weekly Mow		Unit Price		Unit Price	
2010	56.1 Acres	\$ 69.00	\$ 3,870.90	\$ 67.50	\$ 3,786.75
2011	56.1 Acres	\$ 69.00	\$ 3,870.90	\$ 67.50	\$ 3,786.75
2012	56.1 Acres	\$ 69.00	\$ 3,870.90	\$ 67.50	\$ 3,786.75

SITE INSPECTION	Visited Site	Y or N	Y	Y
	Date		2/26 & 2/27	2/23 & 2/24/2010
CONTACT INFO:	Hrs of Operation		M - Sat 7am - 7pm	7:00 am - 7:00 pm
	24 Hr Phone #		(734) 732-1761	(734) 368-8493
	Pager		Blank	Blank
INSURANCE:	Can Meet		XX	XX
	Cannot Meet			
	Signed Y or N		Y	Y
PAYMENT TERMS:			Net 30	Blank
EXCEPTIONS:			Blank	Blank
ACKNOWLEDGEMENT	Y or N		Y	Y
VENDOR QUESTIONNAIRE	Y or N		Y	Y