



## CITY COUNCIL AGENDA ITEM

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December 13, 2011

To: John Szerlag, City Manager

From: Susan A. Leirstein, Purchasing Director  
Timothy L. Richnak, Public Works Director  
Samuel P. Lamerato, Superintendent of Fleet Maintenance

Subject: Standard Purchasing Resolution 2 – Bid Award: Sole Bidder – Fuel Pump Replacement - DPW

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### **Background**

On December 7, 2011, a bid proposal was opened for the replacement of six (6) fuel pumps (four – 4 gasoline and two- 2 diesel) at the DPW yard. 35 companies were notified of the solicitation via the Michigan Intergovernmental Trade Network (MITN) website. Two (2) companies attended the mandatory pre-bid meeting held on November 29, 2011, Oscar W. Larson and United Petroleum Equipment. The pumps are being replaced due to age -twenty (20) years, unreliable and inaccurate meters, and limited availability of replacement parts. The new pumps have stainless steel cabinetry and frame to prolong their useful life, and used by many municipalities and commercial fleet companies. Parts are readily available through local distribution.

Vehicles and equipment are fueled on an as needed basis at the DPW yard. The fuel pumps are used by all City departments and are backed up by an emergency generator in case of a power outage. Last year, the DPW fuel pumps dispensed 114,200 gallons of fuel.

### **Recommendation**

After reviewing the proposal, references were checked of the sole bidder to verify that the company's bid price matched or was less than what other clients were charged for the same equipment. When questioned about overall workmanship, responding references were all satisfied. The Fleet Maintenance Division recommends awarding the contract for fuel pump replacements at the DPW Facility to the sole bidder, Oscar W. Larson Company of Clarkston, MI, for an estimated total cost of \$31,780.00.

### **Fund Availability**

Funds for fuel pump replacements are available in Public Works capital budget.

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VENDOR NAME:

<b>Oscar W Larson</b>		
<b>Company</b>		
<b>9065705647</b>		
<b>\$1,589.00</b>		

Check #  
 Amount

**PROPOSAL: FUEL PUMP REPLACEMENTS AT THE TROY DPW YARD**

Total Equipment Cost:	<b>\$ 27,680.00</b>	
Total Installation Cost:	<b>\$ 4,100.00</b>	

**COMPLETE FOR THE SUM OF:**

<b>\$ 31,780.00</b>		
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Product Manufacturer:  
 Product Model #:

Wayne		
G6201P		

**COMPLETION DATE:**

**30 DAYS FROM DELIVERY OF MATERIALS TO SITE**

CAN MEET  
 CANNOT MEET

XX		
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**CONTACT INFORMATION:**

Hours of Operation  
 24 Hr Phone #

7:00AM-5:00PM		
(248) 620-0070		

**INSURANCE**

CAN MEET  
 CANNOT MEET

XX		
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**THREE FORMS COMPLETED:**

Legal Status Y or N  
 Non-Collusion Y or N  
 Indemnification Clause Y or N

Y		
Y		
Y		

**PAYMENT TERMS:**

Net 30		
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**WARRANTY:**

As Specified		
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**EXCEPTIONS:**

None		
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**ACKNOWLEDGEMENT: Signed** Y or N

Y		
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**VENDOR QUESTIONNAIRE:**

Attached: Y or N

Y		
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**ADDENDUM #1:** Y or N

N		
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ATTEST:  
Emily Frontera  
Susan Riesterer  
Julie Hamilton

**BOLDFACE TYPE DENOTES SOLE BIDDER**

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 Susan Leirstein CPPO, CPPB  
 Purchasing Director