

February 22, 2005

TO: John Szerlag, City Manager

FROM: Brian P. Murphy, Assistant City Manager/Services
 Jeanette Bennett, Purchasing Director
 Timothy L. Richnak, Public Works Director
 Carol Anderson, Parks & Recreation Director

SUBJECT: **Agenda Item:** Standard Purchasing Resolution 3: Exercise
 Renewal Option – Topsoil

RECOMMENDATION

On May 24, 2004, the Troy City Council approved a contract to provide one-year requirements of Topsoil with an option to renew for one (1) additional year to the low bidder, Sterling Topsoil & Grading Inc. of Sterling Heights, MI. {Resolution #2004-05-268-E6}. City management recommends exercising the option to renew for one-year under the same prices, terms and conditions as the original contract to expire December 31, 2005.

Sterling Topsoil & Grading Inc. has agreed to exercise the one-year option to renew under 2004 prices, terms, and conditions.

Description	Price/Cubic Yard
Topsoil	\$5.49

MARKET SURVEY

The Purchasing Department has conducted a market survey and concurs with the recommendation to exercise the option to renew as fuel prices continue to be volatile.

BUDGET

Funds for these materials are available through the Public Works operating budgets for Streets and Water, as monies clear through the balance sheet inventory account for Topsoil; and also through the Parks and Recreation operating budget for Local Tree Maintenance, #777.7740.010.

Prepared by: Ron Hynd, Landscape Analyst
 Susan Leirstein, Purchasing Systems Administrator

February 21, 2005

TO: Jeanette Bennett
Purchasing Director

FROM: Linda N. Bockstanz
Associate Buyer

RE: MARKET SURVEY – Topsoil

GLENCORP INC. – Ken Leschinger (586) 997-9563

Ken has indicated that prices will be increasing because of fuel costs and maintenance of the Trucks. Topsoil in upper Michigan is double of what it is here in the lower part of Michigan. His competitor keeps his price down, which doesn't help him in maintaining his trucks or spending for gas.

UNITED SOILS, INC. – Joe (586) 752-7008

According to Joe, their Company is trying to keep prices at an even level. Prices might go up, if fuel costs keep rising. But so far they have been able to keep their prices steady.

B & W LANDSCAPE SUPPLY – Joe Baker (586) 463-0545

Joe believes that a small increase in prices would be caused by the fuel cost raising and traveling to and from site to site. (Depending where your site is located.) Insurance has been steady – no increase there.

Based upon the above comments, I respectfully recommend that the City accept the offer to renew the contract for Topsoil with the current vendor based on the fact that costs of Topsoil are not expected to drop and may increase depending on the gasoline market.

CC: Susan Leirstein
File



500 West Big Beaver
Troy, Michigan 48084
Fax: (248) 524-0851
www.ci.troy.mi.us

Area code (248)

Assessing
524-3311

Bldg. Inspections
524-3344

Bldg. Operations
524-3368

City Clerk
524-3316

City Manager
524-3330

Community Affairs
524-1147

Engineering
524-3383

Finance
524-3411

Fire-Administration
524-3419

Human Resources
524-3339

Information Technology
619-7279

Law
524-3320

Library
524-3545

Parks & Recreation
524-3484

Planning
524-3364

Police-Administration
524-3443

Public Works
524-3370

Purchasing
524-3338

Real Estate & Development
524-3498

Treasurer
524-3334

Sterling Topsoil & Grading Inc.
PO Box 26537
Fraser MI 48026

Friday, January 14, 2005

Dear Sirs,

The City of Troy entered into contract # 20301042 OB with Sterling Topsoil & Grading Inc. to provide one-year requirements of topsoil expiring May 31, 2005. This contract contained an option to renew for one additional year under the same terms and conditions as the original contract. If a new price is to be submitted within the terms of the current contract, 30-day notification of the new price is required. Please be aware that the City of Troy reserves the option to accept the price change or rebid.

Please fax this letter back to Parks & Recreation indication if Sterling Topsoil & Grading wishes to renew this contract until May 31 2006. The FAX number is 248-689-6497. It should be understood that this request to renew the contract is subject to a favorable market survey. A request by City staff to determine the successful bidder's interest in renewing the contract in no way obligates the City. The option cannot be exercised without Troy City Council approval and a blanket purchase order issued.

If you have any questions please call me at 248-680-7293

CHECK ONE:

- Sterling Topsoil & Grading Inc. is interested in renewing the contract under the same terms and conditions.**
- Sterling Topsoil & Grading Inc. is not interested in renewing the contract**

X Donald W. Gedach
Signed: Authorized Company Representative

Date 1-25-05

Thank You,
Ron Hynd, Landscape Analyst
City of Troy
248-680-7293 office
248-689-6497 fax

- (a) 2004 Fire Fighter of the Year – Richard Wiles, Jr.
- (b) 2003 Police Officer of the Year – Carl Barton
- (c) 2003 Non-Sworn Police Department Employee of the Year – Theresa Hope
- (d) Service Commendation – Ilka Olivich
- (e) Police Memorial Day – May 15th, 2004
- (f) Service Commendation – Gary Shripka
- (g) Proclamation in Recognition of Lydia Mouch on the Occasion of Her 100th Birthday
- (h) Proclamation Welcoming the Polish Singers Alliance of America for their 47th International Convention
- (i) Proclamation Recognizing Falun Gong Month – May 2004

E-4 Standard Purchasing Resolution 2- Bid Award to Lowest Bidder Meeting Specifications – Sewer Easement Hose Carrier and Trailer

Resolution #2004-05-268-E-4

RESOLVED, That a contract to provide one (1) Sewer Easement Hose Carrier and Transport Trailer is hereby **AWARDED** to the lowest bidder meeting specifications, Jack Doheny Supplies, Inc. of Northville, Michigan for an estimated total cost of \$26,500.00.

E-5 Private Agreement for James Haefner Photo Studio – Project No. 03.941.3

Resolution #2004-05-268-E-5

RESOLVED, That the Contract for the Installation of Municipal Improvements (Private Agreement) between the City of Troy and Roy A. Seelbinder Construction Co. is hereby **APPROVED** for the installation of paving on the site and in the adjacent right-of-way, and the Mayor and City Clerk are **AUTHORIZED TO EXECUTE** the documents; a copy of which shall be **ATTACHED** to the original Minutes of this meeting.

E-6 Standard Purchasing Resolution 1 – Award to Low Bidder - Topsoil

Resolution #2004-05-268-E-6

RESOLVED, That a one-year contract for topsoil with an option to renew for one (1) additional year is hereby **AWARDED** to the low bidder, Sterling Topsoil and Grading of Sterling Heights, Michigan at the unit price contained in the bid tabulation opened April 21, 2004; a copy of which shall be **ATTACHED** to the original Minutes of this meeting expiring May 31, 2005; and

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

April 26, 2004

TO: John Szerlag, City Manager

FROM: Steven J. Vandette, Acting Assistant City Manager/Services
Jeanette Bennett, Purchasing Director
Carol Anderson, Parks and Recreation Director

SUBJECT: **Agenda Item** – Standard Purchasing Resolution 1 – Award To Low Bidder – Topsoil

RECOMMENDATION

On April 21, 2004, sealed bid proposals were opened to furnish one-year requirements of topsoil with an option to renew for one additional year. After reviewing these proposals, City management recommends awarding the contract to the low bidder, Sterling Topsoil and Grading, of Sterling Heights, MI for an estimated total cost of \$16,470.00, at the unit price contained in the attached bid tabulation. Topsoil is purchased on an as needed basis throughout the year based upon estimated quantities.

The contract award is contingent upon contractor submission of properly executed bid and contract documents, including insurance certificates and all other specified requirements.

BUDGET

Funds for these materials are available through the Public Works operating budgets for Streets and Water, as monies clear through the balance sheet Inventory Account for Topsoil; and also through the Parks and Recreation budget for Local Tree Maintenance, #777.7740.010.

51 Vendors Notified on MITN System
1 Vendor Walk-In
4 Bid Responses Rec'd

Opening Date -- 4-21-04
 Date Prepared -- 4/23/04

CITY OF TROY
 BID TABULATION
 TOPSOIL

ITB-COT 04-21

VENDOR NAME:

*	STERLING	UNITED	GLENCORP	B&W
	TOPSOIL &	SOILS INC	INC	LANDSCAPE
	GRADING INC			SUPPLY

Proposal: TO FURNISH ONE YEAR REQUIREMENTS OF TOPSOIL WITH AN OPTION TO RENEW FOR ONE ADDITIONAL YEAR

		UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE
<u>Estimated Quantities</u>					
3,000 Cubic Yards	TOPSOIL	\$ 5.49	\$ 6.79	\$ 6.90	\$ 7.24
<u>ESTIMATED TOTAL AWARDED ITEM:</u>		* \$ 16,470.00	\$ 20,370.00	\$ 20,700.00	\$ 21,720.00
DELIVERY:	Minimum Shipment:	50 CY	20 CY	15 YARDS	50 CU YDS
	Within Hours of Phone Release	24	24	24	24
INSURANCE:	Can Meet	XX	XX	XX	XX
	Cannot Meet				
TERMS:		NET 30 DAYS	30 DAYS	2% 15 DAYS NET 30 DAYS	NET 30
WARRANTY:		N/A	BLANK	BLANK	BLANK
EXCEPTIONS:		BLANK	BLANK	BLANK	BLANK
ACKNOWLEDGEMENT: Completed	Y or N	YES	YES	YES	YES

* DENOTES LOW BIDDER

ATTEST:

Ron Hynd
MaryAnn Hays
Linda Bockstanz

 Jeanette Bennett
 Purchasing Director



Downloading History for ITB-COT 04-21 Topsoil

The report below shows all fax and e-mail vendors that matched this document when it was originally issued. It also shows all vendors that have downloaded or ordered the document and any subsequent amendments as of 4/26/2004.

Document Title:	One (1) Year Requirements of Topsoil with One Year Option
Date Issued:	3/30/2004
Close Date:	4/21/2004

Click on the table headings for "Account Number" or "Company name" to re-sort this report by that column. You may also click on any vendor account number to view their account information.

Acct #	Company Name	Service	Date Obtained Document	Date Obtained Amendments
16260	ABC's Carpentry	Free	4/14/2004	
12763	ACME Contracting, Ltd.	Free	3/31/2004	
10239	Advanced Irrigation Systems, Inc.	Fax	4/9/2004	
13986	Advanced Tree Care, Inc.	E-mail	4/1/2004	
12114	B & B Lawn Service	Fax	4/13/2004	
10709	B & W Landscape Supply	Fax	4/1/2004	
15315	BEDROCK EXPRESS LTD.	Fax		
10355	Brooks Landscaping, Inc	Fax		
10682	C & R Maintenance d/b/a Rizzo Services	E-mail	4/7/2004	
14990	Carrigan Development Inc.	Fax		
14019	Cornerstone Landscape Design, Inc.	E-mail		
12639	CSI/Geoturf, Inc.	Fax		
15620	D. A. Alexander & Company	E-mail		
16393	Doetsch Industrial Services	E-mail		
12816	EMC Express, Inc	Fax		
17044	Environmental Services iof North America, Inc.	Free	4/20/2004	
16532	Fitz & Sons Landscaping Inc.	E-mail	4/5/2004	
16495	Glencopr Inc.	Free	4/16/2004	
12278	J. T. Express LTD	E-mail	4/1/2004	
14945	John Deere Landscapes	E-mail		
15760				

	K & K Construction and Landscapin g LLC	E-mail		
14031	King of the Wind Farms Inc.	Free	4/6/2004	
16793	Lancaster Laboratories	Free	4/6/2004	
15957	Luke's Trucking and Excavating L.L.C	E-mail	3/30/2004	
16859	Mikes Commercial Services	Free	4/5/2004	
16975	Northern Impressions Inc	E-mail	4/13/2004	
11936	Northside True Value Hardware	Fax		
10643	Osburn Industries, Inc.	E-mail	4/5/2004	
10065	Payne Landscaping, Inc.	E-mail		
15672	Perfect Irrigation & Landscape	E-mail		
16949	Perfections Complete Outdoor Maintenance	Free	4/13/2004	
10449	Pro Mow Lawn Services	E-mail		
11286	Professional Maintenance, Inc.	E-mail	4/8/2004	
16757	Rodges Landscaping, Inc.	Free	4/14/2004	
16190	shades of green	Fax		
13730	SMART Management Group, LLC	E-mail		
16027	STAY GREEN SPRINKLERS	E-mail		
13616	Sterling Topsoil & Grading, Inc.	Free	4/20/2004	
10113	Sullivan Corporation	Free	3/30/2004	
12535	The Stansley Group	E-mail		
13915	Tom's Landscaping & Nursery, Inc.	Fax	4/5/2004	
16623	Total Outdoor Maintenance	Free	4/7/2004	
13671	Troy Aggregate Carriers	Fax	4/6/2004	
10311	Turf Tenders Landscaping & Fertilizing Inc.	Free	4/2/2004	
13019	Turfgrass Systems, LLC	E-mail	4/5/2004	
15735	United Horticultural Supply / Verdicon	E-mail		
11267	United Soils, Inc.	E-mail	3/30/2004	
16384	Universal Lawn Care Inc	Free	4/7/2004	
13921	WALKER LANDSCAPING, INC.	E-mail	4/2/2004	
15979	Wayne Oakland Washtenaw Contracting, Inc.	Free	3/31/2004	
13436	Wolverine Contractors, Inc.	Fax		

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