



CITY COUNCIL ACTION REPORT

October 1, 2012

TO: Michael W. Culpepper, Acting City Manager

FROM: Mark F. Miller, Director of Community and Economic Development
Susan A. Leirstein, Purchasing Director
Timothy L. Richnak, Public Works Director

SUBJECT: Standard Purchasing Resolution 3: Exercise Renewal Option - Snow Removal Services
Home Chore Program and Public Sidewalks

Background

On November 21, 2011, Troy City Council approved two (2) contracts to provide seasonal requirements of snow removal services for the City's municipal sidewalks, code enforcement tasks, and the Home Chore Program with an option to renew for one (1) additional season. (Resolution #2011-11-267-J4b) MVP Environmental LLC, the primary contractor and Brantley Development LLC, the secondary contractor have agreed to exercise their respective options to renew under the same pricing, terms and conditions as the original contract.

A market survey conducted by the Purchasing department determined no benefit would be derived from soliciting formal bids as similar contracts bid this year by other municipalities when compared to Troy yielded the same results. ITB-COT 11-24, seasonal requirements of snow removal services with an option to renew for one (1) additional season was competitively bid, as required by City Charter and Code.

Recommendation

City management and the Public Works department recommend exercising the options to renew for one (1) additional season to provide snow removal services for the City's municipal sidewalks, code enforcement tasks, and Home Chore Program to the low total bidders, MVP Environmental LLC of Troy, as the primary contractor for all three (3) proposals, and Brantley Development LLC of Westland, as secondary contractor for code enforcement and the Home Chore Program, to be used in the event the primary contractor is unable to provide the services as needed at unit prices contained in the bid tabulation opened November 11, 2011, with contracts expiring April 30, 2013.

Financial Considerations

Funds are budgeted and available in the Parks, Streets and Drains, Community Affairs, and Code Enforcement contractual service accounts. Snow removal services for the Home Chore Program are available initially through the Public Works operating budget, then reimbursed by Oakland County through the Community Development Block Grant Program (CDBG).

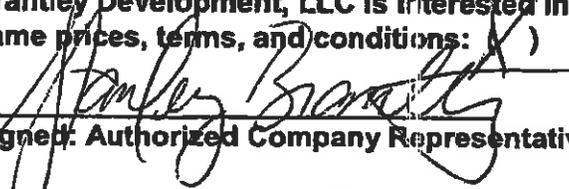
The City of Troy entered into contract #2012-0000661 with Brantley Development, LLC, as the secondary contractor to provide seasonal requirements of snow removal services for the City of Troy home chore program and code enforcement tasks, which expired April 30, 2012, with an option to renew for one additional year. The City is interested to know whether Brantley Development, LLC will renew its contract under the same pricing structure, terms and conditions.

Please fax this letter back to Susan Leirstein at the City of Troy indicating if Brantley Development, LLC wishes to renew this contract until April 30, 2013. The fax number is (248) 619-7608. It should be understood that this request to renew the contract is subject to a favorable market survey and City Council approval. A request by City staff to determine the successful bidder's interest in renewing the contract in no way obligates the City.

If you have any questions please call me at (248) 524-3338.

CHECK ONE:

Brantley Development, LLC is interested in renewing the contract under the same prices, terms, and conditions: (X)

X 
Signed: Authorized Company Representative

Brantley Development, LLC is not interested in renewing the contract: ()

X _____
Signed: Authorized Company Representative

Date: September 14, 2012

Thank you,
Susan Leirstein
Purchasing Director



September 13, 2012

MVP Environmental, LLC
Attn: Anthony Vitucci
5619 Whitehaven Dr.
Troy, MI 48085
FAX: (248) 879-0394

Dear Mr. Vitucci:

The City of Troy entered into contract #2012-00000660 with MVP Environmental, LLC to provide seasonal requirements of snow removal services for the City of Troy home chore program, code enforcement tasks and sidewalks, which expired April 30, 2012, with an option to renew for one additional year. The City is interested to know whether MVP Environmental, LLC will renew its contract under the same pricing structure, terms and conditions.

Please fax this letter back to Susan Leirstein at the City of Troy indicating if MVP Environmental, LLC wishes to renew this contract until April 30, 2013. The fax number is (248) 619-7608. It should be understood that this request to renew the contract is subject to a favorable market survey and City Council approval. A request by City staff to determine the successful bidder's interest in renewing the contract in no way obligates the City.

If you have any questions please call me at (248) 524-3338.

CHECK ONE:

MVP Environmental, LLC is interested in renewing the contract under the same prices, terms, and conditions: (X)

X Anthony Vitucci
Signed: Authorized Company Representative

MVP Environmental, LLC is not interested in renewing the contract: ()

X _____
Signed: Authorized Company Representative

Date: 9-14-12

Thank you,
Susan Leirstein
Purchasing Director

a) **Standard Purchasing Resolution 1: Award to Low Bidders – Snow Removal Services – Municipal Parking Lots and Local Roads**

Resolution #2011-11-267-J-4a

RESOLVED, That Troy City Council hereby **AWARDS** contract(s) for seasonal requirements of snow removal services under Proposals A and E with an option to renew for one (1) additional season to the following low bidders: Advanced Landscape & Builders Supply Inc of Clawson MI for Proposal A – Municipal Parking Lots, Building Entrances and Sidewalks, and to DiPonio Contracting Inc and Florence Cement Company, of Shelby Township MI, for Proposal E - Local Roads Emergency Basis, all at hourly rates as contained in the bid tabulation opened November 1, 2011, a copy of which shall be **ATTACHED** to the original Minutes of this meeting.

BE IT FURTHER RESOLVED, That Troy City Council hereby **AUTHORIZES** City staff to extend the hourly contract prices to other contractors after the successful bidders have been employed, to speed the snow removal process during times of snow emergencies.

BE IT FINALLY RESOLVED, That awards are **CONTINGENT UPON** contractors' submission of properly executed proposal and contract documents, including insurance certificates and all other specified requirements.

b) **Standard Purchasing Resolution 1: Award to Low Bidders – Snow Removal Services – Home Chore Program and Public Sidewalks**

Resolution #2011-11-267-J-4b

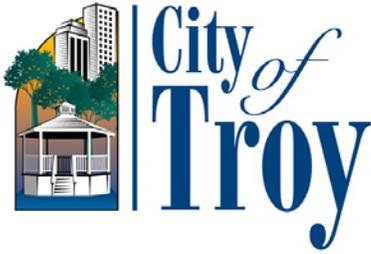
RESOLVED, That Troy City Council hereby **AWARDS** contracts to provide seasonal requirements of snow removal services for the City's municipal sidewalks (Proposal A), code enforcement tasks (Proposal B), and the Home Chore Program (Proposal C) with an option to renew for one (1) additional season to the low total bidder, MVP Environmental, LLC of Troy as the primary contractor for all three (3) proposals; and Brantley Development LLC of Westland, as secondary contractor for code enforcement and the home chore program, to be used in the event the primary contractor is unable to provide the services as needed, all at unit prices contained in the bid tabulation opened November 11, 2011, a copy of which shall be **ATTACHED** to the original Minutes of this meeting, with contracts expiring April 30, 2012.

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

J-5 Request to Waive Recapture of Community Development Block Grant 2009 Funds

Resolution #2011-11-267-J-5

WHEREAS, The U.S. Department of Housing and Urban Development (HUD) mandates that Community Development Block Grant (CDBG) balances not exceed 1.5 times the current program year allocation sixty (60) days prior to the end of the program year (February 28th); and



CITY COUNCIL ACTION REPORT

November 15, 2011

TO: John Szerlag, City Manager

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

SUBJECT: Standard Purchasing Resolution 1: Award To Low Bidders- Snow Removal Services
Home Chore Program and Public Sidewalks

Background

On November 11, 2011, the City of Troy received bids for ITB-COT 11-24, seasonal requirements of snow removal services for municipal sidewalks (Proposal A), Code Enforcement tasks (Proposal B), and the Home Chore Program (Proposal C) with an option to renew for one (1) additional season. 224 vendors were notified of the solicitation through the City's e-procurement website – www.mitn.info – Two (2) bid responses were received.

City in-house staff previously performed the snow and ice removal service for municipal owned property sidewalks. These staff members will now assist in the major and local road snow and ice removal operations creating a need to contract for sidewalks. The Troy Home Chore Program assists qualified individuals with the removal of snow and ice from driveways and sidewalks. The Troy Home Chore Program exclusively uses Community Development Block Grant (CDBG) funds for this service. The task of the Code Enforcement department during snow events is to ensure the public can safely access public sidewalks. After a snow event, the Code Enforcement department may require the use of a contractor to clear the snow and ice from noncompliant property and seek reimbursement for the required services from the property owner(s).

Recommendation

City management recommends awarding the seasonal requirements of snow removal services for the City of Troy Home Chore Program and public sidewalks with an option to renew to the low total bidder, MVP Environmental, LLC of Troy as the primary contractor for all three (3) proposals, and Brantley Development LLC of Westland, as secondary contractor for code enforcement and the home chore program, to be used in the event the primary contractor is unable to provide the services as needed. The awards are contingent upon the recommended bidders' submission of proper bid and contract documents, including insurance certificates, and all other specified requirements.

Fund Availability

Funds are budgeted and available in the Parks, Streets and Drains, Community Affairs, and Code Enforcement contractual service accounts.

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

G:\Bid Award 10-11 New Format\Award Standard Purchasing Resolution 1 - SnowRemoval HC&Sidewalks ITB-COT 11-24-11.11.doc

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 VENDOR NAME:

MVP Environmental LLC

Brantley Development LLC

Primary

Secondary

Proposal (A): City Owned Properties - Sidewalks (Various locations within the City of Troy)

Item	Description	Sidewalk - Deicing	Sidewalks - Plowing	Sidewalk - Deicing	Sidewalks - Plowing
1	Less than One (1) inch or Icy Conditions	\$.039/LF		No Bid	
2	Three (3) inches to Six (6) inches	\$.039/LF	\$.1205/LF		
3	Greater than Six (6) inches	\$.039/LF	\$.1656/LF		

Proposal (B): Code Enforcement per Call Basis

Item	Description	Cost	Cost
1	Price for Snow / Ice Removal	\$ 25.00/Hour	\$ 65.00/Hour w/terms \$ 63.70
2	Price for Salting per each Service Call	\$ 12.50/Call Out	\$ 10.00/Call Out w/terms \$ 9.80

Proposal (C): Snow Removal Services for the Home Chore Program

Est #	Description	Snow Removal Per Call	Salting Per Call	Snow Removal Per Call	Salting Per Call
85	Snow Removal and/or Salting at Residential City of Troy Homes	\$18.00	\$4.00	\$ 18.00	\$ 5.00

SITE VISITS: Proposal A: Y/N
 Date

Yes
 November 1, 3, 6, 2011

No

INSURANCE: Can Meet
 Cannot Meet

XX

XX

PAYMENT TERMS:

Net 15

2% 10 days

ALL OR NONE AWARD Y/N

N

N

EXCEPTIONS:

Blank

Blank

ACKNOWLEDGEMENT: Signed

Yes

Yes

VENDOR QUESTIONNAIRE: Y/N

Y

Y

FORMS: Legal Status Y/N
 Non-Collusion Y/N
 Indemnification Y/N
 Sole Proprietor Y/N

Y

Y

Y

Y

Y

Y

Y

Y

ATTEST:

BOLDFACE TYPE DENOTES RECOMMENDED BIDDERS

Kurt Bovensiep

Susan Riesterer

Susan Leirstein

Susan Leirstein CPPO CPPB

Purchasing Director