



# CITY COUNCIL AGENDA ITEM

Date: January 7, 2014

To: Brian Kischnick, City Manager

From: Mark F. Miller, Director of Economic and Community Development  
 MaryBeth Murz, Purchasing Manager  
 Elaine S. Bo, Recreation Director  
 Brian E. Goul, Assistant Recreation Director

Subject: Standard Purchasing Resolution 2: Sole Bidder Meeting Specifications  
 Pool Maintenance and Repair Services

**History**

- Building Operations assists with general maintenance and repair on the pools.
- Currently, the City has a contract for emergency and regular maintenance/repairs to be performed as needed for the Troy Family Aquatic Center and the Community Center outdoor and indoor pools.
- This contract ensures that the cost of repairs and maintenance are minimal and that repairs are made in a timely manner on an as needed basis to ensure limited closure to the public.
- B & B Pools and Spas has provided satisfactory pool maintenance and repair services by contract since 2001.
- The current contract expires June 30, 2014.

**Purchasing**

- On December 19, 2013, a bid opening was conducted as required by City Charter and Code to provide maintenance and repair services for two years at the City of Troy outdoor and indoor pools (excluding pumps), with two, one year renewal options. The bid was posted on the Michigan Inter-governmental Trade Network (MITN) website; [www.mitn.info](http://www.mitn.info) and the bid was also sent to the Troy Chamber of Commerce. One (1) bid response was received. Below is a detailed summary of potential vendors:

<b>Companies notified via MITN</b>	69
Troy Companies notified via MITN	4
Troy Companies notified Active email Notification	3
Troy Companies notified Active Free	1
<b>Companies that viewed the bid</b>	15
Troy Companies that viewed the bid	4

***MITN** provides a resourceful online platform to streamline the procurement process, reduce costs, and make it easier and more transparent for vendors to do business with the City of Troy.*

**Active MITN** members with a current membership and paying annual dues receive automatic electronic notification which allows instant access to Bids, RFPs and Quote opportunities with the City.

**Active MITN non-paying** members are responsible to monitor and check the MITN website for opportunities to do business with the City.

**Inactive MITN member** status can occur when a company does not renew their account upon expiration. Inactive members cannot be notified of solicitations or access any bid information.

After reviewing the bid proposal, B & B Pools and Spas was the sole bidder meeting specification and is being recommended to provide maintenance and repair services for two (2) years at the City of Troy outdoor and indoor pools, with two (2), one-year renewal options.

**Financial**

The funds for these purchases are available in the Troy Family Aquatic Center and Community Center Contractual Services Accounts.

**Recommendation**

City management recommends awarding a contract to furnish two (2) year requirements of pool maintenance and repairs on an as needed basis for indoor and outdoor pools for the City of Troy Family Aquatic Center and the Community Center with two (2) one-year options to renew to the sole bidder meeting specifications; B & B Pool and Spas of Livonia, Michigan, for an estimated annual cost of \$20,000.00, at service rates contained in the bid tabulation.

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Opening Date -- 12/19/13  
 Date Prepared -- 12/20/13

CITY OF TROY  
 BID TABULATION  
 POOL MAINTENANCE & REPAIRS

VENDOR NAME:

**B & B Pool Service and  
 Supply Co.**  
**Livonia, MI**

**PROPOSAL: Provide two (2) year requirements and furnish all labor, tools, material, equipment and supervision to perform service/maintenance and repair on the City of Troy outdoor and indoor pools; excluding pump repair(s).**

EST QTY	ITEM	DESCRIPTION			
60 hrs	1	<b>Repair Service</b> Regular Time - Hour per Man (2 man crew)	\$75.00		
40 hrs	2	<b>Emergency Repairs</b> Regular Time - Hour per Man Overtime: - Hour per Man Holiday Time - Hour per Man (2 man crew)	\$75.00 \$112.50 n/a		
	3	<b>Travel Time</b> Complete Repair Call	\$125.00		
	4	<b>Repair Parts</b> Discount % Parts Price List Dated A Markup/Markdown	n/a n/a n/a Varies		
SITE INSPECTION:		Yes or No Date	Yes Numerous Occasions		
CONTACT INFORMATION:		Hrs of Operation Contact Number	8:00 am-4:30 pm 734.427.3242 Dane Frederickson		
INSURANCE:		Can Meet Cannot Meet Signed Y or N	X  Y		
PAYMENT TERMS:			Net 30		
WARRANTY:			Various		
DELIVERY DATE (S)			ASAP and as Needed		
EXCEPTIONS:			None		
ACKNOWLEDGEMENT: Y or N			Y		

ATTEST:

Brian Goul  
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 Susan Riesterer  
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 MaryBeth Murz  
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**BOLDFACE TYPE DENOTES SOLE BIDDER MEETING SPECIFICATIONS**

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 MaryBeth Murz  
 Purchasing Manager