

August 4, 2006

TO: Phillip Nelson, City Manager

FROM: Brian P. Murphy, Assistant City Manager/Services  
Jeanette Bennett, Purchasing Director  
Carol K. Anderson, Parks and Recreation Director

SUBJECT: **Agenda Item** – Bid Waiver - Troy Daze Large Tents

### **RECOMMENDATION**

Staff recommends City Council waive the formal bid process and award a contract to provide two large tents for the 2006 Troy Daze Festival to Dial Tent and Awning, 5330 Davis Rd., Saginaw, MI 48604 for the estimated total amount of \$11,176.00, contingent upon vendor's submission of proper documents, including insurance certificates and all other specified requirements.

### **BACKGROUND**

The Troy Daze Festival is held at Boulan Park every year in September. Tents are required as part of the set-up of the festival to house the various community, cultural, and entertainment activities associated with the event.

On July 26, 2006, bids to provide a variety of sizes of tents for the 2006 Troy Daze Festival were opened. Only two vendors - Ace Canvas & Tent, and Classic Rents submitted bids on the tents and will split the tent order according to low price. However, neither company carries the two larger sized tents and their bids did not include those two large tents. Staff contacted Dial Tent and Awning in Saginaw, the company that provided the large tents for Troy Daze last year. They can provide the two tents (1 – 80'x100' and 1 – 80'x240') again this year at the same cost as last year.

### **BUDGET**

Funds for the rental of tents for the Troy Daze Festival are available in the Community Fair Fund operating budget, account 784. 7942.