



CITY COUNCIL AGENDA ITEM

Date: March 31, 2014

To: Brian Kischnick, City Manager

From: MaryBeth Murz, Purchasing Manager
 Timothy L. Richnak, Public Works Director
 Kurt Bovensiepe, Superintendent Parks, Streets and Drains

Subject: Standard Purchasing Resolution 8: Best Value Award – Upgraded Landscape Maintenance

History

The Parks Division is responsible for the maintenance of the City's medians and municipal property, which includes the Civic Center Complex and the medians along the Troy Downtown Development Authority (TDDA). This responsibility includes maintaining the turf through cutting, weed control, and fertilizing along with maintaining the landscape beds through mulching, trimming trees and shrubs, and weeding. Image is a very important consideration when improving the economic status of the corridor, which also is why the city provides a higher level of maintenance to this area when compared to other non-irrigated medians and municipal facilities throughout the City.

Because it has become difficult to predict how local weather patterns may influence the growth of landscape; the City of Troy issued a Request for Proposals for Upgraded Landscape Maintenance to be awarded as a performance-based contract. A performance-based contract ensures the awarded contractor shall be 100% contract compliant by including and imposing financial penalties to the contractor if specific contracted maintenance requirements are not met. The proposals were rated on specific factors; such as company expertise and professionalism, achievement awards, certifications, specific types of equipment, pricing and professional references from other comparable municipalities.

Purchasing

On February 27, 2014, a bid opening was conducted as required by City Charter and Code for Upgrade Landscape Maintenance. The bid was posted on the Michigan Inter-governmental Trade Network (MITN) website; www.mitn.info and was sent to the Troy Chamber of Commerce. Three (3) bid proposals were received. Below is a detailed summary of potential vendors for both bid opportunities:

Companies notified via MITN	240
Troy Companies notified via MITN	10
Troy Companies notified Active email Notification	8
Troy Companies notified Active Free	2
Companies that viewed the bid	46
Troy Companies that viewed the bid	6

***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 proposals, W.H. Cannon, Inc., of Romulus MI, scored the highest on meeting all specifications and is being recommended as the best value award for the City to provide Upgraded Landscaping Maintenance Services at unit pricing as detailed in the attached bid tabulation.



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Financial

Funds are available in the Parks Division Operating Budget.

Recommendation

City management recommends awarding a contract for providing Upgraded Landscape Maintenance to; W.H. Cannon, Inc., of Romulus Michigan, as per unit bid pricing; for an estimated total cost of \$122,000.00 per year; not to exceed budgetary limitations at prices contained in the bid tabulation opened February 27, 2014. The award is contingent upon the contractors' submission of properly executed bid documents including insurance certificates, and all other specified requirements.

VENDOR NAME:	Green Meadows Lawnscape, Inc.	W.H. Cannon, Inc.
Check #	#22855920	#390411
Check Amount	\$15,000.00	\$15,000.00

PROPOSAL: Proposal A and B includes but is not limited to mowing, application of fertilizers, soil amendments, herbicides, fungicides, algaecides, and pesticides, watering, pruning, weeding, deadheading, mulching, replacement plantings (as approved by the City of Troy), hardscape maintenance/cleaning, spring/fall cleanup, and irrigation maintenance.

PROPOSAL A: LANDSCAPE MAINTENANCE SERVICES IN ACCORDANCE WITH THE SPECIFICATIONS	2014	2015	2016	2014	2015	2016
COMPLETE FOR THE SUM OF:	\$114,800.00	\$114,800.00	\$114,800.00	\$115,000.00	\$115,000.00	\$115,000.00
COST PER ACRE:	\$60.00	\$60.00	\$60.00	\$110.00	\$110.00	\$110.00
<i>To add or delete acreage during the contract term.</i>						
ADDITIONAL SERVICES: Cost per Acre	2014	2015	2016	2014	2015	2016
<i>Before April 1st or after November 30th.</i>						
Additional Mowing:	\$35.00	\$35.00	\$35.00	\$55.00	\$55.00	\$55.00
Additional Edging:	\$20.00	\$20.00	\$20.00	\$32.00	\$32.00	\$32.00
Additional Trimming:	\$20.00	\$20.00	\$20.00	\$32.00	\$32.00	\$32.00
PROPOSAL B: LANDSCAPE MAINTENANCE SERVICES IN ACCORDANCE WITH THE SPECIFICATIONS;	2014	2015	2016	2014	2015	2016
<i>For three (3) gardens: The Peace Garden, Veteran's Memorial Plaza and the City Hall Atriums.</i>						
COMPLETE FOR THE SUM OF:	\$4,500.00	\$4,500.00	\$4,500.00	\$7,000.00	\$7,000.00	\$7,000.00
PROPOSAL C: Hourly Rate for additional work as required and directed by the City.	2014	2015	2016	2014	2015	2016
ESTIMATED GRAND TOTAL:	\$119,300.00	\$119,300.00	\$119,300.00	\$122,000.00	\$122,000.00	\$122,000.00
MAN HOUR RATE:	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00
PROPOSAL D: IRRIGATION MAINTENANCE PARTS IN ACCORDANCE WITH THE SPECIFICATIONS	2014	2015	2016	2014	2015	2016
A PERCENTAGE ABOVE COST:	15%	15%	15%	15%	15%	15%
QUESTIONAIRE:	Yes			Yes		
INSURANCE: Y/N	Yes			Yes		
SITE INSPECTION:	Yes			Yes		
Company visited locations on:	All of 2013 Season			Feb. 12,13,14		
Company did not visit locations:						
SIGNATURE PAGE: Y/N	Yes			Yes		
PAYMENT TERMS:	Net 45			Net 30		
EXCEPTIONS:	None			None		
DESCRIPTIVE LITERATURE ENCLOSED: Y/N	Yes			Yes		
CONTACT INFORMATION	Hrs of Operation	7 a.m. / 8 p.m.				
24 Hr. Phone #	586-855-3796		734-732-1761			
Contact Name	Tom DeClerck		Brian McDonald			
REFERENCES: Y/N	Yes			Yes		
ACKNOWLEDGEMENT: Signed Y/N	Yes			Yes		
Forms (5) Y/N	Yes			Yes		

VENDOR NAME: United Lawnsapes, Inc.
 Check # #11421600461
 Check Amount \$15,000.00

PROPOSAL: Proposal A and B includes but is not limited to mowing, application of fertilizers, soil amendments, herbicides, fungicides, algacides, and pesticides, watering, pruning, weeding, deadheading, mulching, replacement plantings (as approved by the City of Troy), hardscape maintenance/cleaning, spring/fall cleanup, and irrigation maintenance.

PROPOSAL A: LANDSCAPE MAINTENANCE SERVICES IN ACCORDANCE WITH THE SPECIFICATIONS	2014	2015	2016	2014	2015	2016
COMPLETE FOR THE SUM OF:	173,000.00	173,000.00	173,000.00			
COST PER ACRE:	\$2,890.18	\$2,890.18	\$2,890.18			
<i>To add or delete acreage during the contract term.</i>						
ADDITIONAL SERVICES: Cost per Acre Before April 1st or after November 30th.	2014	2015	2016	2014	2015	2016
Additional Mowing:	\$48.00	\$48.00	\$48.00			
Additional Edging:	\$15.00	\$15.00	\$15.00			
Additional Trimming:	\$15.00	\$15.00	\$15.00			
PROPOSAL B: LANDSCAPE MAINTENANCE SERVICES IN ACCORDANCE WITH THE SPECIFICATIONS; For three (3) gardens: The Peace Garden, Veteran's Memorial Plaza and the City Hall Atriums.	2014	2015	2016	2014	2015	2016
COMPLETE FOR THE SUM OF:	\$4,700.00	\$4,700.00	\$4,700.00			
PROPOSAL C: Hourly Rate for additional work as required and directed by the City.	2014	2015	2016	2014	2015	2016
ESTIMATED GRAND TOTAL:	\$177,700.00	\$177,700.00	\$177,700.00			
MAN HOUR RATE:	\$33.00	\$33.00	\$33.00			
PROPOSAL D: IRRIGATION MAINTENANCE PARTS IN ACCORDANCE WITH THE SPECIFICATIONS	2014	2015	2016	2014	2015	2016
A PERCENTAGE ABOVE COST:	20%	20%	20%			
QUESTIONAIRE:		Yes				
INSURANCE: Y/N		Yes				
SITE INSPECTION:		Yes				
Company visited locations on:		11-Feb				
Company did not visit locations:						
SIGNATURE PAGE: Y/N		Yes				
PAYMENT TERMS:		Net 30				
EXCEPTIONS:		None				
DESCRIPTIVE LITERATURE ENCLOSED: Y/N		Yes				
CONTACT INFORMATION	Hrs of Operation	N/A				
	24 Hr. Phone #	N/A				
	Contact Name	N/A				
REFERENCES: Y/N		Yes				
ACKNOWLEDGEMENT: Signed Y/N		Yes				
Forms (5) Y/N		Yes				

Bold Type Indicates Best Value Proposal.

ATTEST:
 Susan Riesterer
 Kurt Bovensiep

MaryBeth Murz,
 Purchasing Manager



EXECUTIVE SUMMARY

UPGRADED LANDSCAPE MAINTENANCE

STATISTICS:

- ◆ **Two hundred and forty (240) company's were notified via the MITN e-procurement website**
- ◆ **Three (3) proposals were received**
- ◆ **All three (3) companies met the pass/fail criteria**
- ◆ **It was not necessary to conduct equipment inspections with the top two (2) companies**
- ◆ **W.H. Canon, Inc. received the highest score as a result of a best value process**

The following two (2) companies received the indicated final scores as a result of the proposal and pricing scores.

Company	SCORE
W.H. Canon, Inc.	67.48
Green Meadows Lawnscape, Inc.	59.29

Attachments:

- ✓ Weighted Final Scoring of 70% includes Proposal and Price Evaluation
- ✓ Evaluation Process
- ✓ Original Tabulation