



## CITY COUNCIL AGENDA ITEM

Date: May 9, 2014

To: Brian Kischnick, City Manager

From: MaryBeth Murz, Purchasing Manager  
 Loraine Campbell, Museum Executive Director  
 Steven Pallotta, Building Operations Director  
 Mark Miller, Director of Economic & Community Development

Subject: Standard Purchasing Resolution 2: Sole Bidder Meeting Specifications – Boiler Replacement for the Troy Historic Village

### History

- A used boiler was installed in the main building at the Troy Historic Village in 1969 and currently supplies heat through the original 1927 steam radiators. The state boiler inspector has recommended that the existing old boiler be replaced.
- Mechanical Electrical Engineering Consultants (MEEC) recommended and designed a new, zoned, high efficiency hot water heating system that will reduce heating costs and improve environmental conditions in the public and collections storage areas in the building.
- Five original steam radiators installed on the terrazzo floors in the foyer will be refitted to work on hot water. This will eliminate damage to the floor, retain the historic look and feel of the building, and will not reduce the efficiency of the new system.

### Purchasing

- On April 24, 2014; a bid opening was conducted as required by City Charter/Code and bids were received at the City's request from Companies that are able to furnish all labor, materials and equipment to complete the Troy Historic Village Boiler Replacement.
- Companies were notified via the Michigan Intergovernmental Trade Network (MITN); [www.mitn.info](http://www.mitn.info). 94 vendors were notified via the MITN website. One (1) bid response was received. Below is a detailed summary of the vendor responses.

<b>Companies notified via MITN</b>	94
Troy Companies notified via MITN	2
Troy Companies notified Active email Notification	2
Troy Companies notified Active Free	0
<b>Companies that viewed the bid</b>	43
Troy Companies that viewed the bid	1

**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.



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### **Purchasing (continued)**

- Included in the bid process was a mandatory pre-bid meeting. Eleven (11) Companies attended the pre-bid meeting.
- Denny's Heating, Cooling and Refrigeration Services, Inc. of Troy, MI was the sole bidder meeting specifications and is being recommended for the replacement and installation of the Boiler at the Historic Village.
- Note, that even though 94 companies were notified of this bid opportunity and eleven (11) companies attended the mandatory pre-bid meeting; one (1) bid was received.
- Companies that attended the mandatory pre-bid were asked why their company did not respond to the bid opportunity. Companies not responding to this bid cited concerns related to the historic nature of the building and the additional complexity of a boiler install in a building of such historic nature.

### **Financial**

Funds for the boiler replacement are available through the FY2014/15 Capital Improvements Program (804804 7975) and all work will be completed during FY2014/15.

### **Recommendation**

City management recommends awarding a contract to complete a Boiler Replacement at the Troy Historical Village for an estimated total cost of \$98,800.00 not to exceed budgetary limitations to the sole bidder, Denny's Heating and Cooling and Refrigeration Service, Inc. of Troy, MI at unit prices contained in the bid tabulation opened April 24, 2014. The award is contingent upon the contractors' submission of properly executed bid documents including insurance certificates, and all other specified requirements.

	<b>Denny's Heating and Cooling &amp; Refrigeration Svc. Inc.</b>	
	Troy, Mi	
Ck#	23127052	
Ck. Amount	\$3,000.00	

**PROPOSAL:** To furnish all labor, materials and equipment to complete the Troy Historic Village Boiler Replacement in accordance with all bid specifications, drawings and contract documents, within the time set forth.

<b>TOTAL BID PRICE OF:</b>	<b>\$98,800.00</b>	
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MANDATORY SITE INSPECTION:			
Attended the Mandatory Pre-Bid Meeting:		xx	
Did not attend the Mandatory Pre-Bid Meeting:			
CONTACT INFORMATION:			
Hours of Operation		7:00 a.m.- 4:30 p.m.	
24HR Phone #		248-767-0525	
Contact Name		Chris Thompson	
PROGRESS PAYMENTS:			
		10%,50%, Net on Completion	
INSURANCE:			
Can Meet		Yes	
Cannot Meet			
COMPLETION DATE:			
Can meet		xx	
Cannot meet			
EXCEPTIONS:			
		None	
ACKNOWLEDGEMENT SIGNED: Y OR N			
		Yes	
VENDOR QUESTIONAIRRE: Y OR N			
		Yes	
REFERENCES: Y OR N			
		Yes	
FORMS COMPLETED:			
Legal Status of Bidder:	Y or N	Yes	
Non-Collusion Affidavit:	Y or N	Yes	
Certification regarding Debarment:	Y or N	Yes	
"Iran- Linked" Business	Y or N	Yes	

**BOLDFACE TYPE DENOTES SOLE BIDDER**

ATTEST:  
Enna Bachelor  
Cheryl Stewart  
Loraine Campbell

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 MaryBeth Murz,  
 Purchasing Manager