



CITY COUNCIL AGENDA ITEM

Date: November 3, 2014

To: Brian Kischnick, City Manager

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

Subject: Standard Purchasing Resolution 2: Sole Bidder Meeting Specification – Audio, Visual, and Lighting Upgrades at the Troy Community Center Banquet Rooms

History

- The Community Center Banquet Rooms have been used for 13 years and are in need of audio, visual and lighting upgrades and updates to the current system.
- These upgrades will increase rentals and rental revenue for the City and will also provide our customers with a better more enhanced experience.

Purchasing

- On October 30, 2014, a bid opening was conducted as required by City Charter and Code to furnish all equipment, material and labor to upgrade audio, visual, and lighting in Banquet Rooms 304 and 305 at the City of Troy Community Center. The bid was posted on the Michigan Inter-governmental Trade Network (MITN) website; www.mitn.info and the bid was also sent to the Troy Chamber of Commerce. One (1) bid responses was received. Below is a detailed summary of potential vendors:

Companies notified via MITN	221	<p><i>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.</i></p> <p>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.</p> <p>Active MITN non-paying members are responsible to monitor and check the MITN website for opportunities to do business with the City.</p> <p>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.</p>
Troy Companies notified via MITN	5	
Troy Companies notified Active email Notification	5	
Troy Companies notified Active Free	0	
Companies that viewed the bid	21	
Troy Companies that viewed the bid	1	

After reviewing the bid proposal, *Advanced Lighting and Sound of Troy, MI* was the sole bidder meeting specification and is being recommended to upgrade audio, visual, and lighting in Banquet Rooms 304 and 305 at the Troy Community Center as specified and as per the project timeline.

Financial

The estimated total cost of this upgrade is \$56,188.44 and funds in the amount of \$65,800.00 has been budgeted and is currently available in the Community Center Buildings and Improvements Annex Renovation Capital Account.

Recommendation

City management recommends awarding a contract to furnish all equipment, material, and labor to upgrade the audio, visual, and lighting in Banquet Rooms 304 and 305 at the City of Troy Community Center to the sole bidder meeting specifications, *Advanced Lighting and Sound of Troy, MI* for an estimated total cost of \$56,188.44, at prices contained in the bid tabulation dated October 30, 2014.

Opening Date -- 10/30/2014
 Date Reviewed -- 10/31/2014

CITY OF TROY
 BID TABULATION
 BANQUET ROOM UPGRADES - COMMUNITY CENTER

Vendor	Advanced Lighting & Sound
	Troy, MI
Check Amount	\$5,000.00
Check No.	#1033913

PROPOSAL: Furnish all equipment, material and labor to install new video, audio and lighting concepts for Banquest Rooms 304 and 305 at the City of Troy Community Center.

	Complete for Sum Of	Complete for Sum Of
AUDIO: Furnish all labor, materials and equipment to install audio upgrades in accordance with specifications	\$10,816.00	
VISUAL: Furnish all labor, materials, and equipment to install visual upgrades in accordance with specifications	\$16,581.60	
LIGHTING: Furnish all labor, materials, and equipment to lighting upgrades in accordance with specifications	\$28,790.84	
GRAND TOTAL	\$56,188.44	
DESCRIPTIVE LITERATURE	Y/N	Y
WARRANTY		Manufacturer's Warranty
CONTACT INFORMATION	Hrs of Operation	9:00 am - 6:00 pm
	24 Hr. Phone #	248.765.8901
	Contact Name	Bob Minchella
REFERENCES		Y
SITE INSPECTION	Y/N	Y
COMPLETION DATE		Can meet
PAYMENT TERMS		Net 10 Upon Completion
INSURANCE REQUIREMENTS	Meet Cannot Meet	X
EXECEPTIONS		None
ACKNOWLEDGEMENT SIGNED	Y/N	Y
FORMS (5)	Y/N	Y

Bold Type Indicates Sole Bidder meeting Specifications.

ATTEST:
Susan Riesterer
Enna Bachelor
Scott Mercer

 MaryBeth Murz,
 Purchasing Manager