



CITY COUNCIL AGENDA ITEM

Date: December 2, 2014

To: Brian Kischnick, City Manager

From: MaryBeth Murz, Purchasing Manager
 Timothy L. Richnak, Public Works Director
 Kurt Bovensiepe, Public Works Manager

Subject: Standard Purchasing Resolution 2: Sole Bidder Meeting Specifications – Street Trees

History

The Parks Division is responsible for the maintenance of the City’s urban forest. This responsibility includes making additions to the urban forest through a tree planting program. Developers of new homes are assessed a fee for the City to provide the new home with tree(s). The number of trees provided is dictated by the total frontage of the home. The Parks Division is also responsible for the esthetics of the City’s medians, which includes the consideration of landscaping through tree installation.

The City of Troy identified the need of creating shaded areas along Big Beaver through the Big Beaver Symposium discussion. Jim Schultz, Transportation Planning Manager with the Michigan Department of Transportation (MDOT) appropriated funds through MDOT to assist the City of Troy to improve the walkability along Big Beaver. A portion of these funds combined with the matching City funds will be used to plant balled and burlap trees on the medians along the Right-of-Way of Big Beaver Road.

Purchasing

On November 13, 2014, a bid opening was conducted as required by City Charter and Code for Tree Planting. 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 response was received. Below is a detailed summary of potential vendors for both bid opportunities:

Companies notified via MITN	75
Troy Companies notified via MITN	3
Troy Companies notified Active email Notification	3
Troy Companies notified Active Free	0
Companies that viewed the bid	16
Troy Companies that viewed the bid	0

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

After reviewing the bid proposal Marine City Nursery Company was the sole bidder meeting specifications for Proposal A-the Purchase and Installation of Bare Root Trees and for Proposal B- the Purchase of Balled and Burlap Trees and is being recommended for both proposals.



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Financial

Funds for both proposals are available in the Parks Division Operating Budget.

Account #	Account Name	Current Available Funds
101.751.30.775.7740.010	Major Tree Planting/Operating Supplies General	\$2,000
101.751.30.778.7740.120	Local Tree Planting/Operating Supplies Trees	\$19,328

Recommendation

City management recommends awarding a contract to purchase and have installed bare rooted trees (Proposal A) and the purchase and installation of balled and burlap trees (Proposal B) to the sole bidder meeting specifications; *Marine City Nursery Company of Marine City, MI* for an estimated total cost of \$40,625.00 at unit prices contained in the bid tabulation opened November 13, 2014 not to exceed budgetary limitations. The award is contingent upon the contractors' submission of properly executed bid documents including insurance certificates, and all other specified requirements.

Opening Date -- 11/13/2014
 Date Reviewed -- 11/13/2014

CITY OF TROY
 BID TABULATION
 STREET TREES - FALL 2014

VENDOR NAME:	Marine City Nursery Co.	
	Marine City, MI	
CHECK #:	#24029078	
	\$1,000.00	

PROPOSAL: To Provide and plant for the City of Troy Bare Root Street Trees and Ball and Burlap Trees in accordance with the bid specifications.

PROPOSAL A: Cost for the purchase and planting of 150 Bare Root trees. Price Per Planted Tree:	\$175.00	
Proposal A Total Cost:	\$26,250.00	
PROPOSAL B: Cost for the purchase and planting of 50 Ball/Burlap trees. Price Per Planted Ginko Tree (25)	\$575.00	
	3" Ginkos	
Price Per Planted Osage Orange Tree (25)	No Bid	
Proposal B Total Cost:	\$14,375.00	
Proposal A and B Total Cost:	\$40,625.00	

FALL 2014

LIST OF NINE TREE TYPES:	Yes or No	Yes	
	How many listed:	Nine (9)	
CONTACT INFORMATION:	Hrs of Operation	Monday - Friday	
		8:00am - 5:00pm	
	24 HR Phone Number	810 765-5533	
STATEMENT OF GUARANTEE:		As Specified	
INSURANCE:	Can meet	Yes	
	Cannot meet		
PAYMENT TERMS:		Net 30 Days	
DELIVERY:		As Specified	
EXCEPTIONS:		4"-6"Ginkos are not available; bid 3" Ginkos. Osage Orange not available.	
ACKNOWLEDGEMENT: Signed	Yes or No	Yes	
Forms (5)	Yes or No	Yes	

Bold Type Indicates Sole Bidder.

ATTEST:
Susan Riesterer
Ashely E. Levin

 MaryBeth Murz,
 Purchasing Manager