



CITY COUNCIL ACTION REPORT

July 11, 2007

TO: Phillip L. Nelson, City Manager

FROM: John M. Lamerato, Assistant City Manager/ Finance and Administration
Susan A. Leirstein, Purchasing Director
Carol K. Anderson, Parks and Recreation Director

SUBJECT: Standard Purchasing Resolution 2: Bid Award – Lowest Bidders Meeting Specifications – Troy Daze Tents

Background

- On April 16, 2007, bids were received to furnish and set up tents for the Troy Daze Festival.
- 38 Vendors were notified via the MITN system with three bidders responding, of which two companies did not meet specifications. In addition, one statement of no bid was received.
- S & R Event Rental's proposal was incomplete, missing the proposal page that contained the pricing.
- Colonial Party & Event Rental required the City to agree to a rental contract that was in direct conflict with the terms and conditions of the City's bid documents.
- The remaining vendor, Ace Canvas & Tent Inc, bid on all but the two larger sized tents.
- Staff solicited bids from two other know suppliers of large tents. Dial Tent and Awning in Saginaw, the company that provided the large tents for last year's Troy Daze Festival will be able to provide the two large tents (1 – 80' x 100' and 1 – 80' x 240') again this year, at the same cost as last year.

Financial Considerations

- Funding for the rental and set up of tents for the Troy Daze Festival is available in Parks and Recreation operating account #784.7942.

Legal Considerations

- ITB-COT 07-13, to furnish and erect tents for the Troy Daze Festival was competitively bid and opened with three bidders responding.
- All bidders were given the opportunity to respond with their level of interest to provide and erect various tents for the Troy Daze Festival.
- The award is contingent upon the recommended bidders' submission of proper contract and bid documents, including insurance certificates and all other specified requirements.

Policy Considerations

- The Troy Daze Festival is an annual event celebrating the community. (Goals I & III)
- Business and community groups showcase their organizations under these tents at the event. (Goals III & IV)

Options

- City management and the Parks and Recreation Department recommend awarding contracts to furnish all labor, materials, and equipment to supply and erect tents for the Troy Daze Festival to the lowest bidders meeting specifications, Dial Tent & Awning Co., Inc., of Saginaw, MI for an estimated total cost of \$11,176.00; and Ace Canvas & Tent of Detroit, MI for an estimated total cost of \$5,340.00.

Price Quote

City of Troy
Magic of Fall/Troy Daze Festival

The undersigned proposes to furnish Tents and Sidewalls for the 2007 Troy Daze Festival in accordance with the specifications attached hereto and to be considered a part hereof, at the following prices:

COMPANY NAME: DIAL TENT & AWNING Co. INC.

mileage - 200.00

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
One (1)	80' x 100' tent (Entertainment)	\$ <u>3300.00</u>	\$ <u>3,300.00</u>
One (1)	80' x 240' tent (Booths)	\$ <u>7500.00</u>	\$ <u>7,500.00</u>
As Req.	Tent Stakes, with Plastic Covers	\$ <u>1.00</u>	\$ <u>176.00</u>
TOTAL PRICE			\$ <u>11,176.00</u>

PRICES: The prices quoted shall remain firm for 120 days or contract award, whichever comes first, except the contract awardee whose price shall remain firm through the specific Festival dates.

EXCEPTIONS: Any exceptions, substitutions, deviations, etc. from the City specifications and this proposal must be stated below. The reason(s) for the deviation, substitution, or exception are an integral part of this bid proposal.

TERMS _____ WARRANTY _____

DELIVERY DATE(S): Sept - 7 - 2007

IMPORTANT: All City of Troy purchases require a MATERIAL SAFETY DATA SHEET, where applicable, in compliance with the MIOSHA "Right to Know" Law.

INSURANCE: The insurance requirements shall be in accordance with the attached SAMPLE INSURANCE CERTIFICATE. Insurance Certificates should be attached to the bid proposal at the time of bid submission.
 We can meet the specified insurance requirements.
 We cannot meet the specified requirements.
 We do not carry the specified limits but can obtain the additional coverage at the cost of \$ _____.

COMPANY: DIAL TENT & AWNING Company INC.

ADDRESS: 5330 DAVIS CITY Sigerow STATE MI ZIP 48604

TELEPHONE NUMBER 989 793 0744 REPRESENTATIVE NAME Mike MacFarlane
(please print)

SIGNATURE OF COMPANY REPRESENTATIVE: Mike MacFarlane

VENDOR NAME:

Ace Canvas			
& Tent			
Inc			
CHECK #	10807615181		
CHECK AMOUNT	\$100.00		

ITEM	EST QTY	DESCRIPTION	UNIT PRICE			
1.	1	TENT, 80' X 100' (Entertainment) 80x120	N/A			
2.	1	TENT, 80' X 240' (Booths)	N/A			
3.	1	TENT, 10' x 10' (Outdoor Stage)	\$ 130.00			
4.	3	TENT, 20' x 20' (Info Booth)	\$ 160.00			
5.	2	TENT, 20' x 40' (Crafts, Dressing Tent)	\$ 250.00			
6.	1	TENT, 20' x 40' (Waffle Breakfast)	\$ 250.00			
7.	1	TENT, 40' x 100' (Photo/Student Art)	\$ 900.00			
8.	1	TENT, 60' x 80' (Ethnicity) 60x90	\$ 1,200.00	=> 60x90		
9.	1	TENT, 60' x 60' (Magic Entertainment)	\$ 800.00			
10.	1	TENT, 40' x 40' (Picnic Area)	\$ 600.00			
11.	2	Erect 20' x 40' Tents (Cart Storage)	\$ 140.00			
12.	2	Erect 20' x 20' Tents (HQ, Special Children)	\$ 100.00			
13.	As Required	Tent Stakes w/Plastic Covers	NO CHARGE			
14.	As Required	Provide 140 Lineal Feet of Additional Sidewalls	NO CHARGE			

ESTIMATED TOTAL AWARDED ITEMS:

\$ 5,340.00			
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INSURANCE: Can meet
 Cannot meet
 Signed Y or N

XX			
No			

SET UP & TEAR DOWN:
 Can meet
 Cannot meet

XX			
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CONTACT INFO Hrs of Operations
 24 Hr Phone #

7:30AM to 4:00PM			
313-842-3011			

DELIVERY REQUIREMENTS: Set up
 Tear down

Fri 9/7/07 & Mon 9/10			
Monday, 9/17/07			

TERMS:

Net 30 days			
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WARRANTY:

Blank			
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EXCEPTIONS:

Blank			
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ACKNOWLEDGEMENT: Yes or No

Yes			
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DMS: S&R Event Rental - No bid proposal pricing page (1 of 4)

Colonial Party & Event Rental - (\$13,440) T/C's of the Rental Agreement included as part of the vendor's bid were in direct conflict w/bid specs

NO BID: Golden Crown Party Rental

ATTEST:

Jeff Biegler

Laura Campbell

Linda Bockstanz

G:ITB-COT 07-13 Tent Rentals - Troy Daze Festival

BOLDFACE TYPE DENOTES LOWEST ACCEPTABLE BIDDER

Susan Leirstein CPPB
 Purchasing Director