



## CITY COUNCIL ACTION REPORT

August 10, 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 Bidder Meeting Specifications – Troy Daze Electrical Services

### **Background**

- On August 2, 2007, bids were received to furnish Electrical Services for the Troy Daze Festival.
- 100 vendors were notified via the MITN system with two bidders responding. One bidder, Waug's Electrical Service did not include proposal pricing, therefore their bid is incomplete and considered non-responsive.
- The remaining vendor, Winiarski Electric, 5318 Spruceview, Fowlerville, MI 48836 submitted a complete bid to furnish all labor and materials for the electrical services of the 2007, 2008, and 2009 Magic of Fall/Troy Daze Festival. The bid also includes an additional allowance for materials that may be required during the course of the festival.

### **Financial Considerations**

- Funding for the electrical services for the Troy Daze Festival is available in the Parks and Recreation operating account #784.7802.070.

### **Legal Considerations**

- ITB-COT 07-29, to furnish all electrical services for the Troy Daze Festival was competitively bid and opened with two bidders responding.
- All bidders were given the opportunity to respond with their level of interest to provide electrical services for the Troy Daze Festival.
- The award is contingent upon the recommended bidder's 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)

August 10, 2007

To: Phillip L. Nelson, City Manager

Re: Bid Award – Lowest Bidder Meeting Specifications – Troy Daze Electrical Services

**Options**

- City management and the Parks and Recreation Department recommend awarding a contract to furnish three-year requirements of all labor and materials for electrical services at the Troy Daze Festival to the lowest bidder meeting specifications, Winiarski Electric of Fowlerville, MI, for an estimated three-year total cost of \$31,000.00, plus a materials allowance of \$3,250.00 and other work as assigned at the rate of \$60.00 per hour.

Opening Date -- 08/02/07  
 Date Prepared -- 8/10/07

CITY OF TROY  
 BID TABULATION  
 ELECTRICAL - TROY DAZE

VENDOR NAME:

**Jeff Winiarski/  
 Winiarski Electric**

**PROPOSAL: Magic of Fall/Troy Daze Festival Electrical Contract**

DESCRIPTION	Complete for the Sum	Materials Allowance
Furnish Three Year Requirements of all labor and materials for the Magic of Fall/Troy Daze Festival Electrical Contract in accordance with specifications at the following prices--		
<b>YEAR</b>		
2007	\$ 9,750	\$ 750
2008	\$ 10,250	\$ 1,000
2009	\$ 11,000	\$ 1,500
<b>ESTIMATED GRAND TOTAL:</b>	<b>\$ 31,000</b>	<b>\$ 3,250</b>

**ALTERNATE 1: Master Electrician**  
 for projects not specified -

YEAR	Hourly Rate
2007	\$ 60.00
2008	\$ 60.00
2009	\$ 60.00

**SITE INSPECTION:** Visted the site  
 Did not visit site  
 Date

Previous festival's electrician  
 7 - 3:30pm  
 (248)721-0138

**CONTACT INFORMATION:**  
 Hours of Operation  
 24 Hr Phone #

**COMPLETION DATE** Can meet  
 Cannot meet  
 But Offers:

XX

**EXPERIENCE:** Number of Yrs  
 Licensed

14 Years

**INSURANCE:** Can meet  
 Cannot meet  
 Signed Y or N

XX  
 Yes

**TERMS:** Net 15 days after Monday teardown

**WARRANTY:** N/A

**DELIVERY:** AS SPECIFIED

**EXCEPTIONS:** Blank

**ACKNOWLEDGEMENT: Completed - Y or N** Yes

INCOMPLETE BID:  
 Waug's Electrical Service

ATTEST:  
 Diane Fisher  
 Ron Hynd  
 Susan Leirstein

**BOLD FACE TYPE DENOTES LOWEST ACCEPTABLE BIDDER**

Susan Leirstein CPPB  
 Purchasing Director