



CITY COUNCIL AGENDA ITEM

Date: April 1, 2015

To: Brian Kischnick, City Manager

From: MaryBeth Murz, Purchasing Manager
Steve Pallotta, Building Operations Director
Cathy Russ, Library Director
Phillip Kwik, Assistant Library Director
Tom Darling, Director of Financial Services

Subject: Standard Purchasing Resolution 2 - Low Bidder Meeting Specifications – New Lighting Control System – Troy Public Library

History

- The current Lighting Control System is original to the building. The electrical panels in the Youth area (original library) were installed in 1971; and the electrical panels in the Adult Information Area (addition) were installed in 1984.
- With the current system, Library staff turn the building lights on each morning and off each night by switching on and off the circuit breakers.
- This process has caused much wear-and-tear on the circuit breakers, resulting in constant monitoring and replacement.
- Even with the constant monitoring, this practice has resulted in several small electrical incidents in the Library over the past four years. The most recent incident was in September 2014. The Troy Fire Department was called to the Library and reported that the temperatures on the electrical panel boxes were registering over 350 degrees.
- In the interest in public safety and health Library Staff and City management recommends that the existing Andover Controls DDC network be extended to include the Lighting Control System, and that the existing panels be retrofitted with programmable circuit breakers. These breakers would automatically control the timing of the lights at the Library.
- There will also be manual overrides installed to operate the lights at different times than the program.

Purchasing

- Companies were notified of this bid opportunity via the Michigan Intergovernmental Trade Network (MITN); www.mitn.info.
- Part of the bid process included a Pre-Bid Meeting on February 6, 2015. Four (4) companies attended the Pre-Bid Meeting.
- 716 vendors were notified via the MITN website.



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| Companies notified via MITN | 716 |
| Troy Companies notified via MITN | 25 |
| Troy Companies - Active email Notification | 25 |
| Troy Companies - Active Free | 0 |
| Companies that viewed the bid | 42 |
| 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.

- On February 19, 2015, a bid opening was conducted as required by City Charter/Code.
- Two (2) bid responses were received.
- The low bid which was bid as an *alternate*; did not meet the bid specifications.
 - The bid was submitted predicated upon an *alternate* specification which included individual ceiling mounted relay switches located in various areas throughout the Library. The proposed relay switches would still have to interface with the existing energy management system; cause ongoing maintenance and support issues.
 - The alternate bid price did not include interfacing the proposed relay switches with the existing energy management system and would be an additional cost.
 - The proposed relay system would also create a potential service issue for Building Operations and the Troy Public Library staff, limiting the ability to get the system back on line in a timely manner.
 - Additionally, opting for the specification as bid instead of the alternate specification allows the systems to be manually controlled in the event of a failure.
- Mechanical Controls and Maintenance, Inc. (MCMI) of Sterling Heights, MI was the low bidder meeting specifications and is being recommended to install the new Lighting Control System at the Troy Public Library.
- Mechanical Controls and Maintenance, Inc. (MCMI) installed all Energy Management Systems at the Troy Police Department, Troy City Hall, Troy Public Library, Troy Community Center, and is in the process of updating and replacing the outdated system for the 52nd-4 District Court.
- Mechanical Controls and Maintenance, Inc. (MCMI) has also provided service and maintenance on all systems for over 18 years.
- The install will occur on eight (8) consecutive Fridays for a total cost of \$129,500.00
- The Building Operations Department is also recommending the alternate of \$5,500.00 for the control of additional lighting installed by the Building Operations Department eight years ago. The additional lighting was added to enhance and provide better lighting conditions in areas of the Tech Lab and Adult Services. By using the alternate, this will allow all lighting to be controlled by computer schedule.



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Financial

- The total cost of this project is \$135,000.00 and funds are budgeted and currently available in the Library's Capital Budget, 401.7975.900.
- This project will be completed during FY 2014/2015, on Fridays when the Library is closed to the public so as not to have any disruptions to the Library's patrons.

Recommendation

City management recommends awarding a contract to provide all labor, materials, tools, equipment and supervision required for the furnishing and installing of a new Lighting Control System in the Troy Public Library for an estimated total cost of \$135,000.00 to the low bidder meeting specifications, Mechanical Controls and Maintenance, Inc. (MCMI) of Sterling Heights, MI. The award is contingent upon the contractors' submission of properly executed bid documents including insurance certificates, and all other specified requirements.

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| VENDOR NAME: | Shoreview Electric Clinton Twp., MI | MCMC Sterling Heights, MI | |
| Check # | #849390 | #9225708889 | |
| Amount | \$5,000.00 | \$5,000.00 | |

PROPOSAL: Provide all labor, materials, tools, equipment and supervision required for the furnishing and installing of all work herein described and/or shown on the drawings.

BASE BID OPTION 1: Provide pricing to do all necessary work on consecutive Fridays. Indicate the number of consecutive Fridays required to complete the work.

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| Price to complete work: | \$45,000.00 | \$129,500.00 | |
| # of consecutive <u>Fridays</u> needed: | 8 | 8 | |

BASE BID OPTION 2: Provide pricing to do all necessary work on consecutive Days. Indicate the number of consecutive Days required to complete the work.

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| Price to complete work: | \$39,000.00 | \$125,800.00 | |
| # of consecutive <u>days</u> needed | 7 | 6 | |

ALTERNATE: Provide pricing to relocate existing circuits from panel RP-K to either LP-E or LP-F. Also, provide necessary controllable breakers and programming of circuits into the appropriate group.

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| Alternate Price | \$5,000.00 | \$5,500.00 | |
| CONTACT INFORMATION: Hours | M-F 8am-4:30pm | | |
| 24 Hour Phone Number | 586-484-3207 | 586-726-7500 | |
| Contact Person | | | |
| PAYMENT TERMS | 30 days | Net 30 | |
| REFERENCES: Attached: | Y | Y | |
| INSURANCE Can meet: | Y | Y | |
| Cannot meet: | | | |
| SIGNATURE PAGE: Yes or No | Y | Y | |
| WARRANTY: | Labor: 1 year Manufacturer: 1 year | Labor: 1 year Manufacturer: 1 year | |
| EXCEPTIONS: Yes or No | Y - "See attached proposal dated 2-19-15 Alternate Bid" | Y - "See attached clarifications" | |
| FORMS: | Y | Y | |

ATTEST:

Susan Riesterer
 Enna Bachelor
 Cathy Russ

MaryBeth Murz,
 Purchasing Manager