



CITY COUNCIL AGENDA ITEM

Date: April 6, 2015

To: Brian Kischnick, City Manager

From: Mark F. Miller, Director of Economic & Community Development
 MaryBeth Murz, Purchasing Manager
 Elaine S. Bo, Recreation Director
 Brian Goul, Assistant Recreation Director
 Kelly Molinar, Recreation Supervisor

Subject: Standard Purchasing Resolution 1: Award to Sole Bidder – Pump Repair Services – Indoor and Outdoor Pools

History

- Professional Pump of Belleville, MI has successfully provided the City’s emergency pump repair services as needed since April of 2011. The Recreation Department has been happy with their service and work.
- The Aquatic Center has eight pumps that operate the normal pool function and features at the facility.
- The Community Center Indoor Pool has four pumps that operate the pool function and features at the facility.
- Failure to repair the pumps in a timely manner could potentially result in the facility being closed which could result in less revenue to the City.
- The current contract expires April 30, 2015.

Purchasing

- On April 2, 2015, a bid opening was conducted as required by City Charter and Code to furnish all labor, tools, equipment, and transportation services to provide three-year requirements of emergency pump repair services at the Troy Family Aquatic Center and Troy Community Center with a two year renewal option. 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:

| | |
|---|----|
| Companies notified via MITN | 74 |
| Troy Companies notified via MITN | 1 |
| Troy Companies notified Active email Notification | 1 |
| Troy Companies Active Free | 0 |
| Companies that viewed the bid | 9 |
| 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.



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Purchasing (continued)

- Professional Pump Inc. of Belleville, MI is the sole bidder meeting specifications. The Bid Tabulation is attached.
- Professional Pump Inc. is the company currently providing emergency pump repair services on as needed emergency basis.
- Note that the Building Operations Department maintains and supports the pool pumps.
- The awarded company for emergency pump repair is called only when the *emergency* pump repair is beyond the scope of the Building Operations Department.
- The City has had to employ Professional Pump Inc. only twice under the current contract.
- In addition to the Bid Tabulation attached is a comparison of Professional Pump's pricing from 2011; which reflects a nominal increase compared to current bid pricing.
- The purpose of this bid is to have an action plan for emergency repairs in a timely fashion at fixed costs.

Financial

Funds for these emergency services as needed are available in the Community Center and Troy Family Aquatic Center Contractual Services Account – Equipment Maintenance and Operating Supplies Funds.

Recommendation

City management recommends awarding a three-year contract with one two (2) year renewal option to *Professional Pump Inc of Belleville, MI* for Pump Repair and Emergency Services on as needed basis at the Troy Family Aquatic Center and Troy Community Center under the prices, terms and conditions attached in the bid tabulation opened April 2, 2015, contract to expire April 30, 2018.

VENDOR NAME: **Professional Pump, Inc.**
 City: **Belleville, MI**

PROPOSAL: FURNISH ALL LABOR, TOOLS, EQUIPMENT INCLUDING CRANES ETC., AND TRANSPORTATION SERVICES TO PROVIDE THREE-YEAR REQUIREMENTS OF PUMP REPAIR AND EMERGENCY REPAIR SERVICES ON THE CITY OF TROY (OUTDOOR AND INDOOR) POOLS WITH ONE – TWO (2)-YEAR RENEWAL OPTION.

1. Repair Service

| | | |
|---|----------|--|
| ITEM DESCRIPTION: a. Pump Repair ON-SITE | | |
| _____ / Hour Per Man x 2 Man Crew | \$50.00 | |
| ITEM DESCRIPTION: b. Pump Repair OFF-SITE <i>estimated # of hours: 60 hours annually</i> | | |
| _____ / Hour Per Man | \$50.00 | |
| ITEM DESCRIPTION: c. Cost to remove the pumps from their housing and replacement after work completion including all labor and equipment including a crane and operator. | | |
| _____ / Hour | \$190.00 | |
| ITEM DESCRIPTION: d. Response Time: | | |
| Within _____ hours after a telephone request for service | 4 hrs | |

2. Emergency Repairs

| | | |
|---|---------|--|
| ITEM DESCRIPTION: Regular Time: | | |
| _____ / Man Per Hour | \$50.00 | |
| ITEM DESCRIPTION: Overtime Time: | | |
| _____ / Man Per Hour | \$75.00 | |
| ITEM DESCRIPTION: Holiday Time: | | |
| _____ / Man Per Hour | \$75.00 | |

3. Troy Family Aquatic Center Pump Repair Parts (All pumps were originally Floway)

| | | |
|--|------------|--|
| ITEM DESCRIPTION: A discount of _____% will be given on all parts. Parts Price List _____; Dated _____ will be used. Parts Price List attached and marked _____ for identification. | | |
| _____ % discount | | |
| Parts Price List | | |
| Dated: | | |
| Parts Price List attached and marked - Y or N | | |
| Markup / markdown (+ or -) | 15% | |
| Impeller replacement cost \$ _____ ea | \$1,023.00 | |
| Shaft replacement cost \$ _____ ea | \$724.00 | |

**Professional Pump, Inc.
 Belleville, MI**

| | | | |
|--|-----------|---------------|--|
| 4. Aurora Repair Parts | | | |
| ITEM DESCRIPTION: A discount of ____ % will be given on all parts. Parts Price List ____; Dated ____ will be used. | | | |
| ____% discount | | | |
| Parts Price List | | | |
| Dated: | | | |
| Parts Price List attached and marked - Y or N | | | |
| Markup / markdown (+ or -) | | 15% | |
| Impeller replacement cost \$ ____ ea | | N/A | |
| Shaft replacement cost \$ ____ ea | | \$375.00 | |
| 5. Travel Time | | | |
| ITEM DESCRIPTION: The City of Troy will pay a maximum of the first 1/2-hour of travel time for any repair call. (Note: If a second repair is necessary to complete the initial repair, only 1/2 hour of travel time will be paid.) | | | |
| \$ ____ Travel Time/ Complete Repair Call | | \$50.00 | |
| CONTACT INFORMATION: Hours | | 7:30am-3:30pm | |
| 24 Hour Phone Number | | 734-394-7878 | |
| Contact Person | | | |
| SITE INSPECTION | Yes or No | No | |
| REFERENCES: | Yes or No | Yes | |
| INSURANCE | Can meet: | Yes | |
| Cannot meet: | | | |
| EXPERIENCE WORKING WITH FLOWAY AND/OR AURORA | | 28 yrs exp. | |
| Years of experience | | | |
| SIGNATURE PAGE: | Yes or No | Yes | |
| WARRANTY: | | 3 Years | |
| EXCEPTIONS: | | None | |
| FORMS: | | Yes | |

DENOTES SOLE BIDDER MEETING SPECIFICATIONS

ATTEST:
Susan Riesterer
Enna Bachelor
Brian Goul

 MaryBeth Murz,
 Purchasing Manager

| | | |
|---------------------|-------------------------|-------------------------|
| VENDOR NAME: | Professional Pump, Inc. | Professional Pump, Inc. |
| BID TAB COMPARISON: | 2015 Pricing | 2011 Pricing |

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1. Repair Service

| | | | |
|--|--|----------|----------|
| ITEM DESCRIPTION: a. Pump Repair ON-SITE | _____ / Hour Per Man x 2 Man Crew | \$50.00 | \$48.00 |
| ITEM DESCRIPTION: b. Pump Repair OFF-SITE <i>estimated # of hours: 60 hours annually</i> | _____ / Hour Per Man | \$50.00 | \$48.00 |
| ITEM DESCRIPTION: c. Cost to remove the pumps from their housing and replacement after work completion including all labor and equipment including a crane and operator. | _____ / Hour | \$190.00 | \$180.00 |
| ITEM DESCRIPTION: d. Response Time: | Within _____ hours after a telephone request for service | 4 hrs | 4 hrs |

2. Emergency Repairs:

| | | | |
|----------------------------------|----------------------|---------|---------|
| ITEM DESCRIPTION: Regular Time: | _____ / Man Per Hour | \$50.00 | \$50.00 |
| ITEM DESCRIPTION: Overtime Time: | _____ / Man Per Hour | \$75.00 | \$75.00 |
| ITEM DESCRIPTION: Holiday Time: | _____ / Man Per Hour | \$75.00 | \$75.00 |

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| _____ % discount | | | |
| Parts Price List | | | |
| Dated: | | | |
| Parts Price List attached and marked - Y or N | | | |
| Markup / markdown (+ or -) | 15% | 15% | |
| Impeller replacement cost \$ _____ ea | \$1,023.00 | | |
| Shaft replacement cost \$ _____ ea | \$724.00 | | |

| VENDOR: | | Professional Pump, Inc. | Professional Pump, Inc. |
|--|-----------|-------------------------|-------------------------|
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| INSURANCE | Can meet: | Yes | |
| Cannot meet: | | | |
| EXPERIENCE WORKING WITH FLOWAY AND/OR AURORA | | 28 yrs exp. | |
| Years of experience | | | |
| SIGNATURE PAGE: | Yes or No | Yes | |
| WARRANTY: | | 3 Years | 3 Years |
| EXCEPTIONS: | | None | |
| FORMS: | | Yes | |