



## CITY COUNCIL AGENDA ITEM

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Date: May 15, 2015

To: Brian Kischnick, City Manager

From: MaryBeth Murz, Purchasing Manager  
Steven Pallotta, Building Operations Director  
Brian Goul, Assistant Recreation Director

Subject: Standard Purchasing Resolution 2: Low Bidder Meeting Specifications- New Kitchen Makeup Air Unit - Troy Community Center

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### **History:**

- The current Kitchen Makeup Air Unit was installed in 2002 for use at the Troy Community Center for full kitchen operation.
- The current Kitchen Makeup Air Unit provides heating, cooling and ventilation using 100% outside air. This type of operation is needed to meet ventilation requirements for full kitchen usage.
- The current Kitchen Makeup Air Unit (MAU) has been maintained by the Building Operations Department.
- Three years ago the heat exchanger and burner assembly were replaced by the Building Operations Department. At the time when the Building Operations Department installed the new heat exchanger and burner assembly, it was discovered that additional components are starting to show signs of fatigue and are getting very close to their projected life cycle.
- In the past few years, it has become very difficult to obtain proper temperature to sufficiently heat the kitchen and get the temperature above 50 degrees when the outdoor air temperature is below 0 degrees.
- In the interest of maintaining a safe and comfortable work environment, staff recommends the replacement of the current Kitchen Makeup Air Unit.

### **Purchasing:**

- On May 14, 2015; a bid opening was conducted as required by City Charter/Code and bids were received at the City's request from Companies that are able to furnish all labor, materials and equipment to deliver and install a new Makeup Air Unit for the kitchen at the Troy Community Center.
- Companies were notified via the Michigan Intergovernmental Trade Network (MITN); [www.mitn.info](http://www.mitn.info). 430 vendors were notified via the MITN website.
- Below is a detailed summary of the vendor responses.



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## Purchasing (continued):

<b>Companies notified via MITN</b>	405
Troy Companies notified via MITN	11
Troy Companies - Active email Notification	11
Troy Companies - Active Free	0
<b>Companies that viewed the bid</b>	45
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.

- Included in the bid process was a pre-bid meeting. Eleven (11) Companies attended the pre-bid meeting.
- Four (4) bids were received.
- *Tech Mechanical, Inc. of Pontiac, MI* was the low bidder meeting specifications and is being recommended to deliver and install a new Make-up Air Unit (MAU) in the kitchen at the Troy Community Center.
- Tech Mechanical's bid is the low bid meeting all bid specifications and is therefore being recommended for this project install.

## Financial

- The total cost of this project is \$53,000.00 and funds are budgeted and currently available in the Community Center Capital Budget, Account #401.752.755.7978.045.
- This project will be completed during FY 2014/2015.

## Recommendation

City management recommends awarding a contract to complete the installation of a Make-up Air Unit (MAU) for the kitchen at the Troy Community Center for an estimated total cost of \$53,000.00 not to exceed budgetary limitations to the low bidder meeting specifications, *Tech Mechanical, Inc. of Pontiac, MI* at the base bid price contained in the bid tabulation opened May 14, 2015. The award is contingent upon the contractors' submission of properly executed bid documents including insurance certificates, and all other specified requirements.

CITY OF TROY  
BID TABULATION  
KITCHEN MAU REPLACEMENT

VENDOR NAME:	<b>Tech Mechanical, Inc.</b>	Denny's Heating, Cooling & Refrigeration Service, Inc.	Pleune Service Co.	Walkers Heating and Cooling, Inc.
City, State	<b>Pontiac, MI</b>	Troy, MI	Grand Rapids, MI	Detroit, MI
Check #:	<b>#860437</b>	#103087	#185892	#1611001947
Check Amount:	<b>\$5,000.00</b>	\$5,000.00	\$5,000.00	\$5,000.00

**PROPOSAL: INSTALL NEW KITCHEN MAU REPLACEMENT AT TROY COMMUNITY CENTER**

**BASE BID:** Provide all labor, materials, tools, equipment and supervision required for the furnishing and installing of a new kitchen MAU Unit at Troy Community Center as per all work herein described and/or shown on the drawings and as per all bid specifications.

<b>BASE BID PRICE:</b>	<b>\$53,000.00</b>	\$53,820.00	\$56,000.00	\$68,073.00
<b>SHIPPING/MAU: (4 wk. delivery)</b>	Included	\$2,100.00	included	included
<b>BASE BID TOTAL PRICE:</b>	<b>\$53,000.00</b>	\$55,920.00	\$56,000.00	\$68,073.00
<b>CONTACT INFORMATION: Hours</b>	<b>8A-5P M-F</b>	M-F 7A-4:30P Sat 8A-12P	7A-5P	9A-5P
<b>24 Hour Phone Number</b>	<b>248-322-5600</b>	248-669-4338	616-243-6374	313-862-4498
<b>MANDATORY PRE-BID MEETING: Attended? Yes or No</b>	Yes	Yes	Yes	Yes
<b>PROGRESS SCHEDULE:</b>	90% when equipment is on site, 10% upon completion.	2 weeks upon completion of project.	AIA, based on monthly percent complete with 10% retainage.	Payment due upon completion; scheduling due depending on delivery of MAU
<b>REFERENCES: Yes or No</b>	Yes	Yes	Yes	Yes
<b>INSURANCE Can meet: Cannot meet:</b>	X	X	X	X
<b>SIGNATURE PAGE: Yes or No</b>	Yes	Yes	Yes	Yes
<b>WARRANTY:</b>	1 yr labor and manufacturer's warranty	No Response	1 yr	1 yr labor and manufacturer's warranty
<b>EXCEPTIONS:</b>	None	None	None	None
<b>PAYMENT TERMS:</b>	90% when equipment is on site, 10% upon completion.	14 days	None	30 days
<b>FORMS:</b>	Yes	Yes	Yes	Yes

**LOW BIDDER MEETING SPECIFICATIONS.**

Statement of No Bid received from MJ Mechanical.

ATTEST:

Susan K. Riesterer  
Sara Teets  
Steve Pallotta

MaryBeth Murz,  
Purchasing Manager