



CITY COUNCIL ACTION REPORT

October 15, 2007

TO: Phillip L. Nelson, City Manager

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

SUBJECT: Standard Purchasing Resolution 3: Exercise Renewal Option -
Fertilization Services at Sylvan Glen and Sanctuary Lake Golf Courses.

Background

- On February 5, 2007, Troy City Council approved a one-year contract for fertilization services for Sylvan Glen and Sanctuary Lake Golf Courses with an option to renew for one (1) additional year. (Resolution #2007-02-031-E-4a)
- Purchasing conducted a market survey and determined the City would not benefit from soliciting additional sealed bids.

Financial Considerations

- Funds for these services are available in the Sylvan Glen Contract Grounds Maintenance Account #785.7802.050 and Sanctuary Lake Contract Grounds Maintenance Account #885.7802.050.

Legal Considerations

- ITB-COT 06-55, one-year requirements of Fertilization Services at Sylvan Glen and Sanctuary Lake Golf Courses with an option to renew for one additional year was competitively bid and opened December 20, 2006, with three (3) bids received.
- The option to renew is contingent upon contractor's continuance to meet specified insurance requirements.

Policy Considerations

- By renewing the existing contract, the City will save labor costs in personal service, and provide a more efficient, safe means of applying fertilizer to large areas of the golf courses in a timely manner with little or no disruption to staff or clientele. (Goals II & V)

Options

- City management and the Golf Division of the Parks and Recreation department recommend exercising the option to renew for one additional year with Turfgrass, Inc. of South Lyon, MI, for Fertilization Services at Sylvan Glen and Sanctuary Lake Golf Courses under the same prices, terms and conditions expiring December 31, 2008.

August 21, 2007

TO: Susan A. Leirstein
Purchasing Director

FROM: Julie Hamilton
Buyer

RE: MARKET SURVEY – FERTILIZER APPLICATION SERVICES GOLF COURSES

Troy Clogg Landscape Association – Jim Anderson (248) 685-0123

Troy Clogg Landscape had previously provided a no bid for the fertilizer application bid. In speaking with Jim Anderson he stated the reason he did not bid on the job was based on the fertilizer and equipment requirements stated in the bid. His company had never done golf course fertilization and felt the contract was not large enough to warrant the investment. He stated he would not bid on these services in the future.

Tri-Turf – Dan Shemon (248) 640-4439

Tri-Turf bid an alternate for the Polyon that was specified in the bid. Mr. Shemon stated that, if re-bid, he would have to once again bid an alternate for this product.

Based upon the above comments, I respectfully recommend that the City accept the offer to renew the contract for Fertilizer Application Services for Sylvan Glen and Sanctuary Lake Golf Courses to the current vendor based on specification requirements.

CC: File



August 14, 2007

ATTN: Susan Shockey
 Turfgrass, Inc
 PO Box 667
 South Lyon, MI 48178
 FAX: (248) 437-5810

Dear Ms. Shockey:

The City of Troy entered into contract #20600630-08 with Turfgrass, Inc to provide one-year requirements of Fertilizer Application Services for the golf courses with an option to renew for one additional year, which currently expires December 31, 2007. The City is interested to know whether Turfgrass, Inc will renew its contract at established prices for the one additional year.

Please fax this letter back to Danny McDonald at the golf course indicating if Turfgrass Inc wishes to renew this contract until December 31, 2008. The fax number is (248) 813-8854. It should be understood that this request to renew the contract is subject to a favorable market survey. A request by City staff to determine the successful bidder's interest in renewing the contract in no way obligates the City. The option cannot be exercised without Troy City Council approval and a blanket purchase order issued.

If you have any questions please call me at (248) 885-1849

CHECK ONE:

Turfgrass Inc is interested in renewing the contract under the same prices, terms, and conditions:

(✓)

x Susan M. Shockey
 Signed: Authorized Company Representative

Turfgrass Inc is not interested in renewing the contract:

()

X _____
 Signed: Authorized Company Representative

Date: 8/15/07

Thank you,
 Danny McDonald
 Superintendent of Greens

Troy Daze Committee

Appointed by Council (9) – 3 Year Terms

Daniel O'Brien

Unexpired Term 11/30/07

Yes: All-7

CONSENT AGENDA:

E-1a Approval of "E" Items NOT Removed for Discussion

Resolution #2007-02-031

Moved by Stine

Seconded by Broomfield

RESOLVED, That all items as presented on the Consent Agenda are hereby **APPROVED** as presented with the exception of Items E-4e, E-8, E-9 and E-10, which **SHALL BE CONSIDERED** after Consent Agenda (E) items, as printed.

Yes: All-7

E-2 Approval of City Council Minutes

Resolution #2007-02-031-E-2

RESOLVED, That the Minutes of the 7:30 PM Regular City Council Meeting of January 22, 2007 be **APPROVED** as submitted.

E-3 Proposed City of Troy Proclamation(s): None Submitted

E-4 Standard Purchasing Resolutions

- a) **Standard Purchasing Resolution 2: Bid Award – Lowest Acceptable Bidder Meeting Specifications – Fertilization Services at Sylvan Glen and Sanctuary Lake Golf Courses**

Resolution #2007-02-031-E-4a

RESOLVED, That a contract to furnish all materials, equipment, and labor for one-year requirements of Fertilization Services at Sylvan Glen and Sanctuary Lake Golf Courses with an option to renew for one additional year is hereby **AWARDED** to the lowest bidder meeting specifications, Turfgrass, Inc. of South Lyon, MI at the unit prices contained in the bid tabulation with a contract expiration of December 31, 2007.

BE IT FURTHER RESOLVED, That the award is **CONTINGENT** upon contractor submission of properly executed bid and contract documents including insurance certificates and all other specified requirements.



CITY COUNCIL ACTION REPORT

January 16, 2007

TO: Phillip L. Nelson, City Manager

FROM: John M. Lamerato, Assistant City Manager/Finance & Administration
Jeanette Bennett, Purchasing Director
Carol K. Anderson, Parks and Recreation Director

SUBJECT: Standard Purchasing Resolution 2: Bid Award-
Lowest Acceptable Bidder Meeting Specifications
Fertilization Services at Sylvan Glen and Sanctuary Lake Golf Courses

Background:

- On December 20, 2006, three (3) bids were received and opened for IBT-COT 06-55 to provide one-year requirements of fertilization services for Sylvan Glen and Sanctuary Lake Golf Courses with an option to renew for one additional year.
- One-hundred fifty-one (151) vendors were notified via the MITN system.
- Vendors were required to be able to provide all fertilizers in bulk form and have application equipment capable of handling bulk fertilizer with no damage to the golf course grounds.
- The lowest acceptable bidder meeting specifications was Turfgrass, Inc. of South Lyon, MI
- Tri-Turf of Farmington Hills, MI. bid alternate fertilizers that did not meet specifications on either fertilizer analysis, nitrogen/potassium sources, micronutrient packages, or percentages of slow release nutrient sources.
- Upon analyzing the alternates it was determined that the City's best interest would be served by awarding to the vendor that met bid specifications.

Financial Considerations:

- Funds for these services are available in Sylvan Glen Contract Grounds Maintenance Account #785.7802.050 and Sanctuary Lake Contract Grounds Maintenance Account #885.7802.050.

Legal Considerations:

- ITB-COT 06-55 was competitively bid and vendors were given the opportunity to respond with their level of interest in supplying fertilizer and application services to Sylvan Glen and Sanctuary Lake Golf Courses.
- The award is contingent upon contractor's submission of proper insurance certificates, and all specified requirements.

January 16, 2007

To: Phillip L. Nelson, City Manager

Re: Bid Award – Lowest Bidders Meeting Specifications – Fertilization Services

Policy Considerations:

- Awarding the contract to the vendor saves labor costs in personal service, and is a more efficient, safe means of applying fertilizer to large areas of the golf courses in a timely manner with little or no disruption to staff or our cliental. (Goals I & IV)

Options:

- City Management and the Golf Division of the Parks and Recreation Department recommends awarding fertilization services for Sylvan Glen and Sanctuary Lake Golf Courses to the lowest bidder meeting specifications, Turfgrass, Inc. of South Lyon, MI at unit prices contained in the bid tabulation with a contract expiration of December 31, 2007.

VENDOR NAME:

Turfgrass Inc

CHECK #

21341243

AMOUNT

\$500.00

PROPOSAL -- FURNISH ONE (1) YEAR REQUIREMENTS OF FERTILIZER APPLICATION SERVICES WITH AN OPTION TO RENEW FOR AN ADDITIONAL YEAR IN ACCORDANCE WITH THE SPECIFICATIONS

PROPOSAL "A"	SYLVAN GLEN GOLF COURSE	Cost/Pound		
	For Golf Course Fairways & Roughs & Berms			
21 Acres	Spring Cost per pound (220# per acre)	\$ 0.413		
21 Acres	Summer Cost per pound (285# per acre)	\$ 0.819		
50 Acres	Spring/Summer Cost per pound (200# per acre)	\$ 0.460		
PROPOSAL "B"	SANCTUARY LAKE GOLF COURSE	Cost/Pound		
	For Golf Course Fairways & Roughs & Berms			
27 Acres	Spring Cost per pound (225# per acre)	\$ 0.487		
54 Acres	Summer Cost per pound (260# per acre)	\$ 0.395		
PROPOSAL "C"	APPLICATION SERVICE COSTS	Cost/Acre		
173 Total Acres	For Golf Course Fairways & Roughs & Berms at Both Facilities	\$ 17.50		
ESTIMATED GRAND TOTAL PROPOSALS 'A, B & C':		\$ 22,941.60		
SITE INSPECTION:	Y/N	Yes		
	DATE	Last 2 years		
INSURANCE:	Can Meet	XX		
	Cannot Meet			
ALTERNATE INSURANCE: POLLUTION COVERAGE	Can Meet	Blank		
	Cannot Meet			
FINAL INSURANCE CERTIFICATION	Y or N	Yes		
BIDDER'S QUESTIONNAIRE	Y or N	Yes		
TERMS:		Net 30		
WARRANTY:		None		
EXCEPTIONS:		Blank		
ACKNOWLEDGEMENT - SIGNED	Y or N	Yes		

DMS:
Tri Turf (Estimated Cost \$19,086.15) - Turfgrass Inc - Alternate Bid - (Estimated Cost \$22,848.05)
Reason: Fertilizers not as specified

NO BIDS:
Troy Clogg Landscape Assoc

ATTEST:
Danny McDonald
Cheryl Stewart
Linda Bockstanz

 Jeanette Bennett
 Purchasing Director