



CITY COUNCIL AGENDA ITEM

Date: August 3, 2015

To: Brian Kischnick, City Manager

From: MaryBeth Murz, Purchasing Manager
 Timothy L. Richnak, Public Works Director
 Kurt Bovensiep, Public Works Manager

Subject: Standard Purchasing Resolution 2: Low Bidder meeting Specification – Topsoil

History

- Topsoil is used by the Department of Public Works for a variety of projects and situations such as tree maintenance, property restoration, storm sewer repairs, snowplow damage and or City water and sewer infrastructure repairs.
- Topsoil is purchased on an as needed basis throughout the year and stocked piled at the Public Works yard.
- The last two (2) years the City has spent \$24,500.00 on topsoil.
- The current contract expired June 30, 2015.

Purchasing

- On July 23, 2015 a bid opening was conducted as required by City Charter/Code for two (2) year requirements of topsoil with an option to renew for one (1) additional year.
- The bid was posted on the Michigan Intergovernmental Trade Network (MITN); www.mitn.info. 79 vendors were notified via the MITN website.
- Three (3) bid responses were received. One bid did not meet specifications (*DMS*) because the bid was received late. Below is a detailed summary of potential vendors for the bid opportunity:

Companies notified via MITN	79
Troy Companies notified via MITN	2
Troy Companies - Active email Notification	2
Troy Companies - Active Free	0
Companies that viewed the bid	8
Troy Companies that viewed the bid	0

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.

- The following vendors responded to the Bid solicitation:

Vendor	Estimated Grand Total
Spurt Industries	\$73,800.00
Anderson Excavating, Inc.	\$81,750.00

- Quantities are estimated and to be purchased on *an as needed basis* at unit prices as listed in the attached bid tab.



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Financial

Topsoil is stocked and available on as needed basis for the Public Works Division. Inventoried topsoil is initially charged to a clearing account; 1.2220. As projects arise and topsoil is required, the cost of topsoil is charged to the appropriate department. Examples of situations where topsoil is used are as follows:

<u>Department</u>	<u>Ex. of maintenance/restoration where topsoil would be needed</u>
Streets	Snowplow damage
Drains	Storm drain repairs
Parks	Tree maintenance/Stump grinds
Water & Sewer	Water tap/water main repairs

Funds are available through the Public Works operating budgets for the Streets and Drains, Parks, Water and Sewer Divisions; as required and as needed.

Recommendation

City Management recommends awarding a two (2) year contract to provide topsoil on as needed basis with an option to renew for one (1) additional year to the low bidder meeting specifications; *Spurt Industries of Grand Haven, MI* for an estimated total cost of \$73,800.00 at unit prices contained in the bid tabulation opened July 23, 2015.

VENDOR NAME:

Spurt Industries	Anderson Excavating
Grand Haven, MI	Waterford, MI

Proposal: FURNISH TWO (2) YEAR REQUIREMENTS OF TOPSOIL WITH AN OPTION TO RENEW FOR ONE (1) ADDITIONAL YEAR.

Estimated Quantity (Cubic Yards)		Delivered
3,000	TOPSOIL	2015/2016
3,000	TOPSOIL	2016/2017

ESTIMATED GRAND TOTAL:

DELIVERY: Minimum Shipment:
 Within Hours of Phone Release

CONTACT INFORMATION:
 Hours of Operation
 Phone Number

INSURANCE: Can Meet
 Cannot Meet

TERMS:

EXCEPTIONS:

ACKNOWLEDGEMENT: Completed Y or N

FORMS: Y or N

UNIT PRICE	UNIT PRICE
\$12.00	\$13.25
\$12.60	\$14.00
\$73,800.00	\$81,750.00
50 cubic yards	40 cubic yards
48	48
7am-5pm	8am-5pm
248-912-4279	248-682-7900
X	X
30 days	Net 30
Blank	Blank
Y	Y
Y	Y

Denotes low bidder meeting specifications.

DMS:

Country Oaks Landscape Supply I: Bid was received late.

ATTEST:

MaryBeth Murz
Sara Teetz
Ashley Levin
Natalie A Steflja

 MaryBeth Murz,
 Purchasing Manager