



CITY COUNCIL AGENDA ITEM

Date: October 19, 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 1: Award to Low Bidder – Street Trees

History

The Parks Division is responsible for the maintenance of the City’s urban forest. This responsibility includes making additions to the urban forest through a tree-planting program. During the 2016 Budget presentations, it was indicated that city administration should reinstitute a more aggressive tree-planting program. The Financial Ideas Team (FIT) also recommended a more aggressive tree planting program than what was originally proposed. Through these discussions, city administration recommended a program that would fill vacancies over the next several years in the Rights-of-Way (ROW) that could support a tree while adhering to City of Troy Ordinance Chapter 28. Chapter 28 regulates that trees planted in the ROW should not be planted any closer than 50’ of an existing tree within the ROW, no closer than 15’ from any driveway approach, no closer than 3.5’ of any curb, and no closer than 3’ to any sidewalk. During the budget presentation discussions City Council also gave the direction to plant more substantial trees in the ROW resulting in a request from vendors for trees with a minimum of 2.5” in diameter; which is almost double the diameter that was planted in the past. The city also requested vendors provide a 2 year warranty from the date of planting.

Over the last several years, the Parks Division has been accumulating addresses from residents that have requested a tree and addresses where trees have been removed. It is the intent of the Parks Division to use the first year of the program to fulfill these requests and replace trees that have been removed. Attached is a map detailing the locations where trees will be planted this year.

Purchasing

On October 15, 2015, a bid opening was conducted as required by City Charter and Code for Tree Planting. 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. Two (2) bid responses were received. Below is a detailed summary of potential vendors for both bid opportunities:

| | |
|---|----|
| Companies notified via MITN | 69 |
| Troy Companies notified via MITN | 2 |
| Troy Companies notified Active email Notification | 2 |
| Troy Companies - Active Free | 0 |
| Companies that viewed the bid | 19 |
| 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

After reviewing the bid proposals; Marine City Nursery Company was low bidder and meets all bid specifications for the purchase and installation of Balled and Burlap or Container Grown Trees and is being recommended.



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Financial

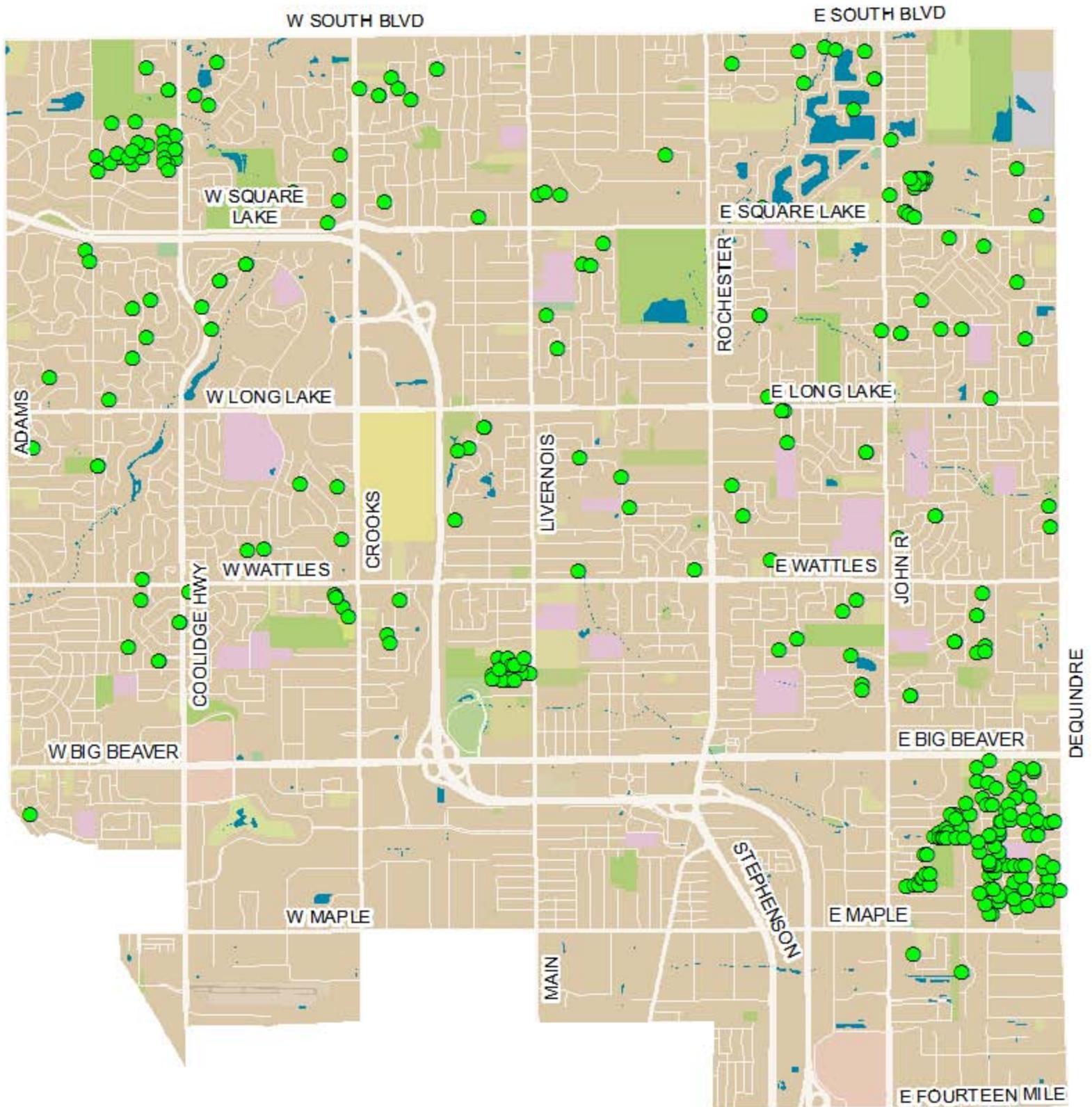
Funds for the new tree-planting program were budgeted in the Parks Division, Local Tree Planting account in the amount of \$92,810. Also, City staff applied for two grants to assist in the new tree-planting program and was successfully award both grants. Through the Michigan Department of Natural Resources - Forest Resources Division and the DTE Energy Foundation; the city was awarded a \$4,000 grant for tree planting and through the Alliance of Rouge Communities - Restoring Community Trees; the city was awarded a \$15,625 grant for tree planting. Total available funds for tree planting are as detailed below:

| | |
|--|---------------------|
| Parks Division Local Tree Planting Account | \$92,810.00 |
| Michigan DNR & DTE Energy Foundation Grant | \$4,000.00 |
| Alliance of Rouge Communities Grant | \$15,625.00 |
| Total | \$112,435.00 |

Recommendation

City management recommends awarding a contract to purchase and have installed balled and burlap or container grown trees to the low bidder meeting specifications; *Marine City Nursery Company of Marine City, MI* for an estimated total cost of \$112,435.00 at unit prices contained in the bid tabulation opened October 15, 2015 not to exceed budgetary limitations. The award is contingent upon the contractors' submission of properly executed bid documents including insurance certificates, and all other specified requirements.

2015 Fall Tree Planting Locations



● Locations of 2015 Tree Planting

| | | |
|--------------|--------------------------------|-------------------------------|
| VENDOR NAME: | Marine City Nursery Co. | The Davey Tree Expert Company |
| | China Twp., MI | Auburn Hills, MI |
| CHECK #: | 25519963 | 26663786 |
| | \$4,500.00 | \$4,500.00 |

PROPOSAL: To Provide and plant for the City of Troy Bare Root Street Trees and Ball and Burlap Trees in accordance with the bid specifications.

| | | |
|---|--------------------|--------------|
| PROPOSAL A: | | |
| Price Per Planted Tree: | \$ 294.00 | \$ 325.00 |
| Proposal A Total Cost (unit price x 200): | \$ 58,800.00 | \$ 65,000.00 |
| FALL 2015 | | |
| LIST OF NINE TREE TYPES: | Yes or No | Yes |
| | How many listed: | 9 |
| CONTACT INFORMATION: | Hrs. of Operation | 8-5 M-F |
| | 24 HR Phone Number | 810-560-9099 |
| STATEMENT OF GUARANTEE: | | |
| INSURANCE: | Can meet | Yes |
| | Cannot meet | |
| PAYMENT TERMS: | | Net 30 days |
| DELIVERY: | | included |
| EXCEPTIONS: | | Blank |
| ACKNOWLEDGEMENT: Signed | Yes or No | Yes |
| Forms (5) | Yes or No | Yes |

ATTEST:
Enna Bachelor
Susan Reisterer
Sara Teets
Kurt Bovensieper

 MaryBeth Murz,
 Purchasing Manager