



CITY COUNCIL AGENDA ITEM

Date: November 30, 2015

To: Brian Kischnick, City Manager

From: MaryBeth Murz, Purchasing Manager
Cathy Russ, Library Director
Phillip Kwik, Assistant Library Director
Meaghan Battle, Youth Services Department Head
Mark Miller, Director of Economic & Community Development
Tom Darling, Director of Financial Services

Subject: Standard Purchasing Resolution 2: Low Bidder meeting Specifications – Millwork Renovation for the Troy Public Library Story and Craft Room

History

- The Story and Craft Room at the Troy Public Library is a high traffic area for programs for children and their families. It is used for eight regular story times per week, and also frequent special craft programs. There are 36 programs per month in this room, with approximately 1,320 children and parents/caregivers attending.
- Over 15,500 patrons enjoy activities in this room per year.
- The storage units in the Story and Craft Room have been installed at various times over the last thirty years. Some of the storage was installed in 1984, when the addition to the Library was built. Other storage was installed in the 1990s, when the Friends of the Library handed down used cabinets they were no longer using. In the 2000s, additional used file cabinets were received from other City departments where they were no longer needed.
- Because of increased programming with larger attendance and more interactive elements, the Youth Department has outgrown the storage currently available.
- The cabinets also show visible wear and tear, resulting in unstable drawer fronts and shelves.
- Most of the cabinets in the Story and Craft Room do not lock, have never locked, or keys have been lost over the course of the last three decades. Locks are an important cabinetry feature so as to secure the supplies and is also a much needed safety feature.
- The open shelving in the room is also a major distraction for young children trying to focus during story times and other events. In addition, it is not safe for children to have access to supplies and tools and equipment that are not designed for use by young people.
- Pictures of the Library Story and Craft Room are included with this memo demonstrating the need to update this space in the Library.

Purchasing

- On November 19, 2015, a bid opening was conducted as required by City Charter and Code to furnish all equipment, material and labor to install and complete a new millwork renovation for the Troy Public Library Story and Craft Room. The bid was posted on the Michigan Inter-governmental Trade Network (MITN) website; www.mitn.info. Three (3) bid responses was received. Below is a detailed summary of potential vendors:

Companies notified via MITN	380	<p>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.</p> <p>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.</p> <p>Active MITN non-paying members are responsible to monitor and check the MITN website for opportunities to do business with the City.</p> <p>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.</p>
Troy Companies notified via MITN	13	
Troy Companies notified Active email Notification	12	
Troy Companies - Active Free	1	
Companies that viewed the bid	29	
Troy Companies that viewed the bid	1	



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Purchasing (continued)

- After reviewing the bid proposals, *Library Design Associates of Plymouth, MI* was the low bidder and meets all bid specifications and is being recommended to install and complete a new millwork renovation in the Troy Public Library Story and Craft Room as specified and as per the project timeline. Library Design Associates also has successfully completed other projects at the Library.
- The millwork renovation will include all new cabinetry, a new sink and faucet, counters and a magnetic wall-mounted white board.
- The project will be completed by January 30, 2016.

Financial

- The total cost of this project is \$20,237 and funds are budgeted and currently available in the Library's Capital Budget, 401.7975.900. This project will be completed during FY 2015/2016.
- These funds are from a donation from the estate of longtime library patron Lucille Makarov. The project has been approved by her executor as one that would please Ms. Makarov.
- The Project# is 20160079.

Recommendation

City management recommends awarding a contract to furnish all equipment, material and labor to install and complete a new millwork renovation in the Troy Public Library Story and Craft Room to the low bidder meeting all specifications, *Library Design Associates of Plymouth, MI* for an estimated total cost of \$20,237.00, at prices contained in the bid tabulation dated November 19, 2015.

