



CITY COUNCIL AGENDA ITEM

Date: March 9, 2016

To: Brian Kischnick, City Manager

From: MaryBeth Murz, Purchasing Manager
Tom Darling, Director of Financial Services
Elaine S. Bo, Recreation Director
Brian E. Goul, Assistant Recreation Director

Subject: Standard Purchasing Resolution 2 – Award to Low Bidder meeting Specifications – Banquet Wall Replacement Community Center

History

- The Community Center Banquet Wall between rooms 304 & 305 is the original dividing wall and has been in operation since 2002.
- The life cycle of the banquet wall is 10-15 years.
- Approximately \$7k - \$10k/year has been spent repairing the wall/wall track in the past 3-5 years.
- Repairs required are of immediate attention which has disrupted the rentals taking place in those rooms.

Purchasing

- On February 25, 2016, a bid opening was conducted as required by City Charter and Code to furnish all equipment, material and labor to replace the banquet room wall dividing room 304 & 305 at the Community Center and also to provide routine and preventative maintenance for the replacement wall bi-annually. The bid was posted on the Michigan Inter-governmental Trade Network (MITN) website; www.mitn.info. Two (2) bid responses were received. Below is a detailed summary of potential vendors:

Companies notified via MITN	287
Troy Companies notified via MITN	12
Troy Companies notified - Active email Notification	10
Troy Companies notified Active Free	2
Companies that viewed the bid	24
Troy Companies that viewed the bid	5

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.

- After reviewing the bid proposals, *Urban's Partition & Remodeling Co. of Northville, MI* was the low bidder meeting all specifications and is being recommended for this project at the Troy Community Center.
- The detailed Bid tabulation is attached.
- This will be a three week project that will require the rooms to be closed during project install.
- Routine and preventative maintenance has not been done in the past. Adding preventative maintenance to the contract will extend the life of the Banquet wall.



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Financial

The funds for these purchases are available in the Community Center Buildings and Improvements Annex Renovation Capital Account and the routine and preventative maintenance is available in Contractual Services Contractor – Equipment Maintenance Account. The Project# is 20160074.

Recommendation

City management recommends awarding a contract to furnish all equipment, material, and labor to replace the banquet room wall dividing room 304 & 305 at the Community Center and provide routine and preventative maintenance for the replacement wall bi-annually to the low bidder, Urban's Partition & Remodeling Co. of Northville, MI for an estimated total cost of \$73,000 and an additional \$4,000/year for bi-annual routine and preventative maintenance, at prices contained in the bid tabulation dated February 25, 2016.

VENDOR NAME:	Urban's Partition & Remodeling Co.	Pizzo Development
	Northville, MI	Wyandotte, MI
Check #	9229609819	513477889-2
Amount	\$2,500.00	\$2,500.00

PROPOSAL A: To complete the Banquet Room Wall Replacement as per the Scope of Work and Bid Specifications.

Complete for the Sum of	\$73,000.00	\$87,241.00
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PROPOSAL B: Provide Routine and Preventative Maintenance for the Replacement Wall which includes but is not limited to inspection of wall and components, lubrication of moving parts, repair/replacement of wall on an as needed basis. Proposers shall attach to their proposal a detailed description of all services to be performed under the Routine and Preventative Maintenance Agreement including hourly rates for labor.

Complete for the Sum of	\$4,000.00	\$4,025.00
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Based on 2 visits/year

Maintenance for new panels and track is at cost listed above per year. This includes bi-annual site visit. Labor cost per hour is \$100 per hour.

CONTACT INFORMATION:

Hours:

8:00am - 5:00pm M-F

Mon-Sat 8am-5pm

24 Hour Phone Number:

248-348-1180

313-671-2794

COMPLETION DATE Can meet:

X

X

Cannot meet:

PROJECT WILL TAKE __ DAYS:

3 weeks

Blank

QUESTIONAIRRE:

Yes

Yes

INSURANCE

Yes

Yes

SIGNATURE PAGE:

Yes

Yes

PAYMENT TERMS

50% deposit

Blank

EXCEPTIONS:

N/A

N/A

FORMS:

Yes

Yes

ATTEST:

Enna Bachelor

Susan Riesterer

Brian Goul

 MaryBeth Murz,

Purchasing Manager