



CITY COUNCIL AGENDA ITEM

Date: March 16, 2016

To: Brian Kischnick, City Manager

From: MaryBeth Murz, Purchasing Manager
Paul Evans, Zoning and Compliance Specialist

Subject: Standard Purchasing Resolution 2: Award to Low Bidder Meeting Specifications – Abandoned Property Mowing

History

- City Code Chapter 82 requires that persons controlling property and the adjacent right of way maintain grass and weeds no higher than 8 inches. Troy Code Enforcement is responsible for identifying, enforcing, and eliminating the presence of tall grass and weeds on private property and adjacent rights of ways within the City.
- If tall grass and weeds remain after the City notifies the property owner of a violation, the Code allows the City or its agent to eliminate tall grass and weeds at the property owner's expense.
- Property owners are invoiced for contractor charges, Inspector labor and vehicle charges, and costs to create and process invoices. Unpaid costs are charged to the property.
- Properties cut typically include vacant lots, those with unoccupied buildings, and rights of ways between property and roads.
- In 2015, the City contractor performed 180 cuts on 90 properties.
- The 2015 median area cut was 7,550 square feet. Under the proposed contract, the City would pay \$16.90 for cutting property this size.
- The current contract for Abandoned Mowing expired 12/31/2015.

Purchasing

- 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 for the bid opportunity:

Companies notified via MITN	274
Troy Companies notified via MITN	6
Troy Companies - Active email Notification	6
Troy Companies - Active Free	0
Companies that viewed the bid	42
Troy Companies that viewed the bid	3

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.



CITY COUNCIL AGENDA ITEM

Purchasing (continued)

- Bids were reviewed in conjunction with the Planning Department and the Bid tabulation is attached. Fognie Pro Lawn of Troy, MI is the low bidder meeting specifications.
- Fognie Pro Lawn has been the City's cutting contractor for the past 3 years.
- Fognie Pro Lawn provides satisfactory service, is accessible to the City for all mowing needs and completes orders on a very timely basis.

Financial

Funds for the Abandoned Mowing Program are available in the Building Inspection budget.

Recommendation

City management recommends awarding a three (3) year contract with the option to renew for two (2) additional years to the low bidder meeting specifications; *Fognie Pro Lawn of Troy, MI* for an estimated total cost of \$6,215.00 per year at unit prices contained in the bid tabulation opened February 18, 2016, contract expiring December 31, 2018.

VENDOR NAME:	Fougnie Pro Lawn	Landscape Services, Inc.
	Troy, MI	Clinton Township, MI
Check #	<i>On File</i>	000993656
Check Amt		\$1,000.00

PROPOSAL: FURNISH ALL LABOR, TOOLS, EQUIPMENT, TRANSPORTATION, AND LANDSCAPE MAINTENANCE SERVICES FOR MOWING ABANDONED PROPERTIES FOR THREE-YEARS WITH AN OPTION TO RENEW FOR TWO ADDITIONAL YEARS

	2016	2017	2018	2016	2017	2018
Estimated # of lots						
<i>First 1,000 sq. ft. of each 180 lots</i>						
Unit Price - Cost per 1000 sq. ft.	\$ 3.95	\$ 3.95	\$ 3.95	\$ 30.00	\$ 30.00	\$ 30.00
Total Cost - Cost/1000 sq. ft. x 180 lots	\$ 711.00	\$ 711.00	\$ 711.00	\$ 5,400.00	\$ 5,400.00	\$ 5,400.00
Estimated Sq. Ft.						
<i>2,840,000 sq. ft.</i>						
Unit Price - Cost per 1000 sq. ft.	\$ 1.85	\$ 1.85	\$ 1.85	\$ 1.25	\$ 1.25	\$ 1.25
Total Cost - Cost/1000 sq. ft. x 2,840,000 sq. ft.	\$ 5,254.00	\$ 5,254.00	\$ 5,254.00	\$ 3,550.00	\$ 3,550.00	\$ 3,550.00
Show-up Fee						
<i>Estimated Frequency: 25</i>						
Cost per Show-up	\$ 10.00	\$ 10.00	\$ 10.00	\$ 20.00	\$ 20.00	\$ 20.00
Total Cost to Show-up	\$ 250.00	\$ 250.00	\$ 250.00	\$ 500.00	\$ 500.00	\$ 500.00
ESTIMATED TOTAL	\$ 6,215.00	\$ 6,215.00	\$ 6,215.00	\$ 9,450.00	\$ 9,450.00	\$ 9,450.00
3 YEAR TOTAL	\$18,645.00			\$28,350.00		
Hourly fee - Unique Circumstances	\$ 42.00	\$ 42.00	\$ 42.00	\$40.00/\$65.00	\$40.00/\$65.00	\$40.00/\$65.00
SITE INSPECTION:	Y/N	Y		N		
CONTACT INFORMATION:						
Hrs of Operation		24 Hours		M-F 7:30am-6:00pm		
Phone		248-268-3117		586-741-5296		
REFERENCES:	Y/N	Y		Y		
INSURANCE:	Can Meet	X		X		
	Cannot Meet					
ACKNOWLEDGEMENT:	Y/N	Y		X		
QUESTIONNAIRE:	Y/N	Y		Y		
PAYMENT TERMS:		Net 30		Net 30		
EXCEPTIONS:		Check is on file from last year.		Additional charges/fees need to be agreed upon for excessive clippings that are requested to be removed from a property following a mowing.		
FORMS:	Y/N	Y		Y		

ATTEST:
 Enna Bachelor
 Paul Evans
 Susan Riesterer

MaryBeth Murz,
 Purchasing Manager