



## CITY COUNCIL AGENDA ITEM

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Date: March 16, 2016

To: Brian Kischnick, City Manager

From: MaryBeth Murz, Purchasing Manager  
Tom Darling, Director of Financial Services  
Steven Pallotta, Building Operations Director  
Elaine Bo, Recreation Director  
Brian Goul, Assistant Recreation Director

Subject: Standard Purchasing Resolution 2: Low Bidder Meeting Specifications- Pool HVAC Unit Replacement - Troy Community Center

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### **History**

- The current Pool HVAC Unit was installed in 2002 for use at the Troy Community Center for pool environmental climate control. The current Pool Unit provides heating, cooling, dehumidification, and ventilation to maintain the temperature of space at 82 degrees along with humidity levels of 60%. This type of operation is needed to meet ventilation requirements for swimming pool design and usage.
- The current Pool HVAC Unit has been maintained by the Building Operations Department.
- The Pool HVAC unit in the past has been subject to a very harsh chemical used in both pools to treat the water. The chlorine and other chemicals has eroded a great amount of the metal surfaces, and the vital components of the existing Pool HVAC.
- Pictures were provided to City Council in last year's Five Year Capital Budget review.
- With the use of chlorine and other harsh chemicals used in the past, the Troy Community Center has completely automated the system and installed UV lighting to control the chemicals needed.
- The new Pool HVAC unit will incorporate Stainless Steel Heat Exchangers, Interior Corrosion Protection and Polymer E- Coated Evaporator and Condenser Coils.
- In the interest of trying to maintain a safe and comfortable work environment, staff recommends the replacement of the current Pool HVAC Unit.

### **Purchasing**

- On February 25, 2016; a bid opening was conducted as required by City Charter/Code and bids were received at the City's request from Companies that are able to furnish all labor, materials and equipment to complete a New Pool Unit Replacement at the City of Troy Community Center.
- The bid was posted on the Michigan Inter-governmental Trade Network (MITN) website; [www.mitn.info](http://www.mitn.info). 431 vendors were notified via the MITN website. Two (2) bid responses were received.



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## Purchasing (continued):

- Below is a detailed summary of the vendor responses.

<b>Companies notified via MITN</b>	431
Troy Companies notified via MITN	11
Troy Companies notified Active email Notification	10
Troy Companies notified Active Free	1
<b>Companies that viewed the bid</b>	39
Troy Companies that viewed the bid	2

**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.

- Included in the bid process was a pre-bid meeting. Two (2) Companies attended the Pre-Bid meeting. Two (2) bids were received.
- Tech Mechanical, of Pontiac, MI* was the low bidder meeting specifications and is being recommended to deliver and install a new Pool HVAC Unit at the Troy Community Center.

## Financial

- The total cost of this project is \$290,837.00 and funds are budgeted and currently available in the Troy Community Center Capital Budget account 401.752.755.7975.125.
- The Project# is 20160072.
- This project will be completed during FY 2015/2016.

## Recommendation

City management recommends awarding a contract to complete the installation of a new Pool HVAC Unit for the Troy Community Center for an estimated cost of \$290,837.00 not to exceed budgetary limitations to the lowest bidder meeting specifications, Tech Mechanical, Inc. of Pontiac, MI at the base bid price contained in the bid tabulation opened February 25, 2016. The award is contingent upon the contractors' submission of properly executed bid documents including insurance certificates, and all other specified requirements.

VENDOR NAME:	<b>Tech Mechanical Pontiac, MI</b>	Artic Air, Inc. Royal Oak, MI	
Check #	<b>934490</b>	9480105076	
Amount	<b>\$5,000.00</b>	\$5,000.00	

**PROPOSAL: Provide all labor, materials, tools, equipment and supervision required for the furnishing and installing of a NEW Pool Unit at the Troy Community Center as per all work herein described and/or shown on the drawings and as per all bid specifications.**

Base Bid Price:	<b>\$290,837.00</b>	\$339,900.00	
<b>CONTACT INFORMATION:</b>			
Hours	<b>7:00am-4:30pm M-F</b>	8am-5pm M-F	
24 Hour Phone Number	<b>248-322-5600</b>	248-280-1300	
<b>PROGRESS PAYMENTS</b>	<b>30% down, 60% upon delivery of equip, 10% upon completion</b>	Progressive payments due the 20th of each month for work completed the prior month, submitted on G702	
<b>REFERENCES:</b>	<b>Yes or No</b>	Yes	Yes
<b>INSURANCE</b>		Yes	Yes
<b>SIGNATURE PAGE:</b>		Yes	Yes
<b>PAYMENT TERMS</b>		Blank	See Progress Payments
<b>WARRANTY:</b>		Blank	Per specifications
<b>EXCEPTIONS:</b>		N/A	Smoke detector termination by Simplex Grinell not included as they are not the panel mfg.
<b>FORMS:</b>		Yes	Yes

ATTEST:

Susan Riesterer  
Enna Bachelor  
Steve Pallotta

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 MaryBeth Murz,  
 Purchasing Manager