



CITY COUNCIL AGENDA ITEM

Date: April 21, 2016

To: Brian Kischnick, City Manager

From: MaryBeth Murz, Purchasing Manager
 Mark Miller, Director of Economic & Community Development
 Cindy Stewart, Community Affairs Director

Subject: Standard Purchasing Resolution 2: Award to Low Bidders – Home Chore Lawn and Yard Services

History

- The City of Troy receives Community Development Block Grant funding each year and 15% of the total funding can be allocated for Public Services.
- The City of Troy utilizes our Public Services allocation for the Home Chore program. Low income qualified senior citizens and persons with permanent disabilities are eligible for the City’s Home Chore Program which offers lawn and yard services in the spring, summer and fall seasons and Snow Removal in the winter.
- The yard services include lawn mowing plus spring and fall clean-up of the homeowner’s yards. Currently the City has over ninety (90) qualified recipients signed up for the Home Chore Program.
- The current contract expired December 31, 2015.

Purchasing

- On April 14, 2016; a bid opening was conducted as required by City Charter/Code and bids were received at the City’s request from firms interested in providing seasonal requirements of lawn and yard services for Troy residents using the Home Chore Program with an option to renew for one (1) additional season.
- Companies were notified via the Michigan Intergovernmental Trade Network (MITN); www.mitn.info. 249 vendors were notified via the MITN website. Four (4) bid responses were received. Below is a detailed summary of the vendor responses.

Companies notified via MITN	249
Troy Companies notified via MITN	7
Troy Companies - Active email Notification	7
Troy Companies - Active Free	0
Companies that viewed the bid	26
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 solicitations or access any bid information.



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Purchasing (continued)

- The award recommendation considered the vendor offering the best combination of a variety of factors including bid price, professional competence and level of service, equipment fleet, and the comfort of the residents involved in the program.
- References were checked and a post-bid meeting was held with the companies being recommended.
- The contract warrants making an award to a primary and secondary contractor in the event the primary contractor is unable to perform services as specified. The secondary vendor will be called upon to fulfill the terms of the contract if necessary.
- A low total award for Proposals A and B is being recommended

Financial

Funds for lawn and yard services for the Home Chore Program are available initially through the Public Works operating budget, then reimbursed by Oakland County through the Community Development Block Grant Program (CDBG).

Recommendation

City management recommends City Council award contracts for seasonal requirements of lawn and yard services for Troy residents using the Home Chore Program with an option to renew for one (1) additional season to the low total bidders, *Cooper Lawnscape, Inc. of Warren, MI* as the primary contractor, and *Gratiot Landscaping of Roseville, MI*, as secondary contractor at unit prices contained in the bid tabulation opened April 14 2016; contract to expire December 31, 2017.

CITY OF TROY
 BID TABULATION
 LAWN SERVICES/HOME CHORE PROGRAM

Opening Date: 4/14/2016
 Date Reviewed: 04/14/2016

VENDOR NAME:

VENDOR NAME:		Cooper Lawnscape, Inc	Xpert Lawn & Snow	Gratiot Landscaping
		Warren, MI	Ferndale, MI	Roseville, MI
EST NO.		PRICE PER SERVICE	PRICE PER SERVICE	PRICE PER SERVICE
PROPOSAL A: LAWN CARE SERVICES				
72	Lawn Care Services Residential City of Troy	\$9.50	\$10.00	\$12.00
Lots	Home -up to one acre	\$17,784.00	\$18,720.00	\$22,464.00
25	Lawn-care Services at lots over 1-2 acres	\$13.00	\$13.50	\$15.80
Lots		\$8,450.00	\$8,775.00	\$10,270.00
PROPOSAL A ESTIMATED TOTAL 26 Weeks		\$26,234.00	\$27,495.00	\$32,734.00
PROPOSAL B: YARD CLEAN UP				
72	Yard clean up at a residential City of Troy	\$29.00	\$29.50	\$32.00
Lots	home - up to one acre	\$4,176.00	\$4,248.00	\$4,608.00
25	Yard Clean up for lots 1-2 acres	\$34.00	\$35.00	\$37.00
Lots		\$1,700.00	\$1,750.00	\$1,850.00
PROPOSAL B ESTIMATED TOTAL 2 Weeks		\$5,876.00	\$5,998.00	\$6,458.00
GRAND TOTAL BOTH SERVICES: <i>Estimated</i>		\$32,110.00	\$33,493.00	\$39,192.00
PHONE NUMBERS:		586-329-9925	248-721-0794	586-859-7059
Daytime		586-329-9925	248-721-0794	586-859-7059
24 Hour		Chad Cooper	Corey Bambrough	Wade Daley
Contact Name		7am-7pm	7am-5pm	7am-7pm
Hrs of Operation		Net 30	30 Days	1% net 10
PAYMENT TERMS:		None	None	None
EXCEPTIONS:		Y	Y	Y
ALL OR NONE AWARD:		Y	Y	Y
ACKNOWLEDGEMENTS: Signed		Y	Y	Y
VENDOR QUESTIONNAIRE: Attached		Y	Y	Y

ATTEST:
 Sue Riesterer
 Cindy Stewart
 Enna Bachelor

BOLDFACE TYPE DENOTES LOW TOTAL BIDDER

MaryBeth Murz,
 Purchasing Manager

CITY OF TROY
 BID TABULATION
 LAWN SERVICES/HOME CHORE PROGRAM

VENDOR NAME:		Brantley Development		
		Inkster, MI		
		PRICE PER SERVICE	PRICE PER SERVICE	PRICE PER SERVICE
PROPOSAL A: LAWN CARE SERVICES				
72 Lots	Lawn Care Services Residential City of Troy up to one acre	\$19.25		
		\$36,036.00	\$0.00	\$0.00
25 Lots	Lawn-care Services at lots 1-2 acres	\$27.50		
		\$17,875.00	\$0.00	\$0.00
PROPOSAL A ESTIMATED TOTAL 26 Weeks		\$53,911.00	\$0.00	\$0.00
PROPOSAL B: YARD CLEAN UP				
72 Lots	Yard clean up at a residential City of Troy up to one acre	\$42.00		
		\$6,048.00	\$0.00	\$0.00
25 Lots	Yard Clean up for lots 1-2 acres C	\$51.25		
		\$2,562.50	\$0.00	\$0.00
PROPOSAL B ESTIMATED TOTAL 2 Weeks		\$8,340.00	\$0.00	\$0.00
GRAND TOTAL BOTH SERVICES: <i>Estimated</i>		\$62,251.00	\$0.00	\$0.00
PHONE NUMBERS:				
	Daytime	810-610-0427		
	24 Hour	810-610-0427		
	Contact Name	Stanley Brantley		
	Hrs of Operation	7am-7pm		
PAYMENT TERMS:				
		2% Ten Days		
EXCEPTIONS:				
		Blank		
ALL OR NONE AWARD:				
	Y or N	Y		
ACKNOWLEDGEMENTS:				
	Signed Y or N	Y		
VENDOR QUESTIONNAIRE:				
	Attached Y or N	Y		