



CITY COUNCIL AGENDA ITEM

Date: September 21, 2016

To: Brian Kischnick, City Manager

From: Kurt Bovensiep, Public Works Director
MaryBeth Murz, Purchasing Manager

Subject: Standard Purchasing Resolution 2: Low Bidder Meeting Specifications- Lights of Hope

History

For two years beginning in 2013, the Kiwanis Club organized the holiday lighting of 25-30 Spruce Trees in the median of Big Beaver in the Troy Downtown Development Authority boundary, which included spaced out locations between Coolidge and Rochester Road. Last year, being the third year, the City of Troy encouraged the holiday tree lighting and promoted the increase of trees to be decorated. The City of Troy decided to collaborate with the Kiwanis Club and install lights on additional trees with lights provided by the Kiwanis and purchase lights and install them on an additional trees. The goal was to light all Spruce Trees between I-75 and Coolidge Highway in the Big Beaver median.

The City of Troy staff received several compliments on the city’s efforts to provide a traditional decorated look for the holiday season last year. Because of this positive feedback, staff proposed funds in the 2017 Fiscal Year Budget to improve the quality of lights and extend the project from Coolidge Highway to Rochester Road. The proposal was approved by City Council by the adoption of 2017 Fiscal Year Budget.

The lights specified in the bid have a useful life of 3-4 years. This would allow the City of Troy to significantly reduce the investment in lights for the next several years if the project were to continue.

Purchasing

On September 15, 2016, a bid opening was conducted as required by City Charter and Code for the purchase/lease of LED holiday lights and the installation and removal. The bid was posted on the Michigan Inter-governmental Trade Network (MITN) website; www.mitn.info and the bid was also sent to the Troy Chamber of Commerce. Three (3) bid responses were received. Below is a detailed summary of potential vendors for the bid opportunity:

Companies notified via MITN	274	<p><i>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.</i></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</p>
Troy Companies notified via MITN	8	
Troy Companies - Active email Notification	8	
Troy Companies - Active Free	0	
Companies that viewed the bid	20	
Troy Companies that viewed the bid	1	

After reviewing the bid responses, it is recommended to award based on low bid meeting specifications by Proposal as detailed below:

Proposal A - LED Lights & Accessories	\$58,756.50	Bronner’s Commercial Display
Proposal B – Install & Removal of all Lighting	<u>\$42,945.00</u>	Landscape Services, Inc.
Total	\$101,701.50	



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Financial

Funds for the purchase and installation of the holiday lights will come from the Parks Division Civic Center Maintenance account. Funds were budgeted in the amount of \$50,000 for the purchase of lights and \$25,000 for the installation and removal of the lights. The Parks Division has the available funds to satisfy the shortfall.

Recommendation

City management recommends awarding a contract for Proposal A to purchase LED holiday lights and accessories as specified to *Bronner's Commercial Display, of Frankenmuth MI* for an estimated total of \$58,756.50 and award a contract for Proposal B to install and remove holiday lights on Spruce trees in the Big Beaver median from Coolidge Highway to Rochester Road to *Landscape Services Inc., of Clinton Township* for an estimated total of \$42,975.00; for a grand total of \$101,701.50.

VENDOR NAME:
CITY:
CHECK #:

Bronner's Commercial Display	Landscape Services, Inc.	Professional Plantscaping Services, LLC
Frankenmuth, MI	Clinton Township, MI	Detroit, MI
#1306014	#001024359	#9137233287

PROPOSAL: FURNISH AND INSTALL HOLIDAY LIGHTS.

PROPOSAL A: PURCHASE OPTION

DESCRIPTION	QTY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
Furnish 25' strands of LED lighting with 6" spacing	5625	\$10.00	\$56,250.00	\$12.60	\$70,875.00	\$14.75	\$82,968.75
Furnish green 3' plug adaptors	225	\$5.80	\$1,305.00	\$8.65	\$1,946.25	\$2.50	\$562.50
Furnish 24' green extension cords for plug adaptors	225	\$5.34	\$1,201.50	\$12.50	\$2,812.50	\$25.30	\$5,692.50
TOTAL PROPOSAL A:			\$58,756.50		\$75,633.75		\$89,223.75

PROPOSAL B:

DESCRIPTION	TOTAL	TOTAL	TOTAL
COST to install and remove all holiday lighting at the end of the season. (the City will own lights at the end of season)	No Response	\$42,975.00	\$44,550.00
TOTAL PROPOSAL A & B		\$118,608.75	\$133,773.75

PROPOSAL C: LEASE OPTION

DESCRIPTION	QTY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
Lease 25' strands of LED lighting with 6" spacing	5625		\$0.00		\$0.00	\$14.75	\$82,968.75
Lease green 3' plug adaptors	225		\$0.00		\$0.00	\$2.50	\$562.50
Lease 24' green extension cords for plug adaptors	225		\$0.00		\$0.00	\$25.30	\$5,692.50
Total Cost for all <i>leased</i> lighting to be installed and removed at the end of the season			No Response		No Response		\$44,550.00
TOTAL PROPOSAL C			No Response		No Response		\$133,773.75

Hours of Operation:		M-F 9-5	M-F 8-5	M-F 8-5
Contact Information:		Brian Goff	Bret Steiner	Margo Burke
		800 544 6635	586 741 5296	248 417 2380
Site Inspection:	Y or N	No	Yes	Yes
Meet Completion Schedule:	Y or N	Yes	Yes	Yes
References:	Y or N	Yes	Yes	Yes
Can Meet Insurance:	Y or N	Yes	Yes	Yes
Payment Terms:	Y or N	Net30 Days	Net30 Days	Net30 Days
Warranty:	Y or N	3 years/3000 hours	No Response	Labor only
Exceptions:	Y or N	No	No Lease Option	Yes - for the lights.
Acknowledgement:	Y or N	Yes	Yes	Yes

ATTEST:

Enna Bachelor
Kurt Bovensiep
Susan Riesterer

MaryBeth Murz,
Purchasing Manager