



CITY COUNCIL AGENDA ITEM

Date: September 30, 2016

To: Brian Kischnick, City Manager

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

Subject: Standard Purchasing Resolution 2: Low Bidder Meeting Specifications- 2016 Street Tree Planting

History

The Parks Division is responsible for the maintenance of the City’s urban forest. This responsibility includes making additions to the urban forest through a tree-planting program. During the 2016 Budget presentations, it was indicated that city administration should reinstitute a more aggressive tree-planting program. Through these discussions, city administration recommended a program that would fill vacancies over the next several years in the Rights-of-Way (ROW) that could support a tree while adhering to City of Troy Ordinance Chapter 28. Chapter 28 regulates that trees planted in the ROW should not be planted any closer than 50’ of an existing tree within the ROW, no closer than 15’ from any driveway approach, no closer than 3.5’ of any curb, and no closer than 3’ to any sidewalk. During the 2016-budget presentation discussions City Council also gave the direction to plant more substantial trees in the ROW resulting in a request from vendors for trees with a minimum of 2.5” in diameter; which is almost double the diameter that was planted in previous years. The City also requested vendors provide a 2-year warranty from the date of planting.

Over the last year, residents have recognized the City of Troy reinstituting a more aggressive tree-planting program. The Department of Public Works received 237 requests from residents for a new tree. Attached is a map detailing the locations where trees will be planted this year.

Purchasing

On September 15, 2016, a bid opening was conducted as required by City Charter and Code for Tree Planting. 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 both bid opportunities:

Companies notified via MITN	352	<p>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.</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	21	
Troy Companies that viewed the bid	1	

After reviewing the bid proposals; Marine City Nursery Company was the second lowest bidder that meets all bid specifications for the purchase and installation of Balled and Burlap or Container Grown Trees, and is being recommended. Furthermore, Marine City Nursery has historically successfully provided this type of service for the City of Troy for many years. The lowest bidder, Village Lawn Service of Troy Michigan, does not



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have the necessary experience and provided limited species variations to ensure if an insect or disease is introduced to the City we do not devastate the urban forest.

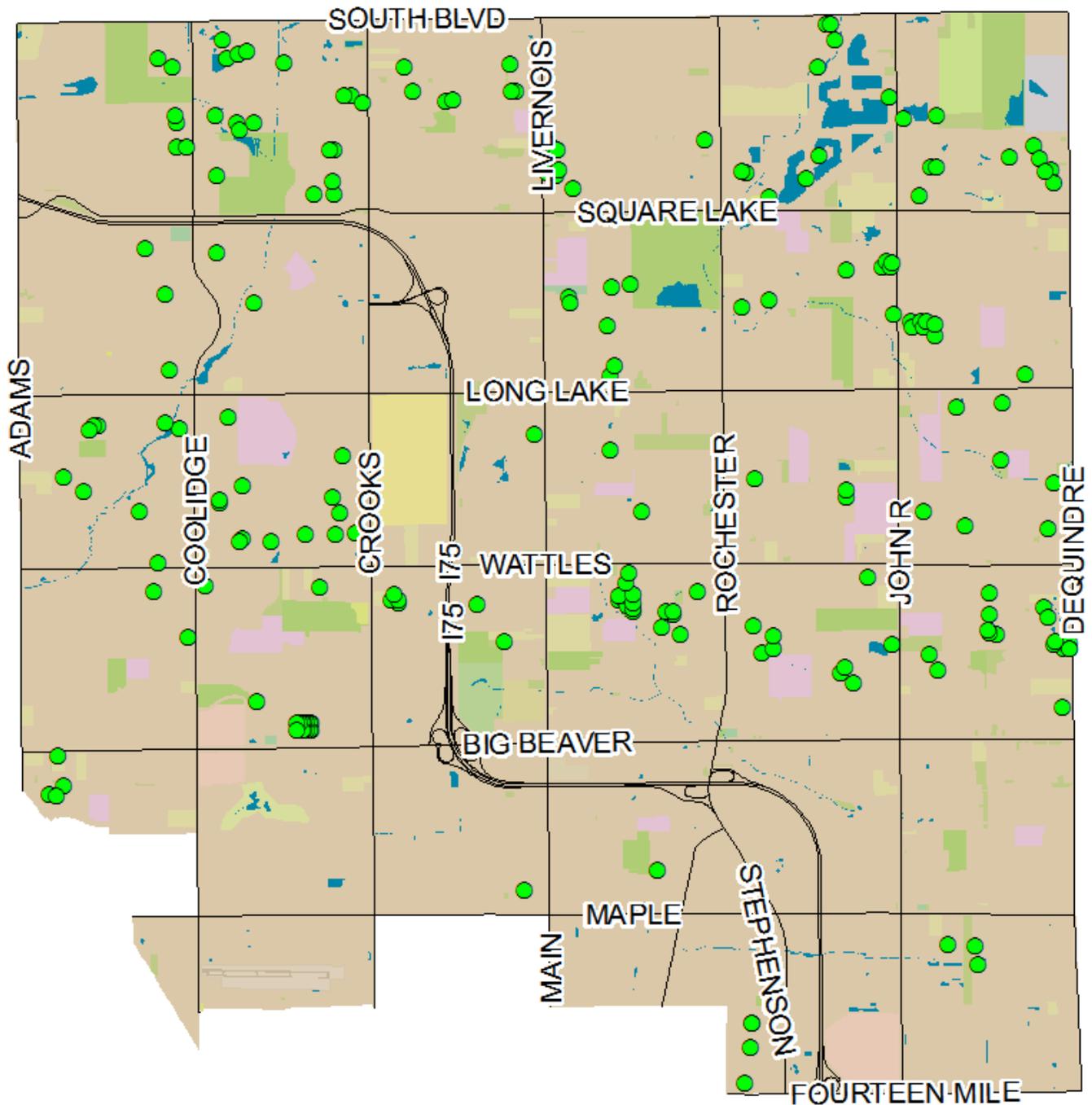
Financial

Funds for the new tree-planting program were budgeted in the Parks Department, Local Tree Planting account in the amount of \$94,010.00. In addition, City staff applied for a grant to assist in the new tree-planting program and was successfully awarded the grant. Through the Michigan Department of Natural Resources – Forest Resources Division and the DTE Energy Foundation, the city was awarded a \$3,000 grant for tree planting. Total available funds for tree planting are as detailed below:

Current Parks Division Local Tree Planting Account	\$94,010.00
Michigan DNR & DTE Energy Foundation Grant	\$3,000.00
Total	\$97,010.00

Recommendation

City management recommends awarding a contract to purchase and have installed balled and burlap or container grown trees to the low bidder meeting specifications; *Marine City Nursery Company of Marine City, MI* for an estimated total cost of \$97,010.00 at unit prices contained in the bid tabulation opened September 15, 2016 not to exceed budgetary limitations. The award is contingent upon the contractor's submission of properly executed bid documents including insurance certificates, and all other specified requirements.

2016 Fall Tree Planting Locations

● Locations of 2016 Tree Planting

VENDOR NAME:	Village Lawn Service	Marine City Nursery Co.
	Troy, MI	China Twp., MI
CHECK #:	1616401788	26983920
	\$4,625.00	\$4,625.00

PROPOSAL: To Provide and plant for the City of Troy Ball and Burlap Trees in accordance with the bid specifications.

PROPOSAL A:		
Price Per Planted Tree:	\$ 285.00	\$ 304.00
Proposal A Total Cost (unit price x 200):	\$ 57,000.00	\$ 60,800.00
FALL 2016		
LIST OF NINE TREE TYPES:	Yes or No	Yes
How many listed:	9	9
CONTACT INFORMATION:	Hrs. of Operation	9-5 M-F
	24 HR Phone Number	248 766 0302
		8-5 M-F
		810-560-9099
STATEMENT OF GUARANTEE:		
INSURANCE:	Can meet	Yes
	Cannot meet	Yes
PAYMENT TERMS:		Net 30 days
DELIVERY:		when needed
EXCEPTIONS:		Blank
ACKNOWLEDGEMENT: Signed	Yes or No	Yes
Forms (5)	Yes or No	Yes

Denotes low bidder meeting specifications.

ATTEST:
Enna Bachelor
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 MaryBeth Murz,
 Purchasing Manager