



CITY COUNCIL ACTION REPORT

January 9, 2008

TO: Phillip L. Nelson, City Manager

FROM: John M. Lamerato, Assistant City Manager-Finance & Administration
Susan A. Leirstein, Purchasing Director
Carol K. Anderson, Parks and Recreation Director

SUBJECT: Standard Purchasing Resolution 1: Award To Low Bidder – Community Center Carpet

Background

- On January 7, 2008, bid proposals were opened to purchase and install carpet in Rooms 303, 304 and 305 of the Troy Community Center.
- The carpet to be replaced is approximately five years old and is fraying at the seams. The condition of the carpet negatively affects the appearance of these rooms which are used for events such as business meetings, wedding receptions, social parties and expo's.
- The new carpet would consist of 24" carpet tile pieces which are easier to maintain and replace than the rolled carpet that currently exists.
- 146 Vendors were notified via the MITN system with three (3) bidders responding.

Financial Considerations

- Funds are budgeted and available in the Community Center Capital account for renovation - #401755.7975.125.

Legal Considerations

- ITB-COT 07-40, Carpeting - Community Center was competitively bid as required by Chapter 7 of the City Code.
- All bidders were given the opportunity to respond with their level of interest in the purchase and installation of carpet in the designated rooms within the Community Center.
- The award is contingent upon the recommended bidder's submission of proper contract and bid documents, including insurance certificates and all other specified requirements.

Policy Considerations

- Bidding services of this type help minimize cost and increase efficiency of City government (Goal II)

January 9, 2008

To: Phillip L. Nelson, City Manager
Re: Bid Award – Community Center Carpet

Policy Considerations - continued

- Provides the public with clean, well maintained carpeting in rooms that are reserved for a variety of functions which is a reflection of the City (Goal V).

Options

- City management and the Parks and Recreation Department recommend awarding the contract for the Troy Community Center carpeting project to the lowest bidder, Conventional Carpet, Inc. of Sterling Heights, MI, for an estimated total cost of \$20,811.00 to purchase and install carpet in Rooms 303, 304 and 305 at prices contained in the bid tabulation opened January 7, 2008.

VENDOR NAME:	*	Conventional Carpet, Inc.	Oakland Commerical Interiors	Turner - Brooks, Inc.
CHECK #:		547436070-0	835584114-2	742883282
CHECK AMOUNT:		\$1,200.00	\$1,200.00	\$1,200.00

PROPOSAL: FURNISH ALL LABOR, MATERIALS, AND EQUIPMENT TO REMOVE AND PROPERLY DISPOSE OF EXISTING CARPET AND INSTALL NEW SHAW TWIST CARPET TILES AND REDUCERS IN BANQUET ROOMS

PROPOSAL: A				
Remove/Purchase, and Install Shaw Carpet Tiles in Two Rooms at the Community Center				
Est. 3,456 Sq.Ft.	TOTAL COST FOR AREA	\$ 12,878.00	\$ 13,512.96	\$ 15,900.00
Shaw Twist Carpet Tiles (Six Boxes) for Future Repairs/replacements				
Est. 288 Sq.Ft	TOTAL COST FOR AREA	\$ 761.60	\$ 950.40	\$ 840.00
COMPLETE FOR THE SUM OF:		\$ 13,639.60	\$ 14,463.36	\$ 16,740.00

PROPOSAL: B				
Remove/Purchase, and Install Shaw Carpet Tiles in One Additional Room at the Community Center				
Est. 1,910 Sq.Ft.	TOTAL COST FOR AREA	\$ 7,170.85	\$ 7,468.10	\$ 8,700.00
COMPLETE FOR THE SUM OF:		\$ 7,170.85	\$ 7,468.10	\$ 8,700.00

GRAND TOTAL:		\$ 20,810.45	\$ 21,931.46	\$ 25,440.00
SCHEDULE OF VALUES:	Y/N	Yes	Yes	Yes
SITE INSPECTION:	Y/N	Yes	Yes	Yes
	Date	12/21/2007	1/3/2008	1/4/2008
CONTACT INFORMATION:	Hours of Operation	M-F 7:00 to 5:00	8 am to 6 pm	6:30 am to 5:00 pm
	24 Hr Phone No.	586-739-6090	248-875-3531	248-548-3400
COMPLETION DATE:	Can Meet		XX	XX
	Cannot Meet	XX		
	But Offers	4-8 Weeks - Lead Time		
		3 days to install		
QUESTIONNAIRE:	Completed	XX	XX	XX
	No Completed			
INSURANCE:	Can Meet	XX	XX	XX
	Cannot Meet			
TERMS:		Net 30 Days	Blank	Blank
WARRANTY:		1 yr -Labor	2 yr - Workmanship	Blank
		Carpet - Manufacturers	Multiple yrs - Manufacturer	
EXCEPTIONS:		None	Blank	Blank
ACKNOWLEDGEMENT:	Y/N	Yes	Yes	Yes

NO BIDS:
 Karen Advance Floors
 Artistic Installations

* DENOTES LOW BIDDER

ATTEST:
 Kraig Schmottlach
 Diane Fisher
 Linda Bockstanz

 Susan Leirstein CPPB
 Purchasing Director