



CITY COUNCIL AGENDA ITEM

Date: February 22, 2013

To: Brian Kischnick, City Manager

From: Susan A. Leirstein, Purchasing Director
MaryBeth Murz, Purchasing Manager
Timothy L. Richnak, Public Works Director
Kurt Bovensiep, Superintendent Parks, Streets, and Drains

Subject: Standard Purchasing Resolution 3: Exercise Renewal Option – Mowing and Landscape Services

History

Three-year requirements of Mowing and Landscape Services with an option to renew for two (2) additional years was competitively bid and opened on March 1, 2010, in accordance with City Charter and Code. The scope of work includes all labor, tools, equipment, chemicals, transportation, mowing and landscape maintenance services for municipal grounds including but not limited to medians, I/75 overpasses, irrigated athletic fields, parks, fire stations and cemeteries. On March 15, 2010, Troy City Council approved the three-year contract with an option to renew for two (2) additional years to the low total bidder, Green Meadows Lawnscape Inc of Sterling Heights, MI (**Resolution # 2010-03-071 Item I-4b**).

Green Meadows Lawnscape has expressed interest in renewing its current contract for one (1) additional year under the same pricing, terms, and conditions. When asked, Green Meadows Lawnscape also expressed an interest in performing additional mowing and landscape services under the same pricing, terms, and conditions, historically performed under two separate additional contracts. This would include mowing of detention ponds, undeveloped properties, ROW, the DDA and Civic Center. The current contract with Green Meadows allows the City of Troy to add additional acreage provided the scope of work does not materially change. The one-year renewal would expire December 31, 2013.

Purchasing

Purchasing has conducted a market survey and determined the City would not benefit from soliciting new bids for mowing and landscape services as operating costs have increased primarily for fuel.

Financial

Combining like contracts was recommended by ICMA to be beneficial to the City of Troy. Our research concludes that combining three mowing and landscape service functions into one contract and realigning service responsibilities will save an estimated annual cost of \$60,000. These savings will be reflected in the DDA, Civic Center, and Drains budgets, with no reduction of services. Funds are available through the Public Works operating budgets.



CITY COUNCIL AGENDA ITEM

February 22, 2013

To: Brian Kischnick, City Manager

Re: Exercise Renewal Option – Mowing and Landscape Services

Recommendation

City management recommends exercising the option to renew for one additional year with Green Meadows Lawnscape Inc of Shelby Township, MI (new location) for mowing and landscape services of all municipal property at unit prices detailed on the bid tabulation opened March 1, 2010, for an estimated total cost of \$410,000 to expire December 31, 2013.

February 14, 2013

TO: Kurt Bovensiep, Superintendent of Parks, Streets & Drains

FROM: Susan A Leirstein, Purchasing Director

RE: MARKET SURVEY – Mowing Services

United Lawnscape, Inc **Jeremy** **(586) 752-5000**

Per my conversation with Jeremy on 2/14/13, since the last time this contract was formally bid (2010), operating costs have increased primarily for fuel. Labor has remained stable. Next year more changes are anticipated with the enactment of Obama Care.

Bowman Associates **Jerry Bowman** **(586) 871-5094**

No contact made as bidder's prices were already more than double that of the low bidder, Green Meadows Lawnscape.

Purchasing surveyed the MITN website for recent solicitations and found results were not comparable as many entities restrict their contracts by pricing per cut per location, instead of by the acre, which allows for contract additions and deletions as necessary.

Based upon the above review, I respectfully recommend that the City accept the offer to renew the contract for 2013 Mowing and Landscape Maintenance Services with the current contractor, Green Meadows Lawnscape Inc of Shelby Township, MI. (new location)

*Green Meadows Lawnscape, Inc.
47515 Ryan Road
Shelby Township, MI 48317*

*586-254-7775
FAX 586-558-7884*



January 21, 2013

Kurt Bovensiepe
Superintendent Parks, Streets, & Drains
City of Troy

Green Meadows Lawnscape would like to renew our contract with the City of Troy for one additional year under the same prices and conditions.

Sincerely,

Dan DeClerck

Dan DeClerck
Green Meadows Lawnscape, Inc.

THEREFORE, BE IT RESOLVED, That Troy City Council hereby **ACCEPTS** said streets into the City of Troy local street system, and said streets are located within the City of Troy; right of way is under the control of the City of Troy; said streets are public streets and are for public street purposes and were open to the public prior to December 31, 2009; and

BE IT FURTHER RESOLVED, That Troy City Council hereby **DECERTIFIES** the following streets: Alger, Chopin and Eckerman effective on December 31, 2009.

I-7 Troy Racquet Club Rates

Resolution #2010-03-070-I-7

RESOLVED, That Troy City Council hereby **APPROVES** the 2010-2011 membership rates for Troy Racquet Club as stated in the report from the Parks and Recreation Department dated March 5, 2010, and hereby **AUTHORIZES** the Mayor and City Clerk to execute the document, a copy of which shall be **ATTACHED** to the original Minutes of this meeting.

I-8 Release of Construction Phasing Agreement – 301 and 305 W. Big Beaver

Resolution #2010-03-070-I-8

RESOLVED, That Troy City Council hereby **APPROVES** the Release of the Construction Phasing Agreement dated August 8, 1994 concerning the property at 301 and 305 W. Big Beaver Road, and hereby **AUTHORIZES** the Mayor and City Clerk to execute the agreement, a copy of which shall be **ATTACHED** to the original Minutes of this meeting.

I-9 Approval of Munchiando Relocation Claim – John R Road Improvement Project, Square Lake to South Boulevard – Project No. 02.204.5 – Parcel 43 – Sidwell #88-20-02-279-002

Resolution #2010-03-070-I-9

RESOLVED, That as required by Michigan Laws and Federal Regulations, Troy City Council hereby **APPROVES** the Relocation Claim from James W. Munchiando and Elizabeth S. Munchiando pertaining to the City of Troy's acquisition of their property at 6675 John R, having Sidwell #88-20-02-279-002, and hereby **AUTHORIZES** payment in the amount of \$9,144.60.

I-1b Address of "I" Items Removed for Discussion by City Council

I-4 Standard Purchasing Resolutions:**b) Standard Purchasing Resolution 1: Award to Low Bidder – Mowing and Landscape Maintenance Services**

Resolution #2010-03-071

Moved by Schilling

Seconded by Kerwin

RESOLVED, That Troy City Council hereby **AWARDS** a three-year contract for Mowing and Landscape Maintenance Services for municipal grounds and abandoned properties with an option to renew for two additional years to the low total bidder, Green Meadows Lawnscape, Inc. of Sterling Heights, MI for an estimated total cost of \$229,328.00 per year, at unit prices contained in the bid tabulation opened March 1, 2010 with the contract expiring December 31, 2012, a copy of which shall be **ATTACHED** to the original Minutes of this meeting; and

BE IT FURTHER RESOLVED, That the award is **CONTINGENT** upon submission of properly executed bid and contract documents, including insurance certificates, and all other specified requirements.

Yes: Howrylak, Kerwin, McGinnis, Slater, Schilling, Fleming

No: None

Absent: Beltramini

MOTION CARRIED

J. MEMORANDUMS AND FUTURE COUNCIL AGENDA ITEMS:

J-1 Announcement of Public Hearings: None Submitted

J-2 Memorandums (Items submitted to City Council that may require consideration at some future point in time):

- a) Motor Carrier Enforcement Cost Recovery Initiative – April 5, 2010
- b) Cancellation of Troy Daze Festival

Noted and Filed

K. COUNCIL REFERRALS:

K-1 Using Fund Balance to Advance Sustainability – Referred by Council Member Robin Beltramini – No Action Taken

L. COUNCIL COMMENTS

L-1 Council Comments Advanced

Mayor Schilling encouraged the public to complete and return their 2010 Census forms as soon as possible.

Council Member Kerwin indicated that a census worker will not make a personal visit if the census form is completed by mail.

Council Member Kerwin would like the training opportunities for members of the Planning Commission and Board of Zoning Appeals to continue, and suggested that an ethics policy be formulated.

Council Member Howrylak indicated that the City and its commissions are not allowed by law to take a position on any election, but are permitted as individuals to campaign, support candidates and endorse issues.



CITY COUNCIL ACTION REPORT

March 9, 2010

TO: John Szerlag, 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 – Mowing and Landscape Maintenance Services

Background

- On March 1, 2010, bid proposals were received to provide all labor, tools, equipment, chemicals, transportation, and landscape maintenance services including mowing for municipal grounds and abandoned properties for three-years with an option to renew for two additional years.
- This contract services a wide range of municipal sites and reduces visual barriers and mosquito breeding grounds.
- 318 vendors were notified via the MITN system.
- Five vendors responded, one statement of no bid was received and one vendor did not meet specifications for failure to provide the proper bid surety.

Financial Considerations

- Funds will be available from the various departmental Operating Budgets for contractual services.

Legal Considerations

- ITB-COT 10-04, Mowing and Landscape Maintenance Services was competitively bid as required by City Charter and Code.
- The award is contingent upon the recommended bidder's submission of proper bid and contract documents, including insurance certificates, and all other specified requirements.

Recommendations

- City management recommends awarding a three-year contract for Mowing and Landscape Maintenance Services with an option to renew for two (2) additional years to the low total bidder, Green Meadows Lawnscape Inc of Sterling Heights, MI for an estimated total cost of \$229,328.00 per year at unit prices contained in the bid tabulation opened March 1, 2010 to expire December 31, 2012.

Opening Date -- 3/1/10
 Date Reviewed - 3/10/10 jh/sl

VENDOR NAME:	Green Meadows Lawnscape Inc.	United Lawnscape, Inc	Bowman Associates
CHECK #:	16203963	16198238	Letter of Credit
CHECK AMOUNT:	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00

PROPOSAL: FURNISH ALL LABOR, TOOLS, EQUIPMENT, CHEMICALS, TRANSPORTATION, AND LANDSCAPE MAINTENANCE SERVICES INCLUDING MOWING FOR 3 YEARS WITH OPTION TO RENEW FOR TWO-YEARS

PROPOSAL A: MEDIANS		Per Acre	TOTAL COST	Per Acre	TOTAL COST	Per Acre	TOTAL COST
Split Mowing Schedule		Unit Price		Unit Price		Unit Price	
2010	279.5 Acres	\$ 25.00	\$ 6,987.50	\$ 30.80	\$ 8,608.60	\$ 60.00	\$ 16,770.00
2011	279.5 Acres	\$ 25.00	\$ 6,987.50	\$ 30.80	\$ 8,608.60	\$ 60.00	\$ 16,770.00
2012	279.5 Acres	\$ 25.00	\$ 6,987.50	\$ 30.80	\$ 8,608.60	\$ 70.00	\$ 19,565.00

PROPOSAL B: VARIOUS LOCATIONS		Per Acre	TOTAL COST	Per Acre	TOTAL COST	Per Acre	TOTAL COST
Twice-a-Month Mowing Schedule		Unit Price		Unit Price		Unit Price	
2010	64.7 Acres	\$ 27.00	\$ 1,746.90	\$ 28.70	\$ 1,856.89	\$ 60.00	\$ 3,882.00
2011	64.7 Acres	\$ 27.00	\$ 1,746.90	\$ 28.70	\$ 1,856.89	\$ 60.00	\$ 3,882.00
2012	64.7 Acres	\$ 27.00	\$ 1,746.90	\$ 28.70	\$ 1,856.89	\$ 70.00	\$ 4,529.00

PROPOSAL C: BENEATH I/75		Per OverPass	TOTAL COST	Per OverPass	TOTAL COST	Per OverPass	TOTAL COST
Unit Price		Unit Price		Unit Price		Unit Price	
2010	OverPass 5	\$ 90.00	\$ 450.00	\$ 312.00	\$ 1,560.00	\$ 50.00	\$ 250.00
2011	OverPass 5	\$ 90.00	\$ 450.00	\$ 312.00	\$ 1,560.00	\$ 50.00	\$ 250.00
2012	OverPass 5	\$ 90.00	\$ 450.00	\$ 312.00	\$ 1,560.00	\$ 60.00	\$ 300.00

PROPOSAL D: ABANDONED PROPERTIES		Per 1000 Sq Ft	TOTAL COST	Per 1000 Sq Ft	TOTAL COST	Per 1000 Sq Ft	TOTAL COST
Unit Price		Unit Price		Unit Price		Unit Price	
Various Locations							
2010	280,000 Sq Ft.	\$ 0.95	\$ 266.00	\$ 4.00	\$ 1,120.00	\$ 0.05	\$ 14.00
2011	280,000 Sq Ft.	\$ 0.95	\$ 266.00	\$ 4.00	\$ 1,120.00	\$ 0.05	\$ 14.00
2012	280,000 Sq Ft.	\$ 0.95	\$ 266.00	\$ 4.00	\$ 1,120.00	\$ 0.05	\$ 14.00

PROPOSAL E: IRRIGATED FIELDS		Per Acre	TOTAL COST	Per Acre	TOTAL COST	Per Acre	TOTAL COST
Unit Price		Unit Price		Unit Price		Unit Price	
Weekly Mow							
2010	56.1 Acres	\$ 28.00	\$ 1,570.80	\$ 29.70	\$ 1,666.17	\$ 60.00	\$ 3,366.00
2011	56.1 Acres	\$ 28.00	\$ 1,570.80	\$ 29.70	\$ 1,666.17	\$ 60.00	\$ 3,366.00
2012	56.1 Acres	\$ 28.00	\$ 1,570.80	\$ 29.70	\$ 1,666.17	\$ 70.00	\$ 3,927.00

SITE INSPECTION	Visited Site Y or N	Y	Y	Y
	Date	2/24 & 2/28	Multiple Occasions	2/20/2010
CONTACT INFO:	Hrs of Operation	7:00 am - 8:00 pm	9 am to 5 pm	Blank
	24 Hr Phone #	(586) 707-1499	Will be provided upon award	(586) 871-5094
	Pager	Blank	N/A	Blank
INSURANCE:	Can Meet	XX	XX	XX
	Cannot Meet			
	Signed Y or N	Y	Y	Y
PAYMENT TERMS:		Net 45	Net 30 Days	30 Days
EXCEPTIONS:		None	None	Blank
ACKNOWLEDGEMENT	Y or N	Y	Y	Y
VENDOR QUESTIONNAIRE	Y or N	Y	Y	Y

DMS:
 B & B Landscaping Inc - Re: Did not include bid surety as specified

HIGHLIGHTED AREA DENOTES LOW BIDDER

NO BIDS:
 Bobs Landscaping Service, Inc.

Susan Leirstein CPPO, CPPB
 Purchasing Director

ATTEST:
 Kurt Bovensiep
 Ron Hynd
 Diane Fisher
 Julie Hamilton

Opening Date -- 3/1/10
 Date Reviewed - 3/10/10

VENDOR NAME:	WH Canon, Inc.	Landscape Concepts Management, Inc
CHECK #:	332083	1555801
CHECK AMOUNT:	\$ 10,000.00	\$ 10,000.00

PROPOSAL: FURNISH ALL LABOR, TOOLS, EQUIPMENT, CHEMICALS, TRANSPORATION, AND LANDSCAPE MAINTENANCE SERVICES INCLUDING MOWING FOR 3 YEARS WITH OPTION TO RENEW FOR TWO-YEARS

PROPOSAL A: MEDIANS		Per Acre	TOTAL COST	Per Acre	TOTAL COST
Split Mowing Schedule		Unit Price		Unit Price	
2010	279.5 Acres	\$ 75.00	\$ 20,962.50	\$ 74.00	\$ 20,683.00
2011	279.5 Acres	\$ 75.00	\$ 20,962.50	\$ 74.00	\$ 20,683.00
2012	279.5 Acres	\$ 75.00	\$ 20,962.50	\$ 74.00	\$ 20,683.00

PROPOSAL B: VARIOUS LOCATIONS		Per Acre	TOTAL COST	Per Acre	TOTAL COST
Twice-a-Month Mowing Schedule		Unit Price		Unit Price	
2010	64.7 Acres	\$ 68.00	\$ 4,399.60	\$ 92.85	\$ 6,007.40
2011	64.7 Acres	\$ 68.00	\$ 4,399.60	\$ 92.85	\$ 6,007.40
2012	64.7 Acres	\$ 68.00	\$ 4,399.60	\$ 92.85	\$ 6,007.40

PROPOSAL C: BENEATH I/75		Per OverPass	TOTAL COST	Per OverPass	TOTAL COST
		Unit Price		Unit Price	
2010	OverPass 5	\$ 125.00	\$ 625.00	\$ 108.00	\$ 540.00
2011	OverPass 5	\$ 125.00	\$ 625.00	\$ 108.00	\$ 540.00
2012	OverPass 5	\$ 125.00	\$ 625.00	\$ 108.00	\$ 540.00

PROPOSAL D: ABANDONED PROPRTIE		Per 1000 Sq Ft	TOTAL COST	Per 1000 Sq Ft	TOTAL COST
Various Locations		Unit Price		Unit Price	
2010	280,000 Sq Ft.	\$ 1.75	\$ 490.00	\$ 5.50	\$ 1,540.00
2011	280,000 Sq Ft.	\$ 1.75	\$ 490.00	\$ 5.50	\$ 1,540.00
2012	280,000 Sq Ft.	\$ 1.75	\$ 490.00	\$ 5.50	\$ 1,540.00

PROPOSAL E: IRRIGATED FIELDS		Per Acre	TOTAL COST	Per Acre	TOTAL COST
Weekly Mow		Unit Price		Unit Price	
2010	56.1 Acres	\$ 69.00	\$ 3,870.90	\$ 67.50	\$ 3,786.75
2011	56.1 Acres	\$ 69.00	\$ 3,870.90	\$ 67.50	\$ 3,786.75
2012	56.1 Acres	\$ 69.00	\$ 3,870.90	\$ 67.50	\$ 3,786.75

SITE INSPECTION	Visited Site Y or N	Y	Y
	Date	2/26 & 2/27	2/23 & 2/24/2010
CONTACT INFO:	Hrs of Operation	M - Sat 7am - 7pm	7:00 am - 7:00 pm
	24 Hr Phone #	(734) 732-1761	(734) 368-8493
	Pager	Blank	Blank
INSURANCE:	Can Meet	XX	XX
	Cannot Meet		
	Signed Y or N	Y	Y
PAYMENT TERMS:		Net 30	Blank
EXCEPTIONS:		Blank	Blank
ACKNOWLEDGEMENT	Y or N	Y	Y
VENDOR QUESTIONNAIRE	Y or N	Y	Y