



CITY COUNCIL AGENDA ITEM

Date: April 10, 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 2: Sole Bidder Meeting Specifications – Fertilizer/Herbicide Application Services

History

The Parks Division is responsible for the maintenance of all municipal property including turf. In efforts to minimize weed growth and promote good turf, the Parks Division contracts the application of fertilizer and herbicide for municipal property including medians, municipal buildings, parks, and athletic fields. Because the athletic fields, TDDA medians, and the Civic Center Complex are irrigated, these locations receive four (4) annual applications and the remaining locations receive two (2) applications. In the past fertilization and weed control for the TDDA medians and the Civic Center Complex were included in the mowing contract. To reduce cost, the Parks Division has combined this service with the remaining locations.

Purchasing

On April 10, 2013, a bid opening was conducted as required by City Charter and Code for three (3) year requirements of Fertilizer Herbicide Application Services at city owned parks, medians, and municipal property. 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. (1) bid response was received. The current vendor and other potential vendors were contacted to obtain feedback as to why they did not respond to this bid. The current vendor for the City was aware of the bid but is an *inactive* MITN member. Another company intended to bid but could not obtain a bid surety check. Below is a detailed summary of potential vendors:

Companies notified via MITN	243
Troy Companies notified via MITN	8
Troy Companies notified Active email Notification	6
Troy Companies notified Active Free	2
Companies that viewed the bid	14
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.

After reviewing the proposal and researching the products proposed, Great Lakes Landscaping of Warren, MI was the sole bidder meeting specifications and is being recommended for Fertilizer Herbicide Application Services at unit prices identified in the attached bid tabulation. Note that proposed pricing is consistent with historic pricing for this service.

Financial

Funds for Fertilizer Herbicide Application Services are budgeted in the Parks Division operating budgets.

Recommendation

City management recommends awarding a three (3) year contract to provide Fertilizer Herbicide Application Services to the sole bidder meeting specifications: Great Lakes Landscaping of Warren, MI at unit prices as contained in the attached bid tabulation for an estimated total three (3) year cost of \$125,543.73 for proposals A and B, with the recognition that this estimate may change but not to exceed budgetary limitations. The award is contingent upon the contractor's submission of properly executed bid documents including insurance certificates, bonds and all other specified requirements.

Opening Date: 4/10/2013
 Date Prepared: 4/10/2013

VENDOR NAME:

Great Lakes Landscaping

CHECK #:

Warren, MI

CHECK AMOUNT:

530456

\$2,000.00

PROPOSAL: FURNISH THREE (3) YEAR REQUIREMENTS OF FERTILIZER/HERBICIDE APPLICATION SERVICES IN ACCORDANCE WITH THE SPECIFICATIONS

PROPOSAL A: NON-IRRIGATED PROPERTY

		Cost per Acre per Application	
76.1 Acres	2013 Spring Application Liquid Weed & Feed	\$	63.31
76.1 Acres	Fall Application Liquid Weed & Feed	\$	63.31
76.1 Acres	2014 Spring Application Liquid Weed & Feed	\$	63.31
76.1 Acres	Fall Application Liquid Weed & Feed	\$	63.31
76.1 Acres	2015 Spring Application Liquid Weed & Feed	\$	63.31
76.1 Acres	Fall Application Liquid Weed & Feed	\$	63.31
ESTIMATED THREE (3) YEAR PROPOSAL A TOTAL:		\$	28,907.35
		\$	-

PROPOSAL B: IRRIGATED PROPERTY

		Cost per Acre per Application	
127.2 Acres	2013 Early Spring Application Fertilizer & Pre-Emergent	\$	63.31
	Spring Application Liquid Weed & Feed	\$	63.31
	Summer Application Fertilizer & Grub Control	\$	63.31
	Fall Application Liquid Weed & Feed	\$	63.31
127.2 Acres	2014 Early Spring Application Fertilizer & Pre-Emergent	\$	63.31
	Spring Application Liquid Weed & Feed	\$	63.31
	Summer Application Fertilizer & Grub Control	\$	63.31
	Fall Application Liquid Weed & Feed	\$	63.31
127.2 Acres	2015 Early Spring Application Fertilizer & Pre-Emergent	\$	63.31
	Spring Application Liquid Weed & Feed	\$	63.31
	Summer Application Fertilizer & Grub Control	\$	63.31
	Fall Application Liquid Weed & Feed	\$	63.31
ESTIMATED THREE (3) YEAR PROPOSAL B TOTAL:		\$	96,636.38
		\$	-

ESTIMATED GRAND TOTAL PROPOSALS A & B:

\$	125,543.73	\$	-
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INSURANCE: Can Meet
 Cannot Meet

Yes

ALTERNATE INSURANCE: POLLUTION COVERAGE
 Can Meet
 Cannot Meet

Yes

PROPOSED Pre-emergent Herbicide(s)
 MSDS Sheets Y or N

Yes

Yes

PROPOSED Broadleaf Herbicide(s)
 MSDS Sheets Y or N

Yes

Yes

Opening Date -- 4/10/2013

Date Prepared: 4/10/2013

VENDOR NAME:

	Great Lakes Landscaping	
	Warren, MI	
SITE INSPECTION: Y/N	Yes	
DATE	4/3/2013 and 4/4/2013	
CONTACT INFORMATION:		
Hours of Operation	M - F 8:00 - 5:00 pm	
24HR Contact #	(810) 343-0295	
PROGRESS PAYMENTS:	30 days of invoicing	
PAYMENT TERMS:	30 Days	
EXCEPTIONS:	<i>Perf. Bonds will be issued on the Surety's annual renewal Bond form & renewed each year by a continuation certificate.</i>	
MICHIGAN BUSINESS PESTICIDE LICENSE#:	#5000091	
BIDDER'S GENERAL QUESTIONNAIRE:		
Attached: Y or N	Yes	
REFERENCES:	Yes	
ACKNOWLEDGEMENT: Signed Y or N	Yes	

HIGHLIGHTED AREA DENOTES SOLE BIDDER MEETING SPECIFICATIONS

ATTEST:

Susan Riesterer

Kurt Bovensiep

 MaryBeth Murz

Purchasing Manager