



## CITY COUNCIL ACTION REPORT

August 5, 2008

TO: Phillip L. Nelson, City Manager

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

SUBJECT: Standard Purchasing Resolution 2: Lowest Bidders Meeting Specifications – Troy Daze Tents

### **Background**

- On August 1, 2008, bids were received to furnish and set up tents for the Troy Daze Festival.
- 18 vendors were notified via the MITN system with one vendor responding.
- Ace Canvas & Tent, 5644 W. Fort St., Detroit, MI 48209 was the only bidder to submit a bid, but was unable to quote on the larger tents.
- Staff solicited bids from two other known suppliers of large tents. Dial Tent & Awning Co. Inc., of Saginaw, the company that has provided the two large tents in the past will be able to provide the tents (1 – 80' x 100' and 1 – 80' x 240') again this year, at a cost of \$11,656.00, an increase of \$480.00 over last year's cost.

### **Financial Considerations**

- Funding for the rental and set up of tents for the Troy Daze Festival is available in the Parks and Recreation Community Fair Fund operating account #103.784.7942.

### **Legal Considerations**

- ITB-COT 08-28, to furnish and erect tents for the Troy Daze Festival was competitively bid and opened with one bidder responding.
- All bidders were given the opportunity to respond with their level of interest to provide and set-up various tents for the Troy Daze Festival.
- The awards are contingent upon the recommended bidders' submission of proper contract and bid documents, including insurance certificates and all other specified requirements.

### **Policy Considerations**

#### Outcome Statement III

- The Troy Daze Festival is an annual event celebrating the community.
- Business and community groups showcase their organizations under these tents at the event.

### **Options**

- City management and the Parks and Recreation department recommend awarding contracts to furnish all labor, materials, and equipment to set-up and take down tents for the Troy Daze Festival to the lowest bidders meeting specifications, Dial Tent & Awning Co. Inc., of Saginaw, MI, and Ace Canvas & Tent of Detroit for an estimated total cost of \$11,656.00 and \$5,255.00 respectively.

Price Quote  
Page 1 of 2

**City of Troy  
Magic of Fall/Troy Daze Festival**

The undersigned proposes to furnish Tents and Sidewalls for the 2008 Troy Daze Festival in accordance with the specifications attached hereto and to be considered a part hereof, at the following prices:

COMPANY NAME: Dial Tent And Awning

<u>QTY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
One (1)	80' x 100' tent (Entertainment)	\$ 3500.00	\$ 3500.00
One (1)	80' x 240' tent (Booths)	\$ 7700.00	\$ 7700.00
As Req.	Tent Stakes, with Plastic Covers	\$ 1.00	\$ 176.00
As Req.	Provide 140 lineal feet of additional sidewalls	\$ 2.00	\$ 280.00
<b>TOTAL PRICE</b>			<b>\$ 11,656.00</b>

PRICES: The prices quoted shall remain firm for 120 days or contract award, whichever comes first, except the contract awardee whose price shall remain firm through the specific Festival dates.

EXCEPTIONS: Any exceptions, substitutions, deviations, etc. from the City specifications and this proposal must be stated below. The reason(s) for the deviation, substitution, or exception are an integral part of this bid proposal.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TERMS \_\_\_\_\_ WARRANTY \_\_\_\_\_

DELIVERY DATE(S) \_\_\_\_\_

IMPORTANT: All City of Troy purchases require a MATERIAL SAFETY DATA SHEET, where applicable, in compliance with the MIOSHA "Right to Know" Law.

INSURANCE: The insurance requirements shall be in accordance with the attached SAMPLE INSURANCE CERTIFICATE. Insurance Certificates should be attached to the bid proposal at the time of bid submission.  
 We can meet the specified insurance requirements.  
 We cannot meet the specified requirements.  
 We do not carry the specified limits but can obtain the additional coverage at the cost of \$ \_\_\_\_\_.

COMPANY: DIAL Tent and Awning Company

ADDRESS 5330 Davis CITY Saginaw STATE MI ZIP 48604

TELEPHONE NUMBER (989) 793-0741 REPRESENTATIVE NAME Mike  
(please print)

SIGNATURE OF COMPANY REPRESENTATIVE: Mike MacFarlane

VENDOR NAME:

**\*\* Ace Canvas  
 & Tent, Inc.**

CHECK # 12197283906  
 CHECK AMOUNT \$100.00

ITEM	EST QTY	DESCRIPTION	UNIT PRICE		
1.	1	TENT, 80' X 100' (Entertainment)	N/A		
2.	1	TENT, 80' X 240' (Booths)	N/A		
3.	1	TENT, 10' x 10' (Outdoor Stage)	\$ 130.00		
4.	3	TENT, 20' x 20' (Info Booth)	\$ 160.00		
5.	2	TENT, 20' x 40' (Crafts, Dressing Tent)	\$ 250.00		
6.	1	TENT, 20' x 40' (Waffle Breakfast)	\$ 250.00		
7.	1	TENT, 40' x 100' (Photo/Student Art)	\$ 945.00		
8.	1	TENT, 60' x 80' (Ethnicity)	\$ 1,240.00	=> 60x90	
9.	1	TENT, 40' x 60' (Magic Entertainment)	\$ 630.00		
10.	1	TENT, 40' x 40' (Picnic Area)	\$ 600.00		
11.	2	Erect 20' x 40' Tents (Cart Storage)	\$ 140.00		
12.	2	Erect 20' x 20' Tents (HQ, Special Children)	\$ 100.00		
13.	As Required	Tent Stakes w/Plastic Covers	N/C		
14.	As Required	Provide 140 Lineal Feet of Additional Sidewalls	N/C		

**ESTIMATED TOTAL AWARDED ITEMS: \$ 5,255.00**

**INSURANCE:** Can meet XX  
 Cannot meet  
 Signed Y or N Yes

**SET UP & TEAR DOWN SCHEDULE:** Can meet XX  
 Cannot meet

**CONTACT INFO** Hrs of Operations 7:30AM to 4:00PM  
 24 Hr Phone # 313-842-3011

**DELIVERY REQUIREMENTS:** Set up Fri 9/5/08 & Mon 9/8/08  
 Tear down Monday, 9/15/08

**TERMS:** Net 30 days

**EXCEPTIONS:** Blank

**ACKNOWLEDGEMENT: Signed Y or N** Yes

**ATTEST:**

Debra Painter  
 Jeff Biegler  
 Linda Bockstanz

**\*\* DENOTES SOLE BIDDER**

PROPOSAL - Furnish, Set-Up, and Take Down Tents and Sidewalls for the 2008  
 Troy Daze Festival

Susan Leirstein CPPB  
 Purchasing Director