August 9, 2005

TO: John Szerlag, City Manager

FROM: Brian P. Murphy, Assistant City Manager/Services
Jeanette Bennett, Purchasing Director
Carol K. Anderson, Parks and Recreation Director

SUBJECT: **Agenda Item** – Bid Waiver - Troy Daze Large Tents

RECOMMENDATION
Staff recommends City Council waive the formal bid process and award a contract to provide two large tents for the 2005 Troy Daze Festival to Dial Tent and Awning, 5330 Davis Rd., Saginaw, MI 48604 for the estimated total amount of $11,000.00, contingent upon vendor's submission of proper documents, including insurance certificates and all other specified requirements.

BACKGROUND
The Troy Daze Festival is held at Boulan Park every year in September. Tents are required as part of the set-up of the festival to house the various community, cultural, and entertainment activities associated with the event.

On July 1, 2005, bids to provide a variety of sizes of tents for the 2005 Troy Daze Festival were opened. Only two vendors - Ace Canvas & Tent, and Classic Rents submitted bids on the tents and will split the tent order according to low price. However, neither company carries the two larger sized tents and their bids did not include those two large tents. Staff contacted the two other companies that have provided those large tents in the past. Neither of those vendors have the sizes of large tents (1 – 80'x100' and 1 – 80'x240') required for the festival. After an exhaustive search, staff located Dial Tent and Awning in Saginaw that has the tent sizes needed and can make them available during the festival dates. It should be noted that the cost for the two large tents for last year's 2004 Troy Daze Festival was $11,700.00

BUDGET
Funds for the rental of tents for the Troy Daze Festival are available in the Community Fair Fund operating budget, account 784. 7942.

Prepared by: Jeffrey J. Biegler, Superintendent of Parks