



CITY COUNCIL ACTION REPORT

September 30, 2008

TO: Phillip L. Nelson, City Manager

FROM: Brian P. Murphy, Assistant City Manager/Economic Development Services
Susan A. Leirstein, Purchasing Director
Timothy L. Richnak, Public Works Director

SUBJECT: Standard Purchasing Resolution 3: Exercise Renewal Option-
Home Chore Lawn and Yard Services

Background

- Seasonal requirements of Lawn and Yard Services for Troy residents using the Home Chore Program with an option to renew for one (1) additional year was approved by Troy City Council on December 3, 2007. (Resolution #2007-12-345-F4a)
- Purchasing has conducted a market survey and determined the City would not benefit from soliciting additional bids, as the overall current contract is the lowest in over eight (8) years.

Financial Considerations

- Funds for lawn and yard services for the Home Chore Program are available initially through the Public Works operating budget, then reimbursed by Oakland County through the Community Development Block Grant Program (CDBG).

Legal Considerations

- ITB-COT 07-38, Seasonal requirements of lawn and yard services for Troy residents using the Home Chore Program with an option to renew for one (1) additional year was competitively bid and opened October 18, 2007, in accordance with Chapter 7 of the City Code, with fifteen (15) vendors responding.

Policy Considerations

- CDBG improves the quality of life and property to qualified residents in the City of Troy. (Outcome Statement #2)
- All bidders were given the opportunity to respond with their level of interest in supplying services for the City of Troy. (Outcome Statement #3)

Options

- City management recommends exercising the option to renew for one additional season with Zimmerman Lawn and Snow to provide seasonal lawn and yard services for Troy residents using the Home Chore Program under the same prices, terms and conditions expiring December 31, 2009.

September 30, 2008

TO: Susan Leirstein
Purchasing Director

FROM: Linda N. Bockstanz
Associate Buyer

RE: **MARKET SURVEY – Lawn Services–Home Chore Program**

DISTINCTIVE STYLES LLC - Kendra Newland (586) 942-1228

Kendra said that they are expected to stay the same in price. She does not think there will be any changes in pricing because gas prices have leveled off. If gas prices increase again – she might do a fuel surcharge. The only other item that would increase their prices would be the theft of their lawn equipment, but they have been locking them up and putting their equipment into enclosed trailers to prevent that from happening.

METRO DETROIT LANDSCAPING – Ken Murphy (586) 634-2904

According to Ken at this time prices will increase, if gas prices increase again. Even if his overhead increases (Insurance, permits, & staff raises) – he is going to keep his prices as low as possible. With all the small Lawn Care Services flooding the market (Ma & Pa Companies) – he has to stay in business some how.

GDM LAWNCARE – Gene Mead (248) 689-9135

Mr. Mead said that at this time there would be no change in his price. If a change does occur, it will be because gasoline prices at the pump have increased. He is not even thinking of Insurance and other costs at this time. (Mr. Mead has had his truck and trailer with all his equipment stolen right from a job site.)

ALPA ONE SERVICES – David Semaan (248) 379-4261

David has indicated that he might keep his prices the same, because gas prices have been about the same for the last couple of months. If gas prices start to rise he is thinking of charging a fuel surcharge on his current billing to cover any gas increases. He has not had any equipment theft.

O'NEAL FATHER & SONS – Garry O'Neal (586) 791-7986

Per my conversation with Garry – his prices will remain the same. If gas prices increase substantially, he might increase his prices for mowing.

REDBURN'S SNOW & LAWN, INC – Jack Redburn (248) 852-4754

Per Jack, he is going to raise his prices about 10%, because of fuel increases in the last six months. Until gas levels off a little, he has to raise prices.

UNIVERSAL LAWN CARE – Jason Gelle (586) 566-9483

According to Jason, he is going to hold his prices the same, since gas has decreased and stayed about the same for the last couple of weeks. Labor and insurance have not impacted his business much.

KENT LAWN CARE INC – Phillip Kent (586) 784-9095

Left three messages: No response.

PRO-TURF LLC – Mark Parise (586) 781-5223

Left three messages: No response.

FAMILY LANDSCAPING LLC – Marlin Maxwell (313) 935-5916

Phone has been disconnected and there is no listing found in the Yellow Book.

Based upon the above comments, I respectfully recommend that the City accept the option to renew the Home Chore Lawn Services Program with the low bidder based on the fact that his prices are significantly lower than the next lowest bidder, and costs for lawn care services are staying the same since gas prices have leveled off.



City of Troy

September 19, 2008

ATTN: John Purdue
Zimmerman Lawn and Snow
26830 Fernwood
Roseville MI 48066

Dear Mr. Purdue:

On December 3, 2007, the City of Troy entered into contract #20700524 OB with Zimmerman Lawn and Snow to provide one-year requirements of Lawn and Yard Services for the Home Chore Program. This contract contained an option to renew for one additional year at the same prices, terms, and conditions as the original contract.

Please fax this letter back indicating if Zimmerman Lawn and Snow wishes to renew this contract until December 31, 2009. Our fax number is (248) 524-3520. A request by City staff to determine the successful bidder's interest in renewing the contract in no way obligates the City. The option cannot be exercised without Troy City Council approval and a blanket purchase order issued.

If you have any questions please call me at (248) 524-3399.

CHECK ONE:

Zimmerman Lawn & Snow is interested in renewing the contract under the same prices, terms, and conditions:

Zimmerman Lawn & Snow is not interested in renewing the contract:

x John Purdue (owner)
Signed: Authorized Company Representative

Date: 9/25/08

Thank you,
Vicki Richardson
Solid Waste Coordinator
City of Troy

CONSENT AGENDA:

F-1a Approval of "E" Items NOT Removed for Discussion

Resolution #2007-12-345
Moved by Beltramini
Seconded by Eisenbacher

RESOLVED, That all items as presented on the Consent Agenda are hereby **APPROVED** as presented with the exception of Items F-2 and F-14, which **SHALL BE CONSIDERED** after Consent Agenda (F) items, as printed.

Yes: All-7

F-3 City of Troy Proclamation:

Resolution #2007-12-345-F-3

RESOLVED, That Troy City Council hereby **APPROVES** the following City of Troy Proclamation:

- a) Bud and Shirley Black – 50th Wedding Anniversary

F-4 Standard Purchasing Resolutions

- a) **Standard Purchasing Resolution 1: Award to Low Bidder – Home Chore Lawn and Yard Services**

Resolution #2007-12-345-F-4a

RESOLVED, That Troy City Council hereby **AWARDS** a contract to provide for seasonal requirements of lawn and yard services for the Home Chore Program with an option to renew for one (1) additional year to the low total bidder, Zimmerman Lawn and Snow of Roseville, MI, at unit prices contained in the bid tabulation opened October 18, 2007, a copy of which shall be **ATTACHED** to the original Minutes of this meeting, with a contract expiration of December 31, 2008; and

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

- b) **Standard Purchasing Resolution 4: Award – Macomb County Cooperative Purchasing Agreement – Fleet Vehicles**

Resolution #2007-12-345-F-4b

RESOLVED, That Troy City Council hereby **APPROVES** contracts to purchase one (1) 2008 Ford Escape Hybrid FWD from Signature Ford, L-M Jeep of Owosso, MI, and one (1) 2008



CITY COUNCIL ACTION REPORT

November 12, 2007

TO: Phillip L. Nelson, City Manager

FROM: Brian P. Murphy, Assistant City Manager/Economic Development Services
Susan A. Leirstein, Purchasing Director
Timothy L. Richnak, Public Works Director

SUBJECT: Standard Purchasing Resolution 1: Award to Low Bidder –
Home Chore Lawn and Yard Services

Background

- Bids were received and publicly read on October 18, 2007, for seasonal requirements of lawn and yard services for Troy residents using the Home Chore Program with an option to renew for one (1) additional season.
- 176 vendors were notified via the Michigan Intergovernmental Trade Network (MITN system) with one additional vendor walk-in. Fifteen (15) bid responses were received, and one vendor, Accord Landscape withdrew.
- The award recommendation considered the vendor offering the best combination of a variety of factors including: bid price, professional competence and level of service, equipment fleet, references, and the comfort of the residents on the program.

Financial Considerations

- Funds for lawn and yard services for the Home Chore Program are available initially through the Public Works operating budget, then reimbursed by Oakland County through the Community Development Block Grant Program (CDBG).

Legal Considerations

- ITB-COT 07-38, seasonal requirements of lawn and yard services for Troy residents using the Home Chore Program with an option to renew for one (1) additional year was competitively bid and opened October 18, 2007, in accordance with Chapter 7 of the City Code.
- Award is contingent upon contractor's submission of properly executed bid and contract documents, including insurance certificates and all other specified requirements.

Policy Considerations

- All bidders were given the opportunity to respond with their level of interest in supplying services for the City of Troy. (Goal II)
- CDBG improves the quality of life and property to qualified residents in the City of Troy. (Goal I)

November 12, 2007

To: Phillip L. Nelson, City Manager
Re: Bid Award – Home Chore Lawn and Yard Services

Options

- City management and the Public Works department recommend City Council award a contract for seasonal requirements of lawn and yard services for Troy residents using the Home Chore Program with an option to renew for one (1) additional season to the low total bidder, Zimmerman Lawn and Snow of Roseville, MI, at unit prices contained on the bid tabulation, which expires December 31, 2008.

VENDOR NAME:		Accord Landscape, LLC	Zimmerman Lawn & Snow	Distinctive Styles LLC
		Withdrew		
EST NO.		PRICE PER SERVICE	PRICE PER SERVICE	PRICE PER SERVICE
PROPOSAL A: LAWN CARE SERVICES				
50	Lawn Care Services at a Residential Lots Home -average lot size 100 ft x 180 ft	\$ 8.00	\$ 11.75	\$ 16.75
30	Lawn-care Services at lots over 100 ft x 180 ft or corner lots	\$ 9.00	\$ 13.75	\$ 17.75
		\$ 670	\$ 1,000	\$ 1,370
ESTIMATED TOTAL: - 28 Weeks -		\$ 18,760.00	\$ 28,000.00	\$ 38,360.00
PROPOSAL B: YARD CLEAN UP				
50	Yard clean up at a residential City of Troy home - average lot size 100 ft x 180 ft	\$ 15.00	\$ 59.00	\$ 25.45
30	Yard Clean up for lots over 100 ft x 180 ft or corner lots	\$ 20.00	\$ 69.00	\$ 26.45
		\$ 1,350	\$ 5,020	\$ 2,066
ESTIMATED TOTAL: - 2 Clean-Ups -		\$ 2,700.00	\$ 10,040.00	\$ 4,132.00
GRAND TOTAL BOTH SERVICES:		\$ 21,460.00	\$ 38,040.00	\$ 42,492.00
SITE INSPECTIONS:	Yes or No	Yes	Yes	No
	Date	10/12 & 10/13/07	10/12/2007	
PHONE NUMBERS:	Daytime	586-806-0347	586-771-3258	586-942-1228
	24 Hour	586-206-4874	586-484-1721	586-942-1228
	Contact Name	Don Lewber	John Purdue	Kendra Newland
	Hrs of Operation	24 Hrs per Day	8 am - 4 pm	8 am to 8 pm
INSURANCE:	Can Meet	XX	XX	XX
	Cannot Meet			
TERMS:		Net 30 days	Blank	Blank
EXCEPTIONS:		None	Blank	Blank
ACKNOWLEDGEMENT:	Y or N	Yes	Yes	Yes
BIDDERS QUESTIONNAIRE:	Y or N	Yes	Yes	Yes

PROPOSAL: Seasonal Requirements of Lawn & Yard Services for the Home Chore Program with an Option to Renew for One (1) Additional Season

ATTEST:

Vicki Richardson
Yvonne Ranzinger
Linda Bockstanz

BOLDFACE TYPE DENOTES LOW BIDDER

Susan Leirstein CPPB
Purchasing Director

Opening Date -- 10/18/07
 Date Prepared -- 11/12/07

CITY OF TROY
 BID TABULATION
 LAWN SERVICES/HOME CHORE PROGRAM

VENDOR NAME:		Universal Lawn Care	Metro Detroit	Redburn's
		Inc	Landscape	Snow & Lawn, Inc
EST NO.		PRICE PER SERVICE	PRICE PER SERVICE	PER SERVICE
<u>PROPOSAL A: LAWN CARE SERVICES</u>				
50 Lots	Lawn Care Services at a Residential Home -average lot size 100 ft x 180 ft	\$ 14.50	\$ 15.00	\$ 15.00
30 Lots	Lawn-care Services at lots over 100 ft x 180 ft or corner lots	\$ 16.00	\$ 17.00	\$ 17.00
		\$ 1,205	\$ 1,260	\$ 1,260
	ESTIMATED TOTAL: - 28 Weeks -	\$ 33,740.00	\$ 35,280.00	\$ 35,280.00
<u>PROPOSAL B: YARD CLEAN UP</u>				
50 Lots	Yard clean up at a residential City of Troy home - average lot size 100 ft x 180 ft	\$ 58.00	\$ 55.00	\$ 60.00
30 Lots	Yard Clean up for lots over 100 ft x 180 ft or corner lots	\$ 68.00	\$ 65.00	\$ 70.00
		\$ 4,940	\$ 4,700	\$ 5,100
	ESTIMATED TOTAL: - 2 Clean-Ups -	\$ 9,880.00	\$ 9,400.00	\$ 10,200.00
	GRAND TOTAL BOTH SERVICES:	\$ 43,620.00	\$ 44,680.00	\$ 45,480.00
SITE INSPECTIONS:	Yes or No Date	No -	No	Yes Current Contractor
PHONE NUMBERS:	Daytime	586-566-9483	586-634-2904	248-852-4754
	24 Hour	586-615-2752	586-634-2904	248-909-0259
	Contact Name	Jason Gelle	John Baker	Jack Redburn
	Hrs of Operation	6 am - 6 pm	24 Hrs 7 Days	As needed
INSURANCE:	Can Meet Cannot Meet	XX	XX	XX
TERMS:		Net 30	14 Days	14 Days
EXCEPTIONS:		Blank	Blank	Blank
ACKNOWLEDGEMENT:	Y or N	Yes	Yes	Yes
BIDDERS QUESTIONNAIRE:	Y or N	Yes	Yes	Yes

VENDOR NAME:		Alpha One	Family Landscaping	GDM Lawn Care
		Services	LLC	LLC
EST NO.		PRICE PER SERVICE	PRICE PER SERVICE	PRICE PER SERVICE
PROPOSAL A: LAWN CARE SERVICES			(\$16.00)	
50 Lots	Lawn Care Services at a Residential Home -average lot size 100 ft x 180 ft	\$ 15.50	\$ 15.68	\$ 16.00
30 Lots	Lawn-care Services at lots over 100 ft x 180 ft or corner lots	\$ 16.75	\$ 16.66	\$ 17.50
ESTIMATED TOTAL: - 28 Weeks -		\$ 1,277.50	\$ 1,284	\$ 1,325
		\$ 35,770.00	\$ 35,946.40	\$ 37,100.00
PROPOSAL B: YARD CLEAN UP			(\$58.00)	
50 Lots	Yard clean up at a residential City of Troy home - average lot size 100 ft x 180 ft	\$ 62.00	\$ 56.84	\$ 60.00
30 Lots	Yard Clean up for lots over 100 ft x 180 ft or corner lots	\$ 72.00	\$ 66.64	\$ 70.00
ESTIMATED TOTAL: - 2 Clean-Ups -		\$ 5,260	\$ 4,841	\$ 5,100
GRAND TOTAL BOTH SERVICES:		\$ 10,520.00	\$ 9,682.40	\$ 10,200.00
		\$ 46,290.00	\$ 45,628.80	\$ 47,300.00
SITE INSPECTIONS:	Yes or No	Yes	No	Yes
	Date	10/15/2007		Sept '07
PHONE NUMBERS:	Daytime	248-379-4261	313-935-5916	248-689-9135
	24 Hour	248-379-4261	313-790-8586	248-561-5839
	Contact Name	David Semaan	Marlin Maxwell	Gene Mead
	Hrs of Operation	5 am - 9 pm	8 to 6 pm	7 am - 6 pm
INSURANCE:	Can Meet	XX	XX	XX
	Cannot Meet			
TERMS:		Net 30	2% Net 10	14 Days
EXCEPTIONS:		N/A	Blank	Blank
ACKNOWLEDGEMENT:	Y or N	Yes	Yes	Yes
BIDDERS QUESTIONNAIRE:	Y or N	Yes	Yes	Yes

Opening Date -- 10/18/07
 Date Prepared -- 11/12/07

CITY OF TROY
 BID TABULATION
 LAWN SERVICES/HOME CHORE PROGRAM

VENDOR NAME:		Kent Lawn Care	O'Neal Father &	Pro-Turf LLC
		Inc	Sons	
EST NO.		PRICE PER SERVICE	PRICE PER SERVICE	PRICE PER SERVICE
PROPOSAL A: LAWN CARE SERVICES				
50	Lawn Care Services at a Residential Lots Home -average lot size 100 ft x 180 ft	\$ 15.75	\$ 16.00	\$ 15.95
30	Lawn-care Services at lots over 100 ft x 180 ft or corner lots	\$ 17.50	\$ 17.00	\$ 17.45
ESTIMATED TOTAL: - 28 Weeks -		\$ 1,312.50	\$ 1,310	\$ 1,321
		\$ 36,750.00	\$ 36,680.00	\$ 36,988.00
PROPOSAL B: YARD CLEAN UP				
50	Yard clean up at a residential City of Troy Lots home - average lot size 100 ft x 180 ft	\$ 62.50	\$ 65.00	\$ 62.00
30	Yard Clean up for lots over 100 ft x 180 ft or corner lots	\$ 72.50	\$ 70.00	\$ 72.00
ESTIMATED TOTAL: - 2 Clean-Ups -		\$ 5,300	\$ 5,350	\$ 5,260
GRAND TOTAL BOTH SERVICES:		\$ 10,600.00	\$ 10,700.00	\$ 10,520.00
		\$ 47,350.00	\$ 47,380.00	\$ 47,508.00
SITE INSPECTIONS:	Yes or No	No	Yes	Yes
	Date		10/5/2007	10/3 & 10/9/07
PHONE NUMBERS:	Daytime	586-784-9095	586-791-7986	586-781-5223
	24 Hour	586-531-3490	586-634-6181	586-781-5223
	Contact Name	Phillip Kent	Baron & Garry O'Neal	Mark Parise
	Hrs of Operation	7 am - 8 pm	24	24 Hrs
INSURANCE:	Can Meet	XX	XX	XX
	Cannot Meet			
TERMS:		Net 30	Blank	Net 30
EXCEPTIONS:		None	Blank	None
ACKNOWLEDGEMENT:	Y or N	Yes	Yes	Yes
BIDDERS QUESTIONNAIRE:	Y or N	Yes	Yes	Yes

VENDOR NAME:		Kevin's Lawn	Diamond Scape	Brothers All
		Care & Snow	Landscaping, LLC	Season Lawn
		Removal, Inc.		Service
EST NO.		PRICE PER SERVICE	PRICE PER SERVICE	PRICE PER SERVICE
PROPOSAL A: LAWN CARE SERVICES				
50	Lawn Care Services at a Residential Lots Home -average lot size 100 ft x 180 ft	\$ 20.00	\$ 20.50	\$ 24.00
30	Lawn-care Services at lots over 100 ft x 180 ft or corner lots	\$ 21.00	\$ 22.00	\$ 28.00
		\$ 1,630	\$ 1,685	\$ 2,040
	ESTIMATED TOTAL: - 28 Weeks -	\$ 45,640.00	\$ 47,180.00	\$ 57,120.00
PROPOSAL B: YARD CLEAN UP				
50	Yard clean up at a residential City of Troy home - average lot size 100 ft x 180 ft	\$ 65.00	\$ 65.00	\$ 125.00
30	Yard Clean up for lots over 100 ft x 180 ft or corner lots	\$ 75.00	\$ 75.00	\$ 150.00
		\$ 5,500	\$ 5,500	\$ 10,750
	ESTIMATED TOTAL: - 2 Clean-Ups -	\$ 11,000.00	\$ 11,000.00	\$ 21,500.00
	GRAND TOTAL BOTH SERVICES:	\$ 56,640.00	\$ 58,180.00	\$ 78,620.00
SITE INSPECTIONS:	Yes or No	Yes	Yes	Yes
	Date	1/3/2006	10/13/2007	1/10/2006
PHONE NUMBERS:	Daytime	810-329-3633	248-632-6522	586-201-3608
	24 Hour	810-217-7258	313-221-3268	586-201-3608
	Contact Name	Kevin Hutkowski	P.Young/K.Debrowsky	Voula & Jack Fragidis
	Hrs of Operation	M-F 9am to 5pm	9:00 am - 7:00 pm	7:30 am - 8:30 pm
INSURANCE:	Can Meet	XX	XX	
	Cannot Meet			XX
TERMS:		Net 30 Days	14 Days	+ \$860.00 Net 20
EXCEPTIONS:		Blank	None	Attached to Bid
				--Insurance--
ACKNOWLEDGEMENT:	Y or N	Yes	Yes	Yes
BIDDERS QUESTIONNAIRE:	Y or N	Yes	Yes	Yes