



CITY COUNCIL AGENDA ITEM

Date: August 22, 2013

To: Brian Kischnick, City Manager

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

Subject: Standard Purchasing Resolution 2: Low Bidder Meeting Specifications – Tree Planting

History

The Parks Division is responsible for the maintenance of the City’s urban forest. This responsibility includes making additions to the urban forest through a tree planting program. Developers of new homes are assessed a fee for the city to provide the new home with tree(s). The number of trees provided is dictated by the total frontage of the home. The Parks Division is also responsible for the esthetics of the City’s medians, which include the consideration of landscaping through tree installation.

Additionally; the City of Troy was granted a matching grant up to \$5,000.00 through the Community Forestry Grant Program hosted by the Michigan Department of Natural Resources - Forest Resources Division. These funds combined with the matching City funds will be used to install balled and burlap trees on the new medians along Rochester Road and Wattles Road.

Purchasing

On August 8, 2013, a bid opening was conducted as required by City Charter and Code for Tree Planting. The bid was posted on the Michigan Inter-governmental Trade Network (MITN) website; www.mitn.info and was sent to the Troy Chamber of Commerce. Two (2) bid responses were received for Proposal B only. Because the City did not receive bids for Proposal A, the City rebid the contract for Proposal A only. On August 22, 2013, a bid opening was then conducted for Tree Planting - Proposal A. This bid was also posted on the Michigan Inter-governmental Trade Network (MITN) website; www.mitn.info and sent to the Troy Chamber of Commerce. One (1) bid response was received for Proposal A. Below is a detailed summary of potential vendors for both bid opportunities:

	13-23	13-30
Companies notified via MITN	154	74
Troy Companies notified via MITN	8	2
Troy Companies notified Active email Notification	8	2
Troy Companies notified Active Free	0	0
Companies that viewed the bid	11	13
Troy Companies that viewed the bid	0	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.



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Upon the review of both bid proposals; Marine City Nursery of Marine City, Michigan was the sole bidder meeting specifications for Proposal A -the purchase and installation of bare root trees; and is being recommended for the purchase and installation of the bare root trees and The Davey Tree Expert Company of Kent, Ohio was the low bidder meeting specifications for Proposal B - the purchase of balled and burlap trees and is being recommended for the purchase of the balled and burlap trees.

Financial

Funds for both proposals are available in the Parks Division Operating Budget.

Recommendation

City management recommends awarding a contract to purchase and have installed bare rooted trees (Proposal A) to the sole bidder meeting specifications; Marine City Nursery of Marine City, Michigan, and the purchase of balled and burlap trees (Proposal B) to the low bidder meeting specifications; The Davey Tree Expert Company of Kent, Ohio as per unit bid pricing; not to exceed budgetary limitations at prices contained in the bid tabulation opened August 8, 2013 for Proposal B and August 22, 2013 for Proposal A. The awards are contingent upon the contractors' submission of properly executed bid documents including insurance certificates, and all other specified requirements.

Opening Date -- 8/8/2013
 Date Reviewed -- 8/8/2013

CITY OF TROY
 BID TABULATION
 STREET TREES - FALL 2013

VENDOR NAME:	The Davey Tree	Schichtel's	
	Expert Company	Nursery, Inc.	
CHECK #:	Kent, OH	Springville, NY	
	#25688975	#335547	
	\$1,000.00	\$1,000.00	

PROPOSAL: To Provide and Install for the City of Troy Bare Root Street Trees in the Fall 2013, and provide ball and burlap trees without installation in accordance with the bid specifications.

PROPOSAL A:				
Cost for 75 trees and installation		No Bid	No Bid	
Price Per Tree Installation		No Bid	No Bid	
Proposal A Estimated Total Cost:		No Bid	No Bid	
PROPOSAL B:				
Cost for the purchase and delivery of 60 ball and burlap trees				
Price Per Tree Installation		\$ 127.40	\$ 150.00	
Proposal B Estimated Total Cost:		\$ 7,644.00	\$ 9,000.00	
FALL 2013				
LIST OF NINE TREE TYPES	Y or N	Yes	Yes	
	How many listed:	9	9	
CONTACT INFORMATION	Hrs of Operation	7:00-4:30 pm	M-F 7-5:30pm	
	24 HR Phone Number	(330) 465-5113	(716) 592-9383	
STATEMENT OF GUARANTEE		Yes	Yes	
PROGRESS PAYMENTS:		None	None	
INSURANCE	Can meet	X	X	
	Cannot meet			
PAYMENT TERMS		Net 30 Days	Net 30 Days	
DELIVERY		As Specified	As specified	
EXCEPTIONS		None	None	
ACKNOWLEDGEMENT: Signed	Y or N	Yes	Yes	
Forms (5)	Y or N	Yes	Yes	

ATTEST:
 Susan Riesterer
 Kurt Bovensiep

Bold Type Indicates Low Bidder meeting Specifications.

MaryBeth Murz, Purchasing Manager

Opening Date -- 8/22/2013
 Date Reviewed -- 8/22/2013

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CITY OF TROY
 BID TABULATION
 STREET TREES - FALL 2013

VENDOR NAME:	Marine City Nursery		
	Marine City, MI		
CHECK #:	#22023419		
AMOUNT:	\$1,000.00		

PROPOSAL: To Provide and Install for the City of Troy Bare Root Street Trees in the Fall 2013, in accordance with the bid specifications.

PROPOSAL A:			
Price per tree installation:		\$ 128.00	
PROPOSAL A: Total Estimated cost:		\$ 9,600.00	
FALL 2013			
LIST OF NINE TREE TYPES	Yes or No	Yes	
	How many listed:	9	
CONTACT INFORMATION			
	Hrs of Operation:	M-F 8:00am - 5:00pm	
	24 HR Phone #:	(810) 765-5533	
STATEMENT OF GUARANTEE		As specified	
INSURANCE			
	Can meet:	X	
	Cannot meet:		
PAYMENT TERMS		NET 30	
DELIVERY		As Specified; Fall 2013	
EXCEPTIONS		None	
ACKNOWLEDGEMENT: Signed		Yes or No	Yes
Forms (5)		Yes or No	Yes

Bold Type Indicates Sole Bidder meeting Specifications.

ATTEST:

Susan Riesterer
Kurt Bovensiep
Enna Bachelor

 MaryBeth Murz,
 Purchasing Manager