



CITY COUNCIL ACTION REPORT

November 11, 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 Options – Vehicle Wash Services

Background

- On May 14, 2007, Troy City Council awarded contracts to furnish two (2) year requirements of Vehicle Wash Services with an option to renew for an additional two (2) years to all four bidders, as a result of a best value process to expire 12/31/2008. {Resolution #2007-05-142-E4a}
- The recommendation to award a two (2) year contract to all four (4) facilities gave greater accessibility to wash sites for employees throughout the City, which reduced travel time and fuel. (See Car Wash Locations)
- Renewal notices were faxed to all four vehicle wash facilities. Two of the four vendors have agreed to renew their contracts under the same pricing, terms and conditions for an additional two years. In addition, Jax Kar Wash has offered to renew their current pricing for exterior washes only. As a result, the City no longer has a provider for interior/exterior wash services.
- Approximate number of interior/exterior washes per year is expected to drop from 450 due to the interior complexity of police vehicles.
- With the reduced number of interior\exterior washes down from 450 to 111 per year, interior\exterior washes will be handled on a vehicle by vehicle basis.
- A market survey indicated two vendors chose not to renew their current contracts at the original bid prices due to rising operating costs and/or lack of volume.

Financial Considerations

- Funds for this service are available in Fleet Maintenance – Equipment Operation and Maintenance Account, Outside Maintenance #5507802150

Legal Considerations

- ITB-COT 06-54, to furnish two-year requirements of Vehicle Wash Services was competitively bid and vendors were given the opportunity to respond with their level of interest in providing services for the City's fleet vehicles, in accordance with Chapter 7 of the City Code.

Policy Considerations

- It is anticipated that multiple awards will allow employees to keep their vehicles clean, reflecting a positive image of the City to the general public and increase the longevity of the vehicles. (Outcome Statement 2)

Options

- City management recommends renewing contracts for two (2) additional years to provide for exterior washes only (car/mid size SUV, truck/van) to the following local vehicle wash facilities: Tunnel O'Suds, Jax Kar Wash and Pro Enterprises, Inc under the same prices, terms and conditions expiring 12/31/2010.

10/07/2008 06:50 2486745819

ROBERT WALDRON

PAGE 01

Oct 07 08 12:39p City Of Troy

2486807281

p. 1

500 W. Big Beaver
Troy, MI 48084
(248) 524-3300

The City of Tomorrow...



...Today

October 7, 2008

ATTN: Robert Waldron
PRO ENTERPRISES
3735 Rochester Rd
Troy MI 48084
FAX: (248) 689-8139

Dear Mr. Waldron:

The City of Troy entered into contract #20600942-08 with PRO ENTERPRISES to provide two (2) year requirements for city vehicle wash services with an option to renew for an additional (2) years, which currently expires on December 31, 2008. The City is interested to know whether PRO ENTERPRISES will renew its contract at the established pricing structure for the two additional years.

Please fax this letter back to Samuel P. Lamerato, CFPF at the Fleet Maintenance Division indicating if PRO ENTERPRISES wishes to renew this contract until December 31, 2010. The fax number is (248) 680-7281. It should be understood that this request to renew the contract is subject to a favorable market survey. 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) 680-7288.

CHECK ONE:

PRO ENTERPRISES is interested in renewing the contract under the same prices, terms, and conditions:

X Robert Waldron ROBERT WALDRON
Signed: Authorized Company Representative

PRO ENTERPRISES is not interested in renewing the contract:

X _____
Signed: Authorized Company Representative

Date: 10-7-08

Thank you,
Samuel P. Lamerato, CFPF
Superintendent of Fleet Maintenance

500 W. Big Beaver
Troy, MI 48084
(248) 524-3300

The City of Tomorrow...



...Today

October 7, 2008

ATTN: Randy Hall
TUNNEL O'SUDS
2886 E. Maple Road
Troy MI 48083
FAX: (248) 585-6562

Dear Mr. Hall:

The City of Troy entered into contract #20600944-08 with Tunnel O'Suds to provide two (2) year requirements for city vehicle wash services with an option to renew for an additional (2) years, which currently expires on December 31, 2008. The City is interested to know whether Tunnel O'Suds will renew its contract at the established pricing structure for the two additional years.

Please fax this letter back to Samuel P. Lamerato, CFPF at the Fleet Maintenance Division indicating if Tunnel O'Suds wishes to renew this contract until December 31, 2010. The fax number is (248) 680-7281. It should be understood that this request to renew the contract is subject to a favorable market survey. 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) 680-7288.

CHECK ONE:

TUNNEL O'SUDS is interested in renewing the contract under the same prices, terms, and conditions:

(X)

X Randy Hall
Signed: Authorized Company Representative

TUNNEL O'SUDS is not interested in renewing the contract:

()

X _____
Signed: Authorized Company Representative

Date: 10/7/2008

Thank you,
Samuel P. Lamerato, CFPF
Superintendent of Fleet Maintenance

Oct 07 08 12:32p

City Of Troy

2486807281

P. 1

500 W. Big Beaver
Troy, MI 48084
(248) 524-3300

The City of Tomorrow...



...Today

October 7, 2008

ATTN: Trigger Craig
YOUR CAR WASH INC
366 W Maple Rd
Troy MI 48098
FAX: (248) 362-9452

Dear Mr. Craig:

The City of Troy entered into contract #20600943-OB with YOUR CAR WASH INC to provide two (2) year requirements for city vehicle wash services with an option to renew for an additional (2) years, which currently expires on December 31, 2008. The City is interested to know whether YOUR CAR WASH INC will renew its contract at the established pricing structure for the two additional years.

Please fax this letter back to Samuel P. Lamerato, CPFP at the Fleet Maintenance Division indicating if YOUR CAR WASH INC wishes to renew this contract until December 31, 2010. The fax number is (248) 680-7281. It should be understood that this request to renew the contract is subject to a favorable market survey. 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) 680-7288.

CHECK ONE:

YOUR CAR WASH INC is interested in renewing the contract under the same prices, terms, and conditions: ()

X _____
Signed: Authorized Company Representative

YOUR CAR WASH INC is not interested in renewing the contract: *AT THE SAME PRICE* ()

X *[Signature]*
Signed: Authorized Company Representative

Date: *10/8/08*

Thank you,
Samuel P. Lamerato, CPFP
Superintendent of Fleet Maintenance

500 W. Big Beaver
Troy, MI 48084
(248) 524-3300

The City of Tomorrow...



...Today

October 7, 2008

ATTN: ~~Mr. McLaughlin~~ *BRUCE MILEN*
JAX KAR WASH
28845 Telegraph Road
Southfield MI 48034
FAX: (248) 353-1511

Dear Mr. McLaughlin:

The City of Troy entered into contract #20600938-08 with Jax Kar Wash Inc. to provide two (2) year requirements for city vehicle wash services with an option to renew for an additional (2) years, which currently expires on December 31, 2008. The City is interested to know whether Jax Kar Wash will renew its contract at the established pricing structure for the two additional years.

Please fax this letter back to Samuel P. Lamerato, CFPF at the Fleet Maintenance Division indicating if Jax Kar Wash wishes to renew this contract until December 31, 2010. The fax number is (248) 680-7281. It should be understood that this request to renew the contract is subject to a favorable market survey. 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) 680-7288.

CHECK ONE:

JAX KAR WASH is interested in renewing the contract ~~under the same terms,~~
terms, and conditions:

*NEW PRICE WOULD BE
\$ 8.00 FOR A FULL SERVICE WASH
3.99 FOR A EXTERIOR WASH*

X *Bruce Milen*
Signed: Authorized Company Representative

JAX KAR WASH is not interested in renewing the contract: ()

X _____
Signed: Authorized Company Representative

Date: 10/8/08

Thank you,
Samuel P. Lamerato, CFPF
Superintendent of Fleet Maintenance

RESOLVED, That the Minutes of the 7:30 PM Regular City Council Meeting of April 16, 2007; the Minutes of the 7:30 PM Special City Council Meeting of April 23, 2007; the Minutes of the 7:30 PM Special Meeting of April 30, 2007; and the Minutes of the 10:02 PM Special Meeting of April 30, 2007 be **APPROVED** as submitted.

E-3 Approval of City of Troy Proclamations:

Resolution #2007-05-142-E-3

RESOLVED, That the following City of Troy Proclamations be **APPROVED**:

- a) National Transportation Week – May 13-19, 2007
- b) Welcome Home Proclamation – Sergeant Michael Ullmann
- c) Welcome Home Proclamation – Lance Corporal Thomas Stenger
- d) Welcome Home Proclamation – Lance Corporal Cameron Mattox
- e) Welcome Home Proclamation – Lance Corporal Brock Brani
- f) Mental Health Month – May, 2007

E-4 Standard Purchasing Resolutions

a) Standard Purchasing Resolution 8: Best Value Award – Vehicle Wash Services

Resolution #2007-05-142-E-4a

RESOLVED, That Troy City Council hereby **AWARDS** contracts to furnish two (2) year requirements of City Vehicle Wash Services with an option to renew for two (2) additional years to the following bidders: Tunnel O'Suds Car Wash, Your Car Wash, Pro Enterprise, Inc. and Jax Kar Wash as a result of a best value process, which the Troy City Council determines to be in the public interest, at unit prices contained in the bid tabulation opened January 23, 2007, a copy of which shall be **ATTACHED** to the original Minutes of this meeting with the contracts expiring December 31, 2008; and

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

b) Standard Purchasing Resolution 1: Award to Low Bidder – Rebuild Electro-Mechanical Axle Scale

Resolution #2007-05-142-E-4b

RESOLVED, That Troy City Council hereby **AWARDS** a contract to furnish all labor, materials, and equipment to rebuild the City of Troy's electro-mechanical axle scale to the low bidder, NuWeigh, Inc. of Davisburg, MI, for an estimated total cost of \$17,575.00; and

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



CITY COUNCIL ACTION REPORT

April 10, 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 8: Best Value Award – Vehicle Wash Services

Background

- On January 23, 2007, bids were received and opened for ITB-COT 06-54, to furnish two (2) year requirements for Vehicle Wash Services with an option to renew for an additional two (2) years.
- 50 vendors were notified via the MITN system.
- Four (4) vendors responded and one (1) late bid received.
- The recommendation to award a two (2) year contract to all four (4) facilities will give greater accessibility to wash sites for employees throughout the City, which will reduce travel time and fuel. (See Attachment I – Car Wash Locations)
- Approximate number of washes per year is 3,550 exterior washes and 450 interior\exterior washes.
- Test vehicle washes were performed, and favorable evaluations completed, using a cross section of city vehicles and operators from several departments.

Financial Considerations

- Funds for this service are available in Fleet Maintenance – Equipment Operation and Maintenance Account, Outside Maintenance #550.7802.150

Legal Considerations

- ITB-COT 06-54 was competitively bid and vendors were given the opportunity to respond with their level of interest providing vehicle wash services for the City's fleet vehicles.
- The award is contingent upon the recommended bidders' submission of proper contract and bid documents, including site visits, insurance certificates and all other specified requirements.

Policy Considerations

- It is anticipated that multiple awards will allow employees to keep their vehicles clean, reflecting a positive image of the City to the general public and increase the longevity of the vehicle. (Goal 2)

Options

- City management and the Fleet Division of Public Works department recommend awarding two (2) year contracts to four (4) local car wash facilities: Tunnel O Suds, Your Car Wash, Jax Kar Wash and Pro Enterprises for exterior wash only (car/mid size SUV, truck/van) and to Jax Kar Wash for interior/exterior washes for (car/mid size SUV, truck/van) at unit prices contained in the bid tabulation expiring December 31, 2008.

Opening Date -- 1/23/07
 Date Prepared -- 2/14/07

CITY OF TROY
 BID TABULATION
 VEHICLE WASH SERVICES

ITB-COT 06-54

VENDOR NAME:

VENDOR NAME:				Tunnel O'Suds	*Your Car Wash	Pro Enterprise	Jax Kar Wash
				Car Wash	Inc.	Inc.	
ITEM	EST QTY	DESCRIPTION	SERVICE LEVEL	COST/ UNIT	COST/ UNIT	COST/ UNIT	COST/ UNIT
1.	1,950	Wash Outside of Vehicle (passenger car & mid-size SUV)	A	\$ 2.88	3.75	3.85	\$ 3.99
2.	400	Complete Car Wash (clean inside/out)	B	\$ -	\$ -	N/A	\$ 6.00
3.	1,600	Pickup Trucks and Vans (outside wash)	A	\$ 2.98	3.75	\$ 4.30	\$ 3.99
4.	50	Pickup Trucks and Vans (clean inside/out)	B	\$ -	\$ -	N/A	\$ 6.00
ESTIMATED TOTAL AWARDED ITEMS:				\$ 10,384.00	\$ 13,312.50	\$ 14,387.50	\$ 16,864.50
CAR WASH LOCATIONS:				One Location 2886 E. Maple, Troy	One Location 366 W. Maple, Troy	Two Locations West Troy/ East Troy	Three Locations Troy/Rochester/Birmingham
CONTACT INFORMATION: Hrs of Oper.				7 AM to 7 PM	Sat 8-7; Sun 9-6 M-F 7AM to 7 PM	Sun 9AM to 5 PM 7 AM to 8 PM	7 days/week 8 AM to 6 PM
Phone #				248-642-0638	248-362-9450	248-689-8135	248-280-0490
INSURANCE				XX	XX	XX	XX
Can meet				Yes	Yes	Yes	Yes
Cannot meet							
Signed							
SITE VISIT: Contact Name				Randy Hall	Trigger Craig	Robert Waldron	Larry Lucero
Phone #				248-585-6562	248-362-9450	248-689-8135	248-280-0490
Facility Address				2886 E.Maple, Troy	366 W.Maple, Troy	3785 & 3688 Rochester Rd, Troy	2835 W. Maple, Troy
TERMS:				10 Days	Blank	Net 20	Monthly Billing
WARRANTY:				Blank	Blank	Blank	Satisfaction Guarantee
EXCEPTIONS:				One Lot Pricing	All City Car's, SUV's Van's will receive 100% fresh water	None	Blank
ACKNOWLEDGEMENT: Y or N				Yes	Yes	Yes	Yes

* Your Car Wash Inc - included a \$100.00 check in bid. Check was handed to owner (Mr. Craig) who attended the bid opening in Conference Room D. Check was not required in this bid.

BOLDFACE TYPE DENOTES RECOMMENDED BIDDERS

ATTEST:

Debra Painter

 Sam Lamerato

 Linda Bockstanz

 Susan Leirstein CPPB
 Purchasing Director