



CITY COUNCIL ACTION REPORT

July 13, 2009

TO: John Szerlag, Acting 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 1: Award To Low Bidders – Troy Daze Tent Rentals

Background

- On June 24, 2009, bids were received to furnish and set up tents for the Troy Daze Festival.
- 33 vendors were notified via the MITN system with two vendors responding and two statements of no bid received.
- S & R Event Rental, 35340 Union Lake Rd., Harrison Twp, MI 48045 was the low bidder on the two large tents and the set up of four city-owned tents. Ace Canvas & Tent, 5644 W. Fort St., Detroit, MI 48209 was low bidder on the remainder of the tents.

Financial Considerations

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

Legal Considerations

- ITB-COT 09-25, to furnish and erect tents for the Troy Daze Festival was competitively bid as required by City charter and code.
- All bidders were given the opportunity to respond with their level of interest to provide and erect various tents for the Troy Daze Festival.
- The award is 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 supply and erect tents for the Troy Daze Festival to the low bidders, S & R Event Rental of Harrison Twp and Ace Canvas & Tent of Detroit for an estimated total cost of \$13,520.00 and \$3,200.00 respectively.

VENDOR NAME:

VENDOR NAME:			S & R Event Rental	Ace Canvas & Tent, Inc.		
ITEM	EST QTY	DESCRIPTION	UNIT PRICE	UNIT PRICE		
1.	1	TENT, 80' X 100' (Entertainment)	75 x 100 Tent \$ 4,315.00	N/A		
2.	1	TENT, 80' X 240' (Booths)	\$ 8,835.00	N/A		
3.	1	TENT, 10' x 10' (Outdoor Stage)	\$ 185.00	\$ 130.00		
4.	3	TENT, 20' x 20' (Info Booth)	\$ 290.00	\$ 160.00		
5.	2	TENT, 20' x 40' (Crafts, Dressing Tent)	\$ 405.00	\$ 250.00		
6.	1	TENT, 20' x 40' (Waffle Breakfast)	\$ 405.00	\$ 250.00		
7.	1	TENT, 60' x 80' (Photo/Student Art)	60 x 90 Tent \$ 1,850.00	60 x 90 Tent \$ 1,240.00		
8.	1	TENT, 40' x 40' (Picnic Area)	10' Sides 24' C Pole \$ 860.00	\$ 600.00		
9.	2	Erect 20' x 40' Tents (Cart Storage)	\$ 95.00	\$ 140.00		
10.	2	Erect 20' x 20' Tents (HQ, Special Children)	\$ 90.00	\$ 100.00		
11.	As Required	Tent Stakes w/Plastic Covers	NO CHARGE	NO CHARGE		
12.	As Required	Provide 140 Lineal Feet of Additional Sidewalls	NO CHARGE	NO CHARGE		
ESTIMATED TOTAL AWARDED ITEMS:			\$ 13,520.00	\$ 3,200.00		
INSURANCE:			XX	XX		
Can meet						
Cannot meet						
Signed Y or N			Yes	Yes		
SET UP & TEAR DOWN SCHEDULE:			XX	XX		
Can meet						
Cannot meet						
DELIVERY REQUIREMENTS:			Friday- 9/11/09 & Monday - 9/14/09 Monday, 9/21/09			
CONTACT INFO			586-791-4900	M-F 7:30 AM to 4 PM		
Hrs of Operations			586-808-1647	313-842-3011		
24 Hr Phone #			Rodney Ouellette	Brenda Montgomery		
Contact Name:						
SUBCONTRACTORS:			BOS Tent Rental			
Will use			XX	XX		
Will Not Use						
PAYMENT TERMS:			30 Days after Completion	Net 30 days		
2% Disc Paid at Set up						
EXCEPTIONS:			Listed in Bid	Blank		
BID IS ALL ENCLUSIVE						
ACKNOWLEDGEMENT: Yes or No			Yes	Yes		

NO BIDS:

C&N Party Rentals _____
 Event Solutions International _____

BOLDFACE TYPE DENOTES LOW BIDDERS

ATTEST:

Diane Fisher _____
 Jeff Biegler _____
 Linda Bockstanz _____

Susan Leirstein CPPB
 Purchasing Director