



CITY COUNCIL ACTION REPORT

March 25, 2010

TO: John Szerlag, City Manager

FROM: John M. Lamerato, Assistant City Manager/Finance and Administration
Susan A. Leirstein, Purchasing Director
Timothy L. Richnak, Public Works Director
Carol K. Anderson, Parks and Recreation Director

SUBJECT: Standard Purchasing Resolution 8: Best Value Award – Big Beaver/Civic Center Landscape Maintenance

Background

- On February 25, 2010, Requests for Qualifications/Proposals were received and opened to provide three-year requirements of Landscape Maintenance on the DDA and Civic Center properties with an option to renew for two additional years.
- Three Hundred Thirty-Four (334) vendors were notified via the Michigan Intergovernmental Trade Network (MITN) website with six (6) proposals received.
- All responsive bidders met the pass/fail criteria.
- A committee consisting of Jeff Biegler, Superintendent of Parks, Kurt Bovensiep – Parks Field Supervisor, and Ron Hynd – Landscape Analyst, evaluated the proposals.
- Site visits to evaluate the maintenance equipment and facilities of the top two qualified companies were conducted.
- Based on the scoring criteria of the proposal, price and equipment inspection, the committee recommends awarding the contract to the highest rated respondent, W.H. Canon, Inc. of Romulus, Michigan.

Financial Considerations

- Funds are available in the Civic Center maintenance account #101.751.30.756.7802.070 and Street island maintenance – DDA account #101.751.30.783.7802.070.
- The total estimated cost for these services has decreased approximately \$20,000.00 over last year. The largest portion of the cost reduction comes from Proposal A and is in large part due to the acreage reduction for the Civic Center complex.

Legal Considerations

- RFP-COT 10-01 Big Beaver/Civic Center Landscape Maintenance was competitively bid as required by City Charter and Code.
- All bidders were given the opportunity to respond with their level of interest in landscape maintenance services for the City of Troy.
- Award is contingent upon the recommended bidder's submission of properly executed contract and proposal documents, including insurance certificates and all other specified requirements.

Recommendation

- City management recommends awarding a three-year contract for Landscape Maintenance on the DDA and Civic Center properties with an option to renew for two additional one-year periods to the highest scoring respondent, W.H. Canon, Inc. of Romulus, MI, as a result of a best value process for an estimated three year total cost of \$360,000.00, at unit prices contained in the RFP tabulation opened February 25, 2010, with a contract expiration of December 31, 2012.



EXECUTIVE SUMMARY

UPGRADED LANDSCAPE MAINTENANCE

STATISTICS:

- ◆ **Three Hundred Thirty-Four (334) company's were notified via the MITN e-procurement website**
- ◆ **Six (6) proposals were received**
- ◆ **All six (6) companies met the pass/fail criteria**
- ◆ **Equipment inspections were conducted with the top two (2) companies**
- ◆ **W.H. Canon, Inc. received the highest score as a result of a best value process**

The following two (2) companies received the indicated final scores as a result of the proposal, pricing and equipment inspection scores. Only these top two (2) rated companies had their equipment inspected by the City.

Company	SCORE
W.H. Canon, Inc.	85.53
Brickman Group – Torre & Bruglio	78.44

Attachments:

- ✓ Weighted Final Scoring of 90% includes Proposal, Price and Equipment Inspection Evaluation
- ✓ Evaluation Process
- ✓ Original Tabulation



WEIGHTED FINAL SCORING
UPGRADED LANDSCAPE MAINTENANCE

Final Score Calculation:

$$\begin{array}{r}
 30\% \text{ Proposal Score (100 point base)} \\
 40\% \text{ Price Score (100 point base)} \\
 20\% \text{ Equipment Score (100 point base)} \\
 \text{-----} \\
 10\% \text{ Interview Score (100 point base) - optional Deleted Phase} \\
 100\% \text{ = Final Weighted Score}
 \end{array}$$

In order to equate the price to the weighted evaluation process scoring, the prices had to be converted into a score with the base of 100. **NOTE:** Vendors are listed in the order of their summary score for the proposal and price, from highest to lowest. For the final score the vendors are listed in the order of rating from highest to lowest.

Weighted Average Score for Proposals: 30%

Raters:	1	2	3	Average	Final Weighted Score (x .30)
Vendors:					
W.H. Canon, Inc.	92	90	98	93.33	28.00
United Lawnscape, Inc.	79	92	93	88.00	26.40
Brickman Group – Torre & Bruglio	82	87	93	87.33	26.20
The Davey Tree Expert Company	75	92	83	83.33	25.00
Total Lawn Care, Inc.	67	90	74	77.00	23.10
Landscape Concepts Management	61	56	54	57.00	17.10

Weighted Average Score for Price: 40%

	Weighted Criteria – Difference in Costs [1-(Proposal Price – Low Price) / low price] x available points	Final Weighted Score (x .40)
Vendors:		
W.H. Canon, Inc.	$(1-(360,000-360,000)/360,000) \times 100 = 100.00$	40.00
Brickman Group – Torre & Bruglio	$(1-(428,709-360,000)/360,000) \times 100 = 80.92$	32.37
United Lawnscape, Inc.	$(1-(535,200-360,000)/360,000) \times 100 = 51.33$	20.53
The Davey Tree Expert Company	$(1-(555,000-360,000)/360,000) \times 100 = 45.83$	18.33
Landscape Concepts Management	$(1-(569,640-360,000)/360,000) \times 100 = 41.77$	16.71
Total Lawn Care, Inc.	$(1-(1,505,800-360,000)/360,000) \times 100 = 0.00$	0.00

Summary: Proposal and Price Scores

	Proposal Score	Price Score	Score
Vendors:			
W.H. Canon, Inc.	28.00	40.00	68.00
Brickman Group – Torre & Bruglio	26.20	32.37	58.57
United Lawnscape, Inc.	26.40	20.53	46.93
The Davey Tree Expert Company	25.00	18.33	43.33
Landscape Concepts Management	17.10	16.71	33.81
Total Lawn Care, Inc.	23.10	0.00	23.10

Equipment inspections were conducted for only the top rated companies (Maximum # of points – 20)



Weighted Average Score for Equipment: 20%

Raters:	1	2	3	Average	Final Weighted Score (x .20)
Vendors:					
W.H. Canon, Inc.	95	83	85	87.67	17.53
Brickman Group – Torre & Bruglio	100	98	100	99.33	19.87

FINAL SCORE:

VENDORS:	W.H. Canon, Inc	Brickman Group – Torre & Bruglio
Proposal Score	28.00	26.20
Price Score	40.00	32.37
Equipment Score	17.53	19.87
FINAL SCORE	85.53	78.44

****HIGHEST RATED VENDOR – RECOMMENDED AWARD**



SELECTION PROCESS

CRITERIA FOR SELECTION

An Evaluation Committee will review the proposals. The City of Troy reserves the right to award this proposal to the company considered the most qualified based upon a combination of factors including but not limited to the following:

- A. Compliance with qualifications criteria
- B. Completeness of the proposal
- C. Financial strength and capacity of the company
- D. Correlation of the proposals submitted to the needs of the City of Troy
- E. Any other factors which may be deemed to be in the City's best interest
- F. Evaluation Process

Phase 1: Minimum Qualifications Evaluation

Companies will be required to meet minimum established criteria in order to go to the second phase of the process.

Phase 2: Evaluation of Proposals

Each Committee member will independently use a weighted score sheet to evaluate the proposals; each Committee Member will calculate a weighted score. The scores of the Committee Members will be averaged into one score for each company for this phase of the process.

Phase 3: Equipment Inspection

An equipment inspection will be conducted of those top rated firms. Each Committee member will independently use a weighted score sheet to evaluate the equipment. The scores of the Committee Members will be averaged into one score for each company for this phase of the process.

Phase 4: Interview Score – (Optional)

The City, at their option, will invite the short-listed companies to participate in an interview. Each Committee Member will independently use a weighted score sheet to evaluate the Interview; each Committee Member will calculate a weighted score. The scores of the Committee Members will be averaged into one score for each company for this phase of the process. Those being interviewed may be supplied with further instructions and requests prior to the interview.

Phase 5: Price

Points for price will be calculated as follows:

$$\text{FORMULA: } \{1 - (\text{Proposal Price} - \text{Lowest Price}) / \text{lowest price}\} \times \text{available points (100 base points)}$$

Phase 7: Final Scoring and Selection

The firm with the highest final weighted score will be recommended to the Troy City Council for Award.

30%	Proposal Score	(100 point base)
40%	Price Score	(100 point base)
20%	Equipment Score	(100 point base)
10%	Interview Score	(100 point base)- optional
		100%

Note: The City of Troy reserves the right to change the order or eliminate an evaluation phase if deemed in the City's best interest to do so.

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FIRM NAME:

Check Number
Check Amount

W.H. Canon Inc	Brickman Group Ltd	United Lawnscape, Inc
	Torre & Bruglio	
332058	367004421	16182505
\$15,000.00	\$15,000.00	\$15,000.00

PROPOSAL: TO FURNISH UPGRADED LANDSCAPE MAINTENANCE SERVICES FOR THE CITY OF TROY HIGHEST PROFILE AREAS

VENDOR QUESTIONNAIRE: (Yes or No)	Yes	Yes	Yes
FOUR (4) COPIES (Yes or No)	Yes	Yes	Yes
INSURANCE: Can Meet	XX	XX	XX
Cannot Meet			
Signed Y or N	Yes	Yes	Yes
ALTERNATE INSURANCE: Pollution Coverage	XX	XX	XX + \$2,000.00
Can Meet			
Cannot Meet			
PROPOSAL A	COMPLETE FOR THE SUM	COMPLETE FOR THE SUM	COMPLETE FOR THE SUM
All Services 4/1 to 11/30	\$ 110,000.00	\$ 135,875.00	\$ 173,700.00
except Proposal B	\$ 110,000.00	\$ 135,875.00	\$ 173,700.00
2010	\$ 110,000.00	\$ 135,875.00	\$ 173,700.00
2011			
2012			
COST PER ACRE	COST PER ACRE	COST PER ACRE	COST PER ACRE
To add or delete acreages	\$ 75.00	\$ 1,999.23	\$ 2,831.30
during contract term	\$ 75.00	\$ 1,999.23	\$ 2,831.30
2010	\$ 75.00	\$ 1,999.23	\$ 2,831.30
2011			
2012			
ADDITIONAL SERVICES	SERVICES	SERVICES	SERVICES
Additional Mowing	\$ 55.00	\$ 38.55	\$ 48.00
2010	\$ 55.00	\$ 38.55	\$ 48.00
2011	\$ 55.00	\$ 38.55	\$ 48.00
2012	\$ 55.00	\$ 38.55	\$ 48.00
Additional Edging	\$ 35.00	\$ 27.05	\$ 15.00
2010	\$ 35.00	\$ 27.05	\$ 15.00
2011	\$ 35.00	\$ 27.05	\$ 15.00
2012	\$ 35.00	\$ 27.05	\$ 15.00
Additional Trimming	\$ 70.00	\$ 11.07	\$ 15.00
2010	\$ 70.00	\$ 11.07	\$ 15.00
2011	\$ 70.00	\$ 11.07	\$ 15.00
2012	\$ 70.00	\$ 11.07	\$ 15.00
PROPOSAL B	PER MAN HOUR	PER MAN HOUR	PER MAN HOUR
Hourly rate for additional	\$ 45.00	\$ 35.00	\$ 28.00
work as required by the City	\$ 45.00	\$ 35.00	\$ 28.00
2010	\$ 45.00	\$ 35.00	\$ 28.00
2011			
2012			
PROPOSAL C	COMPLETE FOR THE SUM	COMPLETE FOR THE SUM	COMPLETE FOR THE SUM
3 Gardens Landscape	\$ 10,000.00	\$ 7,028.00	\$ 4,700.00
Maintenance Services	\$ 10,000.00	\$ 7,028.00	\$ 4,700.00
2010	\$ 10,000.00	\$ 7,028.00	\$ 4,700.00
2011			
2012			
ESTIMATED GRAND TOTAL:			
2010	\$ 120,000.00	\$ 142,903.00	\$ 178,400.00
2011	\$ 120,000.00	\$ 142,903.00	\$ 178,400.00
2012	\$ 120,000.00	\$ 142,903.00	\$ 178,400.00
	\$ 360,000.00	\$ 428,709.00	\$ 535,200.00

FIRM NAME:	W.H. Canon Inc	Brickman Group Ltd	United Lawnscape, Inc
		Torre & Bruglio	
SITE INSPECTION:	Yes	Yes	Yes
Yes or No			
Date Visited	Current Contractor	2/11, 2/12, & 2/19/10	2/22/2010
PAYMENT TERMS:	Net 30	Net 30	Net 30 Days
EXCEPTIONS:	Blank	Item 12, page 10 - Brickman Group meets all personnel requirements & are awaiting the missing documentation - will provide at time of award.	None
ACKNOWLEDGEMENT: Signed Y or N	Yes	Yes	Yes
TWO FORMS: Non-Collusion & Legal Status	No	Yes	Yes
ADDENDUM #1	No	Yes	Yes

BOLDFACE DENOTES BEST VALUE PROPOSAL

ATTEST:

Scott Mercer
Diane Fisher
Linda Bockstanz

 Susan Leirstein CPPO CPPB
 Purchasing Director

FIRM NAME: sl

The Davey Tree Expert Company	Landscape Concepts Management, Inc.	Total Lawn Care, Inc.
Check Number 23681363	1555793	101501526
Check Amount \$15,000.00	\$15,000.00	\$15,000.00

PROPOSAL: TO FURNISH UPGRADED LANDSCAPE MAINTENANCE SERVICES FOR THE CITY OF TROY HIGHEST PROFILE AREAS

VENDOR QUESTIONNAIRE: (Yes or No)	Yes	Yes	Yes
FOUR (4) COPIES (Yes or No)	Yes	Yes	Yes

INSURANCE: Can Meet	XX	XX	XX
Cannot Meet			
Signed Y or N	Yes	Yes	Yes
ALTERNATE INSURANCE: Pollution Coverage	XX	Blank	XX
Can Meet			
Cannot Meet			

PROPOSAL A	COMPLETE FOR THE SUM	COMPLETE FOR THE SUM	COMPLETE FOR THE SUM
All Services 4/1 to 11/30 except Proposal B	2010 \$ 180,000.00	2010 \$ 184,122.00	2010 \$ 490,000.00
	2011 \$ 180,000.00	2011 \$ 184,122.00	2011 \$ 480,000.00
	2012 \$ 180,000.00	2012 \$ 189,646.00	2012 \$ 480,000.00

COST PER ACRE	COST PER ACRE	COST PER ACRE	COST PER ACRE
To add or delete acreages during contract term	2010 \$ 65.00	2010 \$ 286.00	2010 \$ 50.00
	2011 \$ 65.00	2011 \$ 286.00	2011 \$ 50.00
	2012 \$ 65.00	2012 \$ 295.00	2012 \$ 50.00
	All above per month		

ADDITIONAL SERVICES	SERVICES	SERVICES	SERVICES
Additional Mowing	2010 \$ 30.00	2010 \$ 29.00	2010 \$ 50.00
	2011 \$ 30.00	2011 \$ 29.00	2011 \$ 50.00
	2012 \$ 30.00	2012 \$ 30.00	2012 \$ 50.00
Additional Edging	2010 \$ 12.00	2010 \$ 60.00	2010 \$ 28.00
	2011 \$ 12.00	2011 \$ 60.00	2011 \$ 28.00
	2012 \$ 12.00	2012 \$ 62.00	2012 \$ 28.00
Additional Trimming	2010 \$ 23.00	2010 \$ 74.00	2010 \$ 28.00
	2011 \$ 23.00	2011 \$ 74.00	2011 \$ 28.00
	2012 \$ 23.00	2012 \$ 76.00	2012 \$ 28.00
	Edging & trimming is per hour		

PROPOSAL B	PER MAN HOUR	PER MAN HOUR	PER MAN HOUR
Hourly rate for additional work as required by the City	2010 \$ 35.00	2010 \$ 36.00	2010 \$ 28.00
	2011 \$ 35.00	2011 \$ 36.00	2011 \$ 29.00
	2012 \$ 35.00	2012 \$ 37.00	2012 \$ 30.00

PROPOSAL C	COMPLETE FOR THE SUM	COMPLETE FOR THE SUM	COMPLETE FOR THE SUM
3 Gardens Landscape Maintenance Services	2010 \$ 5,000.00	2010 \$ 3,878.00	2010 \$ 18,600.00
	2011 \$ 5,000.00	2011 \$ 3,878.00	2011 \$ 18,600.00
	2012 \$ 5,000.00	2012 \$ 3,994.00	2012 \$ 18,600.00

ESTIMATED GRAND TOTAL:	2010	2011	2012
	\$ 185,000.00	\$ 188,000.00	\$ 508,600.00
	\$ 185,000.00	\$ 188,000.00	\$ 498,600.00
	\$ 185,000.00	\$ 193,640.00	\$ 498,600.00
	\$ 555,000.00	\$ 569,640.00	\$ 1,505,800.00

FIRM NAME:	The Davey Tree Expert Company	Landscape Concepts Management, Inc.	Total Lawn Care, Inc.
SITE INSPECTION:			
Yes or No	Yes	Yes	Yes
Date Visited	From 1/27 to 2/19/10	2/23/2010	2/16 to 2/23/10
PAYMENT TERMS:	Net 30 Days	Blank	Net 45
EXCEPTIONS:	Blank	Blank	N/A
ACKNOWLEDGEMENT: Signed Y or N	Yes	Yes	Yes
TWO FORMS: Non-Collusion & Legal Status	Yes	Yes	Yes
ADDENDUM #1	Yes	Yes	Yes