



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM

Date: July 29, 2019

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager
MaryBeth Murz, Purchasing Manager
Lisa Burnham, Accounting Manager
Kurt Bovensiep, Public Works Director
Dennis Trantham, Facilities and Grounds Operations Manager

Subject: Standard Purchasing Resolution 2 – Low Bidder meeting Specifications - Street 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.
- The Parks Division continues to make progress on a more aggressive tree-planting program.
- The division facilitates a program that fills vacancies in the Rights-of-Way (ROW) that could support a tree while adhering to City of Troy Ordinance Chapter 28.
- Chapter 28 regulates that trees planted in the ROW should not be planted any closer than 50’ of an existing tree within the ROW, no closer than 15’ from any driveway approach, no closer than 3.5’ of any curb, and no closer than 3’ to any sidewalk.
- The Parks Division also is proposing to continue with planting more substantial trees in the ROW resulting in a request from vendors for trees with a minimum of 2.5” in diameter and a 2-year warranty from the date of planting.

Purchasing

- On July 11, 2019 a bid opening was conducted as required by the City Charter/Code for one (1) year requirements of Street Trees.
- The bid was posted on the Michigan Intergovernmental Trade Network (MITN); www.mitn.info. Sixty Five (65) vendors were notified via the MITN website. Two (2) bids were received. Below is a detailed summary of the vendor responses.

Companies notified via MITN	63
Troy Companies notified via MITN	1
Troy Companies - Active email Notification	1
Troy Companies - Active Free	0
Companies that viewed the bid	28
Troy Companies that viewed the bid	2

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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Purchasing (continued)

- The low bidder's bid indicated exceptions for watering and delivery and therefore did not meet all bid specifications.
- *Marine City Nursery Company of Marine City, MI* is the low bidder meeting *all* bid specifications for the purchase and installation of Balled and Burlap or Container Grown Trees, and is being recommended.
- *Marine City Nursery Company* has successfully provided trees for the City of Troy and meets all requirements.

Financial

Funds for the new tree-planting program are budgeted in the Parks Department, Local Tree Planting account 101.751.30.778.7740.120 in the amount of \$150,000. In addition, City staff continues to apply for grants to assist in its tree-planting program.

Recommendation

City management recommends awarding a contract to purchase and have installed balled and burlap or container grown trees to the low bidder meeting all specifications; *Marine City Nursery Company of Marine City, MI* at unit prices contained in the bid tabulation opened July 11, 2019; not to exceed the budgetary limitation of \$150,000. The award is contingent upon the contractor's submission of properly executed bid documents including insurance certificates, and all other specified requirements.

VENDOR NAME:	Davey Resource Group, Inc.	Marine City Nursery, Co	
CITY:	Kent, OH	Marine City, MI	
CHECK #:	29039211	31690474	

PROPOSAL: To Provide and plant for the City of Troy Ball and Burlap or Container Grown Trees in accordance with the bid specifications.

PROPOSAL A: Cost for the Purchase and Planting of 500 Ball and Burlap Trees

Price Per Planted Tree:		\$360.00	\$388.00	
Proposal A Total Cost (unit price x 500):		\$180,000.00	\$194,000.00	
FALL 2019				
LIST OF NINE TREE TYPES:	Y/N	Y	Y	
HOW MANY TREES LISTED:		9	9	
CONTACT INFORMATION				
HOURS OF OPERATION:		8-5PM M-F	8-5PM M-F	
24 HOUR PHONE #:		248-221-0439	810-650-0676	
STATEMENT OF GUARANTEE:		Y	NONE	
REFERENCES:	Y/N	Y	Y	
INSURANCE MET:	Y/N	Y	Y	
PAYMENT TERMS:		NONE	NET 30	
DELIVERY:		NONE	NONE	
EXCEPTIONS:	Y/N	Y, delivering directly to planting location	NONE	
ACKNOWLEDGEMENT:	Y/N	Y	Y	
FORMS:	Y/N	Y	Y	

ATTEST:

 Laura Campbell

 Jackie Ahlstrom

 Sue Reisterer

 Kristine Kallek

 MaryBeth Murz,
 Purchasing Manager