



500 West Big Beaver
Troy, MI 48084
troymi.gov

J-04e

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: Award to Low Bidder meeting Specifications – Holiday Lights

History

- For two years beginning in 2013, the Kiwanis Club organized the holiday lighting of 25-30 Spruce Trees in the median of Big Beaver in the Troy Downtown Development Authority boundary, which included spaced out locations between Coolidge and Rochester Road.
- In 2016, the City of Troy encouraged the holiday tree lighting and promoted the increase of trees to be decorated.
- The City of Troy decided to install lights on additional trees with lights provided by the Kiwanis and purchase lights and install them on additional trees.
- The goal was to light all Spruce Trees between Rochester Rd. and Coolidge Highway in the Big Beaver median.
- The City of Troy staff continues to receive several compliments on the city's efforts to provide a traditional decorated look for the holiday season along the corridor.
- It is anticipated that the lights will remain on beginning November 15th through the last day in February.

Purchasing

- On July 11, 2019 a bid opening was conducted as required by the City Charter/Code for one (1) year requirements for the Installation of Holiday Lights. The bid was posted on the Michigan Intergovernmental Trade Network (MITN); www.mitn.info. Three Hundred and twelve (312) vendors were notified via the MITN website. Three (3) bids were received. Below is a detail summary of the vendor responses.



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Purchasing (continued)

Companies notified via MITN	312
Troy Companies notified via MITN	12
Troy Companies - Active email Notification	11
Troy Companies - Active Free	1
Companies that viewed the bid	29
Troy Companies that viewed the bid	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.

Financial

Funds for the Lights of Hope installation is budgeted in the Parks Division - Civic Center Maintenance account 101.751.30.756.7802.070 in the amount of \$45,000.00.

Recommendation

City management recommends awarding a contract to install holiday lights on the Spruce Trees located in the Big Beaver median from Coolidge to Rochester and any additional lighting City Management adds under Proposal B to the low bidder meeting specifications; *Landscape Services, Inc. of Clinton Twp., MI* for an estimated total cost of \$31,495.00 at unit prices contained in the bid tabulation opened July 11, 2019 not to exceed budgetary limitations. The award is contingent upon the contractor's submission of properly executed bid documents including insurance certificates, and all other specified requirements.

Opening Date: 07/11/2019
 Date Reviewed: 07/11/2019

CITY OF TROY
 BID TABULATION
 HOLIDAY LIGHTS

ITB-COT 19-31
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VENDOR NAME:	Landscape Services, Inc.	Shamo Landscaping & Services, Inc.	Decima
CITY:	Clinton Township, MI	Sterling Heights, MI	Detroit, MI
CHECK #:	001390568	001385573	No Check

PROPOSAL: FURNISH ALL EQUIPMENT, AND LABOR FOR THE INSTALLATION OF HOLIDAY LIGHTS AT THE CITY OF TROY

PROPOSAL A:

DESCRIPTION: Installation and Removal of Holiday Lights on approximately 225 Spruce trees in the Big Beaver Median

TOTAL PROPOSAL A:	\$31,495.00	\$31,500.00	\$292,500.00
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DESCRIPTION: Installation and Removal of Holiday Lights on additional trees on municipal property

UNIT PRICE PROPOSAL B:	\$150.00	\$200.00	\$1,200.00
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Hours of Operation:	8AM-6PM	9AM-8PM	7AM-5PM
Contact Information:			
24 Hour Phone #:	586-741-5296	586-822-2181	586-431-5799
Site Inspection:	Y or N	Y	Y
Meet Completion Schedule:	Y or N	Y	Y
References:	Y or N	Y	Y
Can Meet Insurance:	Y or N	Y	Y
Payment Terms:	Y or N	NET 30	1/2 ON INSTALL 1/2 ON REMOVAL
Warranty:	Y or N	NONE	SATISFACTION GAURENTEED
Exceptions:	Y or N	NONE	AS REQUIRED
Acknowledgement:	Y or N	Y	NONE
		Y	Y

ATTEST:

Laura Campbell
Sue Reisterer
Jackie Ahlstrom
Kristine Kallek

 MaryBeth Murz,
 Purchasing Manager