

At a Regular meeting of the Troy City Council held on Monday, August 12, 2013, the following Resolution was passed:

**J-4 Standard Purchasing Resolutions:**

**a) Standard Purchasing Resolution 2: Low Bidder Meeting Specifications – Portable Conveyor**

Resolution #2013-08-138-J-4a  
Moved by Fleming  
Seconded by Henderson

RESOLVED, That Troy City Council hereby **AWARDS** a contract to furnish one (1) portable stainless steel conveyor unit to the low bidder meeting specifications, *Kimco USA Inc. of Marshall IL*, for an estimated total price \$82,956.20 as per the prices contained in the bid tabulation opened August 1, 2013, a copy of which shall be **ATTACHED** to the original Minutes of this meeting.

BE IT FURTHER RESOLVED, That the award is **CONTINGENT** upon the company's submission of properly executed bid documents, including insurance certificates and all other specified requirements.

Yes: All-7  
No: None

**MOTION CARRIED**



**CASHIER'S CHECK**

61-1/620

5005587605

07/31/2013

KIMCO USA, INC / bid proposal

Purchaser / Purchased For

THREE THOUSAND TWO HUNDRED FIFTY DOLLARS AND 00 CENTS

PAY TO THE ORDER OF: City of Troy

\$3,250.00



Regions Bank

Authorized Signature

Branch IL03705  
CC023705

# PURCHASE ORDER

No. 2014-00000187

DATE: 10/07/2013

PAGE: 1 of 1

FOB DESTINATION

Ship To

CITY OF TROY  
Streets  
4693 ROCHESTER ROAD  
TROY, MI 48085

Bill To

CITY OF TROY  
Streets  
4693 ROCHESTER ROAD  
TROY, MI 48085

**COUNCIL RESOLUTION**  
2013-08-138-J-4a

VENDOR NO. 168250

## CHANGE ORDER

Vendor

KIMCO USA, INC.  
118 E. TREFZ DRIVE  
MARSHALL, IL 62441

QUANTITY	UNIT	DESCRIPTION	STATUS	UNIT COST	TOTAL COST
1	Each	Flares and channel outriggers	New Item	1,490.7900	\$1,490.79
1	Each	Portable Salt Conveyor	Open	81,456.2000	\$81,456.20
		Provide and deliver one (1) 65' Portable Conveyor in accordance with the Bid Specifications. The price shall also include the additional safety shield which shall attach to the hopper. To be delivered to the attention of Kurt Bovensiep. Call to arrange delivery.			
1	Each	Contact Information: Blake D. Coffey 217-512-0157 Monday-Friday 8:00-4:00 CST	Open	0.0000	\$0.00
1	Each	Insurance must be on file.	Open	0.0000	\$0.00
1	Each	Bid Deposit Check of \$3,250.00 will be retained as performance surety until successful completion and acceptance of all contract requirements.	Open	0.0000	\$0.00

Entered By: Janice Hynes

\$82,946.99

**Special Instructions:**

ITB-COT 13-22, approved by City Council on 8/12/2013. \*\*\*INSURANCE REQUIRED\*\*\*

**TERMS & CONDITIONS**

1. Purchases of Municipalities are exempt from State Sales and Federal Excise Taxes.
2. Prior to acceptance, vendor agrees to provide City with information under the Right-to-Know Law, P.A. 1986, No. 80, and fully comply with all terms and conditions of the Michigan Occupational Safety and Health Act, MCL 408.1001, et seq. including vendor shall provide City with an "MSDS". Vendor also agrees to be responsible for all required labeling.
3. In cases of emergency/disaster, the City can purchase up to six(6) times the order amount for a period of six(6) months at the price contained in the contract.
4. Purchase Orders are signed electronically based upon computer generated "on-line" authorized approvals. Authentic signatures are on file in the City of Troy Purchasing Department.

NOTICE: The City could put the vendor on notice that vendors will be held financially responsible for any claims or awards made against the City as a result of the vendor's action. If the City has to defend the initial lawsuit, the City will bring in the vendor as a co-defendant or sue the vendor, either as the result of settling a claim or the conclusion of the lawsuit.

I HEREBY CERTIFY THAT THIS ORDER IS PROPERLY AUTHORIZED AND APPROVED.

*MaryBeth Meitz*

# PURCHASE ORDER

No. 2014-00000187  
 DATE: 08/15/2013  
 PAGE: 1 of 1  
 FOB DESTINATION

**Ship To**  
 CITY OF TROY  
 Streets  
 4693 ROCHESTER ROAD  
 TROY, MI 48085

**Bill To**  
 CITY OF TROY  
 Streets  
 4693 ROCHESTER ROAD  
 TROY, MI 48085

**COUNCIL RESOLUTION**  
 2013-08-138-J-4a

**VENDOR NO.** 168250

**Vendor**  
 KIMCO USA, INC.  
 118 E. TREFZ DRIVE  
 MARSHALL, IL 62441

**COPY**

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1	Each	Portable Salt Conveyor Provide and deliver one (1) 65' Portable Conveyor in accordance with the Bid Specifications. The price shall also include the additional safety shield which shall attach to the hopper. To be delivered to the attention of Kurt Bovensiep. Call to arrange delivery.	81,456.2000	\$81,456.20
1	Each	Contact Information: Blake D. Coffey 217-512-0157 Monday-Friday 8:00-4:00 CST	0.0000	\$0.00
1	Each	Insurance must be on file.	0.0000	\$0.00
1	Each	Bid Deposit Check of \$3,250.00 will be retained as performance surety until successful completion and acceptance of all contract requirements.	0.0000	\$0.00
			\$1490.79	

Entered By: MaryBeth Murz

\$81,456.20

**Special Instructions:**

ITB-COT 13-22, approved by City Council on 8/12/2013. \*\*\*INSURANCE REQUIRED\*\*\*

**TERMS & CONDITIONS**

1. Purchases of Municipalities are exempt from State Sales and Federal Excise Taxes.
2. Prior to acceptance, vendor agrees to provide City with information under the Right-to-Know Law, P.A. 1986, No. 80, and fully comply with all terms and conditions of the Michigan Occupational Safety and Health Act, MCL 408.1001, et seq. including vendor shall provide City with an "MSDS". Vendor also agrees to be responsible for all required labeling.
3. In cases of emergency/disaster, the City can purchase up to six(6) times the order amount for a period of six(6) months at the price contained in the contract.
4. Purchase Orders are signed electronically based upon computer generated "on-line" authorized approvals. Authentic signatures are on file in the City of Troy Purchasing Department.

NOTICE: The City could put the vendor on notice that vendors will be held financially responsible for any claims or awards made against the City as a result of the vendor's action. If the City has to defend the initial lawsuit, the City will bring in the vendor as a co-defendant or sue the vendor, either as the result of settling a claim or the conclusion of the lawsuit.

I HEREBY CERTIFY THAT THIS ORDER IS PROPERLY AUTHORIZED AND APPROVED.

*MaryBeth Murz*



# CITY COUNCIL AGENDA ITEM

Date: August 6, 2013

To: Brian Kischnick, City Manager

From: Timothy L. Richnak, Public Works Director *TR*  
MaryBeth Murz, Purchasing Manager *NBM*  
Kurt Bovensiepp, Superintendent Parks, Streets and Drains *KB*

Subject: Standard Purchasing Resolution 2: Sole Bidder Meeting Specifications – Portable Conveyor

### History

Snow and ice that accumulates on road and sidewalk surfaces create hazardous conditions for motorists and pedestrians. When these winter conditions surpass a safety threshold, the snow and ice accumulation can create emergency situations requiring the city to respond accordingly. The City of Troy implements a developed plan to mitigate the hazards created by accumulating snow and ice on road and sidewalk surfaces. Mitigation efforts include but are not limited to plowing and/or salting of road and sidewalk surfaces. The City of Troy's goal is to abate hazardous conditions created from snow and ice accumulation on major roads, city operated facilities, secondary roads, and city maintained sidewalks.

The City of Troy dispenses an average of 7,000 tons of salt annually to ensure these goals are met. To secure a better rate per ton on salt and so as to ensure the city has an established inventory; the majority of the salt is purchased prior to the winter season. The salt is stored in a large dome located at the Department of Public Works. The salt dome has an 8,500 ton capacity. Historically the salt was loaded into the dome at a rate of 1 ton a minute with the use of a front-end loader. The proposed purchase will allow the city to load the salt dome at a rate of 6 tons per minute and will also minimize hazards that were experienced with the historic loading procedure. Use of the new portable conveyor equipment will also allow manpower historically dedicated to this operation to be redeployed to other tasks.

### Purchasing

On August 1, 2013, a bid opening was conducted as required by City Charter and Code for one (1) 65' portable stainless steel conveyor. The bid was posted on the Michigan Inter-governmental Trade Network (MITN) website; [www.mitn.info](http://www.mitn.info) and the bid was also sent to the Troy Chamber of Commerce. Two (2) bid responses were received. Below is a detailed summary of potential vendors:

Companies notified via MITN	77
Troy Companies notified via MITN	1
Troy Companies notified Active email Notification	1
Troy Companies notified Active Free	0
Companies that viewed the bid	19
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



## CITY COUNCIL AGENDA ITEM

After reviewing the bid proposal, Kimco USA, Inc. of Marshall, IL was the low bidder meeting specifications and is being recommended for the purchase of one (1) 65' portable stainless steel conveyor for the salt dome.

Additionally, Kurt Bovensiep conducted an on-site visit to inspect the equipment. As a result of the site visit it is also recommended that the purchase include a safety shield. This safety shield attaches to the hopper on the conveyor and is an additional safety feature for the conveyor. The cost of the safety shield is \$1,500.00. Even though this feature was not included in the bid specifications for additional safety it is recommended that the safety shield be included and purchased.

### **Financial**

Funds for this piece of equipment are available in the Capital Budget of the Public Works Streets Division.

### **Recommendation**

City management recommends awarding a contract to purchase one (1) 65' portable stainless steel conveyor to the low bidder meeting specifications, *Kimco USA, Inc. of Marshall, IL*, for an estimated total cost of \$82,956.20, at prices contained in the bid tabulation opened August 1, 2013. Included in this purchase price is an additional \$1,500.00 which is not represented in the bid tabulation for an additional safety feature. The award is contingent upon the contractor's submission of properly executed bid documents including insurance certificates, and all other specified requirements.

Opening Date -- 8/1/2013  
 Date Reviewed -- 8/2/2013

CITY OF TROY  
 BID TABULATION  
 PORTABLE CONVEYOR

	<b>Kimco USA, Inc.</b>	Dome Corporation of America	
	Marshall, IL	Saginaw, MI	
Ck#	5005587605	203951	
Ck. Amount	\$3,250.00	\$3,250.00	

**PROPOSAL:** To provide and deliver one (1) 65' portable conveyor for the City of Troy Department of Public Works in accordance with all bid specifications.

<b>TOTAL BID PRICE OF:</b>	<b>\$81,456.20</b>	<b>\$100,685.00</b>	
<b>CONTACT INFORMATION:</b>			
Hours of Operation	M - F 8:00-4:00 CST	8:00-5:00 pm	
Time for Service Calls	48 hours	24 hours	
24HR Phone #	(217) 512-0157	(217) 826-8059	
Contact Name	Blake D. Coffey	Larry Yargus	
AUTHORIZED DEALER:	Y OR N	Yes	Yes
<b>DELIVERY DATE:</b>			
	<b>October 15, 2013</b>		
Can Meet	Yes	Yes	
Cannot Meet			
Offers			
Work Shall Commence			
REFERENCES:	Yes	Yes	
INSURANCE:	Can Meet	Yes	
	Cannot Meet		
ACKNOWLEDGEMENT SIGNED:	Y OR N	Yes	Yes
PAYMENT TERMS:	Net 30 days	Net 30 days	
EXCEPTIONS:	Yes, attached.	Yes, see exhibit B.	
WARRANTY:	Limited one (1) year	One (1) year	
<b>FORMS COMPLETED:</b>			
Legal Status of Bidder:	Y or N	Yes	Yes
Non-Collusion Affidavit:	Y or N	Yes	Yes
Certification regarding Debarment:	Y or N	Yes	Yes
"Iran- Linked" Business	Y or N	Yes	Yes

**BOLDFACE TYPE DENOTES LOW BIDDER**

ATTEST:  
 Enna Bachelor  
 Emily Frontera  
 Irene Newman

  
 MaryBeth Murz  
 Purchasing Manager