



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM



Date: May 14, 2024

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Deputy City Manager
Megan E. Schubert, Assistant City Manager
Dee Ann Irby, Controller
Kurt Bovensiep, Public Works Director
Mike Verstraete, Streets & Drains Operations Manager
Emily Frontera, Purchasing Manager

Subject: Standard Purchasing Resolution 2: Low Bidder meeting Specification – Topsoil

History

- Topsoil is used by the Department of Public Works for a variety of projects and situations such as tree maintenance, property restoration, storm sewer repairs, snowplow damage and/or City water and sewer infrastructure repairs.
- Topsoil is purchased on an as needed basis throughout the year and stocked piled at the Public Works yard.
- Over the last three (3) years of the current contract, the City has spent \$21,772.50 on topsoil.
- The current contract expires June 30, 2024

Purchasing

- On May 9, 2024, a bid opening was conducted as required by City Charter/Code for two (2) year requirements of topsoil with an option to renew for one (1) additional year.
- The bid was posted on the MITN Purchasing Group website; www.bidnetdirect.com//city-of-troy-mi.
- Three hundred and ninety-nine (399) vendors were notified via the MITN website; three (3) bid responses were received. Below is a detailed summary of potential vendors for this bid.

Companies notified via MITN	399	<p>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.</p> <p>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.</p> <p>Active MITN non-paying members are responsible to monitor and check the MITN website for opportunities to do business with the City.</p> <p>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.</p>
Troy Companies notified via MITN	3	
Troy Companies - Active email Notification	3	
Troy Companies - Active Free	0	
Companies that viewed the bid	19	
Troy Companies that viewed the bid	0	

- The bid proposal for J&H Transportation, Inc. was submitted in cubic yards. The weight of topsoil can vary greatly due to moisture content; in the dryness of the summer, the weight of a cubic yard of topsoil can drop down to below a ton, while in the spring when topsoil is damper, one cubic yard can weigh over a ton. For purposes of this bid, we are recognizing one cubic yard to be equivalent of one ton.



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Purchasing (continued)

- Quantities are estimated and to be purchased on an as needed basis at unit prices as listed in the attached bid tab.

Financial

Topsoil is stocked and available on as needed basis for the Public Works Division. Inventoried topsoil is initially charged to an inventory account 101.109.109. As projects arise and topsoil is required, the cost of topsoil is charged to the appropriate division's operating expenses.

Funds are available through the Public Works operating budgets for Streets, Parks, and Water Divisions; as required and as needed.

Recommendation

City Management recommends awarding a two (2) year contract to provide topsoil on as needed basis with an option to renew for one (1) additional year to the low bidder meeting specifications; *J & H Transportation, Inc. of Sterling Heights, MI* for an estimated total cost of \$30,500 at the unit prices contained in the bid tabulation opened May 7, 2024.

Opening Date - 05/07/2024
 Date Reviewed - 05/09/2024

CITY OF TROY
 BID TABULATION
 TOPSOIL

ITB-COT 24-07
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VENDOR NAME:	Osburn Industries, Inc.	J & H Transportation, Inc	SiteOne Landscape Supply
CITY:	Taylor, MI	Sterling Heights, MI	Cleveland, OH

PROPOSAL: FURNISH TWO (2) YEAR REQUIREMENTS OF TOPSOIL WITH AN OPTION TO RENEW FOR ONE (1) ADDITIONAL YEAR.

Est Qty	Description	Delivered	UNIT PRICE/TON	UNIT PRICE/YARD	UNIT PRICE/TONS
1,000	TOPSOIL	2024/2025	\$21.00	\$14.75	\$99.98
1,000	TOPSOIL	2025/2026	\$22.50	\$15.75	\$99.98
ESTIMATED GRAND TOTAL:			\$43,500.00	\$30,500.00	\$199,962.00

DELIVERY: Minimum Shipment:		50/Tons	50/Yrds	40/Yrds
Hours of Phone Release		48 Hrs.	24 Hrs	24 Hrs
CONTACT INFORMATION:				
Hours of Operation		8 A.M. - 4 P.M.	7:30 A.M. - 5:30 P.M.	M-F 7 A.M. - 4 P.M.
Phone Number		313-292-4140 ex 102	248-804-1885 586- 939-1024	586-588-9704 216-706-9250
REFERENCES:	Y or N	Y	Y	Y
INSURANCE MET:	Y or N	Y	Y	Y
PAYMENT TERMS:		NET 30	NET 30	0% NET 30 days
WARRANTY:		Not specified	Not specified	N/A
EXCEPTIONS:		None	None	None
ACKNOWLEDGEMENT:	Y or N	Y	Y	Y
FORMS:	Y or N	Y	Y	Y

Low bidder meeting specifications

ATTEST:

(*Bid Opening conducted via a Zoom Meeting)

Andrew Chambliss

 Nellie Bert

 Mike Verstraete

 Heather Chomiak

 Emily Frontera
 Purchasing Manager