



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

## CITY COUNCIL AGENDA ITEM



Date: August 6, 2025

To: Frank A. Nastasi, City Manager

From: Robert J. Bruner, Deputy City Manager  
Chris Wilson, Assistant City Manager  
Kyle Vieth, Controller  
Kurt Bovensiepe, Public Works Director  
Dennis Trantham, Deputy Public Works Director  
Emily Frontera, Purchasing Manager

Subject: Standard Purchasing Resolution 2: Award to Sole Bidder Meeting Specifications – Troy Downtown Development Authority Banner Installation and Handling

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### **History**

The Troy Downtown Development Authority (TDDA) district spans Big Beaver, from just west of Coolidge Road to just east of Rochester Road, including the Troy Civic Center. Street poles along this corridor are equipped with banner brackets, historically used to promote and beautify the area.

After a several-year hiatus, the TDDA purchased new banners in early 2024 to enhance the corridor in anticipation of increased visitors due to the NFL Draft in Detroit. The Department of Public Works installed the banners. As wear became evident throughout the year, the TDDA explored a seasonal rotation approach to keep the banners relevant and limit exposure to the elements. In October 2024, the TDDA approved Winter banners, followed by Spring and Troy 70th Birthday banners, which will be rotated throughout the season, contributing to the corridor's visual appeal.

To continue the effort, the TDDA is considering the future purchase of Summer and Fall banners, as well as banners commemorating America's 250th anniversary. As the rotation program grows, efficient storage, installation, and maintenance become increasingly important. Recognizing the significant time commitment required for in-house installation by City staff, the City of Troy has pursued contracted services to manage all aspects of banner installation and handling.

A proposal was solicited that includes pricing for seasonal rotation, cleaning, storage, repairs, and an optional line item for additional changeovers tied to special events or activities.

### **Purchasing**

On July 24, 2025 a bid opening was conducted as required by City Charter and Code for two (2) year requirements to provide Street Banner Installation and Maintenance Services for the Troy Downtown Development Authority and Troy Civic Center. The bid was posted on the MITN Purchasing Group website; [www.bidnetdirect.com/city-of-troy-mi](http://www.bidnetdirect.com/city-of-troy-mi). Six hundred and eighty (680) vendors were notified via the MITN website. One (1) bid response was received. Below is a detail summary of potential vendors for this bid opportunity:



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<b>Companies notified via MITN</b>	680
Troy Companies notified via MITN	13
Troy Companies - Active email Notification	13
Troy Companies - Active Free	0
<b>Companies that viewed the bid</b>	14
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.

*Banner Sign Co of Detroit MI* is the sole bidder meeting all specifications and is being recommended for award. They are a full-service graphics banner and sign company providing design, fabrication and installation with 100 years of service experience.

### **Financial**

Funds are budgeted and available in the DDA Street Island Maintenance operating budget.

### **Recommendation**

City Management recommends awarding a two (2) year contract with an option to renew for five (5) additional one-year renewals for Street Banner Installation and Maintenance to *Banner Sign Co of Detroit, MI* for an estimated annual cost of \$46,582.20 in year one and \$47,979.68 in year two plus replacement and repair costs as needed at unit prices contained in the bid tabulation opened July 24, 2025; not to exceed budgetary limitations.

CITY OF TROY  
BID TABULATION  
STREET BANNER INSTALLATION

VENDOR: Banner Sign Co.  
CITY: Detroit, MI

**Proposal: To provide two (2) year requirements for STREET BANNER INSTALLATION AND MAINTENANCE SERVICES FOR THE CITY OF TROY with an option to renew for five (5) annual one (1) year renewals**

**DDA Street Banners:** Provide all labor, materials, tools for the installation, removal, storage and maintenance of banners. Installation shall include approximately 160 rotational banners along the corridor four (4) times per year.. Banners are approximately 72 inches tall by 30 inches wide and installed on standard 30-foot streetlight poles. Cost of installation must include the annual cost of storage and cleaning. Total number of banners will not exceed 800.

Season	Year 1	Year 2
Spring – March 31 (Quantity 160)	\$11,645.55	\$11,994.92
Summer – July 1 (Quantity 160)	\$11,645.55	\$11,994.92
Fall – September 20 (Quantity 160)	\$11,645.55	\$11,994.92
Winter – December 7 (Quantity 160)	\$11,645.55	\$11,994.92
<b>TOTAL:</b>	<b>\$46,582.20*</b>	<b>\$47,979.68*</b>
<b>GRAND TOTAL (YEARS 1 &amp; 2)</b>	<b>\$94,561.88</b>	

\* Includes MDOT Stationary Lane Closure (TA-33). ROW Permit by City of Troy

**Replacement & Repair:** Provide stitching, hem, and grommet repair for all banners as needed. Report any banners deemed beyond repair for potential replacement.

Cost of Seam Repairs:	\$25.00 per Pole Pocket
Cost of Grommet Repairs:	\$10.00
Markup on all Banner replacements:	N/A
Cost of Banner Replacement:	\$95.00 (Art provided by City of Troy)
Cost of Installation for Special Event/Occasion:	\$11,645.55 Year 1; \$11,884.92 Year 2

Can meet designated repair schedule:	Y or N	Y
Minimum of five (5) years experience:	Y or N	100+ Years Experience
Provided Contact Information:	Y or N	Y
References:	Y or N	Y
Insurance:	Y or N	Y
% prices listed will increase annually:		3%
Payment Terms:		N.30 Days
Warranty:		None
Exceptions:		None
Acknowledgement:	Y or N	Print Signatures
Forms:	Y or N	Non-Collusion & Familial Disclosure Notary Incomplete

**ATTEST:**

(\*Bid Opening conducted via a Zoom Meeting)

Joe Lagarde

Andrew Chambliss

Nellie Bert

Dina Gates

Emily Frontera

Purchasing Manager