



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM

Date: March 5, 2020

To: Mark F. Miller, City Manager



From: Robert J. Bruner, Assistant City Manager
Lisa Burnham, Accounting Manager
Cindy Stewart, Community Affairs Director
MaryBeth Murz, Purchasing Manager

Subject: Standard Purchasing Resolution 2: Award to Low Bidder meeting Specifications – Yard Services for Yard Assistance Program

History

- The City of Troy receives Community Development Block Grant funding each year and 30% of the total funding can be allocated for Public Services.
- The City of Troy utilizes our Public Services allocation for the Yard Assistance Program. Low income qualified senior citizens and persons with permanent disabilities are eligible for the City’s Yard Assistance Program which offers lawn and yard services in the spring, summer and fall seasons and Snow Removal in the winter.
- The yard services include lawn mowing plus spring and fall clean-up of the homeowner’s yards. Currently the City has over eighty-five (85) qualified recipients signed up for the Yard Assistance Program (formerly called the Home Chore Program) and new people are signing up on a regular basis.
- The current contract expired December 31, 2019.

Purchasing

- On February 20, 2020; a bid opening was conducted as required by City Charter/Code and bids were received at the City’s request from firms interested in providing seasonal requirements of lawn and yard services for Troy residents using the Yard Assistance Program with an option to renew for one (1) additional season.
- Companies were notified via the Michigan Intergovernmental Trade Network (MITN); www.mitn.info. 274 vendors were notified via the MITN website. Three (3) bid responses were received. Below is a detailed summary of the vendor responses.

Companies notified via MITN	274
Troy Companies notified via MITN	8
Troy Companies - Active email Notification	7
Troy Companies - Active Free	1
Companies that viewed the bid	16
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.



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Purchasing (continued)

Bid responses were reviewed and considered based on pricing. Responses were also reviewed in detail based on specifications and requirements of the Yard Assistance Program which specifically included professional experience providing lawn service for Yard Assistance Programs and specifically having a minimum 5 years of CDBG experience. References were checked and type of equipment was also reviewed so as to assure competence, level of service, and that the equipment fleet will meet the needs of the residents involved in the program.

Brantley Development, LLC. of Inkster, MI is the low bidder meeting all specifications which includes having specific CDBG experience which meets and exceeds the bid specifications.

Financial

Funds for lawn and yard services for the Yard Assistance Program are available initially through the Public Works operating budget, then reimbursed by Oakland County through the Community Development Block Grant Program (CDBG).

Recommendation

City management recommends City Council award a contract for seasonal requirements of lawn and yard services for Troy residents using the Yard Assistance Program with an option to renew for one (1) additional season to the lowest bidder meeting specifications, *Brantley Development, LLC. of Inkster, MI.* at unit prices contained in the bid tabulation opened February 20, 2020; contract to expire December 31, 2021.

CITY OF TROY
 BID TABULATION
 LAWN AND YARD SERVICES FOR YARD ASSISTANCE PROGRAM

Vendor Name: <u>Brantley Development LLC</u>	In & Out Complete Services LLC	Xpert Lawn and Snow, Inc.
City: <u>Inkster, MI</u>	Flint, MI	Warren, MI

PROPOSAL: FURNISH SEASONAL REQUIREMENTS OF LAWN AND YARD SERVICES FOR TROY RESIDENTS USING THE YARD ASSISTANCE PROGRAM WITH AN OPTION TO RENEW FOR ONE (1) ADDITIONAL SEASON.

PROPOSAL A: Lawn Care Services for the Yard Assistance Program

Lots	Description	Price for Lawn Care Service per Each Service Call	Price for Lawn Care Service per Each Service Call	Price for Lawn Care Service per Each Service Call
72	Lawn-care service at a residential City of Troy home, up to one acre.	\$27.50	\$40.00	\$55.00
25	Lawn-care service at residential City of Troy home, one acre to two acres.	\$35.50	\$90.00	\$125.00
PROPOSAL A ESTIMATED TOTAL (26 Weeks):		\$74,555.00	\$133,380.00	\$184,210.00

PROPOSAL B: Yard Clean up for the Yard Assistance Program

Lots	Description	Price for Yard Clean-up per Each Service Call	Price for Yard Clean-up per Each Service Call	Price for Yard Clean-up per Each Service Call
72	Yard clean-up at a residential City of Troy home, up to one acre.	\$55.00	\$120.00	\$350.00
25	Yard clean-up at residential City of Troy home, one acre to two acres.	\$75.00	\$300.00	\$800.00
PROPOSAL B ESTIMATED TOTAL (2 Weeks):		\$11,670.00	\$32,280.00	\$90,400.00

GRAND TOTAL BOTH SERVICES (Estimated): **\$86,225.00** **\$165,660.00** **\$274,610.00**

REFERENCES:	Y or N	Y	Y	Y
CONTACT INFORMATION:	Daytime #	810-610-0427	810-293-6256	248-721-0794
	24 Hour #	810-610-0427	810-293-6256	248-721-0794
	Contact Name	Stanley Brantley	Emily Burns	Nick Solomon
	Hrs of Operation	7am - 7pm	6:30am - 8:00pm	8-5 Summer/24 Hrs Winter
INSURANCE MET:	Y or N	Y	Y	Y
PAYMENT TERMS:		2% 10 Days	30 Day	Net 30
EXCEPTIONS:		N	N	N
ALL OR NONE AWARD:	Y or N	Y	N	N
ACKNOWLEDGEMENTS:	Y or N	Y	Y	Y
VENDOR QUESTIONNAIRE:	Y or N	Y	Y	Y
EXPERIENCE:				
Years of experience doing this type of work:		10 years	3 years	18 years
Years of experience doing CDBG work:		8 years	None	4 years
List of all mowing equipment owned by Firm:		Refers to memo that is not included	Y	Y
FORMS:	Y or N	N	Y	Y

ATTEST:

 Cindy Stewart

 Susan Riesterer

 Kristine Kallek

 MaryBeth Murz,
 Purchasing Manager