



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM

Date: July 7, 2020

To: Mark F. Miller, City Manager



From: Robert J. Bruner, Assistant City Manager
Lisa Burnham, Accounting Manager
Kurt Bovensiepe, Public Works Director
Dennis Trantham, Facilities and Grounds Operations Manager
MaryBeth Murz, Purchasing Manager

Subject: Standard Purchasing Resolution 2 – Award to Low Bidder Meeting Specifications –
2020 Street Tree Planting

History

- The Parks Division is responsible for the maintenance of the City's urban forest. This responsibility includes making additions to the urban forest through a tree-planting program.
- The Parks Division continues to make progress on a more aggressive tree-planting program.
- The division facilitates a program that fills vacancies in the Rights-of-Way (ROW) that could support a tree while adhering to City of Troy Ordinance Chapter 28.
- Chapter 28 regulates that trees planted in the ROW should not be planted any closer than 50' of an existing tree within the ROW, no closer than 15' from any driveway approach, no closer than 3.5' of any curb, and no closer than 3' to any sidewalk.
- The Parks Division also is proposing to continue with planting more substantial trees in the ROW resulting in a request from vendors for trees with a minimum of 2.5" in diameter and a 2-year warranty from the date of planting.

Purchasing

On June 25, 2020 a bid opening was conducted as required by the City Charter/Code for one (1) year requirements of Street Trees. The bid was posted on the Michigan Intergovernmental Trade Network (MITN); www.mitn.info. Seventy (70) vendors were notified via the MITN website. Two (2) bids were received. Below is a detail summary of the vendor responses.

Companies notified via MITN	70
Troy Companies notified via MITN	1
Troy Companies - Active email Notification	1
Troy Companies - Active Free	0
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)

Marine City Nursery Company of Marine City, MI was the low bidder, meeting all bid specifications for the purchase and installation of Balled and Burlap or Container Grown Trees, and is being recommended. *Marine City Nursery Company* has successfully provided trees for the City of Troy and meets all requirements.

Financial

Funds for the tree-planting program are budgeted and available in the Parks Department, Local Tree Planting account in the amount of \$148,000 for the 2021 Fiscal Year. In addition, City staff continues to apply for grants to assist in its tree-planting program.

Recommendation

City management recommends awarding a contract to purchase and have installed on as needed basis balled and burlap or container grown trees to the low bidder meeting specifications; *Marine City Nursery Company of Marine City, MI* at the unit prices contained in the bid tabulation opened June 25, 2020 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 -- 06/25/2020
 Date Reviewed -- 06/25/2020

CITY OF TROY
 BID TABULATION
 STREET TREES

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VENDOR NAME:	Marine City Nursery Company	Crimboli Nursery Inc.
CITY:	China Twp.	Canton, MI
CHECK AMT:	\$5,000.00	Not Included
CHECK #:	33277411	

PROPOSAL: To Provide and plant for the City of Troy Ball and Burlap or Container Grown Trees in accordance with the bid specifications.

PROPOSAL A: Cost for the Purchase and Planting of 500 Ball and Burlap Trees

Price Per Planted Tree:		\$369.00	\$500.00
Proposal A Total Cost (unit price x 500):		\$184,500.00	\$250,000.00
FALL 2020			
LIST OF NINE TREE TYPES:	Y/N	Y	Y
HOW MANY TREES LISTED:		9	11
CONTACT INFORMATION			
HOURS OF OPERATION:		M-F 8-5	9am-5pm
24 HOUR PHONE #		810-650-0676	734-495-1700 Office 734-674-5283 Adam Sulek
STATEMENT OF GUARANTEE:		Y - As Specified	2 Years
REFERENCES:	Y/N	Y	Y
INSURANCE MET:	Y/N	Y	Y
PAYMENT TERMS:		Net 30 Days	Net 30
DELIVERY:		Not Specified	Fall 2020
EXCEPTIONS:	Y/N	N	N
ACKNOWLEDGEMENT:	Y/N	Y	Y
FORMS:	Y/N	Y	Y

Attest:
 (*Bid Opening conducted via a Go-To Meeting)
 Dennis Trantham
 Sue Riesterer
 Kristine Kallek
 Jackie Ahlstrom

MaryBeth Murz,
 Purchasing Manager