



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

## CITY COUNCIL AGENDA ITEM

Date: August 17, 2020

To: Mark F. Miller, City Manager



From: Robert J. Bruner, Assistant City Manager  
Lisa Burnham, Controller  
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 – Installation and Replacement of the Holiday Lights – Lights of Hope

### History

- For two years beginning in 2013, the Kiwanis Club organized the holiday lighting of 25-30 Spruce Trees in the median of Big Beaver in the Troy Downtown Development Authority boundary, which included spaced out locations between Coolidge and Rochester Road.
- In 2016, the City of Troy encouraged the holiday tree lighting and promoted the increase of trees to be decorated.
- The City of Troy decided to install lights on additional trees with lights provided by the Kiwanis and purchase lights and install them on additional trees.
- The goal was to light all Spruce Trees between Rochester Rd. and Coolidge Highway in the Big Beaver median.
- The City of Troy staff continues to receive several compliments on the city's efforts to provide a traditional decorated look for the holiday season along the corridor.
- It is anticipated that the lights will remain on beginning November 15th through the last day in February.
- The holiday lights have an average life span of 3-5 years in the harsh environment they are used.

### Purchasing

- On August 6, 2020 a bid opening was conducted as required by the City Charter/Code for one (1) year requirements for the Installation of Holiday Lights.
- The bid was posted on the Michigan Intergovernmental Trade Network (MITN); [www.mitn.info](http://www.mitn.info).
- Two Hundred and ninety six (296) vendors were notified via the MITN website. Four (4) bids were received. The summary of the vendor responses is detailed below.
- First Facility Services of Royal Oak, MI is the low bidder meeting specifications.

<b>Companies notified via MITN</b>	296
Troy Companies notified via MITN	11
Troy Companies - Active email Notification	11
Troy Companies - Active Free	0
<b>Companies that viewed the bid</b>	10
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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### **Financial**

Funds are budgeted and available in the General Fund under the Parks Maintenance Street Island Maintenance (DDA) account numbers 101.751.30.783.7740.010 and 101.751.30.783.7802.070 for the 2021 fiscal year.

### **Recommendation**

City management recommends awarding a contract for Proposal A: Installation and Removal of Holiday Lights on 225 Spruce Trees located in the Big Beaver Median from Coolidge to Rochester Road, Proposal B: Installation and Removal of Holiday Lights on additional trees on municipal property Proposal C: Commercial-Grade LED light strands, Proposal D: Replacement 6' Cable Rectifiers, and Proposal E: Replacement 24' Green extension cords to the low bidder meeting specifications *First Facility Services of Royal Oak, MI* for an estimated installation cost of \$26,300 for Proposal A and an estimated cost of \$35,000 for Proposals B, C, D, and E, at unit prices contained in the bid tabulation opened August 6, 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: 08/06/2020  
Date Reviewed: 08/06/2020

CITY OF TROY  
BID TABULATION  
HOLIDAY LIGHTS

ITB-COT 21-01  
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VENDOR NAME:	<b>First Facility Services Inc.</b>	Landscape Services, Inc.	Harlan Electric	Eradico Services (Christmas Décor)
CITY:	<b>Royal Oak, MI</b>	Clinton Twp., MI	Rochester Hills, MI	Wixom, MI
CHECK #:	<b>9245744614</b>	1443626	3033	1512043
CHECK AMOUNT:	<b>\$5,000.00</b>	\$5,000.00	\$5,000.00	\$5,000.00

**PROPOSAL: FURNISH ALL EQUIPMENT, AND LABOR FOR THE INSTALLATION OF HOLIDAY LIGHTS AT THE CITY OF TROY**

DESCRIPTION	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
<b>PROPOSAL A:</b>								
<b>DESCRIPTION:</b> Installation and Removal of Holiday Lights on approximately 225 Spruce trees in the Big Beaver Median.		<b>\$26,300.00</b>		<b>\$31,295.00</b>		<b>\$47,588.18</b>		<b>\$73,125.00</b>
<b>PROPOSAL B:</b>								
<b>DESCRIPTION:</b> Installation and Removal of Holiday Lights per tree on additional trees on municipal property.	<b>\$200.00 Each</b>		<b>\$150.00 Each</b>		<b>\$223.72 Each</b>		<b>\$325.00 Each</b>	
<b>PROPOSAL C:</b>								
<b>DESCRIPTION:</b> Commercial-Grade, 5MM Wide Angle L.E.D.S 50 LED Warm White W/Green Cord, 6" Spacing, 25' approximately 2,500.	<b>\$11.99 each sold in pks of 24 total order 2,496</b>	<b>\$29,927.04</b>	<b>\$16.20</b>	<b>\$40,500.00</b>	<b>\$13.99</b>	<b>\$34,975.00</b>	<b>\$12.52</b>	<b>\$31,300.00</b>
<b>PROPOSAL D:</b>								
<b>DESCRIPTION:</b> 6' Plug Adapter Cable Rectifier W/Green Wire approximately 140.	<b>\$8.89</b>	<b>\$1,244.60</b>	<b>\$11.94</b>	<b>\$1,671.60</b>	<b>\$9.91</b>	<b>\$1,387.40</b>	<b>\$11.00</b>	<b>\$1,540.00</b>
<b>PROPOSAL E:</b> <i>Note: Bid document showed \$16,716.60 (incorrect calculation)</i>								
<b>DESCRIPTION:</b> 24' green extension approximately 14.	<b>\$7.16</b>	<b>\$100.24</b>	<b>\$8.67</b>	<b>\$121.38</b>	<b>\$17.50</b>	<b>\$245.00</b>	<b>\$11.00</b>	<b>\$154.00</b>
<b>TOTALS:</b>	<b>\$57,571.88</b>		<b>\$73,587.98</b>		<b>\$84,195.58</b>		<b>\$106,119.00</b>	

Hours of Operation:	Not Specified	8AM - 6PM	7AM - 4PM	8AM - 5PM M-F
24 Hour Phone No.:	312-857-3820	586-516-2230	248-853-4601	248-240-3328
Contact Person:	Amy Gregory	Bret Steiner	Chad Pioletti	Aaron Youna
Phone:	248-794-3579	586-216-2230	248-670-1964	248-477-4880
Site Inspection: Y or N	Y	Y	Y	Y
Meet Delivery/Installation Schedule: Y or N	Y	Y	Y	Y
Days after notice work shall commence:	10/26/20 & 11/02/20 and complete with 7 business days	15	7 or less	10; Install between 10/12 & 10/31
References: Y or N	Y	Y	Y	Y
Can Meet Insurance: Y or N	Y	Y	Y	Y
Payment Terms: Y or N	2 Disbursements as outlined in documents	Net 30	Net 30	30 Days
Warranty: Y or N	3 years on lights	None	Seasonal - 1 year	Until Takedown/Removal
Exceptions: Y or N	Lights come in packs of 24 so 2,496 lights bid instead of 2,500	N	N	N
Acknowledgement: Y or N	Y	Y	Y	Y
Forms: Y or N	Y	Y	Y	Y

**ATTEST:**

(\*Bid Opening conducted via a Go-To Meeting)

Dennis Trantham  
Kristine Kallek  
Jackie Ahlstrom  
Beth Tashnick

MaryBeth Murz,  
Purchasing Manager