



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM



Date: June 21, 2021

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager
Lisa Burnham, Controller
Kurt Bovensiepe, Public Works Director
Scott Carruthers, 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 \$18,970 on topsoil.
- The current contract expires June 30, 2021.

Purchasing

- On June 17, 2021, 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 Michigan Inter-governmental Trade Network (MITN) website; www.mitn.info.
- Three (3) Bid responses were received. Below is a detailed summary of potential vendors.

Companies notified via MITN	204
Troy Companies notified via MITN	6
Troy Companies - Active email Notification	5
Troy Companies - Active Free	1
Companies that viewed the bid	8
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.

- The following vendors responded to the Bid solicitation:

<u>Vendor</u>	<u>Estimated Total (2 years)</u>
J & H Transportation, Inc.	\$27,500
Anderson Excavating, Inc.	\$31,000
Osburn Industries, Inc.	\$35,000



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Purchasing (continued)

- The bid proposals for both Anderson Excavating, Inc. and J & H Transportation, Inc. were 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 the purposes of this bid, we are recognizing one cubic yard to be the equivalent of one ton.
- 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 a clearing account 1.2220. As projects arise and topsoil is required, the cost of topsoil is charged to the appropriate department. Examples of situations where topsoil is used are as follows:

<u>Department</u>	<u>Maintenance/restoration where topsoil would be needed</u>
Streets	Snowplow damage
Drains	Storm drain repairs
Parks	Tree maintenance/stump grinds
Water & Sewer	Water tap/water main repairs

Funds are available through the operating budgets for Major and Local Streets, Streets and Drains, Parks, Water and Sewer 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 \$27,500 at the unit prices contained in the bid tabulation opened June 17, 2021.

Opening Date - 06/17/2021
Date Reviewed - 06/17/2021

CITY OF TROY
BID TABULATION
TOPSOIL

VENDOR NAME:	J&H Transportation, Inc.	Anderson Excavating, Inc.	Osburn Industries, Inc.
CITY:	Sterling Heights, MI	Waterford, MI	Taylor, MI

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

Est Qty	Description	Delivered	UNIT PRICE/ YARDS	UNIT PRICE/YARDS	UNIT PRICE/TONS
1,000	TOPSOIL	2021/2022	\$13.50	\$15.50	\$17.00
1,000	TOPSOIL	2022/2023	\$14.00	\$15.50	\$18.00
ESTIMATED GRAND TOTAL:			\$27,500.00	\$31,000.00	\$35,000.00
DELIVERY: Minimum Shipment:			40	40	50
Hours of Phone Release			24 Hours	48 Hours	48 Hours
CONTACT INFORMATION:					
Hours of Operation			630AM-430PM	8AM-430PM	8AM-5PM
Phone Number			248-804-1886	248-682-7900	313-292-4140 x102
INSURANCE MET:	Y or N		Y	Y	Y
REFERENCES:	Y or N		Y	Y	Y
PAYMENT TERMS:			Net 30	Net 30	Net 30
WARRANTY:			None	None	None
EXCEPTIONS:	Y or N		N	N	N
ACKNOWLEDGEMENT:	Y or N		Y	Y	Y
FORMS:	Y or N		Y	Y	Y

Low Bidder Meeting Specificatons

ATTEST:
(*Bid Opening conducted via a Go-To Meeting)
Beth Zaccardelli
Kaitlin Sackner
Jackie Ahlstrom

Emily Frontera
Purchasing Manager