



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

## CITY COUNCIL AGENDA ITEM



Date: August 2, 2021

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  
Emily Frontera, Purchasing Manager

Subject: Standard Purchasing Resolution 2 – Award to Sole Bidder Meeting Specifications –  
2021 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 July 22, 2021 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](http://www.mitn.info). Sixty-one (61) vendors were notified via the MITN website. Three (3) bids were received. Below is a detail summary of the vendor responses.

<b>Companies notified via MITN</b>	61
Troy Companies notified via MITN	1
Troy Companies - Active email Notification	1
Troy Companies - Active Free	0
<b>Companies that viewed the bid</b>	11
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 are budgeted and available in the General Fund under the Parks Department Local Tree Planting account number 101.751.30.778.7740.120 in the amount of \$157,820 for the 2022 Fiscal Year. In addition, City staff continues to apply for grants to assist in its tree-planting program when it is in the best interest of the City of Troy..

### **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 sole bidder meeting specifications; *Marine City Nursery Company of Marine City, MI* at the unit prices contained in the bid tabulation opened July 22, 2021 not to exceed budgetary limitations.

Opening Date -- 07/22/2021  
 Date Reviewed -- 07/22/2021

CITY OF TROY  
 BID TABULATION  
 STREET TREES

ITB-COT 21-42  
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VENDOR NAME: CITY: CHECK AMT: CHECK #:		Marine City Nursery Co.	Davey Resource Group, Inc.	Crimboli Nursery Inc.
		China, MI	Kent, OH	Canton, MI
		\$5,000.00	**None	**Bid bond 5%
		34954941		
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:		\$386.00	\$369.00	\$800.00
Proposal A Total Cost (unit price x 500):		\$193,000.00	\$184,500.00	\$400,000.00
FALL 2021				
LIST OF NINE TREE TYPES:	Y/N	Y	Y	Y
HOW MANY TREES LISTED:		9	9	11
HOURS OF OPERATION:		8AM-5PM	8AM-5PM M-F	9AM-5PM
24 HOUR PHONE #:		810-650-0676	612-753-0464	734-495-1700
STATEMENT OF GUARANTEE:		None	None	2 Years
REFERENCES:	Y/N	Y	Y	Y
PROPOSED PAYMENT SCHEDULE:		Net 30	90% Upon completion 10%	NET 30
INSURANCE MET:	Y/N	Y	Y	Y
PAYMENT TERMS:		Net 30	NET 30	NET 30
DELIVERY:		N/a	Directly to site	FALL 2021
EXCEPTIONS:	Y/N	N	N	N
ACKNOWLEDGEMENT:	Y/N	Y	Y	Y
FORMS:	Y/N	Y	Y	Y
			**No submitted bid check and bid bonds not acceptable	

Attest:  
 (\*Bid Opening conducted via a Go-To Meeting)  
 Heather Chomiak  
 Dennis Trantham  
 Emily Frontera  
 Andrew Chambliss

Emily Frontera  
 Purchasing Manager