



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

## CITY COUNCIL AGENDA ITEM



Date: September 19, 2022

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager  
Dee Ann Irby, Controller  
Kurt Bovensiepe, Public Works Director  
Dennis Trantham, Facilities and Grounds Operations Manager  
Emily Frontera, Purchasing Manager

Subject: Standard Purchasing Resolution 2: Award to Low Bidder Meeting Specifications – 2022 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 September 1, 2022 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 MITN Purchasing Group website; [www.bidnetdirect.com/city-of-troy-mi](http://www.bidnetdirect.com/city-of-troy-mi). Fifty-six (56) vendors were notified via the MITN website. Three (3) bids were received. Below is a detail summary of the vendor responses.

Companies notified via MITN	56
Troy Companies notified via MITN	1
Troy Companies - Active email Notification	1
Troy Companies - Active Free	0
Companies that viewed the bid	12
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 Local Tree Planting operating account number 101.751.30.778.7740.120 in the amount of \$164,130 for the 2023 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 an 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 unit prices contained in the bid tabulation opened September 1, 2022; not to exceed budgetary limitations.

Opening Date - 09/01/2022  
Date Reviewed - 09/01/2022

CITY OF TROY  
BID TABULATION  
STREET TREES

ITB-COT 22-30  
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VENDOR NAME:		Marine City Nursery Co.	The Davey Tree Expert Company	KLM Landscape
CITY:		China Twp., MI	Wooster, OH	Armada, MI
CHECK AMT:		\$5,000.00	\$5,000.00	\$5,000.00
CHECK #:		36514181	090518224	2387539
<b>PROPOSAL: TO PROVIDE AND PLANT FOR THE CITY OF TROY BALL AND BURLAP OR CONTAINER GROWN TREES.</b>				
<b>PROPOSAL A: Cost for the Purchase and Planting of 500 Ball and Burlap Trees</b>				
Price Per Planted Tree:		\$398.00	\$471.00	\$520.00
PROPOSAL A TOTAL COST (unit price x 500):		<b>\$199,000.00</b>	<b>\$235,500.00</b>	<b>\$260,000.00</b>
<b>FALL 2022</b>				
LIST OF NINE TREE TYPES:	Y/N	Y	Y	Y
HOW MANY TREES LISTED:		9	9	9
HOURS OF OPERATION:		8AM - 5PM	7AM - 4:30PM	M-F 7AM - 4PM
24 HOUR PHONE #:		810-650-0676	330-465-5113	810-523-2192
STATEMENT OF GUARANTEE:		As Specified	As Specified	As Specified
REFERENCES:	Y/N	Y	Y	Y
PROPOSED PAYMENT SCHEDULE:		Net 30 Days	30 Days	Not Specified
INSURANCE MET:	Y/N	Y	Y	Y
DELIVERY:		Not Specified	Yes	Not Specified
EXCEPTIONS:		NONE	NONE	NONE
ACKNOWLEDGEMENT:	Y/N	Y	Y	Y
FORMS:	Y/N	Y	Y	N

**Low bidder meeting specifications**

Attest:  
(\*Bid Opening conducted via a Zoom Meeting)  
Brian Varney  
Heather Chomiak

Emily Frontera  
Purchasing Manager