



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM



Date: April 11, 2023

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager
Dee Ann Irby, Controller
Emily Frontera, Purchasing Manager
Paul Evans, Zoning and Compliance Specialist

Subject: Standard Purchasing Resolution 2: Award to Low Bidder Meeting Specifications – Abandoned Property Mowing

History

- City Code Chapter 82 requires that persons controlling property and the adjacent right-of-way maintain grass and weeds no higher than 8 inches. Troy Code Enforcement is responsible for identifying, enforcing, and eliminating the presence of tall grass and weeds on private property and adjacent rights of ways within the City.
- If tall grass and weeds remain after the City notifies the property owner of a violation, the Code allows the City or its agent to eliminate tall grass and weeds at the property owner’s expense.
- Property owners are invoiced for contractor charges, Inspector labor and vehicle charges, and costs to create and process invoices. Unpaid costs are charged to the property.
- Properties cut typically include single family homes, vacant lots, those with unoccupied buildings, and rights-of-way between property and roads.
- In 2022, the City requested service 173 times for mowing an aggregate total of 3,789,000 square feet.

Purchasing

- On March 16, 2023, a bid opening was conducted as required by City Charter/Code and bid proposals were received at the City’s request from firms interested in providing Abandoned Property Mowing Services for the City of Troy.
- Companies were notified via the MITN Purchasing Group website; www.bidnetdirect.com//city-of-troy-mi. Two hundred forty-four (244) vendors were notified via the MITN website.
- One (1) bid response was received. One (1) additional bid was non-responsive as they did not provide the bid surety as specified. Below is a detailed summary of potential vendors for the bid opportunity.

Companies notified via MITN	244
Troy Companies notified via MITN	5
Troy Companies notified - Active email Notification	4
Troy Companies - Active Free	1
Companies that viewed the bid	30
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)

- *Green Leaves Inc. of Southfield, MI* is the low bidder meeting all bid specifications and is being recommended for award.
- Green Leaves' bid includes an additional cost of \$0.04 per square foot for any property with turf exceeding 36" in height to cover the labor for multiple cuts and a 5% escalator for each option year renewal.

Financial

Funds for the Abandoned Mowing Program are available in the Building Inspection Department operating budgets. Expenditures will be charged to 101.371.371.7816. Funds are recouped as property owners are invoiced for abated services. Unpaid costs are charged to the property.

Recommendation

City Management recommends awarding a three (3) year contract with the option to renew for two (2) additional years to the low bidder meeting specifications; *Green Leaves Inc. of Southfield MI*, for an estimated total cost of \$193,400 for 2023, \$203,070 for 2024 and \$212,740 for year 2025 at prices contained in the bid tabulation opened March 16, 2023, contract expiring December 31, 2027.

Vendor Name:	Green Leaves, Inc.
City:	Southfield, MI
Check #:	9222623136
Check Amount:	\$2,000.00

PROPOSAL: FURNISH ALL LABOR, TOOLS, EQUIPMENT, TRANSPORTATION, AND LANDSCAPE MAINTENANCE SERVICES FOR MOWING ABANDONED PROPERTIES FOR THREE (3) YEARS WITH AN OPTION TO RENEW FOR TWO (2) ADDITIONAL YEARS.

Description	2023	2024	2025
ITEM #1 - SQUARE FOOT PRICING			
Unit Price (Cost per Sqare Foot)	\$0.04	\$0.04	\$0.04
Total Est. Cost (4,835,000 Sq. Ft. x Unit Price	\$193,400.00	\$203,070.00	\$212,740.00
Total Est. Cost (3 Years):	\$609,210.00		
ITEM #2 - HOURLY FEE per Specification C -14			
Cost for Hourly Fee	\$95.00	\$100.00	\$105.00
ITEM #3 - SHOW-UP FEE per Specifications C-15			
Cost for Show-up Fee	\$20.00	\$21.00	\$22.00

Confirmed Specs understanding:	Y/N	Y
Can meet Service Schedule:	Y/N	Y
Contact Information:		
Hrs of Operation:		7am to dark
24 Hr. Contact Phone No.:		248-505-7793
E-mail Address:		office@greenleavesinc.com
Contact Name:		Sean Najjar
References:	Y/N	Y
Insurance Met:	Y/N	Y
Payment Terms:		Net 30
<p>The reasons for the exception, deviation, etc. are an integral part of this bid offer. There is an additional cost of \$0.04 per square foot for any property that has turf over 36". Said \$0.04 will be in affect for 2023, 2024, and 2025. The additional cost is for labor to cut the turf multiple times as well as the cost to remove and deliver the clippings to a facility that will dispose of the debris. Also, should the City of Troy choose to extend this Agreement for the optional 2 years, costs will increase 5% each consecutive year.</p>		
Exceptions:		
Acknowledgement:	Y/N	Y
Signed Vendor Questionnaire:	Y/N	Y
Indemnification Clause:	Y/N	Y
Sole Proprietor Worker's Comp Release Form (if applicable):	Y/N	N/A
Forms:	Y/N	Y

Attest:
 (*Bid Opening conducted via a Zoom Meeting)
 Jackie Ferencz

 Heather Chomiak
