



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM



Date: September 12, 2023

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Deputy City Manager
Megan E. Schubert, 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 Bidders Meeting Specifications – 2023 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 for deciduous trees and 5-6' tall evergreen trees with a 2-year warranty from the date of planting.

Purchasing

- On August 31, 2023 a bid opening was conducted as required by the City Charter/Code for one (1) year requirements of Street Tree Planting.
- The bid was posted on the MITN Purchasing Group website; 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	61
Troy Companies notified via MITN	1
Troy Companies - Active email Notification	1
Troy Companies - Active Free	0
Companies that viewed the bid	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)

- After review of the bid responses, *Russell Landscape Inc of St. Clair Shores, MI* was low bidder meeting specifications for Proposal A and *KLM Landscape of Armada, MI* was low bidder meeting specifications for Proposal B.

Financial

- Funds are budgeted and available in the General Fund under the Parks Department Local Tree Planting in the amount of \$170,700 for the 2024 Fiscal Year. Expenditures will be charged to account number 101.770.778.740.120.
- Budget history for tree planting:

	2020	2021	2022	2023	2024
Adopted	\$150,960.00	\$154,730.00	\$157,820.00	\$164,130.00	\$170,700.00
Amended	\$150,960.00	\$154,730.00	\$157,820.00	\$164,130.00	\$170,700.00
Actual	\$151,028.49	\$151,608.76	\$161,590.99	\$163,976.00	\$0.00

- In addition, City staff continues to apply for grants to assist in its tree-planting program.

Recommendation

City Management recommends awarding a contract for Proposal A to purchase and plant balled and burlap or container grown deciduous trees to the low bidder meeting specifications, *Russell Landscaping Inc. of St. Clair Shores, MI* at unit prices contained in the bid tabulation opened August 31, 2023; not to exceed budgetary limitations.

City Management recommends awarding a contract for Proposal B to purchase and plant identified park evergreen trees to the low bidder meeting specifications, *KLM Landscape of Armada, MI* at unit prices contained in the bid tabulation opened August 31, 2023; not to exceed budgetary limitations.

Opening Date - 08/31/2023
Date Reviewed - 08/31/2023

CITY OF TROY
BID TABULATION
STREET TREE PLANTING

ITB-COT 23-26
Pg 1 of 1

VENDOR NAME:	Russell Landscaping, Inc.	KLM Landscape	County Line Nurseries, Inc.
CITY:	St. Clair Shores, MI	Armada, MI	Banson, MI
CHECK AMT:	\$5,000.00	\$5,000.00	\$5,000.00
CHECK #:	9462301044	2567939	2155059

PROPOSAL: TO PROVIDE AND PLANT FOR THE CITY OF TROY BALL AND BURLAP OR CONTAINER GROWN TREES.

PROPOSAL A: Cost for the Purchase and Planting of 500 Ball and Burlap Trees

Price Per Planted Tree:	\$385.00	\$395.00	\$500.00
PROPOSAL A TOTAL COST (unit price x 500):	\$192,500.00	\$197,500.00	\$250,000.00

PROPOSAL B: Cost for the Purchase and Planting of Identified Park Trees

	Price per Unit	Price per Unit	Price per Unit
Picea abies - Norway Spruce	\$542.00	\$175.00	\$300.00
Metasequoia glyptostroboides - Dawn Redwood	\$600.00	\$150.00	\$275.00
Thuja plicata - Giant Arborvitae	\$360.00	\$265.00	\$200.00
Picea omorika - Serbian Spruce	\$540.00	\$265.00	\$300.00

GRAND TOTAL PROPOSALS A & B:	\$194,542.00	\$198,355.00	\$251,075.00
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LIST OF NINE TREE TYPES:	Y/N	Y	Y	Y
HOW MANY TREES LISTED:		11	9	9
HOURS OF OPERATION:		6am - 6pm	M-TH 7am-4pm, F 7am-12pm	8am - 5pm
24 HOUR PHONE #:		313-600-4883	586-752-5562	269-539-7110
STATEMENT OF GUARANTEE:		Guarantee specified by City	Guarantee specified by City	2 Year Warranty Included
REFERENCES:	Y/N	Y	Y	Y
PROPOSED PAYMENT SCHEDULE:		Not specified	Not Specified	Net 30 Days
INSURANCE MET:	Y/N	Y	Y	Y
DELIVERY:		Not specified	PDF-Copy	Not Specified
TERMS:		Not specified	Not Specified	Agreed On
EXCEPTIONS:		Trees will be selected from list based on availability. If awarded, highlighted trees recommended	None	None
ACKNOWLEDGEMENT:	Y/N	Y	Y	Y
FORMS:	Y/N	Y	Y	Y

Low Bidder Meeting Specifications

Attest:
(*Bid Opening conducted via a Zoom Meeting)
Dennis Trantham
Andrew Chambliss
Nellie Bert
Martinique Gates

Emily Frontera
Purchasing Manager