



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

# CITY COUNCIL AGENDA ITEM



March 10, 2024

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Deputy City Manager  
Megan E. Schubert, Assistant City Manager  
Dee Ann Irby, Controller  
Emily Frontera, Purchasing Manager  
Cindy Stewart, Community Affairs Director

Subject: Standard Purchasing Resolution 2: Award to Low Bidders meeting Specifications – Mowing and Yard Assistance Services

## History

- The City of Troy receives Community Development Block Grant funding each year and 30% of the total funding can be allocated for Public Services.
- The City of Troy utilizes our Public Services allocation for the Yard Assistance program. Low income qualified senior citizens and persons with permanent disabilities are eligible for the City’s Yard Assistance Program which offers lawn and yard services in the spring, summer and fall seasons and Snow Removal in the winter.
- The yard services include lawn mowing plus spring and fall clean-up of the homeowners’ yards. Currently the City has approximately seventy-five (75) qualified recipients signed up for the CDBG Yard Assistance Program.
- The current contract expired December 31, 2023.

## Purchasing

- On February 22, 2024; a bid opening was conducted as required by City Charter/Code and bids were received at the City’s request from firms interested in providing seasonal requirements of lawn and yard services for Troy residents using the Yard Assistance Program with an option to renew for one (1) additional season.
- Companies were notified via the Michigan Intergovernmental Trade Network (MITN); [www.bidnetdirect.com//city-of-troy-mi](http://www.bidnetdirect.com//city-of-troy-mi). Three hundred five (305) vendors were notified via the MITN website. Three (3) bid responses were received. Below is a detailed summary of the vendor responses.

<b>Companies notified via MITN</b>	305
Troy Companies notified via MITN	2
Troy Companies notified - Active email Notification	2
Troy Companies notified - Active non-paying	0
<b>Companies that viewed the bid</b>	24
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)**

- Bid responses were reviewed and considered based upon pricing as well as a combination of factors including professional experience providing lawn service for Yard Assistance Programs, minimum 5 years CDBG experience, equipment fleet and references.
- The contract warrants making an award to the second lowest bidding contractor meeting specifications from the bid specs. The lowest bidder was not completely up front with his CDBG experience and did not provide any references with comparable experience with yard assistance/lawn mowing. Therefore, *Zimmerman Lawn & Snow of Roseville, MI* is being recommended for award.
- Zimmerman Lawn & Snow has successfully provided lawn and yard services for the City of Troy CDBG program and meets all requirements.

### **Financial**

Funds for lawn and yard services for the Yard Assistance Program are available initially through the Public Works operating budget, then reimbursed by Oakland County through the Community Development Block Grant Program (CDBG).

### **Recommendation**

City Management recommends City Council award contract for seasonal requirements of lawn and yard services for Troy residents using the Home Chore Program with an option to renew for one (1) additional season to the low total bidder meeting specifications, *Zimmerman Lawn & Snow of Roseville, MI* at unit prices contained in the bid tabulation opened February 22, 2024; contract to expire December 31, 2025.

CITY OF TROY  
 BID TABULATION  
 LAWN AND YARD ASSISTANCE PROGRAM

Vendor Name:	Capital Landscapes	Zimmerman Lawn & Snow	Parrott Landscaping
City:	Oak Park, MI	Roseville, MI	Clinton Township, MI
Check Number:	9057546404	1777238	9105134253
Check Amount:	\$1,500.00	\$1,500.00	\$1,510.00

**PROPOSAL: FURNISH SEASONAL REQUIREMENTS OF LAWN AND YARD SERVICES FOR THE YARD ASSISTANCE PROGRAM (PREVIOUSLY KNOWN AS THE HOME CHORE PROGRAM) WITH AN OPTION TO RENEW FOR ONE (1) ADDITIONAL SEASON**

**PROPOSAL A: Lawn Care Services for the Yard Assistance Program**

Est. No. of Lots	Description	Price for Lawn Care Service per Each Service Call	Price for Lawn Care Service per Each Service Call	Price for Lawn Care Service per Each Service Call
72	Lawn-care service at a residential City of Troy home, up to one (1) acre.	\$25.00	\$34.00	\$45.00
25	Lawn-care service at residential City of Troy home, one (1) acre to two (2) acres.	\$34.00	\$42.00	\$65.00
<b>PROPOSAL A ESTIMATED TOTAL (26 Weeks):</b>		\$68,900.00	\$90,948.00	\$126,490.00

**PROPOSAL B: Yard Clean up for the Yard Assistance Program**

Est. No. of Lots	Description	Price for Yard Clean-up per Each Service Call	Price for Yard Clean-up per Each Service Call	Price for Yard Clean-up per Each Service Call
72	Yard clean-up at a residential City of Troy home, up to one (1) acre.	\$54.00	\$64.00	\$195.00
25	Yard clean-up at residential City of Troy home, one (1) acre to two (2) acres.	\$75.00	\$84.00	\$235.00
<b>PROPOSAL B ESTIMATED TOTAL (2 Weeks):</b>		\$11,526.00	\$13,416.00	\$39,830.00

**GRAND TOTAL BOTH SERVICES (Estimated): \$80,426.00 \$104,364.00 \$166,320.00**

<b>REFERENCES:</b>	Y or N	Y	Y	Y
<b>CONTACT INFORMATION:</b>	Daytime #	(248) 509-9109	(586) 484-1721	(586) 684-5900
	24 Hour #	(248) 509-9109	(586) 484-1721	(586) 487-4755
	Contact Name	Michael Klein	John Purdue	Melissa Funk
	Hrs. of Operation	7AM-7PM	7AM - 7PM	7AM-7PM M-F; 8AM-2PM Sat
<b>INSURANCE MET:</b>	Y or N	Y	Y	Y
<b>PAYMENT TERMS:</b>		Net 10	Net 10	Net 60
<b>EXCEPTIONS:</b>		None	None	None
<b>ALL OR NONE AWARD:</b>	Y or N	Y	Y	N
<b>ACKNOWLEDGEMENTS:</b>	Y or N	Y	Y	Y
<b>VENDOR QUESTIONNAIRE:</b>	Y or N	Y	Y	Y
<b>EXPERIENCE:</b>				
Years of experience doing this type of work:		14 years	over 35 years	10 years
Years of experience doing CDBG work:		14 years (2yrs)	over 20 years	None
Mowing equipment owned by Firm provided:	Y or N	Y	Y	Y
<b>FORMS:</b>	Y or N	Y	Y	Y

**Low Bid Meeting Specifications**

**ATTEST:**  
 (\*Bid Opening conducted via a Zoom Meeting)

Cindy Stewart  
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 Nellie Bert  
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 Andrew Chambliss  
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 Martinique Gates  
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Emily Frontera  
 Purchasing Manager