

CITY COUNCIL MINUTES

August 9, 2021

**Standard Purchasing Resolution 2: Award to Low Bidder Meeting Specifications – Holiday Lights – Lights of Hope**

Resolution #2021-08-122-J-4a

RESOLVED, That Troy City Council hereby **AWARDS** a contract for Proposals A, B, C, D and E for Holiday Lights as specified to the low bidder meeting specifications, *Landscape Services, Inc. of Clinton Twp., MI*, for an estimated cost for installation and removal of \$29,835 and replacement materials at unit prices contained in the bid tabulation, opened July 22, 2021; not to exceed budgetary limitations; a copy of which shall be **ATTACHED** to the original Minutes of this meeting.

BE IT FURTHER RESOLVED, That the award is **CONTINGENT** upon contractor's submission of properly executed contract documents, including insurance certificates and all other specified requirements.

# PURCHASE ORDER

**Ship To**  
CITY OF TROY  
Building Operations  
4693 ROCHESTER ROAD  
TROY, MI 48085

**Bill To**  
CITY OF TROY  
Building Operations  
4693 ROCHESTER ROAD  
TROY, MI 48085

No. 2022-00000222  
DATE: 08/27/2021  
PAGE: 1 of 1  
FOB DESTINATION

VENDOR NO. 171509

**Vendor**  
LANDSCAPE SERVICES, INC.  
22932 RASCH DRIVE  
CLINTON TOWNSHIP, MI 48035

**COUNCIL RESOLUTION**  
Resolution #2021-08-122-J-4a  
**INSTRUCTIONS**  
Return to Department

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1	Each	Installation and Removal of Holiday Lights on Spruce Trees Installation and Removal of Holiday Lights on additional trees on municipal property \$200 per tree as per all bid specifications of ITB-COT 21-01. Bid Deposit check shall be retained until successful completion of the contract.	29,835.0000	\$29,835.00

Entered By: Emily Frontera

\$29,835.00

**Special Instructions:**

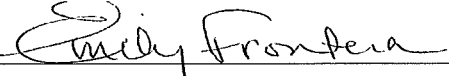
City Council Award Date: 8/9/2021. CERTIFICATE OF INSURANCE AND ENDORSEMENT SHALL BE ON FILE FOR THE DURATION OF THE CONTRACT.

**TERMS & CONDITIONS**

1. Purchases of Municipalities are exempt from State Sales and Federal Excise Taxes.
2. Prior to acceptance, vendor agrees to provide City with information under the Right-to-Know Law, P.A. 1986, No. 80, and fully comply with all terms and conditions of the Michigan Occupational Safety and Health Act, MCL 408.1001, et seq. including vendor shall provide City with an "MSDS". Vendor also agrees to be responsible for all required labeling.
3. In cases of emergency/disaster, the City can purchase up to six(6) times the order amount for a period of six(6) months at the price contained in the contract.
4. Purchase Orders are signed electronically based upon computer generated "on-line" authorized approvals. Authentic signatures are on file in the City of Troy Purchasing Department.

NOTICE: The City could put the vendor on notice that vendors will be held financially responsible for any claims or awards made against the City as a result of the vendor's action. If the City has to defend the initial lawsuit, the City will bring in the vendor as a co-defendant or sue the vendor, either as the result of settling a claim or the conclusion of the lawsuit.

I HEREBY CERTIFY THAT THIS ORDER IS PROPERLY AUTHORIZED AND APPROVED.



Opening Date: 07/22/2021  
Date Reviewed: 07/22/2021

CITY OF TROY  
BID TABULATION  
HOLIDAY LIGHTS

ITB-COT 21-43  
Page 1 of 1

VENDOR NAME:	Landscape Services, Inc.	Pink Pro Services, LLC
CITY:	Clinton Township, MI	Waterford, MI
CHECK #:	1561640	840462
CHECK AMOUNT:	\$5,000.00	\$5,000.00

**PROPOSAL: FURNISH ALL EQUIPMENT, AND LABOR FOR THE INSTALLATION OF HOLIDAY LIGHTS AT THE CITY OF TROY**

DESCRIPTION	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
<b>PROPOSAL A:</b>				
Installation and Removal of Holiday Lights on approximately 190 Spruce trees in the Big Beaver Median.		\$29,835.00		\$39,000.00
<b>PROPOSAL B:</b>				
Installation and Removal of Holiday Lights per tree on additional trees on municipal property.	250		235	
<b>PROPOSAL C:</b>				
Commercial-Grade, 5MM Wide Angle L.E.D.S 50 LED Warm White W/Green Cord, 6" Spacing, 25' approximately 2,500.	12.75	\$31,875.00	\$12.50	\$31,250.00
<b>PROPOSAL D:</b>				
6' Plug Adapter Cable Rectifier W/Green Wire approximately 140.	\$9.63	\$1,348.20	\$9.00	\$1,260.00
<b>PROPOSAL E:</b>				
24' green extension approximately 14.	\$6.73	\$94.22	\$8.00	\$112.00
<b>TOTALS:</b>		<b>\$63,152.42</b>		<b>\$71,622.00</b>
Hours of Operation:	8AM-6PM		8AM-6PM	
24 Hour Phone No.:	586-216-2230		248-202-7636	
Contact Person:	Bret Steiner		Jeremy Main	
Phone:	586-216-2230		248-202-7636	
Site Inspection:	Y or N	Y	Y	Y
Meet Delivery/Installation Schedule:	Y or N	Y	Y	Y
Days after notice work shall commence:		15		12
References:	Y or N	Y	Y	Y
Can Meet Insurance:	Y or N	Y		N
Payment Terms:	Y or N	NET 30		As specified
Warranty:	Y or N	None		1 Year
Exceptions:	Y or N	None		None
Acknowledgement:	Y or N	Y		Y
Forms:	Y or N	Y		Y

**ATTEST:**

(\*Bid Opening conducted via a Go-To Meeting)

Heather Chomiak

Dennis Trantham

Emily Frontera

Emily Frontera



**CITY OF TROY  
BID PROPOSAL**

ITB-COT 21-43

Page 1 of 7

The undersigned proposes to **FURNISH ALL EQUIPMENT, AND LABOR FOR THE INSTALLATION OF HOLIDAY LIGHTS AT THE CITY OF TROY** in accordance with the attached specifications. The specifications are to be considered an integral part of this bid proposal, at the following prices:

COMPANY NAME: LANDSCAPE SERVICES, INC.

	Description	Unit Price	Total
<b>Proposal A</b>			
	Installation and Removal of Holiday Lights on approximately 190 Spruce trees in the Big Beaver Median.		\$ 29835.00
<b>Proposal B</b>			
	Installation and Removal of Holiday Lights per tree on additional trees on municipal property.	\$ 250.00	
<b>Proposal C</b>			
	Commercial-Grade, 5MM Wide Angle L.E.D.S 50 LED Warm White W/Green Cord, 6" Spacing, 25' approximately 2,500.	\$ 12.75	\$ 31875.00
<b>Proposal D</b>			
	6' Plug Adapter Cable Rectifier W/Green Wire approximately 140.	\$ 9.63	\$ 1348.20
<b>Proposal E</b>			
	24' green extension approximately 14.	\$ 6.73	\$ 94.22

**LED Holiday Lights**

- COMMERCIAL-GRADE, 5MM WIDE ANGLE L.E.D.S
- 50 LED WARM WHITE W/GREEN CORD, 6" SPACING, 25' STRAND
- Weather-resistant, coupling construction
- Approved for outdoor use
- Ability to connect up to 40 sets together with one adapter
- Up to 4.8 watts per set

*Installation shall be completed no later than November 15, 2021. Removal shall begin no earlier than March 1, 2022 and be completed no later than April 1, 2022 unless additional time is granted in writing by the City.*

**NOTE: Quantities are subject to change based on need and available funds.** All items of work noted in the specifications that are not specifically noted in the bid proposal shall be considered as included in the contract and shall be completed at no extra cost to the City of Troy.

Estimates given in the bid proposal are approximate and made in good faith. It shall be the bidder's responsibility to take exact measurements during the mandatory site inspection(s). Any discrepancies in the measurements must be brought to the City's attention.

**INFORMATION:**

For additional general information or questions concerning this project please contact **Emily Frontera**, Purchasing Manager, at (248) 680-7291 between the hours of 8:00 a.m. and 4:00 p.m., Monday thru Friday.

**DESIGNATED CITY REPRESENTATIVE:**

Dennis Trantham, Facilities and Grounds Operations Manager at (248) 524-3503 ([Dennis.Trantham@troymt.gov](mailto:Dennis.Trantham@troymt.gov)) is the designated City Representative for this project.

**CONTACT INFORMATION:**

Hours of operation: 8:00am-6:00pm 24 Hour Phone No. 586-216-2230  
Contact Person: Bret Steiner Phone 586-216-2230

**SITE INSPECTION:**

All bidders are required to examine the Big Beaver Median site to determine the amount of work to be done in accordance with the specifications. If a bidder does not conduct a site inspection, that bidder is not eligible to submit a bid. Contact **Mr. Michael Potyok** at (248) 670-7686 or [M.Potyok@troymt.gov](mailto:M.Potyok@troymt.gov) to schedule a site visit(s) between the hours of 8:00 am - 4:00 pm, Monday through Thursday.

- ( X ) Our company visited the site on 7-19-2021  
( ) Our company did not visit the site.

**DOWNPAYMENTS AND PREPAYMENTS:**

Any bid submitted which requires a down payment or prepayment for services prior to performance and acceptance, as being in conformance with specifications will not be considered for award. No payments will be made until work/ service is performed to the satisfaction of the authorized City representative.

**APPROVED ALTERNATES:**

The City of Troy's designated department representative or his/her designee will review all items submitted for consideration as approved alternates. Their decision as acceptability will be deemed in the City of Troy's best interest and will be final.

**MATERIAL AVAILABILITY:**

Bidders must accept responsibility for verification of material availability, production schedules, and other pertinent data prior to submission of their bid, and confirm delivery times. It is the responsibility of the bidder to notify the City immediately if items specified are discontinued, replaced, or not available for an extended period of time.

**INSTALLATION:**

Median Holiday Lights are not to be delivered to the site until installation is to commence.

**AWARD:**

The evaluation and award of this bid shall be a combination of factors, including but not limited to: cost, professional competence, equipment, references, submission of the schedule of values, and the correlation of the proposal submitted to the needs of the City of Troy. The City of Troy reserves the right to award this bid to the lowest responsible total bidder meeting specifications; to reject low bids which have major deviations from specifications; to accept a higher bid which has only minor deviations; whatever is deemed to be in the City's best interest.

COMPANY NAME: LANDSCAPE SERVICES, INC.

**LOCAL PREFERENCE:**

The City of Troy reserves the right to award a contract to a local business, one which pays City of Troy taxes (real and/or personal), if the bid of a local vendor is within 5% of the lowest responsive and responsible nonlocal bidder, then the local vendor is given one chance to match the low bid.

**BID DEPOSIT AND FORFEITURE:**

The bid deposit of the lowest bidder shall be forfeit if, after bid opening, a change in the bid price or other provision of the bid is required by the bidder that is prejudicial to the interest of the City of Troy or fair competition.

**CONTRACT FORMS:**

Bidders should complete and sign the Legal Status of Bidder, Non-Collusion Affidavit, Certification regarding Debarment, the Certification regarding "Iran Linked Business" and the Familial Disclosure Forms and return with your bid proposal.

**SUBCONTRACTORS:**

The undersigned agrees to submit a list of proposed subcontractors, if applicable, for approval by the designated City representative within 72 hours after notification of being the low qualified bidder. It will be understood that this may occur prior to bid award, but the bidder's status will not be final until approved by the Troy City Council.

It will be the successful bidder's responsibility to ensure that any subcontractor performing work on this project is capable of doing the work as specified. The designated City representative retains the right to evaluate the work performed by or on behalf of the successful bidder and reserves the right to reject any work performed that is not in accordance with the specifications or is considered to be poor workmanship. Payment will not be made until the successful bidder has corrected any deficiencies found to the satisfaction of the designated City representative.

**PURCHASE ORDER:**

After the Troy City Council has approved the award recommendation and acceptable insurance is received, the successful bidder will receive a purchase order issued from the City of Troy, which will create a bilateral contract between the City of Troy and the successful bidder. The purchase order shall commit the bidder to perform the contract in accordance with specifications. A contract document will not be issued.

**COMPLETION DATE:**

Once the Contractor moves supplies and materials to the work site, work shall commence upon notice to proceed and be completed by November 15, 2021. The City of Troy is the only party to this contract that may authorize amendment to this schedule.

- (X) Our Company can meet this delivery / installation schedule  
( ) Our company cannot meet this delivery / installation schedule but offers:

\_\_\_\_\_  
Work shall commence 15 calendar days after notice to proceed.

COMPANY NAME: LANDSCAPE SERVICES, INC.

**REFERENCES:**

The City of Troy requires that your company list at least three (3) clients who have recently had similar work and material installed by your company; specifically Government entities or similar applications. If your company has done work for the City of Troy in the past, it is required the City be listed as one of your references.

COMPANY: City of St. Clair Shores  
ADDRESS: 27600 Jefferson Circle, St. Clair Shores, MI  
PHONE: 586-447-3342 CONTACT: Chris Rayes  
EMAIL: chris@scs.net

COMPANY: Beaumont Hospital-Grosse Pointe  
ADDRESS: 468 Cadieux, Grosse Pointe, MI  
PHONE: 313-343-1535 CONTACT: Tom Kwiatkowski  
EMAIL: tkwiatkowski@beaumont.edu

COMPANY: City of Utica  
ADDRESS: 7550 Auburn Road, Utica, MI  
PHONE: 586-602-7468 CONTACT: Mayor Thom Dionne  
EMAIL: mayor@cityofutica.org

**IMPORTANT:**

The City shall have the right to require by written order, changes in, additions to, or deductions from the work required by the bid documents provided that if changes, additions, or deductions are made, the general character of the work as a whole is not changed thereby. Adjustments in the Contract price, if any, because of any change, addition, or deduction in the work, shall be determined as hereinafter provided, and any claim for extension of time for completion shall be adjusted at the time of ordering the changes, additions, or deductions.

No claim for change, addition, or deduction, or adjusting of price, or extension of time for completion thereof, shall be made or allowed unless done in pursuance of written order from the City specifically authorizing such change, addition, or deduction. Drawings without a written order shall not be considered such authority. Written notice of such claims shall be made to the designated City representative before the commencement of the work. Where the written order diminishes the quality of work to be done, this shall not constitute a basis for a claim for damages or anticipated profits on the work that may be dispensed with.

COMPANY NAME: LANDSCAPE SERVICES, INC.

Insurance requirements shall be in accordance with the attached **SAMPLE INSURANCE CERTIFICATE** and **ENDORSEMENT**. The required Insurance Certificate and Endorsement must be submitted to the city within 5 days of the verbal/ electronic request after the bid award. The Insurance Certificate and Endorsement may be faxed to the Purchasing Office at (248) 619-7608, and is the only bid document accepted in this format.

The contractor, or any of their subcontractors, shall not commence work under this contract until they have obtained the insurance required, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to business in the State of Michigan and acceptable to the City of Troy. The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and self-insured retentions (SIR's) are the responsibility of the Contractor.

- (x) We can meet the specified insurance requirements.
- ( ) We cannot meet the specified insurance requirements.
- ( ) We do not carry the specified limits but can obtain the additional insurance coverage of \$\_\_\_\_\_, at the cost of \$\_\_\_\_\_.

**NOTE:** Please note the amendments on a sample insurance certificate and attach it to your bid proposal.

- ( ) Our proposal is reduced by \$\_\_\_\_\_ if we lower the requirement to \$\_\_\_\_\_.

**NOTE:** Please note the amendments on a sample insurance certificate and attach it to your bid proposal.

**IMPORTANT:** A Certificate of Insurance on an ACORD Form showing present coverage as well as the required endorsements **SHALL** be attached to the proposal document at the time of submission of the proposal to the Office of the City Clerk.

**NOTE:** Failure on the part of any bidder to contact his/her insurance carrier to verify that the insurance carried by the bidder meets City of Troy specifications may result in this proposal being completed incorrectly.

**OTHER:** Sole proprietors must execute a certificate of exemption from Worker's Compensation requirements or provide proof of Worker's Compensation Insurance. All coverage shall be with insurance carriers licensed and admitted to do business in Michigan in accordance with all applicable statutes of the State of Michigan and acceptable to the City of Troy.

**INSURANCE VERIFICATION:**

A bidder shall complete the above portion, which details additional costs that may be incurred for specified coverage without purchasing the additional coverage prior to bid submission.

**WORKERS' COMPENSATION INSURANCE.** including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

**COMMERCIAL GENERAL LIABILITY INSURANCE** on an "Occurrence Basis" with limits of liability not less than \$1,000,000.00 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions, if applicable.

**AUTOMOBILE LIABILITY.** including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000.00 per occurrence combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

COMPANY NAME: LANDSCAPE SERVICES, INC.



**ADDITIONAL INSURED:**

Commercial General Liability and Automobile Liability, as described in the attached SAMPLE shall include an Additional Insured Endorsement stating the following shall be ***Additional Insureds***: The City of Troy including all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and council members, including employees and volunteers thereof. It is understood and agreed by naming the City of Troy as additional insured, coverage afforded is considered to be primary and any other insurance the City of Troy may have in effect shall be considered secondary and/or excess.

**CANCELLATION NOTICE:**

All policies, as described above, shall include an endorsement stating that it is understood and agreed that Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be mailed to:

City of Troy  
Purchasing Manager  
500 West Big Beaver  
Troy, MI 48064

**PROOF OF INSURANCE COVERAGE:**

The Contractor shall provide the City of Troy, at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned above all shall be furnished, if so requested.

If any of the applicable coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and endorsements to the City of Troy at least ten (10) days prior to the expiration date.

**LETTER VERIFICATION:**

The recommended bidder will be notified to submit a letter from the *insurance agent or carrier* that the insurance to be supplied will meet specifications. As an alternative, the recommended bidder may submit the certificate of insurance meeting specifications at this time at his/her option. ***The City must receive this letter or certificate within 5 business days after verbal / electronic notification has been delivered to the recommended bidder or the bidder will be considered non-responsive and the bid un-awardable.*** This process will occur before presentation of the award recommendation to the Troy City Council.

**FINAL INSURANCE CERTIFICATE SUBMISSION:**

After approval by Troy City Council, the City's Purchasing Manager will review the insurance certificates and endorsements to ensure all acceptable documents have been received and allow (5) business additional days after verbal / electronic notification to submit final insurance certificate(s) in accordance with specifications. The City of Troy reserves the right to WITHHOLD AND KEEP any bid surety for failure to comply. The company will be considered in default of contract and will be barred from doing business with the City of Troy for a minimum of three (3) years for failing to meet insurance requirements.

COMPANY NAME: LANDSCAPE SERVICES, INC.

SIGNATURE PAGE

**PRICES:**

Prices shall remain firm for 60 days or bid award, whichever comes first, except the successful bidder whose prices shall remain firm through project completion.

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: Bret J Steiner

**NOTE:**

The undersigned has checked carefully the bid figures and understands that he/she shall be responsible for any error or omission in this bid offer and is in receipt of all addenda as issued.

TAX ID: 38-3229244

COMPANY: LANDSCAPE SERVICES, INC.

ADDRESS: 22932 Rasch CITY: Clinton Township STATE: MI ZIP: 48035

PHONE: (586)741-2230 FAX NUMBER: (586)741-4600

REPRESENTATIVE NAME: Bret Steiner

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: <sup>(Print)</sup>  
Bret J Steiner

PAYMENT TERMS: Net 30 WARRANTY: None

CHECK INCLUDED: \$5000.00 E-MAIL: bret@lsmichigan.com

COMPLETION: IN ACCORDANCE WITH SPECIFICATIONS.

**EXCEPTIONS:**

Any exceptions, substitutions, deviations, etc. from the City of Troy specifications and this proposal must be stated below and reason for, and are an integral part of this bid proposal offer.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACKNOWLEDGEMENT:**

I, Bret Steiner, certify that I have read the **Instructions to Bidders** (2 Pages) and that the bid proposal documents contained herein were obtained directly from the City's Purchasing Department or MITN website, www.mitn.info and is an official copy of the Authorized Version.

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: Bret J Steiner

**IMPORTANT:** All City of Troy purchases require a SAFETY DATA SHEET, where applicable, in compliance with the MIOSHA "Right to Know" Law. Please include a copy of any relevant SDS at the time of bid submission.

**NOTE:** The City of Troy, at their discretion, may require the bidder to supply a Financial Report from an impartial Financial Credit Reporting Service before award of contract.

**U.S. FUNDS:** All prices are to be quoted in U. S. Currency.



## Legal Status of Bidder:

The Bidder shall fill out the appropriate form and strike out the other two:

\_\_\_\_\_  
A **corporation** duly organized and doing business under the laws of the State of Michigan for whom  
Bret Steiner, bearing the office title of Landscape Supervisor/Estimator, whose  
signature is affixed to this proposal, is duly authorized to execute contracts.

\_\_\_\_\_  
A **partnership**, all members of which, with addresses, is:

Paul Doppke

Lenny Schafer

Troy Lenk

\_\_\_\_\_  
AN **INDIVIDUAL**, WHOSE SIGNATURE IS AFFIXED TO THE PROPOSAL:

Bret Steiner



**CITY OF TROY  
OAKLAND COUNTY, MICHIGAN  
NON-COLLUSION AFFIDAVIT**

TO WHOM IT MAY CONCERN:

Bret Jeremy Steiner, being duly sworn deposed, says that he  
(Print Full Name)

is Landscaper Supervisor. The party making the foregoing proposal or bid,  
(State Official Capacity in Firm)

that such bid is genuine and not collusion or sham; that said bidder has not colluded, conspired, connived, or agree, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding and has not in any manner directly or indirectly sought by agreement or collusion, or communication or conference, with any person to fix the bid price or affiant or any other bidder, or to fix any overhead, profit, or cost element of said bid price, or that of any other bidder, or to secure the advantage against the City of Troy or any person interested in the proposed contract; and that all statements contained in said proposal or bid are true.

Bret Steiner  
SIGNATURE OF PERSON SUBMITTING BID

Sandra A. Schaffer  
NOTARY'S SIGNATURE

SANDRA A SCHAFER  
Notary Public, State of Michigan  
County Of Macomb  
My Commission Expires 07-14-2023  
Acting in the County of MACOMB

Subscribed and sworn to before me this 19<sup>th</sup>  
day of July, 2021 in  
and for MACOMB County.

My commission expires: 7-14-23



## CERTIFICATION REGARDING

### DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions under any non-procurement programs by any federal, state or local agency.
2. Have not, within the three year period preceding, had one or more public transactions (federal, state, or local) terminated for cause or default; and
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three year period preceding the proposal, been convicted of or had a civil judgment rendered against it:
  - a. For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local), or a procurement contract under such a public transaction;
  - b. For the violation of federal, or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or
  - c. For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, the general grant of this authority exists within the City's Charter, Chapter 12, Section 12.2- Contracts.

☒ **I am able to certify to the above statements.**

LANDSCAPE SERVICES, INC.

Name of Agency/Company/Firm (Please Print)

Bret Steiner - Estimator

Name and title of authorized representative (Please Print)

Bret J Steiner

Signature of authorized representative

7-20-2021

Date

☐ **I am unable to certify to the above statements. Attached is my explanation.**



**VENDOR CERTIFICATION  
THAT IT IS NOT AN  
"IRAN LINKED BUSINESS"**

Pursuant to Michigan law, (the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.311 et seq.), before accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must first certify that it is not an "IRAN LINKED BUSINESS", as defined by law.

Vendor	
Legal Name	LANDSCAPE SERVICES, INC.
Street Address	22932 Rasch
City	Clinton Township
State, Zip	MI, 48035
Corporate I.D. Number/State	38-3229244
Taxpayer I.D. #	38-3229244

The undersigned, with: 1.) full knowledge of all of Vendors business activities, 2.) full knowledge of the requirements and possible penalties under the law MCL 129.311 et seq. and 3.) the full and complete authority to make this certification on behalf of the Vendor, by his/her signature below, certifies that: the Vendor is NOT an "IRAN LINKED BUSINESS" as require by MCL 129.311 et seq., and as such that Vendor is legally eligible to submit a bid and be considered for a possible contract to supply goods and/or services to the City of Troy.

Signature of Vendor's Authorized Agent:

Bret J Steiner

Printed Name of Vendor's Authorized Agent:

Bret Steiner

Witness Signature:

Troy Lenk

Printed Name of Witness:

Troy Lenk



**Proposer's Sworn and Notarized Familial Disclosure**  
(to be provided by the Proposer)

The undersigned, the owner or authorized officer of Landscape Services, Inc. (the "Proposer"), pursuant to the familial disclosure requirement provided in the Request for Proposal, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employees of Landscape Services, Inc. and any member of the City of Troy City Council or City of Troy management.

**List any Familial Relationships:**

NONE

**BIDDER:**

Landscape Services, Inc.

By: Burt J. St.

Its: Supervisor/Estimator

STATE OF MICHIGAN )

)ss.

COUNTY OF MACOMB )

This instrument was acknowledged before me on the 19<sup>th</sup> day of July, 2021, by

[Signature]

SANDRA A SCHAFFER  
Notary Public, State of Michigan  
County Of Macomb  
My Commission Expires 07-14-2023  
Acting in the County of MACOMB



July 19, 2021  
Addendum 1  
ITB-COT 21-43  
Holiday Lights  
Page 1 of 2

**To All Bidders:**

Please be advised that the City of Troy Purchasing Department has authorized the following ANSWERS TO QUESTIONS regarding Bid Proposal **ITB-COT 21-43, Holiday Lights**. The CHANGES will be considered an integral part of the original proposal documents.

**QUESTION:** Are the holiday lights only to be placed on the blue spruce trees? Not the small greenery trees throughout the median?

**ANSWER:** Yes, the holiday lights are only meant to be placed on the blue spruce trees.

**QUESTION:** What was the problem(s) with the past Contractor?

**ANSWER:** The City of Troy is not at liberty to discuss any previous issue with prior contractors. However, this is an annual bid for the City of Troy and is bid out yearly.

**QUESTION:** Are the lights that were taken down reballed or are they entangled?

**ANSWER:** The lights are currently bagged and entangled but, will be untangled prior to being released to the awarded contractor.

**QUESTION:** What spacing would you like on the trees?

**ANSWER:** 8" – 12" depending on the tree height. At no time should there be more than 40 lights per rectifier.

**QUESTION:** Does the awarded bidder get paid after installation and/or at what point?

**ANSWER:** Partial payment will be made at the installation completion. Final payment will be made once lights are removed and returned to the City of Troy.

**QUESTION:** Also, does the City of Troy supply all materials including commercial grade lights, extension cords and plug adaptors.

**ANSWER:** The City of Troy will provide all necessary lights, extension cords, and plug adaptors to complete the installation. The installation contractor will be responsible to supply dielectric grease and electrical tape to ensure a weathertight connection.

**QUESTION:** How tall are the Troy Street light poles?

**ANSWER:** The receptacles are 8-10' off the ground

**QUESTION:** Any other info you can provide?

**ANSWER:**

- It is recommended that the installation is made using a lift to ensure proper coverage and application of the lights. If lights are not properly applied it will be the responsibility of the contractor to return to the site and correct.
- All connections including light strands and extension cords will have an application of dielectric grease and be sealed with electrical tape to assist with minimizing moisture in the receptacles and plugs.
- The contractor is responsible for all traffic control requirements and devices. No blocking of through lanes of traffic will be permitted. Use of deceleration lanes is permitted from the indirect left turns.



I, the undersigned Bidder, have read this addendum and have integrated the changes into the Bid Proposal documents for ITB-COT 21-43, **Holiday Lights**. All other items in the original proposal document remain the same. This addendum should be attached to the Electronic Bid Submission Response at the time of submission on or before Thursday, July 22, 2021 at 10:00 A.M., EDT in the Office of the City Clerk.

COMPANY: LANDSCAPE SERVICES, INC.

NAME OF REPRESENTATIVE: Bret Steiner

SIGNATURE OF AUTHORIZED REPRESENTATIVE: (Print)  
Bret J Steiner

DATE: 7-21-2021



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 Low Bidder Meeting Specifications – Holiday Lights – Lights of Hope

### History

- For two years beginning in 2013, the Kiwanis Club organized the holiday lighting of 25-30 Spruce Trees in the median of Big Beaver in the Troy Downtown Development Authority boundary, which included spaced out locations between Coolidge and Rochester Road.
- In 2016, the City of Troy encouraged the holiday tree lighting and promoted the increase of trees to be decorated.
- The City of Troy decided to install lights on additional trees with lights provided by the Kiwanis and purchase lights and install them on additional trees.
- The goal was to light all Spruce Trees between Rochester Rd. and Coolidge Highway in the Big Beaver median.
- The City of Troy staff continues to receive several compliments on the city's efforts to provide a traditional decorated look for the holiday season along the corridor.
- It is anticipated that the lights will remain on beginning the Monday prior to Thanksgiving through the last day in February.
- The Holiday Lights have an average life span of 3-5 years in the harsh environment they are used.

### Purchasing

- On July 22, 2021 a bid opening was conducted as required by the City Charter/Code for one (1) year requirements for the Installation of Holiday Lights.
- The bid was posted on the Michigan Intergovernmental Trade Network (MITN); [www.mitn.info](http://www.mitn.info).
- Two Hundred and eighty-two (282) vendors were notified via the MITN website. Two (2) bids were received. The summary of the vendor responses is detailed below.
- *Landscape Services, Inc. of Clinton Twp., MI* is the low bidder meeting specifications.

Companies notified via MITN	282
Troy Companies notified via MITN	8
Troy Companies - Active email Notification	7
Troy Companies - Active Free	1
Companies that viewed the bid	17
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.



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

## CITY COUNCIL AGENDA ITEM

### **Financial**

Funds are budgeted and available in the General Fund under the Parks Maintenance Street Island Maintenance (DDA) account number 101.751.30.783.7802.070 for the 2022 fiscal year.

### **Recommendation**

City Management recommends awarding a contract for Proposal A: Installation and Removal of Holiday Lights on approximately 190 Spruce Trees located in the Big Beaver Median from Coolidge to Rochester Road, Proposal B: Installation and Removal of Holiday Lights on additional trees on municipal property, Proposal C: Commercial-Grade LED light strands, Proposal D: Replacement 6' Cable Rectifiers, and Proposal E: Replacement 24' Green extension cords to the low bidder meeting specifications *Landscape Services, Inc. of Clinton Twp., MI* for an estimated installation cost of \$29,835 for Proposal A and for Proposals B, C, D, and E, at 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  
HOLIDAY LIGHTS

ITB-COT 21-43  
Page 1 of 1

VENDOR NAME:	Landscape Services, Inc.	Pink Pro Services, LLC
CITY:	Clinton Township, MI	Waterford, MI
CHECK #:	1561640	840462
CHECK AMOUNT:	\$5,000.00	\$5,000.00

**PROPOSAL: FURNISH ALL EQUIPMENT, AND LABOR FOR THE INSTALLATION OF HOLIDAY LIGHTS AT THE CITY OF TROY**

DESCRIPTION	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
<b>PROPOSAL A:</b>				
Installation and Removal of Holiday Lights on approximately 190 Spruce trees in the Big Beaver Median.		\$29,835.00		\$39,000.00
<b>PROPOSAL B:</b>				
Installation and Removal of Holiday Lights per tree on additional trees on municipal property.	250		235	
<b>PROPOSAL C:</b>				
Commercial-Grade, 5MM Wide Angle L.E.D.S 50 LED Warm White W/Green Cord, 6" Spacing, 25' approximately 2,500.	12.75	\$31,875.00	\$12.50	\$31,250.00
<b>PROPOSAL D:</b>				
6' Plug Adapter Cable Rectifier W/Green Wire approximately 140.	\$9.63	\$1,348.20	\$9.00	\$1,260.00
<b>PROPOSAL E:</b>				
24' green extension approximately 14.	\$6.73	\$94.22	\$8.00	\$112.00
<b>TOTALS:</b>		<b>\$63,152.42</b>		<b>\$71,622.00</b>
Hours of Operation:	8AM-6PM		8AM-6PM	
24 Hour Phone No.:	586-216-2230		248-202-7636	
Contact Person:	Bret Steiner		Jeremy Main	
Phone:	586-216-2230		248-202-7636	
Site Inspection:	Y or N	Y	Y	
Meet Delivery/Installation Schedule:	Y or N	Y	Y	
Days after notice work shall commence:		15	12	
References:	Y or N	Y	Y	
Can Meet Insurance:	Y or N	Y	N	
Payment Terms:	Y or N	NET 30	As specified	
Warranty:	Y or N	None	1 Year	
Exceptions:	Y or N	None	None	
Acknowledgement:	Y or N	Y	Y	
Forms:	Y or N	Y	Y	

**ATTEST:**

(\*Bid Opening conducted via a Go-To Meeting)

Heather Chomiak  
Dennis Trantham  
Emily Frontera

Emily Frontera



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/29/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Capital Insurance Group 1263 West Square Lake Road Bloomfield Hills MI 48302	<b>CONTACT NAME:</b>	<b>FAX (A/C, No):</b> 248-333-2504
	<b>PHONE (A/C, No, Ext):</b> 248-333-2500	
	<b>E-MAIL ADDRESS:</b> certificates@cap-ins.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	<b>INSURER A:</b> Midwest Employers Casualty Co	23612
	<b>INSURER B:</b> Motorists Insurance Group	13331
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**

CERTIFICATE NUMBER: 2097036780

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	5000030857	2/28/2021	2/28/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	Y	5000030857	2/28/2021	2/28/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		5000031044	2/28/2021	2/28/2022	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A		LAND14H	7/1/2021	7/1/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Additional Insured: City of Troy with respect to General Liability, Automobile Liability and work performed by the Named Insured. Coverage provided is Primary and Non-Contributory. A 30 day notice of cancellation applies.

**CERTIFICATE HOLDER****CANCELLATION**

City of Troy  
500 W. Big Beaver Road  
Troy MI 48084

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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**ADDITIONAL INSURED – AUTOMATIC STATUS  
WHEN REQUIRED IN WRITTEN CONTRACT**

CA CW MG0014 0417

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

AUTO DEALERS COVERAGE FORM

- A. Who Is An Insured** under **SECTION II – COVERED AUTOS LIABILITY COVERAGE** of the **BUSINESS AUTO COVERAGE FORM** and **SECTION I – COVERED AUTOS COVERAGE, D. Covered Autos Liability Coverage** of the **AUTO DEALERS COVERAGE FORM** is amended to include any person or organization you are required to add as an additional insured on this policy under a written contract or agreement currently in effect or becoming effective during the term of this policy, provided that a certificate of insurance showing that person or organization as an additional insured has been issued.
- B.** The insurance provided by this endorsement applies only with respect to liability arising out of operations performed for the additional insured by you.
- However, the insurance afforded to such additional insured:
1. Only applies to the extent permitted by law; and
  2. Will not be broader than that which is required by a contract or agreement you have entered into with the additional insured.
- C.** The Limits Of Insurance applicable to the additional insured are those specified in the written contract or agreement or in the Declarations of this coverage form, whichever is less. These Limits Of Insurance are inclusive and not in addition to the Limits Of Insurance shown in the Declarations.

All other terms and conditions remain unchanged.

**ADDITIONAL INSURED AUTOMATIC STATUS BY  
CONTRACT OR AGREEMENT – COMPLETED  
OPERATIONS**

CG CW MG0013 0417

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE FORM**

1. For the purposes of this endorsement, **SECTION II – WHO IS AN INSURED** is amended to include as an additional insured the person(s) or organization(s) when you and such person(s) or organization(s) have agreed in a written contract or agreement, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" performed for that additional insured and included in the "products-completed operations hazard".

However:

- a. The insurance afforded to such additional insured only applies to the extent permitted by law; and
  - b. If coverage provided to the additional insured is required by contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.
2. With respect to the insurance afforded to these additional insureds, the following is added to **SECTION III – LIMITS OF INSURANCE:**

If coverage provided to the additional insured is required by contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

- a. Required by the contract or agreement; or
  - b. Available under the applicable Limits Of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits Of Insurance shown in the Declarations.

All other terms and conditions remain unchanged.