

CITY of NOVI CITY COUNCIL

**Agenda Item 2
January 26, 2009**

SUBJECT: Approval to award the second one-year contract extension to Brien's Services, Inc., to perform the City's 2009 Lawn Maintenance Services, for an estimated annual amount of \$267,000.

SUBMITTING DEPARTMENT: Public Works

CITY MANAGER APPROVAL: 

EXPENDITURE REQUIRED	Approximately \$ 267,000
AMOUNT BUDGETED	Approximately \$ 275,000
LINE ITEM NUMBER	Allocated by Department/Fund

BACKGROUND INFORMATION:

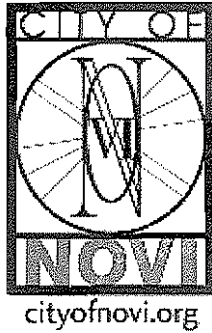
The City's 2007 lawn maintenance service contract allowed for two (2) one-year increment renewal options. This would be the second renewal. Brien's Services, Inc., has submitted a letter advising that they would like to renew the contract and that they will maintain their 2007 prices for the 2009 season based on the same contract specifications, terms and conditions. Staff has reviewed Brien's performance, is satisfied with the contractor's overall service, and recommends the second one-year contract extension.

RECOMMENDED ACTION: Approval to award the second one-year contract extension to Brien's Services, Inc., to perform the City's 2009 Lawn Maintenance Services, for an estimated annual amount of \$267,000.

	1	2	Y	N
Mayor Landry				
Mayor Pro Tem Gatt				
Council Member Burke				
Council Member Crawford				

	1	2	Y	N
Council Member Margolis				
Council Member Mutch				
Council Member Staudt				

MEMORANDUM



TO: SUE MORIANTI, PURCHASING MANAGER
FROM: JEFF VAN CURLER, DPW PROJECT COORDINATOR
SUBJECT: 2008 LAWN MAINTENANCE CONTRACTOR REVIEW
DATE: JANUARY 6, 2009

The 2008 lawn maintenance season went well. This was Brien's Services second season of service. Steve Printz expressed his concern about the effectiveness of the lawn fertilization of some of the City properties. We spoke with the company owner, Brien Worrell; he assured us that he will personally monitor the fertilization this season.

The contact with Brien's Services was excellent. There were daily phone conversations as well as an updated weekly mowing list in the morning. This communication is very important in resolving issues before they become a problem.

In the 2008 season, Brien's Services responded immediately to our requests for unscheduled work associated with special events within the City. They were very helpful in going above and beyond accommodating the City's needs.

After speaking with other City departments involved with this contract, we highly recommend renewing Brien's Services lawn maintenance contract for the 2009 season. We will be rebidding this contract for the 2010 season.

If you have any questions, please contact me.

cc: Benny McCusker
Tim Wright
Tim Sikma
Christine Slater

Brick Pavers
Cleanups
Core Aeration
Fertilizing & Weed Control
Flower Installation
(Annual/Perennial)
Gutter Cleaning
Holiday Decorating
(Indoor/Outdoor)
Landscaping



Lawn Maintenance
Low Voltage Lighting
Ornamental Bed Maintenance
Salting & Sanding Service
Shrub Trimming
Snow Plowing
Sod Installation
Sprinkler Systems
Stump Grinding
Tree Cutting/Pruning

December 17, 2008

Jeff VanCurler
Department of Public Works
26300 Delwall
Novi, MI 48375

RE: Novi Maintenance

Dear Jeff:

I would like to personally thank you for allowing us to service the maintenance needs for the City of Novi in 2008. As always, it has been a pleasure to work with you and the City. I look forward to being able to continue providing excellent service for the upcoming 2009 maintenance season.

Our bid for this season will be based on the same specs/pricing as last year. There will be no price increase for the 2009 season.

As always, please feel free to contact me with any questions or concerns you may have. I value your input and appreciate your continued business.

Sincerely,

A handwritten signature in black ink, appearing to read "Brien R. Worrell", written in a cursive style.

Brien R. Worrell
Brien's Services, Inc.

Brien's

CITY OF NOVI
Proposal for Lawn Maintenance Services

City of Novi
 Carol J. Kalinovik
 Purchasing Official
 45175 W. Ten Mile Road
 Novi, MI 48375

We the undersigned as bidder, propose to furnish to the City of Novi, according to the conditions and instructions attached hereto and made a part thereof for the following price:

Section A - Mowing/Bedcare Contact person- Gary Clark	Frequency	Approx. Acres	Per Cut/ Per Unit Cost		
1. Retention Ponds (13)	10-14 cuttings per year	11.74	\$ 437.00	455.61 4370	6118
2. Road Frontage	25-30 cuttings per year	61.18	\$3,121.00	78025	93630
3. Roadside (22)	25-30 cuttings per year	26.26	\$1,399.66	34991.5	47489.80
4. Boulevard Islands (3)	25-30 cuttings per year	14.56	\$ 859.04	21476	25771.2
5. Spring Cleanup (ponds, roads, boulevards)	1 time per year	113.74	\$4,200.00		
6. City Hall Mowing/Bedcare	25-30 cuttings per year	3.5	\$ 206.50	5162.5	6195
7. Police Headquarters Mowing/Bedcare	25-30 cuttings per year	3.5	\$ 206.50	5162.5	6195
8. DPW Facility Mowing/Bedcare	25-30 cuttings per year	2.0	\$ 118.00	2950	3540
9. Building Satellite Office	25-30 cuttings per year	.68	\$ 40.00	1000	1200
10. Fire Stations # 1-4	25-30 cuttings per year	3.25	\$ 200.00	5000	6000
11. West Park Booster Station	25-30 cuttings per year	.5	\$ 29.50	737.5	885
12. Spring Cleanup (City Hall)	1 time per year	3.5	\$ 225.00		
13. Spring Cleanup (Police Headquarters)	1 time per year	3.5	\$ 225.00		
14. Spring Cleanup (DPW Facility)	1 time per year	2	\$ 145.00		
15. Spring Cleanup (Building Satellite)	1 time per year	.68	\$ 65.00		
16. Spring Cleanup (Fire Stations #1-4)	1 time per year	3.25	\$ 208.00		
17. Spring Cleanup (W. Park Booster Stn.)	1 time per year	.5	\$ 40.00		
18. Fall Cleanup (City Hall)	1 time per year	3.5	\$ 350.00		
19. Fall Cleanup (Police Headquarters)	1 time per year	3.5	\$ 350.00		
20. Fall Cleanup (DPW Facility)	1 time per year	2.0	\$ 245.00		
21. Fall Cleanup (Building Satellite)	1 time per year	.68	\$ 69.00		
22. Fall Cleanup (Fire Stations #1-4)	1 time per year	3.25	\$ 325.00		
23. Fall Cleanup (W. Park Booster Stn.)	1 time per year	.5	\$ 50.00		
21. Future potential mowing areas	As requested	Unknown	\$50.00 Per acre		50

Section B Contact person - Matt Wiktorowksi	Frequency	Approx. Acres	Per Cut/ Per Unit Cost		
1. Lake Frontage A	13-26 cuttings per year	7.9	\$ 353.00	4589	9178
2. Lake Frontage B	25-30 cuttings per year	1.6	\$ 105.00	2625	3150
3. Cemeteries	25-30 cuttings per year	2.9	\$ 158.00	3950	4740
4. Novi Township Hall / Fuerst Farm	25-30 cuttings per year	4	\$ 175.00	4375	5250

5. Spring Cleanup (Cemeteries)	1 time per year	2.9	\$ 200.00
6. Fall Cleanup (Cemeteries)	2 times per year	2.9	\$ 300.00

Section C Contact person – Gary Clark	Frequency	Per Unit Cost
1. Lawn Fertilization/Weed Control/Grubs Pest Control (once) (City Hall)	4-5 times per year	\$ 424.00
2. Lawn Fertilization/Weed Control/ Grubs Pest Control (once) (Police Headquarters)	4-5 times per year	\$ 371.00
3. Lawn Fertilization/Weed Control (DPW Facility)	4-5 times per year	\$ 212.00
4. Lawn Fertilization/Weed Control (12 Mile Boulevards)	4-5 times per year	\$1,040.00
5. Lawn Fertilization/Weed Control/ Grubs Pest Control (once) (Fire Stations #1-4)	4-5 times per year	\$ 275.00
6. Lawn Fertilization/Weed Control (Main Street)	4-5 times per year	\$ 99.64
7. Lawn Fertilization/Weed Control (Cranbooke/Villagewood Blvds)	4-5 times per year	\$ 277.72
8. Lawn Fertilization/Weed Control (West Park Booster Station)	4-5 times per year	\$ 75.00
9. Lawn Fertilization/Weed Control/Grubs Pest Control (once) (Building Satellite)	4-5 times per year	\$ 45.00

Section D (includes Roadsides, Boulevards, City Hall, Police Dept, DPW facility & Fire Stations #1-4)	
1. Mulch Application (labor only, cost per hour)	\$37.00 per hour / per person
2. Cost of mulch (per yard, including delivery to site)	\$28.00 per cubic yard

Section E – materials only (labor included in General Labor Services)	Frequency	% Markup (over cost) based on list price
1. Seed (per lb. delivered)	As requested	23%
2. Sod (per yard delivered)	As requested	23%
3. Top Soil (per cu. yd. delivered)	As requested	23%
4. Flowers – annuals (per flat delivered)	As requested	23%

Section F -		Hourly rate
General Labor Services	As requested	\$37.00 per man hour

Alternate #1 – Novi Ice Arena Contact person – Matt Wiktorowski	Frequency	Approx. Acres	Per Cut/ Per Unit Cost		
1. Ice Arena Mowing/ Bedcare	25-30 cuttings per year	2.45 acres	\$ 144.00	3600	4320
2. Arena Drive Roadway Mowing	25-30 cuttings per year	1.6 acres	\$ 95.00	2375	2850
2. Lawn Fertilization/ Weed Control	4-5 times per year	4.05 acres	\$ 389.00		
3. Spring Cleanup	1 time per year		\$ 255.00		
4. Fall Cleanup (if requested by City)	1 time per year		\$ 345.00		
4. Mulch Application (labor)	As requested		\$ 37.00/man hour		
5. Cost of Mulch (per yard, delivered to site)	As requested		\$ 28.00/cu. yard		

Alternate #2 - Ordinance Mowing Contact person - Alan Amolsch	Frequency	Approx. Acres	Per Cut/ Per Unit Cost
1. Mowing	Minimum 2 cuttings per year	Less than 1 acre	\$ 65.00
2. Mowing	Minimum 2 cuttings per year	1 - 2 acres	\$ 95.00

Alternate #3 - M-5 Median/ Roadside /Interchange Mowing & Trimming Contact person - Gary Clark	Frequency	Approx. Acres	Per Cut/ Per Unit Cost
1. Mowing	4-6 cuttings per year	21.66 acres	\$1,100.00

4400 6600

Alternate #4 - Novi Public Library Contact person - Joel Dion	Frequency	Approx. Acres	Per Cut/ Per Unit Cost
1. Mowing/ Bedcare	25-30 cuttings per year	2.1 acres	\$ 123.00
2. Lawn Fertilization/ Weed Control/ Grubs Pest Control (once)	4-5 times per year	2.1 acres	\$ 186.00
3. Spring Cleanup (if requested by City)	1 time per year		\$ 100.00
4. Fall Cleanup (if requested by City)	1 time per year		\$ 215.00
4. Mulch Application (labor)	As requested		\$ 37.00/man hour
5. Cost of Mulch (per yard, delivered to site)	As requested		\$ 28.00/cu. yard

3075 3690

Firm Price Guarantee

Prices stated herein will remain valid for a minimum of 120 days (minimum 90) except for the awarded bidder whose prices are to remain firm for one (1) year from date of award.

The City of Novi reserves the right to renew this contract as stated herein, with the awarded bidder, through mutual consent and under the same terms and conditions for a period of two (2) years in one (1) year increments after the contract completion date.

Please indicate below your percentage of increase per year over the prices listed herein for the extension of this contract.

Prices listed herein will increase -0- % each year beginning at the anniversary of award.

Comments: _____

Please list the number of staff you had in 2006: 65

Please list current certifications/licenses held by staff members:

- 1. 6J (3A-3B) Yes No
- 2. CLT Yes NO
- 3. ISA Yes No
- 4. Other (please list) _____

Please list three municipal/corporate references with a minimum of 30 acres each (within the last five years):

- 1. Firm Name City of Novi
Contact Person: Jeff VanCurler
Phone number: (248) 343-8776
- 2. Firm Name Lyon Township
Contact Person: Chris Olson
Phone number: (248) 437-2240
- 3. Firm Name Village of Milford Milford Township
Contact Person: Fred Morin Don Green
Phone number: (248) 684-1515 (248) 685-8731

Authorization /Acceptance of Specifications


Company Name: Brien's Services, Inc.

Address: 815 N. Union St.

City Milford State MI Zip 48381

Agent's Name: Brien R. Worrell
(Please type)

Agent's Title: President
(Please type)

Agent's Signature: 

Telephone No.: (248) 685-7276 Fax No.: (248) 685-8821

Email address: brien@briensservices.com

Date: March 5, 2007

For information regarding this bid, please contact:

Gary Clark, Assistant DPW Director, (248) 735-5652

or

Matt Wiktorowski, Superintendent of Parks, (248) 735-5634

Any questions related to the bid process should be directed to:

Carol J. Kalinovic, Purchasing Director, (248) 347-0446