



# CITY OF GRAND RAPIDS AGENDA ACTION REQUEST

**DATE:** March 5, 2024

**TO:** Mark Washington, City Manager

**COMMITTEE:** Fiscal Committee

**LIAISON:** Molly Clarin, Chief Financial Officer

**FROM:** Molly Clarin, Chief Financial Officer  
Purchasing

**SUBJECT:** **Bid List Resolution for March 5, 2024**

The Bid List Resolution for March 5, 2024 (attached) includes the recommendation for the award of 4 items for City Commission's review and approval. Following is information regarding the bid list recommendations:

1. A-Line Corrosion Services (Inspect/Repairs Cathodic Prot.) NTE \$30,000.00  
Low bid is recommended for a one-year term contract with two, one-year renewal options for inspection, testing, adjustments, and "as needed" repair and replacement services of anodes for above and below ground water, and fuel tank cathodic protections systems for Fleet Management, Environmental Services Department and the Water Department from A-Line Corrosion Services for an annual "not-to-exceed" amount of \$30,000.00; the estimated three-year total amount is \$90,000.00.

Services provided under this Contract will be funded by Fleet Management through the Motor Equipment Fund, the Environmental Services Department through the Sewage Disposal Fund, and the Water Department through the Water Supply Fund. Invitations to Bid were issued to 113 companies, with three responses received (bid tabulation attached). The award is based on the lowest bid that met all bid specifications and requirements.

Services include inspection, testing, adjustments and "as needed" repair and replacement services of anodes for above-ground and below-ground cathodic protection systems of water and fuel tanks.

A Contract will be prepared for the Mayor's signature in a form to be approved by the City Attorney.

2. Michigan Wood Fibers LLC (Grind, Haul, Shred-Woodwastes) NTE \$50,000.00  
Low bid is recommended for a one-year term contract with two, one-year renewal options for the complete and proper removal and/or grinding of wood debris from the

City's Domtar site or at various locations throughout the City for the Parks & Recreation Department from Michigan Wood Fibers LLC for an annual "not-to-exceed" amount of \$50,000.00; the estimated three-year total amount is \$150,000.00.

Services provided under this Contract will be funded by Parks & Recreation through the General Fund. Invitations to Bid were issued to 154 companies, with four responses received (bid tabulation attached). The award is based on the lowest bid that met all bid specifications and requirements.

Services include all labor, equipment, transportation, services, composting/tipping fees and incidentals necessary to properly remove and/or grind wood debris from the City's Domtar site, or at a specified site (designated by the project manager) where larger-scale tree removals have occurred, to an approved Department of Environment Great Lakes & Energy (EGLE) site or licensed landfill; wood debris may include brush, branches, tree debris, wood chips, tree logs, trunks, stumps, etc.

A Contract will be prepared for the Mayor's signature in a form to be approved by the City Attorney.

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|----|--|-------------------------|
|    |  | Contract Amendment      |
| 3. | <u>Shawn Sremba (Mowing Services)</u>  | <u>NTE \$304,000.00</u> |
|    | On March 14, 2023 Proceeding No. 92403, the City Commission approved a one-year term contract with two, one-year renewal options for mowing services for the Parks & Recreation Department for Fairplains Cemetery, Greenwood Cemetery, and Woodlawn Cemetery and for the Water Department for all Water Pumping & Distribution sites from Shawn Sremba (dba Natural Landscapes) for an annual "not-to-exceed" amount of \$268,000.00; the estimated three-year total amount was \$804,000.00. |                         |

At this time, it has been determined that mowing services are now needed for the Fulton Street and Oakgrove Cemeteries. Services at these locations were previously provided by the 61<sup>st</sup> District Court Work Crews; however, the Court is transitioning from their work-crew model toward a community-wide and service approach, and therefore will no longer provide these services to the Parks & Recreation Department.

It is recommended to amend the existing agreement with Shawn Sremba (dba Natural Landscaping), and award mowing services for Fulton Street and Oakgrove Cemeteries at the prices proposed from their initial bid response, increasing the annual contract amount by \$36,000.00, for a new annual contract amount of \$304,000.00; the estimated two-year total amount is now \$608,000.00. Services will include mowing, trimming, spring and fall cleanup and disposal of materials.

A Contract Amendment will be prepared for the Mayor's signature in a form to be approved by the City Attorney.

4. Marlyn Group (Software Solution, Monthly Parking Mgmt) NTE \$51,000.00

It is recommended to award a contract for the implementation of a comprehensive monthly parking management system for Mobile GR from Marlyn Group for a one-year term contract with two, one-year renewal options for the first-year annual “not-to-exceed” amount of \$51,000.00 (which includes a one-time implementation fee and monthly software costs), \$43,000.00 for Year 2 and \$45,000.00 for Year 3; the estimated three-year total amount is \$139,000.00.

Services provided under this contract will be funded by Mobile GR through the Parking Services Fund. The recommendation is made following a Request for Proposals (RFP) process. RFPs were issued to 167 prospective respondents with five proposals received (bid tabulation attached). A review team for evaluating and awarding the RFP was comprised of City staff representing Mobile GR and the Purchasing Department. It was determined that Marlyn Group would provide the best value for these services, based on the highest composite score according to the criteria specified in the RFP document, including company qualifications, references, proposed solution, implementation plan, timeline, and costs.

Once implemented, the solution from Marlyn Group LLC will provide increased efficiencies and savings for MobileGR by reducing administrative staff time for account and billing changes, manual payment reconciliations, and parking access audits. Additionally, this software solution will significantly improve the customer experience by providing an online self-service account management portal for individual and business customers, allowing customers to securely and independently manage payments, view account and billing history, manage users, and add, change, or stop service.

A Contract will be prepared for the Mayor’s signature in a form to be approved by the City Attorney.

Your FISCAL COMMITTEE recommends the adoption of the following bid List Resolution for March 5, 2024.

WHEREAS, the Fiscal Committee has considered the attached bids; therefore

RESOLVED that contracts be prepared between the City and the following vendors, and that the Mayor be authorized to sign the contracts on behalf of the City, as follows, in a form to be approved by the City Attorney:

**1. A-Line Corrosion Services**

One-year term contract with two, one-year renewal options for inspection, testing, adjustments, and “as needed” repair and replacement services of anodes for above and below ground water, and fuel tank cathodic protections systems for Fleet Management, Environmental Services Department and the Water Department from A-Line Corrosion Services for an annual “not-to-exceed” amount of \$30,000.00; the estimated three-year total amount is \$90,000.00.

**2. Michigan Wood Fibers LLC**

One-year term contract with two, one-year renewal options for the complete and proper removal and/or grinding of wood debris from the City’s Domtar site or at various locations throughout the City for the Parks & Recreation Department from Michigan Wood Fibers LLC for an annual “not-to-exceed” amount of \$50,000.00; the estimated three-year total amount is \$150,000.00.

**3. Shawn Sremba (dba Natural Landscaping)**

Contract amendment for additional mowing services for Fulton Street and Oakgrove Cemeteries (at unit costs proposed from initial bid response), increasing the annual contract amount by \$36,000.00, for a new annual contract amount of \$304,000.00; the estimated two-year total amount is now \$608,000.00.

**4. Marlyn Group**

Implementation of a comprehensive monthly parking management system for Mobile GR from Marlyn Group for a one-year term contract with two, one-year renewal options for the first-year annual “not-to-exceed” amount of \$51,000.00 (which includes a one-time implementation fee and monthly software costs), \$43,000.00 for Year 2 and \$45,000.00 for Year 3; the estimated three-year total amount is \$139,000.00.

CORRECT IN FORM  
  
DEPARTMENT OF LAW