



# CITY OF GRAND RAPIDS AGENDA ACTION REQUEST

**DATE:** December 17, 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 December 17, 2024**

The Bid List Resolution for December 17, 2024 (attached) includes the recommendation for the award of 8 items for City Commission's review and approval. Following is information regarding the bid list recommendations:

1. West Michigan Janitorial (Janitorial Services) NTE \$35,000.00  
Low total bid is recommended for a one-year term contract with two, one-year renewal options for complete janitorial services for the Fire Department administration buildings and training center from West Michigan Janitorial for an annual "not-to-exceed" amount of \$35,000.00; the estimated three-year total amount is \$105,000.00.

Services under this contract will be funded by the Fire Department through the General Operating Fund. Invitations to Bid were issued to 443 companies with 5 responses received (bid tabulation attached). The award is based on the lowest total bid received that met the bid requirements and specifications of the solicitation; the Regional Bid Discount for each company was applied for analysis but did not factor into the award.

Services include daily on-site services at 38 LaGrave (Fire Administration) and weekly services at 410 Barrett Ave NE (Administration Building) and 1101 Monroe (Fire Training Center), with additional scheduled weekly/monthly/quarterly cleaning of areas at all locations.

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

2. Prominent Property Services (Services – City Alleys) NTE \$175,200.00  
Snow Removal  
Only bid received is recommended for a one-year term contract with two, one-year

renewal options for snowplowing services of the City's alleys for the Public Works Department from Prominent Property Services for the annual "not-to-exceed" amount of \$175,200.00; the estimated three-year total amount is \$525,600.00.

These services will be funded by Public Works through the Major and Local Streets Funds. Invitations to Bid were issued to 332 companies with 1 response received (bid tabulation attached). Only bid received is recommended for award due to the approaching winter season to ensure alleys are plowed for the safety of our public, as lengthening the procurement process could put citizens who require alleyways to be cleared at risk.

Ensuring alleys are plowed is especially important for certain demographics, including low-income households and at-risk elderly residents. These groups often rely on clear pathways for essential services such as medical care, grocery deliveries, and social support; without timely snow removal, they face increased risks of isolation and emergencies. Prioritizing alley snowplowing helps protect the most vulnerable members of our community by ensuring they have safe and reliable access to necessary resources and services during the winter months.

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

#### Contract Amendment

3. Hydro-Chem Systems, Inc. (Car Wash Maint, Repairs, & Supplies) \$20,000.00  
On November 09, 2021 Proceeding No 91206 City Commission approved a one-year term contract with two, one-year renewal options for O.E.M. preventative maintenance and "as needed" repairs on a Hydro-Chem automated car wash system and the "as needed" purchase of car wash detergent and supplies for the Fleet Management Department from Hydro-Chem Systems, Inc. for an annual "not-to-exceed" amount of \$55,000.00; the estimated three-year total amount was \$165,000.00.

Due to the planned move of Fleet Management operations to 1500 Scribner and the planned demolition of the current car wash station at 333 Market in spring 2025, it is in the City's best interest to extend the existing agreement until the new car wash station is established. Hydro-Chem has provided quality service, car wash maintenance, repairs and supplies to the city for the past 12+ years, ensuring reliable and consistent support; Fleet Management continues to be very satisfied with the performance, deliverables, and customer service provided by Hydro-Chem Systems Inc (a locally owned business).

At this time, it is recommended to extend the existing agreement with Hydro-Chem Systems Inc. for O.E.M. preventative maintenance and "as needed" repairs on a Hydro-Chem automated car wash system and the "as needed" purchase of car wash detergent and supplies for the Fleet Management Department for a one-year extension for the annual not-to-exceed amount of \$20,000.00.

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

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|----|--|---------------------------------------|
|    |  | Contract Increase<br>NTE \$125,000.00 |
| 4. | <u>Shawn Sremba (Snowplowing Services)</u> |                                       |
- On October 18, 2022 Proceeding No. 92073 City Commission approved a one-year term contract with two, one-year renewal options for complete snowplowing services for Mobile GR and the Fire Department and for snow removal services for Mobile GR, Fire Department, Facilities Management, and the Water Department from Vigh Landscape Management for an annual "not-to-exceed" amount of \$185,000.00 (estimated three-year total amount of \$555,000.00); and for snowplowing services for Facilities Management and the Water Department from Shawn Sremba (dba Natural Landscapes LLC) for an annual "not-to-exceed" amount of \$110,000.00 (estimated three-year total amount of \$330,000.00). Pricing for years two and three was based on the prevailing Consumer Price Index, and has been adjusted accordingly.

At this time, additional City locations have been identified as requiring snow removal services by Facilities Management: 509 Wealthy (Street Lighting and Signals), 223 Washington SE (Archives), and Development Center (1120 Monroe). Snow removal services at these locations were previously performed by 61<sup>st</sup> District Court work crews, however that program is now ended.

At this time, it is recommended to increase the annual "not-to-exceed contract amount for Shawn Semba (dba Natural Landscapes LLC) by \$15,000.00, for a new annual "not-to-exceed" contract amount of \$125,000.00. Services will be funded by Facilities Management through the Facilities Management Fund. There is no bid tabulation for this item.

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

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|----|--|-----------------|
|    |  | NTE \$59,702.62 |
| 5. | <u>ImageTrend, Inc. (SaaS, Elite Rescue RMS)</u> |                 |
- On December 14, 2021 Proceeding No. 91281, the City Commission approved a one-year term contract with two, one-year renewal options for a Software as a Service (SaaS) emergency response records management solution for the Fire Department from the Original Equipment Manufacturer (O.E.M) developer, ImageTrend Inc. for the first-year annual amount of \$62,361.35. Subsequent renewals were processed as per the costs received from ImageTrend; the annual amount for the current year was \$192,755.00.

At this time, Fire remains extremely satisfied with the Elite Rescue RMS, and desires continued utilization of the platform; the solution was initially selected by by Fire (initially approved by the City Commission on 10/23/2018 #88231) as the best fit for meeting National EMS Information System (NEMISIS) 3.0 Compliant standards for documentation of emergency responses including fires, EMS, hazardous materials,

technical rescue, and fire prevention activities.

It is recommended to continue with the current services and solution, and extend the agreement with ImageTrend Inc. at the existing terms and conditions with updated unit costs for an additional one-year term with two, one-year renewal options for the first-year annual not to exceed amount of \$59,702.62; subsequent renewals for continued annual support will be processed as per the costs received from received from ImageTrend Inc. The estimated three-year total amount is \$179,107.86.

This will be funded by the Fire Department through the General Operating Fund. There is no bid tabulation for this item.

A1 Asphalt, Inc.  
Black Gold Holdings  
Lakeland Asphalt Corporation

6. Superior Asphalt, Inc. (Winter Bituminous Patching Materials) NTE \$2,500,000.00  
A cooperative agreement through the Kent County Road Commission (KCRC) is recommended for a one-year term contract for various bulk winter bituminous cold patching materials for the Public Works for the annual “not-to-exceed” amount of \$2,500,000.00 as follows:

<u>Vendor</u>	<u>Items</u>	<u>Annual</u>
A1 Asphalt Inc.	HMA Mix	\$ 500,000.00
Black Gold Holdings	CP7 - UPM cold-mix	\$ 500,000.00
Lakeland Asphalt Corp.	BMP 7	\$ 500,000.00
Superior Asphalt Inc.	HMA recycled mix	\$1,000,000.00

The estimated total amount for all contracts is \$2,500,000.00. Product orders under these contracts will be funded by the Public Services Department through the Major Streets and Local Streets Funds, and the Water Department through the Water Supply Fund. The winter bituminous patching materials will be used for street repairs throughout the City.

The KCRC, acting as the lead agency, issued an Invitation to Bid that resulted in 4 responses received for bulk and bagged product. At the recommendation of KCRC staff, the Kent County Board of Road Commissioners approved awarding to all bidders, to allow for the materials to be delivered or picked up from the contractor closest to the job site, as well as ensuring availability of the product; the same approval is requested by Public Works and Water staff. The total annual amount requested is based on historical service usage by the City, while the individual contract amounts are based on expected usage at this time; in order to provide the best value to the City, it is expected that the vendor contract amounts may be adjusted based on actual usage but will not exceed the “not-to-exceed” amount approved.

7. Lunghamer Ford of Owosso (Fleet Vehicles, Ford Interceptors) \$186,832.00

A cooperative purchase through the State of Michigan MiDEAL Contract #071B7700180 is recommended for the purchase of four (4) 2025 Ford Police Interceptor Utility AWD vehicles for the Fleet Management Department from Lunghamer Ford of Owosso for the total amount of \$186,832.00.

This purchase will be funded by the Fleet Management Department through the General Operating Fund; there is no bid tabulation for this item. MiDEAL is an extended purchasing program which allows local units of government in Michigan to use State contracts for various goods and services.

The units are FY25 additional pooled fleet vehicles needed due to the increase in the number of officers (from as few as 265 officers in February 2022 to 286 officers, plus nine police recruits, in November 2024), and will be utilized as Patrol units (marked Ford Police Interceptors) supporting the City's Safe Community strategic priority.

8. Rosenbauer South Dakota LLC (Fire Pumper Truck, Used) NTE \$434,000.00  
Low bid is recommended for the purchase of a used 2020 Rosenbauer, Commander FX, Pumper 18300 for the Fire Department from Rosenbauer South Dakota LLC for \$434,000.00.

This purchase will be funded by Fire through ARPA funds. Invitations to Bid were issued to 135 companies with 3 responses received (bid tabulation attached). Bid Discounts for each company were applied for analysis, but did not factor into the award. The award recommendation is based on the low bid for a unit that met all Fire requirements.

Recently, Fire identified the need for an additional used pumper truck to strengthen the fire fleet by providing a reliable backup during maintenance periods; recurring warranty issues with the most recently acquired trucks have led to frequent repairs. Without significant reserve apparatus, there is an increased risk for operational disruptions. This used pumper truck will be acquired at a fraction of the cost and delivery of a new one.

Your FISCAL COMMITTEE recommends the adoption of the following bid List Resolution for December 17, 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. **West Michigan Janitorial**  
One-year term contract with two, one-year renewal options for complete janitorial services for the Fire Department administration buildings and training center from West Michigan Janitorial for an annual “not-to-exceed” amount of \$35,000.00; the estimated three-year total amount is \$105,000.00.
2. **Prominent Property Services**  
One-year term contract with two, one-year renewal options for snowplowing services of the City’s alleys for the Public Works Department from Prominent Property Services for the annual “not-to-exceed” amount of \$175,200.00; the estimated three-year total amount is \$525,600.00.
3. **Hydro-Chem Systems Inc.**  
Contract extension for a one-year term for continued O.E.M. preventative maintenance and “as needed” repairs of a Hydro-Chem automated car wash system and the “as needed” purchase of car wash detergent and supplies for the Fleet Management Department for a one-year extension for the annual not-to-exceed amount of \$20,000.00.
4. **Shawn Sremba**  
Contract increase of \$15,000.00 for snow removal services for 509 Wealthy (Street Lighting and Signals), 223 Washington SE (Archives), and Development Center (1120 Monroe) for Facilities Management from Shawn Sremba (dba Natural Landscapes), for a new annual amount of \$125,000.00.

FURTHER RESOLVED that the Purchasing Agent be authorized to proceed with awards to the following vendors:

5. **ImageTrend, Inc.**  
Contract extension for a one-year term with two, one-year renewal options for continued maintenance and support of Elite Rescue RMS for the Fire Department from ImageTrend, Inc. for the annual not-to-exceed amount of \$59,702.62; subsequent renewals for continued annual support will be processed as per the costs received from received from ImageTrend Inc.

**A1 Asphalt, Inc.  
Black Gold Holdings  
Lakeland Asphalt Corp.**

**6. Superior Asphalt, Inc.**

Cooperative agreement through the Kent County Road Commission (KCRC) for a one-year term contract for various bulk winter bituminous cold patching materials for the Public Works for the annual "not-to-exceed" amount of \$2,500,000.00 as follows:

<u>Vendor</u>	<u>Items</u>	<u>Annual</u>
A1 Asphalt Inc.	HMA Mix	\$ 500,000.00
Black Gold Holdings	CP7 - UPM cold-mix	\$ 500,000.00
Lakeland Asphalt Corp.	BMP 7	\$ 500,000.00
Superior Asphalt Inc.	HMA recycled mix	\$1,000,000.00

The estimated total amount for all contracts is \$2,500,000.00.

**7. Lunghamer Ford of Owosso**

Cooperative purchase through the State of Michigan MiDEAL Contract #071B7700180 for the purchase of four (4) 2025 Ford Police Interceptor Utility AWD vehicles for the Fleet Management Department from Lunghamer Ford of Owosso for the total amount of \$186,832.00.

**8. Rosenbauer South Dakota LLC**

Purchase of a used 2020 Rosenbauer, Commander FX, Pumper 18300 for the Fire Department from Rosenbauer South Dakota LLC for \$434,000.00.

**CORRECT IN FORM**  
  
 DEPARTMENT OF LAW