

CITY of NOVI CITY COUNCIL

**Agenda Item 4
February 4, 2008**

SUBJECT: Consideration of a one-year contract extension to Brien's Services, Inc., to perform the City's 2008 Lawn Maintenance Services, for an estimated annual amount of \$223,000.

SUBMITTING DEPARTMENT: Public Works

CITY MANAGER APPROVAL:

EXPENDITURE REQUIRED	Approximately \$223,000
AMOUNT BUDGETED	Approximately \$225,000
APPROPRIATION REQUIRED	N/A
LINE ITEM NUMBER	101-442.00-941.000 DPW Grounds Maintenance 202-202.00-866.000 Major Routine Maintenance 203-203.00-866.000 Local Routine Maintenance 204-204.00-866.000 Municipal Routine Maintenance 210-211.00-872.000 Drains

BACKGROUND INFORMATION:

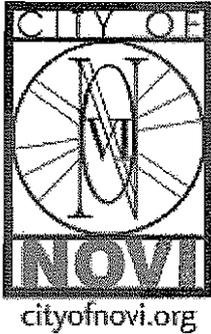
The City's 2007 landscape services contract allowed for two one-year increment renewal options. Brien's Services, Inc., has submitted a letter advising that they will maintain their 2007 prices for the 2008 season based on the same contract specifications, terms and conditions. Staff has reviewed Brien's performance, is satisfied with the contractor's overall service, and recommends a one-year contract extension.

RECOMMENDED ACTION: Consideration of a one-year contract extension to Brien's Services, Inc., to perform the City's 2008 Lawn Maintenance Services, for an estimated annual amount of \$223,000

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

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

MEMORANDUM



TO: CAROL KALINOVIK, PURCHASING DIRECTOR
FROM: WILLIAM MCCUSKER, DIRECTOR OF PUBLIC WORKS
MATT WIKTOROWSKI, SUPERINTENDENT OF PARKS
SUBJECT: 2008 LAWN MAINTENANCE CONTRACT -
BRIEN'S SERVICES, INC.
DATE: JANUARY 25, 2008



M.W.

Attached is a letter from Mr. Brien Worrell, President of Brien's Services, Inc., requesting an extension of the lawn maintenance contract with the City of Novi. Mr. Worrell has not proposed any price increases for the 2008 season.

Brien's has fulfilled the requirements of the contract and is committed to providing high quality service to the community. We have been satisfied with their overall services and recommend a one-year extension.

If you have any questions, please contact us.

Attachment

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

January 25, 2008

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

RE: Novi Maintenance

Dear Jeff,

I want to personally thank you for allowing us to service the maintenance needs for the City of Novi in 2007. 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 2008 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 2008 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".

Brien R. Worrell
Brien's Services, Inc.

2007 Lawn Maintenance Overall View

The overall quality was good. The beginning of the season was on the rough side but it usually is with a new company especially with all our different areas.

Matt Wiktorowski recommends that we have Brien's do some additional cutting during the first 6 weeks due to the wet season. That would really improve the aesthetics of city hall and the police station. Also Brien's need to make a better attempt to control the broad leaf weeds as well as the crab and quack grasses.

Jeff Johnson at the fire stations also had this same complaint. He was very disappointed in the weed control at all the stations. He said he was very pleased in the mowing and trimming. At fire station #1 Brien's did some nice landscape work and some trimming of the trees. The time it took them to do it seemed too long and that goes for all of the landscape jobs we hired them to do.

Joel Dion from the Library was very satisfied in their work and had nothing negative to say.

The roadsides looked good overall once they got into their groove. We did need to stay on top of them weekly, but I feel that is expected with any company taking on a contract of this magnitude.

Brien's kept in excellent contact during the season. I received an e-mail update daily on what was accomplished the day before and what they planned to do that day. Their office staff worked well with all of our staff in finding and solving billing questions. The field personnel were always very polite and professional. The biggest flaw is that they are not always wearing the safety vests and cones are not out around their trucks on the side of the roads.

I confidently recommend that we extend Brien's Services contract for another season as long as the few complaints are addressed in 2008.

Jeff Van Curler
Novi Department of Public Works
Project Coordinator

October 15, 2007

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	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	41489.80
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	512.5	6195
7. Police Headquarters Mowing/Bedcare	25-30 cuttings per year	3.5	\$ 206.50	512.5	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 Wiktorowski	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
2. Arena Drive Roadway Mowing	25-30 cuttings per year	1.6 acres	\$ 95.00	2375
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	

Both 287
4320
2850

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. Kalinovik, Purchasing Director, (248) 347-0446