



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

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www.rochesterhills.org

Legislative File No: 2018-0068

TO: Mayor and City Council Members

FROM: Allan Schneck, P.E., Director Department of Public Services

DATE: March 12, 2018

SUBJECT: Purchase Authorization for Two (2) Utility Vehicles

REQUEST:

City Council is requested to authorize the purchase of two (2) new utility vehicles with optional snow plows, material spreaders and rotary brooms from Carleton Equipment Company, Livonia, Michigan in the amount of \$69,705.00.

REASON FOR PURCHASE:

DPS has been using full size pickup trucks with snowplows for pathway maintenance. The trucks have proven to be too wide and have trouble negotiating the narrower portions of the pathway (especially on older pathways that are significantly narrower than 8'). Difficulties our drivers routinely experience on the narrower and twisty portions of the pathway system (especially in deep snow or icy conditions) results in higher than normal damage to the trucks and plows increasing our costs and down time. Pickups are too heavy to cross most bridges over low and wet areas, streams and rivers on the paths. Salt is manually spread from the pickup body with shovels at road intersections on ADA crosswalks.

Manufacturers of "side by side" utility vehicles (UTVs) have recently introduced innovative models equipped specifically for maintenance on sidewalks and pathways that are far better suited to our needs than pickup trucks. They are shorter, narrower and more maneuverable than pickups, are equipped with V type hydraulic snow plows that are capable of dealing with both narrow and wide pathways, and have bed mounted, driver operated electric salt spreaders.

These UTVs will be utilized year-round, and have rotary broom attachments for road, pathway intersection maintenance. Fire hydrant maintenance crews will use the UTVs for servicing the hundreds of hydrants accessible from the pathway system.



The City solicited bids for two (2) utility vehicles and based on budget availability optional equipment utilizing the MITN system. It was unknown prior to the bidding of the project what the cost of the utility vehicles would be. At the time of the bid opening, the bids appeared to be unbalanced based on the large discrepancy between unit costs from the four bids received on the base proposal pricing for the Utility Vehicles. Purchasing evaluated and researched the bids received. In order to determine that the bidders completed the price page correctly, bidders were contacted to verify that the bid pricing submitted met the requirements as stated by the City. During this evaluation period it was discovered that one of the proposers did not submit their costs correctly and that based on deletions of optional equipment, the submitted bid pricing by the vendor would be affected and the discount offered by the vendor would change. Being this is a bid, this type of change is not allowable and therefore the vendor was deemed non-responsive. The three remaining bids and pricing submitted were able to be verified and confirmed.

These three (3) bid responses and optional equipment for purchase was reviewed by Purchasing and the Fleet division. It was determined that the City would purchase the Utility Vehicle with the following optional equipment: snow plow blade, mounted material spreader, and rotary broom. The City does not have the budget availability for the snow blower equipment at this time. In tabulating the bids for the utility vehicles configured with the identified optional equipment, Carleton Equipment Co. is the lowest, responsive, responsible bidder overall for the items wanting to be purchased by the department. The City evaluated whether or not there was potential to split the award of this bid by line item, however based on the optional equipment they are not interchangeable with the Utility Vehicles proposed.

PROCESS:

Vendor Name and Address:

Carleton Equipment Company
 31231 Schoolcraft Road
 Livonia, MI 48150

Reason for Selection:

Low responsive responsible bid

Method of Purchase:

Purchase Order

BUDGET:

Funding is included in the FY 2018 Adopted Budget.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Fleet	661.977000	Equipment Capitalized	\$70,000.00	\$69,705.00	\$295.00

RECOMMENDATION:

City Council is requested to authorize the purchase of two (2) new utility vehicles with optional snow plows, material spreaders and rotary brooms from Carleton Equipment Company, Michigan in the amount of \$69,705.00.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Supervisor of Procurement		
Mayor		
City Council Liaison		