

PURCHASING & LICENSING COMMITTEE

13-0236R

RESOLUTION AWARDING A CONTRACT WITH HOFFMAN & MCNAMARA CO. FOR THE PURCHASE AND DELIVERY OF TREES FOR PLANTING IN DULUTH PARKS, BOULEVARDS, AND OTHER CITY PROPERTY IN YEAR 2013 FOR AN AMOUNT NOT TO EXCEED \$84,000.

CITY PROPOSAL:

RESOLVED, that the proper city officials are hereby authorized to contract with Hoffman & McNamara Co. for the purchase and delivery of trees for planting in Duluth parks, boulevards, and other city property in fiscal year 2013 in accordance with city-approved specifications and the vendor's low bid for various lots for a total amount not to exceed \$84,000 (to include funds reimbursed from grants), terms net 30, FOB destination, and payable as follows:

- (a) \$71,500, from Parks Fund 205, Dept./Agency 130 (Community Resources), Div. 1221 (Parks Maintenance), Obj. 5225 (Park/Landscape Materials).
- (b) \$12,500, from General Fund 110, Dept./Agency 121 (Public Administration), Div. 1217 (Maintenance Operations), Obj. 5225 (Park/Landscape Materials).

RESOLVED FURTHER, that funds for this contract will be provided in part by grants totaling \$34,300 (\$25,000 from the Minnesota Department of Natural

Resources and \$9,300 from the Minnesota Pollution Control Agency) with the balance of \$49,700 from the parks fund budget.

Approved:


 Department Director
 Dennis Sears 

Approved for presentation to council:


 Chief Administrative Officer

Approved as to form:


 Attorney

Approved:


 Auditor

P&R/PA/PRCH DS:le 05/03/2013

STATEMENT OF PURPOSE: This resolution authorizes a contract with Hoffman and McNamara Co. for the purchase and delivery of trees for planting in year 2013, for a total amount not to exceed \$84,000, payable from the parks fund.

The purchasing division posted a request for bids on the city's website April 22, 2013, and received four responses by the closing date. After careful review, the city determined that Hoffman & McNamara Co. submitted the lowest responsible bid.

BID TABULATION					
BID NO. 13-0304 TREES FOR PLANTING					
Bid Opening April 25, 2013					
Vendor	City/State	Base Amount			
		Lot 1	Lot 2	Lot 3	
Hoffman & McNamara Co.	Hastings, Minnesota	\$13,990	\$49,997	\$42,997	**
John Deere Landsapes	Cleveland, Ohio	\$20,615	Incomplete	Incomplete	

Grove Nursery	Corcoran, Minnesota	\$20,912	Incomplete	Incomplete	
Baily Nurseries, Inc.	Newport, Minnesota	Incomplete	Incomplete	Incomplete	

** These amounts will be adjusted downward, based on city negotiations with Hoffman & McNamara as the lowest responsible bidder.

Some of the locations for planting trees include:

- (a) Fire Stations 7 and 10
- (b) City Hall
- (c) Piedmont Community Center
- (d) Lafayette Community Club
- (e) The Depot Skate Park Trail
- (f) Along Irving Bike Trail
- (g) Harrison Community Club
- (h) Chester Park
- (i) Cascade Park
- (j) Twin Ponds
- (i) Hartley Park
- (j) Morgan Park
- (k) Blackmeer Park
- (l) Lakewalk

Requisition 13-0304