



# CITY of NOVI CITY COUNCIL

[www.cityofnovi.org](http://www.cityofnovi.org)

Agenda Item J  
October 22, 2007

**SUBJECT:** Approval to award bid to Turf Services Inc., the lowest qualified bidder, in the amount of \$17,450; for the purchase of a Bannerman BTD-20 Topdressing Machine.

**SUBMITTING DEPARTMENT:** Parks, Recreation, & Forestry

**CITY MANAGER APPROVAL:** *PWA for CJP*

EXPENDITURE REQUIRED	\$17,450.00
AMOUNT BUDGETED	\$21,150.00
APPROPRIATION REQUIRED	N/A
LINE ITEM NUMBER	208.717.00-984.200

### BACKGROUND INFORMATION:

The Novi City Council appropriated \$21,150 in the 2007-2008 fiscal year for the purchase of a topdressing machine to be utilized in the parks system. This vehicle implement assists with routine maintenance on baseball and soccer fields, enhancing general turf quality throughout the athletic season. The Banner BTD-20 allows City staff to add metered amounts of infield material, compost, soil, loose stone, or sand on pathways, skinned infields, and stone roadways at regular intervals. This machine allows the department to enhance athletic field standards and increase the overall safety for our user groups.

In September 2007 bids were received for the topdressing machine purchase. Upon a thorough investigation, the department found Turf Services Inc., the lowest qualified bidder; best meets the City's requirements by providing the Bannerman BTD-20 topdresser within the amount allocated. In previous fiscal years the recommended vendor has successfully completed Community Sports Park Field #5 Renovation and Power Park Infield Resurfacing.

### Topdressing Machine Bid Tab

Company	Make/Model	Lump Sum
W.F. Miller*	Turfco Mete-R-Matic XI #85460	\$11,495.00
Turf Services	Bannerman BTD-20	\$17,450.00
Spartan Distributors	Ty Crop TD-460SH	\$19,010.00

\*Did not meet bid specifications.

**RECOMMENDED ACTION:** Approval to award bid to Turf Services Inc., the lowest qualified bidder, in the amount of \$17,450.00; for the purchase of a Bannerman BTD-20 Topdressing Machine.

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

	1	2	Y	N
Council Member Mutch				
Council Member Nagy				
Council Member Paul				

## MEMORANDUM



cityofnovi.org

**TO:** RANDY AULER, DIRECTOR OF PARKS, RECREATION & FORESTRY  
**FROM:** MATT WIKTOROWSKI, SUPERINTENDENT OF PARKS  
**SUBJECT:** TOPDRESSING DISTRIBUTION MACHINE  
**DATE:** 10/11/2007

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The Novi City Council appropriated \$21,150 in the 2007-2008 fiscal year for the purchase of a topdressing machine to be utilized in the parks system. This vehicle implement assists with routine maintenance on baseball and soccer fields, enhancing general turf quality throughout the athletic season. The Banner BTD-20 allows city staff to add metered amounts of infield material, compost, soil, loose stone, or sand on pathways, skinned infields, and stone roadways at regular intervals. This machine allows the department to enhance athletic field standards and increase the overall safety for our user groups.

The BTD-20 allows field service staff to efficiently fill in holes that have been created on athletic fields and transport large amounts of material over grassy surfaces limiting the amount of compaction to the soil below. It is estimated that this machine can topdress one soccer field with ¼ inch of material in two hours. Previously it would take two staff members eight hours per field with a truck, rake and shovel.

In September 2007 bids were accepted for the Topdressing machine purchase. Upon a thorough investigation the department found Turf Services Inc. best meets the cities topdresser requirements by providing the Bannerman BTD-20 with-in the amount allocated. In previous fiscal years the vendor has successfully completed the Community Sports Park Field #5 Renovation and Power Park Infield Resurfacing.



CITY OF NOVI, MICHIGAN  
PURCHASING DEPARTMENT  
45175 W. TEN MILE RD.  
NOVI, MI 48375  
(248) 347-0446

TOPDRESSING MACHINE  
PROPOSAL FORM

BIDS DUE Wednesday, September 12, 2007 BY 2:30 P.M.

Bid submitted by:

Name (printed) Sandra Heiss Title: Vice Pres.

Company (Legal Registration) Turf Services, Inc.

Address 17205 148th Avenue

City Spring Lake State MI Zip 49456

Telephone 616-842-4975 Fax 616-842-0302

E-mail turfserv@charterinternet.com

Signature Sandra Heiss Date 9/11/07

For information on responding to this RFP, contact Carol Kalinovik, Purchasing Director, at [ckalinovik@cityofnovi.org](mailto:ckalinovik@cityofnovi.org)

Submittal of Bids: Bids must be delivered prior to the due date and time specified above to the City of Novi, Purchasing Department, 2<sup>nd</sup> floor, 45175 W. Ten Mile Rd., Novi, Michigan 48375. Bids must be submitted by person or mail. Faxed quotations will not be accepted.

**THE BID ENVELOPE MUST BE IDENTIFIED WITH THE FULL BID NAME AND DUE DATE.**

**THIS PAGE IS PAGE ONE OF THE PROPOSAL FORM. FAILURE TO SUBMIT PRICING ON THE PROPOSAL FORM PROVIDED BY THE CITY OF NOVI MAY CAUSE THE BID TO BE CONSIDERED NON-RESPONSIVE AND INELIGIBLE FOR AWARD.**

**NOTICE TO BIDDERS:**

The City of Novi officially distributes bid documents through the Michigan Intergovernmental Trade Network (MITN). **Copies of bid documents obtained from any other source are not considered official copies.** The City of Novi cannot guarantee the accuracy of any information not obtained from the MITN website and is not responsible for any errors contained by any information received from alternate sources. Only those vendors who obtain bid documents from the MITN system are guaranteed access to receive addendum information, if such information is issued.

If you obtained this document from a source other than the source indicated, it is recommended that you register on the MITN site, [www.govbids.com](http://www.govbids.com), and obtain an official copy.



CITY OF NOVI  
PROPOSAL FORM

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 according to the attached terms and conditions.

TOPDRESSING MACHINE

A. Lump Sum \$ 17,450.00

Make, Model Bannerman BTD-20

We acknowledge receipt of the following Addendums:  
(please indicate numbers below)

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Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Company Name: Turf Services, Inc.

Agent's Name: Sandra Heiss  
(Please type)

Agent's Signature: Sandra Heiss

Date: 9-11-07

YOU MUST INCLUDE PAGE 9 WITH YOUR BID!