

## AGENDA REPORT

TO: Mayor & City Commissioners  
FROM: Ken Hibl, City Manager  
DATE: June 16, 2010  
RE: Pettit Park Shower Bids



For the Agenda of June 21, 2010

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**Background.** The current #1 priority project listed within the Capital Improvement Schedule of the City of Clare Parks & Recreation Master Plan is the construction of a shower building for the campground at Pettit Park. To facilitate the completion of this priority project, bids were initially submitted for shower building design. The design work was awarded to Lapham Engineering of Clare. The design work and site plan were reviewed and recommended for approval by the Parks & Recreation Advisory Board and the City Staff, which permitted consideration by the City Planning Commission. The City Planning Commission approved the proposed site plan, which allowed the City to solicit bids for the project.

Three bids were received (see copy of att'd email of Amanda Green, the City's Parks & Recreation Director). After reviewing the details of the bids to ensure compliance with bid specifications, Amanda polled the Parks & Recreation Advisory Board for their recommendations regarding the bids; the majority of the board members recommended that the City Commission approve the bids and award the work to the low bidder, JBS Contracting of Mt. Pleasant. **Note: JBS Contracting is well-known to the City for their high quality of work performance as they submitted previous low bids and constructed the City's public safety building and the addition to the City's DPW Garage.**

The City Commission is asked to consider approving the bids and awarding the work associated with constructing the Pettit Park Shower Building to JBS Contracting.

**Issues & Questions Specified.** Should the City Commission approve the bids and award the work associated with constructing the Pettit Park Shower Building to the low bidder, JBS Contracting?

**Alternatives.**

1. Approve the bids and award the work to the low bidder.
2. Approve the bids and award the work to one of the two other bidders.
3. Direct that the solicitation of new/additional bids.
4. Direct the project not be constructed.
5. Defer/delay decision of this matter to a subsequently scheduled City Commission meeting.

**Financial Impact.** Parks capital projects are funded by voter-approved parks improvement millage funds (approximately \$66K annually); these funds can only be used for parks capital projects. This specific project was planned for completion in the 2009/2010 budget year. But as

the City's fiscal year ends on June 30<sup>th</sup>, the project will actually be funded in the 2010/2011 budget year. The City will collect an estimated \$66K for parks capital projects in the new fiscal year, thus funding for this project should be available. However, there have been a number of capital expenditures (primarily rail-trail construction costs) that have been previously made which Steve and I believe should be funded by the voter-approved parks millage, thus causing disagreement and a point of consternation regarding the actual amount available for this and other/future parks capital projects listed on the City's Parks Capital Improvement Schedule. Steve and I believe this matter needs to be resolved before we expend any additional funds for parks capital projects and thus further believe that this is a matter that ultimately must be resolved/a decision made by the City Commission. To facilitate mutual agreement on this subject, I suggest that the City Commission task its Fiscal & Oversight Committee to meet with the Parks & Recreation Advisory Board and City Staff members to provide a formulate a recommendation on this matter. This suggestion has been incorporated in the proposed resolution approving the Pettit Park Shower Building bids.

**Recommendation.** I recommend that the City Commission approve the bids and award the work for the Pettit Park Shower Building to JBS Contracting by adoption of Resolution 2010-0063 (*copy att'd*).

**Attachments.**

1. Email.
2. Resolution 2010-063.

**From:** Amanda Green [agreen@cityofclare.org]  
**Sent:** Friday, June 11, 2010 2:53 PM  
**To:** Carol Santini; Jon Ringelberg; Tabatha Chambers; Tonya Willman  
**Cc:** Amanda Green; Ken Hibl  
**Subject:** Pettit Park Shower Bids  
**Attachments:** BID TAB - SHOWER ADDITION.pdf

Greetings, PRAB!

The bids are in! The deadline for bidding on the Pettit Park Shower addition project was 2:00 pm today. As you will see from the attached file, we had 3 bidders. Please see the attached bid tab for more information, but a general overview is as follows:

McQueen Builders, \$62,295.00  
Alta Construction Co., \$66,669.00  
JBS Contracting, \$48,384.00

At this time, I would like to get a recommendation from the Board on which bid to accept, as I would like this to go to the City Commission at their next meeting on June 21, 2010. In order to get the information ready for their meeting agenda, please respond with your thoughts/comments/recommendations by Tuesday, June 15<sup>th</sup>.

Based on the received quotes, and also past work history with the company, my recommendation is to accept the low bid from JBS Contracting. According to our city purchase policy, please keep in mind that any recommendation for a vendor other than the one offering the lowest quote must be delineated by specific reasons for the recommendation(s).

Please let me know your recommendation!

Thanks,  
Amanda.

Amanda Green  
Parks and Recreation Director  
City of Clare  
989-386-7541 x213

**RESOLUTION 2009-063**

**A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING PETTIT PARK SHOWER BIDS.**

**WHEREAS**, the top priority project listed in Capital Improvement Schedule for the City of Clare Parks & Recreation Master Plan is the construction of a showers at the Pettit Park Campground; and

**WHEREAS**, the City solicited design bids for said shower building; and

**WHEREAS**, said design and site plan was awarded and completed; and

**WHEREAS**, said design and site plan was reviewed and recommended for approval by the City's Parks & Recreation Advisory Board and subsequently approved by the City of Clare Planning Commission, thus allowing the solicitation of bids for the construction of said showers; and

**WHEREAS**, the City received three bids, the lowest submitted by JBS Contracting of Mt. Pleasant, Michigan; and

**WHEREAS**, said contractor is well-known to the City as a reputable contractor with excellent work performance standards, said acquaintance being through past capital project work accomplished by the said contractor for the City.

**NOW THEREFORE BE IT RESOLVED** that the City Commission of the City of Clare hereby approves the bids received for construction of the Pettit Park Shower Building and awards the contract work to JBS Contracting of Mt. Pleasant, Michigan for a cost not to exceed \$48,384.

**BE IT FURTHER RESOLVED** that the City Commission hereby directs its Fiscal & Oversight Committee to meet with the City's Parks & Recreation Advisory Board and representatives of the City Staff (namely, its city manager, its city treasurer & finance director, and its parks & recreation director) to review the expenditure of parks capital project funds for the period July 1, 2007 to present for the purpose of developing a recommendation of mutual agreement and understanding regarding the source of funding for said projects, namely, whether the source of funding for said projects should be provided by the General Fund in the form of an inter-fund transfer or from funds collected from the voter-approved parks improvement millage.

**BE IT FURTHER RESOLVED** that a Notice to Proceed to construct said Pettit Park Shower Building shall not be issued until said recommendation of mutual agreement and understanding has been achieved and approved by the Clare City Commission.

**ALL RESOLUTIONS AND PARTS OF RESOLUTIONS INsofar AS THEY CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION BE AND THE SAME ARE HEREBY RESCINDED.**

The Resolution was introduced by Commissioner \_\_\_\_\_ supported by Commissioner \_\_\_\_\_. The Resolution declared adopted by the following roll call vote:

**YEAS:**

**NAYS:**

**ABSENT:**

Resolution approved for adoption on this 21<sup>st</sup> day of June 2010.

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Diane Schmidt, City Clerk