

## S T A T E O F M I C H I G A N

## BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**PARKS & RECREATION—PURCHASE THREE TRAILERS**

**WHEREAS**, the Board of Commissioners (Board) appropriated \$20,000 for a 2023 capital project to replace three Parks trailers; and

**WHEREAS**, consistent with the County's Purchasing Policy, three quotes were solicited for trailers meeting the minimum desired specifications; and

**WHEREAS**, the recommended bid award exceeds the \$20,000 budgeted amount.

**THEREFORE BE IT RESOLVED** that the Board authorizes a reallocation of appropriated funds within the Parks Pavement Maintenance Project Activity 401.751.751 in the amount of \$3,215 to increase the budget for this trailer replacement project to \$23,215; and

**BE IT FINALLY RESOLVED** that the County Administrator is authorized to make the necessary budget adjustments, and any necessary documents to complete this action are authorized to be signed.

**REQUEST FOR ACTION - PROCUREMENT OF GOODS AND/OR SERVICES**

RFA #: 000-000 RFA Date: 4/4/2023 RFA Submitted By: Kristin VanAtter

**PROJECT/SERVICE:** Replace Three Parks Utility Trailers  
Project/Service Description: Procurement of three replacement utility trailers for Parks Service Area as part of capital project #1019-23  
Project/Contract #: 1019-23 Contact Name: Brandy Gildea  
Department: Parks & Recreation Contact Info: [bgildea@allegancounty.org](mailto:bgildea@allegancounty.org)

**PROCUREMENT METHOD:** Three Solicited Written Bids/Quotes  
6 Firms invited to bid and bidding opportunity posted to County Website. 3 Bids Received

**CONTRACT AWARD:** \$23,215.00  
Parties - County and: Steensma Lawn & Power Equipment  
Contract Duration: Equipment deliver and warranty period  
Evaluation Team: Kristin VanAtter, Brandy Gildea, Keith Hamilton  
References Checked: No - Current or previous vendor with satisfactory performance Debarred: No

**BUDGETARY ACTION NEEDED:** BOC - Budget Adjustment or Additional Appropriation Needed  
Amount: \$ 3,215 Source: Re-allocation within #401 To Account: 401-751.751-978.000

**FUNDING SOURCE:** Capital Improvement - Parks  
\$ 20,000.00 Approved Appropriation  
\$ 3,215.00 Additional Appropriation Requested through this RFA  
\$ 23,215.00 Total Funding available if this RFA is approved  
\$ - Expenditures to Date  
\$ - Committed Funds  
\$ 23,215.00 Award Amount  

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\$ - Funds Remaining

**NEW CONTRACT SUMMARY:** No Contract Terms (Purchase Order, Reverse Auction, etc.)

**BID PRESENTATION FOR PROJECT #:** 1019-23  
**Project Name:** Parks Trailer Replacement  
**Service Area:** Parks  
**Award Recommendation:** Steensma Lawn & Power Equipment  
**Award Criteria:** Near-lowest bidder with local presence for repairs and warranty work if needed.

Date: 4/4/2023  
 Advertised: County website and invitations to bid  
 # of Firms Invited to Bid: 9  
 # of Bids Received: 3

<b>VENDOR TABLE</b>	<b>Vendor 1</b>	<b>Vendor 2</b>	<b>Vendor 3</b>
Company Name	Steensma Lawn & Power Equipment	Monmouth Solutions, Inc	Holden Industries Inc
Company Address1	7561 Stadium Dr.	93 Butman Rd	5624 S. State Highway 43
City, State, Zip	Kalamazoo, MI 49009	Lowell, MA 01852	South Westy City, MO 64863

**COST TABLE**

18' Trailer #1	\$ 9,140.00	\$ 8,199.00	\$ 9,948.00
18' Trailer #2	\$ 9,140.00	\$ 8,199.00	\$ 9,948.00
10' Trailer #3	\$ 4,935.00	\$ 6,499.00	\$ 7,958.00
<b>TOTAL NOT TO EXCEED</b>	<b>\$ 23,215.00</b>	<b>\$ 22,897.00</b>	<b>\$ 27,854.00</b>