

## AGENDA REPORT

TO: Mayor & City Commissioners  
FROM: Jeremy Howard, City Manager  
DATE: February 13, 2025  
RE: Public Works Department DPW Garage Repair Bids

For the Agenda of February 17, 2025

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Background. The Garage Door and building frame of the Public Works Department was recently damaged due to an accident. The City contacted our insurance agency and they recommended that we solicit bids for a general contractor to oversee and make the repairs. Consequently, the City solicited bids for the project.

As reflected in the bid tab memo from DPW Director Luke Potter (*att'd*), the city received bids from two general contractors. Public Works Director Luke Potter has completed a review of the bid documents submitted and has made a recommendation to award the bid to the low bidder, Quality Environmental Services, LLC, for \$21,900.00 with an additional 10% contingency.

The City Commission is asked to approve the bids and authorize the expenditure of funds to repair the DPW Garage Building, and to authorize the City Manager to sign any and all documents necessary to complete this project and authorize the City Treasurer to make any and all necessary budget amendments.

Issues & Questions Specified. Should the City Commission approve the bids and authorize the expenditure of funds to repair the DPW building?

Alternatives.

1. Approve the bids and authorize the expenditure of funds in the amount of the bid (plus 10% contingency).
2. Approve the bids and authorize the expenditure of funds in an amount commensurate with one of the other bidders.
3. Direct the solicitation of new bids.
4. Direct this project is not completed.
5. Set aside decision regarding this matter to a subsequently scheduled public meeting.

Financial Impact. The City will be turning the cost of the repair in to our insurance carrier and we expect full reimbursement minus our deductible.

Recommendation. I recommend that the City Commission approve the low bid of \$21,900.00 of Quality Environmental Services, LLC and authorize the expenditure of funds in that amount along with an additional 10% contingency to Quality Environmental Services, LLC for this repair by adoption of Resolution 2025-011 (*copy att'd*).

Attachments.

1. Bid Memo.
2. Bid Tab.
3. Resolution 2025-011.

# Memo

**To:** Jeremy Howard  
**From:** Luke Potter  
**CC:** Department of Public Works  
**Date:** February 11, 2025  
**Re:** 2025 DPW Garage General Contractor

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## **BID AMOUNTS FOR THE 2025 WATER MAIN PROJECT – 700 Block SUNSET AVE**

Below you will find listed the bid amounts and the companies that submitted the bids for a General Contractor that was recommended by our insurance adjuster. I recommend to the Clare City Commission to award the bid for the project to Quality Environmental Services, LLC, as they are the lowest bidder. I also would like to ask for a 10% contingency for unseen expenses.

RB Harsh Construction - \$22,906.25

Quality Environmental Services, LLC - \$21,900.00

Thank you,

-Luke Potter

Clare Department of Public Works

**RFQ NAME: DPW Garage General Contractor**

**RFQ DUE: Monday, February 10, 2025 2:00 pm**

Vendor	BID AMOUNT	Vendor Contact Information	
		CONTACT NAME & ADDRESS	PHONE/EMAIL
<b>RB HARSH CONSTRUCTION</b>	<b>\$22,906.25</b>	R.B. Harsh PO Box 519 Coleman, MI 48618-0519	989-465-6327 <a href="mailto:rbharsh4@gmail.com">rbharsh4@gmail.com</a>
<b>QUALITY ENVIRONMENTAL SERVICES, LLC</b>	<b>\$21,900.00</b>	Aaron Grove 2175 S. Hockaday Rd. Beaverton, MI 48612	989.435.2946 <a href="mailto:agrove@gesi1.com">agrove@gesi1.com</a>

by Luke Potter, Director of Public Works; Diane Lyon, City Clerk

**RESOLUTION 2025-011**

**A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING THE BIDS AND AUTHORIZING THE EXPENDITURE OF FUNDS TO REPAIR DAMAGE TO THE CITY'S PUBLIC WORKS DEPARTMENT BUILDING.**

**WHEREAS**, the City solicited bids for the repair of damage to the city's Public Works Department Building; and

**WHEREAS**, the City received bids from two general contractors; and

**WHEREAS**, City Staff have reviewed said bids for compliance with bid specifications and City requirements, and has subsequently recommended that the City Commission approve the bids and award the work to Quality Environmental Services, LLC; and

**WHEREAS**, the City Commission has reviewed and considered said recommendation and deemed it reasonable, appropriate, prudent, and in the best interests of the City.

**NOW THEREFORE BE IT RESOLVED THAT** the Clare City Commission hereby approves the bid of Quality Environmental Services, LLC in the amount of \$21,900.00 to repair City's Public Works Department building and authorizes said expenditure along with a 10% contingency.

**BE IT FURTHER RESOLVED THAT** the Clare City Commission hereby authorizes the City Manager to execute all documents needed to accomplish said repairs and authorizes the City Treasurer to make any and all necessary budget amendments.

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

**YEAS:**

**NAYS:**

**ABSENT:**

Resolution approved for adoption on this 17<sup>th</sup> day of February, 2025.

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Diane M. Lyon, City Clerk