**City of Detroit
CITY COUNCIL**

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**Thomas Stephens, Esq.**

**David Teeter**

**Theresa Thomas**

**Kathryn Lynch Underwood**

Legislative Policy Division **208 Coleman A. Young Municipal Center
Detroit, Michigan 48226**

**Phone: (313) 224-4946 Fax: (313) 224-4336**

TO: The Honorable City Council

FROM: David Whitaker, Director

 Legislative Policy Division Staff

DATE: December 14, 2015

RE: **REVIEW OF CONTRACTS AND PURCHASING FILES**

Attached is the list of contracts recommended by the Finance Department, Office of Contracting and Procurement which have been submitted to the City Council under the Recess Procedures for the Week of December 14, 2015. Recess Procedures provide that the contracts in this list are held through Wednesday, December 16, 2015.

If Council Members have questions or concerns and wish to hold any of the contracts in this list, you are requested to notify the City Clerk’s office, in writing, by 4 pm, Wednesday, December 16. All contracts that are not held, will be considered approved and processed beginning Thursday, December 17, 2015.

The comments and review of the Legislative Policy Division staff are printed in bold following the contracts.

Attachment

cc: Janice Winfrey City Clerk

 Mark Lockridge Auditor General

 Aliyah Sabree Mayor’s Liaison

 Boysie Jackson Purchasing Division

 Irvin Corley Legislative Policy Division

 Marcell Todd Legislative Policy Division

The Honorable City Council

Contracts and Purchase Orders - Statistics

Statistics compiled for the list of Contracts submitted for the Recess Week of December 14, 2015.

**Department No. of Contracts or Detroit-Based Change, Extension Located in**

 **Purchase Orders Business Bids Increases, Renewals Detroit**

 City-Wide 1 0 1 Extension 0

 General Services 4 0 1 Extension 1

 3 Purchase Increases

 Housing & Revitaliz. 1 0 0 1

 1 Revenue contract for Lease

 Law 2 0 0 1

 1 Personal Service contract

 Municipal Parking 1 0 1 Extension 1

 Planning & Developt. 1 0 0 1

 1 Personal Service contract

 Police 4 0 0 2

 4 Personal Service contracts

 Public Works 1 0 0

 1 Contract for Snow Removal

 Transportation 2 0 1 Extension 1

###### **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

###### **Totals 17 0 Detroit-Based 4 Extensions 8**

######  **Business Bids 3 Purchase Increases**

The Honorable City Council

Contracts and Purchase Orders - Statistics

 Items Submitted for Recess Week of November 30, 2015

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This list represents expenditures totaling $ 1,878,064.00[[1]](#footnote-1)

 1 Revenue contract for a Lease Agreement of $4,981.68 over 18 months.

 Included in the total costs are the following:

 City General Fund $ 730,000.00

 1 Revenue contract 4,981.68

 Quality of Life Fund $ 520,000.00

 Grant Funds $ 250,564.00

 Street Funds $ 50,000.00

 Transportation Operation $ 327,500.00

 Fund

TO: THE HONORABLE CITY COUNCIL

FROM: David Whitaker, Director

 Legislative Policy Division Staff

DATE: December 14, 2015

RE: **CONTRACTS AND PURCHASE ORDERS SCHEDULED TO BE CONSIDERED THE**

 **RECESS WEEK OF DECEMBER 14, 2015**

**CITYWIDE**

2831517 100% City Funding – To Provide Paper and Toner Products – Contractor: Quill Corporation, Location: 100 Schelter Road, Lincolnshire, IL 60069 – Contract Period: March 1, 2016 through August 31, 2016 – Total Contract Amount: $0.00

 This contract is for extension of time only. Original contract date is February 1, 2015 through February 1, 2016

**Costs budgeted to 4 General Fund accounts as follows:**

 **Acct. 1000-470040-006004-621900-11831-0-A4510, Appropriation for General Services, Inventory Management includes available funding of $684,609 as of Dec. 10, 2015; and**

 **Acct. 1000-395180-011657-620100-11657-0-RD550, Appropriation for Recreation, Business Operations includes available funding of $6,353,104 as of Dec. 10, 2015; and**

 **Acct. 1000-370677-000165-620100-00119-0-A1081, Appropriation for Police, Support Services includes available funding of $17,817,631 as of Dec. 10, 2015; and**

 **Acct. 1000-372300-004503-620100-11041-0-A1081, Appropriation for Technology Bureau includes available funding of $2,474,044 as of December 10. 2015.**

 **This request is for a 6-month extension of the contract, March through August, 2016, to provide time to solicit bids and award a new contract; No Additional funding is requested; Contract total is currently at $2,400,000.00**

 **This contract was initially approved February 15, 2011 for a term of 3 years, through January 2014, for a cost of $600,000 per year (total of $1,800,00). The contract included options to renew 2 additional years; and allowed increases up to 5% per year for toner and 7% per year for paper.**

 **The first renewal, through January 2015, with increase of $600,000, was approved Dec. 5, 2013.**

 **The second renewal, approved Jan. 13, 2015, for term through Feb. 1, 2016, did not include any additional funding; however costs of toner had increased.**

 **Contract checklist, Received 11-17-15, indicates this contract extension is required to obtain office supplies for daily operations.**

 **Covenant of Equal Opportunity Affidavit signed 10-14-15;**

 **TAXES: Good Through 10-9-16 and 1-15-16;**

 **Hiring Policy Compliance Affidavit signed 10-14-15, Employment application submitted DOES INCLUDE question, if ever convicted of a felony, According to memo, “answering yes does not disqualify applicant from further review or consideration for job;**

 **Slavery Era Records Disclosure Affidavit signed 10-14-15, indicating business established 1956, no records to disclose;**

 **Political Contributions/Expenditures Statement signed 10-14-15, indicating Not Applicable.**

The Honorable City Council

Contracts and Purchase Orders submitted under Recess Procedures

 For the Week of December 14, 2015

Page 2

**GENERAL SERVICES**

2842754 100% QOL Funding – To Provide Repair Service, Genuine Warrantable Parts and/or Repair – Contractor: R&R Fire Truck Repair, Inc., Location: 751 Doheny, Northville, MI 48167 – Contract Period: June 1, 2011 through May 31, 2016 – Contract Increase: $500,000.00 – Total Contract Amount: $1,300,000.00

 This contract is for increase of funds only. Original contract amount is $800,000.00

**Costs budgeted to Quality of Life Fund, Acct. 3100-350087-0-628500-13824-0-0, Cost Center for Fire Apparatus Repair, budgeted for $1,120,434; includes available funding of $938,704 as of December 10. 2015.**

 **This request is to increase the authorized costs of the contract by $500,000 to a total, of $1,300,000, for the entire term of the contract from June 1, 2011, through May 31, 2016; however, the increase of $500,000 is required to pay current costs to the end of this term, May 31, 2016.**

 **The contract was initially approved Sept. 20, 2011, for a 3-year term, through June 2011 through May 31, 2014, for a cost of $200,000. The contract included options to renew 2 additional years.**

 **The First renewal, approved May 6, 2014, for the period through May 2015, for a cost of $200,000, bringing the total to $400,000 in costs.**

 **The Second renewal, approved April 13, 2015, for the current period through May 2016, included additional costs of $400,000, increasing the total to $800,000.**

 **The contract is for genuine manufacturer parts and repair services for Fire Trucks. The costs for parts was initially quoted at 15% and 20% mark-up from the manufacturers’ price lists, and repair services at $68 per hour at vendor’s location, $75 per hour in field, $90 per hour for emergencies. These rates have remained the same since 2011.**

 **Contract checklist, received Oct. 16, 2015, indicates this contract increase is required to pay for parts and repair services to fire equipment.**

 **Covenant of Equal Opportunity Affidavit signed 10-24-15;**

 **TAXES: Good Through 2-9-16 and 1-15-16;**

 **Hiring Policy Compliance Affidavit signed 4-9-14, Employment application submitted complies;**

 **Slavery Era Records Disclosure Affidavit signed 3-14-11, indicating business established 1992, no records to disclose.**

The Honorable City Council

Contracts and Purchase Orders submitted under Recess Procedures

 For the Week of December 14, 2015

Page 3

**General Services** - *continued*

2867566 100% City Funding – To Provide Tires for New Passenger, Light Duty, Commercial and Off-Road Trucks – Contractor: Trader Ray Tire Center, Location: 2130 E. Jefferson Avenue, Detroit, MI 48207 – Contract Period: January 1, 2016 through December 31, 2016 – Contract Increase: $400,000.00 – Total Contract Amount: $1,650,000.00

 This Renewal is for increase of funds and extension of time. Original contract amount is $1,250,000.00 and original

 contract period is November 1, 2012 through October 31, 2015

**Costs budgeted to General Fund, Acct. 1000-470097-006004-621301-11831-0-A4510, Appropriation for Inventory Management includes available funding of $684,609 as of December 10, 2015.**

 **This request is for an extension of the contract, for 1 year, from January through December 2016, and to increase the authorized costs by $400,000 to cover the extended term.**

 **The contract was initially approved Oct. 2012, for a 2-year term, through October 31, 2014, for an estimated cost of $300,000 per year [total of $600,000]. During the initial 2-year term of the contract, costs were increased twice – on April 15, 2014, by $150,000; and the Week of Aug. 4, 2014, increase of $150,000 - to a total of $900,000.**

 **General Services indicated at that time, that increased expenditures were due to bad roads; expenditures for first 2 years averaged $400,000.**

 **The contract was renewed for 1 year, through October 31, 2015, with an increase of $250,000, to a total of $1,150,000.**

 ***This requested increase of $400,000 would bring the total to $1,550,000 – instead of $1,650,000 indicated above; Purchasing has submitted a correction to show a TOTAL of $1,550,000.00.***

 **According to the vendor, pricing is based on the “State pricing” which is revised and increased in January, an updated price list to be provided at that time. Contract includes approximately 120 different types of tires for a wide range of vehicles – passenger, trucks, off-road vehicles [contract does NOT include DOT vehicles].**

 **Contract checklist, received Nov. 25, 2015, indicates this contract extension is required to ensure replacement tires are available for City vehicles.**

 **Covenant of Equal Opportunity Affidavit signed 12-4-14;**

 **TAXES: Good Through 11-24-16 and 1-15-16;**

 **Hiring Policy Compliance Affidavit signed 12-4-14, Employment application submitted complies;**

 **Slavery Era Records Disclosure Affidavit signed 12-4-14, indicating no records to disclose.**

The Honorable City Council

Contracts and Purchase Orders submitted under Recess Procedures

 For the Week of December 14, 2015

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**General Services Department** - *continued*

2896940 100% City Funding – To Furnish Parts, Service for Mercedes Benz and Detroit Diesel Engines – Contractor: Williams Detroit Diesel, Location: 4000 Stecker Avenue, Dearborn, MI 48126 – Contract Period: June 1, 2014 through May 31, 2016 – Contract Increase: $200,000.00 – Total Contract Amount: $300,000.00

 This Amendment is for increase of funds only. Original contract amount is $100,000.00

**Increased Costs budgeted to the following General Fund accounts:**

 **$150,000 to Acct. 1000-470100/470120-006004-622100-12153-0-A4510, Appropriation for Fleet Management includes available funding of $8,722,640 as of Dec. 10, 2015; and**

 **$50,000 to Acct. 1000-470110-006004-617900-13152-0-A4510, Appropriation for GSD-Street Maintenance includes available funding of $1,514,521 as of December 10, 2015.**

 **This request is for an increase in the authorized expenditures on this contract, by $200,000, for the total of $300,000, in expenditures for the 1-Year contract, from June 1, 2015 through May 31, 2016.**

 **This contract was approved June 23, 2015, for the parts and repair services, for a term of 1 year, through May 31, 2016, for a cost of $100,000. This was the sole bid received, and included a discount rate of 15% on parts, and a labor rate of $115 per hour. Costs were indicated to include $50,000 for Engine repair, and $50,000 for Transmission repair.**

 ***This contract replaced the previous contract, No. 2895205, also with Williams Detroit Diesel, approved for the 1-year period, June 1, 2014 through May 31, 2015, for a cost of $100,000.***

 ***The Purchasing File did not include any specific reasons for the required increase in expenditures.***

 **Contract checklist, received Oct. 27, 2015, indicates this contract increase is required to acquire parts and provide repair services for Detroit Diesel and Mercedes Benz manufactured equipment.**

 **Covenant of Equal Opportunity Affidavit signed 3-1-11;**

 **TAXES: Good Through 2-2-16 and 1-15-16;**

 **Hiring Policy Compliance Affidavit signed 6-23-14, Employment application submitted complies;**

 **Slavery Era Records Disclosure Affidavit signed 4-14-14, indicating business established 1981, no records to disclose.**

The Honorable City Council

Contracts and Purchase Orders submitted under Recess Procedures

 For the Week of December 14, 2015

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**General Services** - *continued*

2906836 100% City Funding – To Provide Graffiti Remover Solution – Contractor: Graffiti Solutions Inc., Location: 2263 N. McKnight Road, Suite #2, North St. Paul, MN 55109 – Contract Period: April 20, 2015 through March 20, 2017 – Contract Increase: $80,000.00 – Total Contract Amount: $156,035.00

This Amendment is for increase of funds only. Original contract amount is $76,035.00

**Costs budgeted to General Fund, Acct. 1000-470010-006004-621900-11830-0-A4510, Appropriation for Facilities and Grounds Maintenance includes available funding of $3,666,966 as of Dec. 10, 2015.**

 **This request is for an increase of $80,000 in the authorized expenditures on this contract, to a total of $156,035.**

 **This contract was approved April 13, 2015, for the 2-year term from April 20, 2015 through March 20, 2017, for estimated costs of $76,035. The contract provides for the purchase of 3 different items in quantities of 5-gallon pails ($345 each, plus $11.25 per pail for freight) and 1-gallon pails ($75 each, plus $4.75 per pail for freight).**

 **The Purchasing File does not provide a specific reason for the increased expenditures, the use of the solutions appears to be greater than anticipated.**

 **Contract checklist, received Nov. 20, 2015, indicates this contract increase is required to acquire required graffiti removal solutions through the term of the contract.**

 **Covenant of Equal Opportunity Affidavit signed 2-16-15;**

 **TAXES: Good Through 11-24-16 and 1-15-16;**

 **Hiring Policy Compliance Affidavit signed 2-16-15, Employment application submitted complies;**

 **Slavery Era Records Disclosure Affidavit signed 2-16-15, indicating business established 1990, no records to disclose.**

The Honorable City Council

Contracts and Purchase Orders submitted under Recess Procedures

 For the Week of December 14, 2015

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**HOUSING AND REVITALIZATION**

2917067 100% Federal Funding – Lease Agreement – Contractor: Land Assembly for Neighborhood Development, Location: 4401 Conner, Detroit, MI 48215 – Contract Period: August 1, 2015 through January 31, 2017 – Total Contract Amount: $4,981.68

 This is a Revenue contract.

**Revenue budgeted to General Fund, Acct. 1000-360130-0-462100-00014-0-0, Appropriation for**

**Community Development, includes available funds of $34,647 as of December 10, 2015.**

 **This Lease Agreement is for the 5 parcels located at: 13213 Mack, 13223 Mack, 13225 Mack, 13231 Mack, and 13235 Mack; the parcels are located on the north side of Mack between Drexel Street and Coplin Street. The parcels to be leased total approximately 10,473 square feet, and provides to Land Assembly for Neighborhood Development the exclusive use of the parcels for green space.**

 **The principle officers of Land Assembly for Neighborhood Development are: Michael Rafferty and Richard Wolkowski.**

 **The lease is for a period of 18 months, from August 1, 2015 through January 31, 2017, for payments of $276.76 per month. The Lease provides that rent payments are payable to “City of Detroit – Treasurer” but shall be submitted to the Detroit Building Authority, to the attention of Ms. Jill Bryant; The city contracts with the Building Authority to manage the City’s leases.**

 **The monthly payment DOES NOT include any taxes or utilities, which the tenant will be responsible for payment; however, the entire block appears to be vacant, there are no apparent structures in the map provided with the lease.**

**It is our understanding, the parcels are to be used as part of a project for multi-modal greenway.**

 **Contract checklist, received November 5, 2015, indicates this contract is required to lease City-owned property to the indicated Agency.**

 **Covenant of Equal Opportunity Affidavit signed 7-1-15;**

 **TAXES: Good Through 10-23-16 and 1-15-16;**

 **Political Contributions and Expenditures Statement signed 8-17-15, indicating NONE.**

The Honorable City Council

Contracts and Purchase Orders submitted under Recess Procedures

 For the Week of December 14, 2015

Page 7

**LAW**

2915903 100% City Funding – To Provide Legal Services to the City of Detroit, Possible Cable Franchise Award – Contractor: Loomis, Ewert, Parsley, Davis & Gotting PC, Location: 124 W. Allegan Street, Suite 700, Lansing, MI 48933 – Contract Period: January 1, 2015 through June 30, 2016 – Total Contract Amount: $50,000.00

 **Costs budgeted to General Fund, Acct. 1000-320010-000136-613100-00527-0-A5020, Appropriation for Administration & Operations includes available funds of $7,172,260 as of Dec. 10.**

 **The proposed contract is for services to assist the City of Detroit Law Department by providing legal services pertaining to the possible award of a cable franchise with the City of Detroit, for the term from January 1, 2015 through June 30, 2016. The proposed law firm is indicated to have expertise in telecommunications, has provided legal counsel regarding state and local requirements for the award of a franchise and other related agreements for potential video service providers.**

 **The cost of $50,000 is based on the billable hourly rate of $300 for attorney services.**

 **There was no information provided in the Purchasing File regarding the delay in submitting this contract to the City Council for approval.**

 **City Council may also wish to inquire if this contract is for specific projects, or for ongoing counsel in matters related to telecommunications and cable.**

 **Contract checklist, dated June 2, 2015, indicates this contract is required for services that cannot be provided by Department staff, and/or representation by Law Dept. attorneys present a conflict of interest.**

 **Covenant of Equal Opportunity Affidavit signed 5-19-15;**

 **TAXES: Good Through 10-9-16 and 1-15-16;**

 **Hiring Policy Compliance Affidavit signed 5-19-15, Employment through resumes, no application;**

 **Slavery Era Records Disclosure Affidavit signed 5-19-15, indicated business established 1953, no records to disclose.**

The Honorable City Council

Contracts and Purchase Orders submitted under Recess Procedures

 For the Week of December 14, 2015

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**MUNICIPAL PARKING**

2869882 100% City Funding – To Provide Boot and Towing Services – Contractor: Bobby’s Towing, Location: 10807 Lyndon Street, Detroit, MI 48238 – Contract Period: December 1, 2015 through November 30, 2016 – Total Contract Amount: $0.00

 This Amendment is for extension of time only. Original contract period is December 1, 2014 through November 30,

 2015.

 **Costs budgeted to General Fund, Acct. 1000-340083-000144-617900-00102-0-A3570; Appropriation for Parking Violations Bureau includes available funds of $2,916,430 as of Dec. 10.**

 **This request is to extend the term of the contract by 1 year, from December 1, 2015 through November 30, 2016. No additional funding is requested with this extension.**

 **The contract was 1 of 3 contracts approved Nov. 20, 2012, for a term of 1 year, through November 30, 2013, this contract with Bobby’s Towing was approved for a cost of $100,000; for a rate of $50 per tow.**

 **The other 2 contracts were: No. 2869879 with Pick Up & Run Auto Recovery, and No. 2869860 with Breakthrough Towing, each approved for $50,000 for 1 year.**

 **The contract with Bobby’s Towing was extended for 1 year, through Nov. 2014, with an increase of $46,800, to the total of $146,800.**

 **This contract was extended a 2nd year, approved Sept. 16, 2014, through November 30, 2015; No additional funding was required.**

 **This request is for a 3rd one-year extension, through November 2016, continuing the same rate of $50 per tow, with no additional funding to the currently authorized $146,800.**

 **Booted vehicles are towed to the City Impound Lot at 6311 Caniff, or to the Eastern Market Garage, if vehicles need to be stored inside.**

 **Contract checklist, received 10-26-15, indicates this contract extension is required to provide for towing of booted vehicles, to remove them from street.**

 **Covenant of Equal Opportunity Affidavit signed 10-7-15;**

 **TAXES: Good Through 12-29-15 and 1-15-16;**

 **Hiring Policy Compliance Affidavit signed 10-7-15, Employment application submitted complies;**

 **Slavery Era Records Disclosure Affidavit signed 10-7-15, indicating business established 2003, no records to disclose;**

 **Political Contributions and Expenditures Statement signed 10-7-15, indicating Not Applicable.**

The Honorable City Council

Contracts and Purchase Orders submitted under Recess Procedures

 For the Week of December 14, 2015

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**PUBLIC WORKS**

2917187 100% Street Funding – To Provide Loading and Hauling of Snow Services to the City of Detroit – Contractor: Wells Products & Services LLC, Location: 27200 Parkview, Warren, MI 48092 – Contract Period: December 1, 2015 through November 30, 2016 – Total Contract Amount: $50,000.00

**Costs budgeted to Major Street Fund, Acct. 3301-193832-000048-617900-06424-0-A4570; Appropriation for Major Street-Operations includes available funding of $31,414,598 as of December 10, 2015.**

 **This proposed contract is for loading and hauling snow to a specified dump site, in the event of snow emergencies, when streets are required to be cleaned following a “snow event” of 6-inches or more.**

 **Bids were solicited through BidSync; 4 Bids were received. The Public Works Dept. is recommending contracts with 3 vendors submitting bids. Contracts with Boulevard & Trumbull, No. 2916232, for $650,000; and with B & G Towing, No. 2916235, for $450,000, were both approved November 24, 2015, for the same term of Dec. 1, 2015 through November 30, 2016.**

 **The 4th Bid received from Pavex Corporation was rejected, rates exceeded the price limits included in the request for bids.**

 **The contract with Wells Products provides 3 semi-trucks at $25 per hour, and 4 loaders at $45 per hour, for the total contract amount of $50,000.**

 **The Award is based on 3 “snow events” for 24 hours per event.**

 **Contract checklist, received 11-23-15, indicates this contract is required to ensure snow is removed from City streets, to be able to respond to snow emergencies.**

 **Covenant of Equal Opportunity Affidavit signed 11-13-15;**

 **TAXES: Good Through 5-22-16 and 8-31-16;**

 **Hiring Policy Compliance Affidavit signed 5-18-15, Employment application submitted complies;**

 **Slavery Era Records Disclosure Affidavit signed 11-13-15, indicating no records to disclose;**

 **Political Contributions and Expenditures Statement signed 5-20-15, indicating NONE.**

The Honorable City Council

Contracts and Purchase Orders submitted under Recess Procedures

 For the Week of December 14, 2015

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**TRANSPORTATION**

2868174 100% City Funding – To Provide Coach Tires – Contractor: Shrader Tire & Oil, Inc., Location: 25445 W. Outer Drive, Melvindale, MI 48122 – Contract Period: September 11, 2015 through September 10, 2016 – Contract Increase: $300,000.00 – Total Contract Amount: $1,605,000.00

 This Amendment #1 is for extension of time and increase of funds. Original contract period is April 20, 2015 through

 September 10, 2015 and original contract amount is $1,305,000.00

**Costs budgeted to Transportation Operations Fund, Acct. 5301-200290-0-621303-00150-0-0, Appropriation for Vehicle Maintenance includes available funds of $11,805,367 as of Dec. 10, 2015.**

 **This request is to extend the term of the contract by 1 year, from Sept. 11, 2015 through Sept. 10, 2016; and to increase the authorized expenditures by $300,000 to a new total of $1,605,000.**

 **This contract was initially approved Oct. 30, 2012, for a term of 2 year, through October 31, 2014, for a cost of $560,000 over the 2 year term. The contract provided for the purchase of up to 10 different types of tires ranging in cost from $69.88 to $534 each.**

 **Costs were increased twice during the initial 2-year term, by $750,000 to a total of $1,305,000. The amended costs provided for acquisition of 70 to 90 tires per month at an average of approximately $482 per tire.**

 **The contract was last submitted, and approved March 31, 2015, for an extension from April 20, 2015 through September 10, 2015; No additional costs were requested with the extension. It was indicated, at that time, the Dept. was reviewing the use and costs associated with coach tires to determine specifications for a new bid and contract, and whether to continue buying tires, or to lease tires.**

 **This requested extension includes authorization of an additional $300,000; According to information in the Purchasing File, this extension will again allow time for solicitation of bids and processing a new contract for tires.**

 **Covenant of Equal Opportunity Affidavit signed 8-5-15;**

 **TAXES: Good Through 11-14-15 [*new clearance in process*] and 1-15-16;**

 **Hiring Policy Compliance Affidavit signed 8-5-15, Employment application submitted complies;**

 **Slavery Era Records Disclosure Affidavit signed 8-5-15, indicating business established 1948, no records to disclose.**

 ***City Council recently received, the Week of Nov. 30, 2015, Contract 2770652, also with Shrader Tire and Oil - to provide tire repairs and recapping - to extend the contract 1 year, through Sept. 10, 2016, and increase the expenditures by $300,000 to a total of $2,493,333, for the term initiated January 2009.***

The Honorable City Council

Contracts and Purchase Orders submitted under Recess Procedures

 For the Week of December 14, 2015

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**Transportation Department** - *continued*

2914069 100% City Funding – To Furnish and Install a 20 Ton Rooftop HVAC Unit for DDOT’s IT Server Room – Contractor: Walker’s Heating & Cooling, Inc., Location: 15921 W. 8 Mile Road, Detroit, MI 48235 – Contract Period: One Time Purchase – Total Contract Amount: $27,500.00

 This is a One Time Purchase.

**Costs budgeted to Transportation Operations Fund, Acct. 5301-200170-000055-622200-00149-0-A3550, Appropriation for Plant Maintenance includes available funds of $11,320,253 as of December 10, 2015.**

 **Bids to furnish and install a 20-ton rooftop Heating, Ventilating and Air Conditioning (HVAC) unit for the DOT Information Technology Server Room, were solicited on BidSync; 2 Bids were received.**

 **This recommendation is for the Lowest Bid, received from Walker’s Heating and Cooling, for $27,500.**

 **The Second bid received from Service Pro, based in Novi, MI, submitted for $33,945.65.**

 **Specifications are for installation of a 20-ton Lennox model HVAC unit.**

 **Covenant of Equal Opportunity Affidavit signed 11-5-15;**

 **TAXES: Good Through 8-24-16 and 1-15-16;**

 **Hiring Policy Compliance Affidavit signed 6-9-15, Employment application submitted complies;**

 **Slavery Era Records Disclosure Affidavit signed 11-2-15, indicating business established 1994, no records to disclose;**

 **Political Contributions & Expenditures Statement signed 6-9-15, indicating NONE.**

 ***Walker’s Heating and Cooling previously had a contract to provide normal and emergency HVAC repairs for the Dept. of Transportation; No. 2805507 was approved Feb. 2010 for 3 years, through January 2013 for estimated costs of $2,192,403 per year; The contract was renewed 2 additional years, through January 2015; costs were increased by $250,000 (to a total of $6,827,209) with the first renewal; No increase with the second renewal.***

 ***Walker’s Heating and Cooling also awarded Contract 2901177, approved Week of Dec. 15, 2014, for a cost of $149,861.61, to provide 1 building for Salt Storage at the DDOT Administration facility on E. Warren. The salt storage building was to be jointly used by Transportation and General Services.***

The Honorable City Council

Contracts and Purchase Orders submitted under Recess Procedures

 For the Week of December 14, 2015

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**PERSONAL SERVICE CONTRACTS:**

**LAW**

MAR-00646 100% City Funding – Law Clerk – Crafting Ordinances that Comport with the City Charter and Code – Contractor: Mark Toaz, Location: 10 West Adams, Apt. 804, Detroit, MI 48226 – $12.50 per hour – Contract Period: October 1, 2015 through June 30, 2016 – Contract Amount: $20,000.00.

**Costs budgeted to Quality of Life Fund, Acct. 3100-350063-0-617903-13824-0-0, Cost Center for Law Quality of Life, budgeted at $2,018,040, includes available funds of $1,696,961 as of Dec. 10.**

 **The proposed contract, for services as a Law Clerk, indicated to include: advise and assist the City Council in crafting ordinances that comport with the City Charter and Code.**

 **Contractor is paid $12.50 per hour, for an estimated 1,600 hours, for a total of $20,000.**

 ***The proposed contract continues the services of this individual provided under the previous contract, No. 87353, approved July 14, 2015, for the term from July 1, 2015 through September 30, 2015, at the same rate of $12.50 per hour, for a total of $9,000.***

 ***Mr. Toaz has provided services, under contract, since November 1, 2014.***

 **TAXES: Good Through 11-5-16 and 1-15-16.**

**PLANNING AND DEVELOPMENT**

87426 100% City Funding – To Provide a CDBG Project Coordinator – Contractor: Wilmern G. Griffin, Location: 111 Cadillac Square, Apt 19C, Detroit, MI 48226 - $32.44 per hour – Contract Period: January 1, 2016 through January 1, 2017 – Contract Amount: $72,000.00

**Costs budgeted to Block Grant Fund, Acct. 2001-365006-0-617903-13635-0-0, Appropriation for CDBG Dept. Allocations includes available funding of $4,942,571 as of December 10, 2015.**

 **This recommended contract is for a CDBG Project Coordinator, services to include duties associated with CDBG funding allocated for demolition; In addition to continue working relationships with other city agencies, Federal and State offices, private sector demolition contractors; to act as Liaison between P &DD, and Housing & Rehabilitation Dept., and Detroit Building Authority.**

 **Services provided, for the hourly rate of $32.44, up to a total of $72,000 for 1 year.**

 ***This contract continues the services, previously provided through Contract 8701, approved Jan. 20, 2015, for the period from Jan. 1, 2015 through Jan. 1, 2016, at the same rate of $32.44 per hour and a total of $72,000 for the year.***

 **TAXES: Good Through 11-2-16 and 1-15-16.**

The Honorable City Council

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**PERSONAL SERVICE CONTRACTS:**

**POLICE**

87360 100% City Funding – To Provide an Administrative Assistant for Commercial Auto Theft Department – Contractor: Diane Benners, Location: 5926 Harvard, Detroit, MI 48224 - $19.82 per hour – Contract Period: October 1, 2015 through September 30, 2016 – Contract Amount: $41,234.00

**Costs budgeted to Police Grant Fund, Acct. 2110-372702/372703-0-617903-20160-0-0, Appropriation Not included in budget information as of Dec. 10, 2015.**

 **This proposed contract is for services as an Administrative Assistant, services provided at 7800 Dix. Working in the Investigative Operations Division to perform various grant-related functions, including: establish procedures, officer files; perform general office duties, ie answer phones, typing and composing correspondence, maintain complaint, arrest and recovery logs for squads funded by a grant from the State, Auto Theft Prevention Authority; Prepare financial and progress reports for the State Auto Theft Prevention Authority, regarding use of grant funds.**

 ***This contract continues the services provided by Ms. Benners, through Contract 86958, approved Nov. 5, 2014, for the term from Oct. 1, 2014 through Sept. 2015, at $18.88 per hour, a total of $39,270.***

 ***Ms. Benners has provided these same services, under contract, since October 2010.***

 **TAXES Good Through 9-30-16 and 1-15-16.**

87361 100% City Funding – To Provide an Administrative Assistant for Commercial Auto Theft Department – Contractor: Lavern Mack, Location: 18813 Amber Court, Livonia, MI 48157 – $19.82 per hour – Contract Period: October 1, 2015 through September 30, 2016 – Contract Amount: $41,234.00

**Costs budgeted to Police Grant Fund, Acct. 2110-372702/372703-0-617903-20160-0-0, Appropriation Not included in budget information as of Dec. 10, 2015.**

 **This proposed contract is for services as an Administrative Assistant, services provided at 7800 Dix. Working in the Investigative Operations Division to perform various grant-related functions, including: establish procedures, officer files; perform general office duties, ie answer phones, typing and composing correspondence, maintain complaint, arrest and recovery logs for squads funded by a grant from the State, Auto Theft Prevention Authority; Prepare financial and progress reports for the State Auto Theft Prevention Authority, regarding use of grant funds.**

 ***This contract continues the services provided by Ms. Mack, through Contract 86959, approved Nov. 5, 2014, for the term from Oct. 1, 2014 through Sept. 2015, at $18.88 per hour, a total of $39,270.***

 ***Ms. Benners has provided these same services, under contract, since October 2013.***

 **TAXES Good Through 7-15-16 and 1-15-16.**

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**PERSONAL SERVICE CONTRACTS:**

**Police Department** - *continued*

87362 100% City Funding – To Provide a Vehicle Identification Technician – To Provide Assistance to the Commercial Auto Theft and Vehicle Identification Teams – Contractor: Keith Dawson, Location: 17050 Pennsylvania, Southfield, MI 48075 - $23.10 per hour – Contract Period: October 1, 2015 through September 30, 2016 – Contract Amount: $48,048.00

**Costs budgeted to Police Grant Fund, Acct. 2110-372702/372703-0-617903-20160-0-0, Appropriation Not included in budget information as of Dec. 10, 2015.**

 **Contractor designated as Vehicle Identification Technician, for services provided from 7800 Dix.**

 **Services to include: Assist Police Officers assigned to Commercial Auto Theft, as part of the vehicle identification team, to identify all vehicles with missing or altered vehicle identification numbers and stolen vehicle recoveries.**

 ***This contract continues the services of Mr. Dawson, previously provided under Contract 86956, approved Nov. 5, 2014, for the term from Oct. 1, 2014 through Sept. 30, 2015, at the rate of $22.15 per hour, a total not to exceed $46,072. Mr. Dawson has provided services as a Vehicle Identification Specialist since January 2006.***

 **TAXES Good Through 7-15-16 and 1-15-16.**

87363 100% City Funding – To Provide a Vehicle Identification Technician – To Provide Assistance to the Commercial Auto Theft and Vehicle Identification Teams – Contractor: David Jakeway, Location: 8074 Beaverland, Detroit, MI 48239 - $23.10 per hour – Contract Period: October 1, 2015 through September 30, 2016 – Contract Amount: $48,048.00

**Costs budgeted to Police Grant Fund, Acct. 2110-372702/372703-0-617903-20160-0-0, Appropriation Not included in budget information as of Dec. 10, 2015.**

 **Contractor designated as Vehicle Identification Technician, for services provided from 7800 Dix.**

 **Services to include: Assist Police Officers assigned to Commercial Auto Theft, as part of the vehicle identification team, to identify all vehicles with missing or altered vehicle identification numbers and stolen vehicle recoveries.**

 ***This contract continues the services of Mr. Jakeway, previously provided under Contract 86957, approved Nov. 5, 2014, for the term from Oct. 1, 2014 through Sept. 30, 2015, at the rate of $22.15 per hour, a total not to exceed $46,072. .***

 **TAXES Good Through 9-30-16 and 1-15-16.**

1. This list includes: Increases to existing contracts, Extensions of 6 months and 1 year; New contracts for One-Time purchase and terms of 12 to 18 months; Personal Service contracts for a terms of 9 and 12 months. [↑](#footnote-ref-1)