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TO: The Honorable City Council

FROM: David Whitaker, Director
Legislative Policy Division Staff

DATE: September 3, 2019

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

Attached are the contracts that were submitted by the Office of Contracting and Procurement, for the regular session of September 3, 2019. This list includes the comments and review of the Legislative Policy Division.

The contracts included on this list were referred to the Standing Committees for their review and report back to the City Council.

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

Attachments

cc:

Janice Winfrey
Mark Lockridge
Boysie Jackson
Irvin Corley
Marcell Todd
Stephanie Washington

City Clerk
Auditor General
Office of Contracting and Procurement
Legislative Policy Division
Legislative Policy Division
Mayor's Office

Contracts Submitted to City Council
 Regular Session of September 3, 2019

Statistics compiled for the Contracts submitted in the list for September 3, 2019.

Department	No. of Contracts or Purchase Orders	Detroit-Based Business Bids	Change, Extension Increases, Renewals	Located in Detroit
General Services 1 Amendment for Emergency Services	1	0	1 Amendment	0
Hsing & Revitaliz. 1 Demolition contract 1 Contract with Economic Growth Corp. budgeted	4	0	1 Amendment	3
Innovation & Technology	1	0	1 Amendment	0
Police 1 Confirming Purchase	2	0	0	0
<hr/>				
Totals	8	0 Detroit-Based	3 Amendments	3

This list represents costs totaling \$ 3,552,616.61¹

Demolition contracts total \$ 57,643.00

Included in the total costs are the following:

General Fund	\$ 3,238,524.44
Blight Reinvestment Project Fund	\$ 57,643.00
Bond Funds	\$ 143,474.17
Capital Fund	\$ 112,975.00

¹ The contract list includes: 3 Amendments to increase cost and / or extend time period; 4 Contracts for one-time costs or terms of 1 to 2 years; and 1 Demolition contract.

TO: THE HONORABLE CITY COUNCIL

FROM: David Whitaker, Director
Legislative Policy Division

DATE: September 3, 2019

RE: **CONTRACTS AND PURCHASE ORDERS SCHEDULED TO BE CONSIDERED AT
THE FORMAL SESSION OF SEPTEMBER 3, 2019**

DoIT

6000434 100% City Funding – AMEND 2 – To Provide Software Support for Work Brain. – Contractor: Infor Enterprise Applications LP and its Subsidiaries/Infor US – Location: 13560 Morris Rd., Ste. 4100, Alpharetta, GA 30004 – Contract Period: Upon City Council Approval through September 30, 2020 – Contract Increase: \$228,339.74 – Total Contract Amount: \$834,794.33.

Costs budgeted to General Fund, Acct. 1000-00870-350800-622302-0-0, Appropriation for Centralized Utility Payments includes available funding of \$7,206,529 as of August 30, 2019.

This request is for a Second Amendment, to extend the period of the contract 1 additional year, and increase the costs by \$228,339.74, to a total of \$834,794.33.

Contract 6000434 was initially approved January 17, 2017, for a term through Sept. 21, 2018, and a cost of \$402,609. This contract was to provide the licensing and installation of the Workbrain, time, attendance and clock software. Initially, costs for 17,000 users, for the time and attendance software was \$18,421.85 per year, and \$10,296.60 per year for the 49 clocks required for Workforce Data collection.

The contract was previously amended to extend the term for 1 year, through Sept. 21, 2019, for a cost of \$203,845.59.

This extension includes costs of \$216,076.31 for Workbrain Software Support, for 17,000 users; and \$12,226.43 for Workbrain hardware Clock support.

Covenant of Equal Opportunity Affidavit signed 4-10-19;

TAXES: Good Through 4-22-20 and 1-31-20;

Hiring Policy Compliance Affidavit signed 4-10-19, Employment application submitted complies;

Slavery Era Records Disclosure Affidavit signed 4-10-19, indicating NO records to disclose;

Political Contributions and Expenditures Statement signed 4-10-19, indicating “None.”

GENERAL SERVICES

6001018 100% City Funding – AMEND 1 – To Provide Emergency Sand Bags. – Contractor: Signal USA, LLC – Location: 2490 Industrial Row, Troy, MI 48084 – Contract Period: Upon City Council Approval through January 31, 2020 – Contract Increase: \$1,030,639.38 – Total Contract Amount: \$1,280,639.38.

Costs budgeted to General Fund, Acct. 1000-11830-470012/470020/470010-617905/617900/628500-006004-30105-0, Appropriation for Facilities & Grounds Management includes available funding of \$10,931,904 as of August 30, 2019.

This request is for approval of Amendment 1, to expand the services and expenditures to provide emergency sand bagging to address flooding issues in the Jefferson Chalmers community.

In addition to increasing the costs by \$1,030,639.38; this amendment also extends the contract period by 2 months, through January 31, 2020.

Contract 6001018, was approved with Signal USA, on January 16, 2018, for a term through December 1, 2019, for costs of \$250,000.

This contract was approved for services to assist the City in developing a comprehensive City government preparedness plan, identify essential response activities in the occurrence of a variety of catastrophic events; Contract to include a plan for coordination and training of key personnel; Contract also includes providing the City with specific emergency response equipment and services.

Emergency Response Plans to be developed for Targeted Facilities – evacuation routes; Identify and suggest changes to safety equipment, signage; Recommend training for specific personnel by facility; Provide access to continuous training to designated Disaster Response Team.

The Fee Schedule in the original contract did provide costs for emergency response and restoration services; though the contract services emphasized planning and training.

Fees for Emergency response and Restoration Services include: \$58 per hour for installing Sandbag flood barrier; Pumping for \$5.80 per cubic foot; Repair of Structural for \$103.50 per hour; Repair of non-structural for \$85.50 per hour.

It appears the additional cost of \$1,030,639 is based on invoices received for the emergency sand bags required in Jefferson Chalmers; the invoices were not include in the documents for review.

Covenant of Equal Opportunity Affidavit signed 7-17-17;

TAXES: Good Through 8-1-20 and 1-31-20;

Hiring Policy Compliance Affidavit signed 7-17-17, Employment application submitted complies;

Slavery Era Records Disclosure Affidavit signed 7-17-17, indicating business established 2011, NO records to disclose;

Political Contributions and Expenditures Statements signed 7-26-19 and 7-30-19 [2 company officers], indicating 8 donations to the Mayor and 2 donations to Progress Fund 2013 thru 2017.

HOUSING AND REVITALIZATION

6001294 100% Federal Funding – AMEND 1– To Provide Leadership Development/Scholarship Program. – Contractor: Coleman A. Young Foundation – Location: 7650 Second, Ste. 206, Detroit, MI 48202 – Contract Period: July 1, 2019 through December 31, 2019 – Total Contract Amount: \$66,535.00.

This Extension is for Time Only. Original Expiration 6/30/19.

Costs budgeted to Block Grant Fund, Acct. 2001-13170-365707-651147-0-0, Appropriation for Neighborhood Outreach & Administration includes available funding of \$3,583,755 as of August 30, 2019.

This contract was based on the approved funding from the 2017-2018 CDBG, approved March 10, 2017. An award of \$66,535 was approved for public services of Leadership Development and Scholarship Program, for the period from January 1, 2018 through June 30, 2019.

This amendment is to extend the contract period six (6) months, through December 31, 2019.

There is no requested change in the contract cost or the services provided.

Covenant of Equal Opportunity Affidavit signed 9-28-18;

TAXES: Good Through 8-6-20 and 1-31-20;

Hiring Policy Compliance Affidavit signed 9-28-18, Employment application submitted complies;

Slavery Era Records Disclosure Affidavit signed 9-28-18, indicating Agency established 1982, NO records to disclose

Political Contributions and Expenditures Statement signed 9-28-18, no donations identified.

Housing & Revitalization Dept. - *continued*

6002180 100% City Funding – To Provide Digitizing Services for the Tax Incentive, HUB Entitlement Funding, and other Public Investment Processes. – Contractor: Berry, Dunn, McNeil, & Parker, LLC – Location: 1000 Middle St., Portland, ME 04104 – Contract Period: Upon City Council Approval through July 31, 2021 – Total Contract Amount: \$112,975.00

Costs budgeted to Capital Project Fund, Acct. 4533-20251-358031-644124-900257-0-0, Appropriation for Restructuring currently shows a DEFICT of \$573; and Encumbered funds of \$2,080,029 as of August 30, 2019. Funding for this contract may have been encumbered.

Bids solicited from February 25 through March 22, 2019, for Software Management; 4 Bids were received and evaluated. The bid ranked the highest, and recommended to receive this contract is Berry, Dunn, McNeil & Parker.

The strengths of Berry, Dunn, McNeil & Porter included: focus on assisting municipalities with software needs; Clear outline for completion. Concerns include lack of HUD expertise, focus is more on developing software RFP's.

Berry, Dunn, McNeil and Parker's bid cost initially the highest at \$125,525; appears to have offered a lowered price of \$112,975 that is recommended.

Other bids received include: Tech-On Detroit for \$25,000 determined to not meet the RFP requirements and was not evaluated further; Avacha Tech for \$54,750; and Guidehouse for \$115,000.

Contract is for services to assist the City with digitizing the processes surrounding tax incentives, HUD entitlement funding and other public investments.

o Initial services to include Project planning and developing a work plan and schedule to complete the tasks; draft a Needs Assessment report; Develop a Request for Information from software developers/ businesses, and develop a budget, based on information received from the Request for Information; Prepare a Scope of Work, develop and Request for Proposals and assist with scoring and analyzing proposals; Assist the City with contract negotiations.

The cost for each phase includes: Overall Project Management for \$7,895; Phase 1 Needs Assessment for \$59,915; Phase 2 Budget Creation for \$15,380; Phase 3 Draft Scope of Work for \$29,785.

**Covenant of Equal Opportunity Affidavit signed 5-7-19;
TAXES: Good Through 8-7-20 and 1-31-20;
Hiring Policy Compliance Affidavit signed 5-7-19, Do not use applications, request resumes and cover letters as employment applications;
Slavery Era Records Disclosure Affidavit signed 5-7-19, indicating business established 1988, NO records to disclose;
Political Contributions and Expenditures Statement signed 8-15-19, indicating "N/A."**

Housing & Revitalization Dept. - *continued*

6002346 100% City Funding – 19-20 FY Agreement for the Detroit Economic Growth Corporation. To Provide Assistance in Economic Development Activities by Attracting new and assisting with the Retention and Expansion of Existing Commerce and Industry in the City. – Contractor: Detroit Economic Growth Corporation – Location: 500 Griswold, Ste. 2200, Detroit, MI 48226 – Contract Period: Upon City Council Approval through June 30, 2020 – Total Contract Amount: \$1,936,304.00.

Costs budgeted to General Fund, Acct. 1000-00597-360135-651200-0-0, Appropriation for Economic Growth Corporation currently shows available funding of \$0; Budgeted and Encumbered funding is \$1,936,304 for this contract.

This proposed contract is for the funding authorized as part of the 2019-2020 fiscal year budget.

Funding is provided to Detroit Economic Growth Corp. [DEGC] to provide services to assist and encourage businesses and organizations to relocated to the City of Detroit, or expand their current operations in the City.

Services include: Assist the City in marketing City-owned land available for economic development; Assist with establishing and formulating plans for economic development; Enter into contracts with the Downtown Development Authority, and Economic Development Corp. to provide personnel and support for their operations and services. DEGC to submit quarterly performance reports to the Housing & Revitalization Dept.

Contract services also include the continuation of the District Business Liaison Program, that employs a director for business outreach and retention in each of the 7 Districts. Liaisons to submit monthly reports to Housing & Revitalization, and each District Council Member and the 2 At-Large Council Members on identified challenges, actions taken, performance and progress.

Budgeted costs include: Salary and fringes for \$1,648,304; Rent/utilities for \$125,000; Legal/Audit/Consultants for \$35,000; Equipment maintenance/leases for \$35,000; Telephone costs of \$15,000; Meetings/Marketing/Travel for \$66,000; Insurance costs of \$12,000.

Previous contract, No. 6001527, approved July 17, 2018, for \$1,167,000 for the 2018-2019 fiscal year; Contract 6001627, approved Sept. 4, 2018, for a costs of \$694,304 for the Business District Liaison Program for the year through June 30, 2019.

No Clearances or Affidavits requested; Organization is defined as an Agency of the City.

POLICE

3036156 100% City Funding – To Provide Vehicle Lease Payments. – Contractor: Enterprise FM Trust – Location: 29301 Grand River, Farmington Hills, MI 48381– Contract Period: Upon City Council Approval through December 20, 2019 – Total Contract Amount: \$43,241.32.

Costs budgeted to General Fund, Acct. 1000-00119-370676-622100-0-0, Appropriation for Support Services Bureau includes available funding of \$26,150,615 as of August 30, 2019.

This request is for authorization of payment owed to Enterprise FM Trust, for continued services provided to the Police Department, after the contract period had lapsed.

The costs represent what is due for May and June 2019.

According to information provided, The total May invoice was \$36,807.62 - \$11,258.56 was paid from the remaining balance on the Purchase Order 3027512 - Leaving \$25,549.06 for payment; and the June invoice appears to be \$17,692.26.

The Police Department has had a contract, in the past, for the lease of a variety of vehicles, from Enterprise; cost per vehicle varies from \$392.12 per month to \$629.11 per month, plus maintenance costs ranging from \$42.19 to \$75.40 per month.

City Council may wish to inquire if a new long-term contract is in process for leasing vehicles to the Police Department.

**Covenant of Equal Opportunity Affidavit signed 8-19-19;
TAXES: Good Through 8-14-20 and 1-31-20;
Hiring Policy Compliance Affidavit signed 8-8-19, Employment application submitted complies;
Slavery Era Records Disclosure Affidavit signed 8-8-19, indicating business established 1988, NO records to disclose;
Political Contributions and Expenditures Statement signed 8-19-19, indicating “None.”**

Police Dept. - *continued*

3036626 100% 2018 UTGO Bond Funding – To Provide Sierra Wireless Routers, Netmotion & GPSGate Licenses for EMS via Michigan Master Computing MiDeal Contract. – Contractor: CDW Government, LLC – Location: 230 N Milwaukee Ave., Vernon Hills, IL 60061 – Contract Period: Upon City Council Approval through August 31, 2020 – Total Contract Amount: \$143,474.17.

Costs budgeted to Bond Fund, Acct. 4503-21001-310220-644124-314001-02009-0, Appropriation for UTGO, Series A includes available funding of \$72,544,714 as of August 30, 2019.

Bids solicited, from July 22 through July 31, 2019, for Wireless Routers Netmotion software licensing and maintenance; 1 bid was submitted.

This recommendation is for the sole bid received from CDW Government for the costs of \$143,474.17.

**Purchase includes: 147 Sierra Wireless AirLink routers for \$791.56 each, for total of \$116,359.32;
134 Netmotion Mobility at \$177.57 each for a total of \$23,794.38;
and a Netmotion Pemium technical support for \$3,320.47.**

All pricing is the same offered through the MiDeal contract.

**Covenant of Equal Opportunity Affidavit signed 3-14-19;
TAXES: Good Through 5-2-20 and 1-31-20;
Hiring Policy Compliance Affidavit signed 3-14-19, Online employment description provided;
Slavery Era Records Disclosure Affidavit signed 3-14-19, indicating business established 1998, NO records to disclose;
Political Contributions and Expenditures Statement signed 3-14-19, indicating “None.”**

The Following Emergency Procurements for Demolitions were authorized by Department of Housing and Revitalization, Building and Safety and Detroit Building Authority.

HOUSING AND REVITALIZATION

3036607 100% City Funding – To Provide Emergency Commercial Demolition at 4264 Cabot, and 5113 Vinewood. – Contractor: Gayanga Co. – Location: 1120 W. Baltimore, Detroit, MI 48202 – Contract Date: Upon City Council Approval through August 19, 2020 – Total Contract Amount: \$57,643.00.

Costs budgeted to Blight Reinvestment Project Fund, Acct. 1003-20253-367303-622975-0-0, Appropriation for Reinvestment-Blight includes available funds of \$48,885,235 as of Aug. 30, 2019.

A Notice of Emergency Ordered Demolition, dated July 18, 2019, signed by director of Buildings Safety Engineering and Environmental Dept., issued for commercial structures at 4264 Cabot and 5113 Vinewood.

Pictures of structures to be demolished follow this contract discussion.

Bids solicited, from July 23, at 11:29 AM to July 25, 2019 at 2 PM, for demolition at 4264 Cabot and 5113 Vinewood; 5 bids received.

This recommendation is for the Lowest Bid received from Gayanga for \$57,643.

Demolition costs at each address includes the following:

\$24,003 at 4264 Cabot - Demolition & debris removal & disposal for \$14,133;

Backfill costs of \$4,350; Grading & site finishing costs of \$3,520; and Seeding costs of \$2,000.

\$33,640 at 5113 Vinewood - Demolition & debris removal & disposal for \$21,369;

Backfill costs of \$5,601; Grading & site finishing costs of \$4,670; and Seeding costs of \$2,000.

Other Bids received include: Dore & Associates for \$59,400; Salenbien Trucking for \$69,612; Adamo Group for \$102,000; and DMC Consultants for \$110,000.

Covenant of Equal Opportunity Affidavit signed 1-3-19;

Certification as a Detroit Headquartered, Small, and Resident Business good through 2-5-20;

TAXES: Good Through 1-3-20 and 8-31-19;

Hiring Policy Compliance Affidavit signed 1-3-18, Employment application submitted complies;

Slavery Era Records Disclosure Affidavit signed 1-3-18, indicating business established 2016, NO records to disclose;

Political Contributions and Expenditures Statement signed 1-31-19, indicating 1 2017 donation to City Clerk candidate.

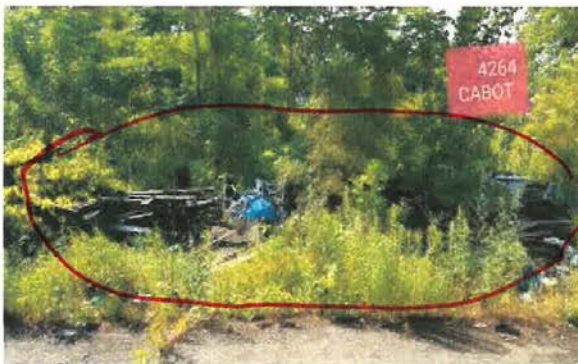
Housing & Revitalization-Demolition - continued

3036607

Gayanga Contract Cost of \$57,643

4264 Cabot - \$24,003

4264 CABOT



The Honorable City Council
Contract List Submitted for Session of
September 3, 2019

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Housing & Revitalization-Demolition - *continued*

3036607

Gayanga Contract Cost of \$57,643

5113 Vinewood - \$33,640

