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TO: The Honorable City Council

FROM: David Whitaker, Director
Legislative Policy Division Staff

DATE: May 26, 2020

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

Attached are the contracts that were submitted by the Office of Contracting and Procurement, for the City Council Session of May 26, 2020. This list includes the comments and review of the Legislative Policy Division.

The contracts on this list are also included on the City Council's Agenda for referral to the various standing Committees for 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.

In addition there is an Excel spreadsheet of 135 emergency COVID-19 contracts that are being reported.

Attachments

cc:

Janice Winfrey
Mark Lockridge
Boysie Jackson
Irvin Corley
Marcell Todd
Avery Peoples

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

Contracts Submitted to City Council
for the Session of May 26, 2020

Statistics compiled for the Contracts submitted for referral at the Session of May 19, 2020.

Department	No. of Contracts or Purchase Orders	Detroit-Based Business Bids	Change, Extension Increases, Renewals	Located in Detroit
Build.Safe.Eng. & Env.	1	0	0	0
Fire	1	0	1 Amendment	0
General Services Contract previously submitted and withdrawn	1	0	0	1
Recreation 1 Emergency COVID-19 contract	1	0	0	1
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Totals	4	0 Detroit-Based Bids	1 Amendment	2

This list represents costs totaling \$ 3,536,500.00¹

Also submitted is a list of 135 Emergency COVID-19 contracts, indicated to be Received and Filed, for a total of \$22,254,713.94

Included in the total costs are the following:

General Fund	\$ 80,000.00
Bond Fund	\$2,148,500.00
Construction Code Fund	\$ 108,000.00
Grant Fund	\$1,200,000.00

¹ The contract list includes: 1 Amendment to increase costs and extend term; 3 Contracts for terms of 2 months to 18 months.

TO: THE HONORABLE CITY COUNCIL

FROM: David Whitaker, Director
Legislative Policy Division Staff

DATE: May 26, 2020

RE: **CONTRACTS AND PURCHASE ORDERS SCHEDULED TO BE CONSIDERED AT
THE FORMAL SESSION OF MAY 26, 2020.**

BUILDING & SAFETY

3043606 100% City Funding – To Provide an Electronic Workflow System for Submitting and Processing All Building Permits that Require BSEED Application and/or Plan Review. – Contractor: Avolve Software Corp. – Location: 4835 E Cactus Road #420, Scottsdale, AZ 85254 – Contract Period: Upon City Council Approval through July 30, 2021 – Total Contract Amount: \$108,000.00.

Costs budgeted to Construction Code Fund, Acct. 2490-10814130310-622302-0-0, Appropriation for BSEED Administration includes available funding of \$1,027,122 as of May 22, 2020.

This contract was authorized as a Non-Standard Procurement/Sole Source to continue the licensing and use of the Avolve software system, approved by Office of Contracting and Procurement.

The software provides a web-based system for submitting drawings, building and site plans for review by Buildings, Safety Engineering and Environmental staff; pay fees, check the status of the Department's review; and receive approval for issuance of building permits and site plan reviews.

The Avolve software has been in use since 2016.

The previous contract approved with Avolve Software, No. 3031661, on March 12, 2019, for a 1-year term, through November 21, 2019 for \$161,400;

Initial contract approved Week of August 22, 2016, No. 6000082, for a 2-year period through June 19, 2018, for a cost of \$410,350. This contract included an annual cost of \$124,800; plus additional fees of \$137,950 for training staff, and \$22,800 for Go Live fee.

Covenant of Equal Opportunity Affidavit signed 4-7-20;

TAXES: Good Through 2-20-21;

Hiring Policy Compliance Affidavit signed 4-7-20, submitted statement they request resume and conduct background check after an offer of employment;

Slavery Era Records Disclosure Affidavit signed 4-7-20, indicating NO records to disclose;

Political Contributions and Expenditures Statement signed 4-7-20, indicating "None."

FIRE

6000987 100% City Funding – AMEND 1 – To Provide an Increase of Funds and an Extension of Time for the Current Cleaning and Maintenance Agreement of the Turn Out Gear. – Contractor: Fire Service Management, LLC – Location: 32001 Schoolcraft Road, Livonia, MI, 48150 – Contract Period: Upon City Council Approval through September 30, 2020 – Contract Increase Amount: \$80,000.00 – Total Contract Amount: \$235,000.00.
Previous Contract Period: May 1, 2017 through April 30, 2020

Costs budgeted to General Fund, Acct. 1000-00718-240191-617900-0-0, Appropriation for Fire Fighting Operations identifies encumbrances of \$1,412,605; and a Deficit of \$668,727 as of May 22, 2020.

This request is for approval of Amendment 1, to extend the contract period for 5 months, through September 2020, and increase the authorized costs by \$80,000, for a total of \$235,000.

Contract 600987 was approved Nov. 8, 2017, for a period through April 30, 2020, for a cost of \$155,000. Contract was approved to provide comprehensive cleaning, maintenance and maintaining records of the Turn Out Gear, used by Fire Fighters.

The contract, when submitted in 2017, indicated a cost of \$89 each for cleaning the Turnout coat [outer shell and liner] and the Turnout pants [outer shell and liner]. In addition, the turnout gear are reviewed for any required repairs, and keeping records of when the Turnout Gear has been reviewed and cleaned.

According to the information provided, this extension and additional funding will provide for the completion of 1 cycle of inspection and cleaning; and the completion of a 2nd cycle by the end of August.

Covenant of Equal Opportunity Affidavit signed 3-17-20;

TAXES: Good Through 4-22-21;

Hiring Policy Compliance Affidavit signed 3-17-20, Employment application submitted complies; Slavery Era Records Disclosure Affidavit signed 3-17-20, indicating business established 2001, NO records to disclose;

Political Contributions and Expenditures Statement signed 3-17-20, No contributions identified.

*The following contract was submitted the Week of Dec. 9, 2019 for a cost of \$3,011,500; the contract was Held, and then Withdrawn from consideration on February 18, 2020.
The contract is being re-submitted for consideration at the lower cost of \$2,148,500.*

GENERAL SERVICES

6002475 100% 2018 UTGO Bond Funding – To Provide and Implement a Fully Functional Tow Yard for the Detroit Police Department Vehicle Towing Initiative located at 10750 Grand River. – Contractor: DMC Consultants, Inc. – Location: 13500 Foley Street, Detroit, MI 48227 – Contract Period: Upon City Council Approval through December 1, 2021 – Total Contract Amount: \$2,148,500.

Costs budgeted to Bond Fund, Acct. 4503-21001-370675-631100-374001-02009-0, Appropriation for 2018 UTGO Bond includes available funding of \$29,026,442 as of May 22, 2020.

Bids were solicited, from September 12 through October 10, 2019, for the Grand River Tow Yard improvements; 2 Bids/Proposals were received and evaluated.

This recommendation is with the Proposal ranked the highest, received from DMC Consultants for costs of \$2,981,500.

Evaluation based on: General Contractor qualifications; Subcontractor experience and qualifications; Schedule to complete work; and Equalization of quoted price.

2nd bid received from Gibraltar Construction Co., based in Trenton, MI, for \$3,010,209.80

This contract is to implement / construct a Towing Yard for the Police Dept. at 10750 Grand River. Contract work to include: Obtain all required permits and clearances; Survey of property to identify any utilities within site, including Water & Sewerage facilities; Prepare site for demolition; Install storm water drainage system; Install all required electrical services – includes 7 30-foot wood poles for LED fixtures; Install approx. 272,000 sq. feet of hot asphalt mix; Install approx. 1,250 square feet of concrete; Install lot markings for parking stall; Provide and install a 60-foot by 12-foot mobile office trailer on a concrete pad; Install video camera surveillance; Install 3,300 linear feet of fencing.

Identified sub-contractors include: ASI Paving, UVS Electronics, and Zak Welding & Fencing.

Contract discussion continues on following page.

General Services - continued

6002475 100% 2018 UTGO Bond Funding – To Provide and Implement a Fully Functional Tow Yard for the Detroit Police Department Vehicle Towing Initiative located at 10750 Grand River. – Contractor: DMC Consultants, Inc. – Location: 13500 Foley Street, Detroit, MI 48227 – Contract Period: Upon City Council Approval through December 1, 2021 – Total Contract Amount: \$2,148,500.

Contract discussion continued below:

The Fee Schedule includes costs of \$2,981,500 as follows:

**Survey/Engineering for \$74,000; Demolition costs of \$75,000;
Storm water/Drainage System for \$375,000; Electrical Work for \$200,000;
Asphalt work for \$1,165,000; Concrete Approach for \$30,000;
Marking of the Parking Lot for \$5,000; Providing a Mobile Office Trailer for \$100,000;
Fencing for cost of \$500,000; Surveillance System for \$35,000;
Testing of Soil Materials for \$325,000; Site Restoration costs of \$75,000;
Miscellaneous and Closeout costs of \$22,500**

The Final Contract costs included a Contingency of \$30,000 for the total of \$3,011,500.

**The initial submission of this contract in December 2019 indicated the following potential savings:
\$110,000 if a re-design is approved by DWSD and General Services;
\$35,000 to \$42,000 credit if the soil samples meet MI Dept. of Environ. Quality for re-use and
do not require abatement or removal.**

Current contract documents do not indicate how the reduction to \$2,148,500 [reduction of \$863,000] changes the proposed project.

**Covenant of Equal Opportunity Affidavit signed 10-9-19;
Certification as a Detroit Headquartered and Resident Business good through 10-9-20;
TAXES: Good Through 5-28-20;
Hiring Policy Compliance Affidavit signed 10-9-19, Employment application submitted complies;
Slavery Era Records Disclosure Affidavit signed 10-9-19, indicating NO records to disclose;
Political Contributions and Expenditures Statement signed 10-9-19, indicating 2 donations in 2016,
1 to Mayor and 1 to Council Member.**

COVID-19 CONTRACTS FOR CITY COUNCIL REVIEW

RECREATION

3043657 100% Grant Funding – To Provide Meals Served for Youth in Response to COVID-19 to Various Sites throughout the City of Detroit for the Parks and Recreation Department. – Contractor: Edibles Rex, Inc. – Location: 5555 Conner Suite 1058, Detroit, MI 48213 – Contract Period: Upon City Council Approval through June 30, 2020 – Total Contract Amount: \$1,200,000.00.

Account information not provided in the documents.

This request is for approval of an Emergency Contract, with Edibles Rex, for a period through June 30, 2020, for a cost of \$1,200,000

This contract was requested as an emergency on May 11, 2020, to continue providing emergency meals, for a period of 8 weeks.

The Vendor agrees to continue providing and delivering 55,000 meals per week, which includes Breakfast and Lunch. Costs also continue at the same rate of Breakfast for \$1.77 each; and Lunch at \$3.21 each.

Meals to be delivered to the following Recreation sites:

Patton, Adams Butzel, Farwell, Kemeny, Crowell, and Lasky

Previous Emergency COVID-19 Contracts with Edibles Rex, No. 3043055, for grant funded costs of \$298,202.40, for a contract period through May 15, 2020, was submitted Recess Week of April 13, 2020; No. 3043410, approved the Week of May 5, 2020, for costs of \$350,000, for a period through June 5, 2020.

Contract 6002653 with Edibles Rex, was approved by City Council on March 10, 2020, for a cost of \$307,178.55 to provide meals for the period from March 2, 2020 through June 20, 2021.

This contract was approved to deliver meals as part of: Child and Adult Care Food Program; Summer Food Services Program; and for Special Events.

Food to be delivered to various stationary sites throughout the City.

Contract 6002653 included providing: 29,070 Summer Food Service Breakfasts for \$51,453.90; 52,665 Summer Food Service Lunches for \$189,054.65 [\$3.59 each]; 27,000 Child & Adult Food Program Suppers for \$86,670 [\$3.21 each].

Covenant of Equal Opportunity Affidavit signed 1-7-20;

TAXES: Good Through 1-14-21;

Hiring Policy Compliance Affidavit signed 6-5-19, Employment application submitted complies;

Slavery Era Records Disclosure Affidavit signed 6-6-19, indicating NO records to disclose;

Political Contributions and Expenditures Statement signed 5-15-19, indicating “None.”

**EMERGENCY COVID-19 PROCUREMENTS ATTACHED
FOR CITY COUNCIL REVIEW & FILE**

See Excel Attachment.

This list, submitted separately, includes 135 Purchase Orders issued from March 12 through May 14, 2020, for a total of \$22,254,713.94. The list indicates the following items:

- **Vendor**
- **Products or services provided**
- **Costs**
- **Department(s) receiving the goods and / or services**
- **Contract Number and/or Purchase Orders**
- **Date Purchase Order was issued**
- **Account Number used for indicated costs**

The list of 135 items, includes 7 contracts that were recently submitted and approved by City Council, primarily through the Recess Procedures. This includes:

Guidehouse for \$1,233,600 PO 3043601 Approved as Contract 6002853 Week of April 27, 2020;
Salvation Army for \$600,000 Approved as Contract 6002818 Week of April 20, 2020;
Detroit Rescue Mission Ministries for \$510,000 Approved as Contract 6002817 Week of April 20, 2020;
Edibles Rex for \$350,000 PO 3043410 Approved May 12, 2020;
Edibles Rex for \$298,202.40 PO 3043055 Approved Week of April 13, 2020;
**United Community Housing Coalition for \$225,000 PO 3042645 Approved as Contract 6002789
Week of April 6, 2020;**
Southwest Counseling Solutions for \$150,000 Contract 6002790 Approved Week of April 13, 2020