

David Whitaker, Esq.
Director, Legislative Policy Division
Irvin Corley, Jr.
Executive Policy Manager
Marcell R. Todd, Jr.
Director, City Planning Commission
Janese Chapman
Director,
Historic Designation Advisory Board

John Alexander
LaKisha Barclift, Esq.
Megha Bamola
Nur Barre
M. Rory Bolger, Ph.D., FAICP
Elizabeth Cabot, Esq.
Tasha Cowan
George Etheridge

City of Detroit
CITY COUNCIL
LEGISLATIVE POLICY DIVISION
208 Coleman A. Young Municipal Center
Detroit, Michigan 48226
Phone: (313) 224-4946 Fax: (313) 224-4336

Christopher Gulock, AICP
Derrick Headd
Marcel Hurt, Esq.
Kimani Jeffrey
Anne Marie Langan
Jamie Murphy
Kim Newby
Analine Powers, Ph.D.
Jennifer Reinhardt
Rebecca Savage
Sabrina Shockley
Thomas Stephens, Esq.
David Teeter
Theresa Thomas
Kathryn L. Underwood, MUP
Ashley A. Wilson

TO: The Honorable City Council

FROM: David Whitaker, Director
Legislative Policy Division Staff

DATE: February 2, 2021

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

Attached is the list of contracts submitted by the Office of Contracting and Procurement for the regular session of February 2, 2021.

The contracts submitted are included on the City Council's Agenda for referral to the Committee for review and report back to the City Council.

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

Attachments

cc:

Janice Winfrey	City Clerk
Mark Lockridge	Auditor General
Boysie Jackson	Office of Contracting and Procurement
Irvin Corley	Legislative Policy Division
Marcell Todd	Legislative Policy Division
Avery Peoples	Mayor's Office

Contracts Submitted to City Council for
Session of February 2, 2021

Statistics compiled for the list submitted for February 2, 2021.

Department	No. of Contracts or Purchase Orders	Detroit-Based Business Bids	Change, Extension Increases, Renewals	Located in Detroit
Auditor General	1	0	0	0
Demolition 1 Emergency contract	1	0	0	1
General Services	2	0	1 Amendment	2
Health	1	0	0	0
Housing & Revit. 1 Bridging Neighborhood contract	2	0	1 Amendment	2
<hr/>				
Totals	7	No Detroit-Based Bids	2 Amendments	5

Contracts and Grants Submitted to City Council
Regular Session of February 2, 2021

Page 2

Statistics compiled for the Contracts submitted for February 2, 2021.

This list represents costs totaling \$ 5,312,603.00¹

1 Demolition contract for cost of \$22,501.00

Included in the total costs are the following:

General Fund	\$ 1,600,000.00
Blight Remediation Fund	\$ 22,501.00
Capital Project Fund	\$ 3,077,352.00
International Bridge Fund	\$ 112,750.00
Transportation Operation Fund	\$ 300,000.00
Water & Sewerage Fund	\$ 200,000.00

¹ The contract list includes: 2 Amendments to extend contracts; 4 New contracts for terms of 1 and 2 years; and 1 Emergency Demolition contracts.

TO: THE HONORABLE CITY COUNCIL

FROM: David Whitaker, Director
Legislative Policy Division Staff

DATE: February 2, 2021

RE: **CONTRACTS AND PURCHASE ORDERS SCHEDULED TO BE CONSIDERED AT
THE FORMAL SESSION OF FEBRUARY 2, 2021**

AUDITOR GENERAL

6003172 100% City Funding – To Provide Tax Forensic Accounting Audit Services in Determining the Usage, Status, and Balance of Funds Received from the City of Detroit. – Contractor: Stout Risius Ross – Location: 150 West Second Street Suite 400, Royal Oak, Michigan 48067 – Contract Period: Upon City Council Approval through January 31, 2023 – Total Contract Amount: \$300,000.00.

Costs budgeted to General Fund, Acct. 1000-00261-500020-617900-0-0, Appropriation for Auditing Operations includes available funding of \$883,976 as of January 29, 2021.

It appears that 1 proposal was received for these services. According to the Office of Contracting and Procurement, Request for Proposals to provide this audit was submitted twice; the first solicitation resulted in 1 proposal received from Stout Risius Ross; the 2nd solicitation also resulted in this 1 proposal received from Stout Risius Ross.

The Request for Proposals also required a Level IV Appraiser with knowledge of the State's Property Tax Code, which may have limited the potential responses. Two other potential vendors responded, Randy Lane indicated the project was too large for that firm, Plante Moran indicated a potential conflict of interest.

This recommendation is for approval of a contract with Stout Risius Ross to provide an independent, comprehensive and forensic analysis of residential property assessments from January 1, 2010 through December 31, 2016. Services will also include a review of Internal Controls and a report to the City on findings, issues, concerns and recommendations.

This audit was indicated to have been requested by the City Council.

The vendor will review all electronically available structured data for each residential parcel in the City of Detroit to verify the following: Assessed Values and the process to determine True Cash Value, as defined by State Code; Equalization factors; Capped Value; Property Transfers; Effective millage for each parcel, each year; Re-compute the taxable value and tax liability for each parcel, based on State and local requirements.

Contract Discussion continues on following page.

Auditor General - *continued*

6003172 100% City Funding – To Provide Tax Forensic Accounting Audit Services in Determining the Usage, Status, and Balance of Funds Received from the City of Detroit. – Contractor: Stout Risius Ross – Location: 150 West Second Street Suite 400, Royal Oak, Michigan 48067 – Contract Period: Upon City Council Approval through January 31, 2023 – Total Contract Amount: \$300,000.00.

Contract Discussion continues below:

**Costs are based on the hourly rates of the vendor’s personnel and estimated required hours:
Director at \$360 per hour,
Manager at \$250 per hour; and
Associates / Analysts for \$150 to \$250 per hour.**

**Covenant of Equal Opportunity Affidavit signed 12-8-20;
TAXES: Good Through 4-22-21;
Hiring Policy Compliance Affidavit signed 12-8-20, Employment application submitted complies;
Slavery Era, Prison Industry and Immigrant Detention System Records Disclosure Affidavit signed 12-8-20, indicating NO records of employment, investment or income from these systems;
Political Contributions and Expenditures Statement signed 1-8-20, indicating “None”.**

**Vendor indicates total employment of 440; 1 Detroit resident employee.
According to OCP, vendor has indicated they will work with DEGC and other agencies when future positions in the company become available.**

The Auditor General has an existing contract with Stout Risius Ross, No. 6002228, approved October 1, 2019, to provide forensic accounting audit of funds from the City to the Detroit Land Bank Authority from 2013 through June 30, 2019, approved for term through May 31, 2022, for \$150,000.

GENERAL SERVICES

6002825 90% UTGO Bond Funding - 10% Michigan Department of Natural Resources Grant Funding – AMEND 1 – To Provide an Extension of Time Only for Renovations and Improvements to Romanowski Park. – Contractor: Michigan Recreational Construction – Location: 18631 Conant, Detroit, MI 48234 – Contract Period: May 1, 2021 through August 31, 2021 – Total Contract Amount: \$0.00. *Total Contract Amount: \$552,285.00*
Original Contract Period: April 13, 2020 through April 30, 2021

Costs budgeted to 2 accounts as follows:

\$276,142.50 to Bond Fund, Acct. 4503-21001-470012-644124-475001-02009-0, Appropriation for 2018 UTGO Bonds includes available funding of \$23,332,180 as of January 29, 2021; and

\$276,142.50 to Grant Fund, Acct. 2103-20661-471111-632100-0-0, Appropriation for Romanowski Park Trust Fund indicated to have available funding of \$200,000 as of January 29, 2021.

Contract 6002825 was approved with Michigan Recreational Construction for improvements to Romanowski Park, for authorized costs of \$552,285, for a term through April 30, 2021.

Improvements include installation of a new playground, asphalt and concrete walkways, tables, Futsol and Pickleball.

According to the Office of Contracting and Procurement, the only remaining work that needs to be completed is painting. The ability to complete the painting by the end of April may not be possible depending on the weather.

This request to extend the term of the contract by 4 months will ensure all improvements can be completed. There is no request for additional expenditures.

Covenant of Equal Opportunity Affidavit signed 10-7-20;

TAXES: Good Through 9-8-21;

Hiring Policy Compliance Affidavit signed 10-7-20, Employment application submitted complies; Slavery Era, Prison Industry and Immigrant Detention System Records Disclosure Affidavit signed 10-7-20, indicating NO records of employment, investment or income from these systems; Political Contributions and Expenditures Statement signed 10-7-20, indicating “None”.

Vendor indicates total employment of 31, 4 to 9 employees working on Detroit projects; Employees include 4 Detroit residents.

General Services - continued

6003182 100% City Funding – To Provide Citywide Electrical Services for the General Services Department, Department of Transportation and Detroit Water & Sewerage Department. – Contractor: Power Lighting and Technical Services – Location: 10824 West Chicago Suite 200, Detroit, MI 48204 – Contract Period: Upon City Council Approval through January 18, 2023 – Total Contract Amount: \$1,800,000.00.

Costs budgeted to 3 accounts: Information for General Fund and Water & Sewerage accounts not available; Costs for Transportation to Transportation Operation Fund, Acct. 5301-00149-2800170-622900-0-0, Appropriation for Plant Maintenance includes available funding of \$6,527,244 as of January 29, 2021.

Bids were requested; 2 Bids were received. It appears that Power Lighting and Technical Services is recommended, based on their certification as a Detroit Headquartered, Resident and Small Business and eligibility for 8% equalization.

Second Bid received from Bayview Electric that is eligible for 2% equalization as Detroit based.

The contract is recommended for a term of 2 years, and estimated costs of \$1,800,000.

Services to include As-needed electrical work for: Electrical failures or malfunction, to determine the cause, develop work specifications to correct any electrical issues;

Provide electrical system repairs and improvements: address code violations, exterior building and parking lot lighting upgrades or replacement, Wiring, Sound equipment repairs, upgrades to electrical panels. Services also include monthly maintenance and repairs to stationary generators.

Funding requested as follows:

General Services - \$1,300,000 for Seasonal exterior lighting evaluations & repairs,

Monthly maintenance and repairs of generators, and Emergency work.

Transportation - \$300,000, 1st project is electrical work at Gilbert location.

Water & Sewerage - for \$200,000.

Costs based on the hourly rate, regular time, for \$56; and Overtime at \$84 per hour.

Covenant of Equal Opportunity Affidavit signed 1-8-21;

Certification as Detroit Headquartered, Resident and Small business good through 4-21-21;

TAXES: Good Through 2-7-21;

Hiring Policy Compliance Affidavit signed 1-8-21, Employment application submitted complies;

Slavery Era, Prison Industry and Immigrant Detention System Records Disclosure Affidavit signed 1-8-21, indicating NO records of employment, investment or income from these systems;

Political Contributions and Expenditures Statement signed 1-8-21, indicating “N/A”.

This proposed contract may replace previous contract 6002421, approved Nov. 26, 2019, with Power Lighting & Technical, for 1 year, through Nov. 18, 2020, for \$1,200,000.

Power Lighting has also been approved for at least 3 contracts for installation or upgrades of generators and electrical upgrades at Police Precincts and Firehouse locations for total of \$4,698,309, from June 2019 through March 2021.

HEALTH

6003330 100% City Funding – To Provide Covid-19 Vaccine Staffing Services at TCF Center. – Contractor: Park Pharmacy, Inc. – Location: 736 Bedford Road, Grosse Pointe Park, MI 48230 – Contract Period: Upon City Council Approval through January 12, 2022 – Total Contract Amount: \$3,077,352.00.

Will Apply for Reimbursement from Federal Covid-19 Funding Source

Costs budgeted to Capital Projects Fund, Acct. 4533-20507-358035-644124-350998-0-0, Appropriation for Capital Projects includes available funding of \$11,133,712 as of January 29, 2021.

Proposals advertised on Dec. 29 and Closed on Jan. 5 2021, for services to provide COVID-19 Vaccine Staffing; 3 Proposals received and evaluated on the basis of experience and qualifications, Engagement/approach and Price.

This recommendation is for the proposal ranked the Highest, received from Park Pharmacy, at 736 Bedford, Grosse Pointe Park. 736 Bedford appears to be a residential location and may include offices; Park Pharmacy has a retail location at 15126 Kercheval, in Grosse Pointe Park.

Park Pharmacy ranked highest for Experience/qualifications, and for Engagement & approach, and 2nd highest for Price.

It was noted that OCP negotiated lower prices with Park Pharmacy, *resulting in reduction of \$69,048 in costs* to a final cost of \$256,446 per month; \$3,077,352 over 1 year.

Other proposals received from: Delta-T Group for total of \$2,919,840, and AMH Staffing Agency [*determined to not meet minimum qualifications*] for a total of \$3,125,808.

According to OCP, the staffing includes 9 positions – Registered pharmacist, Pharmacist technician, Registered Nurse, Licensed Practical Nurse, Medical assistant, for a total of 35 individuals to provide vaccine staffing services. Staff must be properly licensed and credentialed.

Services to include delivery, storage, monitoring and preparation of the vaccines, and update vaccine records. [*City to provide for PPE and Hazardous waste removal from site*].

The Scope of Services requires that all contracted staff and staff of any sub-contractors will be subject to review of their criminal history record, in accordance with the Uniform Conviction Information Act. Be able to provide medical staff as-needed and within 24 hours of request from Health Department. Must also be able to provide medical staff that are Bi-lingual at least for Spanish.

Hourly billing rates range from \$150 for consulting, \$78.50 for Registered Pharmacist to \$25.50 for non-clinical staff.

Covenant of Equal Opportunity Affidavit signed 10-5-20;

TAXES: Good Through 1-12-22;

Hiring Policy Compliance Affidavit signed 10-5-20, Employment application submitted complies;

Slavery Era, Prison Industry and Immigrant Detention System Records Disclosure Affidavit signed 10-5-20, indicating NO records of employment, investment or income from these systems;

Political Contributions and Expenditures Statement signed 10-5-20, No contributions to City of Detroit officials.

HOUSING AND REVITALIZATION

6002703 100% Federal Funding – AMEND 1 – To Provide an Extension of Time Only for Outreach and Services to Detroit Residents at Risk of Tax Foreclosure. – Contractor: Michigan Legal Services – Location: 2727 2nd Avenue Suite 333, Detroit, MI 48201 – Contract Period: January 1, 2021 through December 31, 2021 – Total Contract Amount: \$0.00.

Total Contract Amount: \$150,000.00 Original Contract Period: January 1, 2020 through December 31, 2020

Costs budgeted to Block Grant Fund, Acct. 2001-11799-366080-651147-0-0, Appropriation for Michigan Legal Services shows Encumbered Funds of \$150,000, leaving available funds of \$180 as of January 29, 2021.

This request is for Amendment 1, to extend the term of the contract by 1 year, through December 31, 2021, to provide assistance and legal services to residents at risk for tax foreclosure.

There is no request for additional funding.

Contract 6002703 was authorized through the City Council's approval of funding of \$150,000 to Michigan Legal Services, from the 2019 – 2020 CDBG, funds in July 2019, for the term from January 1 through December 31, 2020.

All other terms and contractor services remain the same for the extended period.

Covenant of Equal Opportunity Affidavit signed 12-17-20;

TAXES: Good Through 12-17-20 - *new clearance is in process*;

Hiring Policy Compliance Affidavit signed 12-17-20, Employment application submitted complies;

Slavery Era, Prison Industry and Immigrant Detention System Records Disclosure Affidavit signed 12-17-20, indicating NO records of employment, investment or income from these systems;

Political Contributions and Expenditures Statement signed 12-17-20, indicating 12 donations 2017-2019, 8 to Council members and 4 to the Mayor.

Housing and Revitalization - *continued*

6003277 100% City Funding – To Provide Services for the Gordie Howe International Bridge Project to Rehab the Residential Property at 5864 Chopin, Detroit MI. – Contractor: Detroit Grounds Crew, LLC – Location: 17217 Wyoming, Detroit, MI 48221 – Contract Period: Upon City Council Approval through January 18, 2022 – Total Contract Amount: \$112,750.00.

Costs budgeted to International Bridge Fund, Acct. 1004-20413-360145-622975-0-0, Appropriation for Bridging Neighborhoods includes available funding of \$2,729,475 as of January 29, 2021.

23 Pre-qualified vendors invited to bid; 4 vendors attended scheduled Walk-thru on Dec. 8, 2020. 3 bids submitted, evaluated and scored on criteria of: Capacity, Price, and Submitting as a Joint or Mentor Venture with Detroit certified business. Additional points for Certification as Detroit Based and Detroit Headquartered business. Bidders must submit pricing within the established target price range of \$93,000 to \$103,000.

This recommendation is for the bid scored the highest, received from Detroit Grounds Crew, submitting the 2nd lowest cost of \$102,500 for renovation of home at 5864 Chopin.

Other Bids received: Jozef for \$93,000; and Nora Contracting for \$103,000.

Renovation to include all interior and exterior work to ensure residential structure meets all building codes, including replacement of all electrical, all HVAC, insulation of exterior walls and ceilings, adequate lighting throughout home. Gas connection provided for stove and dryer; Remove chimney in the attic and Add to bedrooms in the attic, Repairs to Basement foundation.

Exterior work to include: Repair front porch, add hand rails & supports; Replace roof and re-deck; Replace all siding; Replace sewer line from trap to the City sewer connection & replace trap; Add a side-gate.

Contract costs include the base bid of \$102,500 for renovation work; and an allowance of \$10,250 for Additional Services; for a Total cost of \$112,750.

**Covenant of Equal Opportunity Affidavit signed 6-8-20;
Certification as Detroit Headquartered, Resident and Small business good through 3-9-21;
TAXES: Good Through 4-17-21;
Hiring Policy Compliance Affidavit signed 6-8-20, Employment application submitted complies;
Slavery Era, Prison Industry and Immigrant Detention System Records Disclosure Affidavit signed 6-8-20, indicating NO records of employment, investment or income from these systems;
Political Contributions and Expenditures Statement signed 6-8-20, indicating “None”.**

EMERGENCY CONTRACTS:

CITY DEMOLITION

3046874 100% City Funding – To Provide the Disposal, Backfill and Transport of Materials for the Following Properties, 20108 Archdale, 19801 Harlow, 19201 Harlow, 19773 Harlow and 19801 Fenmore. – Contractor: SC Environmental Services, LLC – Location: 1234 Washington Boulevard 5th Floor, Detroit, MI 48226 – Contract Period: Upon City Council Approval through February 9, 2022 – Total Contract Amount: \$22,501.00

Costs budgeted to General Fund, Acct. 1003-21200-160020-622975-0-0, Appropriation for Detroit Demolition includes available funding of \$5,380,882 as of January 29, 2021.

The City has agreed to work with the Land Bank Authority to assist with the removal of 400 yards of non-hazardous soils from 2 demolition sites – 20108 Archdale & 19801 Harlow; and providing 700 yards of backfill to 5 demolition sites – 20108 Archdale, 19801 Harlow, 19201 Harlow, 18773 Harlow & 19801 Fenmore, so these sites may be completed.

Bids solicited and closed on September 11, 2020; 2 Bids were received.

The recommendation was to award this work to the Lowest Bid received from SC Environmental for \$16,501.

2nd Bid received from Salenbien Trucking for \$17,250.01.

It was determined, after bids were submitted, the Request for Bids mistakenly indicated that fees for the landfill would be paid separately; SC Environmental DID NOT include the disposal costs in their Bid.

The intent of the Procurement was to include the costs of disposal - include an approved profile of the soil to be disposed and the documentation that the soils received at the landfill.

SC Environmental was requested to provide their cost for disposal of the estimated 400 yards of non-hazardous soil; SC Environmental quoted \$6,000 which was found to be an acceptable cost by Demolition.

The final cost includes the \$16,501 for 700 yards of Backfill material; and transporting 400 yards of non-hazardous soil to the landfill; and \$6,000 for disposal of the 400 yards at the landfill, for the final cost of \$22,501.

Covenant of Equal Opportunity Affidavit signed 10-14-20;

TAXES: Good Through 10-13-21;

Hiring Policy Compliance Affidavit signed 10-14-20, Employment application submitted complies;

Slavery Era, Prison Industry and Immigrant Detention System Records Disclosure Affidavit signed 10-14-20, indicating NO records of employment, investment or income from these systems;

Political Contributions and Expenditures Statement signed 10-14-20, indicating “None”.

Vendor indicates a total of 11 Employees; 7 Employees are Detroit residents.