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TO: The Honorable City Council

FROM: David Whitaker, Director
Legislative Policy Division Staff

DATE: April 13, 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 April 13, 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
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
Session of April 13, 2021

Statistics compiled for the list submitted for April 13, 2021.

Department	No. of Contracts or Purchase Orders	Detroit-Based Business Bids	Change, Extension Increases, Renewals	Located in Detroit
Assessors Office	1	0	0	0
Chief Financial Officer 3 COVID Relief Grant funded contracts	4	0	0	1
Demolition 1 Bridging Neighborhood contract	1	0	0	1
Fire	1	0	1 Amendment	0
General Services 1 COVID Relief Grant funded contract 1 Contract for Management of the Cemeteries	4	0	0	3
Housing & Revitaliz. 1 Bridging Neighborhood contract	1	0	0	1
Human Resources	1	0	0	1
Public Works 1 Revenue contract, 30-year term	1	0	0	1
Transportation	2	0	0	2
Totals	16	No Detroit-Based Bids	1 Amendment	10

Contracts and Grants Submitted to City Council
Regular Session of April 13, 2021

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Statistics compiled for the Contracts submitted for April 13, 2021.

This list represents costs totaling \$6,718,973.70¹
and 1 Revenue contract for 30-year period

1 Demolition contract for \$5,472.70 removal & disposal of asbestos

Included in the total costs are the following:

General Fund	\$ 2,341,040.00
COVID Relief Grant Funds	\$ 1,807,694.00
Employee Benefit Fund	\$ 1,900,000.00
International Bridge Fund	\$ 123,722.70
Transportation Grant Fund	\$ 204,517.00
Transportation Operation Fund	\$ 42,000.00
Water & Sewerage Funds	\$ 300,000.00

¹ The contract list includes: 1 Amendments to increase costs and extend period; 13 New contracts for one-time purchase or terms of 9 months to 5 years; 1 Revenue Contract for 30 years; and 1 Demolition contract for additional work.

TO: THEHONORABLE CITY COUNCIL

FROM: David Whitaker, Director
Legislative Policy Division Staff

DATE: April 13, 2021

RE: **CONTRACTS AND PURCHASE ORDERS SCHEDULED TO BE CONSIDERED AT
THE FORMAL SESSION OF APRIL 13, 2021**

ASSESSORS

6003342 100% City Funding – To Provide Valuation and Consultation Support Related to Tax Appeal Cases from the Michigan Tax Tribunal. – Contractor: Miller Real Estate Services – Location: 37593 Hillcrest Drive, Wayne, MI 48184 – Contract Period: Upon City Council Approval through January 31, 2023 – Total Contract Amount: \$250,000.00.

Costs budgeted to General Fund, Acct. 1000-00060-230120-617900-0-0, Appropriation for Office of the Assessor includes available funding of \$1,901,242 as of April 9, 2021.

According to OCP, Proposals were solicited twice; Proposals requested from Sept. 23 through October 6, 2020; 1 Proposal received from Miller Real Estate Services.

This proposed contract is recommended for approval with Miller Real Estate Services, for a term of 2 years, through January 31, 2023, and a total cost of \$250,000.

Contract services to include generally: Valuations and consultation supporting tax appeal cases to the Michigan Tax Tribunal; and Training existing assessing staff in the proper handling of cases appealed to the MI Tax Tribunal.

Staff training to include: Determining market values; Negotiating settlements in Tax Tribunal cases; Defending market values to MI Tax Tribunal; Creation and preparation of market studies to use in developing mass appraisal; Implementation of market values and methodologies within the software used by the Detroit Assessment Division.

All assignments to the contractor will be at the direction of the Board of Assessors.

The fees for services of Mr. F. Scott Miller will be \$75 per hour for Training City Assessing staff, And for Valuation, Advising and Consulting; \$175 per hour for preparation and testifying for Michigan Tax Tribunal.

The Maximum Annual Compensation will be \$125,000 per year.

Covenant of Equal Opportunity Affidavit signed 11-3-20;

TAXES: Good Through 10-6-21;

Hiring Policy Compliance Affidavit signed 11-3-20, Employment application submitted complies; Slavery Era, Prison Industry & Immigrant Detention System Records Disclosure Affidavit signed 11-3-20, indicating NO records of income, investment or employment with these systems;

Political Contributions and Expenditures Statement signed 11-3-20, indicating “N/A”.

CITY DEMOLITION

3047772 100% City Funding – To Provide Asbestos Removal for the Following Residential Properties, 8992 Keller and 9224 Melville. – Contractor: RDC Construction Services – Location: 220 Congress 2nd Floor, Detroit, MI 48226 – Contract Period: Upon City Council Approval through April 12, 2022 – Total Contract Amount: \$5,472.70.

Costs budgeted to International Bridge Fund, Acct. 1004-20413-360145-622975-0-0, Appropriation for Bridging Neighborhoods includes available funds of \$427,292 as of April 9, 2021.

This contract was authorized by OCP for processing as a Non-Standard procurement on Feb. 22, 2021, because RDC Construction was the authorized demolition contractor for these addresses.

Additional asbestos was identified during the removal operations, which required additional services by the demolition contractor for the indicated addresses.

At 8992 Keller, initial demolition costs of \$27,696; during removal operations, vermiculite was found & identified, 600 sq. feet at \$7.74/sq.ft 7 mobilization costs of \$350 for additional \$4,994.

Initial survey for asbestos / hazardous waste done by ATC, who re-surveyed and issued a revised report.

At 9224 Melville, initial demolition costs of \$11,972; during removal operations, asbestos floor tile was found, 110 sq.ft. at \$1.17/sq.ft. plus mobilization costs of \$350, for additional \$478.70.

Initial survey for asbestos / hazardous waste done by PSI, who re-surveyed and issued a revised report.

Contract 3041457 was approved with RDC Construction Services, March 17, 2020, for a cost of \$154,072 for demolition of structures at 9 addresses, as part of the Bridging Neighborhoods Program. The contract costs included \$49,322 for removal/ abatement of identified asbestos.

Demolition at the 9 addresses, including 8992 Keller and 9224 Melville, was to have been completed by August 1, 2020.

Covenant of Equal Opportunity Affidavit signed 1-22-21;

TAXES: Good Through 8-10-21;

Hiring Policy Compliance Affidavit signed 1-22-21, Employment application submitted complies; Slaver Era, Prison Industry and Immigrant Detention System Records Disclosure Affidavit signed 1-22-21, indicating NO records of investment, income or employment with these systems;

Political Contributions and Expenditures Statement signed 1-22-21, indicating “N/A”.

FIRE

6001903 100% City Funding – AMEND 1 – To Provide an Extension of Time and an Increase of Funds for Ground Ladder Testing Services Per Apparatus Division. – Contractor: Fire Catt, LLC – Location: 3250 W Big Beaver Road, Troy, MI 48084 – Contract Period: Upon City Council Approval through July 31, 2021 – Contract Increase Amount: \$5,000.00 – Total Contract Amount: \$45,000.00.

Original Contract Period: March 1, 2019 through February 28, 2021

Costs budgeted to General Fund, Acct. 1000-00718-240191-617900-0-0, Appropriation for Fire Fighting Operations includes available funding of \$20,224,341 as of April 9, 2021.

This request is for the approval of an Amendment 1, to extend the contract period by 5 months, through July 31, 2021; and increase the total contract costs by \$5,000 to \$45,000 for the extended period.

Contract 6001903 was approved with Fire-Catt on April 16, 2019 for a period of 2 years, through February 28, 2021, for a cost of \$40,000.

The contract services include the annual testing of ground ladders, as recommended by the National Fire Protection Agency. A fee of \$1.75 per linear foot of ladder was authorized for this contract. There is no indicated change to the unit costs.

According to OCP, this extension is necessary to provide the time to re-bid these services.

**Covenant of Equal Opportunity Affidavit signed 2-25-21;
TAXES: Good Through 11-19-21;
Hiring Policy Compliance Affidavit signed 2-25-21, Employment application submitted complies;
Slaver Era, Prison Industry and Immigrant Detention System Records Disclosure Affidavit signed 2-25-21, indicating NO records of investment, income or employment with these systems;
Political Contributions and Expenditures Statement signed 2-25-21, indicating “None”.**

GENERAL SERVICES

3049155 100% Federal Funding – To Provide Transportation Services for Covid-19 Test Samples from Testing Sites to Bio Reference Labs. – Contractor: Radiant Global Logistics, Inc. dba, Airgroup Corp-Adcom Worldwide, Distribution by Air, Service by Air – Location: 405 114th Avenue SE 3rd Floor, Bellevue, WA 98004 – Contract Period: Upon City Council Approval through June 30, 2021 – Total Contract Amount: \$84,500.00.

Will Apply for Reimbursement from Federal COVID-19 Funding Source

Costs budgeted to COVID-19 Fund, Acct. 3922-20840-251111-617900-350999-0, Appropriation for EpiLab Capacity Testing includes available funding of \$10,955,007 as of April 9, 2021.

A Request for cost Quotations was issued by the Office of Contracting and Procurement to provide the transport services for COVID-19 test samples to the laboratory; in addition 5 suppliers were also notified of the bid opportunity. Radiant Global Logistics was the Sole Bid received.

Costs for the transportation services include:

Packing supplies for each container/box to be shipped by FedEx - No Cost;

Dry Ice: 10 pounds, for \$30 and \$75 for pickup of dry ice;

Packaging, pick-up & same day delivery to FedEx - \$300 per trip;

FedEx delivery to BioReference [New Jersey] - \$125 per container / box

Radiant Global Logistics has been the courier, for services to transport all COVID-19 test samples from City testing site to BioReference Labs; according to the Department, they are pleased with the services, vendor has been flexible adjusting to the City Department's schedule and needs as the processes have changed.

Contract 3045408 with Radiant Global Logistics was approved November 4, 2020, for costs of \$85,500, to provide transportation services through April 30, 2021;

Contract 3042917 issued to Radiant Global Logistics March 25, 2020 for \$100,000 for transporting samples to be shipped to the laboratory twice per day.

The item costs appear to remain the same as authorized with the previous contract.

Local offices of this company are located in Romulus and Taylor.

Covenant of Equal Opportunity Affidavit signed 8-19-20;

TAXES: Good Through 8-21-21;

Hiring Policy Compliance Affidavit signed 8-19-20, Employment application submitted complies;

Slaver Era, Prison Industry and Immigrant Detention System Records Disclosure Affidavit signed 8-19-20, indicating NO records of investment, income or employment with these systems;

Political Contributions and Expenditures Statement signed 8-19-20, indicating "N/A".

General Services - *continued*

6003386 100% City Funding – To Provide As-Needed Plumbing Services at Various City Facilities.
– Contractor: Benkari Mechanical, LLC – Location: 18427 W McNichols Road, Detroit,
MI 48219 – Contract Period: Upon City Council Approval through March 30, 2024 – Total
Contract Amount: \$750,000.00.

Costs budgeted to General Fund, Acct. 1000-29470-470010-622200-0-0, Appropriation for GSD Shared Services includes available funding of \$7,704,782 as of April 9, 2021.

Bids to provide Plumbing Services – as needed - were solicited and closed on January 26, 2021; 2 Bids received and evaluated. Benkari eligible for 5% equalization on their bid.

General Services Department recommended contracts with both bidders.

This proposed contract is with Benkari Mechanical, for a period of 3 years, through March 30, 2024, for estimated costs of \$750,000.

As-needed work may include: Restroom repairs/ improvements; Landscape fountain repairs/ improvements; Cleaning building drains; Cleaning sewer and catch basins; Repairs to Roof sumps; Repairs / improvements to water supply; Remedy code violations.

**Service rates include: Labor, regular hours at \$92.42 per hour for journeyman; apprentice at \$45 per hour; Overtime, journeyman at \$122.12/hr.; Emergency services at \$156.90 per hour; Labor and Materials markup at 14%; Heavy equipment markup at 13%.
Contract rates include a 5% increase June 1, 2022 through May 31, 2023.**

Covenant of Equal Opportunity Affidavit signed 4-1-21;

Certification as Detroit Headquartered, Small, Woman & Minority-owned Business good through 10-8-21;

TAXES: Clearance is currently in process;

Hiring Policy Compliance Affidavit signed 4-1-21, Employment application submitted complies;

Slaver Era, Prison Industry and Immigrant Detention System Records Disclosure Affidavit signed 4-1-21, indicating NO records of investment, income or employment with these systems;

Political Contributions and Expenditures Statement signed 2-25-21, indicating “None”.

Previous contracts for Plumbing Services, as needed, No. 6002419, was approved Nov. 26, 2019 with Ben Washington & Sons for 1 year through Nov. 20, 2020, for costs of \$750,000;

No. 6000531, with Ben Washington & Sons, approved Feb. 2017 for 3 years through Feb. 2020 for \$1,500,000; Amendment 1, approved June 25, 2019 increased the costs by \$250,000 for a total of \$1,750,000.

General Services - *continued*

6003387 100% City Funding – To Provide As-Needed Plumbing Services at Various City Facilities.
– Contractor: Ben Washington & Sons – Location: 7116 Tireman, Detroit, MI 48204 –
Contract Period: Upon City Council Approval through March 30, 2024 – Total Contract
Amount: \$1,050,000.00.

\$750,000 in costs budgeted to General Fund, Acct. 1000-29470-470010-622200-0-0, Appropriation for GSD Shared Services includes available funding of \$7,704,782 as of April 9, 2021.

Bids to provide Plumbing Services – as needed - were solicited and closed on January 26, 2021; 2 Bids received and evaluated. Ben Washington & Sons eligible for 8% equalization on their bid. General Services Department recommended contracts with both bidders.

This proposed contract is with Ben Washington & Sons, for a period of 3 years, through March 30, 2024, for estimated costs of \$750,000 for General Services; and for estimated costs of \$300,000 for Water and Sewerage Department.

Ben Washington & Sons was determined to have submitted the Lowest Bid, based on their costs and greater equalization; therefore was awarded the contract for services to General Services and Water and Sewerage.

As-needed work may include: Restroom repairs/ improvements; Landscape fountain repairs/ improvements; Cleaning building drains; Cleaning sewer and catch basins; Repairs to Roof sumps; Repairs / improvements to water supply; Remedy code violations.

DWSD plumbing services may include: Repairs to water heaters, dripping faucets, running toilets, leaking pipes, irrigation and irrigation meters, pumps, potable water lines;

Cleaning drains, sewers, grease traps; Minor building or equipment modifications may require trenching up to 4 feet in depth.

Service rates include: Labor, regular hours at \$93.18 per hour; Overtime at \$118.47/hr.; Emergency services at \$143.75 per hour; Markup fee of 15%; Tool and Equipment fee of 10%. Annual increase in rates of 10%

Covenant of Equal Opportunity Affidavit signed 3-12-21;

Certification as Detroit Headquartered, Resident, Small & Minority-owned Business good through 5-14-21;

TAXES: Good Through 1-22-22;

Hiring Policy Compliance Affidavit signed 3-12-21, Employment application submitted complies; Slaver Era, Prison Industry and Immigrant Detention System Records Disclosure Affidavit signed 3-12-21, indicating NO records of investment, income or employment with these systems; Political Contributions and Expenditures Statement signed 3-12-21, indicating “N/A”.

General Services - continued

6003472 100% City Funding – To Provide Emergency Management of Three (3) Detroit Cemeteries. Services include Maintenance and Beautification of the Grounds, Administration and Sale Management Services, Landscaping Maintenance and Tree Care, Urns, Headstones, and Niche Wall Maintenance as well as Completing Preparations for Burials and Services. – Contractor: Enduring Memories Cemetery Management Company, Inc. – Location: 11526 Morang, Detroit, MI 48224 – Contract Period: July 23, 2020 through April 30, 2021 – Total Contract Amount: \$528,040.00.

Costs budgeted to General Fund, Acct. 1000-27470-617900-0-0, Appropriation for Recreation-GSD includes available funding of \$11,876,992 as of April 9, 2021.

According to Office of Contracting and Procurement, a new manager for the 3 Detroit Cemeteries - Mt. Hazel, Forest Hill and Gethsemane Cemetery Mausoleum and Crematory - was required when the previous management company, ST Enterprises, walked off the job in May 2020.

OCP contacted several cemeteries, consultants for assistance to identify a management company that could step in; Enduring Memories is a Detroit based business producing headstones; This business agreed to create a separate Management company to care for the 3 Detroit cemeteries.

The Department has developed a new Scope of Work; and bids have been requested for a new Long-Term contract, that is to be submitted to City Council for approval.

This request is for approval of a short-term contract with Enduring Memories Cemetery Management Co., from July 2020 through April 2021, to provide all maintenance of the grounds, Headstones, other memorials; day-to-day management for the office and operations of the cemeteries, provide any on-site funeral services, including excavations, burials and related landscape recovery.

Services to include all Sales, Administration and Management of the Office; Landscape maintenance and tree care, removing any trash; Cleaning and maintenance of and around the urns, headstones and niche walls; Burial Services and on-site funeral services as needed.

Contractor to provide all equipment, tools, materials and supplies that may be needed to perform their duties.

The contractor to be paid a monthly Management fee of \$35,670 [for 10 months], which includes all expenses of the contractor; and Pre-Need burial expenses not to exceed \$171,340.

Covenant of Equal Opportunity Affidavit signed 9-16-20;

TAXES: Good Through 7-10-21;

Hiring Policy Compliance Affidavit signed 9-16-20, Employment application submitted complies;

Slavery Era, Prison Industry & Immigrant Detention System Records Disclosure Affidavit signed 9-16-20 indicating NO records of income, investment or employment with these systems;

Political Contributions and Expenditures Statement signed 9-16-20, indicating “N/A”.

Previous contract, 2879561 with ST Enterprises, was approved for a term from May 1, 2013 through December 31, 2016, for a cost of \$214,550; Amendment 1 to the contract, approved November 2016, extended the term of the contract through December 2021, and increased costs by \$264,000 to a contract total of \$478,550.

HOUSING AND REVITALIZATION

6003432 100% City Funding – To Provide Services for the Gordie Howe International Bridge Project to Rehab the Residential Property at 7294 Navy, Detroit MI. – Contractor: Detroit Grounds Crew, LLC – Location: 4101 Barham, Detroit, MI 48224 – Contract Period: Upon City Council Approval through April 5, 2022 – Total Contract Amount: \$118,250.00.

Costs budgeted to International Bridge Fund, Acct. 1004-20413-360145-6511590-0-0, Appropriation for Bridging Neighborhoods includes available funds of \$427,292 as of April 9, 2021.

Bid solicited for rehabilitation of the residential structure at 7294 Navy; 23 pre-qualified vendors were invited to submit bids; 8 of the pre-qualified vendors attended the scheduled “bidwalk” of the property on March 2, 2021.

3 Bids received and evaluated on the basis of: Capacity to complete job, Cost, partnership with a certified Detroit business; additional points given to Detroit Headquartered and Detroit Based businesses. The Target Pricing for the contract work was \$98,500 to \$108,500.

This recommendation is for the bid scored the highest and for the lowest cost submitted by Detroit Grounds Crew for \$107,500;

Second highest score for the bid from Jozef for \$108,500.

Third bid received from DMC for \$130,200 was outside the Target Pricing and was not scored.

Renovation of 7294 Navy, through the Bridging Neighborhoods Program, to include all interior and exterior work, to ensure the structure meets all building codes, including replacement of all electrical, HVAC, insulation of exterior walls and ceilings, and adequate lighting throughout the home. Exterior work to include the sewer snaked and scoped to confirm no blockages or required repairs; ensure gutters/ downspouts have no rust and are in working condition; Security doors for all first floor exterior doors; installation of a mailbox with address; Removal of all debris, including trash, or overgrown vegetation cut down to ground level [does not include trees that exceed 10 inches in diameter].

The base cost for the renovation is the bid amount of \$107,500; plus 10% Allowance for additional services for \$10,750; for the total contract cost of \$118,250.

Covenant of Equal Opportunity Affidavit signed 6-8-20;

Certification as Detroit Headquartered, Resident, Small and Minority-owned Business good through 3-9-22;

TAXES: Good Through 4-17-21;

Hiring Policy Compliance Affidavit signed 6-8-20, Employment application submitted complies;

Slaver Era, Prison Industry and Immigrant Detention System Records Disclosure Affidavit signed 6-8-20, indicating NO records of investment, income or employment with these systems;

Political Contributions and Expenditures Statement signed 1-22-21, indicating “None”.

HUMAN RESOURCES

6003175 100% City Funding – To Provide Dental Care Benefits to City of Detroit Employees. – Contractor: DENCAP Dental Plans, Inc. – Location: 45 E Milwaukee Avenue, Detroit, MI 48202 – Contract Period: Upon City Council Approval through December 31, 2025 – Total Contract Amount: \$1,900,000.00.

Costs budgeted to Employee Benefit Fund, Acct. 7500-04315-350970-617900-0-0, Appropriation for Employee Benefit Plan shows a deficit of \$68,170,002 as of April 9, 2021;

This appropriation is resolved as part of the year-end actions.

Proposals were indicated to have been solicited; 3 Proposals were received and evaluated.

This request is for approval of a contract for dental benefits to City employees, with DENCAP Dental Plans, for a period through December 31, 2025 - approximately 5 years - for costs of \$1,900,000. *A second contract, with Golden Dental is currently being processed.*

Contract services to include: Providing high quality and cost effective group dental insurance plan for City employees and their dependents; Maintain current level of benefits and offer additional savings through plan improvements; Develop innovative solutions for the overall management of the dental program(s); Provide cost containment strategies through dental management programs.

The Project Fees indicate a “Monthly Composite Rate” of \$38.66 for the first 3 years, 2021 through 2023; and \$40.58 per month for 2024 and 2025. This is the monthly rate per enrolled member; Enrollment in DENCAP as of June 2020 was 628. The City pays 80% of the premium.

Covenant of Equal Opportunity Affidavit signed 11-20-20;

TAXES: Approved 2-5-21;

Hiring Policy Compliance Affidavit signed 11-20-20, statement – do not use applications, hiring based on interview;

Slaver Era, Prison Industry and Immigrant Detention System Records Disclosure Affidavit signed 11-20-20, indicating NO records of investment, income or employment with these systems;

Political Contributions and Expenditures Statement signed 11-20-20, indicating 2 donations 2017 through 2019, 1 to Mayor and 1 to Council Member.

Vendor indicates total employment of 44; 17 Detroit resident employees.

Previous contract with DENCAP Dental Plans, No. 6000387, was approved Oct. 25, 2016, for a period of 3 years, through December 31, 2019 for cost of \$2,119,920; Amendment 1 approved November 2019 extended the contract period 1 year, through December 31, 2020, with no change to the cost.

Also approved Oct. 25, 2016 was Contract 6000366 with Golden Dental Plans, approved for 3 years, through December 2019 for \$2,246,400; Amendment 1 extended the contract term 1 year, through December 2020, with no change in the cost.

OCFO

3047209 100% Grant Funding – To Provide an Emergency Purchase of Hands Free Sanitizer Stands, Sanitizer and Soap to Assist with Reducing the Spread of Covid-19. – Contractor: Xcel Now Solutions – Location: 400 Renaissance Center Suite 2600, Detroit, MI 48243 – Contract Period: Upon City Council Approval through April 12, 2022 – Total Contract Amount: \$73,194.00.

Costs budgeted to COVID-19 Fund, Acct. 3922-20840-251111-617900-350999-0, Appropriation for FY20 Coronavirus Relief Fund includes available funding of \$5,080,829 as of April 9, 2021.

The Office of the Chief Financial Officer had grant funds available for personal protection equipment [PPE] that had to be used by December 30, 2020; to qualify for the funding, the PPE had to be received by December 30, 2020. This contract is for supplies that is projected to be used through June 2021.

This contract was bid as an Emergency contract, in order to qualify for the available grant funding.

Bids were solicited; 10 Bids received for the procurement of Hands Free Sanitizer Stands, Sanitizer and Soap.

This contract is recommended for approval with the Lowest Acceptable Bid received from Xcel Now Solutions for a total of \$73,194.

**The purchase includes 100 Sanitizer Stands at \$90 each for \$9,000;
3,000 gallons of Sanitizer at \$19 per gallon for \$57,000;
600 gallons of soap at \$11.99 per gallon for \$7,194. With Delivery of items within 24 hours.**

Sanitizer stands placed in various City facilities, and on buses.

**Other bids received include: Ma Baily Distribution for \$9,000 – only bid on sanitizer stands;
Sanitaz for \$33,410, Unable to provide soap;
Lube Matrix for \$53,850 delivery in 5 to 7 days after receipt of purchase order did not meet timeline;
AVE Office Supply for \$89,965; Chemical Systems for \$90,052; MSC Industrial for \$146,728;
Ecolab for \$189,469; Ella’s Scrubs for \$202,328; and BSN Sports for \$586,258.**

Covenant of Equal Opportunity Affidavit signed 1-7-21;

TAXES: Good Through 6-26-21;

**Hiring Policy Compliance Affidavit signed 1-7-21, Employment application submitted complies;
Slaver Era, Prison Industry and Immigrant Detention System Records Disclosure Affidavit signed 1-7-21, indicating NO records of investment, income or employment with these systems;
Political Contributions and Expenditures Statement signed 1-7-21, indicating “None”.**

Office of Chief Financial Officer - *continued*

3047235 100% Grant Funding – To Provide an Emergency Purchase of Gloves to be Utilized at the Covid-19 Testing Sites and Vaccine Sites. – Contractor: Cintas Corp – Location: 39145 Webb Drive, Westland, MI 48185 – Contract Period: Upon City Council Approval through April 12, 2022 – Total Contract Amount: \$360,000.00.

Costs budgeted to COVID-19 Fund, Acct. 3922-20840-251111-617900-350999-0, Appropriation for FY20 Coronavirus Relief Fund includes available funding of \$5,080,829 as of April 9, 2021.

The Office of the Chief Financial Officer had grant funds available for personal protection equipment [PPE] that had to be used by December 30, 2020; to qualify for the funding, the PPE had to be received by December 30, 2020. This contract is for supplies that is projected to be used through June 2021.

This contract was bid as an Emergency contract, in order to qualify for the available grant funding.

Bids were solicited; 3 Bids received for the procurement of nitrile gloves required for use at COVID-19 testing sites and vaccination sites.

This contract is recommended for approval with the Lowest Acceptable Bid received from Cintas Corp for a total of \$360,000

The purchase includes: 400 cases of each size of Gloves - Small, Medium, Large and Extra-Large [1,000 pairs of gloves in each case], a total of 16,000 cases at \$225 per case, For the total of \$360,000.

Other bids received include: 4 Oaks Ventures for \$192,000 - did not include shipping or escrow costs, and could not provide a specific delivery date; items had to be received by Dec. 30; MSC Industrial for \$418,040.

Covenant of Equal Opportunity Affidavit signed 12-29-20;

TAXES: Good Through 5-14-21;

Hiring Policy Compliance Affidavit signed 12-29-20, online Employment application submitted appears to comply;

Slaver Era, Prison Industry and Immigrant Detention System Records Disclosure Affidavit signed 12-29-20, indicating NO records of investment, income or employment with these systems;

Political Contributions and Expenditures Statement signed 12-29-20, indicating “None”.

Office of Chief Financial Officer - *continued*

3047397 100% Grant Funding – To Provide an Emergency Purchase of Three Million (3,000,000) Masks to Assist with Reducing the Spread of Covid-19. – Contractor: SC Health SPV, LLC – Location: 16 Berryhill Road Suite 200, Columbia, SC 29210 – Contract Period: Upon City Council Approval through April 12, 2022 – Total Contract Amount: \$1,290,000.00.

Costs budgeted to COVID-19 Fund, Acct. 3922-20840-251111-617900-350999-0, Appropriation for FY20 Coronavirus Relief Fund includes available funding of \$5,080,829 as of April 9, 2021.

The Office of the Chief Financial Officer had grant funds available for personal protection equipment [PPE] that had to be used by December 30, 2020; to qualify for the funding, the PPE had to be received by December 30, 2020. This contract is for supplies that is projected to be used through June 2021.

This contract was bid as an Emergency contract, in order to qualify for the available grant funding.

Bids were solicited; 4 Bids received for the procurement of 3,000,000 Level 3, 3-ply masks to provide to Bus drivers and other City of Detroit employees.

This contract is recommended for approval with the Lowest Acceptable Bid received from SC Health, and their partner KS Consulting for a total of \$1,290,000, that is able to deliver all 3 million masks by Dec. 30, 2020.

KS Consulting was located in Detroit, in the Guardian Building, but had to close that office due to COVID; Detroit area office is now at 2050 South Blvd, Suite 33067, Bloomfield Hills, MI.

The purchase includes 3,000,000 Level 3, 3-ply masks for a cost of 43¢ each; Supply is anticipated to last through June 2021,

Other bids received include: VM3 Consultant for \$1,590,000 [eligible for 3% equalization for comparison bid of \$1,642,300; Global Office Solution for \$1,590,000; and Williams Distribution for \$1,920,000

Covenant of Equal Opportunity Affidavit signed 12-23-20;

TAXES: *Clearance is in process;*

Hiring Policy Compliance Affidavit signed 12-23-20, *Employment application not included in documents;*

Slaver Era, Prison Industry and Immigrant Detention System Records Disclosure Affidavit signed 12-23-20, indicating NO records of investment, income or employment with these systems;

Political Contributions and Expenditures Statement signed 12-23-20, indicating “None”.

Office of Chief Financial Officer - *continued*

3047787 100% City Funding – To Provide Procurement Services including Contract Amendment Workflow Creation, Access to Records and Posting Historical Contracts Online and Data Retention. – Contractor: Appextremes, LLC dba Conga – Location: 13699 Via Varra, Broomfield, CO 80020 – Contract Period: Upon City Council Approval through April 12, 2022 – Total Contract Amount: \$58,000.00.

Costs budgeted to General Fund, Acct. 1000-00061-230080-617900-0-0, Appropriation for Office of Contracting & Procurement includes available funds of \$2,032,924 as of April 9, 2021.

This contract was authorized as a Non-Standard Procurement for licensing to use software that is available only from Conga, and approved by OCP January 5, 2021.

Conga [Novatus system] has been used by the Detroit Office of Contracting and Procurement since 2015 for contract workflow, posting contracts online, as required, and as a document retention system. Conga was initially part of the contract for BidSync; the companies have since separated.

This request is for approval of this Purchase to retain the licensing to continue use of the Novatus Services, provided by Conga, to provide contract amendment workflows, posting contracts online and for document storage / retention.

This purchase is for a Full License Renewal for 1 year, January through December 2021, to maintain services and provide access to the historical records, and contract amendment workflows.

The cost for the 1 year renewal is \$58,000.

Covenant of Equal Opportunity Affidavit signed 1-14-21;

TAXES: Clearance Good Through 3-26-21 *New Clearance is in process;*

Hiring Policy Compliance Affidavit signed 1-14-21; Statement that they request a resume to determine if qualified;

Slaver Era, Prison Industry and Immigrant Detention System Records Disclosure Affidavit signed 1-14-21, indicating NO records of investment, income or employment with these systems;

Political Contributions and Expenditures Statement signed 1-14-21, no donations identified.

PUBLIC WORKS

6003392 REVENUE – To Provide and Maintain Digital Wayfinding Kiosks. – Contractor: Downtown Detroit Partnership – Location: 1 Campus Martius Suite 380, Detroit, MI 48226 – Contract Period: Upon City Council Approval through April 30, 2031 – Total Contract Amount: \$0.00.

This is a Revenue contract; a Revenue account was not provided.

Proposals solicited for an Interactive Kiosk Program; 2 Proposals received and evaluated on criteria of: Plan for developing wayfinding Kiosk project, and for implementing and administering the Kiosk program; Detailed project revenues and revenue sharing plan; Previous experience in developing and administering similar projects; Experience of Key personnel.

This proposed contract is with Downtown Detroit Partnership [DDP], whose proposal was scored the highest in all categories. The proposed contract is for a term of 10 years, through April 30, 2031. The contract period shall automatically renew for 2 successive 5-year periods.

2nd Proposal submitted by Brooklyn Outdoor, this proposal required the City provide upfront costs for capital items.

The digital Wayfinding Kiosks, managed by DDP, will be provided by IKE Smart City, LLC; There is currently an Agreement between DDP and IKE.

The Kiosks to provide wayfinding information, promotion of local businesses and attractions, real-time transit information, events calendars, and public service messaging; the Kiosks will also include free public Wi-Fi access and emergency notification functions.

Other features which may be included: Photo booth for users to capture and transmit selfies with Detroit-themed backgrounds; Arcade for users to play games through touchscreen interface; List of available jobs internships; Survey questions to receive feedback; and Advertising [discount of 25% to Small local businesses].

This contract allows the DDP to install a network of digital wayfinding kiosks at strategic locations in downtown Detroit, as well as throughout the neighborhoods.

The Digital Wayfinding Network will consist of not fewer than 30 locations; at least 1 location will be identified in each of the 7 City Council districts outside of the Greater Downtown Area.

Contract Discussion continues on the following page.

Public Works - *continued*

6003392 REVENUE – To Provide and Maintain Digital Wayfinding Kiosks. – Contractor: Downtown Detroit Partnership – Location: 1 Campus Martius Suite 380, Detroit, MI 48226 – Contract Period: Upon City Council Approval through April 30, 2031 – Total Contract Amount: \$0.00.

Contract Discussion continued below:

The selection of the locations will be through a Planning Phase to include the following:
Public engagement and feedback from community organizations, local businesses & individuals;
Pedestrian and vehicular traffic volumes; Proximity to restaurants, retail, commercial & business districts;
Proximity to public transportation hubs; Proximity to cultural, entertainment, recreational venues or attractions;
Accessibility to electric and communication utilities;
Handicap accessibility; Information and expertise from Public Works, DoIT, Planning & Development, BSEED, Neighborhoods and Historic District Commission.

Installation of the Wayfinding Kiosks in the Public Right of Way is subject to approval of the Detroit City Council.

All costs for connections to the City electric infrastructure or use of power to be borne by IKE; IKE will perform all installation and construction activities. The City will work with DDP during Planning phase to explore feasibility of connecting Digital Kiosks to existing electrical infrastructure owned/controlled by the City, including power sources for streetlights, traffic infrastructure, festival lights, unused circuits or conduits in the right-of-way to minimize the need for new trenching.

Installation will occur in 2 Phases of 15 each; the First Phase is required to include Wayfinding Kiosks in at least 4 Neighborhood locations. Following the initial Planning Phase, the Digital Wayfinding Network may be expanded beyond the initial 30 locations, through a similar planning process.

DDP and its vendors, including IKE to be responsible for General Maintenance of the kiosks; Required repairs to the Kiosks; and Maintenance of Utility services.

The Privacy Policy of IKE Smart City is included, indicating most information collected is anonymous, and includes the interactions with the Kiosk; There are features, including the Photo booth, surveys, communication, that links to individual mobile phones and collects information that identifies individuals; IKE states that the information will be stored only long enough to perform the requested service, after which the information will not be retained by the Kiosk or IKE, but may be retained by a 3rd party Partner that provides requested services.

Contract Discussion continues on following page.

Public Works - *continued*

6003392 REVENUE – To Provide and Maintain Digital Wayfinding Kiosks. – Contractor: Downtown Detroit Partnership – Location: 1 Campus Martius Suite 380, Detroit, MI 48226 – Contract Period: Upon City Council Approval through April 30, 2031 – Total Contract Amount: \$0.00.

Contract Discussion continued below:

Through the term of the DDP agreement with IKE, all revenues from the operation of the Digital Wayfinding Kiosks will accrue to IKE; and IKE is responsible to make Revenue Share Payments to DDP, with payments to be made quarterly. Revenue payments shall be the Greater of:

50% of the Net Kiosks Revenues arising during the previous calendar quarter, or One-fourth [¼] of the Minimum Annual Revenue Share, which is the following:

First year - \$8,500 per Operational Kiosk; 2nd Year - \$11,000 per Operational Kiosk;

3rd Year - \$13,500 per Operational Kiosk;

4th & subsequent years, Revenue Share will increase by a factor of 1.03 per Operational Kiosk.

The First year will be the first 12-month period following the date when a Kiosk becomes fully operational.

The Revenue Share Payments will be divided equally between DDP and the City.

DDP shall pay to the City an amount equal to 50% of each Revenue Share payment received from IKE.

For 30 Operational Kiosks the Revenue payment to DDP, the first year, shall be a minimum of \$255,000; The City to receive \$127,500 of that amount.

Over a 30 year period, this contract would appear to generate revenue to the City of more than \$6,100,000.

Covenant of Equal Opportunity Affidavit signed 3-10-21;

TAXES: Good Through 3-2-22;

Hiring Policy Compliance Affidavit signed 3-2-22; Employment application submitted complies; Slaver Era, Prison Industry and Immigrant Detention System Records Disclosure Affidavit signed 3-10-21, indicating NO records of investment, income or employment with these systems;

Political Contributions and Expenditures Statement signed 3-10-21, indicating 6 donations from 2017 – 2020, 4 to the Mayor and 2 to Council Member.0

TRANSPORTATION

3047325 100% Grant Funding – To Provide Three Hundred Thousand (300,000) Level 1 3-Ply Masks for Residents that Ride the Detroit Department of Transportation Busses. – Contractor: AVE Office Supplies – Location: 1155 Brewery Park Boulevard Suite 350, Detroit, MI 48207 – Contract Period: Upon City Council Approval through April 12, 2022 – Total Contract Amount: \$42,000.00.

Costs budgeted to Transportation Operation Fund, Acct. 5301-00150-200290-621900-350999-0, Appropriation for Vehicle Maintenance includes available funding of \$2,205,081 as of April 9, 2021.

It was indicated by OCP that this contract was to use the same OCFO grant funds available for personal protection equipment [PPE] that had to be used by December 30, 2020; to qualify for the funding, the PPE had to be received by December 30, 2020.

This contract was bid as an Emergency contract, in order to qualify for the available grant funding.

Bids were solicited; 17 Bids received for the procurement of 300,000 Level 1, 3-ply masks for use of riders on DDOT coaches.

This contract is recommended for approval with the Lowest Acceptable Bid received from AVE Office Supply for a total of \$42,000.

The purchase includes 300,000 masks at 14¢ each, with immediate delivery.

Lower cost bids received, were not able to deliver timely or the entire 300,000 by Dec. 30, as specified: MCT Pro Tools for \$12,000; Nextt Affiliated for \$18,000; RB Ventures for \$24,000; Origin Labs for \$27,000; Reach Technologies for \$30,000; and NIMO International for \$36,000. Other bids received include: J & B Medical for \$45,000; LV Free Enterprises for \$54,000; MSC Industrial Supply for \$54,000; Brookwood Capital for \$60,000; Great Hawk Air Service for \$60,000; Maitri for \$60,000; Xcel Solutions for \$72,000; Global Office Solution for \$159,000; VM3 Consultant for \$159,000; and Williams Distribution for \$192,000.

Covenant of Equal Opportunity Affidavit signed 7-21-20;

TAXES: Good Through 3-27-21;

Hiring Policy Compliance Affidavit signed 7-21-20; Employment application submitted complies; Slaver Era, Prison Industry and Immigrant Detention System Records Disclosure Affidavit signed 7-21-20, indicating NO records of investment, income or employment with these systems;

Political Contributions and Expenditures Statement signed 7-21-20, indicating “None”.

EMERGENCY CONTRACTS:

TRANSPORTATION

6003214 100% Grant Funding – To Provide Emergency Covid-19 Interior Bus Cleaning Services Following Routine Pull In Monday through Friday. – Contractor: Giant Janitorial Service, LLC – Location: 18485 Mack Avenue, Detroit, MI 48236 – Contract Period: October 1, 2020 through June 30, 2021 – Total Contract Amount: \$204,517.70.

Costs budgeted to Transportation Grant Fund, Acct. 5303-13886-207070-622100-000058-30150, Appropriation for FY11 Sec. 5307 grant includes available funds of \$5,585,502 as of April 9, 2021.

This request is for approval of Contract 6003214 with Giant Janitorial Service, for a term beginning October 1, 2020 through June 30, 2021.

The contract indicates the services to include: Clean and Disinfect the entire interior of buses, after each route / pull in Monday through Friday, 10 AM to 2 PM.

The Requests for authorization for a Non-Standard Procurement indicate this is for payment of invoices for Emergency COVID-19 staff to clean additional touch surfaces and floor sanitizing for coaches located at Shoemaker, Gilbert, and Warren.

Payment request for invoices for services received as of November 14, 2020, for a total of \$78,517.70; Payment request for invoices for cleaning services provided from Nov. 14, 2020 through January 31, 2021 for \$126,000.

According to the Contract fee schedule the costs are based on the billable rate of \$33 per hour.

Covenant of Equal Opportunity Affidavit signed 12-16-20;

TAXES: Good Through 2-12-22;

Hiring Policy Compliance Affidavit signed 12-16-20; Employment application submitted complies; Slaver Era, Prison Industry and Immigrant Detention System Records Disclosure Affidavit signed 12-16-20, indicating NO records of investment, income or employment with these systems; Political Contributions and Expenditures Statement signed 12-16-20, indicating “None”.

***2 Previous contracts approved for Emergency cleaning / sanitizing of the Coaches:
No. 6003216, with Detroit Grounds Crew, approved January 26, 2021 for \$1,218,776.24, to provide End of the Line interior bus cleaning and sanitizing, for the period from October 1, 2020 through June 30, 2021; and***

No.. 6003215, with RNA Facilities Management, approved in March 2021, for \$567,408 to provide the deep, detailed cleaning of coach interiors, an average of 70 to 100 coaches each night, for the period from October 1, 2020 through June 30, 2021.