

# City of Detroit

## CITY COUNCIL

LEGISLATIVE POLICY DIVISION  
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TO: The Honorable City Council

FROM: David Whitaker, Director  
Legislative Policy Division Staff

DATE: December 11, 2023

RE: **REVIEW OF CONTRACTS, PURCHASING FILES, & GRANTS**

Attached is the Legislative Policy Division's review of contracts submitted by the Office of Contracting and Procurement for the Week of December 12, 2023. The Legislative Policy staff comments are in bold.

This list of contracts has been submitted under the recess procedures adopted by City Council on October 31, 2023. Recess procedures provide that all contracts on this list, that are not held by a Council Member, are considered approved and will be processed on Thursday, December 14, 2023.

If Council Members have questions and wish to hold any contract on this list, please provide your questions and request to hold a contract written in a memo to Cindy Golden, Louise Jones, Deonte Agee of the Clerk's Office, LPD's Ashley Wilson, as well as Malik Washington & Raquel Newell of the Mayor's Office by 4 PM on Wednesday, December 13, 2023. Contracts are held until released by the Council Member requesting the hold or referred to a City Council Committee for action after Recess.

### Attachments

cc:

Janice Winfrey	City Clerk
Laura Goodspeed	Auditor General
Sandra Stahl	Office of Contracting and Procurement
Irvin Corley	Legislative Policy Division
Marcell Todd	Legislative Policy Division
Malik Washington	Mayor's Office

Statistics compiled for the list submitted during Recess for the Week of December 12, 2023.

<b>Department</b>	<b>No. of Contracts or Purchase Orders</b>	<b>Focused Bids</b>	<b>Change, Extension Increases, Renewals</b>	<b>Located in Detroit</b>
Citywide	2	0	1 Amendment to Add Time	2
Construction & Demolition 8 Emergency Demolitions	8	0	0	8
CRIO	4	0	1 Amendment to Add Time/Funds	0
General Services	1	0	0	0
Health	2	0	0	0
Housing & Revitalization	1	0	1 Amendment to Add Time	1
<b>Totals</b>	<b>18</b>	<b>No Focused/Limited Bids</b>	<b>3 Amendment(s);</b>	<b>11</b>

**61% of all Contractors included in the contract list for the week of December 12, 2023 Recess are located in Detroit.**

**Also included in this report:**

- **2 Requests to Accept Grants**

Statistics compiled for the Contracts submitted for the Week of December 12, 2023:

This list represents costs totaling \$3,013,661.15 <sup>1</sup>

Included in total costs are the following:

Blight Remediation Fund	\$	261,270
Capital Projects Fund	\$	1,599,825
General Fund	\$	938,933.15
Grant Fund	\$	213,633

Statistics compiled for the Grants submitted the Week of December 12, 2023 Recess:

2 Grant Awards received and valued at \$215,000.

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<sup>1</sup> The contract list includes: 3 Amendments for extension of time and/or increase or decrease in funds. 15 New contracts for terms of 1 year to 3 years.

TO: THE HONORABLE CITY COUNCIL

FROM: David Whitaker, Director  
Legislative Policy Division Staff

DATE: December 11, 2023

RE: **CONTRACTS, PURCHASE ORDERS, & GRANTS SUBMITTED DURING RECESS  
FOR THE WEEK OF DECEMBER 12, 2023.**

**CITYWIDE**

6001758-A2 100% City Funding – AMEND 2 – To Provide an Extension of Time for Advertising Services for City Clerk, OCP, DPD, City Council and BSEED. – Contractor: Detroit Legal News dba Inland Press – Location: 2001 W. Lafayette, Detroit, MI 48216 – Previous Contract Period: December 31, 2018 through December 30, 2023 – Amended Contract Period: Upon City Council Approval through March 29, 2024 – Contract Increase Amount: \$0.00 – Total Contract Amount: \$3,084,821.50.

Funding:

Account String: 1000-00265-700010-626010  
Fund Account Name: **General Fund**  
Appropriation Name: **City Clerk Operations**  
Available Funds: **\$225 as of December 8, 2023**  
**No Additional funding was requested for this Amendment**

Tax Clearances Expiration Date: 2-23-24  
Political Contributions and Expenditures Statement:  
Signed: 4-11-23 Contributions: None

Consolidated Affidavits:

Date signed: 4-11-23  
 Covenant of Equal Opportunity  
 Hiring Policy Compliance;  
Does not use Applications; Uses Unions  
 Slavery Era Records Disclosure  
 Prison Industry Records Disclosure  
 Immigrant Detention System Record Disclosure

Bid Information:

**None, because this is an amendment to extend the term of an existing contract.**

Contract Details:

Vendor: **DMC Consultants, Inc.** Amount: **remains the same; Total \$3,084,821.50**  
End Date: **Add 3 months; through March 29, 2024**

Services remains the same:

**Provide advertising and/or publication of notices, as required for several different City departments, as well as for the City Council, through the City Clerk's Office.**

**Specific Services: publication of council proceedings; printing, folding and storage of proceedings; compiling and printing the annual index to the proceedings; publish bids, notices, dangerous buildings and department notices; publication of court or statutorily required notices; publication of classified advertisements; Annual subscription to the Detroit Legal News.**

**The vendor provides all proofing of City Council Journal of Proceedings for publication and printing in a pamphlet; At end of year, within 5 business days of the final pamphlet printing the vendor will produce and deliver 25 searchable CD's of the entire year's Proceedings.**

**Vendor will print and deliver up to 300 copies of each ordinance to the City Clerk's Office, and work in partnership with City Clerk to post ordinance information on City Clerk's website.**

**Advertisements will be published in the next day's edition, if the material is received by 10 AM.**

***Contract discussion continues onto the next page.***

**Citywide – continued**

6001758-A2 100% City Funding – AMEND 2 – To Provide an Extension of Time for Advertising Services for City Clerk, OCP, DPD, City Council and BSEED. – Contractor: Detroit Legal News dba Inland Press – Location: 2001 W. Lafayette, Detroit, MI 48216 – Previous Contract Period: December 31, 2018 through December 30, 2023 – Amended Contract Period: Upon City Council Approval through March 29, 2024 – Contract Increase Amount: \$0.00 – Total Contract Amount: \$3,084,821.50.

Services remains the same - continued:

**Detroit Legal News must be able to provide at least 24 inches of space for scheduled hearing dates at least 15 days prior to each hearing. Scheduled hearing dates provided in the scope of services are for the Tuesday City Council Meetings.**

**In addition to City Council and the City Clerk, other Departments using the Detroit Legal News Services include: Office of Contracting and Procurement, Police Department and Building Safety, Engineering and Environmental Dept.**

Fees - remains the same:

**\$9 per inch; \$54.90 to \$108.90 per page; Searchable PDF CD's for \$25 each; and Printing to the City's website for \$10,000 annually.**

**\$2,990,479.95 of the authorized \$3,084,821.50 has been invoiced on this contract.**

Additonal Information:

**6001758 was initially approved January 29, 2019 with Detroit Legal News Co. to provide Advertising, Services for various departments for; through December 30, 2021.**

**Amendment 1 was approved Ocotber 13, 2020 with Detroit Legal News Co. to continue to provide Advertising Services for an additional 2 years; through December 30, 2023 and add \$1,800,000, making the contract total \$3,084,821.50.**

**Previous contract for City advertising, notification and official publications, was also with the Detroit Legal News, 6001046, was approved in Nov. 2017 for 1 year, through October 30, 2018, for \$405,500.**

**CITYWIDE**

6005724 100% City Funding – To Provide Promotional Items and/or Various Novelty Products. –  
Contractor: Corporate Specialties, LLC – Location: 19 Clifford Street, Detroit, MI 48226 –  
Contract Period: Upon City Council Approval for a Term of Three (3) Years – Total Contract  
Amount: \$209,000.00.

Funding:

Account String: 1000-29231-230208-620100  
Fund Account Name: **General Fund**  
Appropriation Name: **Resource Planning**  
Available Funds: **\$9,808,045 as of December 8, 2023**

Tax Clearances Expiration Date: 3-29-24

Political Contributions and Expenditures Statement:

Signed: 4-12-23 Contributions: **None**

Consolidated Affidavits:

Date signed: **4-12-23**

- Covenant of Equal Opportunity
- Hiring Policy Compliance;  
Does not use Applications
- Slavery Era Records Disclosure
- Prison Industry Records Disclosure
- Immigrant Detention System Record  
Disclosure

Bid Information:

**RFP opened April 21, 2023 & closed May 19, 2023. 43 Invited Suppliers; 3 Bids Received.**

**Bids were evaluated based on Experience/References [25 points]; Time Deliverable [20 points]; Cost of Proposal [20 points]; Detroit Business Certifications for Vendor [15 points] and/or Detroit Business Certifications for sub-contractors, if applicable [20 points]. The maximum total without certifications is 65 points & max total with certifications is 100 points.**

ALL Bids:

**Corporate Specialties, LLC [86.67 points, includes 35 points for D-BB & D-HB of vendor & sub-contractor]  
Highest Honor, Inc [43.33 points; no points added for certifications]  
FyreMarketing, LLC [35.01 points; no points added for certifications]**

Contract Details:

Vendor: **Corporate Specialties, LLC Bid: Highest Ranked [86.67 points; 51.67 points without certifications]  
Amount: \$209,000 End Date: 3 years from Council Approval [2026]**

Products:

**Provide a catalogue of products for promotional event items and/or novelty items Citywide. Products may include, but are not limited to: awards, custom promotional products, branded specialty wear and apparel, incentive products, and employee recognition items; and gift wrapping and imprinting services for special requests. Examples of the types of items are: customized Drawstring backpack, table throw, hand sanitizer spray pen, T-shirt, stylus pen, etc. with prices ranging from \$69 for 100 hand sanitizers [\$0.69 each] to \$179.57 for a 8’ customized table throw.**

**Vendor will provide discounted percentage based on quantity and item; offer sales and/ or bulk purchase opportunities; combine any department orders into one larger bulk orders on a monthly/quarterly/semi-annual basis; provide monthly/quarterly/semi-annual usage reports; offer various shipping options; remote/telemarketing; and automatic back-fill on out-of-stock items.**

Fees

<b>Year 1</b>	<b>\$65,000</b>	<b>Year 3</b>	<b>\$55,000</b>
<b>Year 2</b>	<b>\$70,000</b>	<b>10% Contingency</b>	<b>\$19,000</b>
		<b>TOTAL Not to Exceed</b>	<b>\$209,000</b>

Certifications/# of Detroit Residents:

**Certified as Detroit Based, Headquartered, Micro, & Woman-Owned Business until 9/14/24.**

Additional Information:

**Other Contracts with Corporate Specialties, LLC: 6003603 was initially approved June 22, 2021 to provide promotional items to HR for \$35,000; through July 1, 2023. Amendment 1 was approved June 6, 2023 for a \$36,662.48 increase, totaling \$71,662.48, as well as add 2 months to the term; through Aug. 31, 2023.**

**EMERGENCY CONTRACT FOR CITY COUNCIL REVIEW ONLY  
CONSTRUCTION AND DEMOLITION**

3070240 Notification to Council – 100% City Funding – To Provide an Emergency Demolition for the Residential Property, 14022 Maine. – Contractor: Inner City Contracting, LLC – Location: 18715 Grand River Avenue, Detroit, MI 48223 – Contract Period: Notification of Emergency through June 30, 2024 – Total Contract Amount: \$22,777.00.

Funding:

Account String: 1003-21200-160020-622975  
Fund Account Name: **Blight Remediation Fund**  
Appropriation Name: **Detroit Demolition**  
Available Funds: **\$11,560,678 as of December 8, 2023**

Tax Clearances Expiration Date: 1-3-24

Political Contributions and Expenditures Statement:

Signed: 12-19-22 Contributions: **None**

Consolidated Affidavits:

Date signed: **12-19-23**

- Covenant of Equal Opportunity
- Hiring Policy Compliance; Employment Application complies;
- Slavery Era Records Disclosure
- Prison Industry Records Disclosure
- Immigrant Detention System Record Disclosure

Bid Information

**Notice of Emergency Ordered Demolition, signed by director of Buildings Safety Engineering and Environmental Dept., issued residential structure(s) at 14022 Maine on October 10, 2023. Purchase Order to proceed dated October 19, 2023.**

**Bids closed on October 16, 2023. 11 Invited Suppliers; 3 Bids Received.**

ALL Bids: Gayanga \$31,800 [12% equalized bid \$27,984 for D-BB, D-RB, D-HB & D-BSB]  
DMC \$43,450 [12% equalized bid \$38,236 for D-BB, D-RB, D-HB & D-BSB].  
Inner City 22,777 [no equalization credits]

**Inner City did not receive any equalization credits because their certification expired 9/30/23 and were not renewed until 10/24/23, which was before the bid closed on 10/16/23.**

Contract Details:

Vendor: **Inner City Contracting**

Amount: **22,777**

Bid: **Lowest Bid [no equalization credits]**

End Date: **June 30, 2024**

Services & Costs:

**Demolition \$15,000; Backfill & Grading \$4,000; Site Finalization \$3,777; TOTAL 22,777**

**\*\*\*Demolition Completion date: 10/20/23**

Certifications/# of Detroit Residents:

**Certified as Detroit Based, Headquartered, Small, & Minority-Owned Business until 10/14/24. Vendor indicates a Total Employment of 14; 9 Employees are Detroit residents.**





**EMERGENCY CONTRACT FOR CITY COUNCIL REVIEW ONLY  
CONSTRUCTION AND DEMOLITION**

3070727 Notification to Council – 100% City Funding – To Provide an Emergency Demolition for the Residential Property, 10115 Woodlawn. – Contractor: Inner City Contracting, LLC – Location: 18715 Grand River Avenue, Detroit, MI 48223 – Contract Period: Notification of Emergency through June 30, 2024 – Total Contract Amount: \$23,999.00.

Funding:

Account String: 1003-21200-160020-622975  
Fund Account Name: **Blight Remediation Fund**  
Appropriation Name: **Detroit Demolition**  
Available Funds: **\$11,560,678 as of December 8, 2023**

Tax Clearances Expiration Date: 1-3-24

Political Contributions and Expenditures Statement:

Signed: 12-19-22 Contributions: None

Consolidated Affidavits:

Date signed: 12-19-23

- Covenant of Equal Opportunity
- Hiring Policy Compliance; Employment Application complies;
- Slavery Era Records Disclosure
- Prison Industry Records Disclosure
- Immigrant Detention System Record Disclosure

Bid Information

**Notice of Emergency Ordered Demolition, signed by director of Buildings Safety Engineering and Environmental Dept., issued residential structure(s) at 10115 Woodlawn on October 4, 2023. Purchase Order to proceed dated November 13, 2023.**

**Bids closed on November 8, 2023. 11 Invited Suppliers; 3 Bids Received.**

ALL Bids: Leadhead \$28,600 [13% equalized bid \$24,882 for D-BB, D-RB, D-HB & D-BMBC].  
DMC \$25,450 [12% equalized bid \$22,396 for D-BB, D-RB, D-HB & D-BSB].  
Inner City \$23,999 [8% equalized bid \$22,079.08 for D-BB, D-HB, & D-BSB]

Contract Details:

Vendor: **Inner City Contracting**

Bid: **Lowest Bid**

Amount: **23,999 [8% equalized bid \$22,079.08 for D-BB, D-HB, & D-BSB]**

End Date: **June 30, 2024**

Services & Costs:

**Demolition \$16,000; Backfill & Grading \$3,999; Site Finalization \$4,000; TOTAL \$23,999**

**\*\*\*Demolition Completion date: 11/14/23**

Certifications/# of Detroit Residents:

**Certified as Detroit Based, Headquartered, Small, & Minority-Owned Business until 10/14/24. Vendor indicates a Total Employment of 14; 9 Employees are Detroit residents**





**EMERGENCY CONTRACT FOR CITY COUNCIL REVIEW ONLY  
CONSTRUCTION AND DEMOLITION**

3070919 Notification to Council – 100% City Funding – To Provide an Emergency Demolition for the Residential Property, 16133 Steel, Building 102 Rear Structure. – Contractor: Inner City Contracting, LLC – Location: 18715 Grand River Avenue, Detroit, MI 48223 – Contract Period: Notification of Emergency through June 30, 2024 – Total Contract Amount: \$23,624.00.

Funding:

Account String: 1003-21200-160020-622975  
Fund Account Name: **Blight Remediation Fund**  
Appropriation Name: **Detroit Demolition**  
Available Funds: **\$11,560,678 as of December 8, 2023**

Tax Clearances Expiration Date: 1-3-24

Political Contributions and Expenditures Statement:

Signed: 12-19-22 Contributions: None

Consolidated Affidavits:

Date signed: 12-19-23

- Covenant of Equal Opportunity
- Hiring Policy Compliance; Employment Application complies;
- Slavery Era Records Disclosure
- Prison Industry Records Disclosure
- Immigrant Detention System Record Disclosure

Bid Information

**Notice of Emergency Ordered Demolition, signed by director of Buildings Safety Engineering and Environmental Dept., issued residential structure(s) at 16133 Steel BLD 102 Rear on October 24, 2023. Purchase Order to proceed dated November 14, 2023.**

**Bids closed on November 9, 2023. 11 Invited Suppliers; 3 Bids Received.**

ALL Bids: **Gayanga \$68,750 [12% equalized bid \$60,500 for D-BB, D-RB, D-HB & D-BSB]**  
**DMC \$96,625 [12% equalized bid \$85,030 for D-BB, D-RB, D-HB & D-BSB].**  
**Inner City \$23,624 [8% equalized bid \$21,734.08 for D-BB, D-HB, & D-BSB]**

Contract Details:

Vendor: **Inner City Contracting**

Bid: **Lowest Bid**

Amount: **\$23,624 [8% equalized bid \$26,593.52 for D-BB, D-HB, & D-BSB]** End Date: **June 30, 2024**

Services & Costs:

**Demolition \$15,918; Backfill & Grading \$3,456; Site Finalization \$4,250; TOTAL \$23,624**

**\*\*\*Demolition Completion date: 11/16/23**

Certifications/# of Detroit Residents:

**Certified as Detroit Based, Headquartered, Small, & Minority-Owned Business until 10/14/24. Vendor indicates a Total Employment of 14; 9 Employees are Detroit residents.**



**EMERGENCY CONTRACT FOR CITY COUNCIL REVIEW ONLY  
CONSTRUCTION & DEMOLITION**

3070998 Notification to Council – 100% City Funding – To Provide an Emergency Demolition for the Residential Properties, 169 & 181 W Golden Gate – Contractor: DMC Consultants, Inc. – Location: 13500 Foley Street, Detroit, MI 48227 – Contract Period: Notification of Emergency through June 30, 2024 – Total Contract Amount: \$47,480.00.

Funding:

Account String: 1003-21200-160020-622975  
Fund Account Name: **Blight Remediation Fund**  
Appropriation Name: **Detroit Demolition**  
Available Funds: **\$11,560,678 as of December 8, 2023**

Tax Clearances Expiration Date: 11-29-24

Political Contributions and Expenditures Statement:

Signed: 9-20-23 Contributions: 1 to a Current CM in 2021, 1 to the Mayor in 2016, & 1 to a former CM in 2016.

Consolidated Affidavits:

Date signed: 9-20-23

- Covenant of Equal Opportunity
- Hiring Policy Compliance; Employment Application complies;
- Slavery Era Records Disclosure
- Prison Industry Records Disclosure
- Immigrant Detention System Record Disclosure

Bid Information:

Notice of Emergency Ordered Demolition, signed by director of Buildings Safety Engineering and Environmental Dept., issued for residential structure(s) at 169 & 181 W Golden Gate on November 17, 2023. Purchase Order to proceed dated November 29, 2023.

Bids closed November 22, 2023. 11 Invited Suppliers; 2 Bids Received.

ALL Bids: Inner City \$58,444 [8% equalized bid \$53,768.48 for D-BB, D-HB, & D-BSB].  
DMC \$47,480 [12% equalized bid \$41,782 for D-BB, D-RB, D-HB & D-BSB].

Contract Details:

Vendor: DMC Consultants, Inc. Bid: Lowest End Date: June 30, 2024  
Amount: \$47,480 [12% equalized bid \$43,472 for D-BB, D-RB, D-HB & D-BSB].

Services & Costs:

169 W Golden Gate: Demolition \$16,240; Backfill & Grading \$4,500; Site Finalization \$3,500;  
SUBTOTAL \$24,240

181 W Golden Gate: Demolition \$15,240; Backfill & Grading \$4,500; Site Finalization \$3,500;  
SUBTOTAL \$23,240

TOTAL \$47,480

\*\*\*Demolition Completion date: 12/6/23 & 12/7/23

Certifications/# of Detroit Residents:

Certified as Detroit Based, Headquartered, Small, Resident, & Minority-Owned Business until 10/23/24. Vendor indicates a Total Employment of 40; 23 Employees are Detroit residents.

169 W Golden Gate



181 W Golden Gate





**EMERGENCY CONTRACT FOR CITY COUNCIL REVIEW ONLY  
CONSTRUCTION & DEMOLITION**

3070915 Notification to Council – 100% City Funding – To Provide an Emergency Demolition for the Residential Properties, 17542 & 17574 Greeley – Contractor: DMC Consultants, Inc. – Location: 13500 Foley Street, Detroit, MI 48227 – Contract Period: Notification of Emergency through June 30, 2024 – Total Contract Amount: \$41,215.00.

Funding:

Account String: 1003-21200-160020-622975  
Fund Account Name: **Blight Remediation Fund**  
Appropriation Name: **Detroit Demolition**  
Available Funds: **\$11,560,678 as of December 8, 2023**

Consolidated Affidavits:

Date signed: **9-20-23**  
 Covenant of Equal Opportunity  
 Hiring Policy Compliance;  
Employment Application complies;  
 Slavery Era Records Disclosure  
 Prison Industry Records Disclosure  
 Immigrant Detention System Record  
Disclosure

Tax Clearances Expiration Date: 11-29-24

Political Contributions and Expenditures Statement:

Signed: **9-20-23** Contributions: **1 to a Current CM in 2021, 1 to the Mayor in 2016, & 1 to a former CM in 2016.**

Bid Information:

**Notice of Emergency Ordered Demolition, signed by director of Buildings Safety Engineering and Environmental Dept., issued for residential structure(s) at 17542 & 17574 Greeley on November 2, 2023. Purchase Order to proceed dated November 14, 2023.**

**Bids closed November 9, 2023. 11 Invited Suppliers; 3 Bids Received.**

ALL Bids: Inner City \$53,299 [8% equalized bid \$49,035 for D-BB, D-HB, & D-BSB].  
DMC \$41,215 [12% equalized bid \$36,269 for D-BB, D-RB, D-HB & D-BSB].  
Gayanga \$53,975 [12% equalized bid \$47,498 for D-BB, D-RB, D-HB & D-BSB].

Contract Details:

Vendor: **DMC Consultants, Inc.** Bid: **Lowest** End Date: **June 30, 2024**  
Amount: **\$41,215 [12% equalized bid \$43,472 for D-BB, D-RB, D-HB & D-BSB].**

Services & Costs:

**17542 Greeley : Demolition \$10,400; Backfill & Grading \$4,500; Site Finalization \$3,500;**  
**SUBTOTAL \$18,400**

**17574 Greeley : Demolition \$14,815; Backfill & Grading \$4,500; Site Finalization \$3,500;**  
**SUBTOTAL \$22,815**

**TOTAL \$41,215**

**\*\*\*Demolition Completion date: 11/17/23**

Certifications/# of Detroit Residents:

**Certified as Detroit Based, Headquartered, Small, Resident, & Minority-Owned Business until 10/23/24. Vendor indicates a Total Employment of 40; 23 Employees are Detroit residents. 17542 & 17574 Greeley**



**EMERGENCY CONTRACT FOR CITY COUNCIL REVIEW ONLY  
CONSTRUCTION & DEMOLITION**

3070911 Notification to Council – 100% City Funding – To Provide an Emergency Demolition for the Residential Property, 5667 Scotten. – Contractor: DMC Consultants, Inc. – Location: 13500 Foley Street, Detroit, MI 48227 – Contract Period: Notification of Emergency through June 30, 2024 – Total Contract Amount: \$24,375.00.

Funding:

Account String: 1003-21200-160020-622975  
Fund Account Name: **Blight Remediation Fund**  
Appropriation Name: **Detroit Demolition**  
Available Funds: **\$11,560,678 as of December 8, 2023**

Tax Clearances Expiration Date: 11-29-24

Political Contributions and Expenditures Statement:

Signed: 9-20-23 Contributions: 1 to a Current CM in 2021, 1 to the Mayor in 2016, & 1 to a former CM in 2016.

Consolidated Affidavits:

Date signed: 9-20-23

- Covenant of Equal Opportunity
- Hiring Policy Compliance; Employment Application complies;
- Slavery Era Records Disclosure
- Prison Industry Records Disclosure
- Immigrant Detention System Record Disclosure

Bid Information:

Notice of Emergency Ordered Demolition, signed by director of Buildings Safety Engineering and Environmental Dept., issued for residential structure(s) at 5667 Scotten on October 24, 2023. Purchase Order to proceed dated October 27, 2023.

Bids closed November 8, 2023. 11 Invited Suppliers; 3 Bids Received.

ALL Bids: Inner City	\$24,444 [8% equalized bid \$22,488 for D-BB, D-HB, & D-BSB].
DMC	\$24,375 [12% equalized bid \$21,450 for D-BB, D-RB, D-HB & D-BSB].
Leadhead	\$28,650 [13% equalized bid \$224,925.50 for D-BB, D-RB, D-HB & D-BMBC].

Contract Details:

Vendor: DMC Consultants, Inc. Bid: Lowest End Date: June 30, 2024  
Amount: \$24,375 [12% equalized bid \$24,992 for D-BB, D-RB, D-HB & D-BSB].

Services & Costs:

Demolition \$16,375; Backfill & Grading \$4,500; Site Finalization \$3,500; TOTAL \$24,375

\*\*\*Demolition Completion date: 11/15/23

Certifications/# of Detroit Residents:

Certified as Detroit Based, Headquartered, Small, Resident, & Minority-Owned Business until 10/23/24. Vendor indicates a Total Employment of 40; 23 Employees are Detroit residents.





**EMERGENCY CONTRACT FOR CITY COUNCIL REVIEW ONLY  
CONSTRUCTION AND DEMOLITION**

3070243 Notification to Council – 100% City Funding – To Provide an Emergency Demolition for the Residential Property, 12087 Greenlawn. – Contractor: DMC Consultants, Inc. – Location: 13500 Foley Street, Detroit, MI 48227 – Contract Period: Notification of Emergency through June 30, 2024 – Total Contract Amount: \$28,400.00.

Funding:

Account String: 1003-21200-160020-622975  
Fund Account Name: **Blight Remediation Fund**  
Appropriation Name: **Detroit Demolition**  
Available Funds: **\$11,560,678 as of December 8, 2023**

Tax Clearances Expiration Date: 11-29-24

Political Contributions and Expenditures Statement:

Signed: 9-20-23 Contributions: 1 to a Current CM in 2021, 1 to the Mayor in 2016, & 1 to a former CM in 2016.

Consolidated Affidavits:

Date signed: 9-20-23

- Covenant of Equal Opportunity
- Hiring Policy Compliance; Employment Application complies;
- Slavery Era Records Disclosure
- Prison Industry Records Disclosure
- Immigrant Detention System Record Disclosure

Bid Information:

Notice of Emergency Ordered Demolition, signed by director of Buildings Safety Engineering and Environmental Dept., issued for residential structure(s) at 12087 Greenlawn on October 10, 2023. Purchase Order to proceed dated October 19, 2023.

Bids closed October 18, 2023. 11 Invited Suppliers; 3 Bids Received.

ALL Bids: Inner City	\$28,906 [8% equalized bid \$26,593.52 for D-BB, D-HB, & D-BSB].
DMC	\$28,400 [12% equalized bid \$24,992 for D-BB, D-RB, D-HB & D-BSB].
Leadhead	\$30,385 [13% equalized bid \$26,434.95 for D-BB, D-RB, D-HB & D-BMBC].

Contract Details:

Vendor: DMC Consultants, Inc. Bid: Lowest End Date: June 30, 2024  
Amount: \$28,400 [12% equalized bid \$24,992 for D-BB, D-RB, D-HB & D-BSB].

Services & Costs:

Demolition \$18,900; Backfill & Grading \$5,000; Site Finalization \$4,500; TOTAL \$28,400

\*\*\*Demolition Completion date: 10/20/23

Certifications/# of Detroit Residents:

Certified as Detroit Based, Headquartered, Small, Resident, & Minority-Owned Business until 10/23/24. Vendor indicates a Total Employment of 40; 23 Employees are Detroit residents.



**EMERGENCY CONTRACT FOR CITY COUNCIL REVIEW ONLY  
CONSTRUCTION & DEMOLITION**

3070822 Notification to Council – 100% City Funding – To Provide an Emergency Demolition for the Residential Properties, 3390 & 3396 E Willis. – Contractor: DMC Consultants, Inc. – Location: 13500 Foley Street, Detroit, MI 48227 – Contract Period: Notification of Emergency through June 30, 2024 – Total Contract Amount: \$49,400.00.

Funding:

Account String: 1003-21200-160020-622975  
Fund Account Name: **Blight Remediation Fund**  
Appropriation Name: **Detroit Demolition**  
Available Funds: **\$11,560,678 as of December 8, 2023**

Consolidated Affidavits:

Date signed: **9-20-23**  
 Covenant of Equal Opportunity  
 Hiring Policy Compliance;  
Employment Application complies;  
 Slavery Era Records Disclosure  
 Prison Industry Records Disclosure  
 Immigrant Detention System Record  
Disclosure

Tax Clearances Expiration Date: **11-29-24**

Political Contributions and Expenditures Statement:

Signed: **9-20-23** Contributions: **1 to a Current CM in 2021, 1 to the Mayor in 2016, & 1 to a former CM in 2016.**

Bid Information:

**Notice of Emergency Ordered Demolition, signed by director of Buildings Safety Engineering and Environmental Dept., issued for residential structure(s) at 3390 & 3396 E. Willis on October 20, 2023. Purchase Order to proceed dated October 30, 2023.**

**Bids closed October 27, 2023. 11 Invited Suppliers; 2 Bids Received.**

ALL Bids: Inner City \$51,540 [8% equalized bid \$47,416.80 for D-BB, D-HB, & D-BSB].  
DMC \$49,400 [12% equalized bid \$43,472 for D-BB, D-RB, D-HB & D-BSB].

Contract Details:

Vendor: **DMC Consultants, Inc.** Bid: **Lowest** End Date: **June 30, 2024**  
Amount: **\$49,400 [12% equalized bid \$43,472 for D-BB, D-RB, D-HB & D-BSB].**

Services & Costs:

**3390 E. Willis: Demolition \$16,950; Backfill & Grading \$5,000; Site Finalization \$3,500;**  
**SUBTOTAL \$25,450**

**3396 E. Willis: Demolition \$15,450; Backfill & Grading \$5,000; Site Finalization \$3,500;**  
**SUBTOTAL \$23,950**

**TOTAL \$49,400**

**\*\*\*Demolition Completion date: 11/1/23**

Certifications/# of Detroit Residents:

**Certified as Detroit Based, Headquartered, Small, Resident, & Minority-Owned Business until 10/23/24. Vendor indicates a Total Employment of 40; 23 Employees are Detroit residents.**

**3390 E. Willis**



**3396 E. Willis**



**CRIO**

6005398 100% City Funding – To Provide Translation Services including Phone Interpretation, Translation of Document and Etc. – Contractor: Language Line Services, Inc. – Location: 1 Lower Ragsdale Drive, Building. 2 Monterey, CA 93940 – Contract Period: Upon City Council Approval through October 30, 2026 – Total Contract Amount: \$450,000.00

Funding:

Account String: 1000-28290-290010-617900  
Fund Account Name: **General Fund**  
Appropriation Name: **Human Rights Advocacy**  
Available Funds: **\$2,051,665 as of December 8, 2023**

Tax Clearances Expiration Date: **3-21-24**

Political Contributions and Expenditures Statement:

Signed: **5-18-23** Contributions: **None**

Consolidated Affidavits:

Date signed: **5-18-23**

- Covenant of Equal Opportunity
- Hiring Policy Compliance;  
Online Employment App. complies;
- Slavery Era Records Disclosure
- Prison Industry Records Disclosure
- Immigrant Detention System Record Disclosure

Required Disclosure Information for Prison Industry & Immigrant Detention Center Affidavits:

According to the “Slavery Era Records, Insurance, Prison Industry, and Immigration Detention System Records & Interest Disclosure” Consolidated Affidavits, this vendor, Language Line Services, Inc. has an interpretation contract with USCIS (US citizenship and immigration services).

Background:

Under the Executive Order 13166, the City of Detroit is required to translate vital documents and provide access to language interpretation services upon request for federal programs and services provided by the City. CRIO’s Language Access Program includes translation services (translating text), on-site interpretation, telephonic interpretation (24/7 services that connects callers to a live interpreter via phone), video-remote interpretation (spoken and/or sign language services via video conferencing), as well as Training & Guidance for all of the aforementioned services.

Bid Information:

RFP Opened February 24, 2023 & Closed March 17, 2023; 308 Invited Suppliers; 7 Bids Received.

Proposals were evaluated on Experience [30 points], Availability [15 points], Quality of Proposal [10 points], Cost of Proposal [10 points], Detroit Certifications for vendor [15 points] and for subcontractor [20 points]. Maximum points available without certifications is 65 points and 100 points total with certifications.

None of the bidders hold any Detroit Business Certifications.

ALL Bids: Language Line Services, Inc.	[52.49 points; no certifications]
Effectiff L.L.C.	[49.16 points; no certifications]
Hispanic Center of Western Michigan	[48.31 points; no certifications]
Idea Language Services	[46.65 points; no certifications]
Public Owned Property Solutions	[18.30 points; no certifications]
Propio LS L.L.C.	[27.49 points; no certifications]
Kiddo Productionz LLC	[disqualified due to being a media production company & services are not applicable to this contract]

\*\*\*Language Line Services, Inc. for high volume translation of documentation and phone interpretation [6005398 – highest ranked bid] & Hispanic Center of Western Michigan for in-person interpretation services [6005665 – 3<sup>rd</sup> highest ranked bid overall, highest ranked in availability for in-person services] were awarded contracts from this RFP. Both are in this report for Council’s consideration.

Hispanic Center of Western Michigan [6005665] is partnering with International Institute of Metropolitan Detroit, Location: 111 E Kirby St, Detroit, MI 48202, was selected based on receiving the highest number of points in the “Availability” portion of the evaluation process for in-person translation services.

Contract Details:

Vendor: Language Line Services, Inc.  
Amount: \$450,000

Bid: Highest Ranked [52.49 points]  
End Date: October 30, 2026

*Contract discussion continues onto the next page.*



**CRIO – continued**

6005398 100% City Funding – To Provide Translation Services including Phone Interpretation, Translation of Document and Etc. – Contractor: Language Line Services, Inc. – Location: 1 Lower Ragsdale Drive, Building. 2 Monterey, CA 93940 – Contract Period: Upon City Council Approval through October 30, 2026 – Total Contract Amount: \$450,000.00

Services:

Provide high volume translation of documentation, phone, in-person, & video remote (through zoom & other video conferencing technology) interpretation/translation services. Requests for services are offered 24x7x365 through the agencies’ online software, email or by phone to cover City Council Meetings, Blight Court Hearings, Community Meetings, special events, one-on-ones with residents, voice overs, on-site spoken language, on-demand interpretation, business documents, and online capability. In-person services will be provided at local events in parks, recreation centers or community civic meetings.

Vendor offers 24/7 video interpretation services in American Sign Language (ASL), Cantonese, Mandarin, Russian, Arabic, French, Polish, Spanish, Bengali, Korean, Portuguese, Vietnamese. This vendor also offer video interpreters in 32 other languages, as well as 24/7 audio interpreters available in over 240 languages. Standard turnaround time for translation projects/documents ranges for 1-3 business days for less than 1,500 words to 8+ business days for greater than 7,501 words.

Service Provider Availability & Requirements Servicer must be open during office hours: Mon. – Fri. 8am-5pm, as well able to provide interpretation services outside of normal office hours upon request Mon. – Fri. 5:30pm – 8:30pm, some Saturdays and Sundays 8:00am – 8:30pm for other departmental meetings with residents. 3-5 business days’ notice will be provided of requested meeting dates when the City is able. Must be able to provide an alternative option if an in-person interpreter is unavailable.

Fees:

Language Service	General Rate/Industry standard
Braille	\$75-\$100 per page
In person interpretation - consecutive	Starting at \$55 per hour
simultaneous	Starting at \$80 pr hour
Video remote (simultaneous) on platform like zoom or web x	Starting at \$75 per hour
Video remote – consecutive	Starting rate \$55 per hour
Graphic Design Services	Minimum \$225 per page
In Language Services	30-60Seconds \$150-\$200 30min \$500-\$1000
Transcription /translation of audio or video files	\$25 - \$100 per hour

**Over-the-Phone Interpretation Rate Structure**

TIERS	LANGUAGES	PER MINUTE CHARGE
1	Spanish	\$0.75
2	Chinese (Mandarin and Cantonese), French, Japanese, Polish, Russian, and Vietnamese	\$0.80
3	Armenian, Cambodian, German, Haitian Creole, Italian, Korean, and Portuguese	\$0.80
4	Farsi, Tagalog, Thai, Urdu, and all other languages	\$0.80

**OPTIONAL INTERPRETER APPOINTMENT AT SPECIFIC TIME**

- ✓ Applied per appointment.....\$100.00
- ✓ Cancellation per appointment or missed appointment.....\$200.00

**Video Remote Interpretation Rate Structure**

TIERS	LANGUAGES	PER MINUTE CHARGE
1	American Sign Language	\$1.99
2	Spanish	\$1.35
3	All other languages	\$1.45

**Contract discussion continues onto the next page.**

**CRIO – continued**

6005398 100% City Funding – To Provide Translation Services including Phone Interpretation, Translation of Document and Etc. – Contractor: Language Line Services, Inc. – Location: 1 Lower Ragsdale Drive, Building. 2 Monterey, CA 93940 – Contract Period: Upon City Council Approval through October 30, 2026 – Total Contract Amount: \$450,000.00

Fees – continued:

**Translation Rate Structure**

TIERS	TARGET LANGUAGES	TRANSLATION FEE
1	Spanish (US/Latin America)	\$0.15/word
2	Arabic, Chinese, Farsi, Portuguese (Brazil), Russian, Urdu	\$0.20/word
3	Amharic, Bengali, French (France), German, Italian, Indonesian, Nepali, Polish, Spanish (Spain), Tagalog, Thai, Vietnamese	\$0.24/word
4	Armenian, Burmese, Czech, Dutch, Greek, Georgian, Gujarati, Haitian Creole, Hebrew, Hmong, Japanese, Khmer, Korean, Serbian, Turkish	\$0.27/word
5	Finnish, Karen, Lao, Malay, Norwegian, Swahili, Swedish, Tigrinya	\$0.29/word
6	All other Languages offered by LanguageLine	Price Upon Request
Braille		Individual Quote

ADDITIONAL PRICING COMPONENTS	STANDARD TURNAROUND	EXPEDITED TURNAROUND
Minimum charge per document translation order for Tiers 1 and 2	\$99.00	\$149.00
Minimum charge per document translation order for Tier 3 and 4	\$109.00	\$159.00
Minimum charge per document translation order for Tier 5 and 6	\$125.00	\$179.00
Additional charge for proofreading	\$65.00/hour	Rush Fee
Additional charge for basic layout/formatting	\$60.00/hour	Rush Fee
File Preparations/TM Maintenance	\$65.00/hour	Rush Fee
Project Management	10% of the invoice value (0.5 hr. min. @\$55/hour)	

OTHER SERVICES	PRICING
Braille	Individual Quote
Graphic design services	Individual Quote
In-language recordings	Individual Quote
Transcription/translation of audio or videos files	Individual Quote

- / Translation fees, which include translation and copyediting, are based on the English word count.
- / No delivery charge for Fax, E-mail, or U.S. Mail. Additional charge for courier services only.
- / Unless indicated otherwise, a one hour minimum will apply to all hourly services.

Additional Information:

**Other previously approved Language Line Services contracts:**

The City is currently using Propio Language Services under emergency Purchase Order (PO) 3070253 for \$59,053.15; through January 31, 2024, but they are unable to provide in-person services or emergency requests. This emergency PO with Propio is also in this report for Council’s consideration on page 18-19.

6004092 was approved March 1, 2022 with Language Line Services to provide Human Translation Services to Detroit’s Website for DoIT for \$240,000; through February 29, 2024.

Other previously approved Translation Services contract: 6004043 was approved November 30, 2021 during Recess with Deaf Community Advocacy Network, Inc. to provide American Sign Language Services through CRIO for \$150,000; through December 1, 2023. Amendment 1 for this contract is also in this report.

### CRIO

3070253 Notification to Council - 100% City Funding – To Provide Emergency purchase to avoid disruption of language translation and interpretation services, including document translation, telephonic interpretation, and video remote interpretation for the City of Detroit’s Departments and Public in compliance with Federal Law (Executive Order 13166). – Contractor: Propio Language Services .  
– Location: 10801 Mastin Street, Suite. 580, Overland Park, KS 66210 – Contract Period:  
Notification of Emergency through January 31, 2024 – Total Contract Amount: \$86,053.15.

#### Funding

Account String: 1000-28290-290010-617900  
Fund Account Name: **General Fund**  
Appropriation Name: **Human Rights Advocacy**  
Funds Available: **\$2,051,665 as of December 8, 2023**

Tax Clearances Expiration Date: **5-22-24**  
Political Contributions and Expenditures Statement:  
Signed: **8-21-23** Contributions: **None**

#### Consolidated Affidavits

Date signed: **8-21-23**  
 Covenant of Equal Opportunity  
 Hiring Policy Compliance;  
Application Complies  
 Slavery Era Records Disclosure  
 Prison Industry Records Disclosure  
 Immigrant Detention System Record  
Disclosure

#### Background:

**Under the Executive Order 13166, the City of Detroit is required to translate vital documents and provide access to language interpretation services upon request for federal programs and services provided by the City. CRIO’s Language Access Program includes translation services (translating text), on-site interpretation, telephonic interpretation (24/7 services that connects callers to a live interpreter via phone), video-remote interpretation (spoken and/or sign language services via video conferencing), as well as Training & Guidance for all of the aforementioned services.**

#### Bid Information:

**None, because this is an Emergency Non-Standard Procurement (NSP) request to Council regarding the payment of invoices for Language Translation and Interpretation Services.**

**According to the NSP, this Vendor currently provides the customer service line, video remote, & translation for all City departments and residents living or doing business in the City, including Formal Sessions and Evening Community Meetings. Residents request this service for Blight Court Hearings, as well.**

#### Contract Details:

Vendor: **Propio Language Services** Amount: **\$86,053.15** End Date: **January 31, 2023**

#### Services/Fees:

**Provide payment Emergency Language Translation and Interpretation Services, including document translation, telephonic interpretation, and video remote interpretation for City of Detroit departments & the public.**

**An invoice with services provided from 2/22/2023 to 10/31/2023, which has about 30 entries ranging from \$65 to \$9,309.49, totaling \$59,053.15. Plus, there is a projected \$27,000 for the 3-month period of additional services from November 2023 – January 31, 2024.**  
**TOTAL \$86,053.15 [\$59,053.15 + \$27,000]**

#### Additional Information:

**Previously approved interpretation/translation contracts:  
6004043 was approved November 30, 2021 during Recess with Deaf Community Advocacy Network, Inc. to provide American Sign Language Services through CRIO for \$150,000; through December 1, 2023.  
Amendment 1 for this contract is also in this report.**

**6004092 was approved March 1, 2022 with Language Line Services to provide Human Translation Services to Detroit’s Website for DoIT for \$240,000; through February 29, 2024.**

**Emergency Memo request provided by OCP can be found on the next page.**

**DETROIT HUMAN RIGHTS DEPARTMENT EMERGENCY  
LANGUAGE TRANSLATION SERVICES**

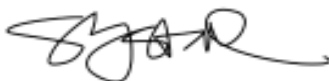
December 6, 2023

Pursuant to Section 17-5-91 c, The Purchasing Director, without prior approval of the City Council, may make, or authorize others to make, an emergency procurement when public exigencies require the immediate delivery of articles or performance of services or when there exists a threat to public health, welfare or safety under emergency conditions where prior approval of the City Council would be impossible or impracticable under the circumstances.

Propio Language Services provides the customer service line for all City departments, including the Health Department, Building & Safety Department (BSEED), and the Water Department (DWSD). Propio also provides video remote and translation interpretation services for all City departments and residents living or doing business with or in the city, including City Council's weekly Formal Sessions and Evening Community Meetings. Residents request this service for Blight Court Hearings, as well. City departments and residents will be severely impacted by the loss of these services. Non-English-speaking residents will be unable to communicate to city staff or council: safety, welfare, or health concerns. Under federal law (Executive Order 13166), if an organization receives public funding, it must make its services available to all the public, including those who do not speak English. This is a Civil Rights law, and this could be an issue of unequal access to government services.

CONTRACT	DESCRIPTION	COMPANY NAME	AMOUNT	DATE	BUYER
3070253	Emergency purchase to avoid disruption of language translation and interpretation services, including document translation, telephonic interpretation, and video remote interpretation for the City of Detroit's Departments and Public in compliance with Federal Law (Executive Order 13166).	Propio Language Services	\$86,053.15	10/27/23, amended 11/28/23	Romona Jones

Respectfully submitted,



Sandra Stahl  
Chief Procurement Officer

**CRIO**

6004043-A1 100% City Funding – AMEND 1 – To Provide an Extension of Time, an Increase of Funds and add Additional Terms and Conditions for American Sign Languages at City of Detroit Public Meetings in Compliance with Executive Order 13166. – Contractor: Deaf Community Advocacy Network, Inc. – Location: 2111 Orchard Lake Road, Sylvan Lake, MI 48320 – Previous Contract Period: November 30, 2021 through December 1, 2023 – Amended Contract Period: Upon City Council Approval through March 1, 2024 – Contract Increase Amount: \$38,000.00 – Total Contract Amount: \$188,000.00.

Funding:

Account String: 1000-28290-2900035-617900  
Fund Account Name: **General Fund**  
Appropriation Name: **Human Rights Advocacy**  
Available Funds: **\$2,051,665 as of December 8, 2023**

Tax Clearances Expiration Date: 9-26-24  
Political Contributions and Expenditures Statement:  
Signed: 11-29-23 Contributions: **None**

Consolidated Affidavits:

Date signed: **11-29-23**  
 Covenant of Equal Opportunity  
 Hiring Policy Compliance;  
Employment Application complies;  
 Slavery Era Records Disclosure  
 Prison Industry Records Disclosure  
 Immigrant Detention System Record  
Disclosure

Bid Information:

**None, because this is an Amendment to add time & funds to an existing contract. At the time of approval this vendor was the highest ranked bid of the 5 bids received. According to OCP, this Amendment is needed in order to get a new bid out to vendors, which has been submitted and is due to close 1/5/24.**

Contract Details:

Vendor: **Deaf Community Advocacy Network, Inc** Amount: **Add \$38,000; Total \$188,000**  
End Date: **Add 3 months; through March 1, 2024**

Services:

**Provide American Sign Language (ASL) interpretation services for the Deaf and hard of hearing community, to provide them with language access to City’s programs, services, employment opportunities, and government meetings in compliance with Executive Order 13166. ASL Services will be provided for:**

<b>Government Meetings</b>	<b>Staff Meetings</b>	<b>Job interviews and training</b>
<b>Grievances/Discipline/Compliances</b>	<b>Presentations and workshops</b>	<b>Legal subject matter</b>
<b>Television and digital communications (live-streaming and/or recording)</b>		<b>Virtual remote interpreting</b>

**On-site interpreters can be scheduled via phone or vendor’s online software 24x7x365. 5 days’ notice for meetings. Office Hours: Mon.-Fri., 8am – 5pm; Occasional after-hours available Mon. – Fri., 5pm – 8am.**

Amended Fees:

**In addition to the below listed fees at approval, this amendment adds vehicle mileage per diem of \$0.655 per mile, as well as a \$105/hr. rate for services required with 24 hours or less notification.**

Fees at the time of approval:

<b>On-site, Emergency, Video, and Other interpreting services</b>	<b>\$87.50/hr.</b>	<b>Holidays \$100/hr.</b>	
<b>Additional fees for extending beyond scheduled time</b>	<b>\$43.50/hr.</b>	<b>Holidays \$50/hr.</b>	
<b>Council Weekly Meetings</b>	<b>\$100,000</b>	<b>Monthly Evening Council Meetings</b>	<b>\$5,600</b>
<b>Monthly Task Force Meetings</b>	<b>\$8,400</b>	<b>Monthly Commission Meetings</b>	<b>\$2,800</b>
<b>Mayor’s Press Conferences</b>	<b>\$14,000</b>	<b>DDOT LAC Meetings</b>	<b>\$1,400</b>
<b>Board of Ethics meetings</b>	<b>\$4,200</b>	<b>City Community Events</b>	<b>\$13,600</b>
		<b>TOTAL</b>	<b>\$150,000</b>

**The full authorized \$150,000 ] has been invoiced on this contract.**

Additional Information:

**6004043 was approved November 30, 2021 during Recess with Deaf Community Advocacy Network, Inc. to provide American Sign Language Services through CRIO for \$150,000; through December 1, 2023.**

### CRIO

6005665 100% City Funding – To Provide In-Person Language Interpretation Services in Compliance with Federal Law Executive Order 13166. – Contractor: Hispanic Center of Western Michigan – Location: 204 Cesar E. Chavez Avenue Grand Rapids MI 49503 – Contract Period: Upon City Council Approval for a Term of Three (3) Years – Total Contract Amount: \$90,000.00.

#### Funding:

Account String: 1000-28290-290010-617900  
Fund Account Name: **General Fund**  
Appropriation Name: **Human Rights Advocacy**  
Available Funds: **\$2,051,665 as of December 8, 2023**

Tax Clearances Expiration Date: **6-9-24**

Political Contributions and Expenditures Statement:

Signed: **6-6-23** Contributions: **None**

#### Consolidated Affidavits:

Date signed: **6-6-23**

- Covenant of Equal Opportunity
- Hiring Policy Compliance; Employment Application complies;
- Slavery Era Records Disclosure
- Prison Industry Records Disclosure
- Immigrant Detention System Record Disclosure

#### Required Disclosure Information for Prison Industry & Immigrant Detention Center Affidavits:

According to the “Slavery Era Records, Insurance, Prison Industry, and Immigration Detention System Records & Interest Disclosure” Consolidated Affidavits, the language service Department of this vendor (Hispanic Center of Western Michigan) between 2013 & 2016 provided interpretation services in the Kent County and Allegan County Jails for inmate, lawyers, and social workers through DHHS (CPS).

The language department of this vendor also worked in collaboration with EL Concillo in 2021, to provide interpretation services for Hispanic children who were initially detained upon arriving in the U.S., and the state-appointed organization (Starr Commonwealth – food and social workers/residential assistants, as well as the Department of Homeland Security – security overseeing compound), who were working with families to reunite children with family. The requests originally came from the Hispanic American Council, Inc.

#### Bid Information:

RFP Opened February 24, 2023 & Closed March 17, 2023; 308 Invited Suppliers; 7 Bids Received.

Proposals were evaluated on Experience [30 points], Availability [15 points], Quality of Proposal [10 points], Cost of Proposal [10 points], Detroit Certifications for vendor [15 points] and for subcontractor [20 points]. Maximum points available without certifications is 65 points and 100 points total with certifications.

None of the bidders hold any Detroit Business Certifications.

ALL Bids: Language Line Services, Inc.	[52.49 points]
Effectiff L.L.C.	[49.16 points]
Hispanic Center of Western Michigan	[48.31 points]
Idea Language Services	[46.65 points]
Public Owned Property Solutions	[18.30 points]
Propio LS L.L.C.	[27.49 points]
Kiddo Productionz LLC	[disqualified due to being a media production company & services are not applicable to this contract]

\*\*\*Language Line Services, Inc. [6005398 – highest ranked bid] for high volume translation of documentation and phone interpretation & Hispanic Center of Western Michigan [6005665 – 3<sup>rd</sup> highest ranked bid overall, highest ranked in availability for in-person services] for in-person interpretation services were awarded contracts from this RFP. Both are in this report for Council’s consideration.

Hispanic Center of Western Michigan [6005665] is partnering with International Institute of Metropolitan Detroit, Location: 111 E Kirby St, Detroit, MI 48202, was selected based on receiving the highest number of points in the “Availability” portion of the evaluation process for in-person translation services.

#### Contract Details:

Vendor: **Hispanic Center of Western Michigan**  
Amount: **\$90,000**

Bid: **3<sup>rd</sup> Highest Ranked [48.31 points]**  
End Date: **3 Years from Council’s Approval [2026]**

*Contract discussion continues onto the next page.*

**CRIO – continued**

6005665 100% City Funding – To Provide In-Person Language Interpretation Services in Compliance with Federal Law Executive Order 13166. – Contractor: Hispanic Center of Western Michigan – Location: 204 Cesar E. Chavez Avenue Grand Rapids MI 49503 – Contract Period: Upon City Council Approval for a Term of Three (3) Years – Total Contract Amount: \$90,000.00.

Services:

Provide in-person services at local events in parks, recreation centers or community civic meetings. On-site interpreters can be scheduled by phone or accessing the vendor’s on-line software. Vendor will be available 24/7/365 for scheduling. Vendor will provide services in Braille, Latin American Spanish, Bengali, & Arabic at minimum.

**Service Provider Availability & Requirements** Servicer must be open during office hours: Mon. – Fri. 8am-5pm, as well able to provide interpretation services outside of normal office hours upon request Mon. – Fri. 5:30pm – 8:30pm, some Saturdays and Sundays 8:00am – 8:30pm for other departmental meetings with residents. 3-5 business days’ notice will be provided of requested meeting dates when the City is able. Must be able to provide an alternative option if an in-person interpreter is unavailable.

Fees:

- **SPANISH**, regular scheduled hours (M-F, 8:00 am – 5:00 pm) **\$55.00** per hour
  - After hours, same day, weekends, and holidays **\$60.00** per hour
- **OTHER LANGUAGES**, regular scheduled hours (M-F, 8:00 am – 5:00 pm) **\$65.00** per hour
  - After hours, same day, weekends, and holidays **\$70.00** per hour
- **SPANISH**, conference, public speaking, and simultaneous **\$80.00** per hour
  - After hours, same day, weekends, and holidays **\$85.00** per hour
    - Two interpreters will be scheduled for all simultaneous requests.
    - Interpretation equipment will be provided at no additional cost..
- **OTHER LANGUAGES**, conference, public speaking, and simultaneous **\$90.00** per hour
  - After hours, same day, weekends, and holidays **\$95.00** per hour
    - Two interpreters will be needed for public/conference/simultaneous engagements lasting longer than 30 minutes.
    - Interpretation equipment available at an additional fee.
- **SPANISH**, Legal **\$100.00** per hour
  - After hours, same day, weekends, and holidays **\$105.00** per hour
- **OTHER LANGUAGES**, Legal **\$110.00** per hour
  - After hours, same day, weekends, and holidays **\$115.00** per hour
- **AMERICAN SIGN LANGUAGE**
  - Assignments requiring no endorsement (M-F, 8:00 am -5:00 pm) **\$161.00** Initial fee up to 2 hours
    - Additional hours are billed in 15-minute increments: **\$80.50** per hour
  - Medical/Mental Health/Deaf Blind assignment (M-F, 8:00 am -5:00 pm) **\$171.00** Initial fee up to 2 hours
    - Additional hours are billed in 15-minute increments: **\$85.50** per hour
  - After hours, same day, weekends, and holidays (add to Initial fee) **\$20.00** (additional)
    - Additional hours are billed in 15-minute increments: **\$10.00** per hour
      - Two interpreters will be needed for ASL requests lasting two hour or longer.
- **TRAVEL TIME** **\$30.00** per hour
  - Travel Time will be billed at \$30 per hour roundtrip for any assignment thirty minutes or more each way from the place of operations of the Vendor’s interpreter. After the full sixty-minute mark, additional time will be charged in fifteen-minute increments. (e.g., a one hour and ten minutes trip will be billed as 1.25 hours: \$37.50).
- **MILEAGE** **IRS Michigan Rate**
  - Mileage will be billed roundtrip for any assignment ten miles and over from the place of operations of the Vendor’s interpreter.



### GENERAL SERVICES

6005666 100% Capital Funding – To Provide Design-Build of the Owen Park Seawall. – Contractor: E.C. Korneffel Co. – Location: 2691 Veterans Parkway, Trenton, MI 48183 – Contract Period: Upon City Council Approval through August 29, 2025 – Total Contract Amount: \$1,599,825.00.

#### Funding:

Account String: 4533-20507-470012-644124  
Fund Account Name: City of Detroit Capital Projects  
Appropriation Name: CoD Capital Projects  
Funds Available: \$121,995,965 as of December 8, 2023

Tax Clearances Expiration Date: 12-21-23  
Political Contributions and Expenditures Statement:  
Signed: 9-6-23 Contributions: None

#### Consolidated Affidavits:

Date signed: 9-6-23  
 Covenant of Equal Opportunity  
 Hiring Policy Compliance;  
Online Employment App complies;  
 Slavery Era Records Disclosure  
 Prison Industry Records Disclosure  
 Immigrant Detention System Record

#### Background:

Owen Park (8380 E. Jefferson) is an 8.26 acre park located in the Gold Coast neighborhood in the City of Detroit. The park is largely undeveloped, with only unpaved roadways leading to approximately 500 LF of riverfront with a concrete seawall. The park includes a Great Lakes Water Authority (GLWA) Combined Sewer Outfall comprising approximately 100 LF of the seawall. Consideration will need to be made to protect and tie the new seawall into an outfall structure. The seawall depth from top of wall to riverbed varies from approx. 6-9' along the length of the wall.

#### Bid Information:

RFP opened June 9, 2023 & closed July 21, 2023. 60+ Invited Suppliers; 3 Bids Received.

\*\*\*Other Bids, Points awarded to Bidders, & equalization credit-related information was NOT Provided. The original buyer no longer works for the City & the buyer currently working on this contract is working to get this information to Council.

#### Contract Details:

Vendor: E.C. Korneffel Co Bid: NOT Provided  
Amount: \$1,599,825 End Date: August 29, 2025

#### Services:

Vendor is responsible for 100% complete design and construction drawings, permitting, and construction of the project. Responsibilities includes assume the replacement of approximately 400 LF of seawall (exact length to be confirmed from site survey). Remove existing portion of concreted seawall as required and replace with new steel sheet pile wall with anchorage. Backfill behind wall as required to match existing grade.

Vendor will coordinate with GSD to ensure work is durable & meets requirements. Tasks are:

- Project Administration & Coordination including project schedule, ongoing meetings with minutes, & required permits.
- Survey & Evaluation of Seawall includes Topographic survey files of 200' inland of seawall (approximately 2.12 acres) and bathymetric survey 12' beyond the seawall area, Environmental Site Assessment, & Written report of seawall conditions.
- Schematic Design & Cost estimation.
- Site Design, Engineering, & Construction documentation for replacement of approximately 400 LF of Seawall (exact length will be confirmed by site survey), which includes Specifications and Front End Sheets, Construction Schedule (Milestones) & construction coordination, written scope of work,
- demolition plan, drainage plans/profile, walkway grading plans, landscape & irrigation plans, utility & staging plans, and final cost proposal.
- Project Coordination including complete construction & as-built drawings.
- Sample Construction pricing includes current pricing for full seawall removal, installation of hard seawall, & installation of riprap soft shore.

*Contract discussion continues onto the next page.*

**General Services – continued**

6005666 100% Capital Funding – To Provide Design-Build of the Owen Park Seawall. – Contractor: E.C. Korneffel Co. – Location: 2691 Veterans Parkway, Trenton, MI 48183 – Contract Period: Upon City Council Approval through August 29, 2025 – Total Contract Amount: \$1,599,825.00.

Services – continued:

The scope of work includes 3 alternate tasks:

1. **Whole Park Survey - Perform topographic survey of additional 6.14 ac area to record entire park (approx. 8.26 ac total) as outlined in Exhibit C: Topographic Survey Requirements. Bid item only for additional 6.14 ac area, to be performed in conjunction with Task 2.1 if selected.**
2. **Kayak Launch Construction - Construct kayak launch designed in Task 4.2 as approved by the Owner. Vendor to provide as-built drawings noting any changes from construction documents made in the field.**
3. **Seawall Railing - Furnish and install 3'-6" high seawall railing with posts anchored to the steel sheet pile for approximately 350 LF according to details and specifications provided by Owner. Vendor to provide as-built drawings noting any changes from construction documents made in the field.**

Fees:

Task 1: Project Administration and Coordination	\$25,000	
Task 2: Survey and Evaluation of Seawall	\$60,000	
Task 3: Schematic Design and Cost Estimation	\$12,500	
Task 4: Site Design, Engineering, and Construction Doc.	\$42,500	
Task 5: Project Construction	\$879,000	
Task 6: Sample Construction Pricing (not included in total) [LPD was unable to verify why this portion of		
I. Full seawall removal per 100 LF \$30,000	\$30,000	fee schedule was not included in the total cost]
II. Installation of hard seawall per 100 LF \$219,750	\$219,750	
III. iii. Installation of riprap soft shore per 100LF N/A	N/A	
Mobilization	\$150,000	
Bonds & Insurance	\$30,000	
General Conditions	\$50,000	
Misc. & Close-Out	\$7,500.00	
Additional Services	\$100,000	
	<b>SUBTOTAL</b>	<b>\$1,356,500</b>
Alternate: Whole Park Survey	\$65,000	
Alternate: Kayak Launch	\$75,000	
Alternate: Railing Estimate: 350 LF	\$103,325	
	<b>TOTAL</b>	<b>\$1,599,825</b>

Additional Information:

**Other Seawall-related contracts:**

6003552 was approved May 25, 2021 with E.C Korneffel to provide seawall rehab at Erma Henderson Park for \$1,329,285; through January 1, 2022.

6003600 was approved June 15, 2021 with Mannik & Smith Group to provide Construction Mgmt. services at the Henderson Park seawall for \$44,500; through January 3, 2022.

6003917 was approved November 9, 2021 with E.C. Korneffel Co. to provide Repair services to existing Seawall on the River Front Side of the DFD Fire Boat Station for \$332,850; through Dec. 1, 2023.

### HEALTH

6005570 100% City Funding – To Provide HIPAA Risk Assessment and Compliance Training.– Contractor: Securance, LLC – Location: 13916 Monroes Business Park, Suite 102, Tampa, FL 33635 – Contract Period: Upon City Council Approval through November 30, 2024 – Total Contract Amount: \$65,880.00.

#### Funding:

Account String: **1000-29250-250010-628200**  
Fund Account Name: **General Fund**  
Appropriation Name: **Health Department - Administration**  
Funds Available: **\$2,904,847 as of December 8, 2023**

Tax Clearances Expiration Date: **7-31-24**

Contributions and Expenditures Statement:

Signed: **7-18-23** Contributions: **None**

#### Consolidated Affidavits:

Date signed: **7-18-23**

- Covenant of Equal Opportunity
- Hiring Policy Compliance; Employment Application complies
- Slavery Era Records Disclosure
- Prison Industry Records Political
- Immigrant Detention System Record Disclosure

#### Bid Information:

**RFP Opened April 18, 2023 & Closed June 6, 2023. 15 Invited Suppliers; 2 Bids Received.**

**Proposals were evaluated on Quality of proposal [25 points], Capability to implement the project [15 points], Administrative and operational efficiency of the proposal [10 points], Project staff qualifications [10 points], Cost of the proposal [5 points], Detroit Certifications for vendor [20 points] and for subcontractor [15 points]. Maximum points available without certifications is 65 points and 100 points total with certifications.**

ALL Bids: Securance, LLC [62.5 points – no Detroit Business certifications]  
Tevora Business Solutions, Inc [35 points – no Detroit Business certifications]

#### Contract Details:

Vendor: Securance, LLC  
Amount: \$65,880

Bid: **Highest Ranked [62.5 points]**  
End Date: **November 30, 2024**

#### Services:

**The vendor will provide:**

- **The evaluation of the current standing of the Detroit Health Department in relation to HIPAA, including current operations and procedures for all programs and services. The assessment shall evaluate and measure the net HIPAA Compliance risk of the Department.**
- **The review of current Departmental policies in relation to HIPAA and the preparation of updated policies and procedures to reflect regulation updates and best practices in adherence with HIPAA.**
- **The comparison of HIPAA regulations with all Michigan state security and confidentiality regulations, including the identification of state statutes that are more restrictive than HIPAA, if any.**
- **On-site visits of different DHD facilities and offices to perform a compliance assessment of physical structures and risks of DHD physical facilities and offices as well as other City of Detroit facilities use in the collection, storage, handling, maintenance, disposal of health information.**

**Vendor will work closely with City Agency Staff to provide a HIPAA Risk Assessment that includes but is not limited to:**

- **Asset Identification: Work with DHD personnel to identify each asset where PHI is collected, handled, stored, or transmitted.**
- **Threat Identification: Facilitate a review with select DHD and City stakeholders to identify the types of threats that may affect the identified assets.**
- **Vulnerability Identification: Facilitate a review with DHD and City stakeholders to identify any known or likely vulnerabilities to the identified assets.**
- **Inherent risk: Facilitate a risk assessment of the inherent risk to protected health information in the identified assets.**

*Contract discussion continues onto the next page.*

**Health – continued**

6005570 100% City Funding – To Provide HIPAA Risk Assessment and Compliance Training.– Contractor: Securance, LLC – Location: 13916 Monroes Business Park, Suite 102, Tampa, FL 33635 – Contract Period: Upon City Council Approval through November 30, 2024 – Total Contract Amount: \$65,880.00.

Services – continued:

- **Controls identification: Identify any existing controls that may reduce the inherent risk for these assets.**
- **Gaps identified: Identify current gaps based on the threats, vulnerabilities, and controls identified**
- **Residual risk: Reevaluate the risk of to the asset based on the existing controls.**
- **Recommended remediation: Submit a list of recommended controls for consideration to address and remediate any residual risks identified.**
- **Evaluate the current standing of the Health Department in relation to HIPAA; review departmental policies, comparison of HIPAA regulations with Michigan state regulations; on-site visits to perform compliance assessment of physical structures, Information Technology systems & communication networks.**
- **Evaluation & preparation (in the event of deficiencies) of procedures & practices to release, disclosure, & recording of health information. Review templates & samples of executed agreements to determine compliance.**
- **Interview selected management & staff. Assessment of HIPAA-mandated training programs & modules currently used by DHD.**
- **Provide Recommendations to address identified & Potential HIPAA violations/deficiencies,**
- **Provide a written audit report, net risk profile, short- & long-term recommendations and solutions.**
- **Provide, develop, & implement a one-time HIPAA compliance training for DHD employees to address major knowledge gaps & violations identified in the Risk Assessment. Training can be in-person or by videoconference.**

Fees:

Hourly rate \$135/hr. is inclusive of labor, travel, system licenses, and other reimbursable expenses.

<b>HIPAA Privacy Rule Risk Assessment and Gap Analysis (30 programs, 6 physical locations)</b>	<b>\$29,700</b>
<b>HIPAA Security Rule Risk Assessment and Gap Analysis</b>	<b>\$10,800</b>
<b>HIPAA Breach Notification Rule Assessment and Gap Analysis</b>	<b>\$5,400</b>
<b>HIPAA Training Program Review</b>	<b>\$6,750</b>
<b>One-time HIPAA Compliance Training Session – Via Videoconference</b>	<b>\$6,750</b>
<b>Reporting</b>	<b>\$4,320</b>
<b>Stakeholder Meeting</b>	<b>\$2,160</b>
<b>Travel</b>	<b>Included</b>
<b>Independent Project Review*</b>	<b>Included</b>
<b>TOTAL</b>	<b>\$65,880</b>

**Submitted as:**

**HEALTH**

6005587 100% Grant Funding – To Provide Medical Billing and Coding Services. – Contractor: AE Insurance, LLC – Location: 605 Chestnut Street, Suite 1210, Chattanooga, TN 37450 – Contract Period: Upon City Council Approval for a Term of Two (2) Years – Total Contract Amount: **\$62,500.00.**

**Should read as:**

**HEALTH**

6005587 100% Grant Funding – To Provide Medical Billing and Coding Services. – Contractor: AE Insurance, LLC – Location: 605 Chestnut Street, Suite 1210, Chattanooga, TN 37450 – Contract Period: Upon City Council Approval for a Term of Two (2) Years – Total Contract Amount: **\$150,000.00.**

Funding:

Account String: **2104-21044-251111-612110**  
Fund Account Name: **Health Grants Fund**  
Appropriation Name: **Title X Family Planning 9/2023**  
Funds Available: **\$435,532 as of December 8, 2023**

Tax Clearances Expiration Date: **7-18-24**  
Contributions and Expenditures Statement:  
Signed: **7-14-23** Contributions: **None**

Consolidated Affidavits:

Date signed: **7-14-23**  
 Covenant of Equal Opportunity  
 Hiring Policy Compliance;  
Employment Application complies  
 Slavery Era Records Disclosure  
 Prison Industry Records Political  
 Immigrant Detention System Record  
Disclosure

Bid Information:

**RFP Opened May 8, 2023 & Closed May 26, 2023. 34 Invited Suppliers; 3 Bids Received.**

**Proposals were evaluated on Quality of proposal [25 points], Capability to implement the project [15 points], Administrative and operational efficiency of the proposal [10 points], Project staff qualifications [10 points], Cost of the proposal [5 points]. Maximum points available without certifications is 65 points. Detroit Business certifications are not considered with grant funded contracts.**

ALL Bids:	AE Insurance, LLC	[65 points]
	Gebbs Healthcare Solutions, Inc	[43.34 points]
	Power Consulting Group	[21.66 points]

**According to OCP, the contract awardee, AE Insurance has several revenue cycle management services (RCM) for clients in over 18 states. They demonstrated the proficiency and accuracy of billing and coding in their proposal. AE also provide A/R management services, including tracking/reporting on reimbursements & outstanding revenue, billing secondary/tertiary payers & patients, collecting outstanding patient balances, including setting up payment plans, working with clients to determine when & if medical debt is written off.**

Contract Details:

Vendor: <b>AE Insurance, LLC</b>	Bid: <b>Highest Ranked [65 points]</b>
CORRCET Amount: <b>\$150,000</b>	End Date: <b>2 years from Council's approval [2025]</b>

Services:

**Vendor will process medical insurance claims for payment. Services will include, but not limited to Complete medical billing and coding services for Family Planning, Lead Testing, Immunizations, Children's Special Health Care services, Vision and Hearing and other clinical programs. All services provide will be required to maintain HIPPA compliance and the vendor will be required to have the ability to link to and utilize the Detroit Health Department Electronic Health Record system, Patagonia, for successful management of claims and billing processes related to patient files. Vendor will:**

- **Complete thorough and accurate chart reviews to establish appropriate claim coding and submitted within 72 hours of completed service for all billable claims.**
- **Claims include telemedicine services.**

***Contract discussion continues onto the next page.***

**Health – continued**

6005587 100% Grant Funding – To Provide Medical Billing and Coding Services. – Contractor: AE Insurance, LLC – Location: 605 Chestnut Street, Suite 1210, Chattanooga, TN 37450 – Contract Period: Upon City Council Approval for a Term of Two (2) Years – Total Contract Amount: \$62,500.00.

Services – continued:

- **Complete claims management, which includes follow up with adjudication results, correction, re-submission of denial claims, tracking appeal process information, and A/R general management.**
- **Generate detailed reporting data to include productivity metrics: total claims filed, total remittances received, denials, appeals, error rates, variance from expected reimbursement to actual, days in A/R per claim, monthly revenue by program, updated payor portal information to ensure first pass success in payment and reimbursement of claims, etc.**
- **Provide weekly data updates and reports for overview by Detroit Health Department clinical management and fiscal teams for review and utilization in practice management roles.**
- **Complete credentialing/enrollment of DHD providers with insurance companies from initial enrollment to renewal if needed by the insurance provider.**
- **Timeline for claims: within 24 hours of receipt from the clinic for Charts Reviewed; under 24 hours from date of service to the client for Claimed Coded; within 72 hours of receipt from clinic for Claims Submitted; and under 120 days post adjudication & denial receipt for Denial Appeals.**
- **Claims may be submitted to government and commercial companies by either electronic or paper means.**
- **Vendor will provide Medicare & Private payer credentialing services to ensure that patients receive care from qualified providers.**
- **Ensure providers who serve Michigan Medicaid beneficiaries screened and enrolled in the Community Health Automated Medicaid Processing System (CHAMPS). Training**
- **Training is at the City’s discretion and pricing will be mutually agreed to at that time.**

Fees:

**Contract is based on collections by the vendor for medical billing. The payment for these services will be 7% of collections per month or \$5,208.33 per month whichever is greater. The price is firm for the entire contract period.**

**Additional Costs: Process Analysis & Training (not to exceed 10 hours without City approval is \$250 per hour, Postage and Printing Reimbursed on a cost basis & credentialing is \$45 per hour.**

**TOTAL Not to Exceed \$150,000.**

### HOUSING & REVITALIZATION

6004981-A1 100% CDBG Funding – AMEND 1 – To Provide an Extension of Time for Recreation and Education Programs for the City of Detroit Residents. – Contractor: Coleman A. Young Foundation – Location: 8425 W McNichols Road, Suite 248, Detroit, MI 48221 – Previous Contract Period: January 1, 2023 through December 31, 2023 – Amended Contract Period: Upon City Council Approval through December 31, 2024 – Contract Increase Amount: \$0.00 – Total Contract Amount: \$63,633.00.

#### Funding:

Account String: **2001-11499-365559-651147-912323**  
Fund Account Name: **Block Grant**  
Appropriation Name: **HRD Educational Services**  
Funds Available: **\$186,475 as of December 8, 2023**

Tax Clearances Expiration Date: **11-9-24**

Contributions and Expenditures Statement:

Signed: **9-13-23** Contributions: **None**

#### Consolidated Affidavits:

Date signed: **9-13-23**

- Covenant of Equal Opportunity
- Hiring Policy Compliance;  
Employment Application Complies
- Slavery Era Records Disclosure
- Prison Industry Records Political
- Immigrant Detention System Record  
Disclosure

#### Bid Information:

**None, because this is an amendment to add 1 year to the term of an existing contract. This contract was approved by Council via resolution on October 18, 2022 for FY2022 – 2023 CDBG/NOF, ESG, HOME, & HOPWA final budget allocations to funding awardees.**

#### Contract Details:

Vendor: **Coleman A. Young Foundation**

Amount: **Remains the same; Total \$63,633**

End Date: **Add 1 year; through December 31, 2024**

#### Services remains the same:

**The RS2 Program focuses on providing information and discussing topics relevant to adolescent growth and development. CAYF Scholar Alumni and community specialist deliver culturally sensitive and age appropriate instructional and practice opportunities for youth participants, providing guidance and extensive role play. The objective of the program is to increase academic performance/achievement, increase school retention rates, & social readiness (leadership skills, conflict resolution, teamwork skills, confidence building, etc.) for the youth.**

**The majority of sessions/activities are based on what our participants suggest. Topics may include, but are not limited to: leader time, fitness challenge, college prep, financial literacy, justice system presentations, field trips to Wilberforce University and/or Code313, Human trafficking, mental health, golfing, etc.**

**Winter, Spring & Fall program is housed at Salvation Army, Grandale, 11325 Montrose, 48227 and it's Summer program at Detroit School of Arts, 123 Selden, 48201. The vendor will provide at least 22 service units to a minimum of 880 persons [averages 4 units to 40 persons per month during the term of the contract].**

**RS2 parent component functions as a support group where experiences are shared and coping skills are learned. Both programs are held for youth and parents on Saturdays for 8 consecutive weeks in the fall, 8 consecutive weeks in the winter, and 6 consecutive weeks in the summer. The youth program is led by CAYF staff, CAYF college scholar alumni and other professionals from the community who volunteer their time and expertise.**

**The program is publicized through word-of-mouth, social media, organization brochures, website, e-newsletter, fliers, school visits, local media & community newspapers, church newsletters, resources identified by communities and State/Federal Legislative Representatives. Hours of Operation: Mon.- Fri., 9am – 5pm for program planning & Saturday 9am-1pm for program delivery.**

***Contract discussion continues onto the next page.***



**Housing & Revitalization – continued**

6004981-A1 100% CDBG Funding – AMEND 1 – To Provide an Extension of Time for Recreation and Education Programs for the City of Detroit Residents. – Contractor: Coleman A. Young Foundation – Location: 8425 W McNichols Road, Suite 248, Detroit, MI 48221 – Previous Contract Period: January 1, 2023 through December 31, 2023 – Amended Contract Period: Upon City Council Approval through December 31, 2024 – Contract Increase Amount: \$0.00 – Total Contract Amount: \$63,633.00.

Fees remains the same:

<b>Program Manager (PM)</b>	<b>\$17,000</b>
<b>Program Manager Assistant (PMA,)</b>	<b>\$3,000 [\$105 per session]</b>
<b>Professional Parent Component Coordinator (PCC)</b>	<b>\$1,800 [\$75 per session]</b>
<b>Professional Program Evaluation</b>	<b>\$1,000 [\$100 per session for 10 sessions]</b>
<b>8 Youth leaders (YL)</b>	<b>\$8,800 [\$50 per session for 22 weeks]</b>
<b>8 Peer leaders (PL)</b>	<b>\$7,920 [\$45 per session for 22 weeks]</b>
<b>Catering</b>	<b>\$8,910 [\$7 per person for 22 weeks]</b>
<b>Insurance</b>	<b>\$1,400</b>
<b>Rent &amp; Utilities</b>	<b>\$3,500 [Marygrove College is the CAYF’s admin. base]</b>
<b>Printing/computer/equipment/maintenance, &amp; IT</b>	<b>\$810</b>
<b>Communication (telephone and fax land line)</b>	<b>\$1,000</b>
<b>Transportation</b>	<b>\$5,000</b>
<b>Office supplies</b>	<b>\$275</b>
<b>Youth Development Activities</b>	<b>\$1,000</b>
<b>Nutritious breakfast snacks and beverages</b>	<b>\$578</b>
<b>Facility Use Cost</b>	<b>\$640 [Salvation Army &amp; Detroit School of Arts]</b>
<b>Professional, topic-related community facilitators</b>	<b>\$1,000 [\$50.00 per session]</b>
<b>TOTAL CDBG Funding</b>	<b>\$63,633</b>

**GRANT(S) SCHEDULED TO BE CONSIDERED THE WEEK OF DECEMBER 12, 2023 RECESS**

**Request to Accept:**

**Request to Accept and Appropriate the FY 2024 Michigan Opioid Settlement Prevention Grant.** The Michigan Department of Health and Human Services has awarded the City of Detroit Health Department with the FY 2024 Michigan Opioid Settlement Prevention Grant for a total of \$200,000.00. There is no City match requirement. The total project cost is \$200,000.00.

**The objective of the grant is to establish a dedicated team to provide immediate assistance, education, and support to those struggling with opioid addiction and integrate harm reduction strategies. The funding allotted to the department will be utilized to pay for salaries, fringe benefits, and supplies. This is a reimbursement grant. The appropriation number for the funding will be 21353.**

**The program will 5,000 Distribute Naloxone, Fentanyl Test Strips, and Detera Bags to neighborhood block clubs, drug use hot spots, Detroit residents, entities, and conduct weekly pop-up Naloxone distribution in high-risk zip codes in the City of Detroit. Staff will Conduct 10 Naloxone Pop-Up distribution sites by 9/30/2024. residents. The program will also provide Case management and follow-up on those residents who received referrals to SUD treatment or support services after naloxone administrations.**

**The program will also Implement the Detroit Health Department's Opioid Anomaly Protocol when 4 fatal overdoses occur per day, or 12 fatal overdoses occur per month in City of Detroit. The BH Team will be deployed to the neighborhood or zip code(s) where the fatal overdoses occurred to distribute Naloxone kits and provide education to residents. This will increase awareness, education, and the number of contacts will be tracked.**

**Term of the grant is form the date of the Grantee's signature or November 1, 2023, whichever is later, and continue through September 30, 2024.**

**Budget:**

<b>Salary &amp; Wages</b>	<b>\$97,000</b>
<b>Fringe Benefits</b>	<b>\$31,040</b>
<b>Employee Travel and Training</b>	<b>\$10,000</b>
<b>Supplies &amp; Materials</b>	<b>\$28,000</b>
<b>Other Expense</b>	<b>\$24,436</b>
<b>Total Direct Program Expenses</b>	<b>\$190,476</b>
<b>Indirect Costs</b>	<b>\$9,524</b>
<b>TOTAL</b>	<b>\$200,000</b>

**Request to Accept and Appropriate the Legacy Planning Software Pilot Grant.** The Cities for Financial Empowerment Fund, Inc. has awarded the City of Detroit Housing and Revitalization Department with the Legacy Planning Software Pilot Grant for a total of \$15,000.00. There is no match requirement for this grant. The total project cost is \$15,000.00.

**The objective of the grant is to provide funding and technical assistance to incorporate legacy planning into the Financial Empowerment Center model. The funding allotted to the department will be utilized to pay for staff commitments, client focus group incentives, and associated administrative costs. The appropriation number for the funding will be 21362. The grant term ends June 30, 2024.**

**The Cities for Financial Empowerment Fund (CFE) works to support municipal engagement to improve financial stability of low- and moderate-income households. The Local government will be responsible for implementation & management of the program by designating staff, providing referrals, preparing & following up with clients, monitoring efforts, providing suggestions & guidance to CFE, participate in learning activities. The CFE team will provide training and collect/analyze/share client feedback on pilot services for the program.**