

## Council Agenda

January 10, 2011 6:30 p.m., Council Chamber

PRAYER AND PLEDGE OF ALLEGIANCE

ROLL CALL

CORRECTION AND APPROVAL OF MINUTES OF PRECEDING SESSIONS:

December 20, 2010 regular Council meeting

ANNOUNCEMENTS:

PUBLIC HEARINGS:

Urban Cooperation Agreement Between City of Saginaw and Swan Creek Township

PERSONAL APPEARANCES:

REMARKS OF COUNCIL:

PETITIONS:

10-31 from Charles Lange, President, Cignys, requesting a PA198 Personal Property Tax Abatement for the property located at 68 Williamson Street.

REPORTS FROM BOARDS AND COMMISSIONS AND COMMITTEES AND APPOINTMENT OF BOARD AND COMMISSION MEMBERS:

From the Council Boards and Commission Committee:

1. Consideration of reappointing Glenn Fitkin to the Brownfield Redevelopment Authority, with a term to expire December 31, 2013.
2. Consideration of reappointing Dale Deibel to the Downtown Development Authority, with a term to expire December 31, 2014.
3. Consideration of reappointing Dennis Whalen to the Downtown Development Authority, with a term to expire December 31, 2014.
4. Consideration of reappointing Jack Nash to the City Planning Commission, with a term to expire December 31, 2013.

5. Consideration of reappointing Evelyn Mudd to the Historic District Commission, with a term to expire May 21, 2013.
6. Consideration of reappointing Thomas Mudd to the Historic District Commission, with a term to expire May 21, 2013.
7. Consideration of reappointing Robert Coates to the Housing Board of Appeals, with a term to expire September 08, 2012.
8. Consideration of reappointing Rudolph Patterson to the Zoning Board of Appeals, with a term to expire December 31, 2013.
9. Consideration of reappointing Jack Nash to the Zoning Board of Appeals, with a term to expire December 31, 2013.
10. Consideration of appointing Ernie Ahmad to the Zoning Board of Appeals as an alternate, with a term to expire December 31, 2013.
11. Consideration of appointing Charles Sproul to the Zoning Board of Appeals as an alternate, with a term to expire December 31, 2013.

#### REPORTS FROM MANAGER:

##### Management Update:

##### Recommended Actions:

1. Recommending that a public hearing for the Community Development Block Grant be set Monday, January 24, 2011 at 6:30 p.m.
2. Recommending approval of the Urban Cooperation Agreement with Swan Creek Township. The total amount of the Agreement is \$5,500.00, and the term is for one year. The City will provide building inspection, code enforcement and planning and zoning services. Pursuant to the terms of the Agreement, the City will make the person available for assignments in the Township for inspections on an as-needed basis and three weekly office hours. The City inspector will retain his full-time position with the City, including all salary, medical benefits, pension and other fringe benefits.
3. Recommending that a purchase order be approved and issued to A. Tyler St. Clair, Adjunct Faculty, Weldon Cooper Center for Public Service, University of Virginia in the amount of \$7,000.00 plus training materials and expenses for the facilitation of a visioning, planning, and Myers Briggs Type Indicator planning session for the City Manager and City Council. Funds are budgeted in the City Manager's Professional Services Account, No. 101 1710 701 8001 (\$2,000.00)

and the Department of Fiscal Services – Administration's Professional Services Account, No. 101 1740 711 8001 (\$6,000.00).

4. Recommending approval of five agreements with ADT Security Services, Inc., for the maintenance of access security systems at City Hall, Public Works, Maintenance and Service and the Police Station. The total amount of the agreements is \$44,180.58. Funds for the agreements are budgeted in fiscal years 2011, 2012, 2013 and 2014 budgets and will be spread over all departments utilizing the security services at a pro rata amount pursuant to its size.
5. Recommending acceptance of the low bid and issuance of a purchase order to Peregrine Services, Inc. for printing and mailing the 2010 and 2011 Change Notice of Assessment forms in the amount of \$2,091.52 for 2010 and \$2,091.52 for 2011 totaling \$4,183.04 for the printing portion only. The funds have been budgeting in the General Fund Assessor's Postage/Freight Account No. 101 1744 711 8015 and the Printing Account, No. 101 1744 711 8030.
6. Recommending acceptance of the Proposal and Contract from SecureCom, Inc. in the amount of \$291,733.31 and that a contract be awarded to them in that amount for the RAPTOR Phase 1 – Video Surveillance Project. The agreement has been approved by the City Manager as to substance and the City Attorney as to form. The funds for this contract are available in the Community Policing COPS Tech Grant Office Equipment Account, No. 260 3327 741 97 60.
7. Recommending acceptance of the low bids and issuance of purchase orders to The Incentive Mall for T-shirts in the amount of \$1,987.75 (FY 2011), \$1,987.75 (FY 2012) and \$1,987.75 (FY2013) totaling \$5,963.25 for the purchase of fire department tee shirts. Funds are budgeted in the Fire Operations Division Clothing Supplies Account No. 101 3751 751.73 03.
8. Recommending issuance of a purchase order to Firequip, Inc. in the amount of \$2,445.00 for the purchase of fire supply hose. This will replace hose that has been worn or damaged. The funds are budgeted in the Fire Operations Parts & Supplies Account, No. 101 3751 751.73 30.
9. Recommending that the City of Saginaw enter into an agreement with Alarm Tracking and Billing Services Company, LLC to register, maintain, and collect fees relative to the City's false alarm ordinance. The agreement has been approved by the City Manager as to substance and the City Attorney as to form. The vendor shall obtain payment exclusively from the revenues generated by the vendor relative to the city's false alarm ordinance.
10. Recommending payment be made to A.C. Klopff, Inc., in the amount of \$2,109.00 for the emergency compressor repair of the city's computer room air conditioner.

Funds are available in the Department of Technical Services General Repairs Account, No. 658 1720 711.80 40.

11. Recommending approval of the phone equipment maintenance agreements with I.T.I., Inc. and that a purchase order be issued to them in the amount of \$2,109.48. These agreements have been approved by the City Manager as to substance and the City Attorney as to form. Funds are budgeted and available in Department of Technical Services - Operating Services Account, No. 658 1720 711.80 05.
12. Recommending acceptance of the low bid and issuance of a purchase order to Telecom Technicians, Inc. in the amount of \$4,343.00 for the purchase of a Cisco ASA Firewall. Funds are budgeted and available in the Department of Technical Services Information Services - Capital Outlay Less than \$5,000 Account, No. 658 1720 711.97 05.
13. Recommending that payment be made to Creditron Corporation (dba Purepay) in the amount of \$5,488.00 for the upgrade of software and hardware. The Creditron system processes and images payments and checks received by the Fiscal Services Department, Treasurer's Division. Funds are budgeted Department of Technical Services, Information Services Capital Outlay Account, No. 658 1720 711.97 60.
14. Recommending acceptance of the sole bid received from Kerr Pump & Supply, Inc. and issuance of a purchase order to them in the amount of \$5,934.00 for the purchase of a rotary claw vacuum pump. The pump is for the priming system of the high service and low service pumps at the Water Plant. Funds are budgeted in the Water Operations and Maintenance Fund – Treatment and Pumping Division's Capital Outlay/Repairs and Replacement Account, No. 591 4730 861.97 20.
15. Recommending acceptance of the quote and issuance of a purchase order to Kendall Electric, Inc., in the amount of \$12,392.62 for the purchase of a variable frequency drive for one pump at the Aqua Pumping Station. Funds are budgeted in the Water Operations and Maintenance Fund – Treatment and Pumping Division's Capital Outlay/Repairs and Replacement Account, No. 591 4730 861.97 20.
16. Recommending issuance of a purchase order to Winter Equipment in the amount of \$2,407.27 for wear guards for the plow blades to increase the life cycle of the blades. Winter Equipment is the sole source for this purchase. Funds are available in the Motor Pool Operation Fund – Garage Division's Motor Vehicle Supplies Account, No. 661 4480 841 73 12.
17. Recommending approval of the Preliminary Engineering Services Agreement with Rowe Professional Services. Funds for the City's share are available in the

FY 2010-11 Major Streets Fund – Streets Projects Division’s Engineering Services Account, No. 202 4614 781 8002 (\$31,322.65) and the Water Operation and Maintenance Fund – Maintenance and Service Division’s Engineering Services Account, No. 591 4721 861 8002 (\$44,276.37).

18. Recommending that a budget adjustment of \$463,614.75 be completed to change the Clean Energy Coalition fund recognition from the General Fund Federal Grants Clean Energy Coalition Revenue Account No 101 0000 513 5841 and the Public Services Clean Energy Coalition Division’s Construction Project Account 101 1795 701.8047 to the newly created Clean Coalition Fund. All revenues for this grant should be recognized in the Clean Energy Coalition Account No. 230 0000 513 5841. Likewise, expenditures should be recognized in the Clean Energy Coalition Fund’s – Construction Project Account No. 230 1795 701 8047.
19. Recommending acceptance and approval of a purchase order to Carrier and Gable, Farmington Hills, MI in the amount of \$221,065.00 for the purchase of traffic signal and electrical devices. Funds for this material are available in the Clean Energy Coalition Fund – Clean Energy Coalition Division’s Parts and Supplies Account No. 230 1795 701.7330.

INTRODUCTION OF ORDINANCES:

CONSIDERATION AND PASSING OF ORDINANCES:

RESOLUTIONS:

1. Approving Rowe Professional Services Preliminary Engineering Services Agreement.

UNFINISHED BUSINESS:

MOTIONS AND MISCELLANEOUS BUSINESS:

Darnell Earley  
City Manager

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Swan Creek Township Urban Cooperation Agreement

**Manager's Recommendation:**

I recommend the approval of the Urban Cooperation Agreement ("Agreement") with Swan Creek Township ("Township"). The total amount of the Agreement is Five Thousand Five Hundred Dollars and 00/100 (\$5,500.00). The parties have negotiated this Agreement, pursuant to the Urban Cooperation Act, MCL 124.501, et.seq. The term of the Agreement is for one year. However, the parties can extend the Agreement for individual terms of one year. The City Manager has approved the Agreement as to substance and the City Attorney as to form.

**Justification:**

Recently, the City approached the Township about providing it with building inspection, code enforcement and planning and zoning services. Pursuant to the terms of the Agreement, the City will make the person available for assignments in the Township for inspections on an as-needed basis and three weekly office hours. In addition, the Township will pay all transportation costs, office supplies and other incidental costs. The City inspector will retain his full time position with the City, including all salary, medical benefits, pension and other fringe benefits. In addition, the parties have agreed to mutually indemnify and hold each other harmless.

**Council Action:**

Council \_\_\_\_\_ moved that the recommendation of the City Manager be approved.

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Cisco ASA Firewall and VPN Licenses.

**Manager's Recommendation:**

I recommend that a purchase order be approved and issued to Telecom Technicians, Inc., in the amount of \$4,343.00, for the purchase of a Cisco ASA Firewall.

This vendor meets all requirements of §14.23, "Vendors", of "Purchasing, Contracting and Selling Procedure," of Chapter 14, "Financing and Purchasing", of Title 1, "General Provisions" of the Saginaw Code of Ordinances O-1.

Funds for this payment are budgeted and available in the Department of Technical Services - Information Services Capital Outlay Account, No. 658-1720-711.97-05.

**Justification:**

On October 19, 2010, the City received bids for the purchase of a Cisco ASA Firewall along with VPN licensing. The Cisco ASA Firewall will be replacing a Cisco PIX Firewall due to enhanced network security functions and network accessibility. Following is a tabulation of the bids received:

Yeo & Yeo Computer Consulting, LLC. Saginaw, MI	\$4,855.00
Telecom Technicians, Inc Sterling Heights, MI	\$4,343.00
NetSource One, Inc. Saginaw, MI	\$4,712.16

**Council Action:**

Council \_\_\_\_\_ moved that the recommendation of the City Manager be approved.

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** I.T.I., Inc. Maintenance Agreements

**Manager's Recommendation:**

I recommend that the phone equipment maintenance agreements with I.T.I., Inc. be approved and that a purchase order be approved and issued to them in the amount of \$2,109.48. It is further recommended that the City Manager or his designee be authorized and directed to execute the maintenance agreements. These agreements were approved by the City Manager as to substance and the City Attorney as to form.

This vendor meets all requirements of §14.23, "Vendors", of "Purchasing, Contracting and Selling Procedure," of Chapter 14, "Financing and Purchasing", of Title 1, "General Provisions" of the Saginaw Code of Ordinances O-1.

Funds for this payment are budgeted and available in the Department of Technical Services – Information Services Operating Services Account, No. 658-1720-711.80-05.

**Justification:**

These maintenance agreements cover the telephone equipment located at City Maintenance and Service, Water and Sewer and the Water Treatment Plant for a one-year period from 12-1-10 to 11-30-11. The agreements cover all service under normal wear and tear including parts, labor and travel time. It also includes free user training, no charge for service related software updates, free loaner equipment and 24 hour, 7 day service without paying any after hour premium.

**Council Action:**

Council \_\_\_\_\_ moved that the recommendation of the City Manager be approved.



# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** A.C. Klopf Emergency Repair

**Manager's Recommendation:**

I recommend that payment be made to A.C Klopf, Inc., in the amount of \$2,109.00 for the emergency repair to the City's computer room air conditioner. The bid process was not utilized because of the emergency nature of this repair.

This vendor meets all requirements of §14.23, "Vendors", of "Purchasing, Contracting and Selling Procedure," of Chapter 14, "Financing and Purchasing", of Title 1, "General Provisions" of the Saginaw Code of Ordinances O-1.

Funds for this repair are available in the Department of Technical Services Information Services General Repairs Account, No. 658-1720-711.80-40.

**Justification:**

On July 7, 2010, the City's computer room air conditioner failed due to a bad compressor. Temperature control in the computer room is critical due to the nature of the servers and network equipment within that area. Service to the air conditioner needed to be restored quickly. A.C. Klopf has performed satisfactory air conditioning repair for the City on prior occasions. They also had technicians that could be sent immediately to make the repair.

**Council Action:**

Council \_\_\_\_\_ moved that the recommendation of the City Manager be approved.

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Budget Adjustment for Clean Energy Coalition Fund

**Manager's Recommendation:**

I recommend that a budget adjustment be completed to change the Clean Energy Coalition fund recognition from the General Fund Federal Grants Clean Energy Coalition Revenue Account, No. 101-0000-513-5841 and the Public Services Clean Energy Coalition Division's Construction Project Account, No. 101-1795-701.8047 to the newly created Clean Coalition Fund. All revenues for this grant should be recognized in the Clean Energy Coalition, Account, No. 230-0000-513-5841. Likewise, expenditures should be recognized in the Clean Energy Coalition Fund's – Construction Project Account, No. 230-1795-701.8047.

**Justification:**

On August 23, 2010, City Council approved an agreement between the Clean Energy Coalition (CEC) and the City of Saginaw, which is providing the City with a \$463,614.75 grant. Council also approved a budget adjustment to create a revenue fund to recognize and receive federal dollars. After further review of the grant agreement and its requirements, it was determined that the City of Saginaw could not recognize these monies in the City's General Fund, and that a separate fund should be established for the receipt and use of these federal dollars.

**Council Action:**

Council \_\_\_\_\_ moved that the recommendation of the City Manager be approved.

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Purchase of traffic signal and electrical devices

**Manager's Recommendation:**

I recommend that the quote received from Carrier and Gable, Farmington Hills, MI, be accepted and that a purchase order be approved and issued to them in the amount of \$221,065.00 for the purchase of traffic signal and electrical devices. Carrier and Gable is a sole supplier for this equipment.

This vendor meets all requirements of §14.23, "Vendors", of "Purchasing, Contracting and Selling Procedure," of Chapter 14, "Financing and Purchasing", of Title 1, "General Provisions" of the Saginaw Code of Ordinances O-1.

Funds for this material are available in the Clean Energy Coalition Fund – Clean Energy Coalition Division's Parts and Supplies Account, No. 230-1795-701.7330.

**Justification:**

On August 23, 2010, City Council approved an agreement between the Clean Energy Coalition (CEC) and the City of Saginaw, which is providing the City with a \$463,614.75 grant. The CEC will provide this funding to the City on a reimbursement basis. The funding is intended to help the City of Saginaw increase energy efficiency or renewable energy supply to municipal facilities, to help reduce utility costs and create a healthier energy independent community. The Engineering Division has submitted to and been approved by the CEC for a project that involves retrofitting 85 City of Saginaw electrical device locations that currently have a incandescent light source, to a energy efficient light-emitting diode (LED) light source. These electrical devices include vehicular traffic signals, case signs, flashing beacons, pedestrian signals, etc. This will help to

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reduce the City's electrical costs and maintenance costs as LED's use an average 80 to 90 percent less energy and last 5 to 10 times longer than the traditional incandescent light source. As part of this project, the City of Saginaw Traffic Maintenance Section of the Engineering Division will be providing all labor for the retrofits. This project is estimated to save the City of Saginaw \$51,000 annually in energy costs.

**Council Action:**

Council \_\_\_\_\_ moved that the recommendation of the City Manager be approved.

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Creditron Corporation Software and Hardware Upgrade

**Manager's Recommendation:**

I recommend that payment be made to Creditron Corporation (dba Purepay) in the amount of \$5,488.00 for the upgrade of software and hardware. The Creditron system processes and images payments and checks received by the Fiscal Services Department, Treasurer's Division.

This vendor meets all requirements of §14.23, "Vendors", of "Purchasing, Contracting and Selling Procedure," of Chapter 14, "Financing and Purchasing", of Title 1, "General Provisions" of the Saginaw Code of Ordinances O-1.

Funds for this payment are budgeted and available in the Department of Technical Services - Information Services Capital Outlay/Office Equipment Account, No. 658-1720-711.97-60.

**Justification:**

The City is upgrading the current software for compliancy with Check-21 electronic payment processing and credit card processing. The hardware is also being upgraded to a Canon CR-190 check scanner transport with dual imaging capability increasing efficiency of remittance processing within the Fiscal Services Department, Treasurer's Division. These upgrades have a total cost savings to the City's maintenance fees for the Creditron system in the amount of \$6,009.05 annually.

**Council Action:**

Council \_\_\_\_\_ moved that the recommendation of the City Manager be approved.

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Wear Guards for Underbody Plow Blades

**Manager's Recommendation:**

I recommend that a purchase order be approved and issued to Winter Equipment in the amount of \$2,407.27 for the purchase of wear guard for underbody plow blades. Winter Equipment is the sole source for this specialized add on for

This vendor meets all requirements of §14.23, "Vendors", of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title 1, "General Provisions" of the Saginaw Code of Ordinances O-1.

Funds for this purchase are available in the Motor Pool Operation Fund – Garage Division's Motor Vehicle Supplies Account, No. 661-4480-841-73 12.

**Justification:**

Winter Equipment is the sole source for this specialized add on for plow blades. These Wear Guards greatly increases the life cycle of the plow blades when used in conjunction with carbide cutting edges. The curb-side of the plow blade is also saved by the Wear Guard that is designed to run against the curb while plowing. Below is a breakdown of the equipment being purchased to complete the installation of the guards on the plow fleet and to have a minimum shelf supply of two sets.

Five (5) Center Plow Guards at	\$121.30 /ea.	Total \$606.50
Five (5) Left Curb Guards at	\$147.76/ea.	Total \$738.80
Five (5) Right Curb Guards at	\$147.76/ea	Total \$738.80
Eight (8) Plow Markers at	\$29.75/ea	Total \$238.00
Freight		<u>\$85.17</u>
Total		\$2,407.27

**Council Action:**

Council \_\_\_\_\_ moved that the recommendation of the City Manager be approved.

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Contract with SecureCom, Inc

**Manager's Recommendation:**

I recommend that the Proposal and Contract from SecureCom, Inc. in the amount of \$291,733.31 be accepted and a contract awarded them in that amount be approved. Contract documents forwarded herein (City Clerk's File \_\_\_\_\_), have been signed by the contractor. The City Manager has approved this contract as to substance and the City Attorney as to form.

This vendor meets all requirements of §14.23, "Vendors", of "Purchasing, Contracting and Selling Procedure," of Chapter 14, "Finance and Purchasing, of "Title 1, "General Provisions" of the Saginaw Code of Ordinances O-1.

Funds for this contract are available in the Community Policing COPS Tech Grant Office Equipment Account, No. 260-3327-741.97-60.

**Justification:**

On November 15, 2010, the City received written proposals from five firms for the RAPTOR Phase 1 – Video Surveillance Project. A committee of City officials reviewed and evaluated the technical proposals along with the cost proposals from each company. The committee ranked each firm using the City's Quality Based Selection criteria listed in Administrative Regulation No. 4-7, Section 1-4. After ranking each individual firm, the review committee selected the Midland Michigan based SecureCom Inc.

The RAPTOR (Regional Analysis of Police Technology & Operations Reporting) project is a collaborative effort between Saginaw Police, Saginaw County 911,

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community groups and local businesses. The program utilizes networked video cameras for monitoring, and identification of threats and vulnerabilities. The plan calls for 35 IP surveillance cameras streaming live feed via a wireless mesh network to the Saginaw Police Command Center located at Celebration Park. Funds for this project are provided by the U.S. Department of Justice, COPS project.

**Council Action:**

Council \_\_\_\_\_ moved that the recommendation of the City Manager be approved.



# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** CDBG Public Hearing

**Manager's Recommendation:**

I recommend that a public hearing for the Community Development Block Grant be set for Monday, January 24, 2011 at 6:30 p.m. in the Council Chamber.

**Justification:**

It is necessary to hold a public hearing to meet citizen participation requirements for the Community Development Block Grant (CDBG) program, Emergency Shelter Grant (ESG) program and HOME program. The public hearing is part of the submission approval process for the upcoming 2011-2012 CDBG, ESG and HOME programs.

Citizens wishing to comment on the upcoming fiscal year CDBG, ESG and HOME programs will be given an opportunity to comment.

A public hearing notice for a January 24<sup>th</sup> public hearing will be published in The Saginaw News and on the City of Saginaw's website.

**Council Action:**

Council \_\_\_\_\_ moved that the recommendation of the City Manager be approved.

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** 2010-2011 Change Notices of Assessment for Assessor's Office

**Manager's Recommendation:**

I recommend acceptance of the low bid and issuance of a purchase order to Peregrine Services, Inc. for printing and mailing the 2010 and 2011 Change Notice of Assessment forms in the amount of \$2091.52 for 2010 and \$2091.52 for 2011 totaling \$4183.04 for the printing portion only. The best estimate for the lowest priced postage is \$0.375 per unit per year, totaling an additional \$10,320.00 for 2010 and \$10,320.00 for 2011.

This vendor meets all requirements of Contract Compliance Provisions, Title 1, Chapter 14, §14.35-14.44, of the Saginaw Code of Ordinances.

Funds for this service are budgeted in the General Fund Assessor's Postage/Freight Account, No. 101-1744-711-8015 and the Printing Account, No. 101-1744-711-8030.

**Justification:**

State of Michigan law requires that notice be given by mail to all parcels with value changes. The mailing deadline is March 1<sup>st</sup> of each year. Bids were solicited for printing and mailing of Change Notice of Assessment forms for the years 2010 and 2011. Below is a tabulation of the bids received:

Peregrine Services Olathe, KS	\$4,183.04
Laser Com Troy, MI	\$4,680.06
Central Valley Presort Fresno, CA	\$4,733.44
Laser Com (alternate) Troy, MI	\$4,860.00
Level One LLC Malvern, PA	\$4,898.56

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TBF Graphics Saginaw, MI	\$4,953.60
Centron Data Services, Inc. Norton Shores, MI	\$5,008.64
Rotary Multiforms, Inc. Warren, MI	\$5,312.96
Mail Room Service Center Saginaw, MI	\$6,054.40
Great Lakes Graphics Jackson, MI	\$6,054.40
Datamatx, Inc. Atlanta, GA	\$6,081.92
HOV Services, Inc. Livonia, MI	\$7,876.22

**Council Action:**

Council \_\_\_\_\_ moved that the recommendation of the City Manager be approved.

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Variable Frequency Drive

**Manager's Recommendation:**

I recommend that a purchase order be approved and issued to Kendall Electric Inc., Saginaw, Michigan, in the amount of \$12,392.62 for the purchase of a variable frequency drive.

This vendor meets all requirements of §14.23, "Vendors," of "Purchasing, Contracting, and Selling Procedures," of Chapter 14, "Finance and Purchasing," of Title 1, "General Provisions" of the Saginaw Code of Ordinances O-1.

Funds for this purchase are budgeted in the Water Operations and Maintenance Fund – Treatment and Pumping Division's Capital Outlay/Repairs and Replacement Account, No. 591-4730-861.97-20.

**Justification:**

On October 4, 2010, a quote was received from Kendall Electric Inc. for the purchase of a variable frequency drive (VFD) for one pump at the Aqua Pumping station. The Aqua pump station is critical to the distribution of water to Saginaw Township, Zilwaukee and other northern communities serviced by the Saginaw Water Treatment Plant (WTP). VFD's provide improved electrical efficiency and water pressure control for the pump station. The maintenance foremen researched new VFD's and solicited quotes from several suppliers. The Allen Bradley VFD was chosen based on the reputation and quality of their equipment and the fact that most of the WTP's control equipment is Allen Bradley. Kendall Electric, Inc. was chosen because they are the sole supplier of Allen Bradley electrical equipment in the region. The cost is an 8.4% increase for the same model VFD purchased in FY-09

**Council Action:**

Council\_\_\_\_\_ moved that the recommendation of the City Manager be approved.

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Rotary Claw Vacuum Pump

**Manager's Recommendation:**

I recommend that the sole bid from Kerr Pump & Supply, Inc., Oak Park, MI, be accepted and a purchase order be approved and issued to them in the amount of \$5,934.00 for the supply and delivery of a rotary claw vacuum pump.

This vendor meets all requirements of §14.23, "Vendors", of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing, of "Title 1, "General Provisions" of the Saginaw Code of Ordinances O-1.

Funds for this purchase are budgeted in the Water Operations and Maintenance Fund – Treatment and Pumping Division's Capital Outlay/Repairs and Replacement Account, No. 591-4730-861.97-20.

**Justification:**

On November 16, 2010, the City received a single bid for the supply and delivery of a rotary claw vacuum pump. The same model vacuum pump was purchased in 2009 and Kerr Pump was the low bidder. The pump is for the priming system of the high service and low service pumps at the Water Plant. The priming system ensures the pumps are constantly filled with water, which is essential for starting the pumps. Spare parts are no longer available for the vacuum pumps that are being replaced. The price is a 1.5% increase for a similar pump purchased in 2009.

**Council Action:**

Council \_\_\_\_\_ moved that the recommendation of the City Manager be approved.

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Fire Department T-shirts

**Manager's Recommendation:**

I recommend acceptance of the low bid and issuance of purchase orders to The Incentive Mall in the annual amounts of \$1,987.75 for fiscal years 2011, 2012 and 2013 totaling \$5,963.25 for the purchase of t-shirts for the Saginaw Fire Department.

This vendor meets all requirements of §14.23, " Vendors", of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing, of "Title 1, "General Provisions" of the Saginaw Code of Ordinances O-1.

Funds are budgeted in the Fire Operations Division Clothing Supplies Account, No. 101-3751-751.73-03.

**Justification:**

The fire department requests the purchase of new t-shirts for their personnel. They identify fire department members on scene and are highly visible at night. Members are issued t-shirts as a component of work uniforms per the collective bargaining agreement.

The Purchasing Committee has reviewed the bids and following is a tabulation of the bids received:

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Total</u>
The Incentive Mall Indianapolis, IN	\$1,987.75	\$1,987.75	\$1,987.75	\$5,963.25
Authentic Promotions Carmichael, CA	\$2,179.15	\$2,179.15	\$2,179.15	\$6,537.45
Red Sun Custom Apparel Ocean City, MD	\$2,220.30	\$2,220.30	\$2,220.30	\$6,660.90

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Rainbow Sports & Trophies Saginaw, MI	\$1,926.36	\$2,338.12	\$2,497.15	\$6,761.63
Impressive Promotional Products Clawson, MI	\$2,253.95	\$2,253.95	\$2,253.95	\$6,761.85
WorkWear Store Saginaw, MI	\$2,366.50	\$2,366.50	\$2,366.50	\$7,099.50
Majik Graphics Clinton Township, MI	\$2,379.70	\$2,379.70	\$2,379.70	\$7,139.10
Earth to Earth Pontiac, MI	\$2,704.00	\$2,704.00	\$2,704.00	\$8,112.00
Edmonson Screen Printing Fyffe, AL	\$2,743.90	\$2,743.90	\$2,743.90	\$8,231.70
World of Promotions Elk Grove Village, IL	\$2,995.65	\$3,145.44	\$3,302.72	\$9,443.72
Home Team Athletics Jacksonville, NC	\$3,132.70	\$3,342.35	\$3,342.35	\$9,817.40

## **Council Action**

Council \_\_\_\_\_ moved that the recommendation of the City Manager be approved.

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Fire Supply Hose

**Manager's Recommendation:**

I recommend acceptance of the low bid and issuance of a purchase order to Firequip, Inc. in the amount of \$2,445.00 for the purchase of five one-hundred foot sections of 5-inch diameter supply fire hose.

This vendor meets all requirements of §14.23, " Vendors", of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing, of "Title 1, "General Provisions" of the Saginaw Code of Ordinances O-1.

Funds are budgeted in the Fire Operations Parts & Supplies Account, No. 101-3751-751.73-30.

**Justification:**

This fire hose will be used in the extinguishment of fires and will replace hose that has been worn or damaged during fire suppression activities.

Following is a tabulation of the bids received and reviewed by the Purchasing Committee:

Firequip, Inc. Burlington, NC	\$2,445.00
Sales & Marketing of Michigan Spring Lake, MI	\$3,050.00
West Shore Fire Allendale, MI	\$3,090.00
Circle "K" Service Midland, MI	\$3,286.00



# COUNCIL COMMUNICATION

LTM Fire Equipment  
Pontiac, MI

\$3,625.00

## **Council Action**

Council \_\_\_\_\_ moved that the recommendation of the  
City Manager be approved.

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Alarm Tracking and Billing Services Company, LLC

**Manager's Recommendation:**

I recommend that the City of Saginaw enter into an agreement with Alarm Tracking and Billing Services Company, LLC to register, maintain, and collect fees relative to the City's false alarm ordinance. The agreement has been approved by the City Manager as to substance and the City Attorney as to form.

This vendor meets all requirements of §14.23, "Vendors", of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing", of Title 1, "General Provisions" of the Saginaw Code of Ordinances O-1.

The vendor shall obtain payment exclusively from the revenues generated by the vendor relative to the City's false alarm ordinance.

**Justification:**

Alarm Tracking and Billing Services Company, LLC was selected by a committee comprised of the Police Chief, Technical Services Supervisor, Fire Chief, Fire Marshal, and Technical Services Director. The City received three proposals. This vendor was selected because they offered the highest percentage of revenue to the City and because they offered better alarm company coordination services.

Alarm Tracking and Billing Services Company, LLC will register, maintain, and collect fees relative to the City's false alarm ordinance. This ordinance was recently amended to better defray the cost incurred for responding to an alarm. Its entire alarm management program provides registration services, comprehensive customer service,

# COUNCIL COMMUNICATION

administration and dedicated compliance for the enforcement of City's alarm ordinance, accounts receivables, and collections of delinquent amounts.

There are no upfront system software, hardware, training, support or maintenance costs. The revenue sharing schedule is based on revenue collected, alarm fees, fines and other charges applicable to false alarms including delinquent amounts with the City's revenue percentage of 75% and Alarm Tracking and Billing Services Company, LLC 25%.

**Council Action:**

Council \_\_\_\_\_ moved that the recommendation from the City Manager be approved.

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** ADT Security Services, Inc. Agreements

**Manager's Recommendation:**

I recommend approval of five Agreements with ADT Security Services, Inc. ("ADT"). Each Agreement is for a term of three and a half years. The total amount of the Agreements is \$44,180.58. Purchase orders will be issued for the Agreements and the annual maintenance and service fees in the following amounts: for FY 2011 (\$6,311.46), FY 2012 (\$12,623.04), FY 2013 (\$12,623.04) and FY 2014 (\$12,623.04). The Agreements have been approved by the City Manager as to substance and the City Attorney as to form.

This vendor meets all requirements of §14.23, "Vendors," of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title 1, "General Provisions," of the Saginaw Code of Ordinances O-1.

Funds for the Agreements are budgeted in the FY 2011 General Fund - Building and Grounds Maintenance Operating Services Account No. 101-7575-821.80-05 (\$1,707.75), Public Works Building Fund - Operating Services Account, No. 641-4439-811.80-05 (\$1,163.01), Water Operations and Maintenance Fund - Maintenance and Service Operating Services Account, No. 591-4721-861.80-05 (\$1,087.43), Sewer Operations and Maintenance Fund - Maintenance and Service Operating Services Account, No. 590-4821-861.80-05 (\$1,087.42) and General Fund - Police Building Maintenance Operating Services Account, No. 101-3014-721.80-05 (\$1,265.85). Funds will be budgeted for FY 2012, FY 2013 and FY 2014 in General Fund - Building and Grounds Maintenance Operating Services Account, No. 101-7575-821.80-05 (\$3415.50), Public Works Building Fund - Operating Services Account, No. 641-4439-811.80-05 (\$2,326.14), Water Operations and Maintenance Fund - Maintenance and Service Operating Services Account, No. 591-4721-861.80-05 (\$2,174.85), Sewer Operations and Maintenance Fund - Maintenance and Service Operating Services Account, No. 590-4821-861.80-05 (\$2,174.85) and General Fund - Police Building Maintenance Operating Services Account, No. 101-3014-721.80-05 (\$2,531.70).

# COUNCIL COMMUNICATION

**Justification:**

On November 9, 2010, the City received sealed bids for five Agreements with ADT for the maintenance of access security systems at the following buildings: City Hall, Public Works, Maintenance and Service and the Police Station. The bids will cover maintaining our CCure server software including software updates, a yearly inspection of the system and the maintenance of the hardware, including parts under normal wear. A cost comparison shows a decrease of 10% over the City's last Agreement with ADT. Reviews of the Agreements disclose they contain several terms that are not favorable to the City. Specifically, ADT disclaims all express and implied warranties of merchantability and fitness on parts installed and limits the City's remedies to repair and replacement. By law, the City would also be entitled to a refund as a remedy. ADT limits liability for third party claims to \$1,000.00 or 10% of the contract price, whichever is greater. ADT also restricts the City's statutory right to file a lawsuit based upon a breach of contract claim from six years to one year. It is recommended that the City accept the Agreements in their present form, as these terms and conditions are standard in the industry.

Following is a tabulation of the bids received:

ADT Security Services, Inc. Flint, MI	\$44,180.58
SimplexGrinnell LP Farmington Hills, MI	\$89,770.00

**Council Action:**

Council \_\_\_\_\_ moved that the recommendation of the City Manager be approved.

# COUNCIL COMMUNICATION

**Manager's Recommendation:** Approval of the resolution as follows:

## **APPROVING ROWE PROFESSIONAL SERVICES PRELIMINARY ENGINEERING SERVICES AGREEMENT**

Council \_\_\_\_\_ offered and moved adoption of the following resolution:

WHEREAS, the City of Saginaw ("City") has entered into an Agreement ("Agreement") with Rowe Professional Services ("Rowe") for preliminary engineering services; and

WHEREAS, Rowe will solely provide engineering services related to the Michigan Avenue construction project; and

WHEREAS, the project consists of the construction of Michigan Avenue from Stephens Street to State Street, including traffic signal design at the intersection of Michigan Avenue with Genesee Avenue and any other necessary related work; and

WHEREAS, on December 20, 2010, City Council approved a cost agreement with the Michigan Department of Transportation ("MDOT") in the amount of \$70,000.00, of which \$57,300.00 is Federal STUL funds; and

WHEREAS, \$88,622.65 will be utilized to pay for participating items; and

WHEREAS, the City must use \$44,276.37 for nonparticipating items or watermain design; and

WHEREAS, pursuant to the terms of the cost agreement, the City can use \$57,300.00 of federal STUL dollars. As a result, the City is only required to pay \$31,322.65 for participating items; and

WHEREAS, the Agreement is subject to approval by the City Manager as to substance and the City Attorney as to form; now

THEREFORE, BE IT RESOLVED, that City Council authorizes City officials to execute this Agreement on behalf of the City of Saginaw.

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Rowe Professional Services Preliminary Engineering Services Agreement

**Manager's Recommendation:**

I recommend approval of the Preliminary Engineering Services Agreement ("Agreement") with Rowe Professional Services ("Rowe"). The Agreement is subject to approval by the City Manager as to substance and the City Attorney as to form. The state requires the City to approve a resolution; therefore, a resolution to approve this Agreement appears under the regular order of business.

This vendor meets all requirements of §14.23, "Vendors," of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title 1, "General Provisions" of the Saginaw Code of Ordinances O-1.

Funds for the City's share are available in the FY 2010-11 Major Streets Fund – Streets Projects Division's Engineering Services Account, No. 202-4614-781-8002 (\$31,322.65) and the Water Operation and Maintenance Fund – Maintenance and Service Division's Engineering Services Account, No. 591-4721-861-8002 (\$44,276.37). The Project Number is ST 0905.

**Justification:**

Recently, the City received technical and cost proposals from Wade Trim, Inc., Spicer Group and Rowe in response to Request for Proposals for preliminary engineering services related to the Michigan Avenue construction project. The project consists of reconstruction/resurfacing and water main replacement on Michigan Avenue from Stephens Street to State Street. A committee reviewed the proposals and determined that the Agreement should be awarded to Rowe. Pursuant to the terms of

# COUNCIL COMMUNICATION

the Agreement, Rowe will provide the following services: research, planning and engineering services for the design, including preparation of construction plans and specifications that will be required for the resurfacing and water main replacement work, and for traffic signal upgrade and added right turn lane at the intersection of Genesee Avenue and Michigan Avenue.

The amount of the Agreement is \$132,899.02, of which \$88,622.65 will be utilized to pay for participating items. This would include all services required for preparing documents in accordance with the Michigan Department of Transportation (“MDOT”) Local Agency’s Programs as it directly relates to items associated with the road resurfacing and traffic signal upgrade portion of the project, and non-utility or water-main design. MDOT will not participate in paying for any portion of the engineering services as it relates to the water main portion of the project. The City must use \$44,276.37 for nonparticipating items or watermain design.

On December 20, 2010, Council approved a cost agreement with the Michigan Department of Transportation (“MDOT”) in the amount of \$70,000.00, of which \$57,300.00 is Federal Surface Transportation Urban Local (STUL) dollars. Pursuant to the terms of that agreement, the City can use \$57,300.00 of federal STUL dollars towards the cost of the total for participating items, which is \$88,622.65. As a result, the City is required to pay \$31,322.65 for participating items. The City is responsible for any cost overruns in excess of \$132,899.02

**Council Action:**

Council \_\_\_\_\_ moved that the recommendation of the City Manager be approved.



# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** City Council and City Manager Strategic Planning Session

**Manager's Recommendation:**

I recommend that a purchase order be approved and issued to A. Tyler St. Clair, Adjunct Faculty, Weldon Cooper Center for Public Service, University of Virginia in the amount of \$7,000.00 plus training materials and expenses for the facilitation of a visioning, planning, and Myers Briggs Type Indicator planning session.

This vendor meets all requirements of §14.23, "Vendors", of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing", of Title 1, "General Provisions" of the Saginaw Code of Ordinances O-1.

Funds for this purchase are budgeted in the General Fund Office of the City Manager's Professional Services Account, No 101-1710-701.80-01 (\$2,000.00) and the Department of Fiscal Services – Administration's Professional Services Account, No. 101-1740-711.80.01 (\$6,000.00).

**Justification:**

Part of the role of the mayor and the city council as the city's elected policy making board, is to engage in vision, mission, and goal setting exercises relative to strategic planning. In keeping with the reorganization efforts for making Saginaw a more efficient, effective, and high performing city, the council's role must be defined and training provided so that council members are clear and knowledgeable on how their roles affect this effort as well as the long-term sustainability of the accomplishments made. The facilitator for this training is an adjunct faculty member at the University of Virginia and has administered these particular sessions with city managers and city councils across the country. This session represents the council's most critical participation in the many challenges of reinventing Saginaw.

**Council Action:**

Council \_\_\_\_\_ moved that the recommendation of the City Manager be approved.