

**Council Agenda  
Special Meeting**  
June 20, 2016 – 6:00 p.m.  
Council Chamber

PRAYER AND PLEDGE OF ALLEGIANCE:

ROLL CALL:

ANNOUNCEMENTS:

PUBLIC HEARINGS:

PERSONAL APPEARANCES:

*(A list will be provided following submittal deadline.)*

REMARKS OF COUNCIL:

REPORTS FROM MANAGER:

Management Update:

CONSENT AGENDA:

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

INTRODUCTION OF ORDINANCES:

CONSIDERATION AND PASSING OF ORDINANCES:

RESOLUTIONS:

UNFINISHED BUSINESS:

MOTIONS AND MISCELLANEOUS BUSINESS:

1. Consideration of motion to go into a closed session under MCL 15.268(c) for a strategy session connected with the negotiation of collective bargaining agreements.

ADJOURN:

Timothy Morales  
City Manager

IF YOU ARE DISABLED AND NEED ACCOMMODATION TO PROVIDE YOU WITH AN OPPORTUNITY TO PARTICIPATE OR OBSERVE IN PROGRAMS, SERVICES, OR ACTIVITIES, PLEASE CALL THE SAGINAW CITY CLERK, 1315 S. WASHINGTON AVE., 759-1480.

# CITY OF SAGINAW

## PUBLIC NOTICE SPECIAL MEETING SAGINAW CITY COUNCIL

In compliance with requirements of Act 267, P.A. 1976,  
the following notice is posted:

Notice is hereby given that the Saginaw City Council has scheduled a Special Meeting on Monday, June 20, 2016 at 6:00 p.m. for the purposes to discuss labor contracts and other items as necessary.

The meeting will be held in the City Hall Council Chamber, Room 205, 1315 S. Washington Avenue.

Janet Santos, CMMC/CMC/MMC  
City Clerk

IF YOU ARE DISABLED AND NEED ACCOMMODATION TO PROVIDE YOU WITH AN OPPORTUNITY TO PARTICIPATE OR OBSERVE IN PROGRAMS, SERVICES, OR ACTIVITIES, PLEASE CALL THE SAGINAW CITY CLERK AT 989.759.1480.

Posted: 5-25-16  
By: \_\_jks\_\_\_\_\_

# Council Agenda

June 20, 2016 6:30 p.m.  
Council Chamber

PRAYER AND PLEDGE OF ALLEGIANCE:

ROLL CALL:

ANNOUNCEMENTS:

PUBLIC HEARINGS:

PERSONAL APPEARANCES:

*(A list will be provided following submittal deadline.)*

REMARKS OF COUNCIL:

REPORTS FROM MANAGER:

Management Update:

1. Nancy Johnson, Saginaw County Community Mental Health Authority, update on collaborative efforts with the Saginaw Police Department.

CONSENT AGENDA:

1. Approve the minutes from the June 6, 2016 special meeting, closed session, and regular Council meeting.
2. Approve Petition 16-12 for the Light Up the City Committee to erect a banner located at Court Street from July 5 through July 11, 2016; and July 18 through August 4, 2016 to promote Light Up the City Community Event.
3. Approve Petition 16-13 from the Old Town Saginaw Association to erect a banner located at Court Street from July 11 through July 18, 2016 to promote the Michigan traveling Vietnam Veterans Memorial Wall and the Old Town Motor Fest Car Show.
4. Approve the amendments to the FY 2016 Approved Budget to recognize any changes that have occurred during the 4<sup>th</sup> quarter.
5. Approve the Insurance Renewal with Saginaw Bay Underwriters for the City's General Liability, Automobile Liability, Michigan No Fault, Law Enforcement Liability, and Public Officials Liability for a total cost of \$414,255.
6. Approve a purchase order to Yeo & Yeo Consulting, LLC for \$10,186.40 for Veeam backup software for VMware, to restore and backup virtual servers.
7. Approve the Workers Compensation Insurance Renewal with Safety National Casualty Company for an annual premium of \$76,562, with the term of July 1, 2016 through June 30, 2017.

# Council Agenda

June 20, 2016 6:30 p.m.

Council Chamber

8. Approve a purchase order to Kent Communications, Inc. for \$72,136 to print the water/sewer bills for FY 2017; and pending approval of the FY 2018 budget, accept the bid from Kent Communications, Inc. for \$71,736 to print the water/sewer bills for FY 2018.
9. Approve separate purchase orders to LexisNexis Risk Data Management Service for \$2,300 for FY 2016 and for \$2,500 for FY 2017 for Internet Search Engine services for the Income Tax Division, to collect outstanding income taxes for the City.
10. Approve blanket purchase orders to each of the City's primary vendors for fire apparatus and staff vehicle emergency repairs and preventive maintenance for the Fire Department for FY 2017.
11. Approve a purchase order to Apollo Fire Apparatus Repair for \$40,000 for emergency repairs and preventive maintenance for the Fire Department's six pumpers and two aerial apparatus for FY 2017.
12. Approve a blanket purchase order to Diesel Truck Sales for \$40,000 for emergency repairs and preventive maintenance to meet the needs of the Fire Department's six pumpers and two aerial apparatus for FY 2017.
13. Approve a blanket purchase order to Frontline Services for \$10,000 for emergency repairs and preventive maintenance for the Fire Department's six pumpers and two aerial apparatus for Fiscal Year 2017.
14. Approve a blanket purchase order to Jerry's Tire for \$10,000 for tires for the Saginaw Fire Department's heavy apparatus fleet for FY 2017.
15. Approve blanket purchase orders for a combined total of \$39,300 to suppliers of local fleet vehicle services and repairs for the Garage Operations Division for FY 2017.
16. Approve purchase orders to Standard Electric for \$3,970.20 for light replacement at the Japanese Cultural Center and for \$5,582.71 for light replacement at the Andersen Enrichment Center.
17. Approve a purchase order to Decorative Concrete Resources for \$3,687.88 for materials to reseal City Hall's Red Stamped Concrete.
18. Approve a purchase order to TruGreen for \$10,683 for FY 2017 for annual lawn fertilization services; and pending approval of the FY 2018 and FY 2019 budgets, accept the bid from TruGreen for \$10,683 for FY 2018 and FY 2019 for annual lawn fertilization services.
19. Approve a purchase order to Waste Management for \$35,000 for FY 2017 for catch basin and sewer debris hauling for the Maintenance and Service Division; and pending approval of the FY 2018 budget, accept the bid from Waste Management for \$35,000 for catch basin and sewer debris hauling for FY 2018.

# Council Agenda

June 20, 2016 6:30 p.m.

Council Chamber

20. Approve a purchase order to R & R Ready Mix, Inc. for \$184,000 for concrete ready mix for the Maintenance and Service Division for FY 2017; and pending approval of the FY 2018 budget, accept the bid from R & R Ready Mix, Inc. for \$184,000 for concrete ready mix for FY 2018.
21. Approve separate purchase orders to Champagne and Marx for \$59,325; and to Eggers Excavating for \$16,000 for gravel, sand, stone, spoil removal and spoil dumping for the Maintenance and Service Division for FY 2017; and pending approval of the FY 2018 budget, approve the bids from Champagne and Marx in the amount of \$60,165, and Eggers Excavating in the amount of \$16,000, for gravel, sand, stone, spoil removal and dumping.
22. Approve separate purchase orders to Doc Heinz Contracting for \$124,400 and to Bourdow Trucking for \$39,396.50 for topsoil and sand for the Maintenance and Service Division for FY 2017; and pending approval of the FY 2018 budget, approve the bid from Doc Heinz Contracting for \$129,400 and to Bourdow Trucking Company in the amount of \$41,093 for topsoil and sand for FY 2018.
23. Approve a purchase order to HD Supply Waterworks for \$9,220 for manhole blocks for the Maintenance and Service Division for FY 2017.
24. Approve a purchase order to ETNA Supply Company for \$52,553.55 for various brass water parts for the Maintenance and Services Division for FY 2017.
25. Approve a purchase order to Ace-Saginaw Paving Company for \$135,505 for hot and cold asphalt for the Streets Section of the Right of Way Division for FY 2017; and pending approval of the FY 2018 budget, accept the bid from Ace-Saginaw Paving Company for \$135,505 for hot and cold asphalt for FY 2018.
26. Approve separate purchase orders to Etna Supply Company for \$107,493.50 and to Michigan Pipe and Valve for \$123,495 for Water Main Appurtenances for the Maintenance and Service Division for FY 2017.
27. Adopt the Resolution to approve Cost Agreement No. 16-5242 with the Michigan Department of Transportation for bridge work on the Holland Avenue Bridge, Center Street Bridge and the Court Street Bridge.
28. Approve the contract agreement with Ace-Saginaw Paving for \$358,174 for the MDOT M-13 Janes Avenue to Ezra Rust Avenue Overlay (C-1630) Project.
29. Approve a purchase order to Burt Forest Products Company for \$10,160 for epoxy coated dowels and deformed bars for street repairs for the Streets Section of the Right of Way Division.
30. Approve a purchase order to R & R Ready Mix, Inc. for \$78,995 for concrete ready mix for the Streets Section of the Right of Way Division for FY 2017; and pending approval of the FY 2018 budget, to accept the bid from R & R Ready Mix, Inc. for \$78,995 for concrete ready mix for FY 2018.

# Council Agenda

June 20, 2016 6:30 p.m.  
Council Chamber

31. Approve a purchase order to Lasercom for \$8,573 for FY 2017 for the printing, stuffing, postage, and mailing of the rubbish bills; and pending approval of the FY 2018 and FY 2019 budgets, accept the low bid from Lasercom for the same amounts for the same services for FY 2018 and FY 2019.
32. Approve a purchase order to AirGas, Inc. for \$2,550 for tank rental charges for the Motor Pool Operations Division.
33. Approve a blanket purchase order to Larry's Auto Supply for \$3,000 for tools for the mechanics in the Motor Pool Division for FY 2017.
34. Approve blanket purchase orders for a combined total of \$190,000 to suppliers of various vehicle parts and supplies for the Garage inventory for the Garage Operations Division for FY 2017.
35. Approve separate purchase orders to Carmeuse Lime & Stone in the amounts of \$50,603 for 350 tons of Calcium Oxide for the Water Treatment Division; and for \$215,328 for 1,600 tons of Calcium Oxide for the Wastewater Treatment Division for FY 2017.
36. Approve a purchase order to National Testing Laboratories, Inc. for \$3,100 for laboratory analysis for the Water Treatment Division for FY 2017.
37. Approve a purchase order to the Michigan Department of Environmental Quality for \$4,000 for laboratory analysis for the Water Treatment Division for FY 2017.
38. Approve a purchase order to Browning Power Systems for \$1,500 for FY 2017 to supply load testing, mechanical and electrical service for three generators in the Remote Facilities Division; and pending approval of the FY 2018 and FY 2019 budgets, approve the bid from Browning Power Systems for \$1,500 each year for the same services.
39. Approve a purchase order to PPG Architectural Finishes, Inc. for \$10,845 for paint products for the Water Treatment and Remote Facilities Divisions for FY 2017; and pending approval of the FY 2018 budget, accept the bid from PPG for \$10,885 for the same products for FY 2018.
40. Approve the U.S. Department of Homeland Security FEMA – Assistance to Firefighters Grant in the amount of \$64,000 for two battery powered extrication tools (Jaws of Life), requiring a 10% in-kind match of \$5,818.
41. Approve a purchase order to G.W. Heating and Air Conditioning Company, Inc. for \$24,438 for the removal and replacement of the existing air handler and condenser for the Treasury area of City Hall.

**Council Agenda**  
June 20, 2016 6:30 p.m.  
Council Chamber

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

1. Acknowledge the Mayoral appointment of Garth Bergman as the Dangerous Building Hearing Officer for an indefinite term.
2. Approve the Council reappointment of Thomas Webb to the Human Planning Commission with a term to expire June 30, 2018.

INTRODUCTION OF ORDINANCES:

1. An Ordinance to amend Chapter 34, "Elections," of Title III, "Administration," of the City of Saginaw Code of Ordinances, O-1.

CONSIDERATION AND PASSING OF ORDINANCES:

RESOLUTIONS:

UNFINISHED BUSINESS:

MOTIONS AND MISCELLANEOUS BUSINESS:

ADJOURN:

Timothy Morales  
City Manager

IF YOU ARE DISABLED AND NEED ACCOMMODATION TO PROVIDE YOU WITH AN OPPORTUNITY TO PARTICIPATE OR OBSERVE IN PROGRAMS, SERVICES, OR ACTIVITIES, PLEASE CALL THE SAGINAW CITY CLERK, 1315 S. WASHINGTON AVE., 759-1480.

A SPECIAL MEETING OF THE COUNCIL OF THE CITY OF SAGINAW, MICHIGAN, HELD MONDAY, JUNE 6, 2016, AT 6:00 P.M. IN THE COUNCIL CHAMBER AT CITY HALL, 1315 SOUTH WASHINGTON AVENUE, SAGINAW, MICHIGAN.

PRAYER AND PLEDGE OF ALLEGIANCE

Mayor Browning offered a prayer, and the pledge of allegiance of the United States of America.

ROLL CALL

Mayor Browning called the meeting to order. Council Members present: Demond Tibbs, Mayor Pro Tem Floyd Kloc, Larry Coulouris, Michael Balls, Clint Bryant, and Mayor Dennis Browning: 6. Council Members absent: Dan Fitzpatrick, Annie Boensch, and Brenda Moore: 3.

Moved by Mayor Pro Tem Kloc, seconded by Council Member Bryant to suspend the Council Rules of Order. 6 ayes, 0 nays, 3 absent. Motion approved.

*Council Member Moore entered the meeting at 6:03 p.m.*

MOTIONS AND MISCELLANEOUS BUSINESS

Moved by Mayor Pro Tem Kloc, seconded by Council Member Balls to go into a closed session under MCL 15.268(c) for a strategy session connected with the negotiation of collective bargaining agreements. Mayor Browning asked Clerk Santos to conduct a roll call vote.

Ayes: Balls, Bryant, Tibbs, Mayor Pro Tem Kloc, Coulouris, Moore, Mayor Browning

Nays: None

Absent: Fitzpatrick, Boensch

Abstain: None

Motion approved.

Council entered a closed session at 6:04 p.m.

Moved by Mayor Pro Tem Kloc, seconded by Council Member Moore to return to regular session at 6:34 p.m. 7 ayes, 0 nays, 2 absent. Motion approved.

ADJOURNMENT

Moved by Mayor Pro Tem Kloc, seconded by Council Member Bryant to adjourn the meeting at 6:35 p.m. 7 ayes, 0 nays, 2 absent. Motion approved.

Janet Santos, CMMC/CMC/MMC  
City Clerk



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A REGULAR MEETING OF THE COUNCIL OF THE CITY OF SAGINAW, MICHIGAN, HELD MONDAY, JUNE 6, 2016, AT 6:30 P.M. IN THE COUNCIL CHAMBER AT CITY HALL, 1315 SOUTH WASHINGTON AVENUE, SAGINAW, MICHIGAN.

PRAYER AND PLEDGE OF ALLEGIANCE

Mayor Browning offered a prayer, and led the pledge of allegiance of the United States of America.

ROLL CALL

Mayor Browning called the meeting to order. Council Members present: Demond Tibbs, Mayor Pro Tem Floyd Kloc, Larry Coulouris, Brenda Moore, Michael Balls, and Mayor Dennis Browning: 7. Council Members absent: Dan Fitzpatrick, and Annie Boensch: 2.

ANNOUNCEMENTS

City Clerk Janet Santos announced that applications for Election Workers are being accepted at the City Clerk's Office.

PERSONAL APPEARANCES

The following personal appearances addressed City Council: Johnny Sanders, Barbara Weise, and Leola Wilson.

REMARKS OF COUNCIL

Remarks were heard from the following Council Members: Coulouris, Mayor Pro Tem Kloc, Tibbs, Bryant, Balls, Moore, and Mayor Browning.

REPORTS FROM CITY MANAGER

City Manager Tim Morales provided informational updates on meetings and departmental projects.

CONSENT AGENDA:

1. Approve the May 16, 2016 special meeting minutes and the May 23, 2016 regular council meeting minutes.
2. Approve Petition 16-11 from Saginaw Area Fireworks Committee to display fireworks at the north end of Ojibway Island on Monday, July 4, 2016, with an alternate rain date of July 5.
3. Approve the Inter-Local Agreement with Saginaw County for administration of the Byrne Justice Assistance Grant – 2016 in the amount of \$40,889.
4. Approve the Municipal Employees' Retirement System Hybrid Plan Adoption Agreements and the MERS Hybrid Conversion Addendum for the American Federation of State, County, and Municipal Employees personnel.
5. Approve the Municipal Employees' Retirement System Hybrid Plan Adoption Agreements and the MERS Hybrid Conversion Addendum for the Service Employees International Union personnel.
6. Approve the Municipal Employees' Retirement System Hybrid Plan Adoption Agreements and the MERS Hybrid Conversion Addendum for Non-Union personnel.

7. Approve purchase orders to Airgas for \$2,200 for FY 2016 for 3 Level "A" hazardous materials suits and for \$3,700 for FY 2017 for 5 Level "A" hazardous materials suits for the Fire Department.
8. Approve a purchase order to Nye Uniform Company for \$19,555.38 for FY 2017; and FY 2018; and FY 2019, pending budget approvals, for Fire Department uniforms.
9. Approve a purchase order to Ad-Wear & Specialty for \$1,300.24 for FY 2017; and FY 2018; and FY 2019, pending budget approvals, for Fire Department T-shirts.
10. Approve a purchase order to Ace-Saginaw Paving Company for \$344,000 for FY 2017; and FY 2018, pending budget approval, for the Maintenance and Services Division.
11. Approve a purchase order to Sabiston Builder's Supply, Inc. for \$6,790 for Portland cement for the Maintenance and Service Division for FY 2017.
12. Approve a purchase order to Michigan Pipe and Valve for \$26,640 for an annual supply of ductile iron water main and water main fittings for the construction and maintenance of the Water Distribution and Transmission System for the Maintenance and Service Division for FY 2017.
13. Approve the reconstruction contract agreement with Rohde Brothers Excavating, Inc. for \$1,323,218 for the FY 2016 Lapeer Avenue CDBG Rehabilitation Project.
14. Approve purchase orders to Bay Aggregate for \$1,850 for FY 2016; and for \$9,250 for FY 2017 for crushed washed stone for the Durapatch machine for the Streets Section of the Right of Way Division.
15. Approve a purchase order to Eggers Excavating for \$34,125 for 3,250 tons of 23A graduated crushed concrete aggregate for the three municipal cemeteries roadways.
16. Approve a purchase order to Waste Management for \$12,124.80 for FY 2017; and \$12,369.60 for FY 2018, pending budget approval, for trash containers and trash disposal at the City's Convenience Station.
17. Approve a purchase order to Because Water Benefit Corporation for \$4,350 for six Hands Free Bottle-Filling drinking fountains for use at various City facilities.
18. Approve to increase purchase order #497098 to Ace-Saginaw Paving Company by \$60,000, for a new total of \$143,000, to purchase hot and cold asphalt for the Right of Way Division.
19. Approve to increase purchase order #498679 to Home Depot, Inc. by \$1,305.75, for a new total of \$7,396.65, for LED light fixture tubes for City Hall corridors.
20. Approve a purchase order to Waste Management of Michigan, Inc. for \$129,675 for FY 2017; and pending approval of the FY 2018 budget, for \$132,275 for the hauling and disposal of street sweeping debris.

21. Approve purchase orders to Bit-Mat Products of Michigan for \$5,250 for FY 2016, and for \$26,250 for FY 2017, for anionic emulsified asphalt for the Streets Section of the Right of Way Division.
22. Approve a blanket purchase order to Carrier & Gable, Inc. for \$6,000 for repair costs of traffic signal equipment for the Right of Way Division for FY 2017.
23. Approve blanket purchase orders to Marshall E. Campbell Company, and Standard Electric Company, each for \$4,000 for electrical parts and supplies for the Traffic Maintenance Section of the Right of Way Division for FY 2017.
24. Approve the resolution authorizing the use of amplifying equipment at the "Great Purpose Streetball Championship" event at Lawrence McKinney/Veteran's Memorial Park on August 20 and 21, 2016.
25. Approve the resolution authorizing the consumption of alcoholic beverages at the Children's Zoo at Celebration Square during the 55th Anniversary Celebration of the Sister City Relationship with Tokushima, Japan on July 23, 2016.
26. Approve a purchase order to Polydyne, Inc. for \$9,400 for 20,000 lbs. of Liquid PolyDMDAAC for the Water Treatment Division for FY 2017.
27. Approve a purchase order to PVS Technologies, Inc. for \$89,500 for 250 tons of Ferric Chloride for the Water Treatment Division for FY 2017.
28. Approve a purchase order to HD Supply Facilities Maintenance, d/b/a USABlueBook, for \$2,812.32 for a reagent distribution plan for the Water Treatment Division for FY 2017.
29. Approve a purchase order to Univar USA, Inc. for \$71,460 for 180 tons of Hydrofluorosilicic Acid for the Water Treatment Division for FY 2017.
30. Approve a purchase order to Eurofins Eaton Analytical, Inc. for \$9,100 for laboratory analysis for the Water Treatment Division for FY 2017.
31. Approve separate purchase orders to JCI Jones Chemicals, Inc. in the amount of \$65,450 for 85,000 gallons of Sodium Hypochlorite for the Water Treatment Division, and for \$134,750 for 175,000 gallons of Sodium Hypochlorite for the Remote Facilities Division for FY 2017.
32. Approve the blanket purchase orders to various vendors for various parts and supplies needed to operate and maintain the Wastewater Treatment and Remote Facilities Divisions for FY 2017.
33. Approve a purchase order to JCI Jones Chemical Corporation for \$17,262 for sixty tons of chlorine for the Wastewater Treatment Division for FY 2017.
34. Approve a purchase order to Norkan, Inc. for \$3,585 for FY 2017; and pending approval of the FY 2018 budget, for \$3,585, for annual purchase of Devtar Epoxy Coating for the Wastewater Treatment Division.

35. Approve a purchase order to Trace Analytical Laboratories (TAL) for \$42,238 for FY 2017; and pending the approval of the FY2018 and FY2019 budgets, for \$44,750.35 for FY 2018, and \$46,465.90 for FY 2019, for outside lab analysis for the Wastewater Treatment Division.
36. Approve a purchase order to George Instrument Co. for \$5,925 for five radar level detection units for chlorine tank level monitoring for the Remote Facilities Division.
37. Approve the contract and issue a purchase order to Lois Kay Contracting, Inc. for \$487,439.47 for the Federal, Franklin, Baum Street Improvements (C-1631).

Moved by Council Member Coulouris, seconded by Council Member Moore to approve consent agenda items 1 through 37, as presented. 7 ayes, 0 nays, 2 absent. Motion approved.

REPORTS FROM BOARDS; COMMISSIONS AND COMMITTEES, AND  
APPOINTMENT OF BOARD AND COMMISSION MEMBERS

No reports were presented.

CONSIDERATION AND PASSING OF ORDINANCES

Moved by Council Member Balls, seconded by Council Member Moore to adopt an Ordinance to amend §151.110 "Scope," §151.111 "General Provisions," §151.113 "Commencement of Proceedings," §151.114 "Notice and Order to Show Cause," §151.115 "Posting of Signs," §151.116 "Hearing Officer; Hearing; Testimony; Order; Non-Appearance or Non-Compliance; Costs," §151.117 "Housing Board of Appeals/Demolition/Repair; Costs/Lien on Property," §151.118 "Judicial Review," §151.119 "Waiver Provision," §151.120 "Emergency Cases," §151.121 "Penalties," And §151.134 "Appeals Procedure," of Chapter 151 "Housing Regulations," Title XV "Land Usage," of the City of Saginaw Code of Ordinances, O-1. 7 ayes, 0 nays, 2 absent. Motion approved.

ADJOURNMENT

Moved by Council Member Balls, seconded by Council Member Moore to adjourn the meeting at 7:37 p.m. 7 ayes, 0 nays, 2 absent. Motion approved.

Janet Santos, CMMC/CMC/MMC  
City Clerk

# Petition for Banner

RECEIVED  
CITY CLERK  
CITY OF SAGINAW

PETITION CAN NOT BE ACCEPTED SIX (6) MONTHS PRIOR TO EVENT

JUN 02 2016

#16-12

## TO SAGINAW CITY COUNCIL:

We, the undersigned, do hereby petition the Honorable City Council to give favorable consideration to erect a banner at **not more than two** of the locations listed below. We understand that the \$150.00 banner fee per location must be paid to the Department of Engineering prior to hanging the banner and that the banner/s must be picked up within ten days after the FINAL display date. Fee established by Council resolution on June 7, 2004.

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> 500 Block of Court Street | <input type="checkbox"/> 300 Block of South Michigan       |
| <input type="checkbox"/> 200 Block of West Genesee            | <input type="checkbox"/> 1000 Block of East Genesee Avenue |

Light up the City  
Organization Name

Community Event  
Purpose of Banner

**MESSAGE ON BANNER:** Light up the City free public event (sponsors)

Display Dates Requested: 7/5/16 to 7/11/16  
*First and Last Dates can NOT be a Weekend. Dates span can NOT exceed 30 days.*

**PETITIONERS** 7/18/16 8/4/16

- |         |         |
|---------|---------|
| 1 _____ | 2 _____ |
| 3 _____ | 4 _____ |

## CONTACT PERSON INFORMATION:

NAME Tr Smith PHONE 989-390-0498

ADDRESS 2402 Salzburg Rd Freeland MI 48623

EMAIL Smithw22@saginaw.gov

----- CLERK'S OFFICE USE ONLY -----

EMAIL TO: Engineering@saginaw-mi.com BY: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY COUNCIL: \_\_\_\_\_

CITY CLERK

# Petition for Banner

RECEIVED  
CITY CLERK  
CITY OF SAGINAW

PETITION CAN NOT BE ACCEPTED SIX (6) MONTHS PRIOR TO EVENT

JUN 03 2016

# 16-13

## TO SAGINAW CITY COUNCIL:

We, the undersigned, do hereby petition the Honorable City Council to give favorable consideration to erect a banner at not more than two of the locations listed below. We understand that the \$150.00 banner fee per location must be paid to the Department of Engineering prior to hanging the banner and that the banner/s must be picked up within ten days after the FINAL display date. Fee established by Council resolution on June 7, 2004.

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> 500 Block of Court Street | <input type="checkbox"/> 300 Block of South Michigan       |
| <input type="checkbox"/> 200 Block of West Genesee            | <input type="checkbox"/> 1000 Block of East Genesee Avenue |

OLD TOWN SAGINAW ASSOCIATION  
Organization Name

ADVERTISE MICHIGAN TRAVELING VIETNAM WALL & CAR SHOW  
Purpose of Banner

**MESSAGE ON BANNER:** Vietnam Veterans of America: Welcome Home

MI Vietnam Memorial Wall July 16+17 Old Town Motor Fest

Display Dates Requested: Monday July 11 to Monday July 18, 2016  
First and Last Dates can NOT be a Weekend. Dates span can NOT exceed 30 days.

## PETITIONERS

- |                          |                         |
|--------------------------|-------------------------|
| 1 <u>STEVE SNOW</u>      | 2 <u>KIP VAUGHAN</u>    |
| 3 <u>Debra Melkonian</u> | 4 <u>Cindy Thompson</u> |

## CONTACT PERSON INFORMATION:

NAME Debra Melkonian PHONE 989 793-8616  
 ADDRESS 2116 Adams Blvd. Saginaw, MI 48602  
 EMAIL dmelkonian@aol.com

----- CLERK'S OFFICE USE ONLY -----

EMAIL TO: Engineering@saginaw-mi.com BY: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY COUNCIL: \_\_\_\_\_

\_\_\_\_\_  
CITY CLERK

**From:** Timothy Morales, City Manager  
**Subject:** 2015/2016 4<sup>th</sup> Quarter Budget Adjustment  
**Prepared by:** Yolanda M. Jones, Office of Management and Budget

**Manager's Recommendation:**

It is recommended that the 2015/2016 Approved Budget for the listed funds be amended. This adjustment is required to recognize any errors, omissions, or changes that have occurred during the 4<sup>th</sup> quarter.

**Justification:**

The 2015/2016 annual budget will be adjusted in accordance with Public Act 2 of 1968, Uniform Budgeting and Accounting Act, the City Charter; and the approved 2015 Budget Resolution, which states that the City Manager must provide budget adjustments to City Council quarterly and/or as needed. As a result of the City Manager's 4<sup>th</sup> quarter analysis, the below-mentioned budget adjustments take into consideration any errors, omissions, or changes in the funding levels and expenditures approved by City Council as prescribed by the City Charter.

In review of the General Fund, it is recommended that this fund be increased by \$416,541, from \$31,171,966 to \$31,588,507.

- In review of the General Fund Revenues for the 4<sup>th</sup> quarter, the following revenues have been received and must be recognized within the budget – delinquent income taxes will be \$90,868 higher than anticipated; the reimbursement for Medicare Part D will be \$151,953 higher than budgeted, grant funds were received from the Local Community Stabilization for personal property tax reimbursement \$53,101; the city received \$62,135 from the Department of Housing and Urban Development for the EDI Grant; funds were also received for construction plan reviews \$11,690, the penalties for the Office of the City Clerk \$8,495, dividends on the city bank portfolio \$5,218, additional funds received from the Saginaw County Land Bank for weed cutting \$25,000; Fire Department Overtime Reimbursement \$4,921, and recognize donations for the Saginaw Riverfront Commission \$3,160.
- To offset the increases in revenues, listed above, the following expenditures will also be increased: in the Department of Other General Fund – Retiree Healthcare Division's Retiree Healthcare Account No (101-8510-715.007) will be increased by \$299,276 and Operating Services Account No (101-8510-805.000) will be increased by \$24,951 to recognized fees associated with reimbursement of Medicare Part D. In addition, the Department of Other General Fund – Retiree



Pension Division's Retiree Pension Account No (101-8515-703.000) will be increased by \$7,781. This is to recognize the 2015 QEBA Payment.

- Furthermore, in the Office of Inspections and Neighborhood Services – Planning and Zoning Division's Riverfront Development Commission Account No (101-3863-827.003) will be increased by \$3,160. Also, within the Inspection Division, the Demolition Account No (101-3865-816.000) will be increased by \$81,373. This increase is attributable to the numerous arsons that occurred in July 2015.

The Rubbish Collection Fund (226) should be decreased from \$3,907,363 to \$3,684,934. This is a \$223,429 reduction to the fund. In review of the June 30, 2015 annual financial report, the Rubbish Collection Fund available fund balance was \$(23,914). However, the budget reflects the appropriation of \$223,429 use of fund balance. This amendment reduces the budget to reflect the deficit status of the fund. In order to reduce the revenues, the following expenditures accounts have also been reduced – the Rubbish Collection Division's Operating Services Account No (226-4582-805.000) by \$58,000, the Sanitary Landfill Division's Operating Services Account No. (226-4584-805.000) by \$4,000, the Recycling Division's Parts and Supplies Account No (226-4586-742.000) by \$2,000 and Professional Services Account No (226-4586-801.000) by \$130,400 and the Composting Division's Salaries Account No (226-4587-702.000) by \$29,029.

The TARP Blight Elimination Grant Fund (274) should be increased from \$63,250 to \$78,750. This equates to a \$15,500 increase. This increase is due to Saginaw County Land Bank receiving additional grant funds which will result in an opportunity to demolish (62) additional properties.

The Drug Forfeiture Fund (264) should be increased from \$167,564 to \$171,670. This is a net increase of \$4,106. This increase is primarily associated with reimbursements for the sale of property items (\$1,733), LexisNexis for software maintenance fees of (\$2,502), and a reimbursement from EOTech for a rifle scope that was recalled by the manufacturer (\$384). This increase revenue will be slightly offset by a reduction in interest on investment by (\$513). Revenues will be offset by an increase to Drug Forfeiture Fund's Parts and Supplies Account No. (264-3040-742.000) by the same amount.

The Community Development Block Grant Fund (275) should be increased by \$200,000 from \$1,878,402 to \$2,078,402. This amendment reflects the CDBG portion of the street repair to Lapeer Avenue Project. This increase will be realized in the CDBG Special Project Revenue Account No (275-0000-501.041). The offset to revenues will be an increase to the CDBG Special Project Division's Street Resurfacing Account No (275-6511-821.000) by the same amount.

The Sewer Operations and Maintenance Fund (590) should be increased by \$6,345,237 from \$26,859,674 to \$33,204,911. This amendment reflects depreciation on fixed assets of the Sewer Operations and Maintenance Fund. The increase in expenditures will be offset by an available appropriation of retained earnings (\$6,282,158) as well as higher than budgeted sale of junk (\$8,122), materials and services (\$23,606), IPP testing and sampling (\$5,327), interest and penalties (\$25,524), and reimbursements (\$500).

The Water Operations and Maintenance Fund (591) should be increased from \$22,197,982 to \$23,919,336. This is an increase of \$1,721,354. This amendment reflects depreciation on fixed assets of the Water Operations and Maintenance Fund. The increase in expenditures will be offset by an available appropriation of retained earnings (\$1,592,119) interest and penalties (\$26,502), dividends (\$66,384), and gain on investments (\$36,149), special assessment (\$170), and sale of property items (\$30).

The Radio Operation Fund (660) should be increased by \$30,390 from \$133,560 to \$163,950. This amendment reflects depreciation on fixed assets of the Radio Operations Funds. The increase in expenditures will be offset by the appropriation of fund balance.

The Motor Pool Operations Fund (661) should be increased from \$1,967,517 to \$2,148,124. This represents an \$180,607 increase. This increase is due to an increase to Contribution from Other Funds to cover expenditures that have been incurred (\$114,616), and sale of property items (\$65,991). To offset the increase in revenues will be an increase the Motor Pool Operations Fund – Administration Division’s Depreciation Account No. (661-4480-968.000) in the amount of \$117,500 and the Motor Pool Operation Fund – Garage Division’s Parts and Supplies Account No (661-4481-737.000) in the amount of \$63,107.

The Police and Fire Pension Fund (732) should be increased from \$7,785,730 to \$56,730,503. This represents a \$48,944,773 increase. This increase is attributable to the transfer of the IAFF portfolio from the Police and Fire Pension system to the Municipal Employee Retirement System.

**Council Action:**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to approve the recommendations from the City Manager.

**From:** Tim Morales, City Manager

**Subject:** Insurance Policy Renewal for July 1, 2016 to June 30, 2017

**Prepared by:** Janet Santos, City Clerk

**Manager's Recommendation:**

I recommend approval of the insurance proposals under Lloyd's of London (BRIT) for the City's General Liability, Automobile Liability, Michigan No Fault, Employees Benefits Liability, Law Enforcement Liability, Public Officials Liability (Employment Practices Liability, Errors & Omissions, EEOC, Administrative Hearings and Sexual Harassment); with Lloyd's of London (BRIT) for Automobile Physical Damage; and with StarStone National Insurance Company for an Excess (Umbrella) Liability Policy. Each policy is effective July 1, 2016 through June 30, 2017, and that I, and/or my designee, be authorized to execute any and all necessary insurance documents under the plans as necessary throughout the policy term, including, but not limited to, removing and/or adding automobiles as the City acquires and/or disposes of same.

**Justification:**

Saginaw Bay Underwriters obtained quotes from the City's current insurance providers and other insurance providers for the City's policies expiring on July 1, 2016. Saginaw Bay Underwriters seeks quotes from multiple companies every two to three years. After review and consideration, I am recommending the following carriers and policies with coverage, premiums and deductibles:

Lloyd's of London (BRIT): The City's recent reduction in its claims history provides that coverage for its Public Officials Liability can remain with BRIT Indemnity Company. Lloyd's of London (BRIT) premium is \$354,500. The coverage for General Liability, Law Enforcement Liability, Public Officials Liability and Automobile Liability will remain at \$10,000,000 with a \$250,000 self-insured retention, which is the same as last year. For the Automobile Physical Damage the deductible remains at \$25,000 with a \$2,000,000 dollar limit.

StarStone National Insurance Company. This is the Excess (Umbrella) Liability Policy, providing an additional \$10,000,000 in liability coverage for General Liability, Law Enforcement Liability, Public Officials Liability, Sexual Harassment Liability, Employee Benefits Liability, Employers Liability and Auto Liability. The premium quoted is \$50,892, an increase of \$2,781.

Comparison between last year's premium and those proposed for FY2016-2017 is as follows:

<i>Description of Coverage</i>	<i>Expiring Premium 2015-2016</i>	<i>Renewal Premium 2016-2017</i>
	<b><u>Lloyd's (BRIT)</u></b>	<b><u>Lloyd's (BRIT)</u></b>
General Liability, Law Enforcement Liability, Public Officials Liability and Automobile Liability <i>with a \$250,000 SIR</i>	\$ 343,651	\$ 354,500
Surplus Lines Tax	\$ 8,591	\$ 8,863
Automobile Physical Damage: \$25,000 deductible	\$ included	\$ included
	<b><u>StarStone National</u></b>	<b><u>StarStone National</u></b>
Umbrella \$10 mil limit	\$ 48,111	\$ 50,892
<b>Total Estimated Premium</b>	<b>\$400,353</b>	<b>\$414,255</b>

Overall the City will see an increase of \$13,902 in insurance costs for FY2016-2017. Quotes received were comparable to those of the industry standards and all insurance carriers have excellent ratings according to the Best Guide, which determines the financial stability of insurance companies.

As in the past, the City has opted to exclude coverage for terrorism losses under the Terrorism Risk Insurance Act of 2002. This election was made due to the fact that the “act of terrorism” only covers an act that is certified by the Secretary of the Treasury in concurrence with the Secretary of State, and the Attorney General of the United States.

Funds for these payments are available in the Self-Insurance Fund Insurance Account No. 677-1762-806.000. Funds for insurance premiums are budgeted and collected from all departmental budgets and deposited into the Self-Insurance Fund. General and excess liability policies are charged against the division and/or department's budget pursuant to its size. Auto physical damage is charged to each division and/or department based on the number of vehicles assigned.

Coverage documents, policy changes and contracts to implement the new insurance are subject to the City Manager’s approval as to substance and the City Attorney’s approval as to form.

**Council Action:**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to approve the recommendation from the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** Veeam Backup Software  
**Prepared by:** Chris Seager, Technical Services

**Manager’s Recommendation:**

I recommend that the bid received from Yeo & Yeo Computer Consulting (In-City) be accepted and a purchase order in the amount of \$10,186.40 be issued to them for the purchase of Veeam backup software for VMware.

**Justification:**

On May 24, 2016, the City received bids for the purchase of Veeam Essentials Enterprise Plus bundle for VMware and one year of maintenance. There has been an increasing need for additional virtual servers and as the numbers and amount of data increases so does the time needed for backups. Veeam is a backup software that allows for more efficient backups and restores of virtual servers. This will allow the decrease in the amount of time the backups take to complete and also allow quicker data recovery for files and servers when necessary.

Following is a tabulation of the bids received.

	<u>Bid</u>
Yeo & Yeo Computer Consulting Saginaw, MI (In-City)	\$10,186.40
CDW Government LLC Vernon Hills, IL	\$12,320.00
PCMG Inc. DBA Global GovEd Dayton, OH	\$14,349.86

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 and available in the Technical Services - Information Services Fund – Computer Software No. 658-1720-741.000 for this purchase.

**Council Action:**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to approve the recommendation from the City Manager.

**From:** Tim Morales, City Manager

**Subject:** Workers Compensation Insurance Renewal

**Prepared by:** Dennis Jordan, Human Resources Director

**Manager's Recommendation:**

I recommend approval of the Workers Compensation Insurance Renewal with Safety National Casualty Company for an annual premium of \$76,562, with a term of July 1, 2016 through June 30, 2017.

Coverage documents, policy changes and contracts to implement the new insurance are subject to the City Manager's approval as to substance, and the City Attorney's approval as to form.

It is also recommended that the City Council authorize the City Manager or his designee to sign all documents related to this insurance renewal.

**Justification:**

The City is self-insured for workers compensation illnesses and injuries for indemnity, medical and legal claims up to a specific dollar limit per claim. At such time a claim reaches the specified retention limit, those claims then become the liability of the excess insurance company.

The City obtained quotes from multiple workers compensation excess insurance companies, including our current company Safety National. The incumbent company, Safety National, provided the most favorable pricing and terms.

Comparison between last year's premium and those proposed for FY 2016-2017 are as follows:

	<b><u>Expiring</u></b>	<b><u>Renewal</u></b>
Specific Retention Limit	\$750,000	\$750,000
Annual Excess Premium	\$78,000	\$76,562

The other quotes provided were over \$97,000 in renewal premiums.

The primary reason for the decrease is due to a decrease in payroll exposure.

This vendor meets all requirements of §14.23, "Vendors," of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title I, "General Provisions" of the Saginaw Code of Ordinances 0-1.

The funds are budgeted in the Workers Compensation Fund – Employee Health Division’s Insurance Account No 678-1751-806.000.

**Council Action:**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to approve the recommendation from the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** Printing of Utility Bills  
**Prepared by:** Lynnette Hagen, Fiscal Services

**Manager's Recommendation:**

I recommend that a purchase order be approved and issued to Kent Communications, Inc., for \$72,136 to print the water/sewer utility bills for FY 2017; and pending approval of the FY 2018 budget, accept the bid from Kent Communications, Inc., for \$71,736 to print the water/sewer utility bills for FY 2018.

**Justification:**

Original bids for the printing of water/sewer utility bills were opened on May 31, 2016. Kent Communications, Inc. was the lowest bidder. A tabulation of the bids received is as follows:

	<u>First Year</u>	<u>Second Year</u>	<u>Total</u>
Kent Communications, Inc. Grand Rapids, MI	\$72,136	\$71,736	\$143,872
F.P. Horak Bay City, MI	\$101,760	\$101,760	\$203,520

\*\*NOTE: Because postage should be relatively equal in each case, the main focus regarding cost is on the printing portion of the bid. Kent Communications, Inc. was the low bidder for both printing and postage.

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

Funds for this purchase are available in the Sewer and Water Operations and Maintenance Funds Customer Accounting Division's Operating Service Account No.'s 590-5311-805.000 and 591-5310-805.000.

**Council Action:**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to approve the recommendation from the City Manager.



**From:** Timothy Morales, City Manager  
**Subject:** LexisNexis Risk Data Management Service  
**Prepared by:** Janet Schramke – Income Tax Administrator

**Manager’s Recommendation:**

I recommend that purchase orders be approved and issued to LexisNexis Risk Data Management Service in the amount of \$2,300 for FY 2016 and \$2,500 for FY 2107 for a total of \$4,800.00. This internet search engine is currently used by both the Income Tax and Water Department to locate taxpayers with outstanding debt to the City.

**Justification:**

This informational service is used to locate taxpayers for warrants and small claims court. This vendor has proven to have more accurate information compared to other vendors offering the same service. Collection of outstanding income tax debt yields approximately one million dollars annually.

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

Funds for this payment are budgeted and available in the Income Tax, FS, Professional Services Account No. 101-1745-801.000.

**Council Action:**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to approve the recommendation from the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** Blanket Purchase Orders for Truck Repairs & Service  
**Prepared by:** Christopher Van Loo, Fire Chief

**Manager’s Recommendation:**

I recommend that blanket purchase orders be issued to each of the vendors listed below throughout Fiscal Year 2017 for fire apparatus and staff vehicle emergency repairs and preventive maintenance to meet the needs of the Fire Department’s fleet for Fiscal Year 2017.

**Justification:**

Time and experience have shown that the vendors listed below reliably provide the lowest price on certain services and repairs for the smaller vehicles and our fire trucks and engines. These services include all repairs necessary in order for apparatus and staff vehicles to function dependably (i.e., brakes, alignments, oil changes, sirens, horns, warning lights, etc.) while maintaining quick response times.

Kurtz-Hillman Tire Center Saginaw, MI	\$3,500
All-Auto and Truck Saginaw, MI	\$7,500
M & R Electronics Saginaw, MI	\$10,000

These vendors meet all requirements of §14.23, “Vendors,” Purchasing, Contracting, and Selling Procedure,” of Chapter 14, “Finance and Purchasing,” of Title I, “General Provisions” of the Saginaw Code of Ordinances O-1.

Funds are budgeted and available in the Community Public Safety – Fire, Fire Apparatus and Maintenance Division’s Motor Vehicle Repairs Account No. 101 3554 931.000.

**Council Action:**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to approve the recommendation from the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** Apollo Fire Apparatus Repair– Apparatus Repairs  
**Prepared by:** Christopher Van Loo, Fire Chief

**Manager’s Recommendation:**

I recommend that a blanket purchase order be issued to Apollo Fire Apparatus Repair, Romeo, MI, in the amount of \$40,000 for emergency repairs and preventive maintenance to meet the needs of the Fire Department’s six pumpers and two aerial apparatus for Fiscal Year 2017.

**Justification:**

Outside vendor services are used to mechanically maintain, repair, test, and certify the Saginaw Fire Department fleet. Apollo Fire Apparatus Repair possesses the expertise and certifications necessary for fire apparatus repairs for pumpers and aerial gauges, pumps, hydraulics, and valves. Apollo Fire Apparatus Repair is the factory authorized service provider for our newest fire engine. Most repair issues with our new engine will be covered under the manufacturer’s warranty however preventive maintenance and other repairs outside the scope of the manufacturer’s warranty will need to be performed by this authorized Spartan ERV service provider. Though they are not located in the Saginaw area, they do provide a mobile service that can accommodate our service needs. The addition of this vendor within the group of specialized vendors we use for pump, aerial, and valve services will further ensure competitive pricing among the specialized service providers we use for apparatus.

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

Funds are budgeted and available in the Community Public Safety – Fire, Fire Apparatus and Maintenance Division’s Motor Vehicle Repairs Account No. 101 3554 931.000.

**Council Action:**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to approve the recommendation from the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** Diesel Truck Sales – Apparatus Repairs  
**Prepared by:** Christopher Van Loo, Fire Chief

**Manager’s Recommendation:**

I recommend that a blanket purchase order be approved and issued to Diesel Truck Sales of Saginaw, MI, in the amount of \$40,000 for emergency repairs and preventive maintenance to meet the needs of the Fire Department’s six pumpers and two aerial apparatus for Fiscal Year 2017.

**Justification:**

Outside vendor services are used to mechanically maintain and repair the Saginaw Fire Department fleet. Diesel Truck Sales possesses the expertise and certifications necessary for fire apparatus repairs. They are located in the City of Saginaw which provides the fire department the ability to transport our vehicles to their facility for emergency repairs and routine maintenance of diesel engines, heavy truck drive trains, and chassis issues. Due to our limited department staffing and the resulting difficulty transporting apparatus to outside repair facilities, Diesel Truck Sale’s location has proven very beneficial and cost effective for completing timely repairs and maintenance and ensuring the fire department’s fleet of apparatus is always ready to respond to emergency incidents.

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

Funds are budgeted and available in the Community Public Safety – Fire, Fire Apparatus and Maintenance Division’s Motor Vehicle Repairs Account No. 101 3554 931.000.

**Council Action:**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to approve the recommendation from the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** Frontline Services – Apparatus Repairs  
**Prepared by:** Christopher Van Loo, Fire Chief

**Manager’s Recommendation:**

I recommend that a blanket purchase order be issued to Frontline Services of Freeland, MI, in the amount of \$10,000 for emergency repairs and preventive maintenance to meet the needs of the Fire Department’s six pumpers and two aerial apparatus for Fiscal Year 2017.

**Justification:**

Outside vendor services are used to mechanically maintain and repair the Saginaw Fire Department fleet. Frontline Services possesses the expertise and certifications necessary for fire apparatus repairs for pumpers and aerial gauges, pumps, hydraulics, and valves. Frontline Services is a specialized vendor that performs repairs and preventive maintenance services, certifies fire apparatus pumps, and is authorized to perform work on fire apparatus hydraulic systems and valves. Frontline Services is the closest available certified fire apparatus service provider located within a reasonable distance of the City of Saginaw. Their proximity to the city has proven beneficial.

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

Funds are budgeted and available in the Community Public Safety – Fire, Fire Apparatus and Maintenance Division’s Motor Vehicle Repairs Account No. 101 3554 931.000.

**Council Action:**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to approve the recommendation from the City Manager.

**From:** Timothy Morales, City Manager

**Subject:** Jerry's Tire – Apparatus Tires

**Prepared by:** Christopher Van Loo, Fire Chief

**Manager's Recommendation:**

I recommend that a blanket purchase order be issued to Jerry's Tire, Saginaw, in the amount of \$10,000 for tires for the Saginaw Fire Department's heavy apparatus fleet for Fiscal Year 2017.

**Justification:**

Maintaining proper care of tires on the Saginaw Fire Department apparatus is necessary and critical for the safety of department personnel and maintaining critical service levels for the residents of the City of Saginaw. Due to our limited department staffing and the resulting difficulty transporting apparatus to outside repair facilities, Jerry's Tire's close proximity to the City of Saginaw has proven very beneficial and cost effective for meeting the department's routine and emergency needs for apparatus tires.

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

Funds are budgeted and available in the Community Public Safety – Fire, Fire Apparatus and Maintenance Division's Motor Vehicle Repairs Account No.101 3554 931.000.

**Council Action:**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to approve the recommendation from the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** Blanket Purchase Orders for Services of Local Vendors  
**Prepared by:** Don Riley, Public Services Department

**Manager's Recommendation:**

I recommend approving blanket purchase orders to the City's primary suppliers of local fleet vehicle services in the amounts listed below totaling \$39,300 for various vehicle services and repairs for Fiscal Year 2017.

**Justification:**

The City's Municipal Garage requires the services of local vendors for various repairs of fleet vehicles from July 1, 2016 to June 30, 2017. There is no feasible means to predetermine what type of services will be needed to include suspension, engine, and upholstery repairs, etc. These are random services that are needed in any given time period. Issuing individual purchase orders is costly and administratively time consuming. This represents a 36% increase from last year's requests, and more accurately reflects the previous year's expenditures to each vendor. The Municipal Garage personnel will price quote individual services and select the lowest and best vendor for each service, with the cost charged to the respective blanket purchase order. Therefore, it is clearly in the best interest of the City to continue this procedure for Fiscal Year 2017 as follows:

<u>Vendor</u>	<u>PO Amount</u>
AIS Bridgport, MI	\$ 3,000
Bushey's Radiator & Glass Saginaw, MI (in-city)	\$ 4,000
Discount Transmissions Saginaw, MI (in-city)	\$ 4,000
General Top & Trim Saginaw, MI (in-city)	\$ 4,000
Interstate Truck Source Saginaw, MI (out-city)	\$ 3,000
Michigan Cat Saginaw, MI (out city)	\$ 3,000

<u>Vendor</u>	<u>PO Amount</u>
Michigan Truck Spring Saginaw, MI (out-city)	\$ 5,000
Muffler Man Saginaw, MI (out-city)	\$ 2,300
Tire Centers LLC Buena Vista, MI	\$ 8,000
Tuffy Muffler Saginaw, MI (in-city)	\$ 3,000

These vendors meet all requirements of §14.23, "Vendors," of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title I, "General Provisions" of the Saginaw Code of Ordinances O-1.

Funds for these services are budgeted in Motor Pool Operation Fund – Garage Operation Division's, Motor Vehicle Repairs Account No. 661-4481-931.000.

**Council Action:**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to approve the recommendation from the City Manager.



**From:** Timothy Morales, City Manager  
**Subject:** Andersen & Japanese Centers Light Replacement – Facilities Division  
**Prepared by:** Bruce Caradine, Public Services Department

**Manager’s Recommendation:**

I recommend that the low bids from Standard Electric of Saginaw, MI be accepted and two separate purchase orders be approved and issued to them in the amount of \$3,970.20 for light replacement at the Japanese Cultural Center and for \$5,582.71 for light replacement at the Andersen Enrichment Center.

**Justification:**

On May 31, 2016, the City received two (2) bids to purchase energy efficient fixtures and bulbs for use at the Andersen Enrichment and Japanese Cultural Centers. The Manager of Operations at the Japanese Cultural Center, Yoko Mossner, chose Option #1 from the bids for replacement fixtures totaling \$3,970.20. The Andersen Enrichment Center bid for light fixtures and bulb replacement for all 17 items totaled \$5,582.71. Removal of the existing old and inefficient light fixtures, bulbs, and installation of these new items, will improve upon its energy efficiency and reduce the amount of electrical energy used on an annual basis within these facilities.

Once the light fixtures and bulbs have been purchased, the Traffic Maintenance Electricians will install them at the Andersen Enrichment and Japanese Cultural Centers. All light replacement work at the Japanese Cultural Center should be completed prior to and in preparation for the 55<sup>th</sup> Anniversary Celebration of the Sister City relationship between Tokushima and the City of Saginaw, and the 30<sup>th</sup> Anniversary of the Cultural Center.

The following is a tabulation of the bids received:

<u>Vendor</u>	<u>Venue</u>	<u>Cost</u>
Standard Electric	Andersen Center	\$5,582.71
Saginaw, MI (out-city)	Japanese Center Option #1	<u>\$3,970.20</u>
	<b>Total</b>	<b>\$9,552.91</b>
McNaughton-McKay Electric	Andersen Center	\$5,912.85
Saginaw, MI (out-city)	Japanese Center Option #1	<u>\$4,046.36</u>
	<b>Total</b>	<b>\$9,959.21</b>

Standard Electric meets all requirements of §14.23, “Vendors,” of Purchasing, Contracting, and Selling Procedures,” of Chapter 14, “Finance and Purchasing,” of Title I, “General Provisions” of the Saginaw Code of Ordinance O-1.

Funds for this purchase are available in the Clean Energy Coalition Fund – Clean Energy Coalition Division’s, Parts & Supplies Account No. 230-1795-742.000.

**Council Action:**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to approve the recommendation from the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** City Hall Stamped Concrete Materials – Facilities Division  
**Prepared by:** Bruce Caradine, Public Services Department

**Manager’s Recommendation:**

I recommend that the low quote from Decorative Concrete Resources, of Saginaw, MI be accepted and a purchase order be approved and issued to them in the amount of \$3,687.88 for the purchase of materials to reseal City Hall’s Red Stamped Concrete.

**Justification:**

On May 23, 2016, the City received two (2) quotes to purchase the materials necessary to reseal the red brick stamped concrete around the City Hall Building. The sealer on the current concrete surface has worn off. It has not been sealed since the initial installation in 2000. Bids were last received two years ago (2014), for contracting out the entire sealing service with a low bid of \$39,000. The work was not awarded at that time. The City has opted for the cost savings approach of purchasing the materials and self-installation with current staff. This will result in substantial savings in labor costs.

The following is a tabulation of the quotes received:

<u>Vendor</u>	<u>Cost</u>
Decorative Concrete Resources Saginaw, MI (Out of City)	\$3,687.88
Westside Decorating Center, Inc. Saginaw, MI (Out of City)	\$4,748.00

Decorative Concrete Resources, meets all requirements of §14.23, “Vendors,” of Purchasing, Contracting, and Selling Procedures,” of Chapter 14, “Finance and Purchasing,” of Title I, “General Provisions” of the Saginaw Code of Ordinance O-1.

Funds for this purchase are available in the General Fund, Public Services Department, Facilities Division’s, Parts & Supplies Account No. 101-7575-742.000.

**Council Action:**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to approve the recommendation from the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** Annual Lawn Services – Facilities Division  
**Prepared by:** Bruce Caradine, Public Services Department

**Manager’s Recommendation:**

I recommend the sole bid from TruGreen, Saginaw, MI be accepted and a purchase order be approved and issued to them in the amount of \$10,683 for fiscal year 2017 for annual city-wide lawn fertilization services. I also recommend, pending approval of the FY 2018 and FY 2019 budgets, approval of the bid from TruGreen for \$10,683 for FY 2018 and FY 2019 for annual lawn fertilization services.

**Justification:**

On May 3, 2016, sealed bids were received for annual lawn services at select City properties. This service requires TruGreen to apply an early spring fertilization treatment, summer weed control treatment and a fall crabgrass control treatment to designated City-owned properties. The City properties that will receive these treatments are City Hall, Public Services, Police Department, Andersen Enrichment Center, and select portions of Celebration Park and Forest Lawn Cemetery. The Facilities Division provides seasonal lawn services for select City properties from April to September in an attempt to keep lawns presentable.

The following is a tabulation of the bids received:

<b><u>Vendor</u></b>		<b><u>Cost</u></b>
TruGreen	FY17	\$10,683
Saginaw, MI (out-city)	FY18	\$10,683
	FY19	\$10,683

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

Funds for this purchase are budgeted in the following: General Fund - Department of Public Services – Facilities Division’s, Operating Services Account No. 101-7575-805.000 (\$375), General Fund - Department of Public Services - Cemeteries Division’s, Operating Services Account No. 101-1747-805.000 (\$8,976), General Fund - Department of Community Public Safety - Police Building Management Division’s, Operating Services Account No. 101-3514-805.000 (\$105), DPW Revolving Fund – Public Works Building Division’s, Operating Services Account No. 641-4439-805-000 (\$687), and Celebration Park Fund - Celebrations Division’s, Operating Services Account No. 508-7580-805.000 (\$273), Andersen Center Operation, Andersen Enrichment Center’s Operating Services Account No. 236-7540-805.000 (\$267) and

will be budgeted in the same amount and account numbers for fiscal years 2018 and 2019.

**Council Action:**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to approve the recommendation from the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** Annual Catch Basin and Sewer Debris Hauling – Maintenance & Service Division

**Prepared by:** Josh Hoffman, Public Services Department

**Manager’s Recommendation:**

I recommend the low two (2) year bid from Waste Management, Saginaw, MI, be accepted and a purchase order to be issued to them in the amount of \$35,000 for FY 2017 for catch basin and sewer debris hauling for the Maintenance and Service Division. I further recommend upon approval of the FY 2018 budget, acceptance of the bid from Waste Management for \$35,000 for catch basin and sewer debris hauling for FY 2018.

**Justification:**

On April 12, 2016, bids were received for catch basin and sewer debris hauling for Fiscal Year 2017 and Fiscal Year 2018. This service provides 20 yard containers to landfill the City’s sewer debris from main line sewer and catch basin activities which amount to approximately 1,200 cubic yards of debris. Bids were received from three (3) vendors: Waste Management, Billy’s Contracting, and Republic Services; with Waste Management submitting the low bid. This represents a 9.7% decrease from FY 2016.

The following is a tabulation of the bids received:

**Fiscal Year 2017**

<b><u>Vendor</u></b>	<b><u>Cost</u></b>
<b>Waste Management Saginaw, MI</b>	\$564.20 (per 20 CYD- container)
• Max. Load Size CYD.	20
• Container Rental per Month	\$ 0
• Disposal Cost per CYD.	\$28.21
<b>Republic Services Flint, MI</b>	\$775.00 (per 20 CYD - container + rental)
• Max. Load Size CYD.	20
• Container Rental per Month	\$25.00
• Disposal Cost per CYD.	\$37.50

<b>Billy’s Contracting</b>	\$650.00 (per 20 CYD pull)
<b>Saginaw, MI</b>	
• Max. Load size CYD	20
• Container rental per month	\$ No Bid
• Disposal cost per CYD	\$ No Bid

**Fiscal Year 2018**

<b><u>Vendor</u></b>	<b><u>Cost</u></b>
<b>Waste Management</b>	\$564.20 (per 20 CYD-
<b>Saginaw, MI</b>	container)
• Max. load size CYD.	20
• Container rental per month	\$ 0
• Disposal cost per CYD.	\$28.21
<b>Republic Services</b>	\$785.00 (per 20 CYD -
<b>Flint, MI</b>	container + rental)
• Max. load size CYD	20
• Container rental per month	\$25.00
• Disposal cost per CYD.	\$38.00
<b>Billy’s Contracting</b>	\$650.00 (per 20 CYD pull)
<b>Saginaw MI</b>	
• Max. load size CYD	20
• Container rental per month	\$ No Bid
• Disposal cost per CYD	\$ No Bid

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

Funds for this purchases are budgeted in the Sewer Operation and Maintenance Fund – Maintenance and Service Division’s, Operating Services Account No. 590-4821-805.000 for Fiscal Year 2017 and will be budgeted in the same account for Fiscal Year 2018 pending budget approval.

**Council Action:**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to approve the recommendation from the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** Annual Supply of Concrete Ready Mix– Maintenance & Service  
**Prepared By:** Josh Hoffman, Public Services Department

**Manager’s Recommendation:**

I recommend that the low bid from R & R Ready Mix, Inc., Saginaw, MI, be accepted and a purchase order be issued to them in the amount of \$184,000.00 for concrete ready mix for the Maintenance and Service Division for FY 2017. I also recommend, pending approval of the FY 2018 budget, to accept the bid from R & R Ready Mix, Inc. in the amount of \$184,000.00 for concrete ready mix for FY 2018.

**Justification:**

On April 12, 2016, the Maintenance and Service Division received a two (2) year bid from R & R Ready Mix for Ready-Mix concrete that will be used for utility cut repairs throughout the City’s water distribution, transmission system, and the sewage collection system. The Maintenance and Service Division excavates approximately 700 water and sewer repairs annually requiring restoration of any paved surfaces removed to access the utilities, which amounts to approximately 400 repairs to sidewalks, driveways, and roadways each year.

The following is a tabulation of the bids received:

<u>R&amp;R Ready Saginaw, MI (out-city)</u>	<u>FY 2017</u>	<u>FY 2018</u>
35S 6 sack/yard	\$101.00 /yard	\$106.00 /yard
35 HE 7 sack/yard	\$107.00 /yard	\$112.00 /yard
P-FS/yard	\$119.00 /yard	\$124.00 /yard
<u>Rock Products Saginaw, MI (in-city)</u>		
35S 6 sack/yard	\$106.00 /yard	\$114.00 /yard
35 HE 7 sack/yard	\$114.00 /yard	\$122.00 /yard
P-FS/yard	\$106.00 /yard	\$114.00 /yard

R & R Ready Mix Inc., meets all requirements of §14.23, “Vendors,” of “Purchasing, Contracting, and Selling Procedure,” of Chapter 14, “Finance and Purchasing,” of Title I, “General Provision” of the Saginaw Code of Ordinances O-1.

Funds for this purchase are available in the Water Operations and Maintenance Fund – Street and Road Materials Account No. 591-4721-743.000 (\$109,000) and Sewer



Operations and Maintenance Fund – Street and Road Materials Account No. 590-4821-743.000 (\$75,000) for Fiscal Year 17 and will be budgeted in the same accounts for Fiscal Year 2018 pending budget approval.

**Council Action:**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to approve the recommendation from the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** Aggregate and Spoil Removal Bids  
**Prepared by:** Josh Hoffman, Public Services Department

**Manager's Recommendation:**

I recommend that separate purchase orders be approved and issued for Fiscal Year 2017 to Champagne and Marx Excavating, Saginaw, MI (out-city) in the amount of \$59,325 and to Eggers Excavating, Saginaw, MI (in-city) in the amount of \$16,000. I further recommend upon approval of the 2018 Fiscal Year budget, that bids be approved from Champagne and Marx Excavating in the amount of \$60,165 and to Eggers Excavating in the amount of \$16,000 with the same item numbers for each vendor to purchase gravel, sand, stone and for spoil removal and spoil dumping for the Maintenance and Service Division.

**Justification:**

On April 12, 2016, the City received bids on 500 tons of 60/40 Gravel, 600 tons of Mason Sand, 1,000 tons of 6AA Stone and 1,700 tons of 22A Stone Crete and 25,000 yards of spoil removal and spoil dumping for two years. In each category the lowest bid was awarded to the respective vendor for six (6) items and/or services. A cost comparison shows an average 12.6% increase in cost with Champagne and Marx awarded items #1, #2, #3 and #4, and Eggers Excavating awarded #5. There were no bids received for #6. The following is a tabulation of the bids received.

<b><u>Fiscal Year - 2017</u></b>	<b><u>Champagne &amp; Marx</u></b>	<b><u>Burroughs North</u></b>	<b><u>Eggers Excavating</u></b>
1. 60/40 Gravel	\$ 7,800	\$11,250	N/A
2. Mason Sand	\$ 6,720	\$ 8,730	N/A
3. 6AA Stone	\$18,880	\$19,150	N/A
4. 22A Stone Crete	\$25,925	\$26,860	N/A
5. Spoil Dumping	N/A	N/A	\$16,000
6. Spoil Removal	N/A	N/A	N/A
Total	\$59,325	\$65,990	\$16,000

<u>Fiscal Year - 2018</u>	<u>Champagne &amp; Marx</u>	<u>Burroughs North</u>	<u>Eggers Excavating</u>
1. 60/40 Gravel	\$ 7,875	\$11,500	N/A
2. Mason Sand	\$ 6,810	\$ 8,850	N/A
3. 6AA Stone	\$19,130	\$19,500	N/A
4. 22A Stone Crete	\$26,350	\$27,455	N/A
5. Spoil Dumping	N/A	N/A	\$16,000
6. Spoil Removal	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
Total	\$60,165	\$67,305	\$16,000

Champagne & Marx Excavating and Eggers Excavating meet all requirements of §14.23, "Vendors," of Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title I, "General Provisions" of the Saginaw Code of Ordinances O-1.

Funds for these purchases are budgeted in the Water and Sewer Operation and Maintenance Fund – Maintenance and Service Division’s, Parts & Supplies Account No. 591-4721-742.000 (\$7,260) and 590-4821-742.000 (\$7,260) for 60/40 Gravel and Mason Sand in the Water and Sewer Operation Maintenance Fund – Maintenance and Service Division’s, Street and Road Materials Account No. 591-472-743.000 (\$22,402.50) and 591-4721-743.000 (\$22,402.50) for 6AA and 22A Stone in the Water and Sewer Operation and Maintenance Fund – Maintenance and Service Division’s, Operating Services Account No. 591-4721-805.00 (\$8,000) and 590-4821-805.000 (\$8,000) for Spoil dumping and will be budgeted in the same accounts equally in the amount required for the same item numbers in fiscal year 2018 pending budget approval.

**Council Action:**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to approve the recommendation from the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** Annual Purchase Order for Topsoil and Backfill Sand  
Maintenance & Service Division

**Prepared by:** Josh Hoffman, Public Services Department

**Manager's Recommendation:**

I recommend the low bids be accepted and that separate purchase orders be issued to Doc Heinz Contracting, Saginaw, MI, in the amount of \$124,400, and to Bourdow Contracting of Carrollton, MI, in the amount \$39,396.50 for an annual supply of topsoil and sand for a total amount of \$163,796.50 for FY 2017. I further recommend the bids be accepted from Doc Heinz Contracting in the amount of \$129,400 and to Bourdow Trucking Company in the amount of \$41,093, pending the approval of the FY 2018 budget, for the annual supply of topsoil and sand for the Maintenance and Services Division, for a total amount of \$170,493 for FY 2018.

**Justification:**

On April 5, 2016, two-year bids were received for an annual supply of topsoil (3,770 tons) and sand (20,000 tons) used by Maintenance and Service Division to backfill streets and restore grass areas disturbed by water or sewer excavations. Six vendors submitted bids with Doc Heinz Contracting being awarded the back fill sand for two years and Bourdow Trucking Company awarded the topsoil for two years. A cost comparison shows an overall increase of 6% for FY 17 & 18 combined for topsoil and a 9% increase for FY 17 & 18 combined for yellow sand from the previous year.

The following is a tabulation of the bids received:

<u>Vendor</u>	<u>FY 2017</u>		<u>FY 2018</u>	
Bourdow Contracting Carrollton, MI (out-city)	\$ 39,396.50 (+2.3% increase)	Topsoil	\$ 41,093 (+2.7% increase)	Topsoil
Doc Heinz Contracting Saginaw, MI (out-city)	\$124,000 (+6.0% increase)	Sand	\$129,400 (+3.0% increase)	Sand
Champagne & Marx Excavating Saginaw, MI (out-city)	\$ 39,585	Topsoil	\$ 40,716	Topsoil
Eggers Excavating Saginaw, MI (in-city)	\$140,000 \$ 52,780	Sand Topsoil	\$140,000 \$ 52,780	Sand Topsoil

Glenn Eisenhardt Excavating	\$ 64,745	Topsoil	\$ 64,745	Topsoil
Leonard, MI	\$210,000	Sand	\$210,000	Sand

These vendors meet all requirements of §14.23, "Vendors," of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title I, "General Provisions" of the Saginaw Code of Ordinances 0-1.

Funds for these purchases pending approval will be budgeted in the Water Operation and Maintenance Fund – Maintenance and Service Division's Parts and Supplies Account No. 591-4721-742.000 (\$81,898.25), and Sewer Operation and Maintenance Fund – Maintenance and Service Division's Parts and Supplies Account No. 590-4821-742.000 (\$81,898.25) for FY 2017, and will be budgeted in the Water Operation and Maintenance Fund – Maintenance and Service Division's Parts and Supplies Account No. 591-4721-742.000 (\$85,246.50), and Sewer Operation and Maintenance Fund – Maintenance and Service Division's Parts and Supplies Account No. 590-4821-742.000 (\$85,246.50) pending approval for FY 2018 budget.

### **Council Action**

Moved by Council Member \_\_\_\_\_ moved, seconded by Council Member \_\_\_\_\_ to approve the recommendation from the City Manager.

**From:** Tim Morales, City Manager  
**Subject:** Annual Supply of Manhole Blocks  
**Prepared by:** Josh Hoffman, Public Services Department

**Manager's Recommendation:**

I recommend that the low bid from HD Supply Waterworks, Canton, MI, be accepted and that a purchase order be issued to them in the amount of \$9,220.00 for an annual supply of manhole blocks for the Maintenance and Service Division for FY 2017.

**Justification:**

On April 5, 2016, three bids were received for an annual supply of 6,000 manhole blocks. The manhole blocks will be used by the Maintenance and Service Division for the construction and repairs to the Sewage Collection System throughout the City. A cost comparison shows a 2.4% increase for the same amount of manhole blocks from the previous year's bid. Per the bid specifications, all manhole blocks are required to meet the ASTM C-140 standard and be free from defects.

<u>Vendor</u>	<u>Unit Cost</u>	<u>Total</u>
HD Supply Waterworks Canton, MI	\$1.52/Each (\$100 Shipping)	\$ 9,220.00
Michigan Pipe and Valve Saginaw, MI (out-city)	\$1.85/Each	\$11,100.00
Sabiston Builders Supply Warren, MI	\$1.90/Each	\$11,400.00

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

Funds for this purchase are budgeted in the Sewer Operation and Maintenance Fund – Maintenance and Service Division's Parts and Supplies Account No. 590-4821-742.000 and will be accounted for in the Water Operation and Maintenance Fund Water Inventory Account No. 591-0000-110.002.

**Council Action:**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to approve the recommendation from the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** No Lead Brass Water Parts – Maintenance & Service  
**Prepared by:** Josh Hoffman, Public Service Department

**Manager's Recommendation:**

I recommend that the low bid from ETNA Supply Company, Grand Rapids, MI, be accepted and a purchase order be issued to them in the amount of \$52,553.55 for various brass water parts for the Maintenance and Services Division for Fiscal Year 2017.

**Justification:**

On April 12, 2016, the City received bids for an all or none on 62 various brass water parts totaling over 3,000 individual pieces. Three complete bids were received for all 62 brass water parts. One non-compliant bid was received for only 45 out of 62 brass water parts (Michigan Meter Technology Group). These brass parts will be used in the maintenance, repair and construction of the Transmission and Distribution Potable Water Systems. A cost comparison shows an average of 12.92% decrease over the previous purchase FY 2016.

<u>Vendor</u>	<u>Total</u>
Etna Supply Grand Rapids, MI	\$52,553.55
Michigan Pipe and Valve Saginaw, MI (out-city)	\$56,487.85
Midway Pipe and Supply Plainview, TX	\$68,295.81

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

Funds for this purchase are budgeted in the Water Operation and Maintenance Fund – Maintenance and Service Division's, Parts and Supplies Account No. 591-4721-742.000.

**Council Action:**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to approve the recommendation from the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** Annual Supply of Hot and Cold Asphalt – ROW Division  
**Prepared By:** Beth London, Public Services Department

**Manager’s Recommendation:**

I recommend that the sole low bid from Ace-Saginaw Paving Company, Saginaw, MI (out-city) be accepted and a purchase order be issued to them in the amount of \$135,505 for hot and cold asphalt for the Streets Section of the Right of Way Division for FY 2017. I also recommend, pending Council approval of the FY 2018 budget, acceptance of the low sole bid from Ace-Saginaw Paving Company for hot and cold asphalt for FY 2018 and the issuance of a purchase order to them in the same amount.

**Justification:**

On April 5, 2016, Ace-Saginaw Paving Company submitted the sole two (2) year bid for hot and cold asphalt. The purchase of hot and cold asphalt is necessary for the Streets Section of the Right of Way Division to maintain the approximately 298 miles of City streets and MDOT trunkline routes within the City.

The following is a tabulation of the bid received:

<b><u>Ace-Saginaw Paving Saginaw, MI (out-city)</u></b>	<b><u>FY 2017</u></b>	<b><u>FY 2018</u></b>
Hot Mix 13A/Ton	\$47.00 /ton	\$50.00 /ton
Hot Mix 36A/Ton	\$50.86 /ton	\$54.00 /ton
Cold Patch CP-5/Ton	\$85.00 /ton	\$88.00 /ton

These prices represent a decrease/increase in unit bid prices from FY 2016 as listed below:

	<b><u>FY 2016</u></b>	<b><u>FY 2017</u></b>	<b><u>FY 2018</u></b>
Hot Mix 13A/Ton	\$51.00 /ton	8% Decrease	2% Decrease
Hot Mix 36A/Ton	\$53.00 /ton	4% Decrease	2% Increase
Cold Patch CP-5/Ton	\$86.50 /ton	2% Decrease	2% Increase

Ace-Saginaw Paving Company meets all requirements of §14.23, “Vendors,” of “Purchasing, Contracting, and Selling Procedure,” of Chapter 14, “Finance and Purchasing,” of Title I, “General Provision” of the Saginaw Code of Ordinances O-1.

Funds for this purchase are available in the FY 2017 Major Streets Fund – Routine Maintenance Division’s Street and Road Materials Account No. 202-4651-743.000 (\$38,995) and Local Streets Fund – Routine Maintenance Division’s Street and Road Materials Account No. 203-4651-743.000 (\$96,510), and will be made available in the in FY 2018 budget, pending Council approval.



**Council Action:**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to approve the recommendation from the City Manager.

**From:** Timothy Morales, City Manager

**Subject:** Annual Purchase Orders for Water Main Appurtenances – Maintenance & Service

**Prepared by:** Josh Hoffman, Public Services Department

**Manager’s Recommendation:**

I recommend that the low bids from ETNA Supply, Grand Rapids, MI in the amount of \$107,493.50 and from Michigan Pipe & Valve, Saginaw, MI in the amount of \$123,495.00 be accepted and that separate purchase orders be issued to them for a one-year supply of Water Main Appurtenances to be used in the Maintenance and Service Division for Fiscal Year 2017.

**Justification:**

On April 4, 2016, the City received bids for the annual supply of Water Main Appurtenances. There are 52 Sub-Groups and over 3,000 pieces that are used in the maintenance repair and construction of the Water Distribution and Transmission System on an as needed basis. A cost comparison shows an average increase of 6.3% compared to the previous year’s bid. The following is a tabulation of the bids received, with Etna Supply awarded items #1, #5, #8 and #10 and Michigan Pipe and Valve awarded items #2, #3, #4, #6, #7 and #9.

<b><u>Group - Fiscal Year 2017</u></b>	<b><u>ETNA Supply Grand Rapids, MI</u></b>	<b><u>MI Pipe &amp; Valve Saginaw, MI (out-city)</u></b>
#1 Water Service Boxes	<b>\$ 43,292.50</b>	\$ 49,795.00
#2 Valve Service Boxes	\$ 68,385.00	<b>\$ 54,150.00</b>
#3 Resilient Wedge Cut Valves	\$ 38,405.00	<b>\$ 35,005.00</b>
#4 Bell Clamps	\$ 4,514.00	<b>\$ 4,335.00</b>
#5 Type Duo Solid Sleeves	<b>\$ 52,840.00</b>	\$ 64,910.00
#6 20" Oal in Sleeves	\$ 15,750.00	<b>\$ 9,180.00</b>
#7 MJ Ductile Iron Caps	\$ 4,301.00	<b>\$ 2,930.00</b>
#8 Mega Lug Glands	<b>\$ 1,456.00</b>	\$ 2,252.00
#9 Smith Blair Repair Clamps	\$ 22,696.00	<b>\$ 17,895.00</b>
#10 Resilient Wedge Tapping	<b>\$ 9,905.00</b>	\$ 10,068.00
<b>TOTAL</b>	<b>\$107,493.50</b>	<b>\$123,495.00</b>

**Awarded bid based on lower quote for Group.**

ETNA Supply Company and Michigan Pipe & Valve meet all requirements of §14.23, "Vendors," of Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title I, "General Provisions" of the Saginaw Code of Ordinances O-1.

Funds for these purchases are budgeted in the Water Operation and Maintenance Fund – Maintenance and Service Division's, Parts & Supplies Account No. 591-4721-742.000 \$230,988.50, and will be accounted for in the Water Inventory Account No. 591-0000-171.000.

**Council Action:**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to approve the recommendation from the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** MDOT Cost Agreement (16-5242) for Bridge Work – ROW Division  
**Prepared by:** Beth London, Public Services Department

**Manager’s Recommendation:**

I recommend that the Michigan Department of Transportation (MDOT) Cost Agreement, Number 16-5242, for Bridge work on the Holland Avenue Bridge, Center Street Bridge and the Court Street Bridge, be approved and that the Mayor or his designee be authorized to execute this agreement on behalf of the City of Saginaw. The Agreement has been approved by me as to substance and the City Attorney as to form. A resolution to approve the subject Agreement and authorize the Mayor to sign the Agreement on behalf of the City appears under the regular order of business.

**Justification:**

The proposed Agreement with MDOT is for the purpose of fixing the rights and obligations of the parties in agreeing to the following improvements in the City of Saginaw:

Rehabilitation work on the Holland Avenue Bridge, including bridge preventative maintenance for crack repair, and concrete surface coating repair; rehabilitation work on the Center Street Bridge, including bridge preventative maintenance for concrete patching, bridge railing replacement, expansion joint replacement, and guardrail installation; and rehabilitation work on the Court Street Bridge including bridge preventative maintenance for concrete patching, partial steel beam painting, additional painting, and construction joint repair.

The total estimated project cost is of \$1,396,300. Of the total cost, \$1,247,095 of the cost is eligible for State Local Bridge funding. State Local Bridge funds require a 5% local match. In the case of this project, 95% of \$1,247,095 participating cost, or \$1,184,740 will be paid with State Local Bridge funds. The City is responsible for 5% of the participating cost of \$1,247,095, or \$62,355. The City is also responsible for \$149,205 of non-participating costs on the Court Street Bridge, including additional beam painting and concrete repairs to the nosing and sidewalk. The City is also responsible for any cost overruns.

Therefore, State Local Bridge Funds will pay \$1,184,740 of the cost and the City will pay for \$211,560 of the cost. The City of Saginaw is responsible for any cost overruns in excess of \$1,396,300.

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

Funds for this project are budgeted and available in the FY 2017 Major Street Fund – Bridge Projects Construction Projects Account No. 202-4616-822.000.

**Council Action:**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to approve the recommendation from the City Manager.

## MDOT Cost Agreement No. 16-5242

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to adopt the following resolution:

**WHEREAS:** Cost Agreement No. 16-5242 has been submitted by the Michigan Department of Transportation, which requires the City of Saginaw to adopt a resolution indicating its willingness to participate in the cost of the rehabilitation work in the City of Saginaw on the Holland Avenue Bridge, including bridge preventative maintenance for crack repair, and concrete surface coating; the Center Street Bridge, including bridge preventative maintenance for concrete patching, bridge railing replacement, expansion joint replacement, and guardrail installation; and the Court Street Bridge including bridge preventative maintenance for concrete patching, partial steel beam painting, additional painting, and construction joint repair;

**WHEREAS:** Cost Agreement No. 16-5242 has been approved by the City Manager as to substance and the City Attorney as to form;

**NOW, THEREFORE, BE IT RESOLVED,** that the Council for the City of Saginaw does hereby approve Cost Agreement No. 16-5242 submitted by the Michigan Department of Transportation and that the Mayor or his designee is authorized to execute this agreement on behalf of the City of Saginaw.

Ayes:  
Nays:  
Absent:  
Abstain:

## **RESOLUTION DECLARED ADOPTED**

I, Janet Santos, City Clerk of the City of Saginaw, Michigan, do hereby certify that the foregoing is a true and complete copy of the resolution adopted by the City of Saginaw, Saginaw County, State of Michigan, at a public meeting held on June 20, 2016; the original thereof is on file in the records of my office; the meeting was conducted and public notice of said meeting was given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended, and minutes of this meeting were kept and will be made available as required.

\_\_\_\_\_  
Janet Santos, CMMC/CMC/MMC

**From:** Timothy Morales, City Manager  
**Subject:** Contract with Ace-Saginaw Paving (C-1630) - ROW Division  
**Prepared by:** Beth London, Public Services Department

**Manager’s Recommendation:**

I recommend that the low bid from Ace-Saginaw Paving, for the MDOT M-13 Janes Avenue to Ezra Rust Avenue Overlay (C-1630), be accepted and a contract awarded to them in the amount of \$358,174.00. Contract documents have been signed by the contractor. The contract is subject to approval by me as to substance and the City Attorney as to form.

**Justification:**

On May 31, 2016 the City received bids for the MDOT M-13 Overlay, C-1630 project. The contract includes milling and paving M-13 from Janes Avenue to Ezra Rust Avenue.

This work is being funded 100% percent by MDOT. The City will be reimbursed for the cost of this work as part of the MDOT payment process for trunkline maintenance. The City will receive an additional 7.5% to cover overhead costs to administer this project. The 7.5% administration reimbursement is estimated to be \$26,863.05. The process for administering the subcontracting of MDOT maintenance projects/purchases is included in Section 9, Subcontracts, within the “Michigan Department of Transportation State Trunkline Maintenance Contract City of Saginaw” dated December 15, 2014, which was approved by City Council on September 26, 2014. The Contract with MDOT for State Trunkline Maintenance is for five years and expires on September 30, 2019. The following is a tabulation of the bids received:

<u>Vendor</u>	<u>Cost</u>
Ace-Saginaw Paving Saginaw, MI (out-city)	\$358,174.00
Pyramid Paving Company Bay City, MI	\$397,294.00

Ace-Saginaw Paving 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 project will be made available in the FY 2017 Major Streets Fund – Streets Projects Division’s Street Resurfacing Account No. 202-4614-821.000.

**Council Action:**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_  
to approve the recommendation from the City Manager.



**From:** Timothy Morales, City Manager  
**Subject:** Epoxy Coated Dowels – ROW Division  
**Prepared by:** Beth D. London, Public Services Department

**Manager’s Recommendation:**

I recommend that the bid from Burt Forest Products Company, of Ann Arbor, Michigan be accepted and a purchase order be issued to them in the amount of \$10,160 for the purchase of epoxy coated dowels and deformed bars for street repairs.

**Justification:**

The Streets Section of the Right of Way Division requires epoxy coated dowel bars and deformed bars to make concrete road repairs on the approximately 289 miles of city streets and state trunklines. On May 10, 2016, the City received two bids for the epoxy coated dowel bars and deformed bars. The following is a tabulation of the bids received:

<u>Vendor</u>	<u>Product</u>	<u>Unit Price</u>	<u>Cost</u>
Burt Forest Products Co. Ann Arbor, Michigan	2000 each, 1¼” x 18” Epoxy Coated Dowel	\$4.09	\$8,180.00
	2000 each, #5 Deformed Bar, 18” Long	\$0.99	\$1,980.00
<b>Total Bid</b>			<b>\$10,160.00</b>
Hymmco Saginaw, MI (out-city)	2000 each, 1¼” x 18” Epoxy Coated Dowel	\$4.10	\$8,200.00
	2000 each, #5 Deformed Bar, 18” Long	\$1.10	\$2,200.00
<b>Total Bid</b>			<b>\$10,400.00</b>

Burt Forest Products Co., meets all requirements of §14.23, “Vendors,” Purchasing, Contracting, and Selling Procedure,” of Chapter 14, “Finance and Purchasing,” of Title I, “General Provisions” of the Saginaw Code of Ordinances O-1.

Funds for this purchase are available in the FY 2017 Major Streets Fund – Routine Maintenance Division’s Parts and Supplies Account No. 202-4651-742.000 (\$7,160.00), Major Streets Fund – State Trunkline Division’s Parts and Supplies Account No. 202-

4690-742.000 (\$1,500) and the Local Streets Fund – Routine Maintenance Division’s Parts and Supplies Account No. 203-4651-742.000 (\$1,500.00).

**Council Action:**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to approve the recommendation from the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** Annual Supply of Concrete Ready Mix– ROW Division  
**Prepared By:** Beth London, Public Services Department

**Manager’s Recommendation:**

I recommend that the low bid from R & R Ready Mix, Inc., Saginaw, MI, be accepted and a purchase order be issued to them in the amount of \$78,995.00 for concrete ready mix for the Streets Section of the Right of Way Division for FY 2017. I also recommend, pending approval of the FY 2018 budget, to accept the bid from R & R Ready Mix, Inc. in the amount of \$78,995.00 for concrete ready mix for FY 2018.

**Justification:**

On April 12, 2016, R &R Ready Mix, Inc. submitted the low two (2) year bid for concrete ready mix. The purchase of concrete ready mix is necessary for the Streets Section to make concrete road repairs on the approximately 289 miles of city streets and state trunklines.

The following is a tabulation of the bids received:

<u>R&amp;R Ready Saginaw, MI (out-city)</u>	<u>FY 2017</u>	<u>FY 2018</u>
35S 6 sack/yard	\$101.00 /yard	\$106.00 /yard
35 HE 7 sack/yard	\$107.00 /yard	\$112.00 /yard
P-FS/yard	\$119.00 /yard	\$124.00 /yard
<u>Rock Products Saginaw, MI (in-city)</u>		
35S 6 sack/yard	\$106.00 /yard	\$114.00 /yard
35 HE 7 sack/yard	\$114.00 /yard	\$122.00 /yard
P-FS/yard	\$106.00 /yard	\$114.00 /yard

R & R Ready Mix, Inc. meets all requirements of §14.23, “Vendors,” of “Purchasing, Contracting, and Selling Procedure,” of Chapter 14, “Finance and Purchasing,” of Title I, “General Provision” of the Saginaw Code of Ordinances O-1.

Funds for this purchase are available in the Major Streets Fund – Routine Maintenance Division’s Street and Road Materials Account No. 202-4651-743.000 (\$38,995) and Local Streets Fund – Routine Maintenance Division’s Street and Road Materials Account No. 203-4651-743.000 (\$40,000).

**Council Action:**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to approve the recommendation from the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** Printing and Mailing of Rubbish Bills – ROW Division  
**Prepared by:** Beth London, Public Services Department

**Manager’s Recommendation:**

I recommend the low bid from Lasercom, of Troy, Michigan, be accepted and that a purchase order be issued to them in the amount of \$8,573.00 for FY 2017 for the printing, stuffing, postage and mailing of the rubbish bills. I further recommend Lasercom’s low bid in the amount of \$8,573.00 for FY 2018, and FY 2019, for the same services, be accepted and a purchase order issued to them, pending approval of the FY 2018 and FY 2019 budgets.

**Justification:**

On May 31, 2016 the City received seven bids for printing, stuffing, postage and mailing of the 2017, 2018 and 2019 annual rubbish bills. These services are necessary for the mailing of the rubbish bills to the residents of the City of Saginaw. The following is a tabulation of the bids received:

<b><u>Vendor</u></b>		<b><u>Cost</u></b>
Lasercom	FY17	\$8,573.00
Troy, MI	FY18	\$8,573.00
	FY19	\$8,573.00
The Data Center, Llc	FY17	\$8,577.77
Salt Lake, UT	FY18	\$8,577.77
	FY19	\$8,577.77
Kent Communications	FY17	\$8,743.75
Grand Rapids, MI	FY18	\$8,743.75
	FY19	\$8,743.75
SSS Printing	FY17	\$8,785.20
Holt, MI	FY18	\$8,785.20
	FY19	\$8,785.20
F.P. Horak	FY17	\$8,789.10
Bay City, MI	FY18	\$8,789.10
	FY19	\$8,789.10

<u>Vendor</u>		<u>Cost</u>
Intelligent Documents	FY17	\$9,451.80
Solutions	FY18	\$9,451.80
Grand Rapids, MI	FY19	\$9,451.80
Dove Mailing	FY17	\$12,063.30
Atlanta, GA	FY18	\$12,063.30
	FY19	\$12,063.30

Lasercom 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 service are budgeted in the Rubbish Collection Fund – Administration Division's, Operating Services Account No. 226-4581-805.000 for FY 2017, and will be budgeted in the same account for FY 2018 and FY 2019, pending Council approval of the FY 2018 and FY 2019 budgets.

**Council Action:**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to approve the recommendation from the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** Compressed Gas Tank Rental  
**Prepared by:** Don Riley, Public Services Department

**Manager's Recommendation:**

I recommend approval of a purchase order to AirGas, Inc., Saginaw, Michigan (out-city), at the State bid price in the amount of \$2,550 for payment of tank rental charges for the Motor Pool Operations Division.

**Justification:**

The City's Municipal Garage requires the services of this vendor for supplying tank rentals, and the containment of welding & cutting gasses from July 1, 2016 to June 30, 2017. Under a separate purchase order, AirGas, Inc. is also supplying the City's Municipal Garage with compressed Oxygen, Acetylene, Argon, and Argon/CO2 mixes at State bid pricing for Fiscal Year 2017. The containment tanks must be obtained from the specific vendor who supplies the fuel for the fiscal year. This purchase order will cover the monthly rentals for the twelve (12) tanks of various mixtures and sizes that the garage has on hand for daily use and emergency repairs. This cost represents a 2.0% price increase from the previous year.

AirGas, Inc. meet all requirements of §14.23, "Vendors", of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing", of Title I, "General Provisions" of the Saginaw Code of Ordinances O-1.

Funds are budgeted in the Motor Pool Operation Fund – Garage Operation Division's Parts & Supplies Account No. 661-4481-742.000.

**Council Action:**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to approve the recommendation from the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** Blanket Purchase Order for Larry's Auto Supply  
**Prepared by:** Don Riley, Department of Public Services

**Manager's Recommendation:**

I recommend approval of a blanket purchase order in the amount of \$3,000 to Larry's Auto Supply of Saginaw, MI (in-city), for the purchase of tools for the mechanics within the Motor Pool Division for Fiscal Year 2017.

**Justification:**

The City's Municipal Garage mechanics are given a tool allowance at a yearly cost not to exceed \$500 per person, per the SEIU Hourly Bargaining Unit, Union Contract, Section 43, as follows:

For the Mechanical Equipment Repairperson II, Serviceperson Mechanic and Mechanic Equipment Repairperson I positions, the employer will continue to replace broken and worn out tools and contribute to the purchase of "updated" tools owned and used by the employees in these job classifications at a yearly cost not to exceed \$500 per person, per fiscal year. It is further understood that City employees shall be responsible for assigned tools lost or damaged through negligence of the employee. The allowance shall be distributed based on procedure currently in effect in the Division of Motor Equipment.

The Municipal Garage mechanics have discussed and agreed that based upon the extremely high level of customer service, cost matching, and full product line offered by this (in-city) vendor; this is where they would like to use their annual tool allowance. This vendor offers, pertaining specifically to this tool allowance, complete cost matching of any tool found from any competing supplier. This blanket purchase order fulfills the City's bargaining agreement with employees for the purchase of new and specialized tools required for changes in industrial materials, electronic computer software and manufactured specifications, etc. Each one of the Garage's six (6) mechanics selects their individual tools. Establishing a blanket purchase order is the most cost efficient and convenient way for the mechanic's to purchase individual tools via their allotted allowance.

Larry's Auto Supply meets all requirements of §14.23, "Vendors," of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing," of Title I "General Provisions" of the Saginaw Code of Ordinances O-1.

Funds are budgeted in the Motor Pool Operation Fund, Garage Operations Division's Parts and Supplies Account No. 661-4481-742.000.



**Council Action:**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to approve the recommendation from the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** Blanket Purchase Orders for Vehicle Parts & Supplies  
**Prepared by:** Don Riley, Public Services Department

**Manager's Recommendation:**

I recommend approving blanket purchase orders to the City's primary suppliers of local fleet parts and supplies for a combined total of \$190,000 for various vehicle parts and supplies for the Garage inventory for the Garage Operations Division for Fiscal Year 2017.

**Justification:**

The City's Municipal Garage requires the purchase of a vast array of Original Equipment Manufacturer/Distributor vehicle parts and supplies for the maintenance of the fleet vehicles from July 1, 2016 to June 30, 2017. A yearly contract proposal is not feasible because it is not possible to determine the parts and quantities that will be required in any given time period. Issuing individual purchase orders is costly and administratively time consuming. The Municipal Garage personnel will price quote parts and award purchases to the lowest and best vendor for each item. This represents a 0% increase from last year's requests, and more accurately reflects the previous year's expenditures to each vendor. It is clearly in the best interest of the City to continue this procedure for Fiscal Year 2017. Therefore, as in previous years, we are requesting authorization to issue blanket purchase orders as follows:

<u>Vendor</u>	<u>Cost</u>
AIS Bridgeport, MI (out-city)	\$21,000
Bell Equipment Lake Orion, MI (out-city)	\$ 7,000
Bushey's Radiator & Glass Saginaw, MI (in-city)	\$ 2,500
Diesel Truck Sales Saginaw, MI (in-city)	\$ 3,500
Jack Doheny Supplies Northville, MI (out-city)	\$ 5,000
Larry's Auto Saginaw, MI (in-city)	\$50,000

<u>Vendor</u>	<u>Cost</u>
Maxi Automotive Supply Bay City, MI (out-city)	\$ 3,000
Martin Chevrolet Saginaw, MI (out-city)	\$13,000
Michigan Cat Saginaw, MI (out-city)	\$ 9,000
Michigan Truck Spring Saginaw, MI (out-city)	\$ 5,000
MTech Company Cleveland, OH (out-city)	\$ 9,000
Ritter Technologies Saginaw, MI (out city)	\$ 6,000
Scientific Brake & Equipment (truck) Saginaw, MI (in-city)	\$ 6,000
Spartan Distributors Detroit, MI (out-city)	\$ 8,000
Tireman Auto Service Bay City, MI (out-city)	\$35,000
Weiland Truck Center Saginaw, MI (out-city)	\$ 7,000

These vendors meet all requirements of §14.23, "Vendors", of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing", of Title I, "General Provisions" of the Saginaw Code of Ordinances O-1.

Funds for these purchases are budgeted in the Motor Pool Operation Fund – Garage Operation Division's, Motor Vehicle Supplies Account No. 661-4481-737.000, and will be accounted for in the Motor Pool Operation Fund – Garage Division's Inventory Account No. 661-0000-110.001.

**Council Action:**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to approve the recommendation from the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** Calcium Oxide (Quicklime) Purchase, Joint Bid Extension  
**Prepared by:** Ted Bomba, Water and Wastewater

**Manager's Recommendation:**

I recommend that the FY 2016 bid from Carmeuse Lime & Stone of River Rouge, MI be extended through FY 2017 and that purchase orders be approved and issued to them in the amounts of \$50,603.00 for the purchase of 350 tons of Calcium Oxide (Quicklime) for the Water Treatment Division and \$215,328.00 for the purchase of 1,600 tons of Calcium Oxide (Quicklime) for the Wastewater Treatment Division for FY 2017.

**Justification:**

Lime is used in the treatment of both water and wastewater for pH control and for bio-solids stabilization. The Cities of Saginaw, Midland, Bay City and Bay County issued a Joint Bid for chemical purchases. On May 18, 2016 sealed bids were opened. No bids were received for lime. The options were to re-bid or request an extension for the existing contract. Carmeuse Lime and Stone agreed to honor FY 2016 pricing. The FY 2016 bids were favorable at \$144.58 per ton for the Water Treatment Division, an 11.3% decrease from FY 2015 and \$134.58 per ton for the Wastewater Treatment Division, a 17.4% decrease from FY 2015.

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

Funds for this purchase are budgeted in the Water Operations and Maintenance Fund, Treatment & Pumping Division's Chemicals Account No. 591-4730-727.000; and in the Sewer Operations and Maintenance Fund, Treatment & Pumping Division's Chemicals Account No. 590-4830-727.000, for Fiscal Year 2017.

**Council Action:**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to approve the recommendation from the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** Lead and Copper Analysis  
**Prepared by:** Amanda Kiel, Water and Wastewater

**Manager's Recommendation:**

I recommend acceptance of the low bid price and issuance of a purchase order to National Testing Laboratories, Inc., Cleveland, OH, in the amount of \$3,100.00 for laboratory analysis for the Water Treatment Division for Fiscal Year 2017.

**Justification:**

On May 17, 2016, the City received bids for laboratory services from June 1, 2016 through September 30, 2016. The tests to be performed are Lead and Copper analyses of finished drinking water, with shipping costs included. The analyses must be performed once every three years as a part of the National Primary Drinking Water Regulations and the Environmental Protection Agency's Lead and Copper Rule. Testing must be performed by a laboratory that is Michigan Department of Environmental Quality certified in the approved methods.

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

National Testing Laboratories, Inc. Cleveland, OH	\$3,100.00
Paragon Laboratories, Inc. Livonia, MI	\$3,200.00
RTI Laboratories Livonia, MI	\$3,500.00
Eurofins Eaton Analytical, Inc. South Bend, IN	\$4,000.00
Prein & Newhof Grand Rapids, MI	\$4,000.00
KAR Laboratories, Inc. Kalamazoo, MI	\$4,400.00
TestAmerica Laboratories Brighton, MI	\$5,900.00

Water Tech  
Howell, MI

\$8,000.00

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

Funds for this purchase are available in the Water Operation and Maintenance Fund, Treatment and Pumping Division's Operating Services Account No. 591-4730-805-000 for Fiscal Year 2017.

**Council Action:**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to approve the recommendation from the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** MDEQ Laboratory Analysis  
**Prepared by:** Amanda Kiel, Water and Wastewater

**Manager's Recommendation:**

I recommend that a purchase order be approved and issued to the Michigan Department of Environmental Quality in the amount of \$4,000.00 for laboratory analysis for the Water Treatment Division for Fiscal Year 2017.

**Justification:**

The Water Treatment Plant is mandated to perform various routine tests as a result of several Environmental Protection Agency (EPA) and Michigan Department of Environmental Quality (MDEQ) regulatory requirements. Copies of the results must be furnished to the MDEQ and local county health departments. The MDEQ laboratory performs most of the required testing in their laboratory and sends copies of the results to the appropriate regulatory agencies. Further, any alternate laboratories would have to be certified by the MDEQ to perform the analysis.

Due to the fact that the MDEQ requires submittal of this information and performs the analysis in their laboratory, the competitive bidding process was forgone. The cost for analysis of the required tests at the MDEQ laboratory is comparable to other private laboratories. For example, the bulk of the cost is for disinfection by-products, with a current MDEQ paired-sample price of \$175.00/pr. Past and current quote/bid prices were \$180.00 or more per pair at private laboratories.

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

Funds for this purchase are budgeted in the Water Operation and Maintenance Fund, Treatment and Pumping Division's Operating Services Account No. 591-4730-805.000.

**Council Action:**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to approve the recommendation from the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** Generator Services  
**Prepared by:** Brian Baldwin, Water and Wastewater

**Manager's Recommendation:**

I recommend that the low bid from Browning Power Systems of Saginaw, MI be accepted and a purchase order be issued to them in the amount of \$1,500.00 for FY 2017 to supply load testing, mechanical and electrical service for three generators in the Remote Facilities Division; and pending approval of the FY 2018 and FY 2019 budgets, approve the bid from Browning Power Systems for \$1,500.00 each year for the same services.

**Justification:**

On May 24, 2016, the City of Saginaw opened sealed bids for load testing, mechanical and electrical service for the Remote Facilities Division's three generators. Two of the generators provide stand-by power for the Drake Street and the Douglass Street lift stations and one is a portable generator which can be used at the retention treatment basins. Following is a tabulation of the bids that were received:

	<u>Total 3 year cost</u>
Browning Power Systems Saginaw, MI	\$4,500.00
Wolverine Power Systems Wixom, MI	\$7,335.00
Preventative Maintenance Technologies Wixom, MI	\$8,345.00
Ancona Controls Inc. Wixom, MI	\$9,517.71
Cummins Bridgeway LLC. New Hudson, MI	\$10,065.00
Total Energy Systems Grand Rapids, MI	\$14,100.00



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

Funds for this purchase are budgeted in the Sewer Operations and Maintenance Fund, Remote Facilities Division's Professional Services Account No. 590-4835-801.000 for FY2017 and will be budgeted in the same account for FY2018 and FY2019, pending City Council approval.

**Council Action:**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to approve the recommendation from the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** Annual Paint Purchase  
**Prepared by:** Brian Baldwin, Water and Wastewater

**Manager’s Recommendation:**

I recommend that the low bid from PPG Architectural Finishes, Inc. (formerly Glidden Professional Paints) of Saginaw, MI be accepted and a purchase order issued to them in the amount of \$10,845.00 for FY 2017 for the purchase of paint products for the Wastewater Treatment and Remote Facilities Divisions; and pending the approval of the FY 2018 budget, approve the bid from PPG in the amount of \$10,845.00 for these same products.

**Justification:**

On May 24, 2016, the City received bids for the purchase of paint products to be used as needed throughout each fiscal year for the Wastewater Treatment and Remote Facilities Divisions. Following is a tabulation of the bids received:

	FY2017	FY2018
PPG Architectural Finishes, Inc. Saginaw, MI	\$10,845.00	\$10,845.00
The Nelson Paint Co. Kingsford, MI	\$18,360.70	\$18,360.70

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

Funds for this purchase are budgeted in the Sewer Operations and Maintenance Fund, Treatment and Pumping Division’s Parts and Supplies Account No. 590-4830-742.000 in the amount of \$8,676.00 and the Sewer Operations and Maintenance Fund, Remote Facilities Division’s Parts and Supplies Account No. 590-4835-742.000 in the amount of \$2,169.00 for FY 2017 and will be budgeted in the same accounts for Fiscal Year 2018, pending City Council approval.

**Council Action:**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to approve the recommendation from the City Manager.

**From:** Timothy Morales, City Manager  
**Subject:** U.S. Department of Homeland Security FEMA Assistance to Firefighters Grant – New Extrication Tools (Jaws of Life)  
**Prepared by:** Christopher Van Loo, Fire Chief

**Manager’s Recommendation:**

It is recommended that the City of Saginaw accept the U.S. Department of Homeland Security FEMA – Assistance to Firefighters Grant (AFG) totaling \$64,000 to purchase two new sets of battery powered extrication tools (Jaws of Life). The grant requires a 10% or \$5,818 match. Therefore, a total of \$58,182.00 will be received.

**Justification:**

AFG grants are competitive and intended to provide firefighters the equipment they need to effectively and safely manage the wide variety of emergency situations they encounter. Extrication tools, commonly known as the “Jaws of Life”, are critical pieces of equipment that are used to free victims of automobile pin-in crashes and industrial entrapments. The Saginaw Fire Department’s two current sets of extrication tools are hydraulically operated units that are over 26 years old. They have been well maintained but due to extensive use and normal wear and tear, they are in need of replacement. Improvements in technology have produced a new generation of extrication tools that are operated by battery power and produce cutting pressures in excess of 300,000 lbf which is over 10 times the cutting force of the Fire Department’s current sets that are in service. The new generation of extrication tools offers greater cutting and spreading capabilities which are needed to deal with the new high strength metals found in modern automobiles. Additionally, the move to battery powered units eliminates the need for hydraulic hoses and pumps which will provide improved mobility and greater flexibility for firefighters when operating on emergency scenes.

On June 3, 2016, the City of Saginaw was notified that our application was approved for this AFG grant. The City will receive \$58,182.00 during FY 2017 for the purchase of these tools. The effective date of this grant is May 27, 2016 through May 26, 2017.

This grant is a one-year grant with a 10% matching requirement in the amount of \$5,818. Funding for the 10% match requirement is available in the FY 2017 Community Public Safety – Fire, Fire Operations, Parts and Supplies Account No.101 3551 742.000.

**Council Action:**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to approve the recommendation from the City Manager.

BC - Boards & Commissions  
CC - Council Communication  
R - Resolution  
O - Ordinance

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**From:** Timothy Morales, City Manager  
**Subject:** Treasury Air Conditioning Replacement– Facilities Division  
**Prepared by:** Bruce Caradine, Public Services Department

**Manager’s Recommendation:**

I recommend that the low quote from G.W. Heating and Air Conditioning Company, Inc. of Saginaw be accepted and a purchase order be approved and issued to them in the amount of \$24,438 for removal and replacement of the existing air handler and condenser for the Treasury area of City Hall.

**Justification:**

On June 13, 2016, Facilities received two quotes for removal and replacement of the existing air handler and condenser units with new equipment located within the Fiscal Services Division. The total cost for removal and installation of the new equipment is \$24,438. This cost includes installation during weekend hours. Facilities requested quotes from Answer Heating & Cooling, A.C. Klopf, and G. W. Heating and Air Conditioning. Answer Heating & Cooling and G. W. Heating and Air Conditioning were the only contractors to submit a quote. The City requested quotes versus bidding because the new unit needs to be installed as soon as possible due to summer temperatures and air quality needs.

The Facilities Division has attempted to maintain and repair the existing unit to keep it operation for the last several years. The air conditioning unit in the Treasury area is of the late 1970’s vintage and has run its course of useful life.

The following is a tabulation of the quotes received:

<u>Vendor</u>	<u>Cost</u>
G.W. Heating and Cooling, Inc. Saginaw, MI (In City)	\$24,348
Answer Heating and Cooling Freeland, MI	\$27,871

G.W. Heating and Cooling meets all requirements of §14.23, “Vendors,” Purchasing, Contracting, and Selling Procedure,” of Chapter 14, “Finance and Purchasing,” of Title I, “General Provisions” of the Saginaw Code of Ordinances O-1.

Funds for this purchase are available in the Department of Fiscal Services - Treasury Division's Repair and Replacement Account No 101-1743-974.000 (\$6,109.50), the Sewer Operations and Maintenance Fund - Customer Accounting Division's Repair and Replacement Account No 590-5311-974.000 (\$9,286.44) and the Water Operations and

Maintenance Fund - Customer Accounting Division's Repair and Replacement Account No 591-5310-974.000 (\$9,042.06).

**Council Action:**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to approve the recommendation from the City Manager.

**From:** Tim Morales, City Manager  
**Subject:** Elections Ordinance Amendment  
**Prepared by:** Janet Santos, City Clerk

**Manager’s Recommendation:**

I recommend approval to amend Chapter 34, “Elections,” of Title III, “Administration,” of the City of Saginaw Code of Ordinances, O-1.

**Justification:**

In 2011, new boundary designations of the City voting precincts were established due to the redistricting process. In 2015, new boundary designations of the precincts were established due to the decrease of the number of registered active voters. Both changes resulted in the renumbering of the precincts. An amendment to ordinance §34.01 is necessary to match the current precinct numbering.

The City Election Commission has made the recommendation to change the City general election from odd-year November to even-year November as allowed by Public Act 523, of 2012. City Council adopted resolution # 2013-062 implementing the change. An amendment to ordinance §34.02 is necessary to match the change to even-year general elections.

This ordinance has been reviewed by me for substance and the City Attorney as to form. It appears under the regular order of business.

**Council Action:**

This Council Communication is for explanation purposes of the ordinance to be introduced and enacted according to City Charter, Section 22, titled “Ordinances.”

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to introduce an ordinance entitled and reading as follows:

AN ORDINANCE TO AMEND CHAPTER 34, "ELECTIONS," OF TITLE III, "ADMINISTRATION," OF THE CITY OF SAGINAW CODE OF ORDINANCES, O-1.

Laid over under Charter provision.

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ to adopt an ordinance introduced June 20, 2016, entitled and reading as follows, be taken up and enacted:

AN ORDINANCE TO AMEND CHAPTER 34, "ELECTIONS," OF TITLE III, "ADMINISTRATION," OF THE CITY OF SAGINAW CODE OF ORDINANCES, O-1.

The City of Saginaw ordains:

Section 1. Chapter 34, "Elections," of Title III, "Administration," of the City of Saginaw Code of Ordinances, O-1, is hereby amended to read as follows:

§ 34.01 BOUNDRY DESIGNATION OF VOTING PRECINCTS.

(A) The territory comprising the one (1) ward of the City shall be divided into ~~twenty-two~~ **sixteen (22) (16)** voting precincts numbered as follows:

PRECINCT	PRECINCT
1	11
2	12
3	13
4A	14
4B	15
5	16
6	17
7	18A
8	18B
9	19
10	20

(B) The boundaries of the precincts numerated in ~~division~~ **subsection** (A) are described on the true copy of the official map on file in the City Clerk's Office.

§ 34.02 REGULAR CITY ELECTIONS.

(A) *Time of filing nominating petitions for office of Council Member.* Nominating petitions for the office of Council Member shall be filed with the City Clerk by 4:00 p.m. on the twelfth Tuesday prior to the ~~odd-year~~ **even-year** general election, which is held on the Tuesday succeeding the first Monday in November in every ~~odd-numbered~~ **even-numbered** year.

(B) *Time Council Members take office.* Council Members shall be elected at the ~~odd-year~~ **even-year** general elections pursuant to ~~MCL 168.644a~~ **Michigan Election Law** and shall take office on the following Monday.



This ordinance shall become effective July 21, 2016.

Enacted: July 11, 2016.

Yeas:

Nays:

Absent:

Abstain:

## ORDINANCE DECLARED ADOPTED

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Dennis D. Browning  
Mayor

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Janet Santos, CMMC/CMC/MMC  
City Clerk

I, Janet Santos, City Clerk of the City of Saginaw, Michigan, do hereby certify that the foregoing is a true and complete copy of the ordinance adopted by the City of Saginaw, Saginaw County, State of Michigan, at a public meeting held on July 11, 2016; the original thereof is on file in the records of my office; the meeting was conducted and public notice of said meeting was given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended, and minutes of this meeting were kept and will be made available as required.

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Janet Santos, CMMC/CMC/MMC  
City Clerk