

## COUNCIL AGENDA

For

November 20, 2006, 6:30 p.m., Council Chamber

ROLL CALL:

CORRECTION AND APPROVAL OF MINUTES OF PRECEDING SESSIONS:

ANNOUNCEMENTS:

PUBLIC HEARINGS:

PERSONAL APPEARANCES:

*(A list will be provided on Monday after 1:30 p.m.)*

REMARKS OF COUNCIL:

PETITIONS:

REPORTS FROM BOARDS AND COMMISSIONS AND COMMITTEES:

APPOINTMENT OF BOARDS AND COMMISSIONS MEMBERS:

REPORTS FROM MANAGER:

Management Update

Recommended Actions

1. Recommending approval to renew the annual maintenance coverage and license fees to Innovative Software Services, Inc. to operate the City of Saginaw's income tax management software system. The cost for the renewal of the software maintenance coverage and license fee is \$7,813.00. Further recommend issuance of a purchase order to Innovative Software Services, Inc., proprietary owner of the City Tax income tax software in the amount of \$7,813.00. This vendor meets all requirements of the contract compliance provisions. Funds are available in the Information Services Operating Services Account No. 658 1720 711 8005.
2. Recommending acceptance of the low bid and issuance of a purchase order to Ohio Laundry in the amount of \$6,785.00 for the purchase of a new

- washer/extractor for the Fire Department. This vendor meets all requirements of the contract compliance provisions. Funds are budgeted in the Fire Department's Capital Outlay – Repairs and Replacements Account No. 101 3751 751 9720.
3. Recommending that the City Manager or his designee be authorized to receive drug forfeiture funds and property pursuant to the United States Department of Justice policy.
  4. Recommending that a budget adjustment be completed for Motor Pool Operation's Capital Outlay – Vehicle Account No. 661 4480 841 9720 to reflect the cost to purchase four vehicles for City operations. The Motor Pool Operation's Capital Outlay Account No. 661 4480 841 9720 will be increased by \$128,184.00 from \$168,538.00 to \$296,722.00.
  5. Recommending acceptance of the low bid and issuance of a purchase order to Fisher Scientific, LLC in the amount of \$3,610.14 for the supply and delivery of Horizontal Lifeline Systems used for employee safety to mitigate potential falls while working on the Water Treatment floor. This vendor meets all requirements of the contract compliance provisions. Funds are budgeted in the Water Treatment Parts and Supplies Account No. 591 4730 861 9705.
  6. Recommending that a blanket purchase order be approved and issued to Bourdow Trucking in the amount of \$6,180.00 for fiscal year 2006-07 and \$6,540.00 for fiscal year 2007-08, respectively, for an annual supply of mason sand to be used by the Public Services, Maintenance and Service Division. This vendor meets all requirements of the contract compliance provisions. Funds are budgeted in the Water and Sewer Materials Account Nos. 590 4821 861 7330 and 591 4721 861 7330.
  7. Recommending acceptance of the only bid and issuance of a purchase order to Dixie Cut Stone in the amount of \$12,257.70 for fiscal year 2006-07 and \$13,481.00 for fiscal year 2007-08 for the purchase of coal slag blasting media for the Wastewater Treatment Division. This vendor meets all requirements of the contract compliance provisions. Funds are budgeted in the Sewer Operation and Maintenance Fund Account No. 590 4830 861 7330.
  8. Recommending acceptance of the low bid and issuance of a purchase order to Summit Environmental Technologies in the amount of \$12,750.00 for fiscal year 2006-07 and \$12,750.00 for fiscal year 2007-08 for outside laboratory testing and analyses. This vendor meets all requirements of the contract compliance provisions. Funds are available in the Sewer Operation and Maintenance Account No. 590 4830 861 8005.

9. Recommending acceptance of the bid and issuance of a purchase order to Fecon, Inc. in the amount of \$26,000.00 for the purchase of a Fecon Hopper and trailer package to be used by the Streets Division. This vendor meets all requirements of the contract compliance provisions. Funds are available in the Rubbish Composting Maintenance Equipment Capital Outlay Account No. 226 4587 841 9741.
10. Recommending that the SCADA contract with Tetra Tech MPS be amended and the contract increased by \$60,800.00 to provide construction engineering services for Phase B and design and construction engineering services for Phase C of the Preliminary Treatment System Improvements Project. This vendor meets all requirements of the contract compliance provisions. Funds are available in the Sewer Surplus Capital Repairs and Replacement Account No. 576 4840 881 9720.
11. Recommending that the contract with Hubbell, Roth & Clark be amended and the contract be increased by \$423,000.00 for construction engineering services associated with the renovation for Phases B and C of the project. This vendor meets all requirements of the contract compliance provisions. Funds are available in the Sewer Surplus Capital Repairs and Replacement Account No. 576 4840 881 9720.

INTRODUCTION OF ORDINANCES:

CONSIDERATION AND PASSING OF ORDINANCES:

RESOLUTIONS:

1. Authorizing the Wastewater Treatment Plant to apply to the Michigan Department of Environmental Quality for an S2 Grant in the amount of \$273,824.97 to be used toward the Preliminary Treatment System Improvements.

UNFINISHED BUSINESS:

MOTIONS AND MISCELLANEOUS BUSINESS:

Darnell Earley  
City Manager

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Annual Supply of Mason Sand

**Manager's Recommendation:**

I recommend that the that a blanket order be approved and issued to Bourdow Trucking in the amount of \$6,180.00 for Fiscal Year 2006/2007 and \$6,540.00 for Fiscal Year 2007/2008, respectively for an annual supply of mason sand to be used by the Public Services, Maintenance and Service Division.

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

Funds for this purchase are budgeted in Water and Sewer Materials Account Nos. 590-4821-861-73-30 and 591-4721-861-73-30.

**Justification:**

On March 28, 2006, the Public Services Department, Maintenance and Service Division, received bids from six vendors for a two-year supply of mason sand. City Council approved the low bidder on June 26, 2006. The original low bidder, Saginaw Asphalt, cannot honor their bid and have withdrawn. The second lowest bidder, Bourdow Trucking, was contacted and they will honor their bid. I recommend the award to Saginaw Asphalt be rescinded and the bid awarded to Bourdow Trucking.

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Authorization for City Manager to Receive Drug Forfeiture Funds.

**Manager's Recommendation:**

I recommend that the City Manager or his designee be authorized to receive drug forfeiture funds and property pursuant to the United States Department of Justice policy.

**Justification:**

The City police work in conjunction with other local, state and federal authorities in enforcing drug laws. This can lead to forfeiture of currency or other property. Before it transfers this property, the U.S. Department of Justice requires a certification from the municipality that it has authorized the individual signing the form to accept forfeited property.

This proposed authorization will allow the City Manager to designate such a person and give the City Manager the discretion to update the designation without the matter needing to return to City Council for action.

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Washer Extractor for Turnout Gear

**Manager's Recommendation:**

I recommend acceptance of the low bid and issuance of a purchase order in the amount of \$6,785.00 to Ohio Laundry for a new washer/extractor for the Saginaw Fire Department.

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

Funds for this purchase are budgeted and available in the Fire Department Capital Outlay – Repairs and Replacements Account No. 101-3751-751.97-20

**Justification:**

The Fire Department requests the purchase of a new washer/extractor for firefighter protective equipment. This will replace a 15 year old worn out machine that is out of service at Station #2. This machine is used to wash and remove contaminants that could reduce the effectiveness of the turnout gear. It also prolongs the life of their turnout gear and keeps the visibility brighter when working during nighttime emergencies.

Following is a tabulation of the bids received:

Ohio Laundry Sand Lake, MI	\$6,785.00
A & G Laundry Saginaw, MI	\$12,752.78
Universal Laundry Machinery (1) Westland, MI	\$11,490.00
Universal Laundry Machinery (alt #2) Westland, MI	\$8,158.00
Universal Laundry Machinery (alt #3) Westland, MI	\$7,660.00

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Water Treatment Plant Horizontal Lifeline System for Fall Protection

**Manager's Recommendation:**

I recommend acceptance of the low bid and issuance of a purchase order to Fisher Scientific, LLC in the amount of \$ 3,610.14 for Fiscal Year 2006-2007.

This vendor meets all requirements of the Contract Compliance Provisions, Title1, Chapter 14 §14.35-14.44, of the Saginaw Code of Ordinances.

Funds are budgeted in the Water Treatment Parts and Supplies Account No. 591-4730-861-9705.

**Justification:**

On October 3, 2006, the City received bids for the supply and delivery of Horizontal Lifeline Systems used for employee safety to mitigate potential falls while working on the Treatment Floor. The systems are made of steel cable and incorporate shock absorbers to minimize the distance an employee can fall as well as limit the shock when the harness line tightens. Once per year employees, are required to walk on the walls of the Flocculators and Clarifiers with a potential fall height of 30 feet. The systems can be installed for permanent use and are also portable for use in other areas of the plant. There is no cost comparison available for the purchase of these items. Following is a tabulation of the bids received and reviewed by the Purchasing Committee:

	<u>Total Bid</u>
Fisher Scientific, LLC Pittsburgh, PA	\$ 3,610.14
The Safety Equipment Store Midland, MI	\$ 4,222.08
Libra Industries Inc. of Mich. Jackson, MI	\$ 4,889.50

**Council Action**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Purchase of a Model H 8 Hopper and Trailer Package

**Manager's Recommendation:**

I recommend acceptance of the bid and issuance of a purchase order to Fecon, Inc. in the amount of \$26,000.00 for the purchase of a Fecon Hopper.

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

Funds for this purchase are available in the Rubbish Composting Maintenance Equipment Capital Outlay Account No. 226-4587-841.97-41.

**Justification:**

A single bid of \$26,000.00 for the hopper was originally received on April 18, 2006 from Fecon, Inc. This price includes a steel drag chain-style feed conveyor with variable speed in-feed system and ready for quick connect to the hydraulic power of a Fecon satellite screening machine.

This piece of equipment will assist the Saginaw Compost Site with the screening of compost that yields the end product. By purchasing this supplemental piece of equipment, it will save up to 60% man-hours and yield 40% more product as a person will not need to stay with the equipment as it screens. Following is the single bid that was received:

Fecon, Inc.	\$26,000.00
Lebanon, Ohio	

**Council Action:**

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



# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** S2 Grant Application Resolution

**Manager's Recommendation:**

I recommend approval of the attached Resolution authorizing the S2 Grant Agreement.

**Justification:**

The Wastewater Treatment Plant is applying to the Michigan Department of Environmental Quality (MDEQ) for an S2 Grant in the amount of \$273,824.97 to be used toward the Preliminary Treatment System Improvements that are in progress at the plant. The Resolution has been put in the format required by the State.

**Council Action:**

Council \_\_\_\_\_ moved that this communication be received and filed.

# COUNCIL COMMUNICATION

**From:** \_\_\_\_\_, The City Manager

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**Subject:** \_\_\_\_\_ ~~Purchase of Coal Slag Abrasive, Printing and Mailing of Water Bills~~

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## **Manager's Recommendation:**

I recommend that the bid from Dixie Cut Stone be accepted and that a purchase order be issued to them in the amount of \$12,257.70 ~~60,600.00~~ for Fiscal Year 2006-07 and \$13,481.00 for Fiscal Year 2007-2008.

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

Funds for this ~~purchase~~ service are ~~budgeted~~ are available in the Sewer Operation and Maintenance Fund Account No. 590 ~~4830 861 7330, 5311 711 8005~~ (\$30,300.00), ~~and Water Operation and Maintenance Fund Account No. 591 5310 711 8005 (\$30,300.00).~~

## **Justification:**

On October 24, 2006 ~~March 14, 2003~~, the City received one bid for coal slag blasting media for the Wastewater Treatment Division. This material will be used to prepare structural materials for painting in the rebuilding of plant aeration and final settling tank repair. for printing and mailing of 300,000 water bills per year. The format of the water bills has changed from an 8-1/2 x 11 tri-fold to a 5-1/2 x 4-1/8 postcard. Also, no return envelope will be included with the bills. Following is a tabulation of the bids ~~that were was~~ received:

<del>TBF Graphics</del>	<del>_____</del>	<del>\$60,600.00</del>
<del>Saginaw, MI (In-city)</del>	<del>_____</del>	
Dixie Cut Stone <del>Saturday's Child III, Inc.</del>		FY2007

11-20-73-24-12

# COUNCIL COMMUNICATION

\$12,257.70 ~~203,000.00~~  
Saginaw, MI FY2008 \$13,481.00  
~~Saginaw, MI (In-city)~~

The proposed cost for FY 2007 is a 40% increase over the fiscal year 2005-2006 cost and the proposed cost for FY 2008 is a 10% increase over FY2007 ~~a 54% decrease in cost from previous years.~~

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Purchase of Metals Testing

**Manager's Recommendation:**

I recommend acceptance of the low bid and issuance of a purchase order to Summit Environmental Technologies in the amount of \$12,750.00 for Fiscal Year 2006-2007 and \$12,750.00 for fiscal Year 2007-2008 for metals testing.

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

Funds for this purchase are available in the Sewer Operation and Maintenance Account No. 590-4830-861-8005

**Justification:**

On October 24, 2006, the City received bids for outside laboratory testing and analyses. Analyses of metal contaminants in the Wastewater Treatment Plant's effluent and in the industrial wastewater discharged to the treatment plant which is required by the Industrial Pretreatment Program, and is mandated by the Wastewater Treatment Plant's National Pollutant Discharge Elimination System permit. The bids received are as follows:

	<u>FY2007</u>	<u>FY2008</u>
Summit Environmental Akron OH	\$12,750.00	\$12,750.00
KAR Laboratories Kalamazoo MI	\$17,210.00	\$17,210.00
FiberTec Inc. Romulus MI	\$21,162.50	\$21,162.50
E-Lab Holland MI	\$27,300.00	\$27,300.00

The proposed cost is a 21.3% decrease in price from last year's cost.

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Renewal of maintenance and licensee fee for Innovative Software

**Manager's Recommendation:**

Transmitted for your approval is a request from the Information Services Department to renew the annual maintenance coverage and license fees to Innovative Software Services, Inc. to operate the City of Saginaw's income tax management software system. The maintenance covers the City Tax software program, the main income tax processing software used by the Fiscal Services Department, Income Tax Division, and includes all support and updates to the software for one year. The cost for renewal of the software maintenance coverage and license fee is \$7,813.00.

I recommend that a purchase order be approved and issued to Innovative Software Services, Inc., proprietary owner of the City Tax income tax software, in the amount of \$7,813.00.

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

Funds are available in the Information Services Operating Services Account No. 658-1720-711.80-05 for this purchase.

**Justification:**

The City annually renews our maintenance and license fees for City Tax Software. This annual renewal of maintenance and license fees is for a 12-month period and did not increase from last year.

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager  
**Subject:** Fifth Amendment to Tetra Tech MPS Contract  
**Manager's Recommendation:**

I recommend that the SCADA contract with Tetra Tech MPS ("Tetra Tech"), which was approved by City Council on October 25, 2004, and amended on December 6, 2004, April 4, 2005, August 2, 2005, and December 5, 2005, be amended and the contract increased by Sixty Thousand Eight Hundred Dollars (\$60,800.00). The contract amendment is approved as to substance by the City Manager and as to form by the City Attorney.

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

The funds are available in the Sewer Surplus Capital Repairs and Replacement Account No. 576-4840-881.97-20.

**Justification:**

Tetra Tech has completed the design of the instrumentation renovations to the Wastewater Treatment Plant and has provided design and construction engineering services for Phase A and design for Phase B of the Wastewater Treatment Plant's Preliminary Treatment System Improvements Project.

Tetra Tech has now submitted a proposal to provide construction engineering services for Phase B and design and construction engineering services for Phase C of the Preliminary Treatment System Improvements Project. The costs are tabulated below:

Phase B Construction Engineering	\$25,000.00
Phase C Design Engineering	\$21,500.00
Phase C Construction Engineering	<u>\$14,300.00</u>
Total	\$60,800.00

The contract will be increased in the amount of Sixty Thousand Eight Hundred Dollars (\$60,800.00) and will bring the total contract to an amount not to exceed Two Hundred Twenty-Six Thousand Dollars and 00/100 (\$226,000.00).

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Fifth Amendment to Hubbell, Roth and Clark, Inc. Contract

**Manager's Recommendation:**

I recommend that the contract with Hubbell, Roth & Clark, Inc. (HRC), which was approved by City Council on October 11, 1999 and amended on December 6, 2004, August 2, 2005 and December 5, 2005 be amended and the contract be increased by Four Hundred Twenty-Three Thousand Dollars (\$423,000.00). The contract amendment is approved as to substance by the City Manager and the City Attorney as to form.

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

The funds are available in the Sewer Surplus Capital Repairs and Replacement Account No. 576-4840-881-9720.

**Justification:**

The City authorized HRC to prepare a project plan for the renovation of the existing preliminary treatment system at the Wastewater Treatment Plant. HRC has completed the design engineering for Phases A, B, and C of the renovation of the Wastewater Treatment plant. HRC has submitted a proposal for construction engineering services associated with the renovation for Phases B and C of the project in the amount of Four Hundred Twenty-Three Thousand Dollars (\$423,000.00). This will increase the total contract to an amount not to exceed One Million Five Hundred Ninety-Nine Thousand Dollars and 00/100 (\$1,599,000.00).

**Council Action:**

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

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Budget Adjustment – Vehicles

**Manager's Recommendation:**

It is recommended that a budget adjustment be completed for Motor Pool Operation's Capital Outlay – Vehicle Account No. 661-4480-841 97-20 to reflect the cost to purchase four vehicles for City operations.

The Motor Pool Operation's Capital Outlay Account No. 661-4480-841 97-20 will be increased by \$128,184.00 from \$168,538.00 to \$296,722.00.

**Justification:**

The adjustment to the Motor Pool Operation's Capital Outlay account reflects the purchase of four vehicles for City operations. Three will be utilized by the Fire Department and financed through the installment agreement approved by City Council on August 7, 2006. The other vehicle will be used in General Fund operations.

**Council Action:**

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