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TO: The Honorable City Council

FROM: David Whitaker, Director
Legislative Policy Division Staff

DATE: October 13, 2020

RE: **REVIEW OF CONTRACTS AND PURCHASING FILES**

Attached are the contracts that were submitted by the Office of Contracting and Procurement, for the regular session of October 13, 2020. This list includes the comments and review of the Legislative Policy Division.

The contracts on this list are also included on the City Council's Agenda for referral to the various standing Committees for review and report back to the City Council.

The comments and review of the Legislative Policy Division staff are printed in bold following each contract.

Attachments

cc:

Janice Winfrey	City Clerk
Mark Lockridge	Auditor General
Boysie Jackson	Office of Contracting and Procurement
Irvin Corley	Legislative Policy Division
Marcell Todd	Legislative Policy Division
Avery Peeples	Mayor's Office

Contracts Submitted to City Council
for the Regular Session of October 13, 2020

Statistics compiled for the Contracts submitted for the session of October 13, 2020.

Department	No. of Contracts or Purchase Orders	Detroit-Based Business Bids	Change, Extension Increases, Renewals	Located in Detroit
Demolition	1	0	0	1
Elections 2 Emergency contracts	2	0	0	0
Housing & Revitaliz. 1 Economic Development Corp. contract	1	0	0	1
Police 1 Emergency contract	1	0	0	0
Public Works	1	0	0	0
Totals	**6**	**No Detroit-Based Bids**	**NO Amendments**	**2**

This list represents costs totaling $ 2,555,954.36[1]

1 Demolition contract for cost of $26,900.00

Included in the total costs are the following:

General Fund	$	0.00
Blight Remediation Fund	$	26,900.00
Grant Funds	$	2,159,154.36
Solid Waste Fund	$	369,900.00

[1] The contract list includes: 5 new contracts for one-time purchases and terms of 15 to 24 months; 1 Demolition contracts1

TO: THE HONORABLE CITY COUNCIL

FROM: David Whitaker, Director
Legislative Policy Division Staff

DATE: October 12, 2020

RE: **CONTRACTS AND PURCHASE ORDERS SCHEDULED TO BE CONSIDERED AT THE FORMAL SESSION OF OCTOBER 13, 2020.**

HOUSING AND REVITALIZATION

6003096 100% Federal Funding – To Provide Greenway Construction Management Services for Phase 2 of the Joseph Campau Greenway Project. – Contractor: Economic Development Corporation – Location: 500 Griswold Suite 2200, Detroit, MI 48226 – Contract Period: October 1, 2020 through December 31, 2021 – Total Contract Amount: $1,674,424.58.

Costs budgeted to Block Grant Fund, Acct. 2001-20695-361111-651164-0-0, Appropriation for HRD Infrastructure includes Encumbered funds of $1,674,425; and available funds of $200,000 as of October 9, 2020.

Funding is indicated to be CDBG grants from 2014-15 and 2020-21.

This contract was designated to be with the Economic Development Corporation [EDC] because the previous contract to facilitate greenway construction was with EDC.

This proposed agreement with the EDC is to facilitate the continuation and completion of the Joseph Campau Greenway, with Phase II.

The Greenway runs from South of Jefferson Ave. to East Vernor Highway.

According to information provided, Phase 1 of the Greenway was completed in 2019, under a prior agreement with EDC.

Previous contract with EDC was not identified, Contract 6000221 with EDC was approved in July 2016 for a term through March 2018, and costs of $2,593,500 for services that included: Design, construction, management for construction of a Greenway that would assist in managing stormwater, and connecting the Islandview Neighborhood and Villages to the Riverwalk.

Also Contract 6000443 with SmithGroupJJR approved to develop plan for neighborhood revitalization and landscaping for Greater Villages/Islandview neighborhoods, was amended in Nov. 27, 2017, for a total cost of $781,600 and extended the contract period through June 30, 2018, Amendment 1 added the Joseph Campau Greenway to the Scope of Services.

Phase 2 construction will continued from Phase 1, from Robert Brady Drive north to East Vernor Highway. Services to include: Update, re0issue and maintain contracts with vendors for construction; oversee worksite safety including compliance with COVID-19 safety measures; Issue checks to vendors upon approval and acceptance by the City.

Contract budget includes: Construction, construction inspection & construction administration for $1,506,982.12; and Indirect costs for $167,442.46

Affidavits and Clearances are not required for contracts with other governmental entities.

PUBLIC WORKS

6002879 100% Solid Waste Funding – To Provide Metal Recycle Containers. – Contractor: Bicycle Parking, LLC – Location: 3790 Bradview Drive, Rosemont, CA 95827 – Contract Period: August 1, 2020 through July 31, 2022 – Total Contract Amount: $369,900.00.

Costs budgeted to Solid Waste Management Fund, Acct. 3401-20679-191111-641000-190021-0-0, Appropriation for Recycling Infrastructure includes available funding of $953,659 as of Oct. 9, 2020.

Bids were solicited for multiple types of waste containers; 7 Bids received.
Three [3] bids quoted costs for the Metal Recycle Containers.

This recommendation is for the only Acceptable bid received from Bicycle Parking, for a cost of $739.80 per container.

The contract is for a term of 2 years, for the purchase of 250 Metal Recycle Containers per year, for a total of $184,950 per year.

Lowest bid received from AVE Office Supply, based in Detroit, for $620 each for $155,000 per year, was rejected, Vendor did not submit required documentation for the product quoted.

Third bid from Compumeric Engineering bid $749 each, for a cost of $187,250 per year, was also determined to not meet specifications.

The metal containers are to be at least 36 gallons minimum in size, steel frame, weather resistant, flat top with 2 holes for depositing recyclables, and a locked swing out side door, replaceable plastic liner, with means to attach or mount to concrete sidewalks. Metal containers are to be blue, with City of Detroit Logo and decal on side "Detroit Recycles", Decal indicating "Bottles and Cans Only" on top.

Costs include: Metal container for $625 each; mounted City of Detroit emblem for $75 each; Detroit Recycles decal for $15 each; Mounting hardware for $4 each; Side door locks and keys for $25; Receptacle liners for $35 each. Minimum order of 100 units and delivery to be in 12 weeks following receipt of the order.

Covenant of Equal Opportunity Affidavit signed 6-10-20;
TAXES: Good Through 5-19-21;
Hiring Policy Compliance Affidavit signed 6-10-20, Employment application submitted complies;
Slavery Era, Prison Industry & Immigrant Detention System Records Disclosure Affidavit signed 6-10-20, indicating NO records of investment, income or employment with these systems;
Political Contributions and Expenditures Statement signed 6-10-20, no contributions identified.

COMPLETED EMERGENCY CONTRACTS

CITY DEMOLITION

3045598 100% City Funding – To Provide an Emergency Demolition for the Commercial Property, 8037 Livernois. – Contractor: Inner City Contracting, LLC – Location: 18701 Grand River, Detroit, MI 48223 – Contract Period: Upon City Council Approval through October 4, 2021 – Total Contract Amount: $26,900.00.

Costs budgeted to Blight Reinvestment Project Fund, Acct. 1003-21200-160020-622975-0-0, Appropriation for Detroit Demolition includes available funding of $8,511,866 as of October 9, 2020.

A Notice of Emergency Ordered Demolition signed by director of Buildings Safety Engineering and Environmental Dept., issued for the commercial structure at 8037 Livernois on July 21, 2020.
Picture of demolished structure follows this discussion.

Bids solicited and closed on August 7, 2020 for demolition at 8037 Livernois; 2 bids received.

This recommendation is for the Lowest *equalized* Bid received from Inner City Contracting for $26,900 [*eligible for 8% equalization for comparison bid of $24,748*].
Award to Inner City dated Aug. 13, 2020; Purchase Order dated September 22, 2020.

Costs includes the following: Demolition & Debris Removal & disposal for $23,300;
Backfill costs of $1,500; Grading and Site Finishing costs of $1,250; and Seeding costs of $850.

Other Bid received from: Moss Company for $26,812.50 [*eligible for 7% equalization for comparison bid of $24,935.63*].

Covenant of Equal Opportunity Affidavit signed 8-18-20;
Certification as a Detroit Headquartered and Small Business good through 4-2-21;
TAXES: Good Through 2-13-21;
Hiring Policy Compliance Affidavit signed 8-18-20, Employment application submitted complies;
Slavery Era, Prison Industry & Immigrant Detention System Records Disclosure Affidavit signed 8-18-20, indicating NO records of investment, income or employment with the systems to disclose;
Political Contributions and Expenditures Statement signed 8-18-20, indicating "None."

Vendor indicates a total of 12 employees, 7 employees are Detroit residents.

Demolition, Emergency - *continued*

Contract 3045598 Inner City Contracting **8037 Livernois - $26,900**

Emergency Contract

ELECTIONS

3045778 100% Grant Funding – To Provide Three Hundred Fifty (350) Laptops and One Hundred Seventy-Five (175) Printers for the November Election. – Contractor: Sehi Computer Products, Inc. – Location: 2930 Bond Street, Rochester Hills, MI 48309 – Contract Period: Upon City Council Approval through October 30, 2020 – Total Contract Amount: $270,025.00.

Costs budgeted to Elections Grant Fund, Acct. 2117-20836-700010-626100-350999-0-0, Appropriation for Safe Voting Plan Grant indicates $1,921,575 has been encumbered, available funding of $1,163,286 available as of October 9, 2020.

Funding is through the Grant of $3,512,000 received from the Center for Technology and Civic Life [CTCL], approved the Week of August 31, 2020. There is a Detroit Safe Voting Plan that was submitted to CTCL in support of the application for the grant.

**Bids were solicited; It appears that 8 bids were received: Civitas for $191,885.75;
CDW Government for $194,472.25; HPI for $194,598; Konica for $213,470.25;
AEE for $217,000; and SS for $315,972.22.**

The processing of this award was approved by the Office of Contracting and Procurement, as a Sole Source bid on Sept. 30, 2020; None of the other bidders could accommodate the Elections Dept. requirement to expedite the order to be received immediately.

Equipment is required for staffing additional 21 satellite locations, in addition to the TCF Absentee Counting board and the Elections Dept.

**Costs include the purchase of:
350 HP ProBook, 14" Notebook laptop for $664 each, for total of $232,400; and
175 HP LaserJet monochrome Printers for $215 each, for total of $37,625.**

**Covenant of Equal Opportunity Affidavit signed 7-7-20;
TAXES: Good Through 7-14-21;
Hiring Policy Compliance Affidavit signed 7-7-20, Employment application submitted complies;
Slavery Era, Prison Industry & Immigrant Detention System Records Disclosure Affidavit signed 7-7-20, indicating NO records of investment, income or employment with the systems to disclose;
Political Contributions and Expenditures Statement signed 7-7-20, indicating "N/A".**

There is also a City-Wide contract, through DoIT, with Sehi, No. 6002568 approved Feb. 12, 2020 for a 3-year term and a cost of $2,640,000; This contract was increased to $5,280,000, approved July 14, 2020, for the purchase of additional equipment to enable City employees to work from home.

Elections - Emergency - *continued*

3045877 100% City Funding – To Provide Ballot Scanning Software for August and November Elections and Software Modules. – Contractor: Konnech – Location: 4211 Okemos Road Suite 3 & 4, Okemos, MI 48864 – Contract Period: Upon City Council Approval through June 30, 2021 – Total Contract Amount: $186,624.00.

Costs budgeted to Elections Grant Fund, Acct. 2117-20836-700010-626100-350999-0-0, Appropriation for Safe Voting Plan Grant indicates $1,921,575 has been encumbered, available funding of $1,163,286 available as of October 9, 2020.

Funding is through the Grant of $3,512,000 received from the Center for Technology and Civic Life [CTCL], approved the Week of August 31, 2020. There is a <u>Detroit Safe Voting Plan</u> that was submitted to CTCL in support of the application for the grant.
Bids were solicited and 2 responses were received from Konnech and Distro Systems.

Elections Dept. indicated that Konnech has been the contractor for Elections software for many year, and has created software modules specifically for Detroit.
City of Detroit has used PollChief as the election management system to organize elections logistics; Konnech is the manufacturer and sole distributor of this software.

This particular software, for ballot scanning is indicated to be a "fast scanning" software which is necessary to address the significant increase in absentee voting.
This software was provided for the August Primary, and will also be used for the General Election in November.

Costs include: Programming for Ballot Tracking Enhancement for $20,000;
6 Scanners for $10,000 each, total of $60,000; 150 handheld scanners for $189 each, total of $28,350;
Server for $21,801; Develop website for screening, documenting temperature/health of employees for $3,111; 2020 / 2021 Annual fee for PollChief License and Use Fee, thru June 30, 2021 for $53,362.

Covenant of Equal Opportunity Affidavit signed 9-21-20;
TAXES: Good Through 22-21-20;
Hiring Policy Compliance Affidavit signed 9-21-20, Employment application submitted complies;
Slavery Era, Prison Industry & Immigrant Detention System Records Disclosure Affidavit signed 9-21-20, indicating NO records of investment, income or employment with the systems to disclose;
Political Contributions and Expenditures Statement signed 9-21-20, indicating 1 donation in 2015 to City Clerk.

Contract 3040940 was approved Feb. 18, 2020 with Konnech, for one-time purchase of hardware & software upgrades to the PollChief Management System for $97,495.60;

Contract 2790154 approved with Konnech, July 1, 2014, for the period through June 30, 2019 for a cost of $50,362 per year, for software maintenance, support and upgrades.

Emergency Contract

POLICE

3045784 100% Grant Funding – To Provide Three (3) Forensic Laptops, Three (3) Desktops and Related Accessories for the DPD Major Crimes Division. – Contractor: Civitas IT, LLC – Location: 625 Kenmoor Avenue Suite 301, Grand Rapids, MI 49546 – Contract Period: Upon City Council Approval through November 30, 2020 – Total Contract Amount: $28,080.78.

Costs budgeted to Police Grant Fund, Acct. 2110-20726-371111-644100-0-0, Appropriation for FY20 Byrne Justice Assistance grant includes available funding of $74,354 as of October 9, 2020.

This contract is indicated to be an emergency because the grant funds [Byrne Justice Assistance Grant] being used for the equipment expires September 30, 2020.

This purchase is for dedicated forensic computers, for use of detectives within the Major Crimes/ Homicide Unit to conduct cell phone extractions and video/ audio analysis.
This equipment is indicated to be needed to assure that relevant evidence is properly extracted from the cell phones etc., enhanced and turned over to detectives to assist with investigations, and for use in court as evidence.

This purchase includes 3 HP G5 Base Notebooks at $2,500 each for $7,500;
3 Desktop Computers at $6,150 each for total of $18,450;
3 Monitors –for use with Desktop computers – for $800 each, for total of $2,400
Pro S Tablet for $250 each, for total of $750;
3 Mobile Protect Backpacks for $203 each, for total of $609.

Covenant of Equal Opportunity Affidavit signed 10-7-20;
TAXES: Good Through 5-22-21;
Hiring Policy Compliance Affidavit signed 10-7-20, Employment application submitted complies;
Slavery Era, Prison Industry & Immigrant Detention System Records Disclosure Affidavit signed 10-7-20, indicating NO records of investment, income or employment with the systems to disclose;
Political Contributions and Expenditures Statement signed 10-7-20, no contributions identified.

Civitas IT has been frequently used for the purchase of Public Safety computer equipment.
Contract 3034747 with Civitas IT, approved June 11, 2019, for $238,650 for replacement of outdated equipment for Police Dept;
No. 3030208 with Civitas IT, approved March 12, 2019 for $94,200 for in-vehicle computers, for Fire Dept.; and
No. 3030209 with Civitas IT, approved March 12, 2019 for $222,732 for office computers, for Fire Dept.