

# **City of Flint, Michigan**

*Third Floor, City Hall  
1101 S. Saginaw Street  
Flint, Michigan 48502  
[www.cityofflint.com](http://www.cityofflint.com)*



## **Meeting Agenda - Final**

**Wednesday, July 7, 2021**

**5:00 PM**

### **ELECTRONIC PUBLIC MEETING**

### **FINANCE COMMITTEE**

*Santino J. Guerra, Chairperson, Ward 3  
Monica Galloway, Vice Chairperson, Ward 7*

*Eric Mays, Ward 1  
Kate Fields, Ward 4  
Herbert J. Winfrey, Ward 6  
Eva Worthing, Ward 9*

*Maurice D. Davis, Ward 2  
Jerri Winfrey-Carter, Ward 5  
Allan Griggs, Ward 8*

*Inez M. Brown, City Clerk*

*Davina Donahue, Deputy City Clerk*

**SPECIAL PUBLIC NOTICE -- ELECTRONIC PUBLIC MEETING****PUBLIC NOTICE  
FLINT CITY COUNCIL ELECTRONIC PUBLIC MEETING**

On Friday, October 5, 2020, the Michigan Supreme Court (MSC) issued an order declaring that the Emergency Powers of Governor (EPG) Act as an unconstitutional delegation of legislative authority, which was the primary authority relied on by Governor Whitmer for her COVID-19 related executive orders. Subsequently, Governor Whitmer requested that the MSC clarify that their order does not go into effect until October 30, 2020. On Monday October 12, 2020, the Michigan Supreme Court rejected Governor Whitmer's request to delay the effect of its decision to strike down the EPG. On, Tuesday, October 13, 2020, Senate Bill 1108 passed, amending the Open Meetings Act to allow municipalities to hold electronic meetings. On Friday, October 16, 2020, Governor Whitmer signed into law Senate Bill 1108 amending the Open Meetings Act. Subsequently, on December 22, 2020, Public Act 267 of 1976 was amended through Senate Bill 1246 extending the electronic meetings with no reason through March 31, 2021. The act also allows that after March 31, 2021, electronic meetings may be held if a local state of emergency was declared. On March 23, 2020, the Flint City Council extended Mayor Neeley's declaration of emergency indefinitely due to the COVID-19 pandemic. Therefore, this meeting will be held electronically.

Pursuant to Act 267 of the Public Acts of 1976 Open Meetings Act as amended and Flint City Charter Section 3-202, notice is hereby given that the Flint City Council hereby calls for Regular Meetings of the Flint City Council scheduled to be held as follows:

**Flint City Council Committee Meetings  
(Finance, Governmental Operations, Legislative & Grants)  
Wednesday, July 7, 2021, at 5 p.m.**

The public and media may listen to the meeting online by live stream at <<https://www.youtube.com/channel/UCp2cWTuocUM3awU4xXWzwaw>> or through Start Meeting by dialing (617) 944-8177. If unable to call in, please dial (206) 451-6011.

1. In order to speak during the PUBLIC SPEAKING PERIOD of each meeting by telephone, participants will also call (617) 944-8177. (If unable to call in, please dial (206) 451-6011):  
a. All callers will be queued and muted until the Public Speaking portion of each agenda;  
b. Public speakers will be unmuted in order and asked if they wish to address the City Council ON ANY SUBJECT;

c. Public speakers should state and spell their name for the record and will be allowed two (2) minutes for public speaking during each meeting;

d. The speaker will be returned to mute after the 2 minutes have expired;

e. After the telephonic public speakers for the last committee meeting are completed, emailed public comments will be read by the City Clerk. All emailed public comments will be timed for 2 minutes;

f. Per Rules Governing Meetings of the Council (Rule 7.1 VII), there will only be one speaking opportunity per speaker per meeting.

Consequently, public participants who call in and speak during the public speaking period of the meetings WILL NOT have written comments as submitted read by the City Clerk.

2. The public may send public comments by email to [CouncilPublicComment@cityofflint.com](mailto:CouncilPublicComment@cityofflint.com) no later than 10 minutes prior to the meeting start time of 5 p.m.

3. Persons with disabilities may participate in the meeting by the above-mentioned means or by emailing a request for an accommodation to [CouncilPublicComment@cityofflint.com](mailto:CouncilPublicComment@cityofflint.com), with the subject line Request for Accommodation, or by contacting the City Clerk at (810) 766-7418 to request accommodation - including but not limited to interpreters.

If there are any questions concerning this notice, please direct them to City Council office at (810) 766-7418.

## ROLL CALL

## MEMBER REMOTE ANNOUNCEMENT

*Pursuant to the newly revised Open Meetings Act, each Council member shall state that they are attending the meeting remotely and shall state where he or she is physically located (county or city and state).*

## MEMBER CONTACT INFORMATION

*Eric Mays - (810) 922-4860; Maurice Davis - mdavis@cityofflint.com; Santino Guerra - sguerra@cityofflint.com; Kate Fields - kfields@cityofflint.com; Jerri Winfrey-Carter - jwinfrey-carter@cityofflint.com; Herbert Winfrey - (810) 691-7463; Monica Galloway - mgalloway@cityofflint.com; Allan Griggs - agriggs@cityofflint.com; Eva Worthing - eworthing@cityofflint.com.*

## PROCEDURES ON CONDUCTING ELECTRONIC MEETINGS

*All boards and commissions must adhere to all laws established under the Michigan Compiled Laws and in accordance with the revisions to the Open Meetings Act adopted in Senate Bill 1246, as passed on December 17, 2020, and signed into law on December 22, 2020, and subsequent amendments that may be adopted.*

## READING OF DISORDERLY PERSONS CITY CODE SUBSECTION

*Section 31-10, Disorderly Conduct, Assault and Battery, and Disorderly Persons, and will be subject to arrest for a misdemeanor. Any person who prevents the peaceful and orderly conduct of any meeting will be given one warning. If they persist in disrupting the meeting, that individual will be subject to arrest. Violators shall be removed from meetings.*

## PUBLIC SPEAKING

*Per the amended Rules Governing Meetings of the Council (as adopted by the City Council on Monday, June 12, 2017), two (2) minutes per speaker. Only one speaking opportunity per speaker.*

## COUNCIL RESPONSE

*Per the amended Rules Governing Meetings of the Council (as adopted by the City Council on Monday, June 12, 2017), Councilpersons may respond to any public speaker, but only one response and only when all public speakers have been heard. Individual council response is limited to two minutes.*

## SPECIAL ORDERS

**210278** Special Order/Flint Water Crisis Criminal Cases/Former Special Prosecutor Todd Flood

A Special Order as requested by Councilperson Mays to discuss Flint water crisis criminal cases with Former Special Prosecutor Todd Flood.

## RESOLUTIONS

**210289** Two-Year Contract/Complete Towing/Towing and Storage Services

Resolution resolving that the appropriate city officials are authorized to do all things necessary to enter into a contract with Complete Towing to provide towing and storage services, in an amount NOT-TO-EXCEED \$185,845.00 for FY2021 and \$242,400.00 for FY2022, pending budget adoption, [for an aggregate total of \$428,245.00], as requested by Police [General Fund Professional Services Acct. No. 101-305.206-801.000.]

**210290** Contract/SpyGlass/Technology Expense Management Consulting

Resolution resolving that the proper city officials, upon City Council's approval, are authorized to do all things necessary to enter into a contract with SpyGlass to provide technology expense management consulting services for FY2022, in an amount NOT-TO-EXCEED \$846,105.24, as requested by Information Systems Information Systems Communications Acct. No. 636-228.100-850.000.] [NOTE: SpyGlass will perform an audit of the city's primary telecommunications service accounts to seek cost recovery, service elimination and cost reduction recommendations. The initial audit revealed potential annual savings of \$846,105.24.]

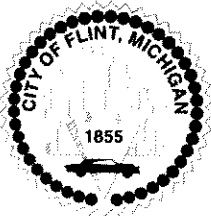
**210316** Settlement/Sewage Backup Events/Damage Claims

Resolution resolving that the Flint City Council approves and consents to the city settling damage claims [from 11 individuals, totaling \$64,600,] with payment to be drawn from appropriated funds in the Litigation and Suits Acct. No. 677-266.200-956.300.  
[Enter body here.]

**OUTSTANDING DISCUSISON ITEMS****210295** Referral/Sale/3420 St. John Street

A referral as requested by Councilperson Guerra: re, He would like to know if the process for the sale of 3420 St. John Street was legal. [Referral Action Date: 6-14-21 @ Electronic City Council Meeting.]

**ADJOURN**



PROPOSAL# 21000601

RESOLUTION NO.: 210289  
PRESENTED: JUN 23 2021  
ADOPTED: \_\_\_\_\_

BY THE CITY ADMINISTRATOR:

**RESOLUTION TO COMPLETE TOWING FOR TOWING & STORAGE SERVICES**

WHEREAS, the Police department requires towing and storage services. The Police department recommends the sole bidder Complete Towing be awarded the contract for towing and storage services in the amount of \$185,845 for FY2021 and \$242,400 for FY2022, totaling \$428,245.

Account Number	Account Name	Amount
101-305.206-801.000	Professional Services	\$185,845.00
	<b>FY2021 GRAND TOTAL</b>	<b>\$185,845.00</b>

IT IS RESOLVED, that the appropriate City Officials are authorized to do all things necessary to enter into a contract with Complete Towing to provide towing and storage services for FY2021 in the amount of \$185,845 and for FY2022, pending budget adoption, for the amount of \$242,400.

APPROVED AS TO FORM:

Angela Wheeler  
Angela Wheeler (Jun 7, 2021 18:29 EDT)

Angela Wheeler, Chief Legal Officer

APPROVED AS TO FINANCE:

Shelbi Frayer  
Shelbi Frayer (Jun 15, 2021 14:36 EDT)

Shelbi Frayer, Chief Financial Officer

FOR THE CITY OF FLINT:

CLYDE D EDWARDS  
CLYDE D EDWARDS (Jun 16, 2021 07:48 EDT)

Clyde Edwards, City Administrator

APPROVED BY CITY COUNCIL:

\_\_\_\_\_  
Kate Fields, City Council President

APPROVED AS TO PURCHASING:

Christopher Mumby  
Christopher Mumby (Jun 7, 2021 17:16 EDT)

Christopher Mumby, Interim Purchasing Manager



## CITY OF FLINT

### RESOLUTION STAFF REVIEW FORM

**TODAY'S DATE:** 06/03/2021

**BID/PROPOSAL#:** 21000601

**AGENDA ITEM TITLE:** Towing & Storage

**PREPARED BY:** Rick Johnson – Police Department

**VENDOR NAME:** Complete Towing

**BACKGROUND/SUMMARY OF PROPOSED ACTION:**

The City of Flint has to contract out towing and storage services and a bid was sent and out and Complete Towing was the sole bidder. We are requesting Services in FY21 in the amount of \$185,845.00 and FY22 in the amount of \$242,250.00.

**FINANCIAL IMPLICATIONS:**

**BUDGETED EXPENDITURE?** YES ☒ NO ☐ IF NO, PLEASE EXPLAIN:

Dept.	Name of Account	Account Number	Grant Code	Amount
305.206	Professional Services	101-305.206-801.000		\$185,845.00
		<b>FY-21 TOTAL</b>		\$185,845.00
305.206	Professional Services	101-305.206-801.000		\$242,400.00
		<b>FY-22 TOTAL</b>		\$242,400.00
		<b>GRANT TOTAL FOR FY21 &amp; FY22</b>		<b>\$428,245.00</b>

**PRE-ENCUMBERED?** YES ☒ NO ☐ **REQUISITION NO:** 210004702

**ACCOUNTING APPROVAL:** Rick Johnson  
Rick Johnson (Jun 7, 2021 12:45 EDT) **Date:** \_\_\_\_\_

**WILL YOUR DEPARTMENT NEED A CONTRACT?** YES ☒ NO ☒

**WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR: (This will depend on the term of the bid proposal)**

**BUDGET YEAR 1** \$185,845.00

**BUDGET YEAR 2** \$242,400.00

**OTHER IMPLICATIONS (i.e., collective bargaining):** NONE



## CITY OF FLINT

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STAFF RECOMMENDATION: (PLEASE SELECT): ☒ **APPROVED** ☐ **NOT APPROVED**

DEPARTMENT HEAD SIGNATURE: Terence Green  
Terence Green (Jun 7, 2021 12:50 EDT)

(Terence Green – Chief of Police)



Sheldon Neeley  
Mayor

## FLINT POLICE DEPARTMENT

CITY OF FLINT, MICHIGAN

Terence Green  
Chief of Police

**June 04, 2021**

**TO:** Christopher Mumby, Purchasing Manager

**FROM:** Terence Green, Chief of Police   
TG

**SUBJECT: Recommendation – Towing & Storage Services – Proposal #21-601**

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I have reviewed the bid received for Towing and Storage services. I am recommending the low and only bidder, Complete Towing, in the amount of \$185,845.00 for FY-21 and \$242,400.00 for FY-22 for an aggregate amount of \$428,245.00.

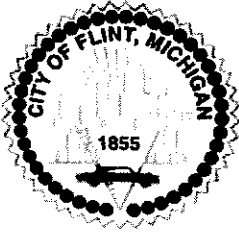
I am requesting that a resolution be presented to council for the Flint Police Department to enter into a contract for the above mentioned amounts.

If you have any questions or concerns, feel free to give me a call at 810/237-6810.

**Signature:**   
Terence Green (Jun 7, 2021 12:49 EDT)

**Email:** tgreen@cityofflint.com





Sheldon A. Neeley

# City of Flint

## Department of Finance

### Division of Purchases & Supplies

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February 24, 2021

**TO:** Chief Terence Green

**FROM:** Joyce A. McClane  
Purchasing Manager

**SUBJECT:** SEALED BIDS

Attached is one (1) bid that was received for **PROPOSAL #21000601 – VEHICLE TOWING AND STORAGE DISPOSAL**. Enclosed are copies for your file. **Bid Due Date: 2/23/21.**  
**Enclosed is a spreadsheet.**

Your staff review and recommendation form is needed as soon as possible. **Please use the new fillable form.** This form is to be used for your staff review.

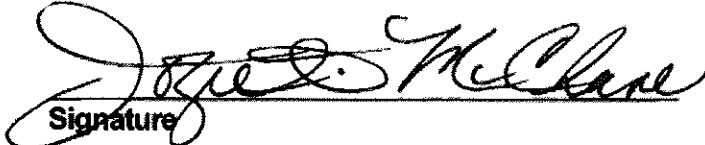
A staff review must be completed for ALL **Bids/Proposals**. Please let me know if you need a copy of the fillable form.

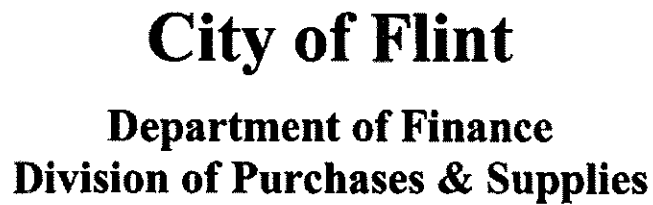
**Please note:** If your project is being funded by any grants issued by the federal government, you must go to:  
<https://www.dol.gov/ofccp/regs/compliance/preaward/debarlst.htm> to ensure that the selected vendor has not been debarred.

**PLEASE NOTE:**

Results may be viewed next business day online EXCEPT when a bid is under review. The bidders/public will only see the names of the bidders that submitted a bid, not their cost. This will protect the bidders cost in case there is a re-bid.

**If you have any questions, please feel free to give me a call or send an email.**

  
Signature



Today's Date:

**Please complete the following form if you decide to rebid:**

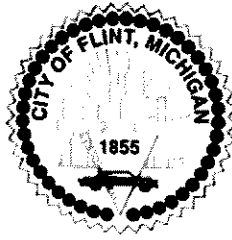
**Proposal #**

**DETAILED REASON FOR WANTING TO REBID:**

**Authorized Signature and Title:**

**Date Signed**

**PURCHASING USE ONLY**



**SEALED PROPOSALS RECEIVED IN THE DIVISION OF PURCHASES & SUPPLIES  
For Vehicle Towing and Storage Disposal  
PROPOSAL# 21000601**

Approximate Annual Quantities – Not Guaranteed  
Furnish as requested for the period 7/1/20 – 6/30/21

**Bidder# 1 - Complete Auto & Truck Parts, Inc. (Complete Towing)  
3401 N. Dort Hwy., Flint, MI 48506**

**RATE PER SERVICE**

<b>DESCRIPTION</b>	<b>2021</b>	<b>2022</b>
Rate to tow a car or light truck	\$ 65.00 /TOW	\$ 70.00 /TOW
Rate to tow a heavy duty vehicle (GVWR 7,000 lb. or greater	\$ 225.00 /TOW	\$ 225.00 /TOW
Rate to tow a motorcycle	\$ 75.00 /TOW	\$ 80.00 /TOW

Rate for Accident Cleanup Included w/tow	\$ 65.00 /HOURLY If no tow	\$ 70.00 /HOURLY If no tow
Additional Information Heavy Duty Cleanup for roll-over, etc. or excessive man power	\$ 250.00 / Hourly	\$ 250.00 / Hourly

**A SPECIAL NOTE FROM THE PURCHASING DIVISION**

*Bid results posted are before evaluation team review and award recommendation.*



Daily Storage Fee (not to exceed 30-days for the City of Flint abandonment designation)	\$ 20.00 /DAILY	\$ 20.00 /DAILY
Additional Information Medium/Heavy Storage	\$ 45.00 /DAILY	\$ 45.00 /DAILY

Rate for auctioneer services (this fee will be either a flat rate per vehicle or a percentage (%) of gross revenue from sales divisible by the number of vehicles auctioned)	\$  /FLAT RATE PER VEHICLE  OR  2.5% (PERCENTAGE)	\$  /FLAT RATE PER VEHICLE  OR  3.0% (PERCENTAGE)
Additional Information	Please see attached Auction Addendum details.	

Use of two trucks for one tow	\$ 65.00 /EACH Truck	\$ 70.00 /EACH Truck
Additional Information Heavy	\$ 225.00 /EACH Truck	\$ 225.00 /EACH Truck

Miscellaneous tows would be towing that is requested by the City for purposes of moving vehicles during street paving season or emergency snow removal.	\$ 50.00 /EACH	\$ 50.00 /EACH
Additional Information		

**A SPECIAL NOTE FROM THE PURCHASING DIVISION**

*Bid results posted are before evaluation team review and award recommendation.*



Stated Mandated Fees		
1. Abandoned Vehicle Fee collected from last registered owner.	\$ /EACH	\$ /EACH
2. Secretary of State Processing Fee	\$ /EACH	\$ /EACH
<b><i>**Should any vehicle be released for salvage/Auction to the impound facility agent, these fees will not be assessed as part of the total fee values to the City of Flint.</i></b>		
Additional Information		

N/A – City of Flint collects all impound fees.

**A SPECIAL NOTE FROM THE PURCHASING DIVISION**

*Bid results posted are before evaluation team review and award recommendation.*

**FINANCE DEPARTMENT  
DIVISION OF PURCHASES & SUPPLIES**



**Sheldon A. Neeley, Mayor**

**CITY OF FLINT PROPOSAL NO. 21000601**

**VEHICLE TOWING AND/OR STORAGE DISPOSAL**

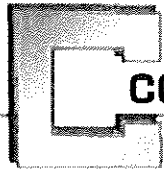
Date Posted: 02/09/21

**Complete Auto and Truck Parts, Inc.  
Complete Towing  
3401 N. Dort Highway  
Flint, MI 48506  
(810) 235-1711**

**THE FOLLOWING PAGES MUST BE COMPLETED AND INCLUDED WITH SUBMITTAL IN THE FOLLOWING ORDER.**

**Purchasing Checklist:**

- ☒ Cover Sheet
- ☒ Exhibit A – Qualification of Proposer
- ☒ Exhibit B – Certification Regarding Debarment, Suspension and Other Responsibility matters
- ☒ Exhibit C – Bid Form Submittal
- ☒ Exhibit D – List of References
- ☒ Exhibit E - Certificate of Insurance
- ☒ Exhibit F - Non-Bidder's Response
- ☒ City of Flint, Michigan Affidavit



## **COMPLETE AUTO & TRUCK PARTS, INC. COMPLETE TOWING**

February 23, 2021

City of Flint  
Finance Department  
Division of Purchases and Supplies  
1101 S Saginaw Street, Room 203  
Flint, MI 48502

RE: Request for Proposal No. P21000601  
Vehicle Towing and Storage Disposal

### Exhibit A and Additional Information for Proposal

Complete Towing is the best company to provide the services requested. We have all the facilities, equipment, and personnel already in place. There will be no start-up delays or confusion because we have been running an impound yard for over 30 years. In addition to being skilled and fully capable of managing the towing and storage according to your requirements we also provide the following services and benefits to the City of Flint and it's community:

1. We have staff on duty 24 hours a day for security along with camera surveillance to protect the vehicles impounded by the City of Flint.
2. We allow Flint Fire Dept. to use our premises for training:
  - Jaws of Life
  - Any type of training where cars are needed
  - We supply the vehicles for them to destroy
  - And make them user friendly by removing batteries, gas tanks, and antifreeze – making sure there are no contaminants leaking on the ground or any fire hazard.
3. We allow the Flint Police Dept to bring out their advanced accident class so they can train on the crash vehicles
4. We allow the Flint Police Dept to bring in their K-9 units for training
5. We allow the Flint Police Dept the use of our inside hoist whenever it is needed for their investigation
6. We offer assistance through our on duty mechanics, with the removal of automobile parts from evidence vehicles, under the direction of the Officer in charge of the case.
7. We store equipment at the request of FPD at no charge to the City.

3401 N. Dort Highway • Flint, MI 48506 • Towing (810) 235-1711 • Fax (810) 235-8144  
Parts (810) 235-9166 • Toll Free (888) 235-9100 • [www.completetowing.us](http://www.completetowing.us)

**Towing • Used parts • Industrial Equipment • Auto & Truck Sales • Parts Locator Service • Storage Containers**

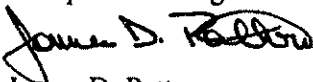
**24 HOUR TOWING • USED PARTS**



8. We assist the impound officer whenever needed
9. We dispose of abandoned motor homes, boats and trailers. We do all the dismantling, crushing, trucking to the landfill, and absorb the cost.

We feel it is a privilege and appreciate the opportunity to continue to provide this value added service for the City of Flint. If there are any questions regarding our proposal please call me at 810-235-1711 or email me at [admin@completetowing.us](mailto:admin@completetowing.us).

Sincerely,  
Complete Auto & Truck Parts, Inc.  
Complete Towing

  
James D. Patton

JP/pb

(This letter is a supplemental attachment to the RFP # 2100061)

## EXHIBIT B

### Certification Regarding Debarment, Suspension, and Other Responsibility Matters

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

- 1) Are not presently or proposed to be debarred or suspended, declared ineligible, or voluntarily excluded from federal, state, or local (hereinafter "public") transactions.
- 2) Have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for
  - i. Fraud or commission of a criminal offence in connection with obtaining, attempting to obtain, or performing a public transaction or contract under a public transaction,
  - ii. Violation of federal or state antitrust laws, or
  - iii. Embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.
- 3) Have not within the preceding three years had a public transaction terminated for cause or default; and
- 4) Are not presently indicted for or otherwise criminally or civilly charged by a public entity with commission of any of the offenses enumerated under the above.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award.

James D. Patton, Vice President

Name and Title of Authorized Representative

Complete Auto & Truck Parts, Inc dba Complete Towing

Name of Participant Agency or Firm

  
Signature of Authorized Representative

2/23/2021  
Date

☐ I am unable to certify to the above statement. Attached is my explanation.

## EXHIBIT C

### Tow Rates/Fee Schedule BID FORM

It is the intent of the City to seek and evaluate proposal submissions for providing towing services on a continuous basis 24 hrs./day 7 days/week over a one-year period with the option to renew an additional two-years upon mutual acceptance of contract parties. Those submitting proposals are requested to submit pricing for the continuation of said services for the one-year period and propose additional year's pricing on a separate sheet with business letterhead and signed by a duly authorized agent or employee of the Proposer. Vehicles will be taken into custody under MSA 9.1.1952(2), Sec. 257.252, as amended; for vehicles taken under the parking provisions of Section 28-1.1 of the Flint City Code; for vehicles disabled for reasons other than flat tires or being out of gas; for vehicles involved in police investigations and/or crime enforcement activities; and for vehicles damaged in an accident to an extent that they must be towed from the scene and the owner/operator is unable to remove or cause the vehicle to be removed, and if the owner or operator does not choose a towing service to remove the vehicle.

The City is requesting vendors to provide a price to tow vehicles, daily rate to store vehicles, and auction service fees to the City to carry out these tasks. Vendor is to list any additional fees either on this document or on a separate piece of paper that will be assessed for this service.

The undersigned hereby certifies that he/she has read the specifications for Vehicle Towing Services - City of Flint and submits the following prices:

#### RATE PER SERVICE

DESCRIPTION	2021	2022
Rate to tow a car or light truck	\$ 65.00 /TOW	\$ 70.00 /TOW
Rate to tow a heavy duty vehicle (GVWR 7,000 lb. or greater)	\$ 225.00 /TOW	\$ 225.00 /TOW
Rate to tow a motorcycle	\$ 75.00 /TOW	\$ 80.00 /TOW
Rate for Accident Cleanup Included w/tow	\$ 65.00 /HOURLY if no tow	\$ 70.00 /HOURLY if no tow
Additional Information		
Heavy Duty Cleanup for roll-over, etc. or excessive man power	\$ 250.00/Hourly	\$ 250.00/Hourly

## EXHIBIT C

**Tow Rates/Fee Schedule  
BID FORM**

Daily Storage Fee (not to exceed 30-days for the City of Flint abandonment designation)	\$ 20.00 /DAILY	\$ 20.00 /DAILY
Additional Information Medium/Heavy Storage	\$ 45.00/Daily	\$ 45.00/Daily

Rate for auctioneer services (this fee will be either a flat rate per vehicle or a percentage (%) of gross revenue from sales divisible by the number of vehicles auctioned)	\$  /FLAT RATE PER VEHICLE  OR 2.5% % (PERCENTAGE)	\$  /FLAT RATE PER VEHICLE  OR 3.0% % (PERCENTAGE)
Additional Information	Please see attached	Auction Addendum details.

Use of two trucks for one two	\$ 65.00/EACH Truck	\$ 70.00 /EACH Truck
Additional Information Heavy	\$ 225.00/each truck	\$ 225.00/each truck

Miscellaneous tows would be towing that is requested by the City for purposes of moving vehicles during street paving season or emergency snow removal.	\$ 50.00 /EACH	\$ 50.00 /EACH
Additional Information		

**EXHIBIT C****Tow Rates/Fee Schedule  
BID FORM**

Stated Mandated Fees		
1. Abandoned Vehicle Fee collected from last registered owner.	\$ /EACH	\$ /EACH
2. Secretary of State Processing Fee	\$ /EACH	\$ /EACH
<b><i>**Should any vehicle be released for salvage/Auction to the impound facility agent, these fees will not be assessed as part of the total fee values to the City of Flint.</i></b>	N/A - City of Flint impound fees	collects all
Additional Information		

**THIS PAGE MUST BE COMPLETED AND INCLUDED WITH SUBMITTAL:**

The undersigned hereby certifies, on behalf of the respondent named in this Certification (the "Respondent"), that the information provided in this offer submitted to the City of Flint, is accurate and complete, and that I am duly authorized to submit same. I hereby certify that the Respondent has reviewed all documents and requirements included in this offer and accept its terms and conditions.

Cash Discounts will be computed from the date of receipt of invoice. Prices firm unless stated otherwise by bidder. Delivery can be made in ( ) days ARO (after receipt of order).

Payment Terms: Net 30 Fed. ID #: 38-3383598

(All Freight Terms are considered F.O.B., Prepaid unless otherwise noted by seller)

Company Name (Respondent): Complete Auto & Truck Parts, Inc.

(Printed)

Address: 3401 N. Dort Hwy

City, State & Zip Code: Flint, MI 48506

Phone / Fax Number: 810-235-1711 FAX: 810-235-8144

Email: admin@completetowing.us

Print Name and Title: James D. Patton, Vice-President

(Authorized Representative)

Signed:  DATE: 2/22/21

(Authorized Representative)

COMPLETE TOWING  
3401 N. Dort Hwy  
Flint, MI 48506

**AUCTION ADDENDUM**

Excerpt from Proposal:

**"Auction**

An auction shall be held pursuant to MCLA 257.252(a) (9) and 257.252 (d) (6), and 257.252 (g) in order to dispose of any vehicles which have not been released, redeemed, or declared "abandoned scrap vehicle" and were towed pursuant to this contract. **Any proceeds of sale after the impound facility towing and storage fees (maximum collectable storage fee may not exceed 30-days for abandoned vehicle designation) along with auctioneer service fees shall be invoiced and supplied with the list by VIN and impound number of all vehicles auctioned."**

The auction services we provide after a Flint Police Officer checks the vehicle for eligibility for auction will include the following:

- Place the vehicle in a separate lot for auction
- Remove the license plates
- Contract with a licensed professional auctioneer
- Pay the auctioneer
- Schedule the auction on a date agreeable to the City of Flint
- Contract for and pay for the advertising in the Flint Journal and on M-Live
- Publicize the auction on our website - including a list of vehicles
- Provide personnel during the auction to secure the cars from theft or damage
- Provide personnel during the auction to assist with bidders questions
- Provide personnel for the three days following the auction for release of vehicles
- Record and report auction results within 72 hours of completion

As compensation for these services we agree to accept the terms explained in the proposal. We will charge the City of Flint the towing fee and the 30 days storage and the auctioneer fee (2.5% for first year of contract) for each vehicle up to, but not to exceed, the total bid amount each vehicle sold for at auction.

However; because this RFP is an abrupt deviation from the way these auction proceeds were handled historically we would just like to point out another method of calculating the fees for managing these auctions would be to simply bill the City of Flint Sixty Percent (60%) of total auction proceeds. Either method is acceptable to Complete Towing.

## EXHIBIT D

### LIST OF REFERENCES: (3) SIMILAR SCOPE OF WORK FROM THE LAST 5 YEARS

Providing the following contact information enables the City of Flint to contact those accounts as references.

#### Reference #1:

Company/Municipality: Flint Police Department  
Contact Person: Terence Green Title: Chief  
Address: 210 E. Fifth St  
City: Flint State: MI Zip: 48502  
Telephone: 810-237-6868 Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
Type of Project: Towing and Recovery and Impound Storage and Auction

Project Timeline (Dates): 35 Years Budget: \_\_\_\_\_

#### Reference #2:

Company/Municipality: Genesee County Sheriff Department  
Contact Person: Chris Swanson/<sup>Prior</sup>Robert Pickell Title: Sheriff  
Address: 1002 S. Saginaw St  
City: Flint State: MI Zip: 48503  
Telephone: 810-257-3406 Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
Type of Project: Towing and Recovery and Impound Storage

Project Timeline (Dates): 35 years Budget: \_\_\_\_\_

## EXHIBIT D

### LIST OF REFERENCES: (3) SIMILAR SCOPE OF WORK FROM THE LAST 5 YEARS (continues)

#### Reference #3:

Company/Municipality: Gain Auto Theft

Contact Person: Chris Swanson Title: Sheriff

Address: 1002 S Saginaw St

City: Flint State: MI Zip: 48502

Telephone: 810-257-3422 Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Project: Towing and Recovery Storage and Impound

Project Timeline (Dates): 15 years Budget: \_\_\_\_\_





# CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)  
 2/18/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> The Campbell Group PO Box 1788 Grand Rapids MI 49501-	<b>CONTACT</b> NAME: Sarah Bednarsky PHONE (A/C, Ho, Est): 616-541-1379 FAX (A/C, No): 800-847-3129 E-MAIL ADDRESS: sbednarsky@thecampbellgrp.com
INSURER(S) AFFORDING COVERAGE	
INSURER A: Fremont Insurance Company	
NAIC # 13994	
<b>INSURED</b> Complete Auto & Truck Parts Inc DBA Complete Towing 3401 N Dort Hwy Flint MI 48506	COMPACT-06 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

## COVERAGES

CERTIFICATE NUMBER: 1561076707

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	CPP 0082035	5/30/2020	5/30/2021	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY	Y	Y	CAP 0028516	5/30/2020	5/30/2021	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WCP 0020073	5/30/2020	5/30/2021	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$100,000 E.L. DISEASE - EA EMPLOYEE \$100,000 E.L. DISEASE - POLICY LIMIT \$500,000
A	Garage Keepers On Hook/Cargo Coverage			CPP 0082035	5/30/2020	5/30/2021	50,000 50,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Garage Keepers Legal Liability coverage includes \$2,500 comprehensive and collision deductibles. City of Flint, and including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers are considered additional insureds with respects to general and auto liability coverage as long as required within a written contract. Coverage is primary and non-contributory as it applies to general liability.

## CERTIFICATE HOLDER

## CANCELLATION

RFP #P21000601  City of Flint 1101 South Saginaw Street Flint MI 48502	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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EXHIBIT F — DOES NOT APPLY  
**NON-BIDDER'S RESPONSE**

**VENDORS NAME:**

For the purpose of facilitating your firm's response to our invitation to bid, the City of Flint is interested in ascertaining reasons for prospective bidder's failure to respond to "Invitations to Bid". If your firm is not responding to this bid, please indicate the reason(s) by checking any appropriate item(s) below and return this form to the above address.

We are *not* responding to this "Invitation to Bid" for the following reason(s):

- \_\_\_\_\_ Items or materials requested not manufactured by us or not available to our company.
- \_\_\_\_\_ Our items and/or materials do not meet specifications.
- \_\_\_\_\_ Specifications not clearly understood or applicable (too vague, too rigid, etc.).
- \_\_\_\_\_ Quantities too Small.
- \_\_\_\_\_ Insufficient time allowed for preparation of bid.
- \_\_\_\_\_ Incorrect address used. Our correct mailing address is: \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ Our branch / division handles this type of bid. We have forwarded this bid on to them but for the future the correct name and mailing address is: \_\_\_\_\_
- \_\_\_\_\_ **OTHER:** \_\_\_\_\_  
\_\_\_\_\_

**Thank you for your participation in this bid.**

FOR CORPORATION

STATE OF Michigan

S.S.

COUNTY OF Genesee

James D. Patton being duly sworn, deposes and says that  
she/he/they

is Vice-President of Complete Auto & Truck Parts, Inc.

(Official Title)

(Name of Corporation)

a corporation duly organized and doing business under the laws of the State of  
Michigan

the corporation making the within and foregoing bid; that they executed said bid in behalf of said  
corporation by  
authority of its Board of Directors; that said bid is genuine and not sham or collusive and is not made in the  
interests of or on behalf of any person not herein named, and that they have not and said bidder has not  
directly or indirectly induced or solicited any other person or corporation to refrain from bidding; that they  
have not and said bidder has not in any manner sought by collusion to secure to themselves or to said  
corporation an advantage over other bidders.

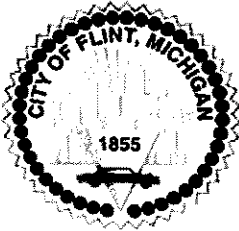
Subscribed and sworn to before me at Complete Auto & Truck, in said County and State,

this 23 day of February, A.D. 20 21.

Peggy Buty

\*Notary Public, Genesee County, Michigan

My Commission expires March 30, 20 25



Sheldon A. Neeley

# City of Flint

## Department of Finance

### Division of Purchases & Supplies

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February 24, 2021

**TO:** Chief Terence Green

**FROM:** Joyce A. McClane  
Purchasing Manager

**SUBJECT:** SEALED BIDS

Attached is one (1) bid that was received for **PROPOSAL #21000601 – VEHICLE TOWING AND STORAGE DISPOSAL**. Enclosed are copies for your file. **Bid Due Date: 2/23/21**. Enclosed is a spreadsheet.

Your staff review and recommendation form is needed as soon as possible. **Please use the new fillable form.** This form is to be used for your staff review.

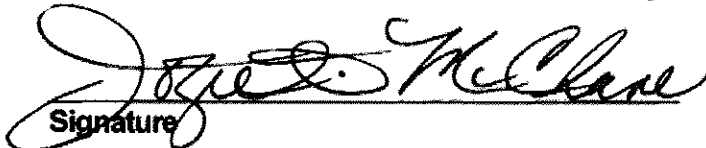
A staff review must be completed for ALL **Bids/Proposals**. Please let me know if you need a copy of the fillable form.

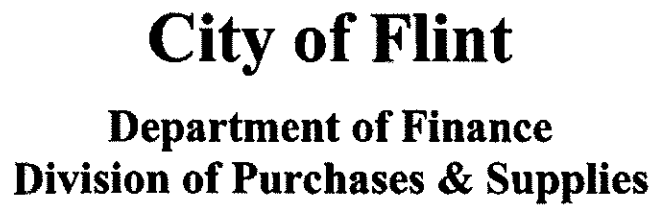
**Please note:** If your project is being funded by any grants issued by the federal government, you must go to:  
<https://www.doi.gov/ofccp/regs/compliance/preaward/debarlst.htm> to ensure that the selected vendor has not been debarred.

**PLEASE NOTE:**

Results may be viewed next business day online EXCEPT when a bid is under review. The bidders/public will only see the names of the bidders that submitted a bid, not their cost. This will protect the bidders cost in case there is a re-bid.

If you have any questions, please feel free to give me a call or send an email.

  
Signature



Today's Date:

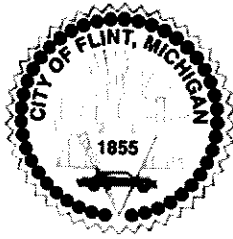
**Please complete the following form if you decide to rebid:**

**Proposal #**

**DETAILED REASON FOR WANTING TO REBID:**

**Authorized Signature and Title:**

**Date Signed****PURCHASING USE ONLY**



**SEALED PROPOSALS RECEIVED IN THE DIVISION OF PURCHASES & SUPPLIES  
For Vehicle Towing and Storage Disposal  
PROPOSAL# 21000601**

Approximate Annual Quantities – Not Guaranteed  
Furnish as requested for the period 7/1/20 – 6/30/21

**Bidder# 1 - Complete Auto & Truck Parts, Inc. (Complete Towing)  
3401 N. Dort Hwy., Flint, MI 48506**

**RATE PER SERVICE**

<b>DESCRIPTION</b>	<b>2021</b>	<b>2022</b>
Rate to tow a car or light truck	\$ 65.00 /TOW	\$ 70.00 /TOW
Rate to tow a heavy duty vehicle (GVWR 7,000 lb. or greater)	\$ 225.00 /TOW	\$ 225.00 /TOW
Rate to tow a motorcycle	\$ 75.00 /TOW	\$ 80.00 /TOW

Rate for Accident Cleanup Included w/tow	\$ 65.00 /HOURLY If no tow	\$ 70.00 /HOURLY If no tow
Additional Information Heavy Duty Cleanup for roll-over, etc. or excessive man power	\$ 250.00 / Hourly	\$ 250.00 / Hourly

**A SPECIAL NOTE FROM THE PURCHASING DIVISION**

*Bid results posted are before evaluation team review and award recommendation.*



Daily Storage Fee (not to exceed 30-days for the City of Flint abandonment designation)	\$ 20.00 /DAILY	\$ 20.00 /DAILY
Additional Information Medium/Heavy Storage	\$ 45.00 /DAILY	\$ 45.00 /DAILY

Rate for auctioneer services (this fee will be either a flat rate per vehicle or a percentage (%) of gross revenue from sales divisible by the number of vehicles auctioned)	\$ /FLAT RATE PER VEHICLE  OR 2.5% (PERCENTAGE)	\$ /FLAT RATE PER VEHICLE  OR 3.0% (PERCENTAGE)
Additional Information	Please see attached Auction Addendum details.	

Use of two trucks for one tow	\$ 65.00 /EACH Truck	\$ 70.00 /EACH Truck
Additional Information Heavy	\$ 225.00 /EACH Truck	\$ 225.00 /EACH Truck

Miscellaneous tows would be towing that is requested by the City for purposes of moving vehicles during street paving season or emergency snow removal.	\$ 50.00 /EACH	\$ 50.00 /EACH
Additional Information		

**A SPECIAL NOTE FROM THE PURCHASING DIVISION**

*Bid results posted are before evaluation team review and award recommendation.*



<b>Stated Mandated Fees</b>	
1. Abandoned Vehicle Fee collected from last registered owner.	\$ /EACH \$ /EACH
2. Secretary of State Processing Fee	\$ /EACH \$ /EACH
<b><i>**Should any vehicle be released for salvage/Auction to the impound facility agent, these fees will not be assessed as part of the total fee values to the City of Flint.</i></b>	<b>N/A – City of Flint collects all impound fees.</b>
<b>Additional Information</b>	

**A SPECIAL NOTE FROM THE PURCHASING DIVISION**

*Bid results posted are before evaluation team review and award recommendation.*



**FINANCE DEPARTMENT  
DIVISION OF PURCHASES & SUPPLIES**



**Sheldon A. Neeley, Mayor**

**CITY OF FLINT PROPOSAL NO. 21000601**

**VEHICLE TOWING AND/OR STORAGE DISPOSAL**

Date Posted: 02/09/21

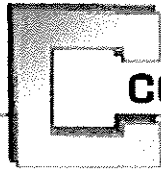
**Complete Auto and Truck Parts, Inc.  
Complete Towing  
3401 N. Dort Highway  
Flint, MI 48506  
(810) 235-1711**

**P21-601 - VEHICLE TOWING AND/OR STORAGE DISPOSAL**

**THE FOLLOWING PAGES MUST BE COMPLETED AND INCLUDED WITH SUBMITTAL IN THE FOLLOWING ORDER.**

**Purchasing Checklist:**

- ☒ Cover Sheet
- ☒ Exhibit A – Qualification of Proposer
- ☒ Exhibit B – Certification Regarding Debarment, Suspension and Other Responsibility matters
- ☒ Exhibit C – Bid Form Submittal
- ☒ Exhibit D – List of References
- ☒ Exhibit E - Certificate of Insurance
- ☒ Exhibit F - Non-Bidder's Response
- ☒ City of Flint, Michigan Affidavit



## **COMPLETE AUTO & TRUCK PARTS, INC. COMPLETE TOWING**

February 23, 2021

City of Flint  
Finance Department  
Division of Purchases and Supplies  
1101 S Saginaw Street, Room 203  
Flint, MI 48502

RE: Request for Proposal No. P21000601  
Vehicle Towing and Storage Disposal

### Exhibit A and Additional Information for Proposal

Complete Towing is the best company to provide the services requested. We have all the facilities, equipment, and personnel already in place. There will be no start-up delays or confusion because we have been running an impound yard for over 30 years. In addition to being skilled and fully capable of managing the towing and storage according to your requirements we also provide the following services and benefits to the City of Flint and it's community:

1. We have staff on duty 24 hours a day for security along with camera surveillance to protect the vehicles impounded by the City of Flint.
2. We allow Flint Fire Dept. to use our premises for training:
  - Jaws of Life
  - Any type of training where cars are needed
  - We supply the vehicles for them to destroy
  - And make them user friendly by removing batteries, gas tanks, and antifreeze – making sure there are no contaminants leaking on the ground or any fire hazard.
3. We allow the Flint Police Dept to bring out their advanced accident class so they can train on the crash vehicles
4. We allow the Flint Police Dept to bring in their K-9 units for training
5. We allow the Flint Police Dept the use of our inside hoist whenever it is needed for their investigation
6. We offer assistance through our on duty mechanics, with the removal of automobile parts from evidence vehicles, under the direction of the Officer in charge of the case.
7. We store equipment at the request of FPD at no charge to the City.

3401 N. Dort Highway • Flint, MI 48506 • Towing (810) 235-1711 • Fax (810) 235-8144  
Parts (810) 235-9166 • Toll Free (888) 235-9100 • [www.completetowing.us](http://www.completetowing.us)

Towing • Used parts • Industrial Equipment • Auto & Truck Sales • Parts Locator Service • Storage Containers

**24 HOUR TOWING • USED PARTS**

8. We assist the impound officer whenever needed
9. We dispose of abandoned motor homes, boats and trailers. We do all the dismantling, crushing, trucking to the landfill, and absorb the cost.

We feel it is a privilege and appreciate the opportunity to continue to provide this value added service for the City of Flint. If there are any questions regarding our proposal please call me at 810-235-1711 or email me at [admin@completetowing.us](mailto:admin@completetowing.us).

Sincerely,  
Complete Auto & Truck Parts, Inc.  
Complete Towing



James D. Patton

JP/pb

(This letter is a supplemental attachment to the RFP # 2100061)

## EXHIBIT B

### Certification Regarding Debarment, Suspension, and Other Responsibility Matters

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

- 1) Are not presently or proposed to be debarred or suspended, declared ineligible, or voluntarily excluded from federal, state, or local (hereinafter "public") transactions.
- 2) Have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for
  - i. Fraud or commission of a criminal offence in connection with obtaining, attempting to obtain, or performing a public transaction or contract under a public transaction,
  - ii. Violation of federal or state antitrust laws, or
  - iii. Embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.
- 3) Have not within the preceding three years had a public transaction terminated for cause or default; and
- 4) Are not presently indicted for or otherwise criminally or civilly charged by a public entity with commission of any of the offenses enumerated under the above.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award.

James D. Patton, Vice President

Name and Title of Authorized Representative

Complete Auto & Truck Parts, Inc dba Complete Towing

Name of Participant Agency or Firm

James D. Patton

Signature of Authorized Representative

2/23/2021

Date

☐ I am unable to certify to the above statement. Attached is my explanation.

## EXHIBIT C

### Tow Rates/Fee Schedule BID FORM

It is the intent of the City to seek and evaluate proposal submissions for providing towing services on a continuous basis 24 hrs./day 7 days/week over a one-year period with the option to renew an additional two-years upon mutual acceptance of contract parties. Those submitting proposals are requested to submit pricing for the continuation of said services for the one-year period and propose additional year's pricing on a separate sheet with business letterhead and signed by a duly authorized agent or employee of the Proposer. Vehicles will be taken into custody under MSA 9.1.1952(2), Sec. 257.252, as amended; for vehicles taken under the parking provisions of Section 28-1.1 of the Flint City Code; for vehicles disabled for reasons other than flat tires or being out of gas; for vehicles involved in police investigations and/or crime enforcement activities; and for vehicles damaged in an accident to an extent that they must be towed from the scene and the owner/operator is unable to remove or cause the vehicle to be removed, and if the owner or operator does not choose a towing service to remove the vehicle.

The City is requesting vendors to provide a price to tow vehicles, daily rate to store vehicles, and auction service fees to the City to carry out these tasks. Vendor is to list any additional fees either on this document or on a separate piece of paper that will be assessed for this service.

The undersigned hereby certifies that he/she has read the specifications for Vehicle Towing Services - City of Flint and submits the following prices:

#### RATE PER SERVICE

DESCRIPTION	2021	2022
Rate to tow a car or light truck	\$ 65.00 /TOW	\$ 70.00 /TOW
Rate to tow a heavy duty vehicle (GVWR 7,000 lb. or greater)	\$ 225.00 /TOW	\$ 225.00 /TOW
Rate to tow a motorcycle	\$ 75.00 /TOW	\$ 80.00 /TOW

Rate for Accident Cleanup Included w/tow	\$ 65.00 /HOURLY if no tow	\$ 70.00 /HOURLY if no tow
Additional Information		
Heavy Duty Cleanup for roll-over, etc. or excessive man power	\$ 250.00/Hourly	\$ 250.00/Hourly

## EXHIBIT C

**Tow Rates/Fee Schedule  
BID FORM**

Daily Storage Fee (not to exceed 30-days for the City of Flint abandonment designation)	\$ 20.00 /DAILY	\$ 20.00 /DAILY
Additional Information Medium/Heavy Storage	\$ 45.00/Daily	\$ 45.00/Daily

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Additional Information	Please see attached	Auction Addendum details.

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Additional Information		

**EXHIBIT C****Tow Rates/Fee Schedule  
BID FORM**

Stated Mandated Fees		
1. Abandoned Vehicle Fee collected from last registered owner.	\$ /EACH	\$ /EACH
2. Secretary of State Processing Fee	\$ /EACH	\$ /EACH
<b><i>**Should any vehicle be released for salvage/Auction to the impound facility agent, these fees will not be assessed as part of the total fee values to the City of Flint.</i></b>	N/A - City of Flint collects all impound fees	
Additional Information		

**THIS PAGE MUST BE COMPLETED AND INCLUDED WITH SUBMITTAL:**

The undersigned hereby certifies, on behalf of the respondent named in this Certification (the "Respondent"), that the information provided in this offer submitted to the City of Flint, is accurate and complete, and that I am duly authorized to submit same. I hereby certify that the Respondent has reviewed all documents and requirements included in this offer and accept its terms and conditions.

Cash Discounts will be computed from the date of receipt of invoice. Prices firm unless stated otherwise by bidder. Delivery can be made in ( ) days ARO (after receipt of order).

Payment Terms: Net 30 Fed. ID #: 38-3383598

(All Freight Terms are considered F.O.B., Prepaid unless otherwise noted by seller)

Company Name (Respondent): Complete Auto & Truck Parts, Inc.

(Printed)

Address: 3401 N. Dort Hwy

City, State & Zip Code: Flint, MI 48506

Phone / Fax Number: 810-235-1711 FAX: 810-235-8144

Email: admin@completetowing.us

Print Name and Title: James D. Patton, Vice-President

(Authorized Representative)

Signed:  DATE: 2/22/21

(Authorized Representative)



**COMPLETE TOWING**  
**3401 N. Dort Hwy**  
**Flint, MI 48506**

**AUCTION ADDENDUM**

Excerpt from Proposal:

**"Auction**

**An auction shall be held pursuant to MCLA 257.252(a) (9) and 257.252 (d) (6), and 257.252 (g) in order to dispose of any vehicles which have not been released, redeemed, or declared "abandoned scrap vehicle" and were towed pursuant to this contract. Any proceeds of sale after the impound facility towing and storage fees (maximum collectable storage fee may not exceed 30-days for abandoned vehicle designation) along with auctioneer service fees shall be invoiced and supplied with the list by VIN and impound number of all vehicles auctioned."**

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## EXHIBIT D

### LIST OF REFERENCES: (3) SIMILAR SCOPE OF WORK FROM THE LAST 5 YEARS

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Contact Person: Chris Swanson/<sup>Prior</sup>Robert Pickell Title: Sheriff  
Address: 1002 S. Saginaw St  
City: Flint State: MI Zip: 48503  
Telephone: 810-257-3406 Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
Type of Project: Towing and Recovery and Impound Storage

Project Timeline (Dates): 35 years Budget: \_\_\_\_\_

## EXHIBIT D

### LIST OF REFERENCES: (3) SIMILAR SCOPE OF WORK FROM THE LAST 5 YEARS (continues)

#### Reference #3:

Company/Municipality: Gain Auto Theft

Contact Person: Chris Swanson Title: Sheriff

Address: 1002 S Saginaw St

City: Flint State: MI Zip: 48502

Telephone: 810-257-3422 Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Project: Towing and Recovery Storage and Impound

Project Timeline (Dates): 15 years Budget: \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/18/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> The Campbell Group PO Box 1788 Grand Rapids MI 49501-	<b>CONTACT NAME:</b> Sarah Bednarsky <b>PHONE (A/C, Nr, Ext):</b> 616-541-1379 <b>FAX (A/C, No):</b> 800-847-3129 <b>E-MAIL ADDRESS:</b> sbednarsky@thecampbellgrp.com <b>INSURER(S) AFFORDING COVERAGE</b> <table style="width: 100%;"> <tr> <td style="width: 80%;">INSURER A: Fremont Insurance Company</td> <td style="width: 20%;">NAIC #: 13994</td> </tr> <tr><td>INSURER B:</td><td></td></tr> <tr><td>INSURER C:</td><td></td></tr> <tr><td>INSURER D:</td><td></td></tr> <tr><td>INSURER E:</td><td></td></tr> <tr><td>INSURER F:</td><td></td></tr> </table>	INSURER A: Fremont Insurance Company	NAIC #: 13994	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER A: Fremont Insurance Company	NAIC #: 13994												
INSURER B:													
INSURER C:													
INSURER D:													
INSURER E:													
INSURER F:													
<b>INSURED</b> Complete Auto & Truck Parts Inc DBA Complete Towing 3401 N Dort Hwy Flint MI 48506	<b>COMPACT-06</b> <table style="width: 100%;"> <tr><td>INSURER B:</td><td></td></tr> <tr><td>INSURER C:</td><td></td></tr> <tr><td>INSURER D:</td><td></td></tr> <tr><td>INSURER E:</td><td></td></tr> <tr><td>INSURER F:</td><td></td></tr> </table>	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:			
INSURER B:													
INSURER C:													
INSURER D:													
INSURER E:													
INSURER F:													

## COVERAGES

CERTIFICATE NUMBER: 1561076707

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INBR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	Y Y	CPP 0082035	5/30/2020	5/30/2021	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMPOP AGG \$ 4,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/>	Y Y	CAP 0028516	5/30/2020	5/30/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	WCP 0020073	5/30/2020	5/30/2021	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Garage Keepers On Hook/Cargo Coverage		CPP 0082035	5/30/2020	5/30/2021	50,000 50,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Garage Keepers Legal Liability coverage includes \$2,500 comprehensive and collision deductibles. City of Flint, and including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers are considered additional insureds with respects to general and auto liability coverage as long as required within a written contract. Coverage is primary and non-contributory as it applies to general liability.

## CERTIFICATE HOLDER

## CANCELLATION

RFP #P21000601

City of Flint  
 1101 South Saginaw Street  
 Flint MI 48502

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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EXHIBIT F — DOES NOT APPLY  
**NON-BIDDER'S RESPONSE**

**VENDORS NAME:**

For the purpose of facilitating your firm's response to our invitation to bid, the City of Flint is interested in ascertaining reasons for prospective bidder's failure to respond to "Invitations to Bid". If your firm is not responding to this bid, please indicate the reason(s) by checking any appropriate item(s) below and return this form to the above address.

We are *not* responding to this "Invitation to Bid" for the following reason(s):

- \_\_\_\_\_ Items or materials requested not manufactured by us or not available to our company.
- \_\_\_\_\_ Our items and/or materials do not meet specifications.
- \_\_\_\_\_ Specifications not clearly understood or applicable (too vague, too rigid, etc.).
- \_\_\_\_\_ Quantities too Small.
- \_\_\_\_\_ Insufficient time allowed for preparation of bid.
- \_\_\_\_\_ Incorrect address used. Our correct mailing address is: \_\_\_\_\_
- \_\_\_\_\_ Our branch / division handles this type of bid. We have forwarded this bid on to them but for the future the correct name and mailing address is: \_\_\_\_\_
- \_\_\_\_\_ **OTHER:** \_\_\_\_\_
- \_\_\_\_\_

**Thank you for your participation in this bid.**

FOR CORPORATION

STATE OF Michigan

S.S.

COUNTY OF Genesee

James D. Patton being duly sworn, deposes and says that  
she/he/they

is Vice-President of Complete Auto & Truck Parts, Inc.

(Official Title)

(Name of Corporation)

a corporation duly organized and doing business under the laws of the State of  
Michigan

the corporation making the within and foregoing bid; that they executed said bid in behalf of said corporation by authority of its Board of Directors; that said bid is genuine and not sham or collusive and is not made in the interests of or on behalf of any person not herein named, and that they have not and said bidder has not directly or indirectly induced or solicited any other person or corporation to refrain from bidding; that they have not and said bidder has not in any manner sought by collusion to secure to themselves or to said corporation an advantage over other bidders.

Subscribed and sworn to before me at Complete Auto & Truck, in said County and State,  
this 23 day of February, A.D. 20 21,

Peggy Ruby

\*Notary Public, Genesee County, Michigan

My Commission expires March 30, 20 25



RESOLUTION NO.: 210290  
PRESENTED: JUN 23 2021  
ADOPTED: \_\_\_\_\_

BY THE CITY ADMINISTRATOR:

**RESOLUTION TO SPYGLASS FOR TECHNOLOGY EXPENSE MANAGEMENT CONSULTING**

WHEREAS, the Information Systems division agreed to an audit of the City's primary telecommunications service accounts to seek cost recovery, service elimination, and cost reduction recommendations. Per the audit agreement, fees are applicable only for those recommendations the City chooses to implement. The applicable fees for recommendations implemented is 50% of any cost recovery and 12 months of any service elimination or cost reduction savings.

The initial audit revealed \$846,105.24 of potential annual savings. Phase 1 investigation, coordinated between SpyGlass and the Information Systems division, has identified \$571,570.56 of immediately actionable savings. Further research is needed to verify the remaining potential savings.

The Information Systems division recommends The SpyGlass Group LLC, 25777 Detroit Road, Suite 400, Westlake, OH 44145, be awarded the bid for technology expense management consulting in an amount not to exceed \$846,105.24, dependent on realized savings, for FY2022.

Account Number	Account Name	Amount
636-228.100-850.000	Communications	\$846,105.24
	<b>FY2022 GRAND TOTAL</b>	<b>\$846,105.24</b>

IT IS RESOLVED, that the appropriate City Officials are authorized to do all things necessary to enter into a contract with The SpyGlass Group, LLC to provide technology expense management consulting services for FY2022, pending budget adoption, for an amount not to exceed \$846,105.24.

APPROVED AS TO FORM:

Angela Wheeler  
Angela Wheeler (Jun 16, 2021 09:26 EDT)  
Angela Wheeler, Chief Legal Officer

APPROVED AS TO FINANCE:

Shelbi Frayer  
Shelbi Frayer (Jun 16, 2021 11:33 EDT)  
Shelbi Frayer, Chief Financial Officer

FOR THE CITY OF FLINT:

CLYDE D EDWARDS  
CLYDE D EDWARDS (Jun 16, 2021 14:37 EDT)  
Clyde Edwards, City Administrator

APPROVED BY CITY COUNCIL:

\_\_\_\_\_  
Kate Fields, City Council President



RESOLUTION NO.: \_\_\_\_\_

PRESENTED: \_\_\_\_\_

ADOPTED: \_\_\_\_\_

APPROVED AS TO PURCHASING:

*Christopher Mumby*

Christopher Mumby (Jun 15, 2021 19:17 EDT)

**Christopher Mumby, Interim Purchasing Manager**





## CITY OF FLINT

### STAFF REVIEW FORM

**TODAY'S DATE:** 06/14/2021

**BID/PROPOSAL#**

**AGENDA ITEM TITLE:** Spyglass Project

**PREPARED BY** Monique Cole, Information Services  
(Please type name and Department)

**VENDOR NAME:**

**BACKGROUND/SUMMARY OF PROPOSED ACTION:**

Spyglass is a telecommunications auditing firm. We're requesting approval of the Spyglass Project, which will analyze the City's primary telecommunications service accounts to seek cost recovery, service elimination and cost reduction recommendations.

We're seeking approval from Council to implement the immediately actionable savings in the amount of \$571,570.56 which will produce a one time fee to the City of Flint equal to that amount. We would like to implement the aforementioned savings on 7/1/21. Given that the city spends over \$1500/day on these completely unused services we would like to act as quickly as possible.

In addition, we are seeking approval to research the remaining savings associated with the project not to exceed a total amount of \$846,105.24 annually including what we plan to implement on 7/1/21.

**FINANCIAL IMPLICATIONS:**

**BUDGETED EXPENDITURE?** YES ☒ NO ☐ IF NO, PLEASE EXPLAIN:

Dept.	Name of Account	Account Number	Grant Code	Amount
636-228	Communications	100-850.000		\$571,570.56
		<b>FY21 GRAND TOTAL</b>		<b>\$571,570.56</b>

**PRE-ENCUMBERED?** YES ☐ NO ☐ **REQUISITION NO:** 21-0004713



## CITY OF FLINT

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ACCOUNTING APPROVAL: \_\_\_\_\_ Date: \_\_\_\_\_

WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☒ NO ☐

(If yes, please indicate how many years for the contract) 3 YEARS

WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR: (This will depend on the term of the bid proposal)

BUDGET YEAR 1

BUDGET YEAR 2

BUDGET YEAR 3

OTHER IMPLICATIONS (i.e., collective bargaining):

STAFF RECOMMENDATION: (PLEASE SELECT): ☒ APPROVED ☐ NOT APPROVED

DEPARTMENT HEAD SIGNATURE: Jeff Keen Jeff Keen, IT Director

(PLEASE TYPE NAME, TITLE)

**DEPARTMENT HEAD MUST SIGN**

## **SpyGlass Snapshot Audit Agreement**

This agreement, effective as of the later of the dates of signature below ("Effective Date"), is between **City of Flint, Michigan** ("Company"), and **The SpyGlass Group, LLC**, an Ohio limited liability company ("Auditor").

**1. Primary Audit Services.** Company is engaging Auditor as an independent contractor to analyze its primary telecommunications service accounts (Voice, Data, Internet, Cloud Services and Mobility/Cellular) to seek cost recovery, service elimination and cost reduction recommendations. Company will provide Auditor with the materials required to perform its analysis and Auditor will conduct a Kickoff meeting with Company to review the materials provided and introduce Auditor's personnel assigned to the project. Auditor will deliver the recommendations to Company at a Summary of Findings meeting, implement recommendations that Company elects for Auditor to implement, and deliver a complete telecommunications inventory to Company.

While Auditor is performing its analysis, Company will not make changes or perform internal cost reduction analysis with respect to provider accounts which Company has included within the scope of Auditor's review.

**2. Fees.** Company will pay Auditor the applicable fee set forth below ONLY for Auditor recommendations implemented within twelve (12) months of Auditor delivering the recommendation to Company:

- 50% of any "Cost Recovery", as defined below
- 12 times any "Service Elimination Savings", as defined below
- 12 times any "Cost Reduction Savings", as defined below

Notwithstanding anything else herein to the contrary, Company and Auditor agree that any elected recommendations resulting in Auditor fees \$75,000 and under shall be paid in accordance with Section 3 of this Agreement. Any recommendations resulting in Auditor fees that exceed \$75,000 shall be subject to City Council approval.

"Cost Recovery" is any refund, credit or compensation received by Company relating to past services or charges.

"Service Elimination Savings" is any monthly cost reduction received by Company relating to cancellation of any service, including monthly usage cost reduction (calculated as the average of the last 2 months of usage costs associated with the cancelled service).

"Cost Reduction Savings" is any monthly cost reduction received by Company relating to the modification, consolidation or negotiation of any service, account or contract, including post discount usage rate improvement (calculated as the (a) decrease in post discount per unit pricing realized by Company for any service, times (b) the average of Company's last two (2) months usage levels measured in such units for the modified service).

**3. Invoicing and Payment.** Fees for Cost Recovery are due as a one-time payment within 30 days of verification that Company has been issued the refund, credit or compensation resulting in such fees. However, fees for Service Elimination Savings and Cost Reduction Savings are due in two (2) installments, the first of which is due within thirty (30) days after verification that the cancellation or other activity resulting in the Service Elimination Savings or Cost Reduction Savings has been completed, and the second of which is due within thirty (30) days after July 1, 2021. The amount of the first installment will be equal to the amount of Service Elimination Savings or Cost Reduction Savings, as applicable, that Company will realize after implementation through June 30, 2021. The amount of the second installment will be equal to the remainder of fees owed to Auditor as calculated under this Agreement. In no event, will both installments together be greater than 12 times the Service Elimination Savings and Cost Reduction Savings as provided for in Section 2 hereof.

**4. Confidential Information.** Auditor shall keep confidential and shall not divulge to any other person or entity who is not a director, officer or employee of Company, during the term of this Agreement or thereafter, any of the business secrets or other confidential information regarding Company which information has been received or become known to Auditor in the course of its consulting services hereunder and which has not otherwise become public knowledge; provided, however, that nothing in this Agreement shall preclude Auditor from disclosing information (a) to parties retained to perform services for Company, or (b) as may be required by law, including the Michigan Freedom of Information Act. Company shall keep confidential and shall not divulge to any other person or entity who is not a director, officer or employee of Auditor, during the term of this Agreement or thereafter, any of the business secrets or other confidential information regarding Auditor which has not otherwise become public knowledge including, without limitation, Auditor's consulting services pricing structure, method of performing such consulting services and any of the details of this Agreement; provided, however, that nothing in this Agreement shall preclude Company from disclosing information as may be required by law including the Michigan Freedom of Information Act.

**5. Miscellaneous.** This agreement is governed by the laws of the State of Michigan, without regard to principles of conflicts of law, and may be executed by facsimile and simultaneously in multiple counterparts. Company agrees that Auditor does not warranty the overall performance, Company satisfaction, or data accuracy of any telecommunications related carrier, provider, software manufacturer or vendor at any time whatsoever during or after the term of this agreement. Each person signing this agreement on behalf of a party represents that he or she has been duly authorized to sign this agreement and to bind the party on whose behalf this agreement is being signed by that signatory. **NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR INCIDENTAL, CONSEQUENTIAL, SPECIAL OR PUNITIVE DAMAGES, INCLUDING, WITHOUT LIMITATION, LOST PROFITS OR BUSINESS INTERRUPTION, WHETHER SUCH LIABILITY IS ASSERTED ON THE BASIS OF CONTRACT, TORT OR OTHERWISE, EVEN IF EITHER PARTY HAS BEEN WARNED OF THE POSSIBILITY OF ANY SUCH LOSS OR DAMAGE IN ADVANCE. THE PRIOR**

SENTENCE SHALL NOT IN ANY WAY LIMIT AUDITOR'S LIABILITY TO THE COMPANY FOR DIRECT DAMAGES RELATED TO AUDITOR'S NEGLIGENT RECOMMENDATIONS OR NEGLIGENT WORK IN PERFORMING THIS ENGAGEMENT.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the Effective Date.

**COMPANY**

City of Flint, Michigan

Signature: CLYDE D. EDWARDS  
CLYDE D. EDWARDS May 31, 2021 17:11 EDT

Print Name: Clyde Edwards

Date: 03/30/2021

**AUDITOR**

The SpyGlass Group, LLC

Signature: Edward M. DeAngelo  
07832E2968A04E2

Print Name: Edward M. DeAngelo

Date: 4/2/2021

Approved as to Form:

Angela Wheeler  
Angela Wheeler May 31, 2021 15:55 EDT  
Angela Wheeler  
Chief Legal Officer



### Client Action Items - Research and make decisions on previous tabs

Service Elimination Opportunity	Monthly Savings	Annual Savings	Issue	Recommended Action
Unused & Excessive Telephone Lines	\$24,687.85	\$296,254.20	Lines have no outbound usage and ring unanswered when dialed	Research line(s) to determine whether to keep, cancel, or port
ISDN BRI	\$9,439.24	\$113,270.88	Expensive and antiquated service historically used for video conferencing	Cancel service or pursue cheaper alternative if functionality is needed
Analog Circuits	\$13,503.79	\$162,045.48	Expensive and antiquated service used to connect devices between locations	Cancel service or pursue cheaper alternative if functionality is needed

**Savings: \$47,630.88 \$571,570.56**

**3 Year Savings: \$1,714,711.68**



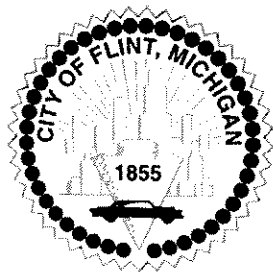
### SpyGlass Action Items

Cost Reduction Opportunity	Monthly Savings	Annual Savings	Issue	Recommended Action
Tax	\$52.90	\$634.80	Accounts erroneously billing taxes	Eliminate taxes and pursue credit
Excessive Line Pricing	\$1,969.60	\$23,635.20	Rate(s) out of line with competitive benchmarks	Negotiate and implement reduced rate structure
Duplicate Line Billing	\$31.72	\$380.64	Service billing with multiple accounts and/or carriers	Eliminate duplicate service and pursue credit
Extra Surcharges	\$27.47	\$329.64	Carrier billing more surcharges than tariff allows	Correct error and pursue credit
Billing Errors	TBD	TBD	Services not billing per contracted agreement	
Excessive Data Pricing	TBD	TBD	Current rate(s) exceed competitive market benchmarks	Negotiate and implement reduced rate structure
Excessive Long Distance Pricing	\$441.37	\$5,296.44	Current rate(s) exceed competitive market benchmarks	Negotiate and implement reduced rate structure
Excessive Wireless Pricing	\$726.90	\$8,722.80	Current rate(s) exceed competitive market benchmarks	Negotiate and implement reduced rate structure

### Client Action Items - Research and make decisions on previous tabs

Service Elimination Opportunity	Monthly Savings	Annual Savings	Issue	Recommended Action
Unused Lines	\$29,402.26	\$352,827.12	Lines have no outbound usage and ring unanswered when dialed	Research line(s) to determine whether to keep, cancel, or port
Excessive Lines	\$1,758.36	\$21,100.32	Lines are functional but may be excessive due to other technologies in place	Research line(s) to determine whether to keep, cancel, or port
ISDN BRI	\$9,439.24	\$113,270.88	Expensive and antiquated service historically used for video conferencing	Cancel service or pursue cheaper alternative if functionality is needed
Remote Call Forward	\$101.78	\$1,221.36	Feature that allows calls from one number to forward to another	Cancel service or pursue cheaper alternative if functionality is needed
PRI / Voice Circuit Scalability	\$197.78	\$2,373.36	Number of calling channels may be excessive based on call volume	Perform traffic study and scale services based on results
Wire Maintenance	\$40.00	\$480.00	Some lines have unnecessary insurance on the wire within the building	Research use of feature to determine whether or not to keep or cancel
LD Line Charges and Toll Free # Fees	\$31.03	\$372.36	Lines may not be in use and/or fees may not be required by providers	Research line(s) to determine whether to keep, cancel, or reduce the rate
Advertising & Listings	\$438.14	\$5,257.68	Advertising & Listings for phone books may no longer be necessary	Research use of feature to determine whether or not to keep or cancel
Miscellaneous Eliminations	\$20.00	\$240.00	Services/Charges may be excessive due to other services being removed	Research charge(s) to determine whether to keep or cancel
Analog Circuits	\$13,728.77	\$164,745.24	Expensive and antiquated service used to connect devices between locations	Cancel service or pursue cheaper alternative if functionality is needed
Miscellaneous Data Connections	\$1,815.27	\$21,783.24	Circuits may be excessive due to other technologies in place	Research connection(s) to determine whether to keep or cancel
Excessive Internet	\$1,137.48	\$13,649.76	Single location has multiple sources of Internet connectivity	Research connection(s) to determine whether to keep or cancel
Unused Wireless Devices	\$7,381.77	\$88,581.24	Devices have no outbound usage, text, or data during 2 month sample	Research device(s) to determine whether to keep or cancel
Excessive Wireless Devices	\$1,162.43	\$13,949.16	Devices have limited outbound usage, text, or data during 2 month sample	Research device(s) to determine whether to keep or cancel
Wireless Features	\$604.50	\$7,254.00	Some devices contain optional features that may not have a business function	Research use of feature to determine whether or not to keep or cancel

Potential Savings: **Monthly \$70,508.77 Annual \$846,105.24**



RESOLUTION NO.:

210316

PRESENTED:

JUL - 7 2021

ADOPTED:

**RESOLUTION APPROVING SEWAGE EVENT DAMAGE CLAIM SETTLEMENT**

**BY THE CITY ADMINISTRATOR:**

Executive Session was requested in this matter on June 15, 2021; and

**WHEREAS** the City of Flint has received damage claims for sewage backup events from 11 separate claimants; and

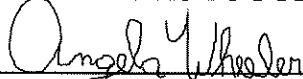
**WHEREAS** although the City of Flint admits to no liability, the Law Department recommends settling these claims for the amounts listed below; and

Claimant	Settlement Amount
Charlesworth, Robert Andrew	\$8,000.00
Howell, Geraldine	\$1,600.00
Humphrey, Barbette	\$2,250.00
MacCready, Laurie	\$4,500.00
McCon, Lena	\$2,500.00
Neithercut, Geoffrey	\$2,000.00
Pertler, Kenneth	\$20,000.00
Smoot, Jill	\$5,000.00
Steele, Linda	\$10,750.00
Terry, Neiokia	\$4,000.00
Thomas, Ellen	\$4,000.00

**WHEREAS** City Administrator Clyde Edwards recommends offering settlement on those terms;

**THEREFORE, BE IT RESOLVED** that the Flint City Council approves and consents to the City settling the aforementioned damages claims. Payment shall be drawn from appropriated funds in the Litigation and Suits line item 677-266.200-956.300.

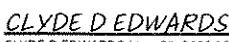
**APPROVED AS TO FORM:**

  
Angela Wheeler, Chief Legal Officer

**APPROVED AS TO FINANCE:**

  
Shelbi Frayer, Chief Financial Officer

**FOR THE CITY OF FLINT:**

  
CLYDE D EDWARDS (Jun 30, 2021 15:49 EDT)  
Clyde Edwards, City Administrator

**APPROVED BY CITY COUNCIL:**

Kate Fields, City Council President

Signature:   
Angela Wheeler (Jun 30, 2021 13:36 EDT)

Email: [awheeler@cityofflint.com](mailto:awheeler@cityofflint.com)







## CITY OF FLINT

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**WILL YOUR DEPARTMENT NEED A CONTRACT?** YES ☐ NO x ☒

*(If yes, please indicate how many years for the contract)* YEARS

**WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR: *(This will depend on the term of the bid proposal)***

**BUDGET YEAR 1**

**BUDGET YEAR 2**

**BUDGET YEAR 3**

**OTHER IMPLICATIONS *(i.e., collective bargaining)*:**

**STAFF RECOMMENDATION: *(PLEASE SELECT)*:** ☒ **APPROVED** ☐ **NOT APPROVED**

**DEPARTMENT HEAD SIGNATURE:**

*Angela Y. Wheeler*

*(PLEASE TYPE NAME, TITLE)*