

OFFICE OF THE CITY COUNCIL



MEMORANDUM

TO: Whom It May Concern
FROM: Davina Donahue – City Clerk 
DATE: July 14, 2023
RE: CITY COUNCIL APPROVED RESOLUTIONS/ORDINANCES
(July 10, 2023)

The attached copies of City Council APPROVED resolutions (listed below) are being distributed to you as a matter of record. If applicable, ordinances as approved by council are also detailed below.

Agenda items that were FAILED and/or DROPPED by council are noted here as well. Thank you.

RESOLUTIONS (as ADOPTED by City Council – July 10, 2023)

230177	230184	230185	230186	230187	230188
230189	230190	230191	230192	230193	230194
230195	230196	230197	230198	230199	230200
230201	230202	230203	230207		

NOTE:

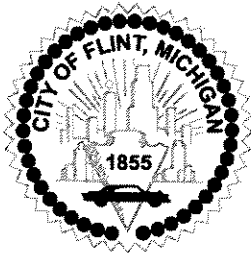
ORDINANCES (as ADOPTED by City Council – July 10, 2023)

NOTE: Ordinance abstracts only outline what was approved by the City Council during this meeting, as every adopted ordinance is subject to veto by the Mayor.

MISC AGENDA ITEMS (as FAILED/DROPPED by City Council – July 10, 2023)

POSTPONED INDEFINITELY –

FAILED – Reso No. 230162, A resolution authorizing an American Rescue Plan Act (ARPA) Funds Administration Process



230177

RESOLUTION NO.: _____

PRESENTED: JUN - 7 2023

ADOPTED: JUL 10 2023

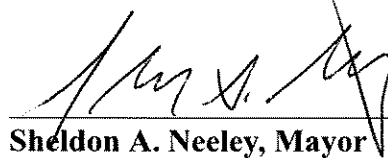
**RESOLUTION APPROVING RE-APPOINTMENT OF CHARLOTTE EDWARDS
TO THE HURLEY BOARD OF HOSPITAL MANAGERS.**

Section 6-201(A) of the Flint City Charter provides that members of the Board of Hospital Managers shall "consist of fifteen (15) members appointed by the Mayor with the approval of the City Council."


Pursuant to that authority, Mayor Sheldon A. Neeley re-appoints Charlotte Edwards, to the Board of Hospital Managers, whose term expires April 30, 2022.

BE IT RESOLVED that the Flint City Council approves the re-appointment of Charlotte Edwards to serve a five-year term on the Hurley Board of Hospital Managers, with such term commencing immediately and expiring on April 30, 2028.

FOR THE CITY OF FLINT:


Sheldon A. Neeley, Mayor

APPROVED BY CITY COUNCIL:



APPROVED AS TO FORM:


William Kim, City Attorney



RESOLUTION NO.: _____

PRESENTED: JUL - 5 2023

ADOPTED: JUL 10 2023

RESOLUTION TO AUTHORIZE, ACCEPT AND SPEND THE FIREMAN'S CHALLENGE TOURNAMENT DONATION CHECK RECEIVED FROM JOSHUA WOODS OF LIVONIA, MI AND PI KAPPA ALPHA FRATERNITY AT KETTERING UNIVERSITY FLINT, MI IN THE AMOUNT OF \$3,847.49.

BY THE CITY ADMINISTRATOR:


WHEREAS, the city of Flint Fire Department received a donation check in the amount of \$3,847.49 from Joshua Woods of Livonia, MI and Pi Kappa Alpha fraternity at Kettering University. The fundraising event, Fireman's Challenge, a philanthropic tournament, occurred May 15-20, 2023.

WHEREAS, the Fireman's Challenge Philanthropic Tournament was an event held by Pi Kappa Alpha fraternity for fundraising for the Flint Fire Department.

Account Number & Grant Code	Account Name	Amount
296-337.999-752.000 & OPKA-FRCHDN	FIRE – SUPPLIES	\$1,800.00
296-337.999-977.000 & OPKA-FRCHDN	FIRE – EQUIPMENT	\$2,047.49
	FY2024 TOTAL:	\$3,847.49

IT IS RESOLVED, that the appropriate City Officials are authorized to do all things necessary to accept the Fireman's Challenge donation check received from Joshua Woods of Livonia, MI and Pi Kappa Alpha fraternity at Kettering University, amend the FY24 budget, appropriate funding for revenue and expenditures for the FY24 budget year in the amount of \$3,847.49 and to record the donation revenue with grant code OPKA-FRCHDN.

APPROVED AS TO FORM:


William Kim (Jun 26, 2023 16:49 EDT)

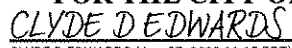
William Kim, Chief Legal Officer

APPROVED AS TO FINANCE:


Jane Mager (Jun 26, 2023 17:04 EDT)

Jane Mager, Acting Chief Financial Officer

FOR THE CITY OF FLINT:


CLYDE D EDWARDS (Jun 27, 2023 11:15 EDT)

Clyde Edwards, City Administrator

APPROVED BY CITY COUNCIL:





RESOLUTION NO.: 230185

PRESENTED: JUL - 5 2023

ADOPTED: JUL 10 2023

**RESOLUTION TO ACCEPT \$115,469.69 FROM THE STATE OF MICHIGAN FOR THE
PUBLIC ASSISTANCE GRANT PROGRAM (FEMA)**


BY THE MAYOR:

WHEREAS, through the Michigan Department of State Police, Emergency Management and Homeland Security Division as a sub-recipient, \$115,469.69 has been awarded to the City of Flint under the Federal Emergency Management Agency's program titled "FEMA-4494-DR-MI Public Assistance Grant Program; and

WHEREAS, the supplemental funding covers emergency operating expenses the City has incurred due to the Coronavirus pandemic allowed under the grant; and

IT IS RESOLVED that the appropriate City officials are authorized to do all things necessary to process a budget amendment recognizing grant revenue and corresponding appropriations under grant code FFEMA-CRV23 in the amount of \$115,469.69.

APPROVED AS TO FORM:


William Kim (Jun 12, 2023 15:21 EDT)

William Kim, City Attorney

APPROVED AS TO FINANCE:


Jane Mager (Jun 12, 2023 15:20 EDT)

Jane Mager, Acting Chief Financial Officer

FOR THE CITY OF FLINT:

CLYDE D EDWARDS
CLYDE D EDWARDS (Jun 12, 2023 15:57 EDT)

Clyde Edwards, City Administrator

APPROVED BY CITY COUNCIL:



RESOLUTION STAFF REVIEW

Date: 6/12/23

Agenda Item Title: Resolution to Accept \$115,469.69 from State of Michigan for the Public Assistance Grant (FEMA)

Prepared By: V. Foster

Background/Summary of Proposed Action:

The FEMA-4494-DR-MI, Public Assistance Grant Program provides supplemental disaster grant assistance to governmental organizations for reimbursement of eligible expenses for protective measures related to the COVID-19 pandemic.

A request was submitted to FEMA for reimbursement of qualified expenses and was approved for \$115,469.69. This reimbursement covers supplies and COVID-19 screening and testing of employees for expenses incurred between the dates of 1/20/2020 and 6/30/2022.

The Department of Finance identified the following expenditures eligible for grant funding:

COVID Screening and Testing of Employees	\$97,160.00
Supplies (including masks, sanitizers, wipes, gloves, and disinfectants)	\$18,309.69

As the award covers expenses from prior fiscal years, the following details funds that will be reimbursed for the qualified expenditures:

Fund 101 \$70,256.28	Fund 202 \$263.02	Fund 249 \$10.00
Fund 265 \$21.96	Fund 590 \$1,550.33	Fund 591 \$1,529.81
Fund 627 \$41,580.00	Fund 661 \$258.29	

It is the recommendation of the Department of Finance to accept Public Assistance Grant Program funding in the amount of \$115,469.69 as awarded by the Michigan Department of State as a subrecipient of the FEMA grant.

Recommendation approval:


Jane Mager (Jun 12, 2023 15:20 EDT)

Jane Mager
Acting Chief Financial Officer

State of Michigan
Public Assistance (PA) Grant Program
Grant Agreement
FEMA-4494-DR-MI (COVID-19)

Assistance Listings Number (ALN): 97.036
(Previously CFDA Number)

This Public Assistance (PA) Grant Agreement is hereby entered in to between the Michigan Department of State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) (hereinafter called the Recipient), and

CITY OF FLINT

(hereinafter called the Subrecipient)
Public Assistance ID Number: 049-29000-00
PW Number: PA-05-MI-4494-PW-00476(0)

I. Purpose

The purpose of the Public Assistance Grant Program is to provide supplemental financial assistance for disaster relief in eligible areas within the state, including funds for emergency protective measures – actions taken to eliminate or lessen immediate threats to lives, public health, or safety. Eligible costs are outlined in the Federal Emergency Management Agency's (FEMA), Public Assistance Program and Policy Guide, FP-104-009-2, April 2018 (PAPPG) and FEMA COVID-19 Fact Sheets and Guidance.

II. Statutory Authority

The President of the United States declared a disaster for all counties in Michigan on March 27, 2020, under the authority of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §§ 5121-5207 (Stafford Act), in accordance with 44 CFR § 206.44. This disaster declaration is a result of the Coronavirus (COVID-19) Pandemic for the incident period beginning January 20, 2020.

The Subrecipient agrees to comply with all program requirements in accordance with FEMA guidance including, but not limited to, FEMA's PAPPG (April 2018) and other guidance specific to COVID-19. The Subrecipient also agrees to comply with regulations, including, but not limited to, the following, as applicable:

- A. Administrative Requirements, Cost Principles, and Audit Requirements
 1. Public Law 93-288, as amended, *The Robert T. Stafford Disaster Relief and Emergency Assistance Act*, 42 U.S.C., 5121-5207, its implementing regulations contained in Title 44 of the Code of Federal Regulations (CFR) and FEMA policy and guidance.
 2. 2 CFR, Parts 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.
 3. 44 CFR, Part 10, *Environmental Considerations*.
 4. 44 CFR, Part 206, *Federal Disaster Assistance* (including Subparts G, H, and I) *Public Assistance Project Administration, Public Assistance Eligibility, and Public Assistance Insurance Requirements*.
- B. Federal Emergency Management Agency (FEMA) Program Guidance
 1. FP 104-009-2, Public Assistance Program and Policy Guide (April 2018).
 2. Federal Emergency Management Agency (FEMA) COVID-19 Fact Sheets and Guidance are located online at <https://www.fema.gov/coronavirus/fact-sheets>.
 3. Public Assistance Management Costs Standard Operating Procedures (February 2019).
- C. Other Federal Regulations
 1. National Environmental Policy Act (NEPA).
 2. 16 U.S.C. § 3501, Coastal Barrier Resources Act.
 3. 16 U.S.C. § 470, National Historic Preservation Act.
 4. 16 U.S.C. § 1531, Endangered Species Act References.

5. The Federal Funding Accountability and Transparency Act (FFATA) (Public Law 109-282, as amended by section 6202(a) of Public Law 110-252).
6. Executive Order (EO) 11988, Floodplain Management.
7. Executive Order (EO) 11990, Protection of Wetlands.
8. Executive Order (EO) 12612, Federalism.
9. Executive Order (EO) 12898, Environmental Justice.
10. Executive Order (EO) 12699, Seismic Safety of Federal and Federally Assisted or Regulated New Building Construction.

III. Award Amount and Restrictions

The Federal Emergency Management Agency (FEMA) determines program eligibility and grant amounts. Federal assistance will be made available, within the limits of funds available from Congressional appropriations for such purposes, in accordance with the Stafford Act and applicable regulations found in the Code of Federal Regulations (CFR), and applicable policy and guidance. The Federal Emergency Management Agency (FEMA) has obligated funds for the project below:

PW #	PA-05-MI-4494-PW-00476(0)
Project Number and Project Name	700815 - FY21/22 FEMA COVID Expenses
Total Eligible	\$115,469.69
Federal Share Obligated	\$115,469.69
Subrecipient Cost Share	\$0.00

Reimbursement amounts will be based on approved FEMA Project Worksheets (PW) and may be adjusted based upon eligibility reviews in compliance with statutes, rules, and regulations. The Federal Emergency Management Agency (FEMA) may obligate a PW based on estimates; however, actual costs for completion within the eligible scope of work may differ from the estimated amount.

The Subrecipient shall comply with all applicable state and local ordinances, laws, regulations, and building codes and standards. Prior to the start of any construction activity, the Subrecipient shall obtain all applicable federal, state, and local permits and clearances, and comply with all regulations including FEMA compliance with the National Environmental Policy Act, the National Historic Preservation Act, the Endangered Species Act, and all other environmental laws and executive orders. **Any activities that have been initiated without the necessary Environmental and Historic Preservation (EHP) review and approval will result in a non-compliance finding and will not be eligible for federal funding.**

Category B, Emergency Protective Measures work, for which federal funds have been approved, is usually subject to completion six months from the declaration date; however, for this disaster, the **project completion deadline date will be determined by FEMA**. If extenuating circumstances or unusual project conditions exist, a time extension may be requested through the Recipient.

IV. Responsibilities of the Subrecipient

- A. **Federal grant funds must supplement, not replace (supplant), existing state or local funds appropriated for the same purpose.** Potential supplanting will be carefully reviewed in subsequent monitoring reviews and audits. Subrecipients may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds. Federal funds cannot be used to replace a reduction in non-federal funds or solve budget shortfalls in general fund programs.
- B. **The Subrecipient shall not use Public Assistance Grant Program funds to generate program income.**
- C. **Grant Agreement Package.** In addition to this grant agreement, the Subrecipient shall complete, sign, and submit to the Recipient the following documents, which are incorporated by reference into this grant agreement:
 1. Subrecipient Risk Assessment Certification (EMHSD-RA).

2. Standard Assurances (20_16 Summary Checklist, 20_16a Assurances Non-Construction, 20_16b Assurances Construction, 20_16c Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements).
 3. Disclosure of Lobbying Activities (SF-LLL).
 4. Audit Certification (EMHSD-053).
 5. Request for Taxpayer Identification Number and Certification (W-9).
 6. Request for Reimbursement of Public Assistance Project Expenses (EMHSD-015a) certifying project expenditures and completion within the grant period (complete and submit upon project completion or for partial reimbursement request as directed by VII. Payment Procedures).
 7. Permits or Waivers. (For projects requiring permits or waivers, including work that requires Michigan Department of Environment, Great Lakes, and Energy (EGLE) review, submit either the EGLE permit that was issued or a written statement or email (waiver) from the Subrecipient's regional EGLE representative to document the crossing/site does not require a permit.)
 8. Other documents that may be required by federal or state officials.
- D. Comply with the requirements of the Stafford Act and all FEMA Public Assistance policies, including, but not limited to, the PAPPG and any policy or guidance document not superseded by the PAPPG.
- E. Comply with applicable financial and administrative requirements set forth in the current edition of 2 CFR, Part 200, including, but not limited to, the following provisions:
1. Account for receipts and expenditures, maintain adequate financial records, and refund expenditures disallowed by federal or state audit.
 2. Retain all financial records, statistical records, supporting documents, and other pertinent materials for at least three years after the grant is closed by the awarding federal agency for purposes of federal and/or state examination and audit.
 3. Comply with applicable local, state, and federal procurement rules and regulations, whichever is most restrictive. Federal procurement rules are found at 2 CFR, Part 200.317-327.
 4. Non-federal entities that expend \$750,000 or more in federal funds during their current fiscal year are required to have a single or program-specific audit conducted for that year in accordance with the Single Audit Act of 1984, as amended, and 2 CFR, Part 200.501.
- F. **Civil Rights Compliance.** Subrecipients must carry out programs and activities in a manner that respects and ensures the protection of civil rights for protected populations. These populations include but are not limited to individuals with disabilities and others with access and functional needs, individuals with limited English proficiency, and other diverse racial and ethnic populations, in accordance with Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and EO 13347.
- G. **Environmental and Historic Preservation (EHP) Compliance.** The federal government is required to consider the effects on the environment and/or historic properties of any federally funded activities and programs, including grant funded projects. The EHP Program engages in a review process to ensure that federally funded activities comply with federal EHP regulations, laws, and executive orders as applicable. The goal of these compliance requirements is to protect the nation's environmental, historic, and cultural resources. The Subrecipient shall not undertake any project having the potential to impact EHP resources without prior approval. **Any activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will not be eligible for federal funding.**
- H. **Obtain a Unique Entity Identifier (UEI),** a unique number assigned to all entities doing business with the federal government. It is requested by, and assigned by, the System for Award Management (SAM.gov).
- I. Cooperate with the federal government in seeking recovery of funds that are expended in alleviating the damages and suffering caused by this disaster against any party or parties whose intentional acts or omissions caused or contributed to the damage or hardship for which federal assistance is provided pursuant to the Presidential declaration of this disaster.
- J. **Quarterly Reports.** Submit Quarterly Progress Reports on all large projects over the small project threshold to the MSP/EMHSD each quarter. Deadlines for quarterly report submissions are as follows: January 15, April 15, July 15, and October 15.
- K. **Project Completion.** Notify the Recipient immediately upon completion of each large project and upon completion of the last small project; do not wait for the Quarterly Progress Report to inform the Recipient to comply with FEMA's closeout deadlines.

- L. **Scope Changes.** Ensure the use of PA funding only for eligible work as identified in the approved project. Should the Subrecipient identify a need to amend the scope of the project, it should submit an amendment request in the FEMA Grants Portal and notify Recipient.
- M. **Time Extension.** Submit a time extension request in the FEMA Grants Portal and notify Recipient if it is determined additional time is required to complete work.
- N. Permit FEMA or Recipient access and rights to examine and copy records, accounts, other documents, and other sources of information related to the grant; and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by FEMA regulations, by other applicable state or federal laws or regulations, or by program guidance.
- O. The Federal Emergency Management Agency (FEMA) appeals process is the opportunity for Subrecipient to request reconsideration of decisions regarding the provisions of assistance. The Subrecipient must file an appeal in the FEMA Grants Portal within 60 days of receipt of notice of the action or decision being appealed. However, an appeal for a significant net small project overrun must be filed within 60 days of completion of the Subrecipient's last small project.
- P. Integrate individuals with disabilities into emergency planning in compliance with EO 13347 and the Rehabilitation Act of 1973.

V. Responsibilities of the Recipient

The Recipient, in accordance with the general purposes and objectives of this grant agreement, will:

- A. Administer the grant in accordance with all applicable federal and state regulations and guidelines and submit required reports to the awarding federal agency.
- B. Provide direction and technical assistance to the Subrecipient.
- C. Provide to the Subrecipient any special report forms and reporting formats (templates) required for administration of the program.
- D. Reimburse the Subrecipient, in accordance with this grant agreement and subject to legislative authorization, based on appropriate documentation submitted by the Subrecipient.
- E. At its discretion, independently, or in conjunction with the federal awarding agency, conduct random on-site reviews of the Subrecipient(s).

VI. Reporting Procedures

The Subrecipient must submit quarterly progress reports to the Recipient on the status of all large, open projects. Quarterly progress reports are required whether expenditures are incurred or not. Current forms and instructions are located at <https://www.michigan.gov/msp/divisions/emhspd/public-assistance-grants-program/public-assistance-forms> or can be requested by sending an email to **MSP-EMHSD-DisasterPA@michigan.gov**.

Failure by the Subrecipient to fulfill quarterly reporting requirements may result in the suspension of grant activities until reports are received.

Quarterly progress reports are to be submitted on the EMHSD-014, Public Assistance Grant Program Project Quarterly Progress Report form, by the 15th of the month following the end of each quarter and should be emailed to **MSP-EMHSD-DisasterPA@michigan.gov**.

The reporting periods and due dates for each year are as follows:

1st Quarter:	October 1st through December 31st	Due January 15th
2nd Quarter:	January 1st through March 31st	Due April 15th
3rd Quarter:	April 1st through June 30th	Due July 15th
4th Quarter:	July 1st through September 30th	Due October 15th

VII. Payment Procedures

Reimbursement amounts are based on the federal share obligated of approved FEMA Project Worksheets (PW) as indicated in Section III, Award Amount and Restrictions.

A. Small Projects (<= small project threshold):

The Stafford Act provides for a small project designation, which is a simplified procedure designed to speed payment of disaster assistance funds to applicants when the cost is below the small project threshold. When the PW estimate of eligible costs for a project is below this threshold, payment of the federal share is based on the PW estimate instead of actual costs of the work. In most cases, **Recipient will make payment of the full federal share of small projects as soon as practicable after review and receipt of approved PWs from FEMA.** The federal share payment for a small project will not be reduced if all the approved funds are not spent to complete a project. However, failure to complete a small project will require the federal share be refunded. Subrecipients are also required to maintain supporting documentation and proof of payment and provide them at any time upon request of Recipient or FEMA.

B. Large Projects (> small project threshold):

1. **For large projects that are 100% complete at project formulation,** the federal share payment will be processed after the Recipient has received the following items from the Subrecipient:
 - a. All required Grant Agreement package forms and documentation listed above.
 - b. Request for Reimbursement of Public Assistance Project Expenses (EMHSD-015a) form certifying project expenditures and completion within the grant period.
 - c. Proof of payment for project costs.
2. **For large projects that are estimated or partially complete,** Subrecipient **may request** federal share reimbursement for actual expenditures, up to 90% of the Federal share. Approved funding will be processed for payment after Recipient has received the following items from the Subrecipient:
 - a. All required Grant Agreement package forms and documentation listed above.
 - b. Request for Reimbursement of Public Assistance Project Expenses (EMHSD-015a) form certifying project expenditures and completion within the grant period.
 - c. Supporting documentation, including but not limited to, detailed invoices, contracts, etc.
 - d. Proof of payment for project costs.

The Recipient will reimburse up to 90% of the federal share until FEMA final review and project closeout approval (see VIII. Project Closeout). Remaining funds will be reimbursed after FEMA final approval.

C. Large, Expedited Projects:

The Federal Emergency Management Agency (FEMA) may provide expedited funding for Emergency Work projects that exceed the small project threshold. For expedited projects, FEMA will base the funding amount on information provided by the Subrecipient. If cost information is not available, FEMA estimates the project cost based on limited information about the work activities the Subrecipient will perform. Expedited projects are limited to defined operational periods (30, 60, 90-days); awarded at 50% of the estimated cost to complete the work; and federally funded at the disasters' cost share for the defined operational period. This process enables funding to be readily available, but it is not a blanket authorization to advance funds to subrecipients without documentation to support the drawdown of funds. Recipient may draw funding in advance of receiving actual cost documentation in accordance with federal regulations. [44 CFR § 206.205 (a), Payment of Claims, Small Projects, and 2 CFR § 200.305 (b), Payment.]

Upon receipt of the "expedited" payment, the subrecipient will be required to reconcile all costs with necessary documentation, including proof of payment as soon as administratively possible, but not later than 90-days following issuance of the expedited payment, unless an extension is granted by the state. Any costs not reconciled by actual cost documentation and proof of payment will be returned to the Recipient within 30 days of notification.

D. Management Costs (Category Z):

A management cost is any indirect cost, any direct administrative cost, or any other administrative expense associated with a specific project under a major disaster or emergency. Management costs can be claimed for administering and managing PA awards for up to 5% of the Subrecipient's total award amount based on actual costs, including federal and non-federal cost shares, after insurance and any other reductions. Management costs are funded at a 100% federal cost share and are obligated on one Category Z project. Eligible activities may include, but are not limited to, meetings regarding the PA Program or overall PA damage claim, preparing correspondence, preparing projects, reviewing PWs, collecting, copying, filing, or submitting documents to support a claim, requesting disbursement of PA funds, and training. All Category Z PWs will be reconciled and reimbursed based on actual costs not to exceed the maximum 5% allowed, including those Category Z PWs that are below the large project threshold.

VIII. Project Close-Out

- A. The Subrecipient is to notify the Recipient immediately as it completes **each** large project and when it has completed its **last** small project.
- B. **Upon large project completion**, the Subrecipient is to submit to Recipient a Request for Reimbursement of Public Assistance Project Expenses (EMHSD-015a), supporting documentation and proof of payment for costs claimed. Recipient will perform a subsequent review and will forward its recommendation for closeout along with all documents to FEMA for final review and approval for closeout. Recipient will notify Subrecipient when its large project is officially closed by FEMA and any remaining reimbursements will be processed for payment.
- C. **Upon completion of its last small project**, Subrecipient is to notify the Recipient immediately. If Subrecipient has multiple small projects, Recipient will send a list of small projects to Subrecipient and request Subrecipient reply to certify all small projects are completed within the approved scope. At that time Recipient and Subrecipient will determine if a Net Small Project Overrun Appeal is an option for FEMA approval for possible overrun reimbursement(s) **within 60 days** of work completion of its last small project. If requesting a Net Small Project Overrun Appeal, Subrecipient will submit to Recipient a written request and actual cost documentation for all small projects that FEMA originally funded based on estimated amounts.
- D. The Recipient will schedule further field review and final inspections, as necessary. When final inspections are completed, the balance of eligible funds will be reimbursed.
- E. The Subrecipient will perform the required financial and compliance audits in accordance with 2 CFR 200, Subpart F. All documentation must be retained for at least three years after the grant is closed by the awarding federal agency for purposes of federal and/or state examination and audit. If an audit is required, submit a copy of the annual audit report to:

Michigan Department of State Police
Grants and Community Services Division
P.O. Box 30634
Lansing, Michigan 48909

- F. **For federal audit purposes, the Assistance Listings number (previously CFDA number) of the grant is 97.036 and is titled Public Assistance Grants.** The award is passed through the Recipient from FEMA. The disaster award number is included in the title on the first page of this Grant Agreement.
- G. If the Subrecipient will be reimbursed for management costs pursuant to the Public Assistance Management Costs Policy, Subrecipient must provide actual cost documentation and proof of payment with the request for reimbursement.

IX. Employment Matters

The Subrecipient shall comply with Title VI of the *Civil Rights Act of 1964*, as amended; Title VIII of the *Civil Rights Act of 1968*; Title IX of the *Education Amendments of 1972 (Equal Opportunity in Education Act)*; the *Age Discrimination Act of 1975*; Titles I, II and III of the *Americans with Disabilities Act of 1990*; the *Elliott-Larsen Civil Rights Act*, 1976 PA 453, as amended, MCL 37.2101 *et seq.*; the *Persons with Disabilities Civil Rights Act*, 1976 PA 220, as amended, MCL 37.1101 *et seq.*, and all other federal, state and local fair employment practices and equal opportunity laws and covenants. The Subrecipient shall not discriminate against any employee or applicant for employment, to be employed in the performance of this grant agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment; or any matter directly or indirectly related to employment because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, limited English proficiency, or handicap that is unrelated to the individual's ability to perform the duties of a particular job or position. The Subrecipient agrees to include in every subcontract entered into for the performance of this grant agreement this covenant not to discriminate in employment. A breach of this covenant is a material breach of the grant agreement.

The Subrecipient shall ensure that no subcontractor, manufacturer, or supplier of the Subrecipient for approved projects related to this grant agreement appears as an excluded party on the Federal System for Award Management located at <http://www.sam.gov>.

X. Construction Requirements

The Subrecipient shall comply with all applicable state and local ordinances, laws, regulations, building codes, and standards. Prior to the start of any construction activity, the Subrecipient shall obtain all applicable federal, state, and local permits and clearances, and comply with all regulations including FEMA compliance with the National Environmental Policy Act, the National Historic Preservation Act, the Endangered Species Act and all other environmental laws and executive orders. **Any activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will not be eligible for federal funding.**

The Subrecipient shall ensure that any work done under this grant complies with the barrier free design requirements of 1966 PA 1, as amended, MCL 125.1351 *et seq.* (Utilization of Public Facilities by Physically Limited Act).

The *Davis-Bacon Act* requires federal agencies to pay workers under contract to them the "prevailing wage" based on the local union wage scale defined by the U.S. Department of Labor. Generally, the provisions of the Davis-Bacon Act do not apply to state or local contracts for work completed using public assistance funds under the Stafford Act. However, the provisions may apply to contracts let by other federal agencies, such as the U.S. Army Corps of Engineers. If a state or local government incorporates prevailing wage rates of the U.S. Department of Labor as part of its normal practice for all contracts, regardless of funding source, then those rates would be eligible.

XI. Insurance

In compliance with P.L. 103-325, Title V National Flood Insurance Reform Act of 1973, section 582 requires that any person who receives federal assistance for the repair, replacement, or restoration for damage to any personal, residential, or commercial property, at any time, must maintain flood insurance if the property is located in a Special Flood Hazard Area.

XII. Limitation of Liability

The Recipient and the Subrecipient to this grant agreement agree that each must seek its own legal representative and bear its own costs, including judgments, in any litigation that may arise from performance of this contract. It is specifically understood and agreed that neither party will indemnify the other party in such litigation.

This is not to be construed as a waiver of governmental immunity for either party.

XIII. Third Parties

This grant agreement is not intended to make any person or entity, not a party to this grant agreement, a third-party beneficiary hereof or to confer on a third party any rights or obligations enforceable in their favor.

XIV. Grant Agreement Period

The effective date of this grant agreement is January 20, 2020, and is in full force and effect from January 20, 2020, until the completion of approved FEMA projects per guidelines stipulated in Section III (Award Amount and Restrictions). This grant agreement may be terminated by either party by giving 30 days written notice to the other party stating reasons for termination and the effective date, or upon the failure of either party to carry out the terms of the grant agreement. Upon termination, the Subrecipient agrees to return to the Recipient any funds not authorized for use, and the Recipient shall have no further obligation to reimburse the Subrecipient.

XV. Entire Grant Agreement

This grant agreement is governed by the laws of the State of Michigan and supersedes all prior agreements, documents, and representations between the Recipient and the Subrecipient, whether expressed, implied, or oral. This grant agreement constitutes the entire agreement between the parties and may not be amended except by written instrument executed by both parties prior to the grant end date. No party to this grant agreement may assign this grant agreement or any of his/her/its rights, interest, or obligations hereunder without the prior consent of the other party. The Subrecipient agrees to inform the Recipient in writing immediately of any proposed changes of dates, budget, or services indicated in this grant agreement, as well as changes of address or personnel affecting this grant agreement. Changes in dates, budget, or services are subject to prior written approval of the Recipient. If any provision of this grant agreement shall be deemed void or unenforceable, the remainder of the grant agreement shall remain valid.

The Recipient may suspend or terminate grant funding to the Subrecipient, in whole or in part, or other measures may be imposed for any of the following reasons:

- A. Failure to expend funds in a timely manner consistent with the grant milestones, guidance, and assurances.
- B. Failure to comply with the requirements or statutory objectives of federal or state law.
- C. Failure to follow grant agreement requirements or special conditions.
- D. Proposal or implementation of substantial plan changes to the extent that, if originally submitted, the project would not have been approved for funding.
- E. Failure to submit required reports.
- F. Filing of a false certification in the application or other report or document.
- G. Failure to adequately manage, monitor or direct the grant funded activities of its Subrecipients.

Before acting, the Recipient will provide the Subrecipient reasonable notice of intent to impose corrective measures and will make every effort to resolve the problem informally.

XVI. Business Integrity Clause

The Recipient may immediately cancel the grant without further liability to the Recipient or its employees if the Subrecipient, an officer of the Subrecipient, or an owner of a 25% or greater share of the Subrecipient is convicted of a criminal offense incident to the application for or performance of a state, public, or private grant or subcontract; or convicted of a criminal offense, including, but not limited to, any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under state or federal antitrust statutes; or convicted of any other criminal offense which, in the sole discretion of the Recipient, reflects on the Subrecipient's business integrity.

XVII. Freedom of Information Act (FOIA)

Much of the information submitted while applying for funding under this program, or provided in the course of grant management activities, may be considered law enforcement-sensitive or otherwise critical to national security interests. This may include threat, risk, and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures. Therefore, each Subrecipient agency Freedom of Information Officer will need to determine what information is to be withheld on a case-by-case basis. The Subrecipient should be familiar with the regulations governing Protected Critical Infrastructure Information (6 CFR, Part 29) and Sensitive Security Information (49 CFR, Part 1520), as these designations may provide additional protection to certain classes of homeland security information.

XVIII. Official Certification

For the Subrecipient

The individual or officer signing this grant agreement certifies by their signature that they are authorized to sign this grant agreement on behalf of the organization they represent. The Subrecipient agrees to complete all requirements specified in this grant agreement.

CITY OF FLINT

G2XMHBJCHKX5

Name of Subrecipient

Subrecipient's UEI Number

CV0047760

28F

Subrecipient's Customer Vendor (CV) #

Subrecipient's Address Code

Printed Name of Authorized Signatory

Title

Signature

Date

For the Recipient

Michigan State Police, Emergency Management and Homeland Security Division

Capt. Kevin Sweeney

Printed Name

Commander, Emergency Management
and Homeland Security Division

Title



6/8/2023

Signature

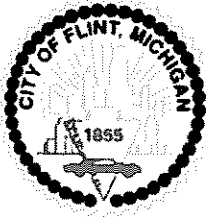
Date



MICHIGAN STATE POLICE
Emergency Management
and Homeland Security Division

Grant Agreement Federal Award ID

FEDERAL AWARD IDENTIFICATION			
Subrecipient Name: City of Flint		Grant Name: Public Assistance Grant Program	
Assistance Listings Number: 97.036	Subrecipient IRS/Vendor Number: 38-6004611	Federal Award Identification Number (FAIN): 4494DRMI000000001	Federal Award Date: March 27, 2020
Subrecipient UEI Number: G2XMHBJCHKX5		Subaward Performance Period: From: March 27, 2020 To: MAY 11, 2023	
Research & Development: N/A		Funding: Amount of Federal Funds Obligated by this Action:	Total: \$115,469.69
Indirect Cost Rate: N/A		Total Amount Federal Funds Obligated to Subrecipient: (Including the current financial obligation)	\$246,214.13
		Total Federal Award Committed to Subrecipient:	\$246,214.13
Federal Award Project Description: FEMA-4494-DR-MI, Public Assistance Grant Program PW Number: PA-05-MI-4494-PW-00476(0)			
Details: The Public Assistance Grant Program provides supplemental disaster grant assistance to government organizations and certain private nonprofit (PNP) organizations for debris removal, life-saving emergency protective measures, and the repair, replacement, or restoration of disaster-damaged publicly owned facilities, and the facilities of certain PNP organizations.			
Federal Awarding Agency: Federal Emergency Management Agency Region V 536 South Clark Street, 6th Floor Chicago, Illinois 60605		Pass-Through Entity (Recipient) Name: Michigan State Police, Emergency Management and Homeland Security Division P.O. Box 30634 Lansing, Michigan 48909	



230186
RESOLUTION NO.: _____

PRESENTED: JUL - 5 2023

ADOPTED: JUL 10 2023

RESOLUTION TO ACCEPT THE CHARLES STEWART MOTT FOUNDATION FINANCIAL RECOVERY TECHNICAL ASSISTANCE GRANT, AND AMEND THE FY23 BUDGET IN THE AMOUNT OF \$750,000

BY THE CITY ADMINISTRATOR:

Whereas, the Charles Stewart Mott Foundation has awarded the City of Flint, grant number 2023-11681 in the amount of \$750,000.00; and

Whereas, these funds will be used to provide operational and staffing support; and

Whereas, the FY23 adopted budget must be amended to include the awarded funds; and

Whereas, the grant period is January 1 2023 through June 30 2024; and

296-172.000-702.010	WAGES - FULL-TIME (NON-EXEMPT)	\$410,964.17
296-172.000-702.020	SALARIED EMPLOYEE (EXEMPT)	\$0.00
296-172.000-703.000	OVERTIME	\$0.00
296-172.000-704.000	WAGES - PART TIME EMPLOYEES	\$20,160.40
296-172.000-705.000	SICK, VACATION AND ACCRUED LEAVE PAY	\$42,653.73
296-172.000-706.000	HOLIDAY PAY	\$0.00
296-172.000-707.000	TEMPORARY AND SEASONAL EMPLOYEES	\$0.00
296-172.000-708.100	CASH IN LIEU OF BENEFITS (INSURANCE OPT)	\$6,395.49
296-172.000-710.100	UNEMPLOYMENT COMPENSATION (SUTA)	\$28,644.94
296-172.000-710.200	FICA (SOCIAL SECURITY)	\$6,698.74
296-172.000-710.300	MEDICARE	\$13,188.90
296-172.000-713.000	WORKERS COMPENSATION	\$8,288.79
296-172.000-714.300	EMPLOYER HEALTH CARE SAVINGS PLAN (HCSP)	\$18,616.89
296-172.000-716.100	MERS HYBRID DEFINED CONTRIBUTION PENSION	\$0.00
296-172.000-717.010	MERS DEFINED BENEFIT PENSION	\$28,757.26
296-172.000-717.100	MERS HYBRID DEFINED BENEFIT PENSION	\$14,360.18
296-172.000-718.010	HEALTH INSURANCE PREMIUMS	\$126.75
296-172.000-718.300	LIFE INSURANCE	\$70.60
296-172.000-718.400	OPTICAL INSURANCE	\$466.91
296-172.000-718.500	DENTAL INSURANCE	\$2,806.25
296-172.000-719.100	ACCRUED ABSENCES	\$0.00
296-172.000-752.000	SUPPLIES	\$5,500.00
296-172.000-801.000	PROFESSIONAL SERVICES	\$124,800.00



RESOLUTION NO.: _____


PRESENTED: _____

ADOPTED: _____

296-172.000-958.000	EDUCATION, TRAINING, & CONFER	\$6,000.00
296-172.000-960.000	PROFESSIONAL DUES AND PUBLICATIONS	\$6,000.00
296-172.000.977.000	EQUIPMENT	\$5,500.00
	TOTAL	\$750,000.00

IT IS RESOLVED that the appropriate City officials are authorized to do all things necessary to accept the grant funds set forth in the grant agreement of C.S. Mott Grant 2023-11681 in the amount of \$750,000.00 to appropriate revenue and expenditure amounts and to make the grant funds available in the current and any subsequent fiscal years that funding continues to remain available by the grantor.

Approved as to Form:


William Kim (Jun 30, 2023 14:52 CDT)

William Kim, Chief Legal Officer

Approved as to Finance:


Jane Mager (Jun 30, 2023 15:56 EDT)

Jane Mager, Acting Chief Financial Officer

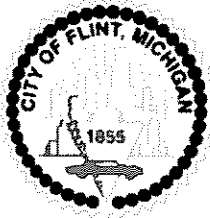
For the City of Flint


CLYDE D EDWARDS (Jun 30, 2023 15:58 EDT)

Clyde D. Edwards, City Administrator

Approved by City Council





RESOLUTION NO.: _____

PRESENTED: _____

ADOPTED: _____

RESOLUTION STAFF REVIEW

Date: June 30 2023

Agenda Item Title:

RESOLUTION TO ACCEPT THE CHARLES STEWART MOTT FOUNDATION FINANCIAL RECOVERY TECHNICAL ASSISTANCE GRANT, AND AMEND THE FY23 BUDGET IN THE AMOUNT OF \$750,000

Prepared by:

Chay Linseman – Budget and Grants Administrator

Background/Summary of Proposed Action:

The Charles Stewart Mott Foundation has granted the City of Flint, \$750,000.00 to provide operational and staffing support. These funds will build foundational competencies across multiple departments that will enable the City of Flint to provide essential services that meet the immediate needs of residents as well as develop and implement strategies that build citywide resilience.

296-172.000-702.010	WAGES - FULL-TIME (NON-EXEMPT)	\$410,964.17
296-172.000-702.020	SALARIED EMPLOYEE (EXEMPT)	\$0.00
296-172.000-703.000	OVERTIME	\$0.00
296-172.000-704.000	WAGES - PART TIME EMPLOYEES	\$20,160.40
296-172.000-705.000	SICK, VACATION AND ACCRUED LEAVE PAY	\$42,653.73
296-172.000-706.000	HOLIDAY PAY	\$0.00
296-172.000-707.000	TEMPORARY AND SEASONAL EMPLOYEES	\$0.00
296-172.000-708.100	CASH IN LIEU OF BENEFITS (INSURANCE OPT)	\$6,395.49
296-172.000-710.100	UNEMPLOYMENT COMPENSATION (SUTA)	\$28,644.94
296-172.000-710.200	FICA (SOCIAL SECURITY)	\$6,698.74
296-172.000-710.300	MEDICARE	\$13,188.90
296-172.000-713.000	WORKERS COMPENSATION	\$8,288.79
296-172.000-714.300	EMPLOYER HEALTH CARE SAVINGS PLAN (HCSP)	\$18,616.89
296-172.000-716.100	MERS HYBRID DEFINED CONTRIBUTION PENSION	\$0.00
296-172.000-717.010	MERS DEFINED BENEFIT PENSION	\$28,757.26
296-172.000-717.100	MERS HYBRID DEFINED BENEFIT PENSION	\$14,360.18
296-172.000-718.010	HEALTH INSURANCE PREMIUMS	\$126.75
296-172.000-718.300	LIFE INSURANCE	\$70.60
296-172.000-718.400	OPTICAL INSURANCE	\$466.91
296-172.000-718.500	DENTAL INSURANCE	\$2,806.25



RESOLUTION NO.: _____

PRESENTED: _____

ADOPTED: _____

296-172.000-719.100	ACCRUED ABSENCES	\$0.00
296-172.000-752.000	SUPPLIES	\$5,500.00
296-172.000-801.000	PROFESSIONAL SERVICES	\$124,800.00
296-172.000-958.000	EDUCATION, TRAINING, & CONFER	\$6,000.00
296-172.000-960.000	PROFESSIONAL DUES AND PUBLICATIONS	\$6,000.00
296-172.000.977.000	EQUIPMENT	\$5,500.00
	TOTAL	\$750,000.00

Financial Implications:

\$750,000.00 will be added to the FY23 budget in 296-172.000 grant code LCSM-23-FRTA

Budgeted Expenditure: Yes ___ No x **Please explain, if no: This grant was awarded after the FY23 budget was approved.**

Pre-encumbered: Yes ___ No x **Requisition #:** _____

Other Implications: No other implications are known at this time.

Staff Recommendation: Staff recommends approval of this resolution.

APPROVAL: Seamus Bannon
Seamus Bannon, Mayor's Office



June 30, 2023

The Honorable Sheldon Neeley
Mayor, City of Flint
1101 S. Saginaw Street
Flint, MI 48502-1420

Project: Financial Recovery Technical Assistance
(Grant No. 2023-11681)

Dear Mayor Neeley:

We are pleased to inform you that the Charles Stewart Mott Foundation has approved a grant in the amount of \$750,000 to the City of Flint for the above-referenced project for the period January 1, 2023, through June 30, 2024.

Grant Payments

This grant will be paid upon receipt of your acceptance.

This letter or your proposal may set forth specific goals or objectives that your organization expects to achieve during the grant period. For accounting purposes, the Mott Foundation is not requiring that your organization achieve any specific goal or objective as a condition (or barrier) to your receipt and retention of the grant funds, except for the following:

- No conditions.

The Mott Foundation reserves the right to discontinue, modify, or withhold any payments that might otherwise be due under this grant or any other outstanding grant, to require a refund of any unexpended grant funds, or both, if, in the Mott Foundation's judgment, any of the following occur with respect to this grant or any other grant from the Mott Foundation to your organization:

1. Grant funds have been used for purposes other than those contemplated by this commitment letter.
2. Such action is necessary to comply with the requirements of any law or regulation affecting either your organization's or the Mott Foundation's responsibilities under the grant.

The Honorable Sheldon Neeley
June 30, 2023
Page 2 (Grant No. 2023-11681)

3. Your organization ceases to conduct this project, or circumstances change such that it becomes impractical or impossible for you to carry out this project.
4. Your organization's performance under this grant has not been satisfactory, as determined by the Mott Foundation in its reasonable discretion. Although the Mott Foundation expects your organization to work toward achieving the goals and objectives described in your proposal, unless a specific condition (or barrier) is identified above, the failure to obtain any specific goal or objective will not, alone, be cause for the Mott Foundation to determine that your organization's performance has not been satisfactory, but may be relevant in determining whether your overall performance has (or has not) been satisfactory.
5. The Mott Foundation has not received and approved all reports due from your organization prior to the payment date.

The Mott Foundation's judgment on these matters will be final and binding.

Mott Foundation Contact Person and Resources

Please direct all correspondence and questions relating to this grant to Jamii Tata, Program Officer.

For general information regarding Mott Foundation grant procedures and other grant related questions, we encourage you to visit the Grantee Resources section of our website at www.mott.org/grantee-resources.

Another resource available to grantees is the Grantee Portal. The Grantee Portal provides real-time information on your grant's reporting requirements and due dates. By using the Grantee Portal, you may view a copy of this commitment letter, download copies of forms, and upload required reports directly to the Mott Foundation. For more information about the Grantee Portal, contact your program officer or login at <https://mott.fluxx.io>. The grant's primary project contact, Seamus Bannon, can login at <https://mott.fluxx.io> with their registered email address.

Use of Grant

Under United States law, Mott Foundation grant funds may be expended only for charitable, scientific, literary, religious, or educational purposes, as specified in section 170(c)(2)(B) of the Internal Revenue Code of 1986, as amended. This grant is to be expended solely in support of the objectives detailed in your proposal submitted June 16, 2023. Your organization shall not, directly or indirectly, engage in, support or promote violence or terrorist activities.



The Honorable Sheldon Neeley
June 30, 2023
Page 3 (Grant No. 2023-11681)

Your organization confirms that this project is under its complete control. Your organization further confirms that it has and will exercise control over the process of selecting any consultant, that the decision made or that will be made on any such selection is completely independent of the Mott Foundation, and further, that there does not exist an agreement, written or oral, under which the Mott Foundation has caused or may cause the selection of a consultant.

Mott Foundation grant funds may not be used for lobbying expenditures.

Mott Foundation grant funds may not be used for re-granting to secondary organizations.

Your organization may charge this grant only for expenditures incurred or services performed during the grant period specified in this letter.

Your organization may charge this grant only for line item expenditures that were included in your approved budget as referenced in the "Reports" section of this letter. The addition of new line items must have the prior written approval of the Mott Foundation.

Grant Accounting

Your organization is required to maintain financial records for expenditures and receipts relating to this grant, retaining these records and other supporting documentation for five years after the grant's termination date.

Your organization is also required to permit the Mott Foundation to have reasonable access to your files, records and personnel during the term of this grant and for five years thereafter for the purpose of making financial audits, verifications, or program evaluations.

Unless a specific condition (or barrier) is listed in the "Grant Payments" section of this letter, the Mott Foundation does not intend, in its own financial statements, to treat this grant as a "conditional contribution" described under Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) 2018-08. Your organization should make its own determination as to how to account for this grant in your financial statements and is not required (under FASB ASU 2018-08) to adopt the same accounting treatment as the Mott Foundation.

Reports

The Mott Foundation requires the following reports to be submitted for this grant:

Report Type:	For Period Ending:	Due on or Before:
Interim Report	December 31, 2023	February 1, 2024
Final Report	June 30, 2024	August 1, 2024



The Honorable Sheldon Neeley
June 30, 2023
Page 4 (Grant No. 2023-11681)

The report must include the following parts, which must be submitted together:

1. A **narrative report** summarizing what was accomplished by the expenditure of funds during the reporting period. Your grant proposal indicated that your organization will work toward achieving certain goals and objectives during the grant period, and the narrative report should include a description of progress made toward achieving the following reporting objectives:
 - Overall assessment of the current state of capacity within city administration.
 - Update on consultants utilized and a summary of their work.
 - Copy of the executive search contract.
 - Number of positions posted.
 - Number of persons hired.
 - Number of raises implemented.
 - Changes or restructuring of departments within city hall to streamline services to residents.
 - New activities that are underway in the economic development office.
 - Number of site plans, permits and business licenses approved/issued.
 - Activities that took place and services provided to Flint residents through the office of public health.
 - List of partnerships with local non-profits that helped the city assist residents during the grant period.
 - The City's use of ARPA funds including uses of all ARPA funds, process for distributing funds, organizations receiving funds and projects completed or ongoing with those funds.
2. A **financial report** showing the approved budget, expenditures against each line item since the start of the grant, and balances remaining (or overruns) for each line item. For the final report, you must explain all overrun variances that exceed both one thousand dollars (\$1,000) and ten percent (10%) of the budgeted line item amount.

Your organization must report against the approved budget of \$1,531,536 submitted on June 28, 2023 (which may be greater than the amount of the Mott Foundation grant). If the approved budget covers multiple years, each report should include cumulative expenditures since the beginning of the grant period. The report must also include a summary of all funding received for this project (listed by source and grant period).

Unless a specific condition (or barrier) is listed in the "Grant Payments" section of this letter, the Mott Foundation is not requiring that your organization achieve any of the reporting objectives listed above as a condition (or barrier) to your receipt and retention of the grant funds. Rather,



The Honorable Sheldon Neeley
June 30, 2023
Page 5 (Grant No. 2023-11681)

the reporting objectives are meant to capture your progress in achieving the goals and objectives identified in your grant proposal.

Reports and other grant requirements should be submitted online via the Mott Foundation's Grantee Portal. A default portal account has been setup for the primary project contact. The project contact can login at <https://mott.fluxx.io> with their registered email address. Please contact your program officer if you need assistance or to change the project contact. Standard reporting templates and other forms are available for download via the Grantee Portal.

Undisbursed Funds

Your organization is required to return any undisbursed project funds on a prorata basis to the Mott Foundation within two months after the end of this grant. The prorata refund is computed by multiplying the total undisbursed project funds by the ratio of Mott Foundation funding to total funding received for this project for the grant period. Any refund of less than \$100 will be waived.

Compliance with Laws

Your organization may not use any portion of the grant funds to undertake any activity for any purpose other than one specified in section 170(c)(2)(B) of the Internal Revenue Code. Further, the Mott Foundation reserves the right to discontinue, modify, or withhold any payments that might otherwise be due under this grant or to require a refund of any unexpended grant funds if, in the Mott Foundation's judgment, such action is necessary to comply with the requirements of any law or regulation.

Public Information

The Mott Foundation will include information on this grant in its periodic public reports. The Mott Foundation also welcomes grantees to make announcements of grants upon return of this signed commitment letter. A copy of any release should be sent to the Mott Foundation's Communications Department prior to its dissemination. The department is available to provide assistance in your communications efforts.

Acceptance

This letter contains the entire agreement between your organization and the Charles Stewart Mott Foundation, and there are no conditions or stipulations, oral or written, governing the use of the grant funds other than those contained in this letter.

If your organization agrees to the grant conditions as stated, please **sign and return, via DocuSign**, one complete copy of this letter **with an electronic signature** of an appropriate representative of your organization in the space provided. In countersigning this letter, this




The Honorable Sheldon Neeley
June 30, 2023
Page 6 (Grant No. 2023-11681)

individual represents to the Mott Foundation that he/she has the authority to sign this letter on the organization's behalf.

This grant may be withdrawn if the Mott Foundation has not received your acceptance within one month from the date of this letter.

On behalf of the Mott Foundation, I would like to extend our best wishes for the success of this endeavor.

Sincerely,

DocuSigned by:

8A59BF0328DC4EB...

Mary A. Gailbreath
Vice President-Administration and Secretary/Treasurer

MAG:jap

Our organization acknowledges that appropriate personnel have read and understand this letter, that its terms and conditions are acceptable to us, and that we will comply with those terms and conditions.

Name of Grantee: City of Flint

Printed Name of Authorized Signer: _____

Authorized Signature: _____
(This must be an original signature of an authorized representative of the organization.)

Title: _____

Date Signed: _____



Certificate Of Completion

Envelope Id: 3743F85F0E124B3A95813076AC699C83

Status: Completed

Subject: Mott Foundation Commitment Letter #G - 2023-11681 - City of Flint

Source Envelope:

Document Pages: 6

Signatures: 1

Envelope Originator:

Certificate Pages: 2

Initials: 0

Ashley Johnson

AutoNav: Enabled

503 S. Saginaw St.

EnvelopeId Stamping: Enabled

Ste. 1200

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Flint, MI 48502

AJohnson@mott.org

IP Address: 68.41.163.111

Record Tracking

Status: Original

Holder: Ashley Johnson

Location: DocuSign

6/30/2023 8:05:12 AM

AJohnson@mott.org

Signer Events

Mary A Gailbreath

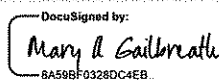
MGailbreath@mott.org

VP-Administration & Secretary/Treasurer

Charles Stewart Mott Foundation

Security Level: Email, Account Authentication
(None)**Signature**

DocuSigned by:



8A59BF0328DC4EB

Signature Adoption: Pre-selected Style

Using IP Address: 73.191.163.204

Timestamp

Sent: 6/30/2023 8:13:43 AM

Viewed: 6/30/2023 8:15:17 AM

Signed: 6/30/2023 8:16:01 AM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp**

Ashley Johnson

ajohnson@mott.org

Security Level: Email, Account Authentication
(None)**COPIED**

Sent: 6/30/2023 8:16:02 AM

Resent: 6/30/2023 8:16:03 AM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Kimberly Roberson

KRoberson@mott.org

Security Level: Email, Account Authentication
(None)**COPIED**

Sent: 6/30/2023 8:16:02 AM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Seamus Bannon

sbannon@cityofflint.com

Security Level: Email, Account Authentication
(None)**COPIED**

Sent: 6/30/2023 8:16:02 AM

Viewed: 6/30/2023 8:23:36 AM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/30/2023 8:13:43 AM
Certified Delivered	Security Checked	6/30/2023 8:15:17 AM
Signing Complete	Security Checked	6/30/2023 8:16:01 AM
Completed	Security Checked	6/30/2023 8:16:02 AM
Payment Events	Status	Timestamps



BID 23-024

BY THE CITY ADMINISTRATOR:

RESOLUTION TO PVS TECHNOLOGIES INC. FOR AQUEOUS FERROUS CHLORIDE

WHEREAS, The Division of Purchases and Supplies solicited bids for the 2 year supply of aqueous ferrous chloride (FY 2024 and FY 2025) as requested by Water Pollution Control. Ferrous Chloride is required for phosphorus removal during the wastewater treatment process, and said removal is stipulated by the National Pollution Discharge Elimination System (NPDES) permit.


WHEREAS, WPC recommends that the sole responsive bidder, PVS Technologies Inc., be awarded the purchase order for the supply of Aqueous Ferrous Chloride for each of the next two fiscal years, FY 2024 and FY 2025, in the amounts of \$220,000.000 and \$240,000.000 respectively, a two-year total of \$460,000.00.

Funding is to come from the following account(s):

Account Number	Account Name/ Grant Code	Amount
590-550.100-753.000	WPC-Treatment Chemicals	\$220,000.00
	FY 2024 TOTAL	\$220,000.00

IT IS RESOLVED, that the Proper City Officials are hereby authorized to issue a Purchase Order for the two year supply of Aqueous Ferrous Chloride for Water Pollution Control to PVS Technologies, Inc. for FY 2024 in the not-to-exceed amount of \$220,000.00, pending budget adoption and for FY 2025 in the not to exceed amount of \$240,000.00, pending budget adoption, a two year not-to-exceed amount of \$460,000.00.

APPROVED AS TO FORM:


William Kim (Jun 14, 2023 09:55 EDT)

William Kim, City Attorney

APPROVED AS TO FINANCE:


Jane Mager (Jun 14, 2023 09:58 EDT)

Jane Mager, Acting Chief Financial Officer

FOR THE CITY OF FLINT:


CLYDE D EDWARDS (Jun 14, 2023 11:45 EDT)

Clyde Edwards, City Administrator

APPROVED BY CITY COUNCIL:



APPROVED AS TO PURCHASING:



**Christopher Mumby,
Interim Purchasing Manager**



CITY OF FLINT

STAFF REVIEW FORM

TODAY'S DATE: 05/31/2023

BID/PROPOSAL: B-23-024

AGENDA ITEM TITLE: Aqueous Ferrous Chloride

PREPARED BY: Krystal Wallace, Water Pollution Control

VENDOR NAME: PVS Technologies Inc.

BACKGROUND/SUMMARY OF PROPOSED ACTION:

Water Pollution Control uses Ferrous Chloride to remove the phosphorus from the wastewater as required by their Michigan National Pollutant Discharge Elimination System (NPDES) Permit. Phosphorus is considered a pollutant for waterways, and must be removed prior to discharging WPC final effluent water into the Flint River. Excess phosphorus causes increased growth of algae, algal toxins, and large aquatic plants, which can result in eutrophication (decreased levels of dissolved oxygen). These toxins are harmful to humans, animals, and the general environment.

WPC received one bid for the supply of Aqueous Ferrous Chloride. WPC recommends that the sole qualified bidder, PVS Technologies, Inc., be awarded the purchase order in the FY 2024 budgeted amount, pending adoption.

FINANCIAL IMPLICATIONS: None

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

Dept.	Name of Account	Account Number	Grant Code	Amount
DPW-WPC	Treatment Chemicals	590-550.100-753.000		\$220,000.00
			FY 2024 Amount	\$220,000.00

PRE-ENCUMBERED? YES ☐ NO ☒ REQUISITION NO: 240007176 – The FY 2024 budget is pending adoption affecting funding availability which will be subsequent to July 1, 2023.

ACCOUNTING APPROVAL: *Stella* Date: 06/01/2023

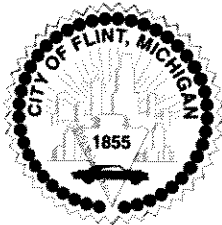
WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☐ NO ☒

OTHER IMPLICATIONS (i.e., collective bargaining): None.

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

AUTHORIZED SIGNATURE: *Jeanette H. Best*

(Jeanette Best, WPC Manager)



PROPOSALS
B23000023 & B23000028

BY THE CITY ADMINISTRATOR:

230188

RESOLUTION NO.: _____
PRESENTED: JUL - 5 2023
ADOPTED: JUL 10 2023

**RESOLUTION TO MCNAUGHTON-MCKAY ELECTRIC FOR
ELECTRICAL, LIGHTING, SQUARE D, AND ALLEN BRADLEY SUPPLIES AND REPAIR PARTS**

WHEREAS, The Division of Purchases and Supplies, as requested by various Divisions within the Department of Public Works, solicited bids on May 15, 2023 for the 3-year procurement of Electrical and Lighting Supplies (B23000023) AND Square D and Allen Bradley Supplies (B23000028). McNaughton-McKay Electric was the sole qualified responsive bidder.

WHEREAS, These parts and supplies are used to maintain several electric and electronic systems that support City Services which are critical to the health and safety of the residents, such as wastewater treatment, water treatment, and traffic/street lighting.


WHEREAS, DPW personnel recommend that the sole qualified responsive bidder, McNaughton-McKay Electric, be awarded the three-(3) year purchase agreement for the supply of these parts in the budgeted amount of \$343,000.00 for each fiscal year commencing with FY 2024, pending budget adoption.

Funding is to come from the following account(s):

Account Number	Account Name/ Grant Code	Amount
590-550.200-775.000	WPC Pump Stations – Repair Parts & Supplies	\$17,000.00
590-550.202-775.000	WPC Operations – Repair Parts & Supplies	\$67,500.00
590-550.100-814.600	WPC Computer – Supplies	\$10,000.00
590-550.202-930.000	WPC Operations – Repairs	\$35,500.00
590-550.300-977.000	WPC Equipment	\$60,000.00
591-545.201-752.000	Water Plant – Supplies	\$78,000.00
202-443.201-752.000	Major Street Fund – Supplies	\$45,000.00
101-230.200-752.000	City Hall Maintenance – Supplies	\$30,000.00
FY 2024 TOTAL		\$343,000.00

IT IS RESOLVED, that the Proper City Officials are hereby authorized to approve a three-year purchase agreement and to issue Purchase Orders to McNaughton-McKay Electric for the supply of electrical and electronic parts as described above for fiscal years, 2024 – not-to-exceed \$343,000.00, 2025 – not-to-exceed \$343,000.00, and 2026 – not-to-exceed \$343,000.00, contingent upon approval and adoption of the respective budgets.

APPROVED AS TO FORM:


William Kim (Jun 14, 2023 10:47 EDT)

William Kim, City Attorney

FOR THE CITY OF FLINT:


CLYDE D EDWARDS (Jun 14, 2023 11:42 EDT)

Clyde Edwards, City Administrator

APPROVED AS TO FINANCE:

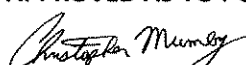

Jane Mager (Jun 14, 2023 09:57 EDT)

Jane Mager, Acting Chief Financial Officer

APPROVED BY CITY COUNCIL:



APPROVED AS TO PURCHASING:



Christopher Mumby, Interim Purchasing Manager



CITY OF FLINT

STAFF REVIEW FORM

TODAY'S DATE: 05/30/2023

BID/PROPOSAL: 23-023

AGENDA ITEM TITLE: Electrical Parts

PREPARED BY John Florshinger, Utilities Maintenance & SCADA Supervisor

VENDOR NAME: McNaughton-McKay Electric

BACKGROUND/SUMMARY OF PROPOSED ACTION:

Water Pollution Control Facilities relies on various electrical devices to run, control and monitor facility processes. Parts are needed to keep the facility running and meet NPDES permit requirements.

I recommend that the sole bidder, McNaughton-McKay Electric, be awarded the three (3) year bid in the amount of \$44,000.00 for each of the next three (3) fiscal years, FY2024, FY2025 and FY 2026 pending adoption, a three-year total of \$132,000.00, for electrical parts.

FINANCIAL IMPLICATIONS: None

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

Dept.	Name of Account	Account Number	Grant Code	Amount
DPW-WPC	Repair/Maint Supplies	590-550.200-775.000		17,000.00
DPW-WPC	Repair/Maint Supplies	590-550.202-775.000		27,000.00
		FY24 GRAND TOTAL		\$44,000.00
		THREE YEAR TOTAL		\$132,000.00

PRE-ENCUMBERED? YES ☒ NO ☐ REQUISITION NO: 240007211

ACCOUNTING APPROVAL: *J. Hall* Date: 6/6/23

WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☐ NO ☒

BUDGET YEAR 1 \$44,000.00

BUDGET YEAR 2 \$44,000.00

BUDGET YEAR 3 \$44,000.00

OTHER IMPLICATIONS (i.e., collective bargaining): None.

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

AUTHORIZED SIGNATURE: *Jeanette Best*
(Jeanette Best, WPC Manager)



CITY OF FLINT

STAFF REVIEW FORM

TODAY'S DATE: 06/02/2023

BID/PROPOSAL: 23-028

AGENDA ITEM TITLE: Allen-Bradley Modules and Parts

PREPARED BY John Florshinger, Utilities Maintenance & SCADA Supervisor

VENDOR NAME: McNaughton-McKay Electric

BACKGROUND/SUMMARY OF PROPOSED ACTION:

WPC relies on Allen Bradley automation equipment to run and monitor critical plant processes such as filter, pump station control, load out facilities, grit removal, and plant historical data logging. Without adequate parts, these critical plant processes would not be operable resulting in NPDES Permit violations and increased operational and maintenance costs.

I recommend that the sole qualified bidder, McNaughton-McKay Electric., be awarded the three (3) year bid in the amount of \$146,000.00 for FY2024 and \$86,000.00 for each fiscal year FY2025 and FY2026, a three-year total of \$318,000.00, for Allen-Bradley modules and parts.

FINANCIAL IMPLICATIONS: None

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

Dept.	Name of Account	Account Number	Grant Code	Amount
DPW-WPC	Repair/Maint Supplies	590-550.202-775.000		40,500.00
DPW-WPC	Repairs/Maintenance	590-550.202-930.000		35,500.00
DPW-WPC	Computer Software	590-550.100-814.600		10,000.00
DPW-WPC	Equipment	590-550.300-977.000		60,000.00
FY24 GRAND TOTAL				\$146,000.00

PRE-ENCUMBERED? YES ☒ NO ☐ REQUISITION NO: 240007208

ACCOUNTING APPROVAL: *J. Kellam*

Date: 6/6/23

WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☐ NO ☒

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

YEARS

OTHER IMPLICATIONS (i.e., collective bargaining): None.

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

AUTHORIZED SIGNATURE: *Jeanette Best*

(Jeanette Best, WPC Manager)



CITY OF FLINT

RESOLUTION STAFF REVIEW FORM

TODAY'S DATE: June 9, 2023

BID/PROPOSAL#

AGENDA ITEM TITLE: Electrical Parts and Related Items

PREPARED BY: Melanie Poisson

VENDOR NAME: MCNAUGHTON MCKAY

BACKGROUND/SUMMARY OF PROPOSED ACTION:

The Water Plant would like to hire McNaughton McKay to supply electrical parts as needed to maintain systems throughout the facility and satellite properties.

Please issue a purchase order for \$3,000 for fiscal year: FY2024, using funds from account 591-545.201-752.000.

FINANCIAL IMPLICATIONS:

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

Dept.	Name of Account	Account Number	Grant Code	Amount
DPW-WTP	Supplies	591-545.201-752.000		\$3,000
FY24 GRAND TOTAL				\$3,000

PRE-ENCUMBERED? YES ☒ NO ☐ **REQUISITION NO:** 240006948

ACCOUNTING APPROVAL: Yolanda Gray **Date:** 6-9-23
(Yolanda Gray, DPW Accounting Supervisor)

WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☐ NO ☒

OTHER IMPLICATIONS (i.e., collective bargaining): None

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

DEPARTMENT HEAD SIGNATURE: Scott Dungee **Date:** 6/9/23
(Scott Dungee, Water Plant Supervisor)

Melanie Poisson



CITY OF FLINT

RESOLUTION STAFF REVIEW FORM

TODAY'S DATE: June 9, 2023

BID/PROPOSAL#

AGENDA ITEM TITLE: Allen Bradley Drives

PREPARED BY: Melanie Poisson for the Water Plant

VENDOR NAME: MCNAUGHTON MCKAY

BACKGROUND/SUMMARY OF PROPOSED ACTION:

The Water Plant requires Allen Bradley Drives to maintain systems throughout the facility and satellite properties. This is a **sole-source provider** having originally installed and maintained these systems. See Tim Donlan or John Florshinger with any questions.

Please issue a purchase order for \$75,000 for fiscal year FY20243: using funds from account 591-545.201-752.000.

FINANCIAL IMPLICATIONS:

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

Dept.	Name of Account	Account Number	Grant Code	Amount
DPW-WTP	Supplies	591-545.201-752.000		\$75,000
FY24 GRAND TOTAL				\$ 75,000

PRE-ENCUMBERED? YES ☒ NO ☐ **REQUISITION NO:** 240006946

ACCOUNTING APPROVAL:

Yolanda Gray
(Yolanda Gray, DPW Accounting Supervisor)

Date: 6.9.23

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)

OTHER IMPLICATIONS (i.e., collective bargaining): None

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

DEPARTMENT HEAD SIGNATURE:

Scott Dungee
(Scott Dungee, Water Plant Supervisor)

Date: 6/9/23

Melanie Poisson



CITY OF FLINT

RESOLUTION STAFF REVIEW FORM

TODAY'S DATE: June 9, 2023

BID/PROPOSAL# 23000023

AGENDA ITEM TITLE: Electrical parts

PREPARED BY Kathryn Neumann for Rodney McGaha, Director of Transportation

VENDOR NAME: McNaughton McKay Electric

BACKGROUND/SUMMARY OF PROPOSED ACTION:

The Traffic Engineering Division is requesting a purchase order for electrical parts on an as needed basis. Electrical supplies were bid out and McNaughton McKay Electric were the low bidder. This is year one of a three year bid.

FINANCIAL IMPLICATIONS: There is money in the accounts listed below.

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

Dept.	Name of Account	Account Number	Grant Code	Amount
202	Major Street Fund	443.201-752.000		\$ 45,000.00
		FY24 GRAND TOTAL		\$45,000.00

PRE-ENCUMBERED? YES ☒ NO ☐ **REQUISITION NO:** 240007068

ACCOUNTING APPROVAL: Kathryn Neumann Kathryn Neumann (Jun 9, 2023 12:01 EDT) **Date:** _____

WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☐ NO ☒

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

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

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

DEPARTMENT HEAD SIGNATURE: Rodney McGaha Rodney McGaha (Jun 12, 2023 06:14 EDT)
(Rodney McGaha, Director of Transportation)



CITY OF FLINT

RESOLUTION STAFF REVIEW FORM

TODAY'S DATE: June 9, 2023

BID/PROPOSAL# 23000023

AGENDA ITEM TITLE: Electrical parts

PREPARED BY Kathryn Neumann for Lee Osborne, Facilities Maintenance Operations Manager

VENDOR NAME: McNaughton McKay Electric

BACKGROUND/SUMMARY OF PROPOSED ACTION:

The Maintenance Division is requesting electrical supplies. Bids were solicited and McNaughton McKay were the low bidder. This is for year one of a three year proposal.

FINANCIAL IMPLICATIONS: There is money in the accounts listed below.

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

Dept.	Name of Account	Account Number	Grant Code	Amount
101	General Fund	230.200-752.000		\$30,000.00
		FY24 GRAND TOTAL		\$30,000.00

PRE-ENCUMBERED? YES ☒ NO ☐ **REQUISITION NO:** 240007068

ACCOUNTING APPROVAL: Kathryn Neumann Kathryn Neumann (Jun 9, 2023 12:02 EDT) **Date:** _____

WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☐ NO ☒

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

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

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

DEPARTMENT HEAD SIGNATURE: Lee Osborne lee osborne (Jun 12, 2023 12:11 EDT)
(Lee Osborne, Facilities Maintenance Operations Manager)



PROPOSAL 22000018

BY THE CITY ADMINISTRATOR:

RESOLUTION TO POLYDYNE INC. FOR LIQUID CATIONIC POLYMER

WHEREAS, The Division of Purchases and Supplies solicited bids for the 2 year supply of Liquid Cationic Polymer (FY 2023 and FY 2024) as requested by Water Pollution Control. Polymer is used to coagulate the sludge prior to dewatering and as an equipment lubricant during the wastewater treatment process.


WHEREAS, WPC recommends that the sole responsive bidder, Polydyne Inc., be awarded the purchase order for the supply of Liquid Cationic Polymer for FY 2024, in the budgeted amount of \$225,000.000.

Funding is to come from the following account(s):

Account Number	Account Name/ Grant Code	Amount
590-550.100-753.000	WPC-Treatment Chemicals	\$225,000.00
	FY 2024 TOTAL	\$225,000.00

IT IS RESOLVED, that the Proper City Officials are hereby authorized to issue a Purchase Order for the supply of Liquid Cationic Polymer for Water Pollution Control to Polydyne, Inc. for FY 2024 in the not-to-exceed amount of \$225,000.00.

APPROVED AS TO FORM:


William Kim (Jun 14, 2023 14:07 EDT)

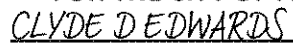
William Kim, City Attorney

APPROVED AS TO FINANCE:


Jane Mager (Jun 14, 2023 14:07 EDT)

Jane Mager, Acting Chief Financial Officer

FOR THE CITY OF FLINT:


CLYDE D EDWARDS (Jun 15, 2023 15:23 EDT)

Clyde Edwards, City Administrator

APPROVED BY CITY COUNCIL:



APPROVED AS TO PURCHASING:



**Christopher Mumby,
Interim Purchasing Manager**



CITY OF FLINT

STAFF REVIEW FORM

TODAY'S DATE: 06/01/2023

BID/PROPOSAL: Proposal 22000018

AGENDA ITEM TITLE: Liquid Cationic Polymer

PREPARED BY: Krystal Wallace, Water Pollution Control

VENDOR NAME: Polydyne Inc.

BACKGROUND/SUMMARY OF PROPOSED ACTION:

Water Pollution Control uses polymer to coagulate the sludge in preparation for the dewatering process and as a lubricant for the dewatering equipment. Dewatering of the sludge is a prerequisite to be accepted by the landfill for disposal. The Michigan National Pollutant Discharge Elimination System (NPDES) permit requires that the treated sewage sludge be properly disposed.

WPC received one bid for the supply of Liquid Cationic Polymer. WPC recommends that the sole qualified bidder, Polydyne, Inc., be awarded year 2 of a 2-year purchase order in the FY 2024 budgeted amount, pending adoption.

FINANCIAL IMPLICATIONS: None

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

Dept.	Name of Account	Account Number	Grant Code	Amount
DPW-WPC	Treatment Chemicals	590-550.100-753.000		\$225,000.00
			FY 2024 Amount	\$225,000.00

PRE-ENCUMBERED? YES ☐ NO ☒ REQUISITION NO: 240007177 – The FY 2024 budget is pending adoption affecting funding availability which will be subsequent to July 1, 2023.

ACCOUNTING APPROVAL: *K. Hall* Date: 06/01/2023

WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☐ NO ☒

OTHER IMPLICATIONS (i.e., collective bargaining): None.

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

AUTHORIZED SIGNATURE: _____

Jeanette H. Best
(Jeanette Best, WPC Manager)

230190



RESOLUTION NO.: _____

PRESENTED: JUL - 5 2023ADOPTED: JUL 10 2023

BY THE CITY ADMINISTRATOR:

RESOLUTION TO SPALDING DEDECKER FOR A SIDEWALK ASSESSMENT

WHEREAS, The Department of Public Works, Transportation Division, has utilized the State of Michigan's DTMB MiDEAL Contract 00832 to solicit a quote from Spalding DeDecker, 905 South Blvd. East, Rochester Hills, Michigan for a city-wide sidewalk assessment, along with GIS integration for Wards 1-9 in the City of Flint, and


WHEREAS, The Flint City Council voted to allocate ARPA funding for sidewalk replacements via Resolution #220464.1 on October 24, 2022 and this is the first step in determining the condition of all sidewalks in the City of Flint.

WHEREAS, The City of Flint Transportation Division is requesting the proposed amount of \$111,000.00 for these services. Funding will come from the following account:


Account Number	Account Name/Grant Code	Amount
287-449.201-801.000	Professional Services/FUSDT-CSLFRF	\$ 111,000.00
	FY24 GRAND TOTAL	\$ 111,000.00

IT IS RESOLVED, that the Proper City Officials are hereby authorized to enter into a contract with Spalding DeDecker for a city-wide sidewalk assessment, along with GIS integration for Wards 1-9, in an amount not to \$111,000.00.

APPROVED AS TO FORM:


 William Kim (Jun 16, 2023 11:56 EDT)
 William Kim
 Chief Legal Officer

APPROVED AS TO FINANCE:


 Jane Mager (Jun 16, 2023 11:52 EDT)
 Jane Mager
 Acting Chief Finance Officer


FOR THE CITY OF FLINT:

CLYDE D. EDWARDS
 CLYDE D. EDWARDS (Jun 16, 2023 12:40 EDT)
 Clyde Edwards, City Administrator

APPROVED BY CITY COUNCIL:



APPROVED AS TO PURCHASING:


 Christopher Mumby, Interim Purchasing Manager



CITY OF FLINT

RESOLUTION STAFF REVIEW FORM

TODAY'S DATE: June 14, 2023

BID/PROPOSAL#

AGENDA ITEM TITLE: Sidewalk assessment

PREPARED BY Kathryn Neumann, Admin. Support Technician

VENDOR NAME: Spalding DeDecker

BACKGROUND/SUMMARY OF PROPOSED ACTION:

City Council authorized \$2,000,000 of American Rescue Plan Act (ARPA) funds to be used for replacing sidewalks in the City of Flint. The Street Maintenance Division has utilized the State of Michigan's DTMB MiDeal Contract #00832 with Spalding DeDecker for a sidewalk assessment, including GIS integration for Wards 1-9. The sidewalk assessment will identify defects necessary for flagging and replacing the sidewalks in the worst condition in each Ward. Each sidewalk square will be rated on the following: cracking in slab, cross slope, longitudinal slope, surface of slab scale and water ponding. Spalding DeDecker has experience in conducting sidewalk assessments in other communities. Quotes were solicited from other vendors, Spalding DeDecker was the only company that responded.

FINANCIAL IMPLICATIONS:

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

Dept.	Name of Account	Account Number	Grant Code	Amount
287	ARPA Fund	449.201-801.000	FUSDT-CSLFRF	\$ 111,000.00
		FY24 GRAND TOTAL		\$111,000.00

PRE-ENCUMBERED? YES ☒ NO ☐ **REQUISITION NO:** 240007369

ACCOUNTING APPROVAL: Kathryn Neumann
Kathryn Neumann (Jun 14, 2023 12:07 EDT) **Date:** _____

WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☒ NO ☐

(If yes, please indicate how many years for the contract) one year

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

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

DEPARTMENT HEAD SIGNATURE: Rodney McGaha
Rodney McGaha (Jun 14, 2023 14:14 EDT)

Rodney McGaha, Director of Transportation



STATE OF MICHIGAN
DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
This contract authorizes the professional services contractor to provide professional services.
(Authority: Public Act 431 of 1984, as amended)

CONTRACT FOR PROFESSIONAL SERVICES: Indefinite Scope – Indefinite Delivery
Billing Rate – Not to Exceed

THIS CONTRACT, authorized this 17th day of March in the year two-thousand and twenty-three (2023), by the Director, Department of Technology, Management and Budget, BETWEEN the STATE OF MICHIGAN acting through the STATE FACILITIES ADMINISTRATION, DESIGN AND CONSTRUCTION DIVISION of the DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET, 3111 West St. Joseph Street, Lansing, Michigan, hereinafter called the Department, and

Spalding DeDecker Associates, Inc
905 S. Boulevard East
Rochester Hills, MI 48307

the Prime Professional Services Contractor, hereinafter called the Professional,

WHEREAS the Department proposes securing professional services FOR THE FOLLOWING PROJECT:

Indefinite-Scope, Indefinite-Delivery Contract No. 00992

Department of Technology, Management and Budget

State Facilities Administration, Design and Construction Division

Professional Architectural and Engineering Indefinite-Scope, Indefinite Delivery Contract (ISID) for Minor Projects -

Various State Departments and Facilities

Various Site Locations, Michigan

Provide professional services, technical staff, and support personnel for ISID minor projects on an as-needed basis at various State/Client Agencies within various locations as defined by the State of Michigan. These various ISID minor projects may include projects where the construction costs are between fifteen-thousand dollars (\$15,000) and five-hundred-thousand dollars (\$500,000) for this Contract.

This Contract is for professional design services for an unspecified number of ISID projects. The scope of work for each assigned project will be defined at the time the project is awarded by the State to the Professional firm.

The professional services required for each of these assigned projects requested by the Department may include any or all the Tasks included in the Phase 100 – Study through the Phase 700 – Construction text of the Department's Standard Professional Services Contract.

The Professional firm's services shall be performed in strict accordance with this Professional Services Contract and follow the Department's approved and attached Project/Program Statement.

This Contract does not warrant or imply to the Professional design firm entitlement to perform any specific percentage (%) amount of compensation, work, or projects during the life of this four (4) year Contract.

This Contract will remain in effect for four (4) years from the date of this Contract award but may be unilaterally terminated by the State of Michigan at any time, for cause or its convenience, by written notification of the State, to the Professional. Furthermore, this Contract may be extended for one (1) additional year, at the sole option and discretion of the State upon the Department providing written notice to the Professional prior to the expiration of the original four (4) year Contract period. Any such time extension shall be subject to the terms and conditions of this Contract, including, but not limited to, the existing hourly billing rates included in this Contract for the Professional, their Consultant, and their employees or agents.

Please note that for this Professional Services Contract your permanent assigned ISID Contract No., as noted on page 1 of this contract, must be provided on all Project correspondence and documents.

The Professional is not to provide any professional services or incur expenses until individual ISID Projects are assigned to this Contract. (See Article 2 – Compensation and the Project/Program Statement attached to this Contract.)

NOW THEREFORE, the Department and the Professional in consideration of the covenants of this Contract agree as follows:

- I. The Professional shall provide the services for the assigned Project in the study, design, and construction administration, Phase and Task sequence provided in this Professional Services Contract and to the extent authorized by the Department of Technology, Management and Budget State Facilities Administration (SFA), Design and Construction Division (DCD) [Department] and be solely responsible for such professional services. The Professional's services shall be performed in strict accordance with this Professional Services Contract and follow the Project/Program Statement.
- II. The State of Michigan shall compensate the Professional for providing their professional architectural and/or engineering study, design, and construction administration services for the Project in accordance with the conditions of this Professional Services Contract.

IN WITNESS, WHEREOF, each of the parties has caused this Professional Services Contract to be executed in blue ink, a scanned digital signature is also acceptable, by its duly authorized representatives on the dates shown beside their respective signatures, with the Contract to be effective upon the date on which the Professional received an electronic copy executed by the authorized State of Michigan representative(s) by electronic mail.

FOR THE PROFESSIONAL

Spalding DeDecker
Firm Name

CV0020408
SIGMA Vendor ID Number



Signature

03/23/2023

Date

Thomas Sovel, P.E. Vice President

Title

FOR THE STATE OF MICHIGAN:



Director, DTMB | SFA | Design and Construction

March 31, 2023

Date

April 18, 2023

Mr. Mark Adas, PE
City Engineer
City of Flint
1101 S. Saginaw Street
Flint, MI 48502

**Re: Proposal for Professional Services for
Sidewalk Replacement Program
MI Deal #00832**

Dear Mr. Adas:

Spalding DeDecker(SD) is pleased to provide the following proposal to prepare sidewalk assessments, and GIS integration for Wards 1-9 in the City. As an additional service, SD can develop a program guide that Includes sample correspondence, timelines and ratings for a five-year sidewalk replacement program. SD has successfully run several Township's and City sidewalk replacement program for many years.

PROJECT UNDERSTANDING

SD understands that the City would like to identify the existing defects that exist within each of the City's Wards utilizing SD's GIS identification and integration services. SD would provide both the field work and the office GIS integration/creation work for use by the City. We understand the intent would be for the City to develop a bid program based on the GIS data provided by SD.

SCOPE OF SERVICES

The proposed scope of services includes:

Evaluate all sidewalks within wards 1 to 9 and enter evaluation data into a created GIS framework with defect, location, pictures and quantities.

1. Work with the City to identify the defects necessary for flagging and replacement utilizing SD's previously developed rating schedule. The following is an example of that system.

1. **Cracking In Slab**

- a. #1 – No Cracking
 - b. #2 – 1 Crack <1/4 IN Wide
 - c. #3 – 2+ Cracks <1/4 IN Wide
 - d. #4 – ≤ 2 Cracks > 1/4 IN length = 2FT
 - e. #5 – 2+ Cracks > 1/4 IN Wide length > 2FT

2. **Cross Slope**

- a. #1 – Slope = 0%
 - b. #2 – > 0% Slope <2%
 - c. #3 – Slope > 2% - <4%

- d. #4 – Slope > 4% - <6%
- e. #5 – Slope > 6%
- 3. **Longitudinal Slope**
 - a. #1 – No Tilt (0-2%)
 - b. #2 – Minimal Tilt (2-4%)
 - c. #3 – Slight Tilt <1 inch per FT (4-6%)
 - d. #4 – Noticeable Tilt <1 inch per FT (6-8.33%)
 - e. #5 – Tilt >1 inch per FT (>8.33%)

4. Surface of Slab Scaled

- a. #1 – Little or No Scaling <1/4 IN Deep
- b. #2 – <15% Scaling <1/4 IN Deep
- c. #3 – <25% Scaling <1/4 IN Deep
- d. #4 – <25% Scaling > 1/4 IN Deep
- e. #5 – >25% Scaling > 1/4 IN Deep

5. Water Ponding

- a. #1 – No Ponding
- b. #2 – Ponding <1/4 IN Deep
- c. #3 – Ponding 1/4 IN Deep
- d. #4 – Ponding 1/2 IN Deep
- e. #5 – Ponding ≥ 3/4 IN Deep

- 2. **SD Recommends starting with a single ward to evaluate the number of sidewalks affected by the proposed rating system and allow the City to pivot for future Wards to limit the overall cost of replacement. The intent would be to stretch the City's sidewalk funding across all nine (9) Wards.**

FEE

Spalding DeDecker will provide the above scope of services based on rate schedule provided below. We recommend starting with a single Ward to help with the evaluation of total project cost and also streamline future field evaluation costs if the evaluation criteria were to change. The below is based on a full suite of reviews shown in the above referenced sample.

SD proposes to provide these evaluations and documentation on an hourly not to exceed basis:

Ward #	Size	Evaluation Fee
1	2.4 sq miles	\$8,000.00
2	2.6 sq miles	\$8,500.00
3	5.6 sq miles	\$18,500.00
4	3.8 sq miles	\$12,500.00
5	3.6 sq miles	\$12,250.00
6	2.2 sq miles	\$7,500.00
7	4 sq miles	\$13,500.00
8	6.1 sq miles	\$20,250.00
9	3.3 sq miles	\$10,000.00
Total	33.6 sq miles	\$111,000.00



Thank you for the opportunity to submit this proposal, and we look forward to working with the City of Flint. If you wish to discuss this proposal or require additional information, please feel free to contact me.

Sincerely,
SPALDING DEDECKER

Jeremy Schrot, PE
Vice President

230191



RESOLUTION NO.: _____

PRESENTED: JUL - 5 2023ADOPTED: JUL 10 2023

Proposal 23000515

BY THE CITY ADMINISTRATOR:

RESOLUTION TO MONSTER TREE SERVICE FOR URBAN FORESTRY SERVICES

On January 31, 2023, The Department of Finance, Division of Purchases & Supplies issued a purchase order to Monster Tree Service, 855 N. Hickory Ridge Rd., Highland, Michigan for urban forestry services for the period ending June 30, 2023 as requested by the Department of Public Works in the amount of \$60,000, and

The Department of Public Works has requested a purchase order for the final year in the amount of \$95,000.00. Funding will come from the following accounts:

Account Number	Account Name	Amount
202-449.215-801.000	Major Street Fund	\$ 35,000.00
203-449.215-801.000	Local Street Fund	\$60,000.00
	FY24 GRAND TOTAL	\$95,000.00

IT IS RESOLVED, that the Proper City Officials are hereby authorized to enter change order #1 with Monster Tree Service for the final year (7/1/23 – 6/30/24) of the urban forestry services in the amount of \$95,000.00 and an aggregate amount of \$155,000.00.

APPROVED AS TO FORM:



William Kim (Jun 16, 2023 11:56 EDT)

William Kim
Chief Legal Officer

APPROVED AS TO FINANCE:



Jane Mager (Jun 16, 2023 11:51 EDT)

Jane Mager
Acting Chief Finance Officer

FOR THE CITY OF FLINT:



CLYDE D EDWARDS (Jun 16, 2023 12:41 EDT)

Clyde Edwards, City Administrator

APPROVED BY CITY COUNCIL:



APPROVED AS TO PURCHASING:



Christopher Mumby, Interim Purchasing Manager



CITY OF FLINT

RESOLUTION STAFF REVIEW FORM

TODAY'S DATE: June 14, 2023

BID/PROPOSAL# 23-515

AGENDA ITEM TITLE: Tree trimming, removals, and emergencies

PREPARED BY Kathryn Neumann, Administrative Support Technician

VENDOR NAME: Monster Tree Service of West Bloomfield

BACKGROUND/SUMMARY OF PROPOSED ACTION:

The City of Flint is responsible for trees in the right-of-way and Street Maintenance oversees managing them. There are trees that need removal, as well as regular tree trimming to keep the remaining trees healthy. Monster Tree Service of West Bloomfield was the sole bidder for the Urban Forestry Services bid when it was rebid last year and this request for the final year of the contract.

FINANCIAL IMPLICATIONS:

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

Dept.	Name of Account	Account Number	Grant Code	Amount
202	Tree Maintenance	449.215-801.000		\$35,000.00
203	Tree Maintenance	449.215-801.000		\$60,000.00
FY43 GRAND TOTAL				\$95,000.00

PRE-ENCUMBERED? YES ☒ NO ☐ **REQUISITION NO:** 240007100

ACCOUNTING APPROVAL: Kathryn Neumann Kathryn Neumann (Jun 14, 2023 11:54 EDT) **Date:** _____

WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☒ NO ☐

OTHER IMPLICATIONS (i.e., collective bargaining): None

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

DEPARTMENT HEAD SIGNATURE: Rodney McGaha Rodney McGaha (Jun 14, 2023 14:10 EDT)
(Rodney McGaha, Director of Transportation)



Sheldon Neeley
Mayor

CITY OF FLINT, MICHIGAN
Department of Public Works
Transportation Division


Clyde Edwards
City Administrator

Michael J Brown
Director

Rodney McGaha
Director

December 22, 2022

TO: Lauren Rowley
Purchasing Manager

FROM: Rodney McGaha, Director 
Department of Transportation

SUBJECT: RECOMMENDATION – URBAN FORESTRY SERVICES – PROPOSAL #23-515

I have carefully reviewed the proposal received for the Urban Forestry Services and had a committee meet with the sole proposer. I am recommending Monster Tree Service of West Bloomfield be awarded the proposal in the amount not to exceed \$60,000.00. Requisition 23-6364 has been pre-encumbered and the scoring sheet has been attached to the requisition.

If you have any questions or concerns, feel free to give me a call at ext. 2803.



RESOLUTION NO.:

230192

PRESENTED:

JUL - 5 2023

ADOPTED:

JUL 10 2023

BY THE CITY ADMINISTRATOR:


RESOLUTION TO ACE SAGINAW PAVING COMPANY FOR ASPHALT PAVING MATERIALS

Ace Saginaw Paving Company, 115 S. Averill Ave., Flint, Michigan is the sole local vendor for asphalt paving supplies and utilized by multiple departments of the City and has agreed to hold their pricing to last year's rates, and

The Department of Public Works is requesting to enter into an agreement for FY24 with Ace Saginaw Paving Company for asphalt paving materials for the City of Flint. Funding will come from the following accounts:

Account Number	Account Name	Amount
202-449.201-782.000	Asphalt	\$ 100,000.00
203-449.201-782.000	Asphalt	\$2,000,000.00
202-449.203-782.000	Asphalt	\$20,000.00
203-449.203-782.000	Asphalt	\$12,000.00
202-449.211-782.000	Asphalt	\$20,000.00
203-449.211-782.000	Asphalt	\$38,000.00
590-540.208-782.000	Asphalt	\$30,000.00
591-540.202-782.000	Asphalt	\$30,000.00
FY24 GRAND TOTAL		\$2,250,000.00

IT IS RESOLVED, that the Division of Purchases & Supplies is hereby authorized to issue purchase orders to Ace Saginaw Paving Company for asphalt paving materials for FY24, in the amount not to exceed \$2,250,000.00.

APPROVED AS TO FORM:
William Kim (Jun 22, 2023 09:30 EDT)William Kim
Chief Legal Officer**APPROVED AS TO FINANCE:**
Jane Mager (Jun 22, 2023 08:53 EDT)Jane Mager
Acting Chief Finance Officer**FOR THE CITY OF FLINT:**
CLYDE D EDWARDS (Jun 22, 2023 09:42 EDT)

Clyde Edwards, City Administrator

APPROVED BY CITY COUNCIL:**APPROVED AS TO PURCHASING:**

Christopher Mumby, Interim Purchasing Manager

2023 - KRN



CITY OF FLINT

STAFF REVIEW FORM

TODAY'S DATE: June 21, 2023

BID/PROPOSAL#

AGENDA ITEM TITLE: Asphalt

PREPARED BY Kathryn Neumann for Rodney McGaha, Director of Transportation

VENDOR NAME: Ace Asphalt

BACKGROUND/SUMMARY OF PROPOSED ACTION:

Asphalt is used to repair hazardous conditions in the road, including potholes, water and sewer main pavement breaks and to repave roads. It is also used to pave roads. Cold patch is used for the temporary repair of water and sewer repairs, as well as filling potholes in winter. Ace Asphalt is the sole provider of asphalt in the area.

FINANCIAL IMPLICATIONS: There is money in the accounts listed below

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

Dept.	Name of Account	Account Number	Grant Code	Amount
Streets	Asphalt	202-449.201-782.000		\$100,000.00
Streets	Asphalt	203-449.201-782.000		\$ 2,000,000.00
Streets	Asphalt	202-449.203-782.000		\$ 20,000.00
Streets	Asphalt	203-449.203-782.000		\$ 12,000.00
Streets	Asphalt	202-449.211-782.000		\$ 20,000.00
Streets	Asphalt	203-449.211-782.000		\$ 38,000.00
		FY24 GRAND TOTAL		\$2,190,000.00

PRE-ENCUMBERED? YES ☒ NO ☐ **REQUISITION NO:** 240007382

ACCOUNTING APPROVAL: Kathryn Neumann
Kathryn Neumann (Jun 21, 2023 10:25 EDT) **Date:** _____

WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☐ NO ☒

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

OTHER IMPLICATIONS (i.e., collective bargaining): None

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

DEPARTMENT HEAD SIGNATURE: Rodney McGaha
Rodney McGaha (Jun 21, 2023 11:18 EDT)
(Rodney McGaha, Director of Transportation)

230193



RESOLUTION NO.: _____

PRESENTED: JUL - 5 2023ADOPTED: JUL 10 2023

BY THE CITY ADMINISTRATOR

RESOLUTION TO BOLLE CONTRACTING LLC FOR BLIGHT DEPARTMENT DEMOLITION CONTRACTOR SERVICES-FY24

WHEREAS, the division of purchases and supplies solicited proposals for General Contractor Services as requested by the Blight Department for Demolition Services. The services are for (14) selected properties within the city of Flint to be demolished.

WHEREAS, Bolle Contracting, LLC has provided a proposal to the City of Flint Blight Department for all Demolition/Debris clean up, Backfill with sand, and Topsoil and Seed.

GL/ACCOUNT #	ACCOUNT NAME/GRANT CODE	AMOUNT REQUESTED
296-171.719-801.000 SMEDC-BLIG22	#2300530 DEMO OF BLIGHTED PROPERTIES	\$202,000
	FY 2024 TOTAL:	\$202,000

IT IS RESOLVED, that the proper city of Flint officials are hereby authorized to enter into a contract with Bolle Contracting, LLC for demolition, debris removal, backfill with sand and Topsoil and seed for FY24 (07/01/23 - 06/30/24) in an amount not to exceed \$202,000

APPROVED AS TO FORM:

William Kim
William Kim (Jun 22, 2023 09:29 EDT)

William Kim, City Attorney

APPROVED AS TO FINANCE:

Jane Mager
Jane Mager (Jun 22, 2023 08:54 EDT)

Jane Mager, Acting Chief of Financial Officer

FOR THE CITY OF FLINT:

CLYDE D EDWARDS
CLYDE D EDWARDS (Jun 22, 2023 09:45 EDT)

Clyde Edwards, City Administrator

APPROVED BY CITY COUNCIL:

[Signature]

APPROVED AS TO PURCHASING:

Christopher Mumby

Christopher Mumby, Purchasing Manager



CITY OF FLINT

DEPARTMENT APPROVAL: W A Brown
W A Brown (Jun 21, 2023 10:12 EDT)

Date: 06/21/2023

WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☒ NO ☐

(If yes, please indicate how many years for the contract) 1 YEAR.

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: CLYDE D EDWARDS
CLYDE D EDWARDS (Jun 22, 2023 09:45 EDT)

DEPARTMENT HEAD MUST SIGN

❖ EXHIBIT A - SUBMITTAL WITH DETAILED SUMMARY OF PRICING

**PROPOSAL NO. 23000530
DEMOLITION OF BLIGHTED PROPERTIES****EXHIBIT A - SPECIFICATIONS**

The City of Flint Office of Blight Elimination is soliciting bids for Demolition Services. The services are for (14) selected properties within the City of Flint to be demolished. Addresses of these properties will be made available during the mandatory Pre-bid meeting. It will be required for each contractor to assess the property and give pricing on the following:

- Inspection/Assessment
- Demolition of identified property
- Removal of Foundation
- Before Backfilling is performed ensure the area is free from any standing water, trash or any other debris.
- Clean tested backfill must be used and a 95% compaction is to be utilized and crowned for ground settling.
- Open Holes will be inspected to ensure these procedures are being followed.
- A 4' cap of topsoil is needed on all areas.
- Clover will be the selected grass seed for use.
- Unattended holes need to be barricaded with snow fence.

Contractor is to supply all labor, materials, necessary tools, equipment, and all utility and transportation services necessary to perform and complete all of the work. This includes compliance with all applicable sections of the City of Flint Building and Code Ordinances and other related ordinances.

The Contractor shall be liable for damage to City or private property resulting from the demolition of the building or removal of equipment or debris from the site. Any public walks, pavement, curbs, streets, etc. which are damaged as a result of the demolition activities shall be replaced at the Contractor's expense.

This project may be subject to **Prevailing Wage Rates**.

PROPOSAL NO.23000530
DEMOLITION OF BLIGHTED PROPERTIES

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

Purchasing Checklist:

- ☒ Cover Sheet
- ☒ Exhibit A - Complete Proposal Submittal with detailed Summary of Pricing
- ☒ Exhibit B - Qualifications and Licenses Requirements
- ☒ Exhibit C - Disclosure of Supplier Responsibility Statement
- ☒ Exhibit D - List of References
- ☒ Exhibit E - Certificate of Insurance
- ☒ Exhibit F - Non-Bidder's Response
- ☒ City of Flint, Michigan Affidavit
- X Addendum 1
- X Addendum 2

PROPOSAL

Bolle Contracting, LLC.

408 East Fourth
Clare, MI 48617
(989) 386-7311
Fax (989) 386-8044

PROPOSAL SUBMITTED TO
City of Flint

CONTACT
Jarín McGee

DATE
5/26/23

STREET
1101 S Saginaw St

JOB NAME
"#2300530 Demo of Blighted Properties"

CITY, STATE AND ZIP CODE
Flint, MI 48502

JOB LOCATION
City of Flint/Genesee County

PHONE
810-766-7340

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

1116 Flushing Rd.

Demo/Debris clean up-----

Backfill with sand-----

Topsoil & Seed-----

Total per specs-----\$17,000.00

PROPOSAL

Bolle Contracting, LLC.

408 East Fourth
Clare, MI 48617
(989) 386-7311
Fax (989) 386-8044

PROPOSAL SUBMITTED TO
City of Flint

CONTACT
Jarín McGee

DATE
5/26/23

STREET
1101 S Saginaw St

JOB NAME
"#2300530 Demo of Blighted Properties"

CITY, STATE AND ZIP CODE
Flint, MI 48502

JOB LOCATION
City of Flint/Genesee County

PHONE
810-766-7340

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

1050 Fairfax

Demo/Debris clean up-----

Backfill with sand-----

Topsoil & Seed-----

Total per specs-----\$15,000.00

PROPOSAL

Bolle Contracting, LLC.

408 East Fourth
Clare, MI 48617
(989) 386-7311
Fax (989) 386-8044

PROPOSAL SUBMITTED TO
City of Flint

CONTACT
Jarín McGee

DATE
5/26/23

STREET
1101 S Saginaw St

JOB NAME
"#2300530 Demo of Blighted Properties"

CITY, STATE AND ZIP CODE
Flint, MI 48502

JOB LOCATION
City of Flint/Genesee County

PHONE
810-766-7340

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

201 E Genesee (garage foundation)

Demo/Debris clean up-----

Backfill with sand-----

Topsoil & Seed-----

Total per specs-----\$14,000.00

PROPOSAL

Bolle Contracting, LLC.

408 East Fourth
Clare, MI 48617
(989) 386-7311
Fax (989) 386-8044

PROPOSAL SUBMITTED TO
City of Flint

CONTACT
Jarín McGee

DATE
5/26/23

STREET
1101 S Saginaw St

JOB NAME
"#2300530 Demo of Blighted Properties"

CITY, STATE AND ZIP CODE
Flint, MI 48502

JOB LOCATION
City of Flint/Genesee County

PHONE
810-766-7340

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

5407 Genesee (garage only)

Chauville

Demo/Debris clean up-----

Backfill with sand-----

Topsoil & Seed-----

Total per specs-----\$12,000.00

PROPOSAL

Bolle Contracting, LLC.

408 East Fourth
Clare, MI 48617
(989) 386-7311
Fax (989) 386-8044

PROPOSAL SUBMITTED TO
City of Flint

CONTACT
Jarin McGee

DATE
5/26/23

STREET
1101 S Saginaw St

JOB NAME
"#2300530 Demo of Blighted Properties"

CITY, STATE AND ZIP CODE
Flint, MI 48502

JOB LOCATION
City of Flint/Genesee County

PHONE
810-766-7340

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

3502 Herrick (garage foundation)

Demo/Debris clean up-----

Backfill with sand-----

Topsoil & Seed-----

Total per specs-----\$12,000.00

PROPOSAL

Bolle Contracting, LLC.

408 East Fourth
Clare, MI 48617
(989) 386-7311
Fax (989) 386-8044

PROPOSAL SUBMITTED TO
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CONTACT
Jarín McGee

DATE
5/26/23

STREET
1101 S Saginaw St

JOB NAME
"#2300530 Demo of Blighted Properties"

CITY, STATE AND ZIP CODE
Flint, MI 48502

JOB LOCATION
City of Flint/Genesee County

PHONE
810-766-7340

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

2407 Kellar (garage)

Demo/Debris clean up-----

Backfill with sand-----

Topsoil & Seed-----

Total per specs-----\$11,000.00

PROPOSAL

Bolle Contracting, LLC.

408 East Fourth
Clare, MI 48617
(989) 386-7311
Fax (989) 386-8044

PROPOSAL SUBMITTED TO
City of Flint

CONTACT
Jarin McGee

DATE
5/26/23

STREET
1101 S Saginaw St

JOB NAME
"#2300530 Demo of Blighted Properties"

CITY, STATE AND ZIP CODE
Flint, MI 48502

JOB LOCATION
City of Flint/Genesee County

PHONE
810-766-7340

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

1912 Kentucky Ave

Demo/Debris clean up-----

Backfill with sand-----

Topsoil & Seed-----

Total per specs-----\$17,000.00

PROPOSAL

Bolle Contracting, LLC.

408 East Fourth
Clare, MI 48617
(989) 386-7311
Fax (989) 386-8044

PROPOSAL SUBMITTED TO
City of Flint

CONTACT
Jarin McGee

DATE
5/26/23

STREET
1101 S Saginaw St

JOB NAME
"#2300530 Demo of Blighted Properties"

CITY, STATE AND ZIP CODE
Flint, MI 48502

JOB LOCATION
City of Flint/Genesee County

PHONE
810-766-7340

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

1814 Jane Ave

Demo/Debris clean up-----

Backfill with sand-----

Topsoil & Seed-----

Total per specs-----\$14,000.00

PROPOSAL

Bolle Contracting, LLC.

408 East Fourth
Clare, MI 48617
(989) 386-7311
Fax (989) 386-8044

PROPOSAL SUBMITTED TO
City of Flint

CONTACT
Jarin McGee

DATE
5/26/23

STREET
1101 S Saginaw St

JOB NAME
"#2300530 Demo of Blighted Properties"

CITY, STATE AND ZIP CODE
Flint, MI 48502

JOB LOCATION
City of Flint/Genesee County

PHONE
810-766-7340

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

2217 Howard

Demo/Debris clean up-----

Backfill with sand-----

Topsoil & Seed-----

Total per specs-----\$17,000.00

PROPOSAL

Bolle Contracting, LLC.

408 East Fourth
Clare, MI 48617
(989) 386-7311
Fax (989) 386-8044

PROPOSAL SUBMITTED TO
City of Flint

CONTACT
Jarín McGee

DATE
5/26/23

STREET
1101 S Saginaw St

JOB NAME
"#2300530 Demo of Blighted Properties"

CITY, STATE AND ZIP CODE
Flint, MI 48502

JOB LOCATION
City of Flint/Genesee County

PHONE
810-766-7340

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

843 E Genesee

Demo/Debris clean up-----

Backfill with sand-----

Topsoil & Seed-----

Total per specs-----\$14,000.00

PROPOSAL

Bolle Contracting, LLC.

408 East Fourth
Clare, MI 48617
(989) 386-7311
Fax (989) 386-8044

PROPOSAL SUBMITTED TO
City of Flint

CONTACT
Jarin McGee

DATE
5/26/23

STREET
1101 S Saginaw St

JOB NAME
"#2300530 Demo of Blighted Properties"

CITY, STATE AND ZIP CODE
Flint, MI 48502

JOB LOCATION
City of Flint/Genesee County

PHONE
810-766-7340

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

737 Fenton Rd

Demo/Debris clean up-----

Backfill with sand-----

Topsoil & Seed-----

Total per specs-----\$15,000.00

PROPOSAL

Bolle Contracting, LLC.

408 East Fourth
Clare, MI 48617
(989) 386-7311
Fax (989) 386-8044

PROPOSAL SUBMITTED TO
City of Flint

CONTACT
Jarín McGee

DATE
5/26/23

STREET
1101 S Saginaw St

JOB NAME
"#2300530 Demo of Blighted Properties"

CITY, STATE AND ZIP CODE
Flint, MI 48502

JOB LOCATION
City of Flint/Genesee County

PHONE
810-766-7340

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

3521 Hogarth

Demo/Debris clean up-----

Backfill with sand-----

Topsoil & Seed-----

Total per specs-----\$13,000.00

PROPOSAL

Bolle Contracting, LLC.

408 East Fourth
Clare, MI 48617
(989) 386-7311
Fax (989) 386-8044

PROPOSAL SUBMITTED TO
City of Flint

CONTACT
Jarín McGee

DATE
5/26/23

STREET
1101 S Saginaw St

JOB NAME
"#2300530 Demo of Blighted Properties"

CITY, STATE AND ZIP CODE
Flint, MI 48502

JOB LOCATION
City of Flint/Genesee County

PHONE
810-766-7340

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

Permits

Soil Erosion Permits-----

Demo Permits-----

Water-----

Total -----\$21,000.00

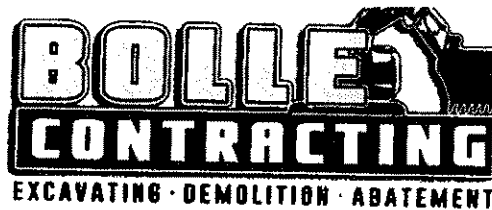
EXHIBIT B - QUALIFICATIONS REQUIREMENTS**MINIMUM QUALIFICATION REQUIREMENTS**

- a) The Bidder (Company) shall have been in business for a minimum of THREE (3) CONSECUTIVE YEARS and shall be currently legal to perform services within the State of Michigan. Copies of documentation demonstrating meeting this minimum requirement shall be submitted with your Submittal Package. Examples of documentation may include, but not be limited to, local business tax receipts for three (3) years, corporation documents with date of inception, etc.
- b) The acceptable State of Michigan license(s) for this solicitation are Certified General Contractor (CGC), Certified Building Contractor (CBC) or Demolition Specialty License. The Bidder's QUALIFIER shall be a current State of Michigan licensed Certified General Contractor (CGC), Certified Building Contractor (CBC) or Demolition Specialty License.
- c) The Bidder (Firm/Company) shall demonstrate a minimum of THREE (3) CONSECUTIVE YEARS of COMMERCIAL DEMOLITION work similar in scope and size. This requirement shall be based on the Solicitation's due date. The Bidder shall provide references for meeting these requirements in the Bidder Response Form and the references shall be used in determining if a Bidder is responsible. Additional documentation may be submitted with your Submittal Package. In the event the Bidder has performed work for the City of Flint, the City's experience shall be considered when evaluating references for determining a responsible Bidder. The City reserves the right to utilize other sources (i.e. Better Business Bureau, State/Federal databases, etc.) for determining a responsible Bidder. Bidders not demonstrating minimum similar and acceptable experience may be deemed non-responsible.

Please submit with your proposal package

- Comprehensive inventory list
- Proof of Certified General Contractor (CGC), Certified Building Contractor (CBC), or Demolition Specialty's License
- Portfolio of three (3) consecutive years of commercial demolition of a similar scope/size

Bidder shall meet all minimum requirements stated and shall provide copies and/or written documentation to substantiate meeting the requirements.



1) Letter of Interest

A. Bolle Contracting, LLC.

- I. 408 E 4th St., Clare, MI 48617 (main office/yard)
- II. 7460 State Hwy M-123, Newberry, MI 49868

B. Contact Information:

- I. Contact Name: Mark Bolle
- II. Phone: 989-386-7311
- III. Email: mark@bollecontracting.com

C. Description of organization

- I. Bolle Contracting is a Limited Liability Company

D. Summary of the qualifications of the respondent and team

- I. Years of Experience: 21 years with over 2000 demos & Abatement

E. Experience with Federal/State grants with specific grants

- I. 11 years of experience with CDBG, NSP2, and HHF

2) State of Michigan Licensed

- I. Builder/Wrecking License
- II. Asbestos Inspector/Supervisor and Abatement License
- III. Scrap Tire Hauler

3) Demolition Plan

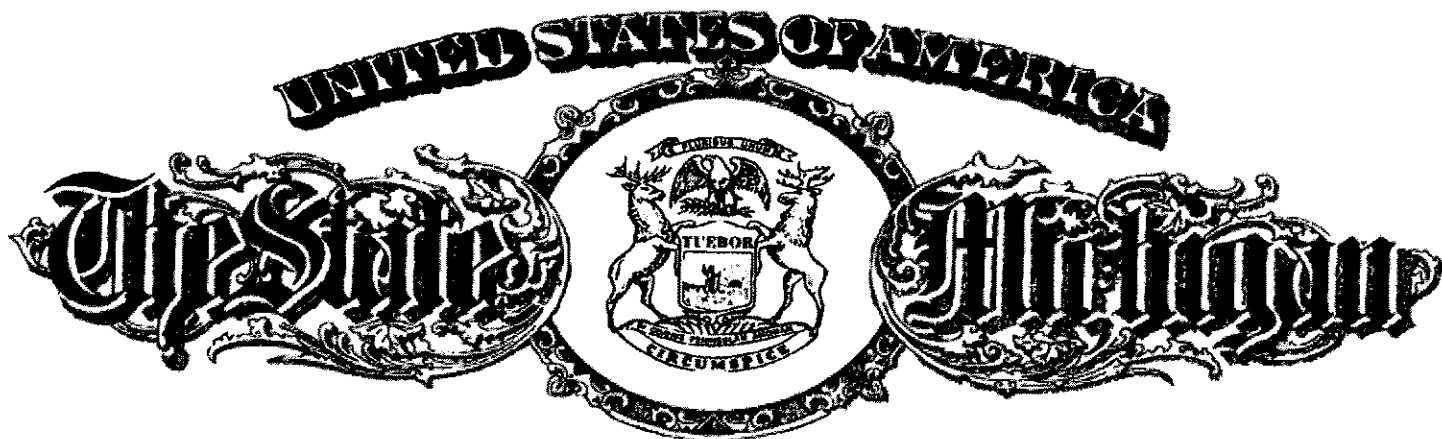
- I. Bolle Contracting can complete 10 to 12 residential homes per week with two crews
- II. All concrete is recycled, any metal is recycled, any wood of value and anything that we can resell for a profit. All waste will be hauled to the landfill
- III. All work is 100% completed by Bolle Contracting LLC employees

4) Abatement Plan

- I. Bolle Contracting can complete 3 to 5 residential homes per week, depending on the type and amount of asbestos. We also have the capacity to complete commercial structures in a timely manner.
- II. All asbestos is handled as per safety standards put forth by state. All waste is taken to licensed landfill.
- III. All work is 100% completed by Bolle Contracting licensed employees

5) Selective Demolition

- I. All work to be done as per specs/drawings
- II. All debris to be disposed of properly
- III. All work is 100% completed by Bolle Contracting licensed employees



Department of Licensing and Regulatory Affairs
Lansing, Michigan

This is to Certify That
BOLLE CONTRACTING, LLC

was validly authorized on May 18, 2015, as a Michigan
DOMESTIC LIMITED LIABILITY COMPANY
and said limited liability company is validly in existence under the laws of this state and has satisfied its annual filing obligations.

This certificate is issued pursuant to the provisions of 1993 PA 23 to attest to the fact that the company is in good standing in Michigan as of this date.

This certificate is in due form, made by me as the proper officer, and is entitled to have full faith and credit given it in every court and office within the United States.



Sent by electronic transmission

Certificate Number: 22050626601

In testimony whereof, I have hereunto set my hand,
In the City of Lansing, this 23rd day of May, 2022.

Linda Clegg

Linda Clegg, Director

Corporations, Securities & Commercial Licensing Bureau

Verify this certificate at: URL to eCertificate Verification Search <http://www.michigan.gov/corpverifycertificate>.

0587446

GRETCHEN WHITMER
Governor

**Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
Company Builder License**

BOLLE CONTRACTING LLC
408 EAST FOURTH STREET
CLARE, MI 48617

Qualifying Officer:
Tracy Martin Bolle
Qualifying Officer #
2101195828

MUST BE DISPLAYED IN A CONSPICUOUS PLACE

License No.
2102215385

Expiration Date:
05/31/2026

**This document is duly
issued under the laws of the
State of Michigan**

Contractor Number
C45968

Expiration Date
8/29/2023

State of Michigan
Department of Labor and Economic Opportunity

Bolle Contracting

has satisfactorily met the requirements of Michigan Public Act 135 of 1986,
as amended, and is hereby recognized as a

LICENSED ASBESTOS ABATEMENT CONTRACTOR

Type II (5 + employees)

The issuance of this license does not ensure that asbestos indemnification insurance
coverage has been acquired by the licensee. This license is nontransferable.

MIO 3003 (03/2019)
Authority: Michigan Public Act 135 of 1986, as amended

159905



408 E. 4th St. Clare, MI
989-386-7311



Demolition / Abatement Equipment List

- | | |
|--|-------------------------------|
| 4 – Komastu 238LC-11 Excavator | 3 – 45' Sky Track |
| 1 – John Deere 50G | 1 – 55' Sky Track |
| 4 – Komastu PC228LC-3 Excavators | 1 – 45' Man Lift |
| 1 – CAT 320 CLC Excavator – 67" Long Reach | 1 – 60' Man Lift |
| 2 – John Deere 350 GLC Excavator | 1 – Skid Loader Magnet |
| 1 – John Deere 470GLC Excavator | 3 – 3 Ton Wrecking Ball |
| 1 – Volvo E480VHD – 97" High Reach | 2 – 8'x25' Office Trailers |
| 1 – Komastu 390LL-10 Excavator | |
| 2 – Gehl 6640 Skid Loader | 1 – Vac Truck |
| 2 – Bobcat 740 Skid Loader | |
| 3 – CAT 226 Skid Loader | Concrete Crushing Equipment |
| 1 – Kubota B3000 Street Sweeper | 1 – Eagle 1200CC Crusher |
| 3 – Case 621B Loader | 4 – 60' Conveyors |
| 1 – Komastu 320-8 Loader | |
| 2 – CAT 2620 Skid Loader | 2 – 5 Ton Mobile Crane Trucks |
| 3 – CAT 262D Skid Loader | |
| 1 – CAT 966H Loader | |
| 3 – CAT 259D3 Skid Loader | |
| 3 – Bobcat 570 Mini Skid Loader | |
| 6 – Semi Trucks | |
| 11 – 100 yard push out demo trailers | |
| 4 – Tri-Axle Dump Truck | |
| 2 – 55-ton Low Boys | |
| 1 – CAT D-4G Bulldozer | |
| 6 – 4 Axle Rock Tubs | |
| 2 – Water Tanker w/ Water Mister | |
| 2 – Asbestos Clean – De-containment Trailer | |
| 11 – Full size Pick-up Trucks for Demo Crews | |
| 90 – AFD and 8 Shower units for abatements | |
| 2 – Floor Terminators | |
| 4 – 36" Floor Grinders | |
| 6 – Torch w/36" head | |
| 3 – 60KW Generator Sets | |



408 E 4th St., Clare, MI
989-386-7311



Bolle Contracting recent work completed and current work

Calhoun County Land Bank
Amy Rose Robinson 269-781-0744
\$1,700,000.00
100% completed by Bolle Contracting
Completed thru 4/2021-ongoing

City of Kalamazoo
Roger Iveson 269-337-8566
\$650,000.00
100% completed by Bolle Contracting
Completed thru 5/2021-ongoing

Kalamazoo County Land Bank
269-216-9669
\$900,000.00
100% completed by Bolle Contracting
Completed thru 12/2020-ongoing

Ingham County Land Bank
Roxanne Case 517-267-5221
\$2,500,000.00
100% completed by Bolle Contracting
Completed thru 12/2020-ongoing

City of Alma
Aeric Ripley 989-463-8356
\$121,000.00
100% completed by Bolle Contracting
Completed 10/2017

City of Bay City
Deb Kiesel 989-894-8158
\$625,000.00
100% completed by Bolle Contracting
Completed thru 4/2021-ongoing

City of Battle Creek
Richard Bolek 269-966-3382
\$900,000.00
100% completed by Bolle Contracting
Completed thru 4/2021-ongoing

Central Michigan University / Clark Construction
Toni Berry 231-373-6960
\$370,000.00
100% completed by Bolle Contracting
Completed 8/2019

Mid-Michigan College / Three Rivers Corporation
Adam Jankowiak 989-631-6960
\$321,000.00
100% completed by Bolle Contracting
Completed 10/2019

Clare Public Schools Football Field
989-386-6055
\$125,000.00 (in kind work)
100% completed by Bolle Contracting
Completed 11/2016

City of Lansing
Stephanie Robinson 517-702-6197
\$500,000.00
100% completed by Bolle Contracting
Completed thru 12/2020- ongoing

City of Jackson
Shelly Allard 517-788-4020
\$700,000.00
100% completed by Bolle Contracting
Completed thru 7/2021-ongoing

State Land Bank
Linda Feldpausch 517-284-7910
Caro Center - \$582,000.00 / 2020
Rose Lake - \$144,000.00 / 2019
100% completed by Bolle Contracting
Completed thru 2020 – on going

Cherry Capital Airport – Traverse City
Bob Neelson 231-946-2394
\$117,500.00
100% completed by Bolle Contracting
Completed thru 7/2021

Grand Rapids Public Schools
Long Nguyen 616-819-2175
\$47,000.00
100% completed by Bolle Contracting
Completed 8/2020

Saginaw Intermediate School District
John Farver 989-737-1099
\$78,500.00
100% completed by Bolle Contracting
Completed 6/2020

Clare County Drain Commission
Troy Andrews 810-235-2555
\$531,000.00
100% Bolle Contracting
Started 5/2021 – Completed 9/2022

Pinconning Area Schools
605 W 5th St.
Pinconning, MI 48650
\$114,000.00
100% Bolle Contracting
Completed 7/6/2021 – 8/6/2021

Qwinn Area Community Schools
50 W State Hwy M-35
Gwinn, MI 49841
\$39,490.00
100% Bolle Contracting
Completed 6/21/21 – 7/2/21

Harrison Community Schools
224 W Main St.
Harrison, MI 48625
\$216,000.00
100% Bolle Contracting
Completed 7/2021 – 10/2021

Isabella County Road Commission
2261 E Remus Rd.
Mt. Pleasant, MI 48858
989-773-7131
\$100,000.00
100% Bolle Contracting – Demo
Completed 5/2021

JC Penney – Remodel (Selective Demolition)
2231 S. Mission Rd.
Mt. Pleasant, MI 48858
\$50,000.00
100% Completed by Bolle Contracting
9/2021 – 11/2021

State of Michigan - DTMB
Kristi Zakrzewski 517-243-5669
Cornish Game Area - \$78,000
Gratiot / Saginaw Game Area - \$19,500
Thompson State Fish Hatchery - \$59,500
100% Completed by Bolle Contracting
Completed through 2021

State of Michigan - DTMB
Tom Pawlowski 517-242-0973
MDOC Newberry Correctional Facility
\$2,800,000.00
100% Bolle Contracting
Completed 12/2020 – 9/2022

Cadillac Area Schools
421 S Mitchell St
Cadillac, MI 49601
231-876-5000
\$141,000.00
100% Bolle Contracting
Completed 1/17/22 – 3/25/22

Ferris State University
1201 S State St.
Big Rapids, MI 49307
\$646,600.00
100% Bolle Contracting
Completed 2/2022 – 9/2022

Saginaw Chippewa Indian Tribe
7070 E Broadway
Mt. Pleasant, MI 48858
\$31,000
100% Bolle Contracting
Completed – 8/2022

Swartz Creek Schools
8197 Miller Rd.
Swartz Creek, MI
\$393,000.00
100% Bolle Contracting
Started 8/2022 – ongoing

Flint Public Library
1026 E Kearsley St.
Flint, MI 48503
\$1,560,000
100% Complete by Bolle Contracting
6/2020 – 9/2020

Genesee County Land Bank
452 S Saginaw
Flint, MI 48502
Faith Finholm
810-620-8413
\$100,000.00
10/2022 – 12/2022

State of Michigan – DTMB/State Land Bank
2000 Chambers Rd
Caro, MI 48723
Maria Alvaro – DTMB 248-520-6702
Linda Horak – State Land Bank 517-648-1195
\$4,700,000.00
3/2023 - present



408 E. 4th St. Clare, MI
989-386-7311



Although every demolition job is unique, here is a list of a few that we have completed recently that have included environmental contamination and/or Haz-Mat.

City of Alma – 2017

29,000 SF Lumberyard w/underground gas tanks.
Aeric Ripley
989-463-8356

Village of Kalkaska – 2015

40,000 SF Erb Lumber and Chamber of Commerce buildings
was used prior as a gas station with oil tanks
Scott Yost
231-258-9191

City of Kalamazoo – 2018

25,000 SF Bowling Alley
Roger Iveson
269-337-8560

Central Michigan University Kelly/Shorts Stadium – 2019

16,000 SF Football Stadium Locker Room
Jeff Suty
989-774-2770

Main Farm LLC. Greenville MI – 2019

60,000 SF Farm Equipment Storage Building
Fire damaged with equipment and oils/gases
616-754-7760 \$10,000

Farm Bureau Insurance – 2016

50,000 SF Hog Farm
Remus, MI
Randy Knoll
rknoll@fbinsmi.com

Michigan Land Bank Fast Track Authority

4000 SF Laundry Mat / Dry Cleaners
West Branch, MI \$35,800
Linda Horak
517-335-8212

State of Michigan/DTMB - 2019

Rose Lake Wildlife Area East Lansing-DNR
Select structure demolition & Abatement
Kristi Zakrzewski \$130,350
517-243-5669

Vande Bunte Egg Farm - 2020

50,000 SF Barn Fire Clean up Demolition
300,000 poultry remains
Otsego, MI \$55,000
Adam Dickerson
269-615-2111

Rib Shack Restaurant-2020

2000 SF Fire Clean Up Demolition
Saginaw, MI \$18,500
Dave Sova
989-752-8644

Keystone Automotive Warehouse-2020

500,000 sf Fire Clean Up Demolition
Greenville, MI \$188,000
Tom Owen
616-262-7396

Bay Aggregates Warehouse - 2020

Demolition & Abatement
Bay City, MI \$97,500
Kevin Cotter
989-667-5990

All work performed 100% by Bolle Contracting employees

☒ EXHIBIT C - COMPLETE PROPOSAL SUBMITTAL WITH DETAILED SUMMARY OF PRICING

Demolish the remaining structure, including the concrete foundation and other labor and materials

\$ 202,000.⁰⁰

Please include a complete proposal submittal with detailed summary of pricing to complete this project.

1. Failure to use this bid form shall result in bid disqualification.
2. Failure to bid on all items shall result in an "incomplete bid" determination.
3. List value-added considerations on a separate sheet of paper.
4. All bid pricing to include shipping and freight charges.

THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE BID

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, Department of Purchase and Supplies 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.

Terms: Net 30

Fed. ID #: 47-4417445

Company (Respondent):

Bolle Contracting LLC

Address:

408 E 4th St

City, State & Zip Code:

Clare MI 48617

Phone / Fax Number:

989-386-7311 FAX: 989-386-8044

Email:

mark@bollecontracting.com
amy@bollecontracting.com

Print Name and Title:

Mark Belle President

(Authorized Representative)

Signed:

Mark Belle

(Authorized Representative)

❖ EXHIBIT B - QUALIFICATIONS AND LICENSES REQUIREMENTS

Please give a synopsis of your qualifications and experience with this service:

We specialize in asbestos abatement, HAZ MAT removal and demolition of residential and commercial structures

Please list Licenses:

State of Michigan Asbestos
State of Michigan Builders

How long have you been in business?

Been doing this work since 1998, LLC 2015

Have you done business with the City of Flint?

Yes.

- Coordinated with Genesee County Land Bank
- Renovated Flint Public Library

If yes, please state the project name.

❖ EXHIBIT C – DISCLOSURE OF SUPPLIER RESPONSIBILITY STATEMENT

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract, or subcontract, or in the performance of such contract or subcontract.

None

2. List any convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offense indicating a lack of business integrity or business honesty which affect the responsibility of the contractor.

None

3. List any convictions or civil judgments under state or federal antitrust statutes.

None

4. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.

None

5. List any prior suspensions or debarments by any government agency.

None

6. List any contracts not completed on time.

None

7. List any documented violations of federal or state labor laws, regulations or standards, or occupational safety and health rules.

None

❖ **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: ATTACHED

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____

Type of Project: _____

Project Timeline (Dates): _____ Budget: _____

Reference #2:

Company/Municipality: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____

Type of Project: _____

Project Timeline (Dates): _____ Budget: _____

❖ EXHIBIT D – LIST OF REFERENCES: (3) SIMILAR SCOPE OF WORK FROM
THE LAST 5 YEARS (CONTINUES)

Reference #3:

Company/Municipality: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____

Type of Project: _____

Project Timeline (Dates): _____ Budget: _____



Business References

Michigan's Hardest Hit Homes

Asbestos Abatement and/or Demolition of structure, fill and return to grade.

Calhoun County Land Bank
315 W Green St. Marshall, MI
269-781-0744
Amy Rose Robinson
arobinson@calhouncountymi.gov

City of Kalamazoo
241 W South St. Kalamazoo, MI
269-337-8566
Roger Iveson
ivesonr@kalamazoocty.org

Kalamazoo County Land Bank
1523 Riverview Dr. Kalamazoo, MI
269-216-9669

Ingham County Land Bank
3024 Turner Rd. Lansing, MI
517-267-5221
Roxanne Case
rcase@ingham.org

City of Alma
525 E Superior St. Alma, MI
989-463-8356
Aeric Ripley

City of Bay City
301 Washington Ave. Bay City, MI
989-894-8158
Deb Kiesel
dkiesel@baycitymi.org

City of Battle Creek
10 N Division St. Battle Creek, MI
269-966-3382
Richard Bolek

Bolle Contracting has also completed many private projects throughout Michigan. We have also contributed a substantial amount of "kind work" to communities, including Clare Public Schools and Central Michigan University.

❖ EXHIBIT E – CERTIFICATE OF INSURANCE**INSURANCE REQUIREMENTS**

The Contractor shall notify all insurance agents and companies retained by the Contractor that these insurance requirements shall be included in any Agreement between the Contractor and the City of Flint.

The Contractor shall purchase and maintain, at its sole expense and as long as it is providing services to the City, the following insurance coverage:

Commercial General Liability - Occurrence form, including coverage for bodily injury, personal injury, property damage (broad form), premises/operations, blanket contractual, and products/completed operations. Coverage shall be endorsed to include the City as an additional insured for work performed by the Contractor in accordance with the Agreement.

Minimum Limits:

- \$1,000,000 per occurrence/\$2,000,000 general aggregate
- \$2,000,000 aggregate for products and completed operations
- \$1,000,000 personal and advertising injury

Automobile - Michigan "no-fault" coverage, and residual automobile liability, comprehensive form, covering owned, hired, and non-owned automobiles. Coverage shall be endorsed to include the City as an additional insured for work performed by the Contractor in accordance with the Agreement.

Minimum Limits:

- No-fault coverages - statutory
- \$500,000 per person/\$1,000,000 per accident - bodily injury
- \$500,000 per occurrence - property damage
- A combined single limit of \$1,000,000 per occurrence

Workers' Compensation and Employer's Liability- Statutory coverage or proof acceptable to the City of approval as a self-insurer by the State of Michigan.

❖ EXHIBIT E – CERTIFICATE OF INSURANCE (CONTINUES)

Minimum Limits:

- Workers' Compensation - statutory
- Employer's Liability - \$100,000 each accident/\$100,000 disease - each employee
- \$500,000 disease - policy limit

Professional Liability – Covering acts, errors or omissions of a professional nature committed or alleged to have been committed by the Contractor or any of its subcontractors. Coverage shall be effective upon the date of the Agreement and shall remain effective for a period of three (3) years after the date of final payment thereunder. Such coverage shall be endorsed to include any subcontractors hired by the City.

Minimum Limits:

- \$1,000,000 per occurrence, \$1,000,000 annual aggregate

Insurance coverage shall cover all claims against the City of Flint, its officials and employees, arising out of the work performed by the Contractor or any subcontractors under the Agreement. Should any work be subcontracted, it shall be the responsibility of the Contractor to maintain Independent Contractor's Protective Liability Insurance with limits equal to those specified above for Commercial General Liability Insurance. In addition, the Contractor shall provide proof of Workers' Compensation Insurance for all subcontractors in compliance with the required statutory limits of the State of Michigan.

Said policies of insurance shall be with companies licensed to do business in the State of Michigan and in a form satisfactory to the City. All insurance companies must maintain a rating of B+, VIII or better from AM. Best Company. Certificates of insurance with a thirty-(30) day cancellation clause shall be filed with and approved by the City at least five (5) days in advance of commencing work under the Agreement. Cancellation, material restriction, non-renewal or lapse of any of the required policies shall be grounds for immediate termination of the Agreement by the City.

The City reserves the right to request a complete certified copy of the policies for the above coverage's.

Any reduction or exhaustion in the limits of required insurance coverage shall not be deemed to limit the indemnification afforded in accordance with the Agreement or any amendments thereto.

Depending on the subject matter of the transaction, the City may require other insurance coverage in addition to the coverage's contained herein.

THE BID NUMBER IS TO APPEAR ON ALL INSURANCE CERTIFICATES



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/13/2023

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).

PRODUCER

Mid Valley Insurance
9080 Gratiot Rd
Saginaw, MI 48609

CONTACT

NAME: Kyle Kolbe
PHONE (A/C No. Ext): (989)781-3070 FAX (A/C No.): (989)781-1640
E-MAIL: kkolbe@midv.net
ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURED

Bolle Contracting LLC
DBA Bolle Environmental LLC
408 E 4th
Clare, MI 48617

INSURER A: NAUTILUS INSURANCE

INSURER B: Michigan Millers Mutual Insurance Company

14508

INSURER C: Accident Fund

INSURER D:

INSURER E:

INSURER F:

COVERAGES

CERTIFICATE NUMBER: 00002248-2290790

REVISION NUMBER: 20

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.

INSR 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 <input checked="" type="checkbox"/> XCU Contractual Cov <input checked="" type="checkbox"/> Included GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	ECP2027631-15	11/09/2022	11/09/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMXP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		C0524410	10/27/2022	10/27/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
C	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 Y N/A	ARP12005193800	10/06/2022	10/06/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liab		ECP2027631-15	11/09/2022	11/09/2023	1,000,000
A	Pollution Liab		ECP2027631-15	11/09/2022	11/09/2023	1,000,000

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

Certificate Holder is considered Additional Insured

Workers Comp: Mark Bolle

CERTIFICATE HOLDER

CANCELLATION

** For Informational purposes only **

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

(KMK)

❖ EXHIBIT F – NON-BIDDER'S RESPONSE

VENDOR'S NAME: _____

NON-BIDDER'S RESPONSE

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.

AFFIDAVIT FOR INDIVIDUAL

STATE OF _____

S.S.

COUNTY OF _____

_____ being duly sworn,
deposes and says that they are the person making the above bid; and that said bid is genuine and not sham or
collusive, and is not made in the interest of or on behalf of any person not therein named, and that they have not
directly or indirectly induced or solicited any bidder to put in a sham bid; that they have not directly or indirectly
induced or solicited any other person or corporation to refrain from bidding, and that they have not in any manner
sought by collusion to secure themselves any advantage over other bidders.

Subscribed and sworn to before me at _____, in said County and State,

this _____ day of _____, A.D. 20____,

*Notary Public, _____ County, _____

My Commission expires _____, 20____

FOR CORPORATION

STATE OF MichiganCOUNTY OF Clare

S.S.

Mark Bolle

being duly sworn, deposes and says that she/he/they

is Presidentof Bolle Contracting LLC

(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 408 E 4th St, Clare, in said County and State,
this 25th day of May, A.D. 2023.

*Notary Public,

Clare County, MIMy Commission expires 3-18, 2025**Amanda K Beyerle**

Notary Public, State of Michigan, County of Clare

My commission expires Mar. 18, 2025

Acting in the County of Clare

FOR PARTNERSHIP

STATE OF _____

S.S.

COUNTY OF _____

_____ being duly sworn,
deposes and says that they are a member of the firm of _____, a co-
partnership, making the above bid; that they are duly authorized to make said bid on behalf of said co-partnership;
that said bid is genuine and not sham or collusive, and is not made in the interest of or on behalf of any person not
therein named, and that they have and said bidder has not directly or indirectly induced or solicited any other
person or corporation to refrain from bidding, and that they have not and said bidder has not in any manner
sought by collusion to secure to themselves or to said bidder any advantage over other bidders.

Subscribed and sworn to before me at _____, in said County and State,

this _____ day of _____, A.D. 20____,

*Notary Public, _____ County, _____

My Commission expires _____, 20____

FOR AGENT

STATE OF _____

S.S.

COUNTY OF _____

_____ being duly sworn, deposes and says that they executed the within and foregoing bid in behalf of _____ the bidder therein named, they having been theretofore lawfully authorized, as the agent of said bidder, so to do; that said bid is genuine and not sham or collusive and not made in the interests of or on behalf of any person not therein named, and that they have not and said bidder has not directly or indirectly induced or solicited any bidder to put in a sham bid; that they have not and said bidder has not directly or indirectly induced or solicited any other person or corporation to refrain from bidding, and that they have not and said bidder has not in any manner sought by collusion to secure to themselves or to said bidder any advantage over other bidders.

Subscribed and sworn to before me at _____, in said County and State, this _____ day of _____, A.D. 20____,

*Notary Public, _____ County, _____

My Commission expires _____, 20____

NOTE: If executed outside of the State of Michigan, certificate by the Clerk of the Court of Record, authenticating the Notary's Signature and authority should be attached.



DEMOLITION OF BLIGHTED PROPERTIES
SUBMITTAL FORM FOR QUESTIONS
Due Thursday, May 18, 2023 by 10:00 A.M.

- 1.
- 2.
- 3.
- 4.
- 5.

Company Name	
Representative Name	
Address:	
Telephone Number	
Email Address	

(Representative Signature)

Date

Please email this form to the attention of Jarin McGee, Chief Buyer
Email: jamcgee@cityofflint.com



City of Flint

Department of Purchases & Supplies

Sheldon A. Neeley

TO: All Proposers
FROM: Jarin McGee, Chief Buyer
DATE: May 19, 2023
SUBJECT: Addendum #01 – P23-530 – Demolition of Blighted Properties

This addendum has been published to address the following:

Due to the wrong property list being provided, the due date of this RFP will be extended from Tues. May 23 to Fri. May 26. Updated Google Meet information is as follows:

Bid Opening - P23-530 - Demolition of Blighted Properties
✱ Friday, May 26 · 11:00am – 12:00pm
Time zone: America/New_York
Google Meet joining info
Video call link: <https://meet.google.com/afs-yffd-yby>
Or dial: (US) +1 507-323-2449 PIN: 546 968 556#
More phone numbers: <https://tel.meet/afs-yffd-yby?pin=6432748596312>

All other bidding terms, requirements, and conditions continue as indicated in the remaining original bid documents.

The Chief Buyer, Jarin McGee, is an officer for the City of Flint with respect to this RFP.



City of Flint

Department of Purchases & Supplies

In the submission of their proposal, Proposer must acknowledge receipt of this addendum. Proposer shall acknowledge this addendum by signing and returning one copy of this notice with their submission.

Company Name:

Bolle Contracting LLC

Address:

408 E 4th St

City / State / Zip:

Clare MI 48617

Telephone:

888-386-7311

Fax:

888-386-8044

Email:

mark@bollecontracting.com
mark@bollecontracting.com

Print Name:

Mark Bolle

Title:

President

Signature:

[Signature]

Date:

5/25/23

Thank you.



City of Flint

Department of Purchases & Supplies

Sheldon A. Neeley

TO: All Proposers
FROM: Jarin McGee, Chief Buyer
DATE: May 19, 2023
SUBJECT: Addendum #02 -- P23-530 -- Demolition of Blighted Properties

This addendum has been published to address the following:

1. Will this be prevailing wages?
A. No.
2. Will there be charges for demo permits on city properties?
A. Yes.
3. Will sidewalk repair be required?
A. Only if the vendor damages it.
4. Will sidewalk permits be required?
A. Yes.
5. Will any soil erosion permits be required?
A. Only within 500ft of water.
6. Will the use of city hydrants/water be available?
A. For a fee. Contact Water Service Center for meter.
7. Will building inspections be available the same day?
A. Sometimes.
8. What is the expected completion date?
A. Permits are good for 6 months.



City of Flint

Department of Purchases & Supplies

All other bidding terms, requirements, and conditions continue as indicated in the remaining original bid documents.

The Chief Buyer, Jarin McGee, is an officer for the City of Flint with respect to this RFP.

In the submission of their proposal, Proposer must acknowledge receipt of this addendum. Proposer shall acknowledge this addendum by signing and returning one copy of this notice with their submission.

Company Name: Bolle Contracting LLC

Address: 408 E 4th St.

City / State / Zip: Cleve MA 48617

Telephone: 989-386-7311 Fax: 989-386-8044 Email: mark@bollecontracting.com
amy@bollecontracting.com

Print Name: Mark Bolle Title: President

Signature: [Signature] Date: 5/25/23

Thank you.

230194



RESOLUTION NO.: _____

PRESENTED: JUL - 5 2023

ADOPTED: JUL 10 2023

Bid 23000020

BY THE CITY ADMINISTRATOR:

RESOLUTION TO EJ USA FOR HYDRANTS, GRATES AND MANHOLE COVERS


The Department of Finance, Division of Purchases & Supplies, solicited bids for hydrants, grates and manhole covers for a three year period as requested by the Department of Public Works and

EJ USA, 13001 Northend Ave., Oak Park, Michigan was the low bidder for said supplies. Funding will come from the following accounts:

Account Number	Account Name	Amount
202-449.201-752.000	Major Street Fund	\$ 25,000.00
591-540.202-752.000	Water Fund	\$160,000.00
	FY24 GRAND TOTAL	\$185,000.00

IT IS RESOLVED, that the Division of Purchases & Supplies is hereby authorized to issue purchase orders to EJ USA for hydrants, grates and manhole covers for a three year period (7/1/23 – 6/30/26) in the annual amount not to exceed \$185,000.00. (\$185,000.00 pending adoption of the FY25 budget, \$185,000.00 pending adoption of the FY26 budget)

APPROVED AS TO FORM:


 William Kim (Jun 22, 2023 09:29 EDT)

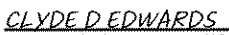
William Kim
Chief Legal Officer

APPROVED AS TO FINANCE:


 Jane Mager (Jun 22, 2023 09:55 EDT)

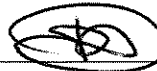
Jane Mager
Acting Chief Finance Officer

FOR THE CITY OF FLINT:


 CLYDE D. EDWARDS (Jun 22, 2023 09:48 EDT)

Clyde Edwards, City Administrator

APPROVED BY CITY COUNCIL:



APPROVED AS TO PURCHASING:



Christopher Mumby, Interim Purchasing Manager



CITY OF FLINT


Department of Public Works & Utilities

Sheldon A. Neeley
Mayor

MEMORANDUM

TO: Christopher Mumby
Acting Purchasing Manager

FROM: Cheri Priest
Water Service Center Administrative Manager

THRU: Paul Simpson 
Water Distribution Supervisor

DATE: April 24, 2023

SUBJECT: Bid Recommendation –Hydrants, Grates and Covers

Recommend that proposal #23000020 for 3 years be awarded to the lowest cumulative bidder, EJ USA, Inc.



CITY OF FLINT

RESOLUTION STAFF REVIEW FORM

TODAY'S DATE: 6/14/23

BID/PROPOSAL# 23000020

AGENDA ITEM TITLE: Hydrants, Grates and MH Covers

PREPARED BY: Cheri Priest, Utilities - Water Service Center

VENDOR NAME: EJ USA, Inc.

BACKGROUND/SUMMARY OF PROPOSED ACTION:

Request a purchase order be issued to EJ USA for the purchase of hydrants, valves, manhole covers and catch basin materials (grates, castings and hoods). This material is used in the repair and maintenance of water and sewer structures. This is year 1 of 3.

FINANCIAL IMPLICATIONS: None

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

Dept.	Name of Account	Account Number	Grant Code	Amount
2493	Supplies	591-540.202-752.000	N/A	127,500.00
2496	Supplies	590-540.208-752.000	NA	32,500.00
FY24 GRAND TOTAL				160,000.00

PRE-ENCUMBERED? YES ☒ NO

REQUISITION NO: 23-0007024

ACCOUNTING APPROVAL Cheri Priest

Date: 06/14/2023

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 1 160,000.00

BUDGET YEAR 2 160,000.00

BUDGET YEAR 3 170,000.00

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

DEPARTMENT HEAD SIGNATURE: Entrice Mitchell

Entrice Mitchell, Sewer Systems Supervisor



CITY OF FLINT

STAFF REVIEW FORM

TODAY'S DATE: June 21, 2023

BID/PROPOSAL# 23-020

AGENDA ITEM TITLE: Hydrants, manhole covers, risers and valve box covers

PREPARED BY Kathryn Neumann for Rodney McGaha, Director of Transportation

VENDOR NAME: EJ USA

BACKGROUND/SUMMARY OF PROPOSED ACTION:

Street Maintenance is requesting the purchase of hydrants, hydrant riser rings, manhole covers and valve boxes which are used during the paving season. When paving, the asphalt or concrete material lifts the street by two to three inches. Riser rings lift manhole covers, catch basins and various pipes in the road and brings the street flush with them so when a vehicle drives over those areas it is a smooth ride. EJ USA was the lowest bidder from three bids received.

FINANCIAL IMPLICATIONS: There is money in the account listed below.

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

Dept.	Name of Account	Account Number	Amount
202	Major Street Fund	449.201-752.000	\$25,000.00

PRE-ENCUMBERED? YES ☒ NO ☐ **REQUISITION NO:** 240007031

ACCOUNTING APPROVAL: Kathryn Neumann
Kathryn Neumann (Jun 21, 2023 10:22 EDT) **Date:** _____

WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☐ NO ☒
(If yes, please indicate how many years for the contract) YEARS

OTHER IMPLICATIONS (i.e., collective bargaining): None

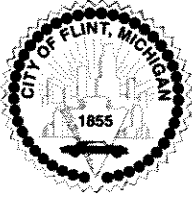
STAFF RECOMMENDATION: (PLEASE SELECT): ☒ **APPROVED** ☐ **NOT APPROVED**

DEPARTMENT HEAD SIGNATURE: Rodney McGaha
Rodney McGaha (Jun 21, 2023 11:19 EDT)
Rodney McGaha, Director of Transportation

SEALED PROPOSALS RECEIVED IN THE PURCHASING DEPARTMENT
ON APRIL 14, 2023
BID 23000022

EJ USA, INC. 301 Spring St. East Jordan, MI	FERGUSON WATERWORKS 4040 Eagles Nest Dr. Flushing, MI	ETNA SUPPLY LLC 2395 Lapeer Rd. Flint, MI
\$ 8,278.42	\$ 8,478.00	\$ 9,004.00
Local Preference \$ 8,857.91		

230195



RESOLUTION NO.: _____

PRESENTED: JUL - 5 2023ADOPTED: JUL 10 2023

Bid 23000019

BY THE CITY ADMINISTRATOR:

RESOLUTION TO MODERN INDUSTRIES FOR CONCRETE

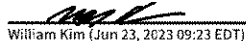
The Department of Finance, Division of Purchases & Supplies, solicited bids for ready-mix concrete for a two year period as requested by the Department of Public Works and

Modern Industries, 3275 W. Pasadena, Ave., Flint, Michigan was the sole bidder for said supplies. Funding will come from the following accounts:

Account Number	Account Name	Amount
202-449.203-752.000	Supplies	\$ 5,500.00
203-449.203-752.000	Supplies	\$ 5,000.00
202-449.201-752.000	Supplies	\$ 10,000.00
203-449.201-752.000	Supplies	\$ 12,000.00
202-449.200-752.000	Supplies	\$ 5,500.00
203-449.200-752.000	Supplies	\$ 120,000.00
202-449.211-752.000	Supplies	\$ 36,000.00
203-449.211-752.000	Supplies	\$ 59,000.00
590-540.208-752.000	Supplies	\$ 10,000.00
	FY24 GRAND TOTAL	\$263,000.00

IT IS RESOLVED, that the Division of Purchases & Supplies is hereby authorized to issue purchase orders to Modern Industries for ready-mix concrete for a two year period (7/1/23 – 6/30/25) in the annual amount not to exceed \$263,000.00. (\$263,000.00 pending adoption of the FY25 budget)

APPROVED AS TO FORM:



William Kim
Chief Legal Officer

APPROVED AS TO FINANCE:



Jane Mager
Acting Chief Finance Officer

FOR THE CITY OF FLINT:



Clyde D. Edwards (Jun 23, 2023 11:52 EDT)
Clyde Edwards, City Administrator

APPROVED BY CITY COUNCIL:



APPROVED AS TO PURCHASING:



Christopher Mumby, Interim Purchasing Manager



CITY OF FLINT

STAFF REVIEW FORM

TODAY'S DATE: June 23, 2023

BID/PROPOSAL# 23000019

AGENDA ITEM TITLE: Concrete

PREPARED BY Kathryn Neumann for Rodney McGaha, Director of Transportation

VENDOR NAME: Modern Concrete

BACKGROUND/SUMMARY OF PROPOSED ACTION:

Concrete is used many ways in Street Maintenance and Water Service Center, including sidewalks, repairs of street cuts, curbs and driveways.

FINANCIAL IMPLICATIONS: There is money in the accounts listed below

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

Dept.	Name of Account	Account Number	Grant Code	Amount
Streets	Supplies	202-449.203-752.000		\$ 5,500.00
		203-449.203-752.000		\$ 5,000.00
		202-449.201-752.000		\$10,000.00
		203-449.201-752.000		\$12,000.00
		202-449.200-752.000		\$ 5,500.00
		203-449.200-752.000		\$120,000.00
		202-449.211-752.000		\$36,000.00
		203-449.211-752.000		\$59,000.00
WSC	Supplies	590-540.208-752.000		\$10,000.00
FY24 GRAND TOTAL				\$263,000.00

PRE-ENCUMBERED? YES ☒ NO ☐ **REQUISITION NO:** 240007099, 240007444

ACCOUNTING APPROVAL: Kathryn Neumann Kathryn Neumann (Jun 23, 2023 07:17 EDT) **Date:** _____

WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☐ NO ☒
(If yes, please indicate how many years for the contract) YEARS

OTHER IMPLICATIONS (i.e., collective bargaining): None

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

DEPARTMENT HEAD SIGNATURE: Rodney McGaha Rodney McGaha (Jun 23, 2023 08:05 EDT)
(Rodney McGaha, Director of Transportation)



Sheldon Neeley
Mayor


CITY OF FLINT, MICHIGAN
Department of Public Works
Transportation Division

Clyde Edwards
City Administrator

Rodney McGaha
Director

June 22, 2023

TO: Christopher Mumby
Acting Purchasing Manager

FROM: Rodney McGaha, Director 
Department of Transportation

SUBJECT: RECOMMENDATION – REDI MIX CONCRETE, BID 23-019

I have carefully reviewed the bid received for redi-mix concrete. I am recommending the sole bidder, Modern Concrete be awarded the bid for a two year amount not to exceed \$263,000.00 for FY25 and \$263,000.00 for FY26 (total aggregate amount of \$526,000.00). Requisition 24-7099 has been pre-encumbered.

If you have any questions or concerns, feel free to give me a call at ext. 2803.



SEALED PROPOSALS RECEIVED IN THE DIVISION OF PURCHASES & SUPPLIES

Supply Ready-Mix Concrete – (2) Years

B23-019

Approximate Annual Quantities – Not Guaranteed
Furnish as requested for the period 7/1/23 – 6/30/25

	Year 1	Year 2
Total Unit Costs	\$2,827.00	\$2,971.00
Saturday Charge	\$10.00	\$10.00

A SPECIAL NOTE FROM THE PURCHASING DIVISION

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

CITY OF FLINT - PAGE 2 OF 2

Item #	Description	UOM	Unit Price Year 1	Unit Price Year 2
1	CONCRETE, 35S; NAME: CURB/BASES SOURCE CLASS OF COURSE AGGREGATE: 6AA 1" LESTONE. 564BL/CYD, MIN 28PSI:3500	YD	\$140.00	\$148.00
2	CONCRETE, 35HE; NAME: HIGH EARLY BASE COURSE, CLASS OF COURSE AGGREGATE: 6AA 1" LESTONE. 658 LB/C.YD, MIN 28 DAY PSI: 3500	YD	\$150.00	\$158.0
3	CALCIUM CHLORIDE, 2%	YD	\$5.00	\$5.00
4	CONCRETE, PARTIAL LOADS: MIXES 1 AND 2-3/4 C. YDS	EA	\$175.00	\$175.00
5	CONCRETE, MULTIPLE STOPS**	EA	\$75.00	\$75.00
6	CONCRETE, HEATING CHARGE	YD	\$10.00	\$10.00
7	FLOWABLE FILL	YD	\$115.00	\$123.00
8	5 THRU 9 SACK CONCRETE MIXES	YD	\$10.00	\$10.00
9	CONCRETE, 3000, NAME: SIDEWALKS	YD	\$124.00	\$132.00
10	FIBER MESH 1 1/2, LBS.	YD	\$8.00	\$8.00
11	FIBER MESH 1 LB.	YD	\$6.00	\$6.00
12	FLOWABLE FILL	YD	\$115.00	\$123.00
13	P1	YD	\$140.00	\$148.00
14	S2	YD	\$140.00	\$148.00
15	S25.6 SACK CONCRETE	YD	\$137.00	\$145.00
16	1% CHLORIDE	YD	\$2.50	\$2.50
17	1 % NON-CHLORIDE	YD	\$5.00	\$5.00
18	3500AE	YD	\$154.00	\$162.00
19	4" EXPANSION MATERIAL	FT	\$0.90	\$0.90
20	4000AE	YD	\$156.00	\$164.00
21	4500	YD	\$145.00	\$153.00
22	45D	YD	\$145.00	\$153.00
23	5 SK	YD	\$124.00	\$132.00
24	5.6 SK	YD	\$143.00	\$151.00
25	6 SK	YD	\$154.00	\$162.00
26	6" EXPANSION MATERIAL	FT	\$1.20	\$1.20
27	7 SK	YD	\$150.00	\$158.00
28	8 SK	YD	\$145.00	\$153.00
29	8" EXPANSION MATERIAL	FT	\$1.40	\$1.40
30	9 SK	YD	\$150.00	\$158.00
TOTAL UNIT COSTS			\$2827.00	\$2971.00

Company Name Modern Concrete Saturday Charge \$10.00 \$10.00

In the event the awarded bidder is unable to provide any of the bid item(s)/service(s) would you be willing to do so?

**The City of Flint may request deliveries of materials at different locations. The vendor is to provide a price if the delivery is outside a one (1) mile radius of initial stop.

VENDOR TO PROVIDE INFORMATION REGARDING ADDITIONAL FEES REFLECTED IN DELIVERY COSTS, I.E. ENVIRONMENTAL FEES, WASH OUT FEES, FUEL SURCHARGES, SATURDAY DELIVERIES, ETC.

READY-MIX CONCRETE REQUIREMENTS

FURNISH AS REQUESTED, WITHIN 2 HR NOTICE, TO VARIOUS LOCATIONS FOR THE PERIOD BEGINNING 7/1/2023 AND ENDING 6/30/2025, APPROXIMATE QUANTITIES NOT GUARANTEED.

- Vendor should consider Saturdays (in addition to Mon-Fri) as a normal delivery day.
- Vendor is required to deliver and pour requested materials at designated areas using appropriate, workable, licensed equipment and operators.
- The City of Flint reserves the right to require the inspection of any load of concrete that does not meet specifications at the vendor's cost.
- Load receipts must be signed by a City of Flint representative on site and a copy left at the time of each delivery.
- Quantities on which bids are being received are estimated only and any increases or decreases in the stated quantities shall not affect the bid price in any way.
- Prices shall remain firm until the end of this contract.
- All items should be priced F.O.B. DESTINATION FULL FREIGHT ALLOWED, INSIDE DELIVERY. The City of Flint will not pay for any additional transportation and/or shipping charges.
- Delivery is to be made on an "as needed" basis.
- The City of Flint may add similar parts, materials, models and sizes or delete items from this list as it deems appropriate and in the best interest of the City of Flint.

Requesting Departments:

City of Flint
Street Maintenance
702 W. 12th Street
Flint, MI 48503

City of Flint
Traffic Engineering
702 W. 12th Street
Flint, MI 48503

City of Flint
Water Service Center
3301 E. Court St.
Flint, MI 48506

LOCAL AND MAJOR STREET RESURFACING CONCRETE FOR SIDEWALKS AND CATCH BASINS

BID NO.23000019
SUPPLY READY-MIX CONCRETE - (2) YEARS

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

Purchasing Checklist:

- ☐ Exhibit A - Complete Proposal Submittal with detailed Summary of Pricing
- ☐ Exhibit B –Qualifications and Licenses Requirements
- ☐ Exhibit C – Disclosure of Supplier Responsibility Statement
- ☐ Exhibit D - List of References
- ☐ Exhibit E - Certificate of Insurance
- ☐ Exhibit F – Non-Bidder's Response

❖ EXHIBIT A - SUBMITTAL WITH DETAILED SUMMARY OF PRICING

SCOPE OF WORK WITH PRICING SHEET ATTACHED SEPARATELY.

All proposals will be evaluated on the following criteria:

B23000019 – SUPPLY READY-MIX CONCRETE - (2) YEARS

1. Failure to use this bid form shall result in bid disqualification.
2. Failure to bid on all items shall result in an "incomplete bid" determination.
3. List value-added considerations on a separate sheet of paper.
4. Additional items as requested.

Terms: Net 30 Days Dest: _____ Fed. ID#: _____

Firm Name: Modern Concrete

Address: 3275 W. Pasadena Ave.

City/State/Zip Flint, MI 48504

Phone: 810-767-6250 Fax: 810-767-0578 Email/Website: jasonp@modernconcrete.us

Signed: Jason Piper Date: 6/15/2023

Please submit one (1) original and one (1) copy.

Bid results may be viewed next business day online at www.cityofflint.com/purchasing

❖ EXHIBIT B - QUALIFICATIONS AND LICENSES REQUIREMENTS

Please give a synopsis of your qualifications and experience with this service:

We held this contract the last 4 consecutive years and various years prior to that.

Please list Licenses:

N/A

How long have you been in business?

Since 1963

Have you done business with the City of Flint?

Yes

If yes, please state the project name.

City of Flint – Ready-Mix Concrete Contracts

❖ EXHIBIT C – DISCLOSURE OF SUPPLIER RESPONSIBILITY STATEMENT

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract, or subcontract, or in the performance of such contract or subcontract.

N/A

2. List any convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offense indicating a lack of business integrity or business honesty which affect the responsibility of the contractor.

N/A

3. List any convictions or civil judgments under state or federal antitrust statutes.

N/A

4. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.

N/A

5. List any prior suspensions or debarments by any government agency.

N/A

6. List any contracts not completed on time.

N/A

7. List any documented violations of federal or state labor laws, regulations or standards, or occupational safety and health rules.

N/A

❖ 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: City of Flint

Contact Person: Finance Department Title: _____

Address: 1101 S. Saginaw St

City: Flint State: MI Zip: 48502

Telephone: 810-766-7340 Fax: _____

Email: _____

Type of Project: Supply Ready Mix Concrete

Project Timeline (Dates): Most Recent 2021-22 Budget: _____

Reference #2:

Company/Municipality: Genesee County Road Commission

Contact Person: _____ Title: _____

Address: 211 W. Oakley

City: Flint State: MI Zip: 48502

Telephone: _____ Fax: _____

Email: _____

Type of Project: Various County Concrete Projects

Project Timeline (Dates): Most Recent 2023 Budget: _____

❖ EXHIBIT D – LIST OF REFERENCES: (3) SIMILAR SCOPE OF WORK FROM
THE LAST 5 YEARS (CONTINUES)

Reference #3:Company/Municipality: T & DContact Person: Rick Torres Title: OwnerAddress: 5835 Ellendale DrCity: Lansing State: MI Zip: 48911Telephone: 517-455-5453 Fax: _____

Email: _____

Type of Project: MDOTProject Timeline (Dates): 2023-24 Budget: _____

❖ EXHIBIT E – CERTIFICATE OF INSURANCE**INSURANCE REQUIREMENTS**

The Contractor shall notify all insurance agents and companies retained by the Contractor that these insurance requirements shall be included in any Agreement between the Contractor and the City of Flint.

The Contractor shall purchase and maintain, at its sole expense and as long as it is providing services to the City, the following insurance coverage:

Commercial General Liability - Occurrence form, including coverage for bodily injury, personal injury, property damage (broad form), premises/operations, blanket contractual, and products/completed operations. Coverage shall be endorsed to include the City as an additional insured for work performed by the Contractor in accordance with the Agreement.

Minimum Limits:

- \$1,000,000 per occurrence/\$2,000,000 general aggregate
- \$2,000,000 aggregate for products and completed operations
- \$1,000,000 personal and advertising injury

Automobile - Michigan "no-fault" coverage, and residual automobile liability, comprehensive form, covering owned, hired, and non-owned automobiles. Coverage shall be endorsed to include the City as an additional insured for work performed by the Contractor in accordance with the Agreement.

Minimum Limits:

- No-fault coverages - statutory
- \$500,000 per person/\$1,000,000 per accident - bodily injury
- \$500,000 per occurrence - property damage
- A combined single limit of \$1,000,000 per occurrence

Workers' Compensation and Employer's Liability- Statutory coverage or proof acceptable to the City of approval as a self-insurer by the State of Michigan.

❖ EXHIBIT E – CERTIFICATE OF INSURANCE (CONTINUES)**Minimum Limits:**

- Workers' Compensation - statutory
- Employer's Liability - \$100,000 each accident/\$100,000 disease - each employee
- \$500,000 disease - policy limit

Professional Liability – Covering acts, errors or omissions of a professional nature committed or alleged to have been committed by the Contractor or any of its subcontractors. Coverage shall be effective upon the date of the Agreement and shall remain effective for a period of three (3) years after the date of final payment thereunder. Such coverage shall be endorsed to include any subcontractors hired by the City.

Minimum Limits:

- \$1,000,000 per occurrence, \$1,000,000 annual aggregate

Insurance coverage shall cover all claims against the City of Flint, its officials and employees, arising out of the work performed by the Contractor or any subcontractors under the Agreement. Should any work be subcontracted, it shall be the responsibility of the Contractor to maintain Independent Contractor's Protective Liability Insurance with limits equal to those specified above for Commercial General Liability Insurance. In addition, the Contractor shall provide proof of Workers' Compensation Insurance for all subcontractors in compliance with the required statutory limits of the State of Michigan.

Said policies of insurance shall be with companies licensed to do business in the State of Michigan and in a form satisfactory to the City. All insurance companies must maintain a rating of B+, VIII or better from AM. Best Company. Certificates of insurance with a thirty-(30) day cancellation clause shall be filed with and approved by the City at least five (5) days in advance of commencing work under the Agreement. Cancellation, material restriction, non-renewal or lapse of any of the required policies shall be grounds for immediate termination of the Agreement by the City.

The City reserves the right to request a complete certified copy of the policies for the above coverage's.

Any reduction or exhaustion in the limits of required insurance coverage shall not be deemed to limit the indemnification afforded in accordance with the Agreement or any amendments thereto.

Depending on the subject matter of the transaction, the City may require other insurance coverage in addition to the coverage's contained herein.

THE BID NUMBER IS TO APPEAR ON ALL INSURANCE CERTIFICATES

❖ EXHIBIT F – NON-BIDDER'S RESPONSE

VENDOR'S NAME: _____

NON-BIDDER'S RESPONSE

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: _____

Thank you for your participation in this bid.

**SUPPLY READY-MIX CONCRETE - (2) YEARS****SUBMITTAL FORM FOR QUESTIONS**
Due Friday, June 9, 2023 by 10:00 am

- 1.
- 2.
- 3.
- 4.
- 5.

Company Name	Modern Concrete
Representative Name	Jason Piper
Address:	3275 W. Pasadena Ave., Flint MI 48504
Telephone Number	810-767-8525
Email Address	jasonp@modernconcrete.us

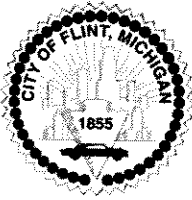
Jason Piper
(Representative Signature)

6/15/2023

Date

Please email this form to the attention of Jarin McGee, Chief Buyer
Email: jamcgee@cityofflint.com

230196



RESOLUTION NO.: _____

PRESENTED: JUL - 5 2023ADOPTED: JUL 10 2023

BY THE CITY ADMINISTRATOR:

**RESOLUTION AUTHORIZING FY2024 BUDGET AMENDMENT
RISK AND BENEFIT – INSURANCE FUND #677
LIGHTHOUSE INSURANCE GROUP**

WHEREAS, THE City of Flint's operating budget is monitored on an ongoing basis by the Finance Department and City Department heads and changes to an approved operating budget are required from time to time; and


WHEREAS, the Department of Finance is recommending the following amendment to the FY2024 City of Flint Operating budget as follows in accordance with State Public Act 2 of 1968 as amended.

FY2024 PROPOSED BUDGET AMENDMENT	PROPOSED AMENDMENT	ESTIMATED ENDING FUND BALANCE
GL Account #677-267.651-955.000	\$1,700,000.00	
Total Amendment from Fund 677 Balance	\$1,700,000.00	\$1,129,853.00

IT IS RESOLVED, that the appropriate City officials are authorized to do all things necessary to incorporate the approved appropriation changes into the FY2024 operating budget of the City of Flint.

APPROVED AS TO FORM:

APPROVED AS TO FINANCE:


William Kim (Jun 27, 2023 13:46 CDT)

William Kim, City Attorney


Jane Mager (Jun 27, 2023 13:12 EDT)

Jane Mager, Acting Chief Financial Officer

CLYDE D EDWARDS
CLYDE D EDWARDS (Jun 27, 2023 17:18 EDT)

Clyde Edwards, City Administrator

APPROVED BY CITY COUNCIL



RESOLUTION STAFF REVIEW

DATE: June 27, 2023

Agenda Item: Budget Amendment – Insurance Fund #677

Prepared By: V. Foster, Department of Finance

Background/Summary of Proposed Action:

Inadvertently, the insurance expense was not included in the FY2024 Budget as adopted by the Flint City Council. It is projected that the insurance costs will amount to \$1,700,000.00.

The Department of Finance is requesting use of fund balance to fund the City's insurance premiums that cover the following policies: Excess Workers Compensation, Excess General Liability, Inland Marine and Equipment, Terrorism, Hi-Value Vehicles and Equipment, Crime, Boiler, Vehicle Self-Insurance Actuarial and Assessment Fees.

As a result of this oversight, the Acting Chief Financial Officer and the Budget and Grants Administrator have reviewed the FY2024 adopted budget and have determined that this is the only account to have been excluded.

As of 6/27/2023, the projected fund balance for 7/1/24 is \$2,829,853.00. Use of \$1,700,000.00 to cover the projected insurance expenses for FY2024 will result in a projected remaining fund balance of \$1,129,853.00 after the amendment.

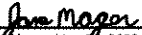
Financial Implications: Lack of funding will result in insurance policies lapsing if premiums are not funded.

Account No.: 677-267.651-955.000

Other Implications (i.e., collective bargaining): N/A

Staff Recommendation: It is the recommendation of the Department of Finance to amend the FY2024 Budget as outlined above.

Staff Person: V. Foster
Vickie Foster

Approval: 
Jane Mager (Jun 27, 2023 13:12 EDT)
Jane Mager
Acting Chief Financial Officer



230197
RESOLUTION NO.: _____

PRESENTED: JUL - 5 2023

ADOPTED: JUL 10 2023

BY THE MAYOR:

**RESOLUTION AUTHORIZING LIGHTHOUSE INSURANCE GROUP
TO PROVIDE THE CITY OF FLINT WITH WORKERS COMPENSATION
EXCESS POLICY FOR THE PERIOD 7/1/23-7/1/24**

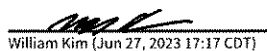
WHEREAS, Lighthouse Insurance Group, the City's insurance broker solicited proposals for Excess Worker's Compensation coverage. Lighthouse Insurance Group recommends the selection of Midwest Employers Insurance Company at the cost of \$124,997.00; and

WHEREAS, the Department of Finance recommends retaining Lighthouse Insurance Group to provide the City with excess workers compensation insurance coverage through Midwest Employers Insurance Company. The policy will cover the period of 7/1/23 through 7/1/24 at the cost of \$124,997.00. The policy maintains the same coverage as the prior year.

GL/Account #	Account Name	Amount Requested
677-267.651-955.000	Risk and Benefit – Insurance	\$124,997.00
	FY2024 Total:	\$124,997.00

IT IS RESOLVED, that the appropriate City officials are authorized to enter into a contract with Lighthouse Insurance Group to provide the City with excess workers compensation insurance coverage through Midwest Employers Insurance Company at a premium cost amount not to exceed \$124,997.00 for the period beginning 7/1/23 to 7/1/24. Funding for these services will come from account 677-267.651-955.000.

APPROVED AS TO FORM:


William Kim (Jun 27, 2023 17:17 CDT)

William Kim, City Attorney

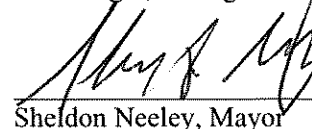

CLYDE D EDWARDS (Jun 28, 2023 09:07 EDT)

Clyde Edwards, City Administrator

APPROVED AS TO FINANCE:


Jane Mager (Jun 27, 2023 12:31 EDT)

Jane Mager, Acting Chief Financial Officer


Sheldon Neeley, Mayor


City Council

RESOLUTION STAFF REVIEW

DATE: June 27, 2023

Agenda Item: Excess Workers Compensation Insurance Proposal from Midwest Employers Insurance Company for the City of Flint for the period of 7/1/23-7/1/24

Prepared By: V. Foster, Department of Finance

Background/Summary of Proposed Action: The City of Flint's current Excess Workers Compensation insurance policy expires on June 30, 2023. The City is utilizing its insurance broker Lighthouse Group (formerly known as Lake Agency) to bid and negotiate an Excess Workers Compensation Insurance Policy for the City for the period of 7/1/23–7/1/24.

The City's current provider, Midwest Employers Insurance Company, submitted a quote in the amount of \$124,997.00. Safety National declined to bid due to pricing and being unable to complete. Travelers Insurance declined due to the financial rating of the City of Flint. Liberty Mutual and Acuity insurance companies declined to submit quotes. The new rate reflects a 2% increase from the prior year.

Based on the bid results, Lighthouse is recommending the City' Midwest Employers Insurance Company, to be the provider of the excess workers compensation policy in the amount of \$124,997.00.

Account No.: 677-267.651-955.000

Other Implications (i.e., collective bargaining): None.

Staff Recommendation: It is the recommendation of the Department of Finance to retain the Lighthouse Group as the provider for the City's excess workers compensation insurance and retain Midwest Employers Casualty Company as the City of Flint's excess workers compensation carrier for a total price of \$124,997.00 for the period of 7/1/23 through 6/30/24.

Staff Person: Vickie Foster
Vickie Foster

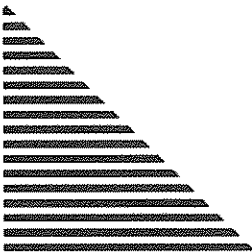
Approval: Jane Mager
Jane Mager (Jun 27, 2023 12:31 EDT)
Jane Mager
Acting Chief Financial Officer



Excess Workers Compensation Insurance Proposal
Prepared For

City of Flint

EFFECTIVE 07/01/2023 TO 07/01/2024



Lighthouse, An Alera Group Company

Our mission at the Lighthouse is the profitable and ethical delivery of innovative insurance solutions for the protection of our clients.

We are well positioned to provide excellent service for all your business and personal insurance needs including:

- Commercial Insurance
- Personal Insurance
- Employee Benefits
- Individual Insurance/Medicare
- Financial Services

Along with these business units, Lighthouse provides seminars for clients and the public on relevant issues. These are done in conjunction with several insurance companies, with which we have solid, long term relationships.

We have multiple locations throughout Michigan and sister agencies across the nation to serve your needs. Our investment in technology has allowed Lighthouse to provide exemplary response time, as well as comprehensive claims and risk management services.

We have active memberships with local Chambers of Commerce, various industry associations, and serve on Advisory Boards of several insurance companies. We also have many Industry Specific Programs tailored to give specialized coverages when they are needed.

Named Insureds

City of Flint

Location Schedule

Loc#	Bldg#	Address	City	State	Zip
00001	00001	1101 S Saginaw St	Flint	MI	48502
00002	00001	210 E Fifth St	Flint	MI	48502
00003	00001	310 E 5 th St	Flint	MI	48502
00004	00001	1525 ML King Ave	Flint	MI	48502
00005	00001	3402 Western Rd	Flint	MI	48502
00006	00001	702 W 12 th St	Flint	MI	48503
00007	00001	716 W Pierson	Flint	MI	48503
00008	00001	3310 E Court St	Flint	MI	48503
00009	00001	202 E Atherton Rd	Flint	MI	48504
00010	00001	4500 N Dort Hwy	Flint	MI	48506
00011	00001	G-4652 Beecher Rd	Flint	MI	48507

Workers Compensation

PART 1 WORKERS COMPENSATION STATE INFORMATION

State
MI

PART 2 EMPLOYERS LIABILITY INFORMATION

Coverage	Limit
Each Accident	As Required
Disease-Policy Limit	1,000,000
Disease-Each Employee	1,000,000

RATING INFORMATION

State	Class Code	Categories, Duties, Classifications	Proposed Exposure	Expiring Exposure
MI	5509	Street or Road Maintenance	1,125,339	1,031,681
MI	6806	Sewer Op or Drivers	844,004	773,760
MI	6819	Gas Main or Connections	1,125,339	1,031,681
MI	7520	Waterworks	1,969,341	1,805,440
MI	7539	Meter Readers	490,485	449,663
MI	7704	Firefighters	4,275,874	3,920,009
MI	7720	Police Officers	6,752,028	6,190,082
MI	8392	Garage Employee's	282,750	259,218
MI	8810	Clerical	7,900,141	7,242,642
MI	8820	Attorney	488,166	447,538
MI	9015	Janitorial / Maintenance	328,279	300,958
MI	9402	Street Cleaning	286,790	262,921
MI	9410	Municipal Employee's	1,135,616	1,041,103
MI	7580	Sewage Disposal Plant Operations	1,129,298	1,035,311
TOTAL PAYROLL			\$28,133,449	\$25,792,007

Premium Summary

Coverage	Carrier	Expiring Premium	Renewal Premium
Workers Compensation	Midwest Employers Insurance Company	\$112,427.00	\$124,997.00
	Rate per \$100 of Payroll	0.4359	0.4443

All quoted premiums are annual estimates.

This insurance proposal is based upon your insurance history and the information that you have provided. It is your responsibility to review each item to make sure that you have all the coverages that you need, and that the limits of liability are appropriate.

Markets Approached

- Safety National – declined due to pricing and not able to compete
- Travelers – declined due to financial rating of the City of Flint
- Accident Fund – verbal declination, no market
- Liberty Mutual – verbal declination, no market
- Acuity – verbal declination, no market

Payment Plans

Required Down Payment: \$124,997
Minimum Premium Earned \$112,497



Electronic Delivery Supplement

Your insurer may be required by law to obtain consent from insureds prior to engaging in any electronic delivery of insurance policies and/or other supporting documents in connection with the policy. You have the right to:

- Select electronic delivery;
- Reject electronic delivery;
- Withdraw your consent if you decide you no longer want to receive electronic delivery of your insurance policy and/or other supporting documents in connection with your insurance policy.

☐ ELECTION OF ELECTRONIC INSURANCE POLICY DELIVERY OPTION

I select the option to receive the following documents in connection with my insurance policy electronically, for myself and all those covered under the policy. I acknowledge I may no longer receive paper copies of my insurance policy, unless I advise my insurer to continue to provide paper copies in addition to electronic copies.

- ☐ Insurance Policy
- ☐ Identification Card
- ☐ Notices of Cancellation
- ☐ Notices of Nonrenewal
- ☐ Other supporting documents in connection with my insurance policy

☐ REJECTION OF ELECTRONIC DELIVERY OPTION

I reject the option to receive my insurance policy and/or other supporting documents in connection with my insurance policy electronically, for myself and all those covered under the policy. I will continue to receive paper copies of such documents.

☐ WITHDRAWAL OF CONSENT OF ELECTRONIC DELIVERY

I withdraw my previous consent of electronic delivery of my insurance policy and/or other supporting documents in connection with my insurance policy, for myself and all those covered under the policy. I elect to receive paper copies of such documents in the future.

LIGHTHOUSE INVOICE PREFERENCE

Invoice made out to: _____

Invoice by: ☐ Mail | Address: _____

☐ Email | Email Address: _____

ELECTRONIC DELIVERY DISCLOSURE

The policyholder who elects to allow for insurance policy and/or other supporting documents in connection with the insurance policy to be sent to the electronic mail address provided should be diligent in updating the electronic mail address provided to the insurer in the event that the address should change.

Client and Lighthouse have caused this Agreement to be signed by authorized individuals.

CLIENT

Name of Recipient to Receive Policy Documents Via Email

Relationship to Insured

Applicant/Name Insured Signature

Date

Email Address of Recipient

Agreement and Acceptance

The undersigned insured acknowledges that they have read and understood the Insurance Proposal as presented by Lighthouse Group, an Alera Group Agency LLC and authorizes them to bind coverage.
Effective Date: 07/01/2023

Policy Type: Workers Compensation

PROPOSED COVERAGE HAS BEEN REJECTED/MODIFIED AS OUTLINED:

- 1.
- 2.
- 3.
- 4.

Named Insured: City of Flint

Title: _____

Signature: _____ Date: _____

RETURN TO THE ATTENTION OF: Cort Niemi
EMAIL : cniemi@lighthousegroup.com
MAIL: Lighthouse, An Alera Group Company
56 Grandville Ave, Ste 300
Grand Rapids, MI 49503

Cyber Liability Quiz

What is your Internet Privacy and/or Security Risk?

Take this quick quiz to determine your level of risk.

1. Are you involved in any of the following industries:
 - Education
 - Healthcare
 - Financial Services
 - Retail
2. Do you provide services to clients on your website?
3. Do you collect, receive, transmit or store personally identifiable information or personal health information? For example, Social Security numbers, driver's license numbers, email addresses, bank account numbers, credit/debit card numbers, etc.
4. Do you need to develop or update procedures to comply with privacy legislation? For Example, Health Insurance Portability and Accountability Act -- HIPPA, The Gramm-Leach Bliley Act or other legislation with respect to the protection of other confidential information?
5. Do your employees use laptops, cell phones, smart phones, or tablets?
6. Do you store sensitive data on your network in the cloud or even in paper files?
7. Do you manage the content of your website and/or host the infrastructure yourself instead of using a third party?
8. Do you have a Written Information Security Plan?

Your Score:

2 or less answered yes:

Your risk is low. However, Cyber Liability coverage is worth considering.

3 to 4 answered yes:

Your risk is great and obtaining Cyber Liability should be a priority

5 or more answered yes:

Your risk is significant! Without proper coverage afforded by Cyber Liability, the financial well being of your company is at risk!



Lighthouse

AN ALERA GROUP COMPANY

Life insurance review and audit program

for individuals and families

- Life Insurance
- Return of Premium Life Insurance
- Annuities
- Disability Income Protection
- Long-term Care
- Life Insurance Review and Audit Program
- Individual Mortgage Pay-off in Event of Death

for business owners

- Business Continuation Planning (Life and Disability Insurance)
- Key Person Coverage (Life and Disability Insurance)
- Debt Coverage or Life Insurance Required by Bank
- Estate Analysis - Legacy Trust
- Executive Owner Premier Audit Program
- Voluntary Products

As a client of Lighthouse, An Alera Group Company, you are eligible to take advantage of our Life Insurance Review & Audit Program free of charge. An evaluation of your personal and business life insurance policies can provide the reassurance your plans are set to meet your needs when and how you expect them to.

With more than 100 years of combined experience, our Life Insurance and Executive Benefits team will provide an in-depth and objective review of the life insurance you have in place today. With direct access to more than 30 insurance carriers, we will propose only the best alternatives directly in line with your goals and budget. Life insurance coverage can change over time, therefore we recommend policies be reviewed every three years.

Since over 80 percent of life insurance policies don't live up to client expectations due to overpriced premiums, incorrect design or early termination, this review is of tremendous value by providing peace of mind and protection for what matters most.

If you are interested in Lighthouse's life insurance services, contact your sales executive to get started.



Lighthouse's personalized and innovative approach to the ever-changing world of healthcare allows for your business to keep moving forward. By leveraging our extensive network of resources, we craft the plan you and your employees desire.

COMPLIANCE

- MyWave access and support
- Miller Johnson - Legal Firm
- Compliance Checklist
- Benchmarking
- SPD Review
- 5500 Assistance

TECHNOLOGY

- Benefit Admin - Employee Navigator
- Member Management
- Self-serve enrollment
- Variable Hour Tracking
- ACA Reporting - 1095 reporting

HR SUPPORT

- Employee Handbook Review
- Compensation Benchmarking
- Mock DOL Audit
- Training Resources
- On Staff HR Consultant

WELLNESS

- On Staff Resources
- Consulting/Design
- Implementation/Ongoing Assistance
- Reporting/Analysis/Vendors

MEDICARE/INDIVIDUALS

- Onsite Educational Meetings
- 1 on 1 Consultations
- Transition to Medicare
- Employee Separation Services
- Individual Plan Options

DATA ANALYTICS

- Underwriter on Staff
- Monthly Claims Reporting
- PA 152 Analysis
- Predictive Modeling
- 3-5 Year Strategic Plan
- Milliman Reporting Services

EMPLOYEE COMMUNICATION

- Benefits Booklets
- Custom Communications
- ACA Updates
- Electronic & Print



230198

RESOLUTION NO.: _____

PRESENTED: JUL - 5 2023

ADOPTED: JUL 10 2023

Bid 23000034

BY THE CITY ADMINISTRATOR:

RESOLUTION TO ARNOLD SALES FOR JANITORIAL SUPPLIES

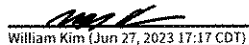
The Department of Finance, Division of Purchases & Supplies, solicited bids for janitorial supplies for a three year period as requested by the Maintenance Division, and

Arnold Sales, 1218 N. Lincoln Ave., Bay City, Michigan was the lowest responsive bidder for said services. Funding will come from the following accounts:

Account Number	Account Name	Amount
101-230.200-752.000	Supplies Fund	\$ 32,000.00
590-550.202-775.000	Supplies Fund	\$ 7,000.00
591-545.200-752.000	Supplies Fund	\$ 3,000.00
590-540.208-752.000	Supplies Fund	\$ 2,600.00
591-540.202-752.000	Supplies Fund	\$ 2,600.00
	FY24 GRAND TOTAL	\$ 47,200.00

IT IS RESOLVED, that the Division of Purchases & Supplies is hereby authorized to issue purchase orders to Arnold Sales for janitorial supplies, in the yearly (Fiscal Years 24, 25 and 26) amount not to exceed \$47,200.00 and an aggregate amount of \$141,600.00. (\$47,200 pending adoption of the FY25 budget, \$47,200 pending adoption of the FY26 budget).

APPROVED AS TO FORM:


William Kim (Jun 27, 2023 17:17 CDT)William Kim
Chief Legal Officer

APPROVED AS TO FINANCE:


Jane Mager (Jun 27, 2023 13:15 EDT)Jane Mager
Acting Chief Finance Officer

FOR THE CITY OF FLINT:


CLYDE D EDWARDS (Jun 28, 2023 11:14 EDT)

Clyde Edwards, City Administrator

APPROVED BY CITY COUNCIL:



APPROVED AS TO PURCHASING:



Christopher Mumby, Interim Purchasing Manager

JANITORIAL SUPPLIES - 3 YEAR PRICING (FY 24-26)
BID 23000034

Vendor	YEAR 1	YEAR 2	YEAR 3
Arnold Sales	\$ 139,636.91	\$ 139,636.91	\$ 139,636.91
Beaver Research Comp[any	Incomplete	Incomplete	Incomplete
Pyramid School Supply	Incomplete	Incomplete	Incomplete
Supply Den	Incomplete	Incomplete	Incomplete



CITY OF FLINT

RESOLUTION STAFF REVIEW FORM

TODAY'S DATE: June 27, 2023

BID/PROPOSAL# 23-034

AGENDA ITEM TITLE: Janitorial supplies

PREPARED BY Kathryn Neumann for Lee Osborne, Facilities Operations Manager

VENDOR NAME: Arnold Sales

BACKGROUND/SUMMARY OF PROPOSED ACTION:

This is for janitorial supplies that are used in various city buildings. Bids were solicited for a three year period and Arnold Sales was the only bidder to submit a complete bid.

FINANCIAL IMPLICATIONS: There is money in the account listed below.

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

Dept.	Name of Account	Account Number	Grant Code	Amount
101	General Fund	230.200-752.000		\$ 32,000.00
591	Water Fund	545.200-752.000		\$ 3,000.00
591	Water Fund	540.202-752.000		\$ 2,600.00
590	Sewer Fund	540.208-752.000		\$ 2,600.00
FY24 GRAND TOTAL				\$40,200.00

PRE-ENCUMBERED? YES ☒ NO ☐ **REQUISITION NO:** 240006907, 2400070652, 240007396

ACCOUNTING APPROVAL: Kathryn Neumann Kathryn Neumann (Jun 27, 2023 08:00 EDT) **Date:** _____

WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☐ NO ☐
(If yes, please indicate how many years for the contract)

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

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

DEPARTMENT HEAD SIGNATURE: Lee Osborne lee osborne (Jun 27, 2023 09:35 EDT)
(Lee Osborne, Facilities Operations Manager)



CITY OF FLINT

STAFF REVIEW FORM

TODAY'S DATE: 06/15/2023

BID/PROPOSAL: 23-034

ITEM TITLE: Janitorial Supplies

PREPARED BY John Florshinger, Water Pollution Control

VENDOR NAME: Arnold Sales

BACKGROUND/SUMMARY OF PROPOSED ACTION:

DPW - Water Pollution Control (WPC) Staff requires materials and equipment in order to maintain and clean our facilities. Routine cleaning is a prevention measure used to hinder the spread of bacteria and viruses. Bids were received for this janitorial supply service. The sole complete bidder for the three-year agreement (FY24, FY25, & FY 26) was Arnold Sales.

I recommend that a purchase order for WPC Janitorial Supplies be awarded to Arnold Sales in the approved budget amount.

FINANCIAL IMPLICATIONS: None

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

Dept.	Name of Account	Account Number	Grant Code	Amount
DPW-WPC	Repair Maintenance Supplies	590-550.202-775.000	N/A	\$7,000.00
		FY2024 GRAND TOTAL		\$7,000.00

PRE-ENCUMBERED? YES ☒ NO ☐ REQUISITION NO: 240007258

ACCOUNTING APPROVAL: [Signature] Date: 6/15/2023

WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☐ NO ☒
(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)

OTHER IMPLICATIONS (i.e., collective bargaining): None

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

AUTHORIZED SIGNATURE: [Signature]
(Jeanette M. Best, WPC Manager)

230199



RESOLUTION NO.: _____

PRESENTED: JUL - 5 2023ADOPTED: JUL 10 2023

Bid 23000022

BY THE CITY ADMINISTRATOR:

**RESOLUTION TO M & M PAVEMENT MARKING, INC.
FOR PAVEMENT MARKING SERVICES**


The Department of Finance, Division of Purchases & Supplies, solicited bids for pavement marking services for a three year period as requested by the Department of Public Works/Traffic Engineering Division, and

M & M Pavement Marking, Inc., PO Box 190257, Burton, Michigan was the lowest responsive bidder from two solicitations for said services. Funding will come from the following accounts:

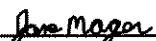
Account Number	Account Name	Amount
202-447.201-801.000	Professional Services	\$ 125,000.00
202-447.201-752.000	Supplies	\$ 20,000.00
	FY24 GRAND TOTAL	\$ 145,000.00

IT IS RESOLVED, that the Proper City Officials, upon City Council's approval, are hereby authorized to enter into a contract with M & M Pavement Marking, Inc. for pavement marking services for a three year period, in the FY24 amount not to exceed \$145,000.00, FY25 amount not to exceed \$150,000.00 and the FY26 amount not to exceed \$155,000.00. (\$150,000 pending adoption of the FY25 budget, \$155,000 pending adoption of the FY26 budget).

APPROVED AS TO FORM:


 William Kim (Jun 27, 2023 12:03 CDT)
 William Kim
 Chief Legal Officer

APPROVED AS TO FINANCE:


 Jane Mager (Jun 27, 2023 13:00 EDT)
 Jane Mager
 Acting Chief Finance Officer


FOR THE CITY OF FLINT:

CLYDE D EDWARDS
 CLYDE D EDWARDS (Jun 27, 2023 17:58 EDT)
 Clyde Edwards, City Administrator

APPROVED BY CITY COUNCIL:



APPROVED AS TO PURCHASING:


 Christopher Mumby, Interim Purchasing Manager



CITY OF FLINT

STAFF REVIEW FORM

TODAY'S DATE: June 26, 2023

BID/PROPOSAL# 23-022

AGENDA ITEM TITLE: pavement markings and paint

PREPARED BY Kathryn Neumann for Rodney McGaha, Director of Transportation

VENDOR NAME: M & M Pavement Marking, Inc.

BACKGROUND/SUMMARY OF PROPOSED ACTION:

To maintain traffic, a pavement marking contractor is needed to provide a variety of traffic pavement marking applications on City of Flint streets. Traffic painting is to be applied from the Fall of 2023 to the Spring of 2026. These markings are traffic control devices, mandated by State of Michigan law, used for public safety purposes and to convey regulations, warnings and guidance that otherwise might not be clearly understandable. As marking acuity diminishes over time/traffic wear, the markings must be periodically renewed to ensure their effectiveness. The City had difficulties obtaining traffic marking paint from different sources due to the scarcity of paint, M & M Pavement has agreed to let the City buy its' marking paint from them.

FINANCIAL IMPLICATIONS: There is money in the accounts listed below

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

Dept.	Name of Account	Account Number	Grant Code	Amount
TE	Professional services	202-447.201-801.000		\$ 125,000.00
TE	Supplies	202-447.201-752.000		\$ 20,000.00
		FY24 GRAND TOTAL		\$ 145,000.00

PRE-ENCUMBERED? YES ☒ NO ☐ **REQUISITION NO:** 240007031

ACCOUNTING APPROVAL: Kathryn Neumann Kathryn Neumann (Jun 26, 2023 16:24 EDT) **Date:** _____

WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☒ NO ☐
(If yes, please indicate how many years for the contract) YEARS

OTHER IMPLICATIONS (i.e., collective bargaining): None

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

DEPARTMENT HEAD SIGNATURE: Rodney McGaha Rodney McGaha (Jun 27, 2023 06:03 EDT)
(Rodney McGaha, Director of Transportation)



SEALED PROPOSALS RECEIVED IN THE DIVISION OF PURCHASES & SUPPLIES

For Traffic Pavement Line Markings – (3) Years

B23-022

Approximate Annual Quantities – Not Guaranteed

Furnish as requested for the period 7/1/23 – 6/30/26

Bidder #1: M&M Pavement Marking, Inc.
Grand Blanc, MI.

Item #	Description	Width	Color	Approx. Qty.	Unit Price Fall 2023	Unit Price Spring 2024	Unit Price Fall 2024	Unit Price Spring 2025	Unit Price Fall 2025	Unit Price Spring 2026
1	Solid Yellow Line (two application single line with gap	4 inch	Yellow	755,446 linear ft.	.060	.062	.062	.064	.064	.066
2	Skip Line	4 inch	White	190,033 linear ft..	.080	.082	.082	.084	.084	.086
3	Skip Line	4 inch	Yellow	64,521 linear ft.	.080	.082	.082	.084	.084	.086
4	Edge Line	4 inch	White	4,358 linear ft.	.060	.062	.062	.064	.064	.066
5	Lane Line	4 inch	White	49,489 linear ft.	.060	.062	.062	.064	.064	.066
TOTAL UNIT PRICE										
6" White Line					.080	.082	.082	.084	.084	.086

A SPECIAL NOTE FROM THE PURCHASING DIVISION

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



Bidder #2: P.K. Contracting, LLC
Troy, MI.

Item #	Description	Width	Color	Approx. Qty.	Unit Price Fall 2023	Unit Price Spring 2024	Unit Price Fall 2024	Unit Price Spring 2025	Unit Price Fall 2025	Unit Price Spring 2026
1	Solid Yellow Line (two application single line with gap	4 inch	Yellow	755,446 square ft.	.060	.062	.062	.064	.064	.066
2	Skip Line	4 inch	White	190,033 square ft	.12	.13	.13	.15	.15	.15
3	Skip Line	4 inch	Yellow	64,521 square ft	.11	.12	.12	.14	.14	.16
4	Edge Line	4 inch	White	4,358 square ft	.12	.13	.13	.15	.15	.17
5	Lane Line	4 inch	White	49,489 square ft	.12	.13	.13	.15	.15	.17
TOTAL UNIT PRICE										

**** Please note that the bidder did not bid on the updated price sheet listed on the addendum.**

A SPECIAL NOTE FROM THE PURCHASING DIVISION

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



Sheldon Neeley
Mayor

CITY OF FLINT, MICHIGAN
Department of Public Works
Transportation Division

Clyde Edwards
City Administrator

Rodney McGaha
Director

April 26, 2023

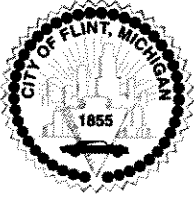
TO: Christopher Mumby
Acting Purchasing Manager

FROM: Rodney McGaha, Director *Rodney McGaha*
Department of Transportation
Rodney McGaha (Apr 26, 2023 1:34 EDT)

SUBJECT: RECOMMENDATION – TRAFFIC PAVEMENT LINE MARKING, BID 23-022

We have carefully reviewed the two bids received for the traffic pavement line marking. I am recommending the lowest responsive bidder, M & M Pavement Marking, Inc. be awarded the bid for a three year amount not to exceed \$125,000.00 for FY25, \$130,000.00 for FY26 and \$135,000 for FY27 (total aggregate amount of \$390,000.00). There was one other bid received, PK Contracting, but they did not respond using the corrected form that was sent out as addendum #1. Requisition 24-7032 has been pre-encumbered.

If you have any questions or concerns, feel free to give me a call at ext. 2803.



230200
RESOLUTION NO.: _____

PRESENTED: JUL - 5 2023

ADOPTED: JUL 10 2023

Proposal 21000540

BY THE CITY ADMINISTRATOR:

RESOLUTION TO WILLIAM E WALTER FOR HVAC SERVICES


The Department of Finance, Division of Purchases & Supplies, solicited bids for HVAC services for a three year period ending June 30, 2023 as requested by the Maintenance Division, and

William E. Walter, 1917 Howard Ave., Flint, Michigan was the lowest responsive bidder for said services and has agreed to extend pricing for an additional year ending June 30, 2024. Funding will come from the following account:


Account Number	Account Name	Amount
101-230.200-801.000	Professional Services Fund	\$100,000.00
	FY24 GRAND TOTAL	\$100,000.00

IT IS RESOLVED, that the Division of Purchases & Supplies is hereby authorized to issue a purchase order to William E. Walter for HVAC services, in the amount not to exceed \$100,000.00.

APPROVED AS TO FORM:


William Kim (Jun 29, 2023 14:10 EDT)
William Kim
Chief Legal Officer

APPROVED AS TO FINANCE:


Jane Mager (Jun 28, 2023 13:26 EDT)
Jane Mager
Acting Chief Finance Officer


FOR THE CITY OF FLINT:

Clyde D. Edwards
Clyde D. Edwards (Jun 29, 2023 15:58 EDT)
Clyde Edwards, City Administrator

APPROVED BY CITY COUNCIL:



APPROVED AS TO PURCHASING:


Christopher Mumby, Interim Purchasing Manager



CITY OF FLINT

RESOLUTION STAFF REVIEW FORM

TODAY'S DATE: 6/28/2023

BID/PROPOSAL# 21-540

AGENDA ITEM TITLE: HVAC services

PREPARED BY Kathryn Neumann for Lee Osborne, Facilities Maintenance Operations Manager

VENDOR NAME: William E Walter

BACKGROUND/SUMMARY OF PROPOSED ACTION:

William E. Walter has agreed to extend their three year pricing for an additional year. HVAC services are used in all city buildings. Maintenance is in charge of City Hall, the fire stations, the police department and the buildings at 12th Street. The heating and cooling systems require constant upkeep because they are working hard in old buildings.

FINANCIAL IMPLICATIONS: There is money in the fund listed below.

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

Dept.	Name of Account	Account Number	Grant Code	Amount
101	General Fund	230.200-930.000		\$ 100,000.00
		FY24 GRAND TOTAL		\$100,000.00

PRE-ENCUMBERED? YES ☐ NO ☒ **REQUISITION NO:** 240007076

ACCOUNTING APPROVAL: Kathryn Neumann Kathryn Neumann (Jun 28, 2023 14:17 EDT) **Date:** _____

WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☐ NO ☒
(If yes, please indicate how many years for the contract)

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

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

DEPARTMENT HEAD SIGNATURE: Lee Osborne lee osborne (Jun 29, 2023 08:55 EDT)
(Lee Osborne, Facilities Maintenance Supervisor)



Service Division

Date: March 7, 2023

To: City of Flint
1101 S. Saginaw St.
Flint, MI 48502

Attn: Kathryn Neumann

Re: 3-Year HVAC Contract Extension

In reference to the current 3-year HVAC contract which expires June 30, 2023, William E. Walter, Inc. is in full agreement with The City of Flint to extend the current terms for one more year expiring June 30, 2024.

Thank you again for our continued relationship and allowing us to provide you with professional and timely heating and cooling services.

Sincerely,

Randy McQuillin

Randy McQuillin
General Manager, Service Division



RESOLUTION NO.: _____

PRESENTED: JUL - 5 2023

ADOPTED: JUL 10 2023

Proposal 23000523

BY THE CITY ADMINISTRATOR:

RESOLUTION TO DOVER & COMPANY FOR OVERHEAD DOOR SERVICES


The Department of Finance, Division of Purchases & Supplies, solicited bids for overhead door services for a three year period as requested by the Maintenance Division, and

Dover & Co., 2435 S. Grand Traverse, Flint, Michigan was the low bidder for said services. Funding will come from the following accounts:

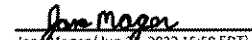
Account Number	Account Name	Amount
101-230.200-801.000	Professional Services Fund	\$60,000.00
223-728.304-976.000	Bldg. additions and improvements	\$12,000.00
590-550.202-930.000	Professional Services Fund	\$5,000.00
591-545.201-930.000	Professional Services Fund	\$3,000.00
590-540.208-930.000	Professional Services Fund	\$2,250.00
591-540.202-930.000	Professional Services Fund	\$2,250.00
	FY24 GRAND TOTAL	\$84,500.00

IT IS RESOLVED, that the Division of Purchases & Supplies is hereby authorized to issue purchase orders to Dover & Co. for overhead door services, in the yearly (Fiscal Years 24, 25 and 26) amount not to exceed \$84,500.00. (\$84,500 pending adoption of the FY25 budget, \$84,500 pending adoption of the FY26 budget).

APPROVED AS TO FORM:


William Kim (Jun 27, 2023 15:01 CDT)
William Kim
Chief Legal Officer

APPROVED AS TO FINANCE:


Jane Mager (Jun 27, 2023 15:59 EDT)
Jane Mager
Acting Chief Finance Officer


FOR THE CITY OF FLINT:


CLYDE D EDWARDS (Jun 27, 2023 17:17 EDT)
Clyde Edwards, City Administrator

APPROVED BY CITY COUNCIL:



APPROVED AS TO PURCHASING:


Christopher Mumby, Interim Purchasing Manager



CITY OF FLINT

RESOLUTION STAFF REVIEW FORM

TODAY'S DATE: June 27, 2023

BID/PROPOSAL# 23-523

AGENDA ITEM TITLE: Overhead door repair services

PREPARED BY Kathryn Neumann, Administrative Support Technician

VENDOR NAME: Dover Door

BACKGROUND/SUMMARY OF PROPOSED ACTION:

Bids were solicited for overhead door repairs/replacements and Dover Door was the low bidder for the next three years. This bid is used by Maintenance, Community & Economic Development, Water Plant, Water Pollution Control and Water Service Center.

FINANCIAL IMPLICATIONS: There is money in the accounts listed below

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

Dept.	Name of Account	Account Number	Grant Code	Amount
101	General Fund	230.200-801.000		\$ 60,000.00
223	CED Additions	728.304-976.000		\$ 12,000.00
590	Sewer Fund	550.202-930.000		\$ 5,000.00
591	Water Fund	545.201-930.000		\$ 3,000.00
590	Sewer Fund	540.208-930.000		\$ 2,250.00
591	Water Fund	540.202-930.000		\$ 2,250.00
FY24 GRAND TOTAL				\$ 84,500.00

PRE-ENCUMBERED? YES ☐ NO ☒ **REQUISITION NO:** 240007061, 240007407, 240006927, 240007266, 240007458

ACCOUNTING APPROVAL: Kathryn Neumann Kathryn Neumann (Jun 27, 2023 09:54 EDT) **Date:** _____

WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☐ NO ☒
(There is an existing contract)

OTHER IMPLICATIONS (i.e., collective bargaining): None

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

DEPARTMENT HEAD SIGNATURE: Lee Osborne lee osborne (Jun 27, 2023 14:09 EDT)
(Lee Osborne, Facilities Maintenance Operations Manager)



**SEALED PROPOSALS RECEIVED IN THE DIVISION OF PURCHASES & SUPPLIES
For Overhead/Garage Door Services – (3) Years
P23-523**

**Approximate Annual Quantities – Not Guaranteed
Furnish as requested for the period 7/1/23 – 6/30/26**

**Bidder #1: Allied Building Service
Detroit, MI**

1. Labor, Normal Business Hours	\$95.00 per hr
2. Labor, After Hours	\$142.50 per hr
3. Labor, Weekends and Holidays	\$190.00 per hr
4. Labor, For services outside the scope of contract	\$95.00 per hr

**Bidder #2: Dover and Company
Flint, MI**

1. Labor, Normal Business Hours	\$75.00 per hr
2. Labor, After Hours	\$112.50 per hr
3. Labor, Weekends and Holidays	\$112.50 per hr
4. Labor, For services outside the scope of contract	\$185.00 per hr

A SPECIAL NOTE FROM THE PURCHASING DIVISION

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



SHELDON NEELEY
MAYOR

CITY OF FLINT OFFICE OF FINANCE

April 29, 2023

TO: Christopher Mumby
Acting Purchasing Manager

FROM: Lee Osborne *lee osborne*
lee osborne (May 1, 2023-08 39:00)
Facilities Maintenance Operations Supervisor

SUBJECT: RECOMMENDATION – OVERHEAD DOOR REPAIR SERVICES,
PROPOSAL #23-523

I have carefully reviewed the bids received for overhead door repair services. Dover & Company was the low bidder and performed overhead door services for the City of Flint for the past several years. Dover Door is also the area distributor for Raynor door opener system.

I am recommending the award be made to Dover Door in the yearly amount of \$60,000.00. Requisition 240007061 has been pre-encumbered.

If you have any questions or concerns, feel free to give me a call at ext. 810 691-6786.



RESOLUTION NO.: 230202

PRESENTED: JUL - 5 2023

ADOPTED: JUL 10 2023

**RESOLUTION TO APPROVE COLLECTIVE BARGAINING WAGE
REOPENER AGREEMENT BETWEEN THE CITY OF FLINT
AND AFSCME LOCAL 1600**

BY THE CITY ADMINISTRATOR:

The City of Flint and AFSCME Local 1600 negotiated a Collective Bargaining Wage Reopener Agreement on June 15, 2023.


WHEREAS, the parties have reached a Tentative Agreement regarding the Wage Reopener Agreement which extends their collective bargaining agreement until June 30, 2025. The Tentative Agreement is attached.

WHEREAS, on June 28, 2023, the membership of AFSCME 1600 ratified the Tentative Agreement.

WHEREAS, City Administrator Clyde Edwards recommends that the Flint City Council ratify the Tentative Agreement.

THEREFORE, IT IS RESOLVED that the Flint City Council **RATIFIES** the Tentative Agreement between the City of Flint and AFSCME Local 1600.

APPROVED AS TO FORM:


William Kim (Jun 29, 2023 16:10 CDT)

William Kim, Chief Legal Officer

APPROVED AS TO FINANCE:


Jane Mager (Jun 28, 2023 17:08 EDT)

Jane Mager, Acting Chief Financial Officer

FOR THE CITY OF FLINT:


CLYDE D EDWARDS (Jun 30, 2023 18:05 EDT)

Clyde Edwards, City Administrator

APPROVED BY CITY COUNCIL:





CITY OF FLINT

STAFF REVIEW FORM

TODAY'S DATE: 06/29/2023

AGENDA ITEM TITLE: Collective Bargaining Agreement between City of Flint and AFSCME Local 1600

PREPARED BY: Ed Smith, Human Resources/Labor Relations

VENDOR NAME: N/A

BACKGROUND/SUMMARY OF PROPOSED ACTION:

We seek approval of a tentatively agreed collective bargaining agreement between City of Flint and AFSCME Local 1600. The tentative agreement provides a wage scale increase for all 1600 bargaining unit members. This increase includes \$2.00 per hour increase to all steps on the first full pay periods following adoption and a \$0.50 (fifty cents) increase to all steps for the first full pay period following July 1, 2024. The wage reopener extends the collective bargaining agreement with AFSCME Local 1600 until June 30, 2025.

FINANCIAL IMPLICATIONS: \$1,064,830 from ratification through expiration of CBA. This estimate is based on current bargaining unit employees and includes an estimate for increases to wage rate for regular hours and ratification incentives.

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

Dept.	Name of Account	Account Number	Grant Code	Amount

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

ACCOUNTING APPROVAL: Jane Mager

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

DEPARTMENT HEAD SIGNATURE: Eddie L. Smith

Eddie Smith, Director of Human Resources and Labor Relations

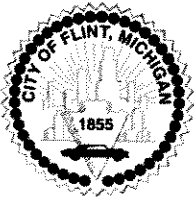
City of Flint
-and-
AFSCME Local 1600

Tentative Agreement

June 15, 2023

1. **Wages:** General wage increases as follows:
 - a. Effective at the beginning of the first full pay period following June 30, 2023, a two dollar (\$2.00) increase to all steps on all bargaining unit wage scales.
 - b. Effective at the beginning of the first full pay period following June 30, 2024, a fifty cent (\$0.50) increase to all steps on all bargaining unit wage scales.
2. **Wage Equity Reopeners.** On August 1, 2023 and on August 1, 2024, either party may reopen this Agreement, by providing thirty (30) days' advance written notice to the other, for the sole purpose of negotiating wage rate adjustments for identified job classifications, informed by wage comparison data. The parties will meet promptly upon receipt of notice to identify the information needed for negotiation. A party may identify no more than eight (8) classifications for negotiation under this provision in any year.
3. All other economic items *status quo*.
4. **Duration:** Current contract extended through June 30, 2025.
5. **Wage Scales:** Upon ratification of this agreement by the parties, the parties will meet and confer to address possible clerical errors in the Local 1600 wage scale.

230203



RESOLUTION NO.: _____

PRESENTED: JUL - 5 2023

ADOPTED: JUL 10 2023

Resolution Accepting the Resignation of Councilmember Allie Herkenroder

Allie Herkenroder, Councilmember for the 7th Ward, tendered her resignation from the Flint City Council effective July 1, 2023.

BE IT RESOLVED that the Flint City Council accepts the resignation of Councilmember Allie Herkenroder.

FOR THE CITY COUNCIL

A handwritten signature, likely of a City Council member, is written inside an oval shape. The signature is in dark ink and appears to be "Allie Herkenroder".

APPROVED AS TO FORM:

A handwritten signature of William Y. Kim is written in dark ink. Below the signature is a horizontal line.

William Kim (Jun 29, 2023 17:55 EDT)

William Y. Kim, City Attorney

230207

RESOLUTION:

PRESENTED: July 10, 2023

ADOPTED: JUL 10 2023

**RESOLUTION APPROVING THE RE-APPOINTMENT OF
TONI PROMENCHENKEL TO THE CITY WIDE ADVISORY COUNCIL**

BY THE CLERK:

Toni Promenchenkel was appointed to the City Wide Advisory Council (CWAC) for a term commencing March 9, 2020, and expiring on May 31, 2021, although she continued to serve; and

Judy Priestley, 4th Ward Flint City Councilmember, recommends the re-appointment of Toni Promenchenkel (3902 Douglas Avenue, Flint, MI 48506) to the City Wide Advisory Council for a three-year term commencing June 1, 2021, and expiring May 31, 2024.

IT IS RESOLVED, that the Flint City Council approves the re-appointment of Toni Promenchenkel to the City Wide Advisory Council for a three-year term commencing immediately upon adoption of this resolution, and expiring May 31, 2024.

APPROVED AS TO FORM:

APPROVED BY CITY COUNCIL:



William Kim, Chief Legal Officer



Toni Promenchenkel

3902 Douglas Ave. Flint, MI | 810-493-6476 | toni1163@msn.com

Experience

ADMINISTRATIVE ASSISTANT | BOYS & GIRLS CLUBS OF GREATER FLINT | MAY 2017 TO CURRENT

- Complete office duties accurately such as payroll, 401k reports, membership filing and data reports, scheduling board meetings and correspondence with board members, Create Excel documents for field trips and take payments, keep accurate records of payments and bank deposits. Monitor office supply inventory, office equipment and service contracts.

MEMBERSHIP SECRETARY | BOYS & GIRLS CLUBS OF GREATER FLINT | 10 YEARS

- Serve as club receptionist, greeting all members and visitors, maintaining attendance and visitor logs. Maintain Club membership records/database. Answer telephones, providing general information, referring callers to staff or taking messages as necessary. Share information of programs on P.A. system. Provide first aid to members and staff; alert the building in weather or other emergencies.

VOLUNTEER EXPERIENCE

- Flint Community Schools-2001-2006, Fundraising activities, teacher assistant, create bulletin boards and copy materials for classrooms.
- Title I Potter Parent Group Treasurer, Title I Parent- Site Based School Improvement, HOSTS Mentor, Superintendent's School Study Committee 2003

LEADERSHIP EXPERIENCE

- Eastside Business Association Member, League of Women Voters- Social Policy Chair 2006, Voter Service Chair 2007- Successful Grant writer for Voter Guide published in the Flint Journal, Potter Crime Watch, Flint Eastside Weed and Seed, Citizens Nuisance Task Force activities.

AWARDS RECEIVED

- 2002-03 Parent of the Year, Sobey Elementary School
- 2003-04 Parent of the Year, Potter Elementary School

Education

COMPUTER COURSES | MOTT COMMUNITY COLLEGE

LEGAL TECHNICIAN CERTIFICATE | CARMEN AINSWORTH ADULT EDUCATION

- Courses in Law, English and Word Perfect

GENERAL STUDIES | MOTT COMMUNITY COLLEGE

- Major: English Composition
- Minor: Applied Psychology
- Related coursework: Intro to Business

References available upon request