



AGENDA
Committee on General Services
Tuesday, February 11, 2020 @ 3:30 p.m.
City Council Conference Room, City Hall 10th Floor

Councilmember Hussain, Chair
Councilmember Wood, Vice Chair
Councilmember Garza, Member

1. Call to Order

2. Approval of Minutes:

- January 28, 2020

3. Public Comment on Agenda Items

4. Discussion/Action:

- A.) RESOLUTION – Claim Appeal #1731; S. Al-Saadi; 2004 W Miller Rd.; \$469.00
- B.) RESOLUTION – Claim Appeal #1753; T Williams; 2710 W Miller; \$265.00
- C.) DISCUSSION – City Contractors for Code Enforcement

5. Other

- a. Michigan Liquor Control Commission; Transfer License with Sunday Sales, Outdoor Service, Catering Bars and Dance-Entertainment from 7786 E. US 10, Walkhalla to 419 Spring Street, Lansing. Transfer Governmental Unit from Branch Twp., Mason County to Lansing City, Ingham County **(Pending Application)**
- b. Michigan Liquor Control Commission; RID#RZ-1908-14021; Board of Trustees, Michigan State University, request to transfer of ownership of Escrowed 2019 Class C Licensed Business with Sunday Sales Permit (P.M.), Entertainment Permit and Sunday Sales Permit (A.M.) from HOA Restaurant Holder; transfer location from 172 E Edgewood Blvd., new Additional Bar Permit for a total of 2 bars, new outdoor service area; new specific purpose permit (golf), transfer classification from Class C License issued under MCL 436.1531 to Class C License issued under MCL436.1513(4) (non-transferable) at 3535 Forest Road, Suite C88A **(Pending Application)**

6. Adjourn

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MINUTES
Committee on General Services
Tuesday, January 28, 2020 @ 3:30 p.m.
City Council Conference Room, City Hall 10th Floor

CALL TO ORDER

The meeting called to order at 3:30 p.m.

ROLL CALL

Council Member Hussain, Chair
Council Member Wood, Vice Chair
Council Member Garza, Member

OTHERS PRESENT

Sherrie Boak, Council Office Manager
Eric Brewer, Internal Auditor
Lisa Hagen, Assistant City Attorney/Council Research Assistant
Heather Sumner, Deputy City Attorney
Renee Freeman, GLAC
Gloria Davis, GLAC
Reshane Lenzo, GLAC

Minutes

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE MINUTES FROM DECEMBER 2, 2019. MOTION CARRIED 3-0.

Public Comment on Agenda Items

No public comment at this time.

Discussion/Action:

RESOLUTION – Community Funding Application; GLAC “Let’s Talk About It” Community Forum
Council Member Wood disclosed to the Committee she is an associate member of the GLAC organization and asked the OCA if that precludes her from discussion and/or voting. Ms. Sumner could not respond with an answer at this time but stated she would verify. Her current opinion was that she could not vote.

Council Member Hussain outlined the event application, and Ms. Freeman distributed a handout on the event and organization. Council Member Hussain asked Ms. Freeman to confirm for the record she was a City employee in the HRCS Department and it was confirmed.

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Ms. Freeman, Ms. Davis and Ms. Lenzo outlined the 38 years of the GLAC, how they promote and encourage youth and women to contribute to the community, and how their organization is all about community service. Ms. Freeman continued by outlining the event itself which addresses their national mandate to do events around safe encounters. Therefore, this year they will be doing a community forum to address issues, and have secured panelist who will address concerns as it relates to youth and young adults as they respond when encountering police interaction. This will include a community mental health component, open forum with the youth and parents. They have incorporated assistance in the forum from MSU, LCC and local high schools. The event will be free and held at the Dwight Rich auditorium.

Ms. Sumner confirmed an earlier question that Council Member Wood could not vote on the request.

MOTION BY COUNCIL MEMBER GARZA TO RECUSE COUNCIL MEMBER WOOD.
MOTION CARRIED 2-0.

MOTION BY COUNCIL MEMBER GARZA TO APPROVE THE COMMUNITY FUNDING FOR GLAC FOR THE REQUESTED \$500.

Further discussion by the Committee on the amount.

COUNCIL MEMBER GARZA AMENDED HIS MOTION TO INCREASE THE AMOUNT TO A TOTAL OF \$675, WHICH ACCORDING TO THEIR APPLICATION WAS THEIR REMAINING BALANCE. MOTION CARRIED 2-0.

DISCUSSION – Objection to Issuance of the SDM License for Rite Aid of Michigan, 1004 E. Michigan Avenue, Lansing MI 48912

Council Member Hussain recapped minutes from the September, 2019 meeting when the applicant's attorney attended and agreed to hold neighborhood meetings on the request. Council Member Wood provided historical information on the Rite Aid establishment and no liquor license on site due to proximity to schools, churches and day cares. To her knowledge the neighborhood meetings in 2019 never occurred. The Committee reviewed the LARA information for the applicant, along with contacting the store to confirm they currently do not sell alcohol, beer or wine, and the OCA researched the State website confirming it was not active. Council Member submitted a letter from a resident; Nancy Mahlow, opposing the license. Council Member Wood concluded the discussion noting that unless Rite Air or its attorney come back to the Council, LARA does have the Committee objection letter.

MOTION BY COUNCIL MEMBER WOOD TO PLACE THE REQUEST ON FILE.

Other:

- a. Michigan Liquor Control Commission; Transfer License with Sunday Sales, Outdoor Service, Catering Bars and Dance-Entertainment from 7786 E. US 10, Walhalla to 419 Spring Street, Lansing. Transfer Governmental Unit from Branch Twp., Mason County to Lansing City, Ingham County (**Pending Application**)
- b. Michigan Liquor Control Commission; RID#RZ-1908-14021; Board of Trustees, Michigan State University, request to transfer of ownership of Escrowed 2019 Class C Licensed Business with Sunday Sales Permit (P.M.), Entertainment Permit and Sunday Sales Permit (A.M.) from HOA Restaurant Holder; transfer location from 172 E Edgewood Blvd., new Additional Bar Permit for a total of 2 bars, new outdoor service area; new specific purpose

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permit (golf), transfer classification from Class C License issued under MCL 436.1531 to Class C License issued under MCL436.1513(4) (non-transferable) at 3535 Forest Road, Suite C88A **(Pending Application)**

Adjourned

Adjourned at 3:57 p.m.

Submitted by Sherrie Boak, Office Manager, Lansing City Council

Approved by the Committee on _____

Claim #1731

2004 W. Miller Rd.

\$469.00

Incident Date (per claim application) – 7/9/2019

Incident Date (per Code Report) – 6/19/2019

Taxes- \$544 on 2019 Winter Tax Bill for Trash Removal

Filed Claim – 7/23/2019

Claims Review Committee Hearing – 10/31/2019

Claims Review Committee Letter – 10/31/2019

Referred to City Council – 12/10/2019

Referred to Committee on General Services – 1/6/2020



City of Lansing

OFFICE OF THE CITY ATTORNEY

CLAIMS REVIEW COMM. 1731

CLAIM FORM - ~~PROPERTY DAMAGE OR PERSONAL INJURY~~

NAME: SARAH AL-SAADY DATE: 07-22-2019
MAILING ADDRESS (No PO Boxes): 2004 W Miller RD EMAIL: Asole2007@yahoo.com
CITY: Lansing STATE: MI ZIP CODE: 48911
TELEPHONE: Home () 5173660160 Work ()
DATE/TIME OF INCIDENT: 07-09-2019 AMOUNT OF CLAIM: \$ 469.00
ADDRESS OR PLACE WHERE INCIDENT OCCURRED: 2004 W Miller RD

CIRCUMSTANCES (attach additional page(s) if necessary): I did not know this bill for tush I thought for grass. This is my first-time receive like this notice and after I asked my friend to translated for me they letting me know that I need to call because it is fee than by the phone the office of city attorney said I can apply for appeals to remove the fee.

For Personal Injuries, Please Fill out This Section

EXTENT OF INJURIES (attach additional page(s) if necessary):

Did you seek medical treatment? _____ Place of treatment: _____
Mode of transportation: _____ Police/Fire Dept involved? _____ Report #: _____
Are you being seen by a physician? _____ Physician's name: _____
Are you seeking medical reimbursement? _____ Amount: \$ _____ (please attach statements)
Please provide names, addresses, telephone numbers of any witnesses (attach additional page(s) if necessary):

Claim(s) against any other party(ies)? _____ If so, please name: _____

For Property Damage/Automobile Damage, Please Fill out This Section

Note: Please attach two estimates for the damage and include the declaration page from your insurance policy.
Have you filed a claim with your insurance company? _____ Amount of deductible _____
Name of Insurance company _____ Agent's name _____
Attach insurance company response.
Please provide names, addresses, telephone numbers of any witnesses(attach additional page(s) if necessary):

Return Completed Form to : Office of the City Attorney, 124 W. Michigan, 5th Floor, Lansing, MI 48933



City of Lansing

OFFICE OF THE CITY ATTORNEY

James D. Smiertka, City Attorney

October 31, 2019

Sarah Al-Saadi
2004 W. Miller Road
Lansing, MI 48911-4640

Re: Claim – 2004 W. Miller Rd.

Dear Ms. Al-Saadi:

Please be advised that the Claims Review Committee reviewed the claim you submitted in the amount of \$469.00 for a trash violation for property located at 2004 W. Miller Rd., Lansing, Michigan, and denied the claim you filed with the City of Lansing.

You have the right to appeal the decision of the Claims Review Committee to the Lansing City Council. If you desire to do so, please submit your appeal in writing, within thirty (30) days of the date of this letter, to the Lansing City Clerk, 9th Floor, City Hall, Lansing, MI 48933, for placement on the Council's agenda.

If you have any questions concerning this matter, please contact this office.

Sincerely,

A handwritten signature in blue ink that reads "Venus Kumar".

Venus Kumar
Paralegal

Claim: 1731

DATE: 9/30/2019

PPN: 33-01-05-05-356-111
 DATE SUBMITTED: 7/23/2019
 ADDRESS OF VIOLATION: 2004 W. Miller Road
 LISTED TAXPAYER OF RECORD: Al-Saadi, Sarah
 OTHER TAXPAYER OF RECORD:
 CLAIMANT: Al-Saadi, Sarah
 CLAIMANT'S ADDRESS: 2004 W. Miller Road
 Lansing, MI 48911-4640

1731

TYPE OF ACTIONS CONTESTED: Trash Removal
 VIOLATION DATE: 06/19/2019
 NOTIFICATION DATE: 06/19/2019
 2ND NOTICE ASSESSMENT DATE:
 AMOUNT OF ASSESSMENT: \$469.00
 CONTRACTOR NAME - INVOICE NO. - DATE: Crutcher 19-T022 7/01/2019
 AMOUNT OF CLAIM: \$469.00

ADDITIONAL ACTIONS CONTESTED:
 VIOLATION DATE:
 NOTIFICATION DATE:
 2ND NOTICE ASSESSMENT DATE:
 AMOUNT OF ASSESSMENT:
 CONTRACTOR NAME - INVOICE NO. - DATE:
 AMOUNT OF CLAIM:
 MEMO DATE - INVOICE NO.:

HISTORY:	Grass Violation 5/07/2019	Trash Violation 6/19/19
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CITATIONS IN PREVIOUS YEAR:	Grass Violation 7/31/2019
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CLAIMANT'S CIRCUMSTANCES: See Attached

CODE OFFICER'S NOTES: This property was cited for a trash violation on 6/19/2019 with a compliance due date of 6/26/2019. The officer returned and checked the property the motor vehicle parts and tires had been removed but the furniture remained as seen in the recheck photos. The contractor arrived on 7/01/2019 12 days the furniture was still present and it was removed. This office recommends denial of the claim.





Nuisance Fees
 City of Lansing Treasurers Office
 124 W Michigan Ave 1st Floor
 Lansing, MI 48933
 Ph: (517) 483-4361 Fx: (517) 377-0169

Nuisance Fee Billing Statement

Date Created: 06/19/2019
 Due Date: 07/19/2019
 Pay Invoice In Full



AL-SAADY SARAH
 2004 W MILLER RD
 LANSING MI 48911-4640

Inv Number: 00135828
 Parcel: 33-01-05-05-356-111
 Address: 2004 W MILLER RD

0
0

Parcel: 33-01-05-05-356-111

Bill Detail

Invoice Number	Date of Service	Enforcement Num	Address	Amount Due
00135828		E19-17096	2004 W MILLER RD	\$75.00
Fee Details:				Balance
		Quantity	Description	
		1.000	Trash 2nd Notice	\$ 75.00



Nuisance Fees
 City of Lansing Treasurers Office
 124 W Michigan Ave 1st Floor
 Lansing, MI 48933
 Ph: (517) 483-4361 Fx: (517) 377-0169

Nuisance Fee Billing Statement

Date Created: 07/02/2019
 Due Date: 08/01/2019
 Pay Invoice In Full



AL-SAADY SARAH
 2004 W MILLER RD
 LANSING MI 48911-4640

Inv Number: 00136819
 Parcel: 33-01-05-05-356-111
 Address: 2004 W MILLER RD

0
0

Parcel: 33-01-05-05-356-111

Bill Detail

Invoice Number	Date of Service	Enforcement Num	Address	Amount Due
00136819		E19-17096	2004 W MILLER RD	\$469.00
Fee Details:				Balance
		Quantity	Description	
		1.000	Trash - Admin Fee	\$ 265.00
		204.000	Trash - Contractor Charge	\$ 204.00

Total Amount Due

\$ 544.00

Questions regarding this invoice: Contact **CODE ENFORCEMENT** at 517.483.4361

Payment Information:

- Make checks payable to: City of Lansing
- Mail payments or pay in person at:
City of Lansing Treasurers Office
124 W Michigan Ave 1st Fl
Lansing MI 48933
- In order to assure proper credit, please send the top portion of this bill along with your payment.
- Payment in full is due within 30 days from the billing date
- Any unpaid balance remains as a lien against this property and will be added to the next property tax bill.

Appeals Process:

If you intend to appeal this nuisance fee and it is attached to your tax bill, you or your agent must file a written protest with the Claims Review Committee within 30 days after the nuisance fee is placed on the July or December Tax Roll. Claims forms are available in the City Attorney's Office and the City of Lansing's web address: www.lansingmi.gov. Return completed claim to: Lansing City Attorney's Office, 124 West Michigan Ave 5th Fl, Lansing, MI 48933

Other Information:

- July property taxes are due and payable on or before August 31st. December property taxes are due and payable on or before February 14th.
- For Red Tag Monitoring Fees Only – invoices not paid within 30 days are subject to a 5% penalty which will be applied on the 31st day.

By Authority of the Lansing City Council - Ordinance Numbers 655, 676, 1060.08 and 1460.04

Payments may be made online or in person Monday thru Friday 8:00 a.m. - 4:30 p.m., at the above address or by mail

Eric's Refuse LLC
P.O. Box 16035
Lansing, MI 48901 US
ericorefuse@hotmail.com

Invoice

BILL TO

Economic Development &
Planning Code
Enforcement Office
316 N Capitol, Ste. C-1
Lansing, MI 48933-1238

INVOICE # 2889

DATE 07/01/2019

PROPERTY ADDRESS
2004 W Miller RD

PARCEL NUMBER
33-01-05-05-356-111

ACTIVITY	QTY	RATE	AMOUNT
city:1hour 3 yards first hour and 3 cubic yards	1	175.00	175.00
city:add cy any after 3	1	29.00	29.00

7/1/19
4 yards
Tom Barry

BALANCE DUE

\$204.00



Andy Schor, Mayor

Economic Development & Planning Code Enforcement Office

316 N. Capitol, Ste C-1, Lansing, MI 48933-1238
(517) 483-4361 FAX (517) 377-0100

TRASH AND DEBRIS CORRECTION NOTICE

AL-SAADY SARAH
2004 W MILLER RD
LANSING, MI 48911-4640

Violation Date: 06/19/2019
Violation Location: 2004 W MILLER RD
Parcel No: 33-01-05-05-356-111
Compliance Due Date: June 26, 2019

You are hereby notified that this Office has found a violation of the City of Lansing Housing Code Section 302 EXTERIOR PROPERTY at the above referenced location.

Violation: Deteriorated furniture

Violation: Motor vehicle parts debris

Violation: Junk tire debris

Failure to correct this violation by the Compliance Due Date shall cause this office to immediately hire a contractor to complete the cleanup. **If any other additional trash and/or debris (as defined in Section 302) is found on the premises by the contractor it will also be removed without additional notice.** The contractor's expenses plus a \$265.00 administrative services fee will be billed to you. If this bill is not paid within 30 days of the billing date, the amount will be assessed as a lien against your property. **Please be advised that, in an effort to discourage repeat offenses of this nature, the City will assess you an extra \$75.00 fee for each time there is an additional premise violation at the violation address above during this calendar year.** If you have any questions or concerns about complying within the time indicated, you may contact me Monday through Friday between the hours of 8-9 AM or 12-1 PM.

Pursuant to Section 107.2 of the IPMC, you have the right to appeal this notice of violation. In accordance with Section 106.3 any action taken by the City on such premises shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.

Code Officer: Tom Barry (517) 483 4376 Tom.Barry@lansingmi.gov

"Equal Opportunity Employer"

Taxpayer's Copy



Andy Schor, Mayor

Economic Development & Planning Code Enforcement Office

316 N. Capitol, Ste C-1, Lansing, MI 48933-1238
(517) 483-4361 FAX (517) 377-0100

Trash Authorization Form

Submitted to: Eric Crutcher on 06/27/2019

TAXPAYER: AL-SAADY SARAH, 2004 W MILLER RD LANSING, MI 48911-4640

Location of Work:

Enf Num: E19-17096

Address: 2004 W MILLER RD
Lot No:
Description:
Parcel No: 33-01-05-05-356-111

Remove Trash and Debris

Work Authorized:

Violation: Deteriorated furniture

Violation: Motor vehicle parts debris

Violation: Junk tire debris

PLUS ANY OTHER INCIDENTAL TRASH / DEBRIS ON THE PROPERTY

Authorized Time required to complete work: 1

Authorized Cubic Yards: 6

Warning Comment:

<NONE>

Submitted By: Tom Barry (517) 483 4376

This action is authorized by the Manager of Code Compliance







2004 W MILLER RD LANSING, MI 48911 (Property Address)

Parcel Number: 33-01-05-05-356-111

**Property Owner: AL-SAADİ SARAH****Summary Information**

> Residential Building Summary

- Year Built: 1954
- Full Baths: 1
- Sq. Feet: 734
- Bedrooms: 0
- Half Baths: 0
- Acres: 0.259

- > Assessed Value: \$24,700 | Taxable Value: \$21,371
- > Property Tax information found
- > 14 Building Department records found

Item 1 of 2 0 Images / 2 Sketches

Owner and Taxpayer Information

Owner	AL-SAADİ SARAH 2004 W MILLER RD LANSING, MI 48911-4640	Taxpayer	SEE OWNER INFORMATION
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General Information for Tax Year 2019

Property Class	RESIDENTIAL – IMPROVED	Unit	33 CITY OF LANSING - INGHAM
School District	LANSING	Assessed Value	\$24,700
MAP #	DI-0005 -0650	Taxable Value	\$21,371
TOP TEN	<i>Not Available</i>	State Equalized Value	\$24,700
NEW PERMITS	<i>Not Available</i>	Date of Last Name Change	09/25/2014
USER ALPHA 3	<i>Not Available</i>	Notes	<i>Not Available</i>
Historical District	<i>Not Available</i>	Census Block Group	<i>Not Available</i>
TYPE CODE	<i>Not Available</i>	Exemption	<i>No Data to Display</i>

Principal Residence Exemption Information**Homestead Date** 09/30/2014

Principal Residence Exemption	June 1st	Final
2019	100.0000 %	100.0000 %

Previous Year Information

Year	MBOR Assessed	Final SEV	Final Taxable
2018	\$23,800	\$23,800	\$20,871
2017	\$23,400	\$23,400	\$20,442
2016	\$21,300	\$21,300	\$20,260

Land Information

Zoning Code	<i>Not Available</i>	Total Acres	0.259
Land Value	\$10,400	Land Improvements	\$32
Renaissance Zone	No	Renaissance Zone Expiration Date	<i>No Data to Display</i>
ECF Neighborhood	72A	Mortgage Code	<i>No Data to Display</i>
Lot Dimensions/Comments	<i>No Data to Display</i>	Neighborhood Enterprise Zone	No

Lot(s)	Frontage	Depth
Lot 1	60.00 ft	188.00 ft
Total Frontage: 60.00 ft		Average Depth: 188.00 ft

Legal Description

COM 719.4 FT E & 33 FT N OF SW SEC COR, TH N 188 FT, E 60 FT, S 188 FT, W 60 FT TO BEG; SEC 5 T3N R2W

Sale History

Sale Date	Sale Price	Instrument	Grantor	Grantee	Terms of Sale	Liber/Page
09/19/2014	\$12,000.00	WD	MACHI RADA M	AL-SAADİ SARAH	CASH/CONV-NOT USED	2014 037975
11/20/2013	\$0.00	QC	MACHI MUSTAFA	MACHI RADA M	OTHER	2013 053272
11/15/2010	\$12,000.00	WD	KINNISON JOYCE	MACHI MUSTAFA	CASH/CONV-NOT USED	L3402-P1056

Building Information - 734 sq ft 1 STY (Residential)

General

Floor Area	734 sq ft	Estimated TCV	Not Available
Garage Area	400 sq ft	Basement Area	734 sq ft
Foundation Size	734 sq ft		
Year Built	1954	Year Remodeled	Not Available
Occupancy	Single Family	Class	D
Effective Age	65 yrs	Tri-Level	No
Percent Complete	100%	Heat	Forced Air w/ Ducts
AC w/Separate Ducts	No	Wood Stove Add-on	No
Basement Rooms	0	Water	Not Available
1st Floor Rooms	0	Sewer	Not Available
2nd Floor Rooms	0	Style	1 STY
Bedrooms	0		

Area Detail - Basic Building Areas

Height	Foundation	Exterior	Area	Heated
1 Story	Basement	Siding	734 sq ft	1 Story

Basement Finish

Recreation	0 sq ft	Recreation % Good	0%
Living Area	0 sq ft	Living Area % Good	0%
Walk Out Doors	0	No Concrete Floor Area	0 sq ft

Plumbing Information

3 Fixture Bath	1	Separate Shower	1
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Garage Information

Area	400 sq ft	Exterior	Siding
Foundation	18 Inch	Common Wall	Detached
Year Built	1975	Finished	No
Auto Doors	0	Mech Doors	1

Porch Information

CPP	24 sq ft	Foundation	Standard
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****Disclaimer:** BS&A Software provides BS&A Online as a way for municipalities to display information online and is not responsible for the content or accuracy of the data herein. This data is provided for reference only and WITHOUT WARRANTY of any kind, expressed or inferred. Please contact your local municipality if you believe there are errors in the data.

Claim #1753

2710 W. Miller Rd.

\$265.00

Incident Date (per claim application) – 10/9/2019

Incident Date (per Code Report) – 9/18/2019

Taxes- Not yet applied to tax bill

Filed Claim – 11/4/2019

Claims Review Committee Hearing – 11/20/2019

Claims Review Committee Letter – 11/26/2019

Referred to City Council – 12/23/2019

Referred to Committee on General Services – 1/6/2020

RECEIVED NOV 04 REC'D



City of Lansing

OFFICE OF THE CITY ATTORNEY

Claims Review Committee Form

(Commonly including: Grass, Trash, Weeds and Board-Up Violations)

1753

NAME: Tasha Williams DATE: 11/04/19MAILING ADDRESS: P.O. Box 121 EMAIL: will3218@msu.eduCITY: Beth STATE: MI ZIP CODE: 48808TELEPHONE: Home () 321-831-9197 Work () _____

Please provide the following information on the incident(s) for which you are filing a claim. WE MAY NOT BE ABLE TO PROCESS YOUR CLAIM IF YOU DO NOT PROVIDE ALL OF THE INFORMATION BELOW.

ADDRESS: 2710 W Miller Rd PARCEL NO. E 19-20485DATE OF INCIDENT: 10/09/19 AMOUNT YOU WERE BILLED: 435.00TOTAL AMOUNT YOU ARE CONTESTING: 265.00TYPE OF ASSESMENT: Grass and Weeds

Please give a detailed description of the circumstances surrounding the incident, including why you feel the City should not have charged you this fee. You may attach additional pages or documentation to this form as needed.

I purchased the property July 31st, during the time the property owner neglected to cut the grass as things were being switched over into my name, several pieces of mail weren't recieved. This made me miss important information and I was unable to cut the grass by the compliance date because I didn't know it. I am a first time home buyer and I did not know certain rules and regulations. I'm asking to remove the administration fee and allow me to just pay the contractor for cutting the grass.

A description of the claims review process is available on our website at: <https://www.lansingmi.gov/349/Claims-Review-Process>

To download the claim form: <https://www.lansingmi.gov/DocumentCenter/View/4639/Claims-Review-Committee-Form?bidId=>



CITY OF LANSING

316 N. CAPITOL SUITE C2

Lansing, MI 48933

Ph: (517) 483-4361

Fax: (517) 377-0100

DUE DATE: 11/08/2019

INVOICE

10/14/2019

TOTAL AMOUNT DUE

\$ 435.00



Bill To:

WILLIAMS TASHA

4722 DUVERNAY

LANSING, MI 48910

Invoice Number	Record No.	Address	Amount Due
00142339	819-20485	2710 W MILLER RD	\$435.00
10/09/2019			
Grass and Weeds - Admin Fee			
Grass and Weeds - Contractor C			

TOTAL DUE: \$435.00

Questions regarding this invoice: Contact **CODE COMPLIANCE** at 517.483.4361

Payment Information:

- Make checks payable to: City of Lansing
- Mail payments or pay in person at:
City of Lansing Treasurers Office
124 W Michigan Ave 1st Fl
Lansing MI 48933
- In order to assure proper credit, please send the top portion of this bill along with your payment.
- Payment in full is due within 30 days from the billing date
- Any unpaid balance remains as a lien against this property and will be added to the next property tax bill.

Appeals Process:

If you intend to appeal this nuisance fee, you or your agent must file a written protest with the Claims Review Committee within 30 days after the nuisance fee is placed on the July or December Tax Roll. Claims forms are available in the City Attorney's Office and the City of Lansing's web address: www.lansingmi.gov. Return completed claim to: Lansing City Attorney's Office, 124 West Michigan Ave 5th Fl, Lansing, MI 48933

Other Information:

- July property taxes are due and payable on or before August 31st. December property taxes are due and payable on or before February 14th.
- For Red Tag Monitoring Fees Only - invoices not paid within 30 days are subject to a 5% penalty which will be applied on the 31st day.

By Authority of the Lansing City Council - Ordinance Numbers 655, 676, 1060.08 and 1460.04

Payments may be made online or in person Monday thru Thursday 8:00 a.m. - 4:30 p.m., at the above address or by mail

To Whom it may concern,

1753

RECEIVED DEC 23 REC'D

I would like to appeal the decision to deny my previous appeal. I am asking to appeal the original fine for weeds and grass of ~~\$2000~~ \$265. This is the administration fee. I think it is fair to ask ~~me~~ being that I am a first time home buyer in Lansing and in general. I am only asking because I feel this is fair for making a mistake one time it also because I'm a grad student and that's my only means of income and I can't afford it. Thanks for taking the time to read this.

Best,

Tashe Williams

321-831-9197

2710 W Miller Rd
Lansing, MI 48911



City of Lansing

OFFICE OF THE CITY ATTORNEY

James D. Smiertka, City Attorney

November 26, 2019

Tasha Williams
P.O. Box 121
Bath, MI 48808

Re: Claim – 2710 W. Miller Rd.

Dear Ms. Williams:

Please be advised that the Claims Review Committee reviewed the claim you submitted in the amount of \$435.00 for a grass violation for property located at 318 W. Shiawassee St., Lansing, Michigan, and denied the claim you filed with the City of Lansing.

You have the right to appeal the decision of the Claims Review Committee to the Lansing City Council. If you desire to do so, please submit your appeal in writing, within thirty (30) days of the date of this letter, to the Lansing City Clerk, 9th Floor, City Hall, Lansing, MI 48933, for placement on the Council's agenda.

If you have any questions concerning this matter, please contact this office.

Sincerely,

Venus Kumar
Paralegal

Claim: 1753

DATE: 11/06/2019

1753

PPN: 33-01-05-06-455-171
 DATE SUBMITTED: 11/04/2019
 ADDRESS OF VIOLATION: 2710 W. Miller Road
 LISTED TAXPAYER OF RECORD: Williams, Tasha
 OTHER TAXPAYER OF RECORD:
 CLAIMANT: Williams, Tasha
 CLAIMANT'S ADDRESS: P.O. Box 121
 Bath, MI 48808

TYPE OF ACTIONS CONTESTED: Grass Mowing
 VIOLATION DATE: 9/18/2019
 NOTIFICATION DATE: 9/18/2019
 2ND NOTICE ASSESSMENT DATE:
 AMOUNT OF ASSESSMENT: \$435.00
 CONTRACTOR NAME - INVOICE NO. - DATE: Tomlinson 19-G0019
 AMOUNT OF CLAIM: \$265.00

ADDITIONAL ACTIONS CONTESTED:
 VIOLATION DATE:
 NOTIFICATION DATE:
 2ND NOTICE ASSESSMENT DATE:
 AMOUNT OF ASSESSMENT:
 CONTRACTOR NAME - INVOICE NO. - DATE:
 AMOUNT OF CLAIM:
 MEMO DATE - INVOICE NO.:

HISTORY:	Grass Violation 5/19/2019 (prev owner)	Grass Violation 9/18/2019	DAMV 9/26/2019	Failure to Register Rental 10/15/2019
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CITATIONS IN PREVIOUS YEAR:

CLAIMANT'S CIRCUMSTANCES: See Attached

CODE OFFICER'S NOTES: This property was cited for a grass violation on 9/18/2019. The property was rechecked on 9/26/2019 by the Premise Officer the property was found to still be in violation as noted in the pictures therefore the property was submitted to the grass contractor to mow. The contractor arrived on 10/06/2019 19 days after the initial notification was sent and the property still had not been mowed therefore the property was mowed by the contractor as noted in their pictures. This office recommends denial of the claim. This office would also like to note this claimant was charged a \$75.00 2nd notice fee and when she called to complain about the fee I noticed that the previous owner received the first notification and she was a new owner so the fee was waived here in our office.



CITY OF LANSING

316 N. CAPITOL SUITE C2
Lansing, MI 48933
Ph: (517) 483-4361
Fax: (517) 377-0100

DUE DATE: 11/08/2019

INVOICE

10/14/2019

TOTAL AMOUNT DUE

\$ 435.00



BILL TO:

WILLIAMS TASHA

4722 DUVERNAY

LANSING, MI 48910

Invoice Number	Record No.	Address	Amount Due
00142339	E19-20485	2710 W MILLER RD	\$435.00
10/09/2019			
Grass and Weeds - Admin Fee			
Grass and Weeds - Contractor C			
TOTAL DUE			\$435.00

Questions regarding this invoice: Contact **CODE COMPLIANCE** at 517.483.4361

Payment Information:

- Make checks payable to: City of Lansing
- Mail payments or pay in person at:
City of Lansing Treasurers Office
124 W Michigan Ave 1st Fl
Lansing MI 48933
- In order to assure proper credit, please send the top portion of this bill along with your payment.
- Payment in full is due within 30 days from the billing date
- Any unpaid balance remains as a lien against this property and will be added to the next property tax bill.

Appeals Process:

If you intend to appeal this nuisance fee, you or your agent must file a written protest with the Claims Review Committee within 30 days after the nuisance fee is placed on the July or December Tax Roll. Claims forms are available in the City Attorney's Office and the City of Lansing's web address: www.lansingmi.gov. Return completed claim to: Lansing City Attorney's Office, 124 West Michigan Ave 5th Fl, Lansing, MI 48933

Other Information:

- July property taxes are due and payable on or before August 31st. December property taxes are due and payable on or before February 14th.
- For Red Tag Monitoring Fees Only – invoices not paid within 30 days are subject to a 5% penalty which will be applied on the 31st day.

By Authority of the Lansing City Council - Ordinance Numbers 655, 676, 1060.08 and 1460.04

Payments may be made online or in person Monday thru Thursday 8:00 a.m. - 4:30 p.m., at the above address or by mail



Andy Schor, Mayor

ECONOMIC DEVELOPMENT & PLANNING

10/17/2019-owner called wanted a copy of the furnace report I said she had to FOIA for that she was not the owner at the time she would need to go thru the law office then we started talking about the grass bill she was insistant she never got the original letter just the \$75.00 bill that was mailed to the same address we spoke about the rental registration she said this was done at close and I told her it cant be she needed to pay a fee and fill out a form she indicated she was at the property every week and noticed the lawn needed to be cut but couldn't hire anyone to cut it and by the time she could the city had already mowed it I told her she would need to file a claim she has owned the property since July and has made no arrangements for lawn care she said she is from Florida and this isn't a thing down there I told her it was her responsibility to contact the City of Lansing to see about the rules of rentals/lmp

19-G0019

10/15/2019-owner called Tom Barry she was upset because she was out of town for several months had a forward order in place with the post office and says she didn't get notice I informed Tom she should have changed her address with the City of Lansing also property is a

rental she has not registered the property if she had we would have sent notice to where she indicated she wanted her mail to go and bottom line she owned the property since 7/31/2019 and was not maintaining the property in her absence/lmp



Nuisance Fees
 City of Lansing Treasurers Office
 124 W Michigan Ave 1st Floor
 Lansing, MI 48933
 Ph: (517) 483-4361 Fx: (517) 377-0169

Nuisance Fee Billing Statement

Date Created: 10/09/2019
 Due Date: 11/08/2019
 Pay Invoice In Full



WILLIAMS TASHA
 4722 DUVERNAY
 LANSING MI 48910

Inv Number: 00142339
 Parcel: 33-01-05-06-455-171
 Address: 2710 W MILLER RD



Parcel: 33-01-05-06-455-171

Bill Detail

Invoice Number	Date of Service	Enforcement Num	Address	Amount Due
00142339		E19-20485	2710 W MILLER RD	\$435.00
Fee Details:				Quantity
				Description
				Balance
				1.000
				Grass and Weeds - Admin Fee
				\$ 265.00
				2.000
				Grass and Weeds - Contractor Cha
				\$ 170.00
Total Amount Due				\$ 435.00

Questions regarding this invoice: Contact **CODE ENFORCEMENT** at 517.483.4361

Payment Information:

- Make checks payable to: City of Lansing
- Mail payments or pay in person at:
 City of Lansing Treasurers Office
 124 W Michigan Ave 1st Fl
 Lansing MI 48933
- In order to assure proper credit, please send the top portion of this bill along with your payment.
- Payment in full is due within 30 days from the billing date
- Any unpaid balance remains as a lien against this property and will be added to the next property tax bill.

Appeals Process:

If you intend to appeal this nuisance fee and it is attached to your tax bill, you or your agent must file a written protest with the Claims Review Committee within 30 days after the nuisance fee is placed on the July or December Tax Roll. Claims forms are available in the City Attorney's Office and the City of Lansing's web address: www.lansingmi.gov. Return completed claim to: Lansing City Attorney's Office, 124 West Michigan Ave 5th Fl, Lansing, MI 48933

Other Information:

- July property taxes are due and payable on or before August 31st. December property taxes are due and payable on or before February 14th.
- For Red Tag Monitoring Fees Only – invoices not paid within 30 days are subject to a 5% penalty which will be applied on the 31st day.

By Authority of the Lansing City Council - Ordinance Numbers 655, 676, 1060.08 and 1460.04

Payments may be made online or in person Monday thru Friday 8:00 a.m. - 4:30 p.m., at the above address or by mail

Date work completed: 10-06-19

From:
David Tomlinson
2500 Pinch Hwy.
Charlotte, MI 48813

Bill To:
City Of Lansing
Office of Code Compliance
316 North Capitol Avenue
Lansing, MI 48933-1238

Vendor Number: V001476

Purchase Order No: 86123

Violation Type:	Grass and Weeds
Invoice Number:	19-G0019
Work Authorized:	Entire Lot
Location:	2710 W MILLER RD
Location Description:	
Parcel Number:	33-01-05-06-455-171

Mowing Done by Tomlinson

TOTAL INVOICE \$170.00 (OVER ONE HOUR)



Economic Development & Planning Code Enforcement Office

316 N. Capitol, Ste C-1, Lansing, MI 48933-1238
(517) 483-4361 FAX (517) 377-0100

GRASS AND WEEDS CORRECTION NOTICE

WILLIAMS TASHA or Current Occupant
4722 DUVERNAY
LANSING, MI 48910

Violation date: 09/18/2019
Violation Location: 2710 W MILLER RD
Parcel No: 33-01-05-06-455-171
Compliance Due Date: 09/25/2019

You are hereby notified that this Office has found a violation of the City of Lansing Housing Code Section 302 EXTERIOR PROPERTY AREA at the above referenced location.

Description

Grass & Weeds: Entire Yard *Grass and weeds must be below the 8" maximum allowed length.*

Any Premises or portion thereof on which there exists growth of grass and/or weeds exceeding eight inches in height located anywhere on the premises - which includes but not limited to front, side, rear, back yard, driveway, next to fences, between curb and sidewalk or next to vehicles - shall be deemed , and hereby declared to be a substandard premises and is subject to abatement pursuant to Section 302.4 of the Lansing Housing Code.

Failure to comply by the compliance due date will leave no alternative but to have the work completed by our contractor. All costs incurred, which consist of the contractors fees plus \$265.00 City service charge, shall be charged to you as an assessment against your property. Please be advised that, in an effort to discourage repeat offenses of this nature, the City will assess you an extra \$75.00 fee for each time there is an additional premise violation at the violation address above during this calendar year.

If you have any questions or concerns about complying within the time indicated, you may contact me Monday through Friday between the hours of 8-9 - AM or 12-1 - PM

Pursuant to Section 107.2 of the IPMC, you have the right to appeal this notice of violation. In accordance with Section 106.3 any action taken by the City on such premises shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.

Officer: Tom Barry (517) 483 4376 Tom.Barry@lansingmi.gov

Taxpayer's Copy



Andy Schor, Mayor

Economic Development & Planning Code Enforcement Office

316 N. Capitol, Ste C-1, Lansing, MI 48933-1238
(517) 483-4361 FAX (517) 377-0100

GRASS AND WEEDS CORRECTION NOTICE

HINES STEVEN or Current Occupant
1480 JOLLY RD
OKEMOS, MI 48864

Violation date: 09/18/2019

Violation Location: 2710 W MILLER RD
Parcel No: 33-01-05-06-455-171
Compliance Due Date: 09/25/2019

You are hereby notified that this Office has found a violation of the City of Lansing Housing Code Section 302 EXTERIOR PROPERTY AREA at the above referenced location.

Description

Grass & Weeds: Entire Yard *Grass and weeds must be below the 8" maximum allowed length.*

Any Premises or portion thereof on which there exists growth of grass and/or weeds exceeding eight inches in height located anywhere on the premises - which includes but not limited to front, side, rear, back yard, driveway, next to fences, between curb and sidewalk or next to vehicles - shall be deemed, and hereby declared to be a substandard premises and is subject to abatement pursuant to Section 302.4 of the Lansing Housing Code.

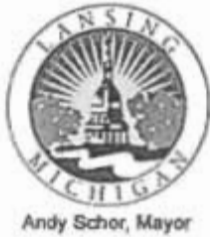
Failure to comply by the compliance due date will leave no alternative but to have the work completed by our contractor. All costs incurred, which consist of the contractors fees plus \$265.00 City service charge, shall be charged to you as an assessment against your property. **Please be advised that, in an effort to discourage repeat offenses of this nature, the City will assess you an extra \$75.00 fee for each time there is an additional premise violation at the violation address above during this calendar year.**

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Officer: Tom Barry (517) 483 4376 Tom.Barry@lansingmi.gov

Taxpayer's Copy



Economic Development & Planning Code Enforcement Office

316 N. Capitol, Ste C-1, Lansing, MI 48933-1238
(517) 483-4361 FAX (517) 377-0100

GRASS AND WEEDS CORRECTION NOTICE

Occupant or Current Occupant
2710 W MILLER RD
LANSING, MI 48911

Violation date: 09/18/2019
Violation Location: 2710 W MILLER RD
Parcel No: 33-01-05-06-455-171
Compliance Due Date: 09/25/2019

You are hereby notified that this Office has found a violation of the City of Lansing Housing Code Section 302 EXTERIOR PROPERTY AREA at the above referenced location.

Description

Grass & Weeds: Entire Yard *Grass and weeds must be below the 8" maximum allowed length.*

Any Premises or portion thereof on which there exists growth of grass and/or weeds exceeding eight inches in height located anywhere on the premises - which includes but not limited to front, side, rear, back yard, driveway, next to fences, between curb and sidewalk or next to vehicles - shall be deemed , and hereby declared to be a substandard premises and is subject to abatement pursuant to Section 302.4 of the Lansing Housing Code.

Failure to comply by the compliance due date will leave no alternative but to have the work completed by our contractor. All costs incurred, which consist of the contractors fees plus \$265.00 City service charge, shall be charged to you as an assessment against your property. Please be advised that, in an effort to discourage repeat offenses of this nature, the City will assess you an extra \$75.00 fee for each time there is an additional premise violation at the violation address above during this calendar year.

If you have any questions or concerns about complying within the time indicated, you may contact me Monday through Friday between the hours of 8-9 - AM or 12-1 - PM

Pursuant to Section 107.2 of the IPMC, you have the right to appeal this notice of violation. In accordance with Section 106.3 any action taken by the City on such premises shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.

Officer: Tom Barry (517) 483 4376 Tom.Barry@lansingmi.gov

Taxpayer's Copy



Andy Schor, Mayor

Economic Development & Planning Code Enforcement Office

316 N. Capitol, Ste C-1, Lansing, MI 48933-1238
(517) 483-4361 FAX (517) 377-0100

Weeds Authorization Form

Submitted to: David B Tomlinson on 09/26/2019

TAXPAYER: WILLIAMS TASHA, 4722 DUVERNAY LANSING, MI 48910

Location of Work:

Enf Num: E19-20485

Address: 2710 W MILLER RD
Lot No:
Description:
Parcel No: 33-01-05-06-455-171

Violation:

Grass & Weeds: Entire Yard *Grass and weeds must be below the 8" maximum allowed length.*

Estimated Time required to complete work: 1

Warning Comment:

<NONE>

Submitted By: Tom Barry (517) 483 4376

This action is authorized by the Manager of Code Compliance

2710

6 12:25

10 06 2019



DSCN0420

09/18/2019 15:34

TBarry



DSCN0651

09/26/2019 16:40

TBarry



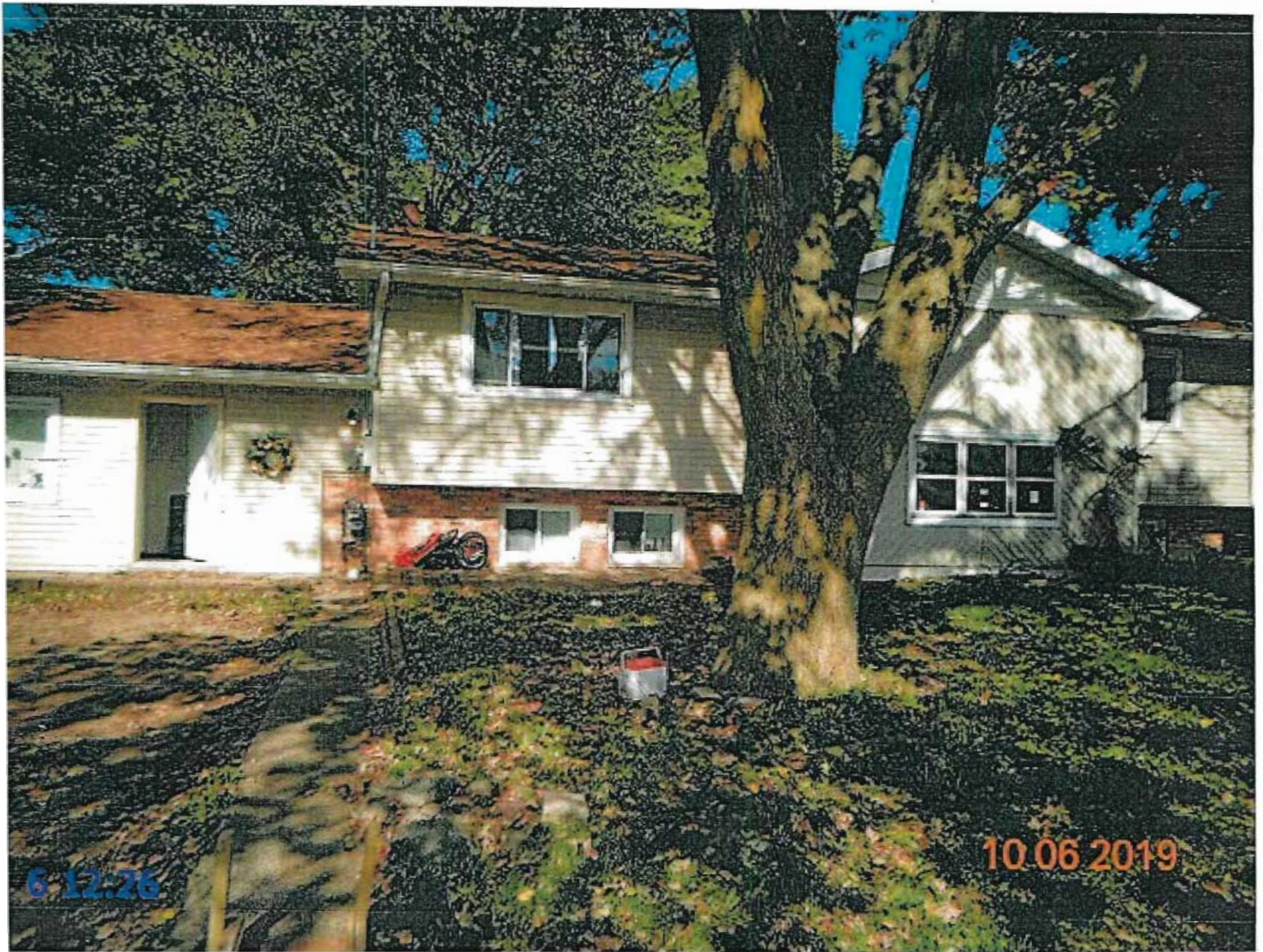
09_26_2019 15:23

DSCN0652

09/26/2019 16:40

TBarry





6 12:26

10.06.2019



5-12-26

10-08-2019



6-12-26

10-08-2019



6 1:38 PM

10 06 2019



6 1:39 PM

10 06 2019



2710 W MILLER RD LANSING, MI 48911 (Property Address)

Parcel Number: 33-01-05-06-455-171

Property Owner: WILLIAMS TASHA

Summary Information

- > Residential Building Summary
 - Year Built: 1964
 - Full Baths: 1
 - Sq. Feet: 2,329
 - Bedrooms: 0
 - Half Baths: 0
 - Acres: 0.551
- > 20 Building Department records found
- > Assessed Value: \$39,200 | Taxable Value: \$39,200
- > 1 Special Assessment found
- > Property Tax information found

Item 1 of 5 3 Images / 2 Sketches

Owner and Taxpayer Information

Owner WILLIAMS TASHA
4722 DUVERNAY
LANSING, MI 48910

Taxpayer SEE OWNER INFORMATION

General Information for Tax Year 2019

Property Class	RESIDENTIAL – IMPROVED	Unit	33 CITY OF LANSING - INGHAM
School District	LANSING	Assessed Value	\$39,200
MAP #	DI-0006 -0968	Taxable Value	\$39,200
TOP TEN	Not Available	State Equalized Value	\$39,200
NEW PERMITS	Not Available	Date of Last Name Change	11/15/2019
USER ALPHA 3	Not Available	Notes	Not Available
Historical District	Not Available	Census Block Group	Not Available
TYPE CODE	Not Available	Exemption	No Data to Display

Principal Residence Exemption Information

Homestead Date 08/27/2019

Principal Residence Exemption	June 1st	Final
2019	0.0000 %	0.0000 %

Previous Year Information

Year	MBOR Assessed	Final SEV	Final Taxable
2018	\$34,600	\$34,600	\$34,600
2017	\$34,100	\$34,100	\$33,497
2016	\$33,500	\$33,500	\$33,199

Land Information

Zoning Code	Not Available	Total Acres	0.551
Land Value	\$16,200	Land Improvements	\$0
Renaissance Zone	No	Renaissance Zone Expiration Date	No Data to Display
ECF Neighborhood	71D	Mortgage Code	No Data to Display
Lot Dimensions/Comments	No Data to Display	Neighborhood Enterprise Zone	No

Lot(s)	Frontage	Depth
Lot 1	120.00 ft	200.00 ft
Total Frontage: 120.00 ft		Average Depth: 200.00 ft

Legal Description

COM 945.5 FT E OF S 1/4 POST, TH E 120 FT, N 233 FT, W 120 FT, S 233 FT TO BEG; SEC 6 T3N R2W

Sale History

Sale Date	Sale Price	Instrument	Grantor	Grantee	Terms of Sale	Liber/Page
07/31/2019	\$129,900.00	WD	HINES STEVE	WILLIAMS TASHA	CASH	2019 026581
08/13/2018	\$56,000.00	CD	U S BANK TRUST N A	HINES STEVE	1ST SALE AFTER BANK	2018 031508
03/14/2017	\$0.00	WD		U S BANK TRUST N A	CASH/CONV-NOT USED	2017 017694

Sale Date	Sale Price	Instrument	Grantor	Grantee	Terms of Sale	Liber/Page
			BROWN RODGER F & BROWN RUSSELL J			
05/20/2006	\$0.00	??	NEVINS LYLE & MARJORIE J & ET AL	NEVINS MARJORIE J & ET AL	CASH/CONV-NOT USED	L394-P375
06/23/2003	\$0.00	QC	NEVINS MARJORIE J/FKA:BROWN M J	NEVINS MARJORIE/BROWN RF & RJ	CASH	L3050-P591

Building Information - 2329 sq ft BI-LEVEL (Residential)

General

Floor Area	2,329 sq ft	Estimated TCV	Not Available
Garage Area	447 sq ft	Basement Area	0 sq ft
Foundation Size	1,195 sq ft		
Year Built	1964	Year Remodeled	Not Available
Occupancy	Single Family	Class	D
Effective Age	40 yrs	Tri-Level	No
Percent Complete	100%	Heat	Forced Heat & Cool
AC w/Separate Ducts	No	Wood Stove Add-on	No
Basement Rooms	0	Water	Not Available
1st Floor Rooms	0	Sewer	Not Available
2nd Floor Rooms	0	Style	BI-LEVEL
Bedrooms	0		

Area Detail - Basic Building Areas

Height	Foundation	Exterior	Area	Heated
Bi-Level	Bi-Lev.100%	Siding	1,071 sq ft	Bi-Level
1 Story	Slab	Siding	40 sq ft	1 Story
1 Story	Slab	Siding	84 sq ft	1 Story

Area Detail - Overhangs

Area	Story Height	Exterior	Included in Size for Rates
36 sq ft	1 Story	Siding	1
27 sq ft	1 Story	Siding	1

Basement Finish

Recreation	0 sq ft	Recreation % Good	0%
Living Area	0 sq ft	Living Area % Good	0%
Walk Out Doors	0	No Concrete Floor Area	0 sq ft

Plumbing Information

3 Fixture Bath 1

Built-In Information

Garbage Disposal	1	Unvented Hood	1
Intercom, Master	1	Oven	1
Standard Range	1		

Garage Information

Area	447 sq ft	Exterior	Siding
Foundation	42 Inch	Common Wall	1 Wall
Year Built	1964	Finished	Yes
Auto Doors	0	Mech Doors	0

Porch Information

WPP	136 sq ft	Foundation	Standard
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Deck Information

Treated Wood	216 sq ft
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****Disclaimer:** BS&A Software provides BS&A Online as a way for municipalities to display information online and is not responsible for the content or accuracy of the data herein. This data is provided for reference only and WITHOUT WARRANTY of any kind, expressed or inferred. Please contact your local municipality if you believe there are errors in the data.

Boak, Sherrie

From: Stephanie Robinson <Stephanie.Robinson@LBWL.COM>
Sent: Thursday, January 30, 2020 9:29 AM
To: Boak, Sherrie
Subject: RE: [EXTERNAL] TRASH BID COPIES etc

Follow Up Flag: Follow up
Flag Status: Flagged

We do not post our bids on the City Website. We post our bids on the MITN website. www.mitn.info. Just in case someone asks.

Thank you,

Stephanie Robinson CPPB
Buyer - Purchasing
City of Lansing/Lansing Board of Water and Light
1110 S Pennsylvania Lansing Mi 48912
O: 517-702-6197 F: 517-702-6042 E:stephanie.robinson@lbwl.com

From: Boak, Sherrie <Sherrie.Boak@lansingmi.gov>
Sent: Thursday, January 30, 2020 8:56 AM
To: Stephanie Robinson <Stephanie.Robinson@LBWL.COM>
Subject: RE: TRASH BID COPIES etc

[EXTERNAL] This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

-ITD

Boak, Sherrie

From: Stephanie Robinson <Stephanie.Robinson@LBWL.COM>
Sent: Thursday, January 30, 2020 9:26 AM
To: Boak, Sherrie
Subject: [EXTERNAL] Board Up Bid
Attachments: 056 BOARD UP 2018-19.pdf; 056 PRO-SOIL SITE SERVICES amend without ck.pdf; P086023 PROSOIL CODE COMPLIANCE FY 20 AMEND.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

I will do each one separately.

1. The current bid that was issued - was bid last year
2. The previous bid that was issued – B/19/056
3. The previous bid submitted by the awarded vendor – Prosoil
4. The current PO. P086023

Thank you,

Stephanie Robinson CPPB
Buyer - Purchasing
City of Lansing/Lansing Board of Water and Light
1110 S Pennsylvania Lansing Mi 48912
O: 517-702-6197 F: 517-702-6042 E:stephanie.robinson@lbwl.com



Andy Schor, Mayor

CITY OF LANSING
PURCHASING OFFICE
1110 S Pennsylvania Ave.
Lansing, Michigan 48912
(517) 702-6197

<http://www.lansingmi.gov/787/purchasing>

December 3, 2018

CITY OF LANSING
NOTICE TO BIDDERS
B/19/056 BOARD UP SERVICES 2018-2019

The City of Lansing officially distributes all Purchasing documents through the Michigan Inter-governmental Trade Network (MITN) and the City of Lansing Purchasing Office. Our office no longer mails bid documents, notices or addendums. To register for the MITN system or access bid information, including addendums, go to <http://www.mitn.info>

SEALED BIDS marked "**B/19/056 BOARD UP SERVICES 2018-2019**" will be accepted at the **CITY OF LANSING PURCHASING OFFICE, 1110 S Pennsylvania Ave., LANSING MI. 48912** until, but not later than 2:00 PM local time in effect **DECEMBER 18, 2018**, at which time and place the bids will be publicly opened and read aloud.

Any changes made to the plans and/or specifications shall be made in the form of an Addenda prepared by the City of Lansing and posted on MITN. All addenda shall become part of the Contract Document and all bidders shall be bound by such Addenda, whether or not received by the Bidder. All addenda received shall be listed on the outside of the bid envelope by number, and date received. Any proposal received without each addendum listed by number on the outside of the bid proposal envelope, may be declared a non-responsive bid.

A Bid Guaranty (in accordance with Federal Circular No. 570) in the amount of (\$250.00) Two Hundred Fifty dollars shall accompany all bids. Business Checks, Certified checks, bank drafts, negotiable U.S. Government Bonds (at par value), Small Business Administration Guaranteed Securities, or a Bid Bond will be acceptable. Bonding agencies must be approved for doing business in the State of Michigan. No "off-shore" bonding agencies will be accepted.

MAJOR CONTRACT ITEMS: Board up services for the City of Lansing Code Enforcement and Various City Departments

Location: Various locations in Lansing

The City reserves the right to accept any bids, to reject any or all bids and to make the award in the best interest of the City.

Bid results will **only** be released via email, self-addressed stamped envelopes or on the Internet at www.mitn.info. Please forward your email request to: stephanie.robinson@lbwl.com

*****Two (2) copies of the bid proposal section required.*****

B/19/056

Page 2

Notice to bidders

The City of Lansing gives preference to Lansing-based job providers in the procurement of all goods and services, and will give priority to those firms that provide the City with goods the City may require for this or other projects as made or provided for by United States based firms, with appropriate documentation provided with bid response showing U.S. manufacturing or assembly.

The City strongly encourages general contractors to provide opportunities for minority- and women-owned businesses/subcontractors to participate in this project along with the use of Lansing-based businesses.

If you have any questions please contact Stephanie Robinson, Buyer at (517) 702-6197. *Technical questions should be directed to Scott Sanford, Lead Housing Manager Code Enforcement @ (517) 483-4361*

Stephanie Robinson CPPB
Senior Buyer



Andy Schor, Mayor

CITY OF LANSING

PURCHASING OFFICE
1110 S Pennsylvania Ave.
Lansing, Michigan 48912
(517) 702-6197

<http://www.lansingmi.gov/787/purchasing>

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

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

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in transactions under any non-procurement programs by any federal, state or local agency.
- (2) Have not, within the three-year period preceding, had one or more public transactions (federal, state, or local) terminated for cause or default; and
- (3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three-year period preceding the proposal, been convicted of or had a civil judgment rendered against it:
 - (a) For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local), or a procurement contract under such a public transaction;
 - (b) For the violation of federal, or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or
 - (c) For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, the general grant of this authority exists within the City's Purchasing Ordinance, Sec. 206.02 (a) (1) (G).

[] I am able to certify to the above statements. [] I am unable to certify to the above statements. Attached is my explanation.

Name of Agency/Company/Firm *(Please Print)*

Name and title of authorized representative *(Please Print)*

Signature of authorized representative

Date

Attention Bidders

The City of Lansing in partnership with the business community recognizes the need to facilitate economic development in our community. As part of the economic growth strategy, the City has incorporated Local Preference into City Purchasing policies.

Local Preference Statement:

A Lansing based business that has been deemed responsive and responsible according to the requirements of the Purchasing Ordinance that is within 5% of the low bid will be given an opportunity to match the low bid amount to receive the contract. If there is more than one qualified, responsive and responsible Lansing based bidder, the first opportunity to match the low bid will go to the Lansing based firm with the lowest bid.

If the Lansing based business refuses to match the low bid, the contract will be awarded to the responsive and responsible low bidder.

Projects greater than \$500,000 are exempt from the Ordinance.

Qualifications for Lansing Based Business status:

- 1) Pay City income taxes on Net Profits
- 2) Pay City property taxes on a plant or office and equipment used for the performance of the contract bid upon - or - other real or personal property in the City of Lansing equivalent in value to such plant or office and equipment for not less than one year prior to determination.

Additional Information:

The full copy of the Ordinance is on file in the Purchasing Office, the City Clerk's office or on the City of Lansing Purchasing Web site located at:

<http://www.lansingmi.gov/787/purchasing>

Solicitation Number: B/19/056

Solicitation Name: Board Up Services 2018-2019

The City of Lansing Purchasing Office is collecting information regarding the use of the MITN e-procurement system. We are also collecting demographic information regarding Lansing based business. This form will not be used during the evaluation of bids or proposals. You may return this sheet, which is voluntary, with your submittal or shortly thereafter. Please, do not staple this to your bid document.

I. Where did your firm receive of this solicitation? Please check all that apply.

City of Lansing Purchasing Web Page <http://www.mitn.info>

City of Lansing Purchasing Office

Other, please

list: _____

II. Demographic Information:

Is your firm located or have a business office within the corporate city limits of Lansing

yes _____ no _____

III. Company Information

Federal Tax ID Number _____

Firm Name

Address (Street, City, State, ZIP)

Phone Number

Fax Number

Web Site Address

Contact Person

Thank you for your participation.

CITY OF LANSING
 PURCHASING OFFICE
 1110 S Pennsylvania Ave.
 LANSING, MICHIGAN 48912

THIS IS NOT AN ORDER

NOTE: If your bid/quotation is not returned and **completed** on this form, it may not be considered.
 Bid/quotation number must appear on outside of return envelope.

REQUEST FOR BID # B/19/056 FOR: **BOARD UP SERVICES 2018-2019**

DATE: DEC. 3, 2018 Code Enforcement and Building Safety Section

QUOTES DUE 2:00 PM LOCAL TIME IN EFFECT DEC. 18, 2018

The City of Lansing Purchasing Office is requesting bids for **BOARD UP SERVICES** per the attached specifications.

ITEM	DESCRIPTION	FLAT RATE PER HOUR
A	TIME AND MATERIAL RATE PER SPECS ATTACHED	\$ _____ /FLAT RATE PER HR
B	CONTRACTOR CAN ARRIVE ON SITE WITHIN 30 – 45 MIN.	YES _____ NO _____

The City reserves the right to accept any quote, to reject any or all quotes and to make the award in the best interest of the City.

All vendors shall be current in payment of any taxes, licenses, fees, permits or any other monies due the City of Lansing at time of quote due date as per City of Lansing Ordinance Section 206.02(a)1(G).

Any contractual or quote package questions should be directed to Stephanie Robinson, Purchasing, at (517) 702-6197, fax (517) 702-6042. Technical questions may be directed to Scott Sanford at (517) 483-4361

FEDERAL I.D.# _____	ADDRESS _____	NOTE: Quote results will only be released via email request.
COMPANY _____	CITY & STATE _____	
SIGNATURE _____	TELEPHONE _____	
PRINTED NAME _____	F.O.B. _____ NA _____	
TITLE _____	SHIP VIA/ROUTING: _____ NA _____	
DATE: _____	PAYMENT TERMS: _____	

MICHIGAN CIVIL RIGHTS ACT

Contractor shall not discriminate in hiring or its terms and conditions of employment on the basis of race, religion, creed, nation origin, color, sex, marital status, age, height, or weight, nor on the basis of handicap except where the same is based on a bona fide job requirement. Neither shall Contractor discriminate in the sales of products or the rendering of services pursuant to this contract on the basis of any of those categories.

PROPOSAL AND CONTRACT

PROPOSAL: Vendor proposes to furnish all labor, materials, equipment, tools and services required to complete the work in accordance with the specifications and conditions contained herein in consideration of the sum or sums stated below and agree that this document will constitute the contract if accepted by the City of Lansing.

PLEASE BID ON A TIME AND MATERIAL RATE PER HOUR, for labor for boarding of ground floor openings on both residential and commercial buildings. **THE BID SHOULD BE SET FOR A FLAT RATE PER HOUR** for the labor to do this work, with the understanding, that the material costs for each job will vary based on the circumstances and the structure and number of openings being secured. There may also be from time to time a request to install steel T-Posts and snow fencing to secure open sites or block off areas around a damaged structure.

There is no guarantee on the number of board ups to be done each year. However, the City has averaged 270 board ups per year for the past 4 years. The City agrees to enter into a guaranteed payment for services to be a minimum of \$40,000.00 per year for this contract. While there may be more paid under this agreement based on the work performed, **this is the minimum guarantee granted.**

The awarded vendor must be able to arrive on site within 30 to 45 minutes of call time.

This will be a consideration of this bid and must be adhered to for the life of the contract.

Vendor Requirements:

Vendor must be registered with the City of Lansing Building Safety/Code Enforcement office.

Vendor must show proof of licensure by the State of Michigan as either a residential builder or a residential maintenance and alteration contractor.

Vendor must attach copies of licenses mentioned above.

Vendor must show proof of insurance with the City of Lansing named as additional insured upon award of bid.

BID PRICE: Contractor shall enter the cost of all work related to the boarding up of first floor openings (including Basement windows) for both residential and commercial structures.

All vendors shall be current in payment of any taxes, licenses, fees, permits or any other monies due the City of Lansing at time of quote due date as per City of Lansing Ordinance Section 206.02(a)1(G).

Board Up Outline

Expectations:

1. Must arrive on site within 30 to 45-minute of contact.
2. Contact information to be provided including cell phone number
3. Code Officer or Premise Inspector to remain on sight till work completed
4. 24-hour response, 365 days a year

Equipment (at a minimum):

1. Pasload (or equivalent) battery operated nail guns
2. 18-volt drill, panel saw
3. Battery operated lights for night calls
4. Step ladder, 6 ft. ladder, 18 extension ladder
5. Board ups to be done with T-111, ½ thick boards painted beige

6. Assortment of screwdrivers, nut drivers, allen wrenches and metric and standard wrenches.
7. 3-inch ring shank nails with heat activated glue, #8 self-tapping Phillips head screws

Procedure:

1. All board ups to be done with least amount of damage to property
2. Hardware (handles) to be removed from exterior storm/screen doors and hardware to be placed inside building.
3. Board ups will be done at the request of Code Enforcement/Building Safety

Billing:

1. Billing must be done on a weekly basis
2. Forms are to be prepared per the requirements of the Code Enforcement/Building Safety billing clerk
3. Forms must be filled out in their entirety with the correct information as requested
4. Examples of forms provided may change as to the needs of the Code Enforcement/Building Safety billing clerk

Contractor can comply with the above requirements? Yes _____ No _____ -
(PLEASE LIST ANY EXCEPTIONS ON SEPARATE PAPER)



Andy Schor, Mayor

CITY OF LANSING

PURCHASING OFFICE
1110 S Pennsylvania Ave.
Lansing, Michigan 48912
(517) 702-6197

<http://www.lansingmi.gov/787/purchasing>

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

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

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in transactions under any non-procurement programs by any federal, state or local agency.
- (2) Have not, within the three-year period preceding, had one or more public transactions (federal, state, or local) terminated for cause or default; and
- (3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three-year period preceding the proposal, been convicted of or had a civil judgment rendered against it:
 - (a) For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local), or a procurement contract under such a public transaction;
 - (b) For the violation of federal, or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or
 - (c) For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, the general grant of this authority exists within the City's Purchasing Ordinance, Sec. 206.02 (a) (1) (G).

I am able to certify to the above statements. I am unable to certify to the above statements. Attached is my explanation.

Pro-Soil Site Services, Inc.

Name of Agency/Company/Firm (Please Print)

Darren Teus

Name and title of authorized representative (Please Print)

Darren Teus

12/18/2018

Signature of authorized representative

Date

Solicitation Number: B/19/056

Solicitation Name: Board Up Services 2018-2019

The City of Lansing Purchasing Office is collecting information regarding the use of the MITN e-procurement system. We are also collecting demographic information regarding Lansing based business. This form will not be used during the evaluation of bids or proposals. You may return this sheet, which is voluntary, with your submittal or shortly thereafter. Please, do not staple this to your bid document.

I. **Where did your firm receive of this solicitation?** Please check all that apply.

City of Lansing Purchasing Web Page <http://www.mitn.info>

City of Lansing Purchasing Office

Other, please

list:

City Pulse

II. **Demographic Information:**

Is your firm located or have a business office within the corporate city limits of Lansing

yes no

III. **Company Information**

Federal Tax ID Number

Firm Name

Pro-Soil

Address (Street, City, State, ZIP)

3323 N East Street Lansing, MI 48906

Phone Number

517. 267. 8767

Fax Number

517. 267. 8768

Web Site Address

www.prosoil.us

Contact Person

Darren Tew

Thank you for your participation.

CITY OF LANSING

PURCHASING OFFICE
1110 S Pennsylvania Ave.
LANSING, MICHIGAN 48912

THIS IS NOT AN ORDER

NOTE: If your bid/quotation is not returned and completed on this form, it may not be considered.
Bid/quotation number must appear on outside of return envelope.

REQUEST FOR BID # B/19/056

FOR: BOARD UP SERVICES 2018-2019

DATE: DEC. 3, 2018

Code Enforcement and Building Safety Section

QUOTES DUE 2:00 PM LOCAL TIME IN EFFECT DEC. 18, 2018

The City of Lansing Purchasing Office is requesting bids for **BOARD UP SERVICES** per the attached specifications.

ITEM	DESCRIPTION	FLAT RATE PER HOUR
A	TIME AND MATERIAL RATE PER SPECS ATTACHED	\$ <u>135.0</u> /FLAT RATE PER HR
B	CONTRACTOR CAN ARRIVE ON SITE WITHIN 30 – 45 MIN.	YES <u>X</u> NO _____

The City reserves the right to accept any quote, to reject any or all quotes and to make the award in the best interest of the City.

All vendors shall be current in payment of any taxes, licenses, fees, permits or any other monies due the City of Lansing at time of quote due date as per City of Lansing Ordinance Section 206.02(a)1(G).

Any contractual or quote package questions should be directed to Stephanie Robinson, Purchasing, at (517) 702-6197, fax (517) 702-6042. Technical questions may be directed to Scott Sanford at (517) 483-4361

FEDERAL I.D.# _____	ADDRESS <u>3323 N East Street</u>	NOTE: Quote results will only be released via email request.
COMPANY <u>Pro-Soil</u>	CITY & STATE <u>Lansing, MI 48906</u>	
SIGNATURE <u>Dan Fe</u>	TELEPHONE <u>517 267 8767</u>	
PRINTED NAME <u>Darren Tew</u>	F.O.B. _____ NA <u>X</u>	
TITLE <u>President</u>	SHIP VIA/ROUTING: _____ NA <u>X</u>	
DATE: <u>12/18/2018</u>	PAYMENT TERMS: <u>Net 10 days</u>	

MICHIGAN CIVIL RIGHTS ACT
Contractor shall not discriminate in hiring or its terms and conditions of employment on the basis of race, religion, creed, nation origin, color, sex, marital status, age, height, or weight, nor on the basis of handicap except where the same is based on a bona fide job requirement. Neither shall Contractor discriminate in the sales of products or the rendering of services pursuant to this contract on the basis of any of those categories.



CITY OF LANSING

124 W. Michigan Ave
Lansing ,MI 48933
(517) 483-4128

PURCHASE ORDER	
P.O. NUMBER	P086023
DATE	01/14/20
VENDOR I.D.	V009180
DELIVERY DATE	
FOB	
REQUISITION NO	PR014453
OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LIST AND CORRESPONDENCE.	

TO: PRO-SOIL SITE SERVICES INC
3323 N EAST ST
LANSING, MI 48906

PHONE#

FAX#

DELIVER ITEMS TO:

EDP DEPARTMENT - CODE ENFORCEMENT DIVISI
316 N CAPITOL AVE STE C-2
LANSING, MI 48933-1238

SEND INVOICE TO:

EDP DEPARTMENT - CODE ENFORCEMENT D
316 N CAPITOL AVE C-2
LANSING, MI 48933-1238

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
001	CONTRACTOR IS TO BOARD UP STRUCTURES WHEN CONTACTED BY CODE ENFORCEMENT. CONTRACTOR IS PROVIDE ALL SUPPLIES. THE TOTAL PAYMENT AMOUNT IS BASED ON EACH JOB AND THE FULL CONTRACT DOLLAR AMOUNT IS NOT GUARANTEED. THIS CONTRACT RUNS FROM 7/01/2019 THRU 6/30/2020	50,000	EA	1.00	50,000.00
002	CONTRACTOR IS TO BOARD UP STRUCTURES WHEN CONTACTED BY CODE ENFORCEMENT. CONTRACTOR IS TO PROVIDE ALL SUPPLIES. THE TOTAL PAYMENT AMOUNT IS BASED ON EACH JOB AND THE FULL CONTRACT DOLLAR AMOUNT IS NOT GUARANTEED. THIS CONTRACT RUND FROM 7/01/2019 THRU 6/03/2020	50,000	EA	1.00	50,000.00
				TAX	0.00
				TOTAL	100,000.00

THE ARTICLES SPECIFIED ARE SUBJECT TO THE FOLLOWING CONDITIONS:

1. Goods other than those specified on this order must not be substituted or prices changed without authorization.
2. If the quantity shipped is short of the purchase order quantity, specify on the packing slip if that quantiv is on back order or cancelled.

Boak, Sherrie

From: Stephanie Robinson <Stephanie.Robinson@LBWL.COM>
Sent: Thursday, January 30, 2020 9:06 AM
To: Boak, Sherrie
Subject: [EXTERNAL] Grass Bid etc - requested
Attachments: B-20-066 MOWING CODE COMPLIANCE Bid Doc.pdf; B-13-001 MOWING CODE COMPLIANCE Bid Doc.pdf; 001 David Tomlinson Bid.pdf; P086123 TOMLINSON.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

I will do each one separately.

1. The current bid that was issued B/20/066 issued this week.
2. The previous bid that was issued B/13/001
3. The previous bid submitted by the awarded vendor – Tomlinson
4. The current PO.

”

P086123

Thank you,

Stephanie Robinson CPPB
Buyer - Purchasing
City of Lansing/Lansing Board of Water and Light
1110 S Pennsylvania Lansing Mi 48912
O: 517-702-6197 F: 517-702-6042 E:stephanie.robinson@lbwl.com



Virg Bernero, Mayor

FINANCE DEPARTMENT

PURCHASING OFFICE
124 W. Michigan Avenue, 8th floor
Lansing, Michigan 48933-1603
(517) 483-4124

<http://www.lansingmi.gov/finance/purchasing>

JULY 3, 2012

NOTICE TO BIDDERS

B/13/001

GRASS MOWING CONTRACTOR, SPECIAL SERVICES

The City of Lansing officially distributes all Purchasing documents through the Michigan Inter-governmental Trade Network (MITN) and the City of Lansing Purchasing Office. Our office no longer mails bid documents, notices or addendums to our vendors. To register for the MITN system or access bid information, including addendums, go to www.mitn.info

Sealed Bids marked "**B/13/001 GRASS MOWING CONTRACTOR, SPECIAL SERVICES**" will be accepted at the **Finance Department, Purchasing Office, 8th floor City Hall, 124 W. Michigan Avenue, Lansing, Michigan 48933**, until 3:00 p.m., local time in effect on **JULY 31, 2012**. Bids will be opened and read aloud immediately thereafter in the conference room. *Two copies of the bid proposal required.*

Bid results will **only** be released via email, self-addressed stamped envelopes or on the Internet at www.mitn.info. Please forward your email request to: dburnham@lansingmi.gov.

If any changes or additions are required for this bid an addendum will be issued by the Finance Department. All addenda received shall be listed on the outside of your bid envelope. Any proposal received without each addendum listed by number and date received on the outside of the bid proposal when submitted, may be declared a non-responsive bid.

The City of Lansing encourages bids from all vendors including MBE/WBE and Lansing-based vendors.

The City of Lansing gives preference to Lansing-based job providers in the procurement of all goods and services, and will give priority to those firms that provide the City with goods the City may require for this or other projects as made or provided for by United States based firms, with appropriate documentation provided with bid response showing U.S.A. Manufacturing or assembly.

The City strongly encourages general contractors to provide opportunities for minority-and women-owned businesses/subcontractors to participate in this project along with use of Lansing-based businesses.

If you have any questions please contact Darleen Burnham, CPPB, Senior Buyer, at (517) 483-4129. Technical questions should be directed to Scott Sanford at (517) 483-6946.

Darleen Burnham, CPPB
Senior Buyer



FINANCE DEPARTMENT

PURCHASING OFFICE
124 W. Michigan Avenue, 8th floor
Lansing, Michigan 48933-1603
(517) 483-4124
<http://www.lansingmi.gov/finance/purchasing>

Virg Bernero, Mayor

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

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

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in transactions under any non-procurement programs by any federal, state or local agency.
- (2) Have not, within the three year period preceding, had one or more public transactions (federal, state, or local) terminated for cause or default; and
- (3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three year period preceding the proposal, been convicted of or had a civil judgment rendered against it:
 - (a) For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local), or a procurement contract under such a public transaction;
 - (b) For the violation of federal, or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or
 - (c) For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, the general grant of this authority exists within the City's Purchasing Ordinance, Sec. 206.02 (a) (1) (G).

I am able to certify to the above statements.

Name of Agency/Company/Firm *(Please Print)*

Name and title of authorized representative *(Please Print)*

Signature of authorized representative

Date

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

Attention Bidders

The City of Lansing in partnership with the business community recognizes the need to facilitate economic development in our community. As part of the economic growth strategy, the City has incorporated the Local Preference into the City Purchasing policies.

Local Preference Statement:

A Lansing based business that has been deemed responsive and responsible according to the requirements of the Purchasing Ordinance that is within 5% of the low bid will be given an opportunity to match the low bid amount to receive the contract. If there is more than one qualified, responsive and responsible Lansing based bidder, the first opportunity to match the low bid will go to the Lansing based firm with the lowest bid.

If the Lansing based business refuses to match the low bid, the contract will be awarded to the responsive and responsible low bidder.

Projects greater than \$500,000 are exempt from the Ordinance.

Qualifications for Lansing Based Business status:

1) Pay City income taxes on Net Profits

and

2) Pay City property taxes on a plant or office and equipment used for the performance of the contract bid upon - or - other real or personal property in the City of Lansing equivalent in value to such plant or office and equipment for not less than one year prior to determination.

Additional Information:

The full copy of the Ordinance is on file in the Purchasing Office, the City Clerk's office or on the City of Lansing Purchasing Web site located at:

<http://www.lansingmi.gov/finance/purchasing>

Solicitation Number: B/13/001

Solicitation Name: GRASS MOWING CONTRACTOR, SPECIAL SERVICES

The City of Lansing Purchasing Office is collecting information regarding the use of the MITN e-procurement system. We are also collecting demographic information regarding woman-owned, minority-owned and Lansing based business. This form will not be used during the evaluation of bids or proposals. You may return this sheet, which is voluntary, with your submittal or shortly thereafter. Please, do not staple this to your bid document.

I. Where did your firm receive of this solicitation? Please check all that apply.

City of Lansing Purchasing Web Page <http://www.mitn.info>

City of Lansing Purchasing Office

Other, please

list: _____

II. Demographic Information:

Is your firm located or have a business office within the corporate city limits of Lansing
yes _____ no _____

Is your firm owned (at least 51% ownership), operated and controlled by a member of the following minority groups? If so, please check all that apply:

African-American

Hispanic-American

Native-American (American Indian, Eskimo, Aleut, Native Hawaiian)

Asian-Pacific

Asian-Indian (India, Pakistan and Bangladesh)

Disabled-Owned

Is your firm owned (at least **51%** ownership), operated and controlled by a female: Yes _____ No _____

III. Company Information

Federal Tax ID Number _____

Firm Name

Address (Street, City, State, ZIP)

Phone Number

Fax Number

Web Site Address

Contact Person

Thank you for your participation.

CITY OF LANSING
 FINANCE DEPARTMENT-PURCHASING OFFICE
 8TH FLOOR CITY HALL
 124 W. MICHIGAN AVENUE
 LANSING, MICHIGAN 48933

THIS IS NOT AN ORDER
 NOTE: If your bid/quotation is not returned and **completed** on this form, it may not be considered.
 Bid/quotation number must appear on outside of return envelope.

REQUEST FOR BID # B/13/001 FOR: GRASS MOWING CONTRACTOR, SPECIAL SERVICES

DATE: JULY 3, 2012 PND – CODE COMPLIANCE OFFICE

SEALED BIDS DUE 3:00 PM, LOCAL TIME IN EFFECT JULY 31, 2012

The City of Lansing Purchasing Office requests bids for GRASS MOWING CONTRACTOR, SPECIAL SERVICES FOR PND/CODE COMPLIANCE per the specifications in this document.

ITEM	QTY	DESCRIPTION
1		<p>Hourly Rate bid for grass mowing in accordance with these specifications is:</p> <p>\$_____ per hour – rate is all inclusive. The hourly rate established by this contract includes all equipment, means, and methods necessary to complete the work as specified. The charge for work performed under this contract shall be computed by multiplying the per hour charge by the actual time required to complete all cutting and other related work.</p>

The City reserves the right to accept any bid, to reject any or all bids and to make the award in the best interest of the City. The City reserves the right to award to more than one vendor.

All vendors shall be current in payment of any taxes, licenses, fees, permits or any other monies due the City of Lansing at time of bid due date as per City of Lansing Ordinance Section 206.02(a)1(G).

Any contractual or bid package questions should be directed to Darleen Burnham at (517) 483-4129. Technical questions should be directed to Scott Sanford at (517) 483-6946.

FEDERAL I.D.# _____	ADDRESS _____	NOTE: Bid results will only be released via email or on the Internet at www.mitn.info
COMPANY _____	CITY & STATE _____	
SIGNATURE _____	TELEPHONE _____	
PRINTED NAME _____	F.O.B. _____	
TITLE _____	SHIP VIA/ROUTING: _____	
DATE: _____	TERMS: _____	

MICHIGAN CIVIL RIGHTS ACT

Contractor shall not discriminate in hiring or its terms and conditions of employment on the basis of race, religion, creed, nation origin, color, sex, marital status, age, height, or weight, nor on the basis of handicap except where the same is based on a bona fide job requirement. Neither shall Contractor discriminate in the sales of products or the rendering of services pursuant to this contract on the basis of any of those categories.

SPECIFICATIONS

CONTRACT PERIOD AND COST:

This Contract will be for a period of one (1) year with the option to extend for additional years in one year increments, not to exceed an additional four (4) year period. The price shall remain firm for the first year of the contract. Cost increases thereafter will be subject to approval by the City of Lansing. Extensions are subject to review by the Purchasing Division and Building and Code Compliance Office. At a minimum, the review will include the contractor's job performance, skills and specification compliance, and invoicing compliance.

SCOPE OF WORK:

Work proposed under this contract includes the cutting of residential and commercial lots within the city limits of Lansing. It is the intent of the contract that equipment used is heavy duty commercial type for large acreage, vacant lots, back, side, and front yard of residences and commercial properties. Contractor shall also be capable of cutting stubble and groom cuts when so directed. Work shall also include removal of cut material from the work site and of it being properly disposed of. Date stamped **DIGITAL** pictures are required before and after completing each grass mowing of the designated properties and are subject to approval by the Code Compliance Office before payment is released.

MINIMUM EQUIPMENT REQUIREMENT:

1. Two units capable of a minimum of 75" cutting width with at least 50 horse-power capacity. Assurance of a back-up unit available in case of breakdown or exceptionally heavy cutting needs. One 60" cut or larger groomer mower unit required for fine cuts as requested. Other cutting equipment as needed to perform work under this contract, i.e. hand-held H.D. commercial weed whips, small mowers of 4.5 HP or larger and other necessary equipment to perform required/specified services.
2. At least two mobile/cellular telephone units capable of communication with the Code Compliance Office at all times.
3. A **DATE STAMPING DIGITAL** camera is required to take clear and concise before and after mowing pictures at each work site.
4. Within two (2) days after bids are opened, all bidders will be required to make their equipment available for inspection and show proof of ownership. If unable to do so, the bid will be declared non-responsive.

5. A computer with a dedicated e-mail address to receive work orders from the City of Lansing.

INVOICING:

Contractor must submit all invoices via regular mail to the Code Compliance Office at 316 N. Capitol Avenue, Suite C1, Lansing, Michigan, 48933, within 5 days of completion of each 10 day work cycle. All invoices submitted to the City must be numbered, and must list, at a minimum, the parcel number of each location, date, and number of hours at each site. Pictures must be supplied on a **flash drive** and identify each property by address, and provided with each invoice. Each invoice breakdown is to also include the following information per property.

1. Starting time of work
2. Ending time of work
3. Rain delay information/notes and a listing of the rain dates.
4. Any other pertinent information that may be necessary to explain any additional costs as noted on invoice.

PAYMENT BOND:

The successful bidder will within ten (10) days of the notice of bid award provide the City with a payment bond as security for the payment of all persons, firms or corporations to whom the contractor may become legally indebted for labor, materials, tools, equipment, or services of any nature employed or used by them in performing the work as specified with the bid documents/contract.

CITY PROVIDED INFORMATION:

The City will provide to the successful contractor parcel maps. The City will also conduct a post-bid meeting, if needed, with the contractor to reiterate all requirements and expectations in the performance of this contract.

CONTRACT PERFORMANCE:

The contractor must perform the work within ten (10) working days (excluding inclement weather or other reasonable extra ordinary conditions) after notification to proceed is given by the City. If the work is postponed beyond four (4) calendar days by the contractor, this will result in non-payment for the affected parcels in that 10 day work cycle (sequence). **If no work is performed by the contractor when requested to do so by the City, said contractor shall be removed as an approved vendor and banned from doing business with the City for a period of three (3) years. An alternate original bidder to the contract will be selected as the primary contractor and remain as such at the City's discretion.**

INSURANCE: OTHER REQUIREMENTS:

No work connected with this contract shall be started until the contractor has submitted evidence to the Purchasing Division of the Finance Department, City of Lansing, that **(A)** Contractor is in compliance with Michigan Worker's Disability compensation Act, and that **(B)** Contractor is

covered by property damage insurance in the amount of \$1,000,000. All of the above insurance shall be maintained during the life of this contract. The City shall be carried as an "additional insured". Partial payments shall not relieve the contractor from full responsibility for any damage which may result from any cause including payment. Any casualties shall not relieve the contractor from performing the contract. All insurance must include an endorsement providing for twenty (20) days prior written notice of termination, expiration, or material change of terms. The contractor shall also provide a copy , if requested, of a City of Lansing business license for the work as contracted before work is started.

REQUIRED BIDDER DOCUMENTATION:

Bidders must present the following with their bid or they will be considered non-responsive to the specifications and will not be considered for a bid award.

1. A description of the bidder's experience and qualifications pertaining to the requirements described herein , in particular their experience with a project of this size and scope.
2. A listing of emergency contact phone and cell numbers for requesting service information.
3. Describe your on-call capabilities to perform the size and scope of this project.
4. A chart of the company's organizational structure and number of staff. How many staff will be assigned to this project and what is their experience level?
5. An address, square footage, equipment storage capabilities, and any other information on your warehouse facility and/or storage facility that you would utilize to service the size and scope of this contract. List available hours of operation so a site inspection can be scheduled.
6. All required proofs of insurance as indicated in the specifications.
7. Provide a complete listing of all tools, equipment, year, make, model, working condition or not, and if paid for or not. Include information on the trailer, truck, etc that you utilize to transport your equipment. Provide make, model, year and if it is paid for or not.
8. Do you anticipate having to purchase equipment in order to service this contract?
9. A list of photo equipment including date stamping digital, make, model, and year.

Firm Name

Address (Street, City, State, ZIP)

Phone Number

Fax Number

E-mail Address

Contact Person

A. PREPARATION OF BID: Execute bid fully and properly. Submit the bid on this form in a sealed envelope to this office prior to the opening time when bids will be publicly opened and read aloud.

B. SIGNATURES: All bids, notifications, claims and statements must be signed as follows:

(1) **CORPORATIONS:** Signature of official shall be accompanied by a certified copy of the resolution of the Board of Directors authorizing the individual signing to bind the corporation.

(2) **PARTNERSHIPS:** Signature of one partner shall be accompanied by a certified copy of the power of attorney authorizing the individual signing to bind all partners. If bid is signed by all partners no authorization is needed.

C. REJECTION OR WITHDRAWAL: The City reserves the right to reject any bids and to waive any defects in bids. Bids may not be withdrawn within 90 days after opening date without forfeiting bid security.

D. CONTRACT: Upon acceptance by the City, this document will constitute the contract. The contract, however, shall not be in force until the Contractor has complied with all of the requirements of insurance and bonds.

E. DEFAULT TO CITY: It is understood that any bidder who is in default to the City at the time of submittal of the bid shall have his bid under the proposal declared null and void.

GENERAL CONDITIONS

1. DEFINITIONS:

"CITY" - the City of Lansing.

"DIRECTOR" - the head of the Department indicated in the proposal or his authorized representative.

"CONTRACTOR" - the bidder whose proposal is accepted by the City.

"NOTIFICATION" - written notice delivered in person or by mail.

"CONTRACT DOCUMENTS" - this document and supplemental specifications and drawings.

2. CONFLICTS AND OMISSIONS:The intent of the contract documents is to provide everything necessary for the proper execution of the work. In case of conflict, the work shall not proceed until a decision has been agreed upon by all parties concerned. Directors decision shall be final.

3. ROYALTIES, PATENTS, NOTICES AND FEES: Contractor shall give all notices and pay all royalties and fees. He shall defend all suits or claims for infringement of any patent rights and shall save the City harmless from loss on account thereof. He shall comply with all laws, ordinances and codes applicable to any portion of the work.

4. MATERIALS AND WORKMANSHIP: Unless otherwise specified all materials and workmanship shall be new and of the best grade of their respective kinds for the purpose. Whenever an article, material, or equipment is specified by name, a substitute of equal qualifications may be used upon the written approval of the Director.

5. OTHER CONTRACTS: The City may let other contracts in connection with the work and the Contractor shall properly connect and coordinate his work with the work of such other contractors to execute their work as may be anticipated by these documents.

6. INSPECTION: Contractor shall at all times permit and facilitate inspection of the work by the Director.

7. TERMINATION FOR BREACH: The City may terminate this contract for violations hereof when violations are not stopped immediately and corrected within a reasonable length of time after notification by the Director. In the event of such termination, the City may complete the contracted work and the contractor will be liable for

any excess cost occasioned the City thereby and in such case the City may take possession of and utilize in completing the work such materials and equipment as may be on the site and necessary therefore.

8. GUARANTEE: Contractor shall furnish the City with a written guarantee to remedy any defects due to faulty materials or workmanship which appear in the work within one year from the date of final acceptance by the City.

9. PAYMENT: Payment for the work will be made in one sum at the completion of the contract except that, at the City's option, partial payments aggregating 90% of the value of the completed work may be made at monthly intervals when the bonds in section 12 are furnished. If Contractor expects to request partial payments he shall submit a schedule of costs and quantities of the various parts of the work aggregating the total contract sum. When applying for payments, Contractor shall submit a statement based upon this schedule, itemized and supported as the Director may require.

Contract will not be considered complete until the work has been finally accepted by the City Unit and the Director and the following have been furnished:

(a) The required guarantees, and

(b) Satisfactory evidence that all payrolls, material bills, and other indebtedness connected with the work, have been paid.

(c) If contract is terminated by the City, Contractor shall be entitled solely to payment for that portion of the contract completed by said Contractor at the time of termination minus set off and/or damage to City occasioned by Contractor's breach. Payment shall not be made until after contract project is completed, as determined by the Director.

10. LIABILITY FOR TAXES: When the terms of this contract involves the lease of property real or personal to the City, it is understood that lessor shall be solely responsible for the payment of all taxes of any nature whatsoever that accrue on the property during the terms of the lease.

11. INSURANCE: No work connected with this contract shall be started until the Contractor has submitted evidence to the Director and City Clerk that (a) all workmen are insured to protect him from claims for damages for personal injury or death which may arise from operations under this contract and that (b) he is covered by \$5,000,000.00 combined single limit for personal injury and property damage. All of the above insurance shall be maintained during the life of this contract. The City shall be carried as an "Additional Insured". Partial payments shall not relieve the Contractor from full responsibility for any damage which may result from any cause including fire or other casualty until completion of the contract and final payment. Any casualties shall not relieve the contractor from performing the contract. All insurance must include an endorsement providing for twenty (20) days prior written notice of termination, expiration, or material change of terms.

12. HOLD HARMLESS: To the fullest extent permitted by law, the contractor/vendor shall indemnify, defend, and hold harmless the City of Lansing, its officers, agents, employees, elected, and appointed officials, and volunteers from and against any and all claims, losses or liability, including attorney's fees, arising from injury or death to persons or damage to property occasioned by any act, omission, or failure of the contractor/vendor and any of its officers, agents, employees, and volunteers in satisfying the terms required by this contract.



Andy Schor, Mayor

CITY OF LANSING
PURCHASING OFFICE
1110 S. Pennsylvania Ave.
Lansing, Michigan 48912
(517) 702-6197

<http://www.lansingmi.gov/finance/787/purchasing>

January 24, 2020

NOTICE TO BIDDERS
B/20/066
GRASS MOWING CONTRACTOR, SPECIAL SERVICES

The City of Lansing officially distributes all Purchasing documents through the Michigan Inter-governmental Trade Network (MITN) and the City of Lansing Purchasing Office. Our office no longer mails bid documents, notices or addendums to our vendors. To register for the MITN system or access bid information, including addendums, go to www.mitn.info

Sealed Bids marked "**B/20/066 GRASS MOWING CONTRACTOR, SPECIAL SERVICES**" will be accepted at the City of Lansing Purchasing Office, c/o LBWL, 1110 S. Pennsylvania Ave., Lansing, Michigan 48912, until **2:00 p.m.**, local time in effect on **FEBRUARY 25, 2020**. Bids will be opened and read aloud immediately thereafter in the conference room.

Bid results will **only** be released via email, self-addressed stamped envelopes or on the Internet at www.mitn.info. Please forward your email request to: stephanie.robinson@lbwl.com If any changes or additions are required for this bid an addendum will be issued by the Purchasing Office. All addenda received shall be listed on the outside of your bid envelope. Any proposal received without each addendum listed by number and date received on the outside of the bid proposal when submitted, may be declared a non-responsive bid.

The City of Lansing encourages bids from all vendors including MBE/WBE and Lansing-based vendors.

The City of Lansing gives preference to Lansing-based job providers in the procurement of all goods and services and will give priority to those firms that provide the City with goods the City may require for this or other projects as made or provided for by United States based firms, with appropriate documentation provided with bid response showing U.S.A. Manufacturing or assembly.

The City strongly encourages general contractors to provide opportunities for minority-and women-owned businesses/subcontractors to participate in this project along with use of Lansing-based businesses.

If you have any questions please contact Stephanie Robinson, CPPB, Senior Buyer, at (517) 702-6197. Technical questions should be directed to Scott Sanford at (517) 483-6946.

Stephanie Robinson CPPB
Senior Buyer



Andy Schor, Mayor

CITY OF LANSING

PURCHASING OFFICE
1110 S. Pennsylvania Ave.
Lansing, Michigan 48912
(517) 702-6197

<http://www.lansingmi.gov/finance/787/purchasing>

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

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

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in transactions under any non-procurement programs by any federal, state or local agency.
- (2) Have not, within the three-year period preceding, had one or more public transactions (federal, state, or local) terminated for cause or default; and
- (3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three-year period preceding the proposal, been convicted of or had a civil judgment rendered against it:
 - (a) For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local), or a procurement contract under such a public transaction;
 - (b) For the violation of federal, or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or
 - (c) For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, the general grant of this authority exists within the City's Purchasing Ordinance, Sec. 206.02 (a) (1) (G).

[] I am able to certify to the above statements. [] I am unable to certify to the above statements. Attached is my explanation.

Name of Agency/Company/Firm *(Please Print)*

Name and title of authorized representative *(Please Print)*

Signature of authorized representative

Date

Attention Bidders

The City of Lansing in partnership with the business community recognizes the need to facilitate economic development in our community. As part of the economic growth strategy, the City has incorporated the Local Preference into the City Purchasing policies.

Local Preference Statement:

A Lansing based business that has been deemed responsive and responsible according to the requirements of the Purchasing Ordinance that is within 5% of the low bid will be given an opportunity to match the low bid amount to receive the contract. If there is more than one qualified, responsive and responsible Lansing based bidder, the first opportunity to match the low bid will go to the Lansing based firm with the lowest bid.

If the Lansing based business refuses to match the low bid, the contract will be awarded to the responsive and responsible low bidder.

Projects greater than \$500,000 are exempt from the Ordinance.

Qualifications for Lansing Based Business status:

1) Pay City income taxes on Net Profits

and

2) Pay City property taxes on a plant or office and equipment used for the performance of the contract bid upon - or - other real or personal property in the City of Lansing equivalent in value to such plant or office and equipment for not less than one year prior to determination.

Additional Information:

The full copy of the Ordinance is on file in the Purchasing Office, the City Clerk's office or on the City of Lansing Purchasing Web site located at:

<http://www.lansingmi.gov/finance/787/purchasing>

Solicitation Number: B/20/066

Solicitation Name: GRASS MOWING CONTRACTOR, SPECIAL SERVICES

The City of Lansing Purchasing Office is collecting information regarding the use of the MITN e-procurement system. We are also collecting demographic information regarding Lansing based business. This form will not be used during the evaluation of bids or proposals. You may return this sheet, which is voluntary, with your submittal or shortly thereafter. Please, do not staple this to your bid document.

I. Where did your firm receive of this solicitation? Please check all that apply.

City of Lansing Purchasing Web Page <http://www.mitn.info>

City of Lansing Purchasing Office

Other, please

list: _____

II. Demographic Information:

Is your firm located or have a business office within the corporate city limits of Lansing

yes _____ no _____

III. Company Information

Federal Tax ID Number _____

Firm Name

Address (Street, City, State, ZIP)

Phone Number

Fax Number

Web Site Address

Email Address

Contact Person

Thank you for your participation.

CITY OF LANSING
 PURCHASING OFFICE
 1110 S. PENNSYLVANIA
 LANSING, MICHIGAN 48912

THIS IS NOT AN ORDER

NOTE: If your bid/quotation is not returned and **completed** on this form, it may not be considered.
 Bid/quotation number must appear on outside of return envelope.

REQUEST FOR BID # B/20/066 FOR: GRASS MOWING CONTRACTOR, SPECIAL SERVICES

DATE: JAN. 24, 2020 EDP – CODE ENFORCEMENT DIVISION

SEALED BIDS DUE 2:00 PM, LOCAL TIME IN EFFECT FEB. 25, 2020

The City of Lansing Purchasing Office requests bids for GRASS MOWING CONTRACTOR, SPECIAL SERVICES FOR EDP/CODE ENFORCEMENT per the specifications in this document.

ITEM	QTY	DESCRIPTION
1		<p>Hourly Rate bid for grass mowing in accordance with these specifications is:</p> <p>\$_____per hour – rate is all inclusive. The hourly rate established by this contract includes all equipment, means, and methods necessary to complete the work as specified. The charge for work performed under this contract shall be computed by multiplying the per hour charge by the actual time required to complete all cutting and other related work.</p>

The City reserves the right to accept any bid, to reject any or all bids and to make the award in the best interest of the City. The City reserves the right to award to more than one vendor.

All vendors shall be current in payment of any taxes, licenses, fees, permits or any other monies due the City of Lansing at time of bid due date as per City of Lansing Ordinance Section 206.02(a)1(G).

Any contractual or bid package questions should be directed to Stephanie Robinson at (517) 702-6197. Technical questions should be directed to Scott Sanford at (517) 483-6946.

FEDERAL I.D.# _____ COMPANY _____ SIGNATURE _____ PRINTED NAME _____ TITLE _____ DATE: _____	ADDRESS _____ CITY & STATE _____ TELEPHONE _____ F.O.B. _____ SHIP VIA/ROUTING: _____ TERMS: _____	NOTE: Bid results will only be released via email or on the Internet at www.mitn.info
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MICHIGAN CIVIL RIGHTS ACT
 Contractor shall not discriminate in hiring or its terms and conditions of employment on the basis of race, religion, creed, nation origin, color, sex, marital status, age, height, or weight, nor on the basis of handicap except where the same is based on a bona fide job requirement. Neither shall Contractor discriminate in the sales of products or the rendering of services pursuant to this contract on the basis of any of those categories.

SPECIFICATIONS

CONTRACT PERIOD AND COST:

This Contract will be for a period of one (1) year with the option to extend for additional years in one-year increments, not to exceed an additional four (4) year period. The price shall remain firm for the first year of the contract. Cost increases thereafter will be subject to approval by the City of Lansing. Extensions are subject to review by the Purchasing Division and Code Enforcement Office. At a minimum, the review will include the contractor's job performance, skills and specification compliance, and invoicing compliance.

SCOPE OF WORK:

Work proposed under this contract includes the cutting of residential and commercial lots within the city limits of Lansing. It is the intent of the contract that equipment used is heavy duty commercial type for large acreage, vacant lots, back, side, and front yard of residences and commercial properties. Contractor shall also be capable of cutting stubble and groom cuts when so directed. Work shall also include removal of cut material from the work site and of it being properly disposed of. Date stamped **DIGITAL** pictures are required before and after completing each grass mowing of the designated properties and are subject to approval by the Code Enforcement Office before payment is released.

MINIMUM EQUIPMENT REQUIREMENT:

1. Two units capable of a minimum of 75" cutting width with at least 50 horse-power capacity. Assurance of a back-up unit available in case of breakdown or exceptionally heavy cutting needs. One 60" cut or larger groomer mower unit required for fine cuts as requested. Other cutting equipment as needed to perform work under this contract, i.e. hand-held H.D. commercial weed whips, small mowers of 4.5 HP or larger and other necessary equipment to perform required/specified services.
2. At least two mobile/cellular telephone units capable of communication with the Code Enforcement Office at all times.
3. A **DATE STAMPING DIGITAL** camera is required to take clear and concise before and after mowing pictures at each work site.
4. Within two (2) days after bids are opened, all bidders will be required to make their equipment available for inspection and show proof of ownership. If unable to do so, the bid will be declared non-responsive.

5. A computer with a dedicated e-mail address to receive work orders from the City of Lansing.

INVOICING:

Contractor must submit all invoices via regular mail to the Code Enforcement Office at 316 N. Capitol Avenue, Suite C1, Lansing, Michigan, 48933, within 5 days of completion of each 10-day work cycle. All invoices submitted to the City must be numbered, and must list, at a minimum, the parcel number of each location, date, and number of hours at each site. Pictures must be supplied on a **flash drive** and identify each property by address, and provided with each invoice. Each invoice breakdown is to also include the following information per property.

1. Starting time of work
2. Ending time of work
3. Rain delay information/notes and a listing of the rain dates.
4. Any other pertinent information that may be necessary to explain any additional costs as noted on invoice.

PAYMENT BOND:

The successful bidder will within ten (10) days of the notice of bid award provide the City with a payment bond as security for the payment of all persons, firms or corporations to whom the contractor may become legally indebted for labor, materials, tools, equipment, or services of any nature employed or used by them in performing the work as specified with the bid documents/contract.

CITY PROVIDED INFORMATION:

The City will provide to the successful contractor parcel maps. The City will also conduct a post-bid meeting, if needed, with the contractor to reiterate all requirements and expectations in the performance of this contract.

CONTRACT PERFORMANCE:

The contractor must perform the work within ten (10) working days (excluding inclement weather or other reasonable extra ordinary conditions) after notification to proceed is given by the City. If the work is postponed beyond ten (10) calendar days by the contractor, this will result in non-payment for the affected parcels in that 10-day work cycle (sequence). **If no work is performed by the contractor when requested to do so by the City, said contractor shall be removed as an approved vendor and banned from doing business with the City for a period of three (3) years. An alternate original bidder to the contract will be selected as the primary contractor and remain as such at the City's discretion.**

INSURANCE: OTHER REQUIREMENTS:

No work connected with this contract shall be started until the contractor has submitted evidence to the Purchasing Division of the CITY OF LANSING, City of Lansing, that **(A)** Contractor is in compliance with Michigan Worker's Disability compensation Act, and that **(B)** Contractor is

covered by property damage insurance in the amount of \$1,000,000. All of the above insurance shall be maintained during the life of this contract. The City shall be carried as an "additional insured". Partial payments shall not relieve the contractor from full responsibility for any damage which may result from any cause including payment. Any casualties shall not relieve the contractor from performing the contract. All insurance must include an endorsement providing for twenty (20) days prior written notice of termination, expiration, or material change of terms. The contractor shall also provide a copy , if requested, of a City of Lansing business license for the work as contracted before work is started.

REQUIRED BIDDER DOCUMENTATION:

Bidders must present the following with their bid or they will be considered non-responsive to the specifications and will not be considered for a bid award.

1. A description of the bidder's experience and qualifications pertaining to the requirements described herein , in particular their experience with a project of this size and scope.
2. A listing of emergency contact phone and cell numbers for requesting service information.
3. Describe your on-call capabilities to perform the size and scope of this project.
4. A chart of the company's organizational structure and number of staff. How many staff will be assigned to this project and what is their experience level?
5. An address, square footage, equipment storage capabilities, and any other information on your warehouse facility and/or storage facility that you would utilize to service the size and scope of this contract. List available hours of operation so a site inspection can be scheduled.
- 6. All required proofs of insurance as indicated in the specifications.**
7. Provide a complete listing of all tools, equipment, year, make, model, working condition or not, and if paid for or not. Include information on the trailer, truck, etc that you utilize to transport your equipment. Provide make, model, year and if it is paid for or not.
8. Do you anticipate having to purchase equipment in order to service this contract?
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any excess cost occasioned the City thereby and in such case the City may take possession of and utilize in completing the work such materials and equipment as may be on the site and necessary therefore.

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To Whom It May Concern:

We would like to take this opportunity to thank you for allowing us to take part in the Grass Mowing for the City of Lansing Bid. Since we currently hold the contract, we firmly believe that we have been a great asset as a contracted business to provide the needed services clearly defined in your requested specifications.

As you can see from our list of employees, this is a primarily family based business. We have raised our children to be responsible, hard working individuals and that nothing comes for granted. Now that they are adults and working to help pay for college costs, car insurance and any other necessities, this scope of work has helped them to achieve good work ethics and learn the responsibilities of being employed.

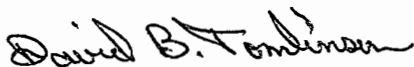
My wife Lori, who currently does all the billing and works part-time on weekends mowing properties, will also be coming on full time. Her current position at WOW Cable (Broadstripe) has been terminated and will be starting work full time as of September 1. When we held the contracts with Olivet College and the City of Olivet, she was a hard worker and a great asset to the company as well.

Last year we were brought into the City of Lansing property mowing in late June. This year we were given the responsibility to have started the year with all properties. Now that we have seen the total scope of the project and if granted the new contract, we have already been in process of establishing a third crew to assist in the beginning of 2013.

We do know you receive numerous calls in regards to complaints of properties needing to be mowed. We do not know how many calls you receive in regards to compliments. Neighbors always come over after a property has been mowed to thank us. They state that they are going to call to let you know the fantastic job that is done by us. We are a small time business, but from my years of working at my family's Gas Station & Feed Store in Holt, I have learned to respect the people of the community and try to give back to the community a job well done. That includes being courteous to the people in the neighborhood whether it be to talk to them and be neighborly and also to make sure that once a property is mowed that all grass clippings are removed from sidewalks and driveways and make the property look professionally mowed.

If you do renew the contract with us, we can guarantee that we will go above and beyond the scope of work required, we are honest and trustworthy individuals and very hard workers. Once again, we thank you for the opportunity to provide our services to the City of Lansing.

Sincerely,



David Tomlinson



Virg Bernero, Mayor

FINANCE DEPARTMENT

PURCHASING OFFICE
124 W. Michigan Avenue, 8th floor
Lansing, Michigan 48933-1603
(517) 483-4124
<http://www.lansingmi.gov/finance/purchasing>

**CERTIFICATION REGARDING
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- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in transactions under any non-procurement programs by any federal, state or local agency.
- (2) Have not, within the three year period preceding, had one or more public transactions (federal, state, or local) terminated for cause or default; and
- (3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three year period preceding the proposal, been convicted of or had a civil judgment rendered against it:
 - (a) For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local), or a procurement contract under such a public transaction;
 - (b) For the violation of federal, or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or
 - (c) For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, the general grant of this authority exists within the City's Purchasing Ordinance, Sec. 206.02 (a) (1) (G).

I am able to certify to the above statements.

DAVID TOMLINSON

Name of Agency/Company/Firm (Please Print)

DAVID TOMLINSON, OWNER

Name and title of authorized representative (Please Print)

David B. Tomlinson
Signature of authorized representative

7-30-12

Date

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

Solicitation Number: B/13/001

Solicitation Name: GRASS MOWING CONTRACTOR, SPECIAL SERVICES

The City of Lansing Purchasing Office is collecting information regarding the use of the MITN e-procurement system. We are also collecting demographic information regarding woman-owned, minority-owned and Lansing based business. This form will not be used during the evaluation of bids or proposals. You may return this sheet, which is voluntary, with your submittal or shortly thereafter. Please, do not staple this to your bid document.

I. **Where did your firm receive of this solicitation?** Please check all that apply.

City of Lansing Purchasing Web Page <http://www.mitn.info>

City of Lansing Purchasing Office

Other, please

list: EXISTING CITY OF LANSING CONTRACT HOLDER

II. **Demographic Information:**

Is your firm located or have a business office within the corporate city limits of Lansing
yes no

Is your firm owned (at least 51% ownership), operated and controlled by a member of the following minority groups? If so, please check all that apply:

African-American

Hispanic-American

Native-American (American Indian, Eskimo, Aleut, Native Hawaiian)

Asian-Pacific

Asian-Indian (India, Pakistan and Bangladesh)

Disabled-Owned

Is your firm owned (at least 51% ownership), operated and controlled by a female: Yes No

III. **Company Information**

Federal Tax ID Number

DAVID TOMLINSON

Firm Name

2500 PINCH HWY CHARLOTTE MI 48813

Address (Street, City, State, ZIP)

517-543-7990 / 517-231-3089

517-543-7990

Phone Number

Fax Number

tomlinson2500@att.net

LORI TOMLINSON

Web Site Address

Contact Person

Thank you for your participation.

CITY OF LANSING
 FINANCE DEPARTMENT-PURCHASING OFFICE
 8TH FLOOR CITY HALL
 124 W. MICHIGAN AVENUE
 LANSING, MICHIGAN 48933

THIS IS NOT AN ORDER

NOTE: If your bid/quotation is not returned and completed on this form, it may not be considered.
 Bid/quotation number must appear on outside of return envelope.

REQUEST FOR BID # B/13/001 FOR: GRASS MOWING CONTRACTOR, SPECIAL SERVICES

DATE: JULY 3, 2012 PND – CODE COMPLIANCE OFFICE

SEALED BIDS DUE 3:00 PM, LOCAL TIME IN EFFECT JULY 31, 2012

The City of Lansing Purchasing Office requests bids for GRASS MOWING CONTRACTOR, SPECIAL SERVICES FOR PND/CODE COMPLIANCE per the specifications in this document.

ITEM	QTY	DESCRIPTION
1		<p>Hourly Rate bid for grass mowing in accordance with these specifications is:</p> <p>\$ <u>65.00</u> per hour – rate is all inclusive. The hourly rate established by this contract includes all equipment, means, and methods necessary to complete the work as specified. The charge for work performed under this contract shall be computed by multiplying the per hour charge by the actual time required to complete all cutting and other related work.</p>

The City reserves the right to accept any bid, to reject any or all bids and to make the award in the best interest of the City. The City reserves the right to award to more than one vendor.

All vendors shall be current in payment of any taxes, licenses, fees, permits or any other monies due the City of Lansing at time of bid due date as per City of Lansing Ordinance Section 206.02(a)1(G).

Any contractual or bid package questions should be directed to Darleen Burnham at (517) 483-4129. Technical questions should be directed to Scott Sanford at (517) 483-6946.

FEDERAL I.D.# _____	ADDRESS <u>2500 PINCH HWY</u>	NOTE: Bid results will only be released via email or on the Internet at www.mttn.info
COMPANY <u>DAVID TOMLINSON</u>	CITY & STATE <u>CHARLOTTE, MI</u>	
SIGNATURE <u>David B. Tomlinson</u>	TELEPHONE <u>517-543-7990</u>	
PRINTED NAME <u>DAVID B. TOMLINSON</u>	F.O.B. _____	
TITLE <u>OWNER</u>	SHIP VIA/ROUTING: _____	
DATE: <u>7-30-12</u>	TERMS: _____	
MICHIGAN CIVIL RIGHTS ACT Contractor shall not discriminate in hiring or its terms and conditions of employment on the basis of race, religion, creed, nation origin, color, sex, marital status, age, height, or weight, nor on the basis of handicap except where the same is based on a bona fide job requirement. Neither shall Contractor discriminate in the sales of products or the rendering of services pursuant to this contract on the basis of any of those categories.		

David Tomlinson
“B/13/001 GRASS MOWING CONTRATOR, SPECIAL SERVICES”

1) The mowing business went into full time in April 1999 starting with just residential mowings throughout Charlotte, Dimondale, Grand Ledge and Potterville, MI. Obtained a three year mowing contract with Olivet College, which involved mowing and weed whipping of the campus grounds of approximately 30 acres, leaf and grounds clean up and snow plowing. Contract was not renewed as it was no longer offered as an outside contract based position. Also maintained a four year contract with the City of Olivet, which was approximately 20 acres, mowing sewer ponds, cemetery, parks and ball fields within the city limit. That was also not renewed as they no longer offered outside contract bids.

In 2004-2006 we obtained the 11 acres of Glenburne for the City of Lansing. This are was mowed per the schedule provided by the City of Lansing. All residential customers were maintained during these contracts.

2) Emergency Contact List and Numbers

David Tomlinson	517-231-3089
Lori Tomlinson	517-231-3109

3) Our on-call capabilities are available 24/7. If unable to take the call there is voice mail available to be able to return the call immediately.

4) Organizational Structure of the Company:

David Tomlinson, Owner over 20 years experience
Lori Tomlinson, Co-owner 15 years experience
Ron Bryant, employee over 20 years experience
Zach Tomlinson, employee 8 years experience
Brandon Tomlinson, employee 6 years experience
Dylan Malcuit, employee 3 years experience
Don Youngs, part-time employee over 10 years experience

Currently able to run two full time mowing crews for the scope of work required.

5) Business Location: 2500 Pinch Hwy, Charlotte, MI 48813
Square Footage: 3,000 sq. ft.
Equipment Storage Facility: 24 x 36 barn & 2.5 car garage
Hours of Operation: Any requested time

6) Proof of insurance attached

7) Listing of all equipment and tools. All equipment, vehicles and trailers are paid for and owned by David Tomlinson.

2-60" Zero-Turn Grasshopper Mowers 2009

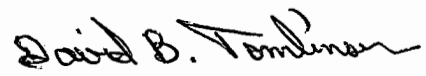
1-52" Zero-Turn Woods Mower	2010
1-22" Self Propelled Push Mower	2011
5-Echo Commercial Weed Whackers	2012
1-EFCO Commercial Weed Whacker	2011
1-EFCO Commercial Blower	2011
1-Shindawa Commercial	
Back Pack Blower	2006
1-Little Giant Commercial Blower	2004
1-Swisher Push Brush Cutter	2008
Various Pruners	
1-16' Trailer	2009
1-12' Trailer	2004
1-10' Trailer	2000
Dodge Ram Pick Up	1997
Dodge Durango	1998

8) Do not anticipate having to buy any new equipment, but always watching for good deals to add any necessary equipment.

9) Purchased new camera in 2012, Sony Cyber Shot which allows the required time and date stamp.

Please find attached a copy of our new proposed insurance. If we are accepted with the new contract, that will go into effect as soon as we our advised.

Thank you,

A handwritten signature in black ink that reads "David B. Tomlinson". The signature is written in a cursive style with a large, stylized initial 'D'.

David Tomlinson

ACUITY

Commercial Quotation
Agency Copy

Applicant: David Tomlinson
Date: 07/27/2012
Effective Date: 07/27/2012
MI -- New Business
Application Save Name: DAVID TOMLINSON

Agency 6539: THE RATHBUN AGENCY INC
529 W SAGINAW ST
LANSING, MI 48933
Telephone: (517) 482-1316

Premium Summary

Bis-Pak	\$400.00
Commercial Auto	\$1,627.00
Total Estimated Premium:	\$2,027.00

The premiums shown include a charge of \$0.00 for terrorism coverage which cannot be excluded from your policy as a matter of law.

You may add additional terrorism coverage, as described in the attached notices. Please refer to the Terrorism Premium Information page included with this quote.

Direct Bill - Automatic Payment Options - via Checking or Savings

To save time and money, choose the Full Pay option with no service charges. 4-pay or 11-Pay options include a \$2 service charge per installment. To enroll, simply complete the Automatic Payment Option Authorization Form (S-517) included with this quote.

Full Pay - One Installment of \$2,027.00
4-Pay - Four equal installments of \$508.75 at 90-day intervals
11-Pay - Eleven equal installments of \$186.27 at 30-day intervals

Direct Bill - Installment Payments Sent by Mail

Installment payments include a \$5 service charge per installment

2-Pay - \$1,018.50 down and balance of \$1,018.50 due in 5 months
4-Pay - \$511.75 down, balance due in 3 equal installments of \$511.75 at 80, 170 and 260 days
5-Pay - \$410.40 down, balance due in 4 equal installments of \$410.40 at 30-day intervals

Premiums and pay plan options shown are estimates and may be subject to change upon policy issuance. Installment amounts and intervals may be adjusted due to policy changes.

ACUITY

**Bis-Pak Quotation
Agency Copy**

Applicant: **David Tomlinson**
Date: 07/27/2012
Effective Date: 07/27/2012
MI -- New Business
Application Save Name: DAVID TOMLINSON

Agency 6539: THE RATHBUN AGENCY INC
529 W SAGINAW ST
LANSING, MI 48933
Telephone: (517) 482-1316

Premium Summary

Property Coverages	\$0.00
Liability Coverages	\$209.00
Optional Coverages	<u>\$191.00</u>
Total Estimated Premium	\$400.00 Minimum Premium Applies

The premiums shown include a charge of \$0.00 for terrorism coverage which cannot be excluded from your policy as a matter of law.

You may add additional terrorism coverage, as described in the attached notices. Please refer to the Terrorism Premium Information page included with this quote.

Coverage Form: Contractor - No Property Coverage

Business Liability Limits

Liability and Medical Expenses (Each Occurrence)	\$1,000,000
Products-Completed Operations Aggregate	\$2,000,000
General Aggregate Limit (Other than Products-Completed Operations)	\$2,000,000
Medical Expenses (Any One Person)	\$5,000
Damage to Premises Rented to You	\$100,000

Premises 001
2500 PINCH HWY
CHARLOTTE MI 48813

Building 001

Premium

Liability Information

Plan	Class Code	Terr	Class Description	Exposure	
Contractor	97050	230	Lawn Care Services	\$26,550 Payroll	<u>\$209.00</u>
				Liability Total	<u>\$209.00</u>

Property Damage Deductible Per Claim: \$500

Should the Property Damage Deductible apply to all operations of the applicant? Yes

Optional Coverage Information

Accounts Receivable \$1,000 Limit

	<u>Included</u>
Optional Coverage Total	Included
Total Premium for Building	\$209.00

Policy Optional Coverages

Premium

ACUITY

Commercial Automobile Quotation Agency Copy

Applicant: David Tomlinson
 Date: 07/27/2012
 Effective Date: 07/27/2012
 MI -- New Business
 Application Save Name: DAVID TOMLINSON

Agency 6539: THE RATHBUN AGENCY INC
 529 W SAGINAW ST
 LANSING, MI 48933
 Telephone: (517) 482-1316

Vehicle Number	Total Covered Auto Coverage Premium
001	\$611.00
002	\$438.00
003	\$163.00
004	\$41.00

Unit Options

Vehicle Number		Premium
001	Michigan Property Damage Liability Coverage Buyback	\$12.00
	Michigan Statutory Assessment Premium Surcharge	\$175.00
002	Michigan Property Damage Liability Coverage Buyback	\$12.00
	Michigan Statutory Assessment Premium Surcharge	\$175.00
Total Unit Options		\$374.00

Policy Options

ACUITY Advantages - Business Auto		Premium Included
Auto Glass Repair Deductible	Waived	
Bail Bonds Supplementary Payment	\$2,500	
Fuel in Vehicle	Actual Loss Sustained	
Knowledge of Claim or Suit	Broadened	
Miscellaneous Equipment Used With Covered Vehicle Coverage	Included	
Newly Acquired Organizations as an Insured	180 days	
Original Equipment Manufacturer Electronic Equipment Coverage	Actual Loss Sustained	
Reasonable Expenses Incurred Supplementary Payment	\$300	

ACUITY

Commercial Automobile Quotation Agency Copy

Applicant: David Tomlinson
Date: 07/27/2012
Effective Date: 07/27/2012
MI -- New Business
Application Save Name: DAVID TOMLINSON

Agency 6539: THE RATHBUN AGENCY INC
529 W SAGINAW ST
LANSING, MI 48933
Telephone: (517) 482-1316

This list is intended to provide a basic summary of the coverages and limits of insurance available under the ACUITY Advantages endorsement. Only the policy, if issued, will contain the actual coverages, limits, terms and conditions that will apply.

Total Policy Options Included

Rating Information

Vehicle Number	Model Year	Vehicle Description	Vehicle ID Number
001	1997	DODGE RAM 1500	
002	1998	DODGE DURANGO	
003		Nonowned Auto (1 Employees)	
004		Hired Auto (\$0 Estimated Cost Of Hire)	

Vehicle Number	State	Territory	Class Code
001	MI	128	03289
002	MI	128	01189
003	MI	128	600000
004	MI	128	500000

Vehicle Number	Weight	Radius	Operate Only in MI	Cost New	Stated Amount	Symbol
001	Light	51 - 200 mi	Yes	\$18,550		006
002	Light	0 - 50 mi	Yes	\$26,400		008

ACUITY

Commercial Automobile Quotation Agency Copy

Applicant: David Tomlinson
Date: 07/27/2012
Effective Date: 07/27/2012
MI -- New Business
Application Save Name: DAVID TOMLINSON

Agency 6539: THE RATHBUN AGENCY INC
529 W SAGINAW ST
LANSING, MI 48933
Telephone: (517) 482-1316

Personal Injury Protection Information

Vehicle Number	Work Comp For Drivers
001	No
002	No

Forms and Endorsements

Includes all state mandatory forms. Terrorism forms will be applied as appropriate upon policy issuance.

IL-0017F	11-98	Common Policy Conditions
IL-0021F	11-11	Nuclear Energy Liability Exclusion - Broad Form
CA-9917F	03-06	Individual Named Insured
IL-7012	11-11	Asbestos Exclusion
CA-9941F	06-96	Michigan Property Damage Liability Coverage Buyback
CA-2220R	10-11	Michigan Personal Injury Protection
CA-2224F	03-06	Michigan Property Protection Coverage
CA-7147	10-09	Michigan Changes
CA-7148	10-09	Michigan Uninsured and Underinsured Motorists Coverage
CA-7149	03-94	Michigan Private Passenger Auto Cancellation Endorsement
IL-7032	01-02	Michigan Changes - Cancellation and Nonrenewal
CA-0001F	12-11	Business Auto Coverage Form
CA-7150	02-92	Michigan Statutory Assessment Premium Surcharge
CA-2384F	01-06	Exclusion of Terrorism
IL-7084	01-09	Michigan Filing Exemption
CA-7246	09-09	ACUITY Advantages - Business Auto

<u>State</u>	<u>Type</u>	<u>Version</u>
MI	CA	135
MI	PA	

ACUITY

Commercial Automobile Quotation Agency Copy

Applicant: David Tomlinson
 Date: 07/27/2012
 Effective Date: 07/27/2012
 MI -- New Business
 Application Save Name: DAVID TOMLINSON

Agency 6539: THE RATHBUN AGENCY INC
 529 W SAGINAW ST
 LANSING, MI 48933
 Telephone: (517) 482-1316

Premium Summary

Covered Auto Coverages	\$1,253.00
Unit Optional Coverages	\$374.00
Policy Optional Coverages	<u>Included</u>
Total Estimated Premium	\$1,627.00

Covered Auto Coverages

<u>Liability</u>				<u>Medical Payments</u>	
Vehicle Number	Limit	PD Deductible	Premium	Limit	Premium
001	1,000,000	---	\$438.00	---	---
002	1,000,000	---	\$269.00	---	---
003	1,000,000	---	\$144.00	---	---
004	1,000,000	---	\$21.00	---	---

<u>Personal Injury Protection</u>				<u>Property Protection</u>	
Vehicle Number	Limit	Deductible	Premium	Limit	Premium
001	Statutory	---	\$124.00	\$1,000,000	\$12.00
002	Statutory	---	\$124.00	\$1,000,000	\$8.00
003	---	---	---	---	---
004	---	---	---	---	---

<u>Uninsured Motorists</u>				<u>Underinsured Motorists</u>	
Vehicle Number	Limit	PD Deductible	Premium	Limit	Premium
001	1,000/1,000	---	\$10.00	1,000/1,000	\$27.00
002	1,000/1,000	---	\$10.00	1,000/1,000	\$27.00
003	1,000/1,000	---	\$5.00	1,000/1,000	\$14.00
004	1,000/1,000	---	\$10.00	1,000/1,000	\$10.00

ACUITY

Bis-Pak Quotation Agency Copy

Applicant: **David Tomlinson**
Date: 07/27/2012
Effective Date: 07/27/2012
MI -- New Business
Application Save Name: DAVID TOMLINSON

Agency 6539: THE RATHBUN AGENCY INC
529 W SAGINAW ST
LANSING, MI 48933
Telephone: (517) 482-1316

ACUITY Advantages - Liability Coverages

	Included
Bail Bonds Supplementary Payment	\$750
Knowledge of Claim or Suit	Broadened
Newly Acquired Organizations as an Insured	180 Days
Reasonable Expenses Incurred Supplementary Payment	\$300

This list is intended to provide a basic summary of the coverages and limits of insurance available under the ACUITY Advantages - Liability endorsement. Only the policy, if issued, will contain the actual coverages, limits, terms and conditions that will apply.

Contractor's Equipment

Scheduled Equipment **\$119.00**
\$10,000 Limit

Unscheduled Equipment **\$22.00**
\$1,500 Limit \$500 Deductible Valuation: Actual Cash Value

Damage to Premises Rented to You \$100,000 Limit **Included**

Voluntary Property Damage - Bis-Pak \$2,500 occurrence/\$5,000 aggregate \$100 Deductible **\$50.00**

Policy Optional Coverage Total **\$191.00**

Forms and Endorsements

Includes all state mandatory forms. Terrorism forms will be applied as appropriate upon policy issuance.

CB-7068	08-06	Voluntary Property Damage - Bis-Pak
CB-0006	12-11	Bis-Pak Business Liability and Medical Expenses Coverage Form
CB-0009	09-04	Bis-Pak Common Policy Conditions
CB-1416	01-10	Snow Plow Products-Completed Operations Hazard Coverage
CB-7105	08-05	Contractor's Equipment
CB-0417	07-02	Employment - Related Practices Exclusions
CB-7023	09-04	Contractors Endorsement - Accounts Receivable
CB-0703	01-97	Business Liability Coverage-Prop Damage Liability Deductible(Per Claim Basis)
CB-0577	04-10	Fungi or Bacteria Exclusion (Liability)
CB-7264	04-10	ACUITY Advantages - Liability Coverages
IL-7012	11-11	Asbestos Exclusion
CB-7298	01-08	Exclusion of Punitive Damages Related to a Certified Act of Terrorism
CB-7299	01-08	Cap on Losses from Certified Acts of Terrorism - Liability
IL-7082	01-08	Disclosure Pursuant to Terrorism Risk Insurance Act
IL-7084	01-09	Michigan Filing Exemption
CB-7297	08-11	Exclusion of Certified Acts of Terrorism
CB-0002	12-11	Deluxe Bis-Pak Property Coverage Form

ACUITY

Bis-Pak Quotation Agency Copy

Applicant: David Tomlinson
Date: 07/27/2012
Effective Date: 07/27/2012
MI -- New Business
Application Save Name: DAVID TOMLINSON

Agency 6539: THE RATHBUN AGENCY INC
529 W SAGINAW ST
LANSING, MI 48933
Telephone: (517) 482-1316

<u>State</u>	<u>Version</u>
MI	154



CITY OF LANSING

124 W. Michigan Ave
Lansing ,MI 48933
(517) 483-4128

PURCHASE ORDER	
P.O. NUMBER	P086123
DATE	07/24/19
VENDOR I.D.	V001476
DELIVERY DATE	
FOB	
REQUISITION NO	PR014591
OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LIST AND CORRESPONDENCE.	

TO: DAVID TOMLINSON
2500 PINCH HWY
CHARLOTTE, MI 48813

PHONE# (517) 543-7990 FAX#

DELIVER ITEMS TO:

EDP DEPARTMENT - CODE ENFORCEMENT DIVISI
316 N CAPITOL AVE C-2
LANSING, MI 48933-1238

SEND INVOICE TO:

EDP DEPARTMENT - CODE ENFORCEMENT D
316 N CAPITOL AVE C-2
LANSING, MI 48933-1238

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
001	TEMPORARY GRASS AND WEEDS CONTRACT BEGINNING 7/01/2019 AND RUNNING THRU 6/30/2020 VENDOR TO PROVIDE ALL EQUIPMENT FOR THE COMPLETE REMOVAL OF GRASS AND WEEDS PER CITY OF LANSING ORDINANCE. THE TOTAL PAYMENT AMOUNT IS BASED ON EACH INDIVIDUAL JOB AND THE FULL CONTRACT DOLLAR AMOUNT IS NOT GUARANTEED	50,000	EA	1.00	50,000.00
002	THIS IS USED WHEN THE CONTRACTOR WAS REQUESTED TO PROVIDE A SERVICE AND FINDS THE GRASS HAS ALREADY BEEN MOWED BY THE OWNER CONTRACTOR IS PAID \$25.00 FOR EACH DOB. THE FULL CONTRACT DOLLAR AMOUNT IS NOT GUARANTEED.	10,000	EA	25.00	250,000.00
				TAX	0.00
TOTAL					300,000.00

THE ARTICLES SPECIFIED ARE SUBJECT TO THE FOLLOWING CONDITIONS:

1. Goods other than those specified on this order must not be substituted or prices changed without authorization.
2. If the quantity shipped is short of the purchase order quantity, specify on the packing slip if that quantity is on back order or cancelled.

Boak, Sherrie

From: Stephanie Robinson <Stephanie.Robinson@LBWL.COM>
Sent: Thursday, January 30, 2020 9:01 AM
To: Boak, Sherrie
Subject: [EXTERNAL] TRASH BID COPIES etc
Attachments: 065 TRASH REMOVAL BID NOTICE 2020.pdf; 082 ERICS REFUSE.pdf; 082 NOTICE.pdf; P086124 ERIC REFUSE.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

I will do each one separately.

1. The current bid that was issued B/20/065 (this is the bid just issued this week)
2. The previous bid that was issued B/14/082.
3. The previous bid submitted by the awarded vendor – Eric's Refuse
4. The current PO. P086124

We don't have "contracts". Our PO's are the "contract"

Thank you,

Stephanie Robinson CPPB
Buyer - Purchasing
City of Lansing/Lansing Board of Water and Light
1110 S Pennsylvania Lansing Mi 48912
O: 517-702-6197 F: 517-702-6042 E:stephanie.robinson@lbwl.com



Virg Bernero, Mayor

FINANCE DEPARTMENT

PURCHASING OFFICE

124 W. Michigan Avenue, 8th floor

Lansing, Michigan 48933-1603

(517) 483-4124

<http://www.lansingmi.gov/finance/purchasing>

April 16 2014

NOTICE TO BIDDERS

B/14/082

TRASH REMOVAL SERVICES

The City of Lansing officially distributes all Purchasing documents through the Michigan Inter-governmental Trade Network (MITN) and the City of Lansing Purchasing Office. Our office no longer mails bid documents, notices or addendums to our vendors. To register for the MITN system or access bid information, including addendums, go to www.mitn.info

Sealed Bids marked "B/14/082, TRASH REMOVAL SERVICES" will be accepted at the **Finance Department, Purchasing Section, 8th floor City Hall, 124 W. Michigan Avenue, Lansing, Michigan 48933**, until 3:00 p.m., local time in effect on **MAY 20, 2014**. Bids will be opened and read aloud immediately thereafter in the conference room.

Bid results will **only** be released via email, self-addressed stamped envelopes or on the Internet at www.mitn.info. Please forward your email request to: Stephanie.robinson@lansingmi.gov

If any changes or additions are required for this bid an addendum will be issued by the Finance Department. All addenda received shall be listed on the outside of your bid envelope. Any proposal received without each addendum listed by number and date received on the outside of the bid proposal when submitted, may be declared a non-responsive bid.

The City of Lansing encourages bids from all vendors including MBE/WBE vendors.

The City of Lansing gives preference to Lansing-based job providers in the procurement of all goods and services, along with those products of United States manufacture and assembly.

Any contractual or bid package questions should be directed to Stephanie Robinson at (517) 483-4128. Technical questions should be directed to Scott Sanford at 517-483-6946

Stephanie Robinson CPPB
Senior Buyer

Attention Bidders

The City of Lansing in partnership with the business community recognizes the need to facilitate economic development in our community. As part of the economic growth strategy, the City has incorporated the Local Preference into the City Purchasing policies.

Local Preference Statement:

A Lansing based business that has been deemed responsive and responsible according to the requirements of the Purchasing Ordinance that is within 5% of the low bid will be given an opportunity to match the low bid amount to receive the contract. If there is more than one qualified, responsive and responsible Lansing based bidder, the first opportunity to match the low bid will go to the Lansing based firm with the lowest bid.

If the Lansing based business refuses to match the low bid, the contract will be awarded to the responsive and responsible low bidder.

Projects greater than \$500,000 are exempt from the Ordinance.

Qualifications for Lansing Based Business status:

1) Pay City income taxes on Net Profits

and

2) Pay City property taxes on a plant or office and equipment used for the performance of the contract bid upon - or - other real or personal property in the City of Lansing equivalent in value to such plant or office and equipment for not less than one year prior to determination.

Additional Information:

The full copy of the Ordinance is on file in the Purchasing Office, the City Clerk's office or on the City of Lansing Purchasing Web site located at:

<http://www.lansingmi.gov/finance/purchasing>

Solicitation Number & Name: B/14/082 TRASH REMOVAL SERVICES

The City of Lansing Purchasing Office is collecting information regarding the use of the MITN e-procurement system. We are also collecting demographic information regarding woman-owned, minority-owned and Lansing based business. This form will not be used during the evaluation of bids or proposals. You may return this sheet, which is voluntary, with your submittal or shortly thereafter. Please, do not staple this to your bid document.

I. Where did your firm receive of this solicitation? Please check all that apply.

- City of Lansing Purchasing Web Page <http://www.mitn.info>
- City of Lansing Purchasing Office
- Other, please list: _____

II. Demographic Information:

Is your firm located or have a business office within the corporate city limits of Lansing
yes _____ no _____

III. Company Information **Federal Tax ID Number** _____

Firm Name

Address (Street, City, State, ZIP)

Phone Number

Fax Number

Web Site Address

Contact Person

Thank you for your participation.

CITY OF LANSING
 FINANCE DEPARTMENT-PURCHASING SECTION
 8TH FLOOR CITY HALL
 124 W. MICHIGAN AVENUE
 LANSING, MICHIGAN 48933

THIS IS NOT AN ORDER

NOTE: If your bid/quotation is not returned and **completed** on this form, it may not be considered.
 Bid/quotation number must appear on outside of return envelope.

REQUEST FOR BID # B/14/082 FOR: **TRASH REMOVAL SERVICES**

DATE: April 16, 2014 LANSING FIRE DEPARTMENT CODE ENFORCEMENT SECTION

SEALED BIDS DUE 3:00 PM, LOCAL TIME IN EFFECT MAY 20, 2014

The City of Lansing Purchasing Office requests bids for the purchase of TRASH REMOVAL SERVICES as per the attached specifications. Please be sure to submit your bid on this form.

ITEM	DESCRIPTION	RATE
A	Removal of trash in accordance with specs attached	\$ /hour
B	Removal of compactable trash in excess of 3 cubic yards	\$ /cu yard
C	Removal of non compactable materials	\$ /cu yards
D	Removal of refrigerators and other appliances w/Freon	\$ /Ea
E	Removal of tires up to 32" in diameter, cleaned w/w-o rims	\$ /Ea.
F	Removal of tires over 32" in diameter w/wo rims	\$ /Ea.

The City reserves the right to accept any bid, to reject any or all bids and to make the award in the best interest of the City

All vendors shall be current in payment of any taxes, licenses, fees, permits or any other monies due the City of Lansing at time of bid due date as per City of Lansing Ordinance Section 206.02(a)1(G).

FEDERAL I.D.# _____	ADDRESS _____	NOTE: Bid results will only be released via email or on the Internet at www.mitn.info
COMPANY _____	CITY & STATE _____	
SIGNATURE _____	TELEPHONE _____	
PRINTED NAME _____	F.O.B. _____	
TITLE _____	SHIP VIA/ROUTING: _____	
DATE: _____	TERMS: _____	

MICHIGAN CIVIL RIGHTS ACT

Contractor shall not discriminate in hiring or its terms and conditions of employment on the basis of race, religion, creed, nation origin, color, sex, marital status, age, height, or weight, nor on the basis of handicap except where the same is based on a bona fide job requirement. Neither shall Contractor discriminate in the sales of products or the rendering of services pursuant to this contract on the basis of any of those categories.

ESTIMATE/PAYMENT TO CONTRACTOR:

The City shall estimate the time and the quantity of material to be removed in excess of three yards. The contractor shall charge for actual work time at the job site and materials removed in excess of three yards. Contractor may dispute estimated quantities by contacting the Code Enforcement Section prior to removal of the materials. The Code Enforcement Section shall verify actual work time at the site and the actual quantity of material removed. Where actual work time and/or actual loose material removed exceeds estimated quantities, and the contractor does not dispute the estimated quantities prior to performing the work, the payment shall be based on estimated quantities.

DISPUTES: When disputes occur between the contractor and the property owner or the City regarding time at a job site and/or materials removed from a job site, the City will, through its review process, make a final determination and when required shall adjust payment to the contractor accordingly. Contractor shall have the opportunity to present data and/or appear at any hearing where such a determination is made.

CONTRACTOR REQUIREMENTS:

1. Contractor shall maintain a rubbish hauler license obtained from the City of Lansing at the time of bid opening, otherwise the bid will be declared non-responsive.
2. Contractor shall obtain and maintain a scrap tire license (to have proof at time of contract award).
3. Contractor shall submit a plan that demonstrates an adequate and acceptable method of Freon disposal which may be verified by the City of Lansing at their discretion.
4. Contractor shall have access to an approved landfill site and shall pay all charges resulting from work under this contract.
5. Contractor shall provide a crew of two (2) workers at each job site with all equipment necessary to perform the work efficiently and as rapidly as possible.
6. Contractor shall assure that all workers wear, in a conspicuous location, the pictured identification badge which will be provided by the City.
7. Contractor shall certify to the City that all workers have taken a class (approved by the City) in "Customer Service: Dealing with Irate People".
8. Contractors must perform the work within five (5) working days (excluding inclement weather or other reasonable extra ordinary conditions) after a Work Authorization is issued by the City. If the work is not completed during this specified period, the City will issue three (3) successive written warning notices of non-performances. After the third notice, the City reserves the right to allocate Work Authorizations to an alternate contractor.
9. The contractor shall investigate each job site for which they have received a Work Authorization from the City. The contractor shall remove those materials described in the Work Authorization. Where all materials described in the order have been previously removed by the property owner (DBO), the contractor may charge \$25.00 for operational expenses.
10. Contractor shall write each arrival and departure time on all billing invoices.
11. When, as determined by the City, a billing does not reflect actual time at the job site as described in the contract, or when a billing does not reflect actual materials removed in excess of three yards, the City reserves the right to reduce the payment to the contractor (See Disputes Section) or to cancel the contract immediately and select an alternate contractor.

12. The City reserves the right to require the contractor to submit a copy of each dump fee with invoices for payment. If the copies are not submitted, payment may be withheld by the City.

MINIMUM EQUIPMENT REQUIREMENTS:

Contractor shall have available to perform work under this contract the following equipment in good working order as determined by the City. Prior to award of contract, the City, represented by two Code Enforcement and one Purchasing Officer, shall inspect such equipment and the contractor shall provide such evidence as may be required by the City to prove ownership and/or availability of such equipment for the life of the contract.

- _ One truck with appropriate canvas and other features as may be required by local or state regulations that has “dump” capacity and holds a minimum of fifteen (15) cubic yards.
- _ One truck with appropriate canvas and other features as may be required by state of local regulations, that has “dump” capacity and holds a minimum of ten (10) cubic yards.
- _ Cellular telephone
- _ A vehicle commonly referred to as a “bob-cat” with front-end loader with trailer.
- _ Digital camera
- _ A dedicated business computer system with Internet access. The City will work with vendor to meet requirements of the City’s on-line billing system. Contractor will attach a list of all other equipment that they have available for use under this contract.

INSURANCE:

No work connected with this contract shall be started until the contractor has submitted evidence to the City Purchasing Office that they have obtained the following:

- (a) Compliance with the Michigan Worker’s Disability Compensation Act
- (b) Property Damage Insurance in the amount of \$1,000,000
- (c) Public Liability Insurance in the amount of \$1,000,000.

All of the above insurance shall be maintained during the life of this contract. The contractor shall annually submit, to the City, documentation of continued insurance coverage.

The City shall be carried as an “Additional Insured”. Partial payments shall not relieve the contractor from full responsibility for any damage which may result from any cause including fire or other casualty until completion of the contract and final payment. Any casualties shall not relieve the contractor from performing the contract. All insurance must include an endorsement providing for twenty (20) days prior written notice of termination, expiration, or material change of terms.

INVOICES:

Contractor shall submit all invoices to the Lansing Fire Department’s, Code Enforcement Section Office, 316 N. Capitol Avenue, Lansing, Michigan 48933 within fifteen (15) days of completion of each work order. All invoices for work from the City must be completed by the contractor within fifteen (15) days from receipt of same. All invoices are electronically submitted to the City.

Invoices must be numbered and list: the address (or location in the case of a vacant lot), date, number of hours spent at the job site, and type of materials taken, as well as attached digital pictures and any notes from the contractor that affected the operation.

BID AWARD:

The successful bidder(s) shall demonstrate through experience and/or knowledge, as determined by the City, that they are capable of performing the work defined in this contract in a safe, efficient and courteous manner.

This contract will be for a period of one (1) year with the option to extend for one additional year, up to a maximum of four (4) one-year extensions. Contract extensions are subject to mutual agreement between the contractor and the City 30 days prior to the annual expiration date.

The City reserves the right to accept any proposal, to reject any or all proposals and to make the award in the best interest of the City.

A. PREPARATION OF BID: Execute bid fully and properly. Submit the bid on this form in a sealed envelope to this office prior to the opening time when bids will be publicly opened and read aloud.

B. SIGNATURES: All bids, notifications, claims and statements must be signed as follows:

(1) **CORPORATIONS:** Signature of official shall be accompanied by a certified copy of the resolution of the Board of Directors authorizing the individual signing to bind the corporation.

(2) **PARTNERSHIPS:** Signature of one partner shall be accompanied by a certified copy of the power of attorney authorizing the individual signing to bind all partners. If bid is signed by all partners no authorization is needed.

C. REJECTION OR WITHDRAWAL: The City reserves the right to reject any bids and to waive any defects in bids. Bids may not be withdrawn within 90 days after opening date without forfeiting bid security.

D. CONTRACT: Upon acceptance by the City, this document will constitute the contract. The contract, however, shall not be in force until the Contractor has complied with all of the requirements of insurance and bonds.

E. DEFAULT TO CITY: It is understood that any bidder who is in default to the City at the time of submittal of the bid shall have his bid under the proposal declared null and void.

GENERAL CONDITIONS

1. DEFINITIONS:

"CITY" - the City of Lansing.

"DIRECTOR" - the head of the Department indicated in the proposal or his authorized representative.

"CONTRACTOR" - the bidder whose proposal is accepted by the City.

"NOTIFICATION" - written notice delivered in person or by mail.

"CONTRACT DOCUMENTS" - this document and supplemental specifications and drawings.

2. CONFLICTS AND OMISSIONS: The intent of the contract documents is to provide everything necessary for the proper execution of the work. In case of conflict, the work shall not proceed until a decision has been agreed upon by all parties concerned. Director's decision shall be final.

3. ROYALTIES, PATENTS, NOTICES AND FEES: Contractor shall give all notices and pay all royalties and fees. He shall defend all suits or claims for infringement of any patent rights and shall save the City harmless from loss on account thereof. He shall comply with all laws, ordinances and codes applicable to any portion of the work.

4. MATERIALS AND WORKMANSHIP: Unless otherwise specified all materials and workmanship shall be new and of the best grade of their respective kinds for the purpose. Whenever an article, material, or equipment is specified by name, a substitute of equal qualifications may be used upon the written approval of the Director.

5. OTHER CONTRACTS: The City may let other contracts in connection with the work and the Contractor shall properly connect and coordinate his work with the work of such other contractors to execute their work as may be anticipated by these documents.

6. INSPECTION: Contractor shall at all times permit and facilitate inspection of the work by the Director.

7. TERMINATION FOR BREACH: The City may terminate this contract for violations hereof when violations are not stopped immediately and corrected within a reasonable length of time after notification by the Director. In the event of such termination, the City

may complete the contracted work and the contractor will be liable for any excess cost occasioned the City thereby and in such case the City may take possession of and utilize in completing the work such materials and equipment as may be on the site and necessary therefore.

8. GUARANTEE: Contractor shall furnish the City with a written guarantee to remedy any defects due to faulty materials or workmanship which appear in the work within one year from the date of final acceptance by the City.

9. PAYMENT: Payment for the work will be made in one sum at the completion of the contract except that, at the City's option, partial payments aggregating 90% of the value of the completed work may be made at monthly intervals when the bonds in section 12 are furnished. If Contractor expects to request partial payments he shall submit a schedule of costs and quantities of the various parts of the work aggregating the total contract sum. When applying for payments, Contractor shall submit a statement based upon this schedule, itemized and supported as the Director may require.

Contract will not be considered complete until the work has been finally accepted by the City Unit and the Director and the following have been furnished:

(a) The required guarantees, and

(b) satisfactory evidence that all payrolls, material bills, and other indebtedness connected with the work, have been paid.

(c) If contract is terminated by the City, Contractor shall be entitled solely to payment for that portion of the contract completed by said Contractor at the time of termination minus set off and/or damage to City occasioned by Contractor's breach. Payment shall not be made until after contract project is completed, as determined by the Director.

10. LIABILITY FOR TAXES: When the terms of this contract involves the lease of property real or personal to the City, it is understood that lessor shall be solely responsible for the payment of all taxes of any nature whatsoever that accrue on the property during the terms of the lease.

11. INSURANCE: No work connected with this contract shall be started until the Contractor has submitted evidence to the Director and City Clerk that (a) all workmen are insured to protect him from claims for damages for personal injury or death which may arise from operations under this contract and that (b) he is covered by \$1,000,000.00 combined single limit for personal injury and property damage. All of the above insurance shall be maintained during the life of this contract. The City shall be carried as an "Additional Insured". Partial payments shall not relieve the Contractor from full responsibility for any damage which may result from any cause including fire or other casualty until completion of the contract and final payment. Any casualties shall not relieve the contractor from performing the contract. All insurance must include an endorsement providing for twenty (20) days prior written notice of termination, expiration, or material change of terms.

12. HOLD HARMLESS: To the fullest extent permitted by law, the contractor/vendor shall indemnify, defend, and hold harmless the City of Lansing, its officers, agents, employees, elected, and appointed officials, and volunteers from and against any and all claims, losses or liability, including attorney's fees, arising from injury or death to persons or damage to property occasioned by any act, omission, or failure of the contractor/vendor and any of its officers, agents, employees, and volunteers in satisfying the terms required by this contract.



Andy Schor, Mayor

CITY OF LANSING

PURCHASING OFFICE
1110 S. Pennsylvania Ave.
Lansing, Michigan 48912
(517) 702-6197

<http://www.lansingmi.gov/finance/787/purchasing>

January 27, 2020

NOTICE TO BIDDERS

B/20/065

TRASH REMOVAL SERVICES

The City of Lansing officially distributes all Purchasing documents through the Michigan Inter-governmental Trade Network (MITN) and the City of Lansing Purchasing Office. Our office no longer mails bid documents, notices or addendums to our vendors. To register for the MITN system or access bid information, including addendums, go to www.mitn.info

Sealed Bids marked "B/20/065, TRASH REMOVAL SERVICES" will be accepted at the City of Lansing Purchasing Office, 1110 S. Pennsylvania Ave., Lansing, Michigan 48912, until 2:00 p.m., local time in effect on FEB. 25, 2020. Bids will be opened and read aloud immediately thereafter in the conference room.

Bid results will **only** be released via email, self-addressed stamped envelopes or on the Internet at www.mitn.info. Please forward your email request to: Stephanie.robinson@lbwl.com

If any changes or additions are required for this bid an addendum will be issued by the Purchasing Office. All addenda received shall be listed on the outside of your bid envelope. Any proposal received without each addendum listed by number and date received on the outside of the bid proposal when submitted, may be declared a non-responsive bid.

The City of Lansing encourages bids from all vendors including MBE/WBE vendors.

The City of Lansing gives preference to Lansing-based job providers in the procurement of all goods and services, along with those products of United States manufacture and assembly.

Any contractual or bid package questions should be directed to Stephanie Robinson at (517) 702-6197. Technical questions should be directed to Scott Sanford at 517-483-6946

Stephanie Robinson CPPB
Senior Buyer

Attention Bidders

The City of Lansing in partnership with the business community recognizes the need to facilitate economic development in our community. As part of the economic growth strategy, the City has incorporated the Local Preference into the City Purchasing policies.

Local Preference Statement:

A Lansing based business that has been deemed responsive and responsible according to the requirements of the Purchasing Ordinance that is within 5% of the low bid will be given an opportunity to match the low bid amount to receive the contract. If there is more than one qualified, responsive and responsible Lansing based bidder, the first opportunity to match the low bid will go to the Lansing based firm with the lowest bid.

If the Lansing based business refuses to match the low bid, the contract will be awarded to the responsive and responsible low bidder.

Projects greater than \$500,000 are exempt from the Ordinance.

Qualifications for Lansing Based Business status:

1) Pay City income taxes on Net Profits

and

2) Pay City property taxes on a plant or office and equipment used for the performance of the contract bid upon - or - other real or personal property in the City of Lansing equivalent in value to such plant or office and equipment for not less than one year prior to determination.

Additional Information:

The full copy of the Ordinance is on file in the Purchasing Office, the City Clerk's office or on the City of Lansing Purchasing Web site located at:

<http://www.lansingmi.gov/finance/787/purchasing>

Solicitation Number & Name: B/20/065 TRASH REMOVAL SERVICES

The City of Lansing Purchasing Office is collecting information regarding the use of the MITN e-procurement system. We are also collecting demographic information regarding Lansing based business. This form will not be used during the evaluation of bids or proposals. You may return this sheet, which is voluntary, with your submittal or shortly thereafter. Please, do not staple this to your bid document.

I. Where did your firm receive of this solicitation? Please check all that apply.

City of Lansing Purchasing Web Page <http://www.mitn.info>

City of Lansing Purchasing Office

Other, please list: _____

II. Demographic Information:

Is your firm located or have a business office within the corporate city limits of Lansing

yes _____ no _____

III. Company Information

Federal Tax ID Number _____

Firm Name

Address (Street, City, State, ZIP)

Phone Number

Fax Number

Web Site Address

Contact Person

Thank you for your participation.

CITY OF LANSING
PURCHASING OFFICE
 1110 S. PENNSYLVANIA AVE.
 LANSING, MICHIGAN 48912

THIS IS NOT AN ORDER

NOTE: If your bid/quotation is not returned and **completed** on this form, it may not be considered.
 Bid/quotation number must appear on outside of return envelope.

REQUEST FOR BID # B/20/065

FOR: TRASH REMOVAL SERVICES

DATE: JAN. 27, 2020
DIVISION

ECONOMIC DEVELOPMENT & PLANNING -CODE ENFORCEMENT

SEALED BIDS DUE 2:00 PM, LOCAL TIME IN EFFECT FEB. 25, 2020

The City of Lansing Purchasing Office requests bids for TRASH REMOVAL SERVICES as per the attached specifications. Please be sure to submit your bid on this form.

ITEM	DESCRIPTION	RATE
A	Removal of trash in accordance with specs attached	\$ /hour
B	Removal of compactable trash in excess of 3 cubic yards	\$ /cu yard
C	Removal of non-compactable materials	\$ /cu yards
D	Removal of refrigerators and other appliances w/Freon	\$ /Ea
E	Removal of tires up to 32" in diameter, cleaned w/w-o rims	\$ /Ea.
F	Removal of tires over 32" in diameter w/wo rims	\$ /Ea.

The City reserves the right to accept any bid, to reject any or all bids and to make the award in the best interest of the City

All vendors shall be current in payment of any taxes, licenses, fees, permits or any other monies due the City of Lansing at time of bid due date as per City of Lansing Ordinance Section 206.02(a)1(G).

FEDERAL I.D.# _____	ADDRESS _____	NOTE: Bid results will only be released via email or on the Internet at www.mitn.info
COMPANY _____	CITY & STATE _____	
SIGNATURE _____	TELEPHONE _____	
PRINTED NAME _____	F.O.B. _____	
TITLE _____	SHIP VIA/ROUTING: _____	
DATE: _____	TERMS: _____	

MICHIGAN CIVIL RIGHTS ACT

Contractor shall not discriminate in hiring or its terms and conditions of employment on the basis of race, religion, creed, nation origin, color, sex, marital status, age, height, or weight, nor on the basis of handicap except where the same is based on a bona fide job requirement. Neither shall Contractor discriminate in the sales of products or the rendering of services pursuant to this contract on the basis of any of those categories.

ESTIMATE/PAYMENT TO CONTRACTOR:

The City shall estimate the time and the quantity of material to be removed in excess of three yards. The contractor shall charge for actual work time at the job site and materials removed in excess of three yards. Contractor may dispute estimated quantities by contacting the Code Enforcement Division prior to removal of the materials. The Code Enforcement Division shall verify actual work time at the site and the actual quantity of material removed. Where actual work time and/or actual loose material removed exceeds estimated quantities, and the contractor does not dispute the estimated quantities prior to performing the work, the payment shall be based on estimated quantities.

DISPUTES: When disputes occur between the contractor and the property owner or the City regarding time at a job site and/or material removed from a job site, the City will, through its review process, make a final determination and when required shall adjust payment to the contractor accordingly. Contractor shall have the opportunity to present data and/or appear at any hearing where such a determination is made.

CONTRACTOR REQUIREMENTS:

1. Contractor shall maintain a rubbish hauler license obtained from the City of Lansing at the time of bid opening, otherwise the bid will be declared non-responsive.
2. Contractor shall obtain and maintain a scrap tire license (to have proof at time of contract award).
3. Contractor shall submit a plan that demonstrates an adequate and acceptable method of Freon disposal which may be verified by the City of Lansing at their discretion.
4. Contractor shall have access to an approved landfill site and shall pay all charges resulting from work under this contract.
5. Contractor shall provide a crew of two (2) workers at each job site with all equipment necessary to perform the work efficiently and as rapidly as possible.
6. Contractor shall assure that all workers must carry paperwork identifying their company and their relationship to the City of Lansing.
7. Contractors must respond and complete a clean up request within ten (10) days but the City prefers that the response be a shorter turn around time (excluding inclement weather or other reasonable extra ordinary conditions) after a Work Authorization is issued by the City. If the work is not completed during this specified period, the City will issue three (3) successive written warning notices of non-performances. After the third notice, the City reserves the right to allocate Work Authorizations to an alternate contractor.
8. The contractor shall investigate each job site for which they have received a Work Authorization from the City. The contractor shall remove those materials described in the Work Authorization. Where all materials described in the order have been previously removed by the property owner (DBO), the contractor may charge \$25.00 for operational expenses.
9. Contractor shall write each arrival and departure time on all billing invoices.
10. When, as determined by the City, a billing does not reflect actual time at the job site as described in the contract, or when a billing does not reflect actual materials removed in excess of three yards, the City reserves the right to reduce the payment to the contractor (See Disputes Division) or to cancel the contract immediately and select an alternate contractor.

12. The City reserves the right to require the contractor to submit a copy of each dump fee with invoices for payment. If the copies are not submitted, payment may be withheld by the City.

MINIMUM EQUIPMENT REQUIREMENTS:

Contractor shall have available to perform work under this contract the following equipment in good working order as determined by the City. Prior to award of contract, the City, represented by two Code Enforcement and one Purchasing Officer, shall inspect such equipment and the contractor shall provide such evidence as may be required by the City to prove ownership and/or availability of such equipment for the life of the contract.

_ One truck with appropriate canvas and other features as may be required by local or state regulations that has “dump” capacity and holds a minimum of fifteen (15) cubic yards.

_ One truck with appropriate canvas and other features as may be required by state of local regulations, that has “dump” capacity and holds a minimum of ten (10) cubic yards.

_ Cellular telephone

_ A vehicle commonly referred to as a “bob-cat” with front-end loader with trailer.

_ Digital camera

_ A dedicated business computer system with Internet access. The City will work with vendor to meet requirements of the City’s on-line billing system. Contractor will attach a list of all other equipment that they have available for use under this contract.

INSURANCE:

No work connected with this contract shall be started until the contractor has submitted evidence to the City Purchasing Office that they have obtained the following:

(a) Compliance with the Michigan Worker’s Disability Compensation Act

(b) Property Damage Insurance in the amount of \$1,000,000

(c) Public Liability Insurance in the amount of \$1,000,000.

All of the above insurance shall be maintained during the life of this contract. The contractor shall annually submit, to the City, documentation of continued insurance coverage.

The City shall be carried as an “Additional Insured”. Partial payments shall not relieve the contractor from full responsibility for any damage which may result from any cause including fire or other casualty until completion of the contract and final payment. Any casualties shall not relieve the contractor from performing the contract. All insurance must include an endorsement providing for twenty (20) days prior written notice of termination, expiration, or material change of terms.

INVOICES:

Contractor shall submit all invoices to the EDP’s, Code Enforcement Division Office, 316 N. Capitol Avenue, Lansing, Michigan 48933 within fifteen (15) days of completion of each work order. All invoices for work from the City must be completed by the contractor within fifteen (15) days from receipt of same. All invoices are electronically submitted to the City.

Invoices must be numbered and list: the address (or location in the case of a vacant lot), date, number of hours spent at the job site, and type of materials taken, as well as attached digital pictures and any notes from the contractor that affected the operation.

BID AWARD:

The successful bidder(s) shall demonstrate through experience and/or knowledge, as determined by the City, that they are capable of performing the work defined in this contract in a safe, efficient and courteous manner.

This contract will be for a period of one (1) year with the option to extend for one additional year, up to a maximum of four (4) one-year extensions. Contract extensions are subject to mutual agreement between the contractor and the City 30 days prior to the annual expiration date.

The City reserves the right to accept any proposal, to reject any or all proposals and to make the award in the best interest of the City.

A. PREPARATION OF BID: Execute bid fully and properly. Submit the bid on this form in a sealed envelope to this office prior to the opening time when bids will be publicly opened and read aloud.

B. SIGNATURES: All bids, notifications, claims and statements must be signed as follows:

(1) **CORPORATIONS:** Signature of official shall be accompanied by a certified copy of the resolution of the Board of Directors authorizing the individual signing to bind the corporation.

(2) **PARTNERSHIPS:** Signature of one partner shall be accompanied by a certified copy of the power of attorney authorizing the individual signing to bind all partners. If bid is signed by all partners no authorization is needed.

C. REJECTION OR WITHDRAWAL: The City reserves the right to reject any bids and to waive any defects in bids. Bids may not be withdrawn within 90 days after opening date without forfeiting bid security.

D. CONTRACT: Upon acceptance by the City, this document will constitute the contract. The contract, however, shall not be in force until the Contractor has complied with all of the requirements of insurance and bonds.

E. DEFAULT TO CITY: It is understood that any bidder who is in default to the City at the time of submittal of the bid shall have his bid under the proposal declared null and void.

GENERAL CONDITIONS

1. DEFINITIONS:

"CITY" - the City of Lansing.

"DIRECTOR" - the head of the Department indicated in the proposal or his authorized representative.

"CONTRACTOR" - the bidder whose proposal is accepted by the City.

"NOTIFICATION" - written notice delivered in person or by mail.

"CONTRACT DOCUMENTS" - this document and supplemental specifications and drawings.

2. CONFLICTS AND OMISSIONS: The intent of the contract documents is to provide everything necessary for the proper execution of the work. In case of conflict, the work shall not proceed until a decision has been agreed upon by all parties concerned. Director's decision shall be final.

3. ROYALTIES, PATENTS, NOTICES AND FEES: Contractor shall give all notices and pay all royalties and fees. He shall defend all suits or claims for infringement of any patent rights and shall save the City harmless from loss on account thereof. He shall comply with all laws, ordinances and codes applicable to any portion of the work.

4. MATERIALS AND WORKMANSHIP: Unless otherwise specified all materials and workmanship shall be new and of the best grade of their respective kinds for the purpose. Whenever an article, material, or equipment is specified by name, a substitute of equal qualifications may be used upon the written approval of the Director.

5. OTHER CONTRACTS: The City may let other contracts in connection with the work and the Contractor shall properly connect and coordinate his work with the work of such other contractors to execute their work as may be anticipated by these documents.

6. INSPECTION: Contractor shall at all times permit and facilitate inspection of the work by the Director.

7. TERMINATION FOR BREACH: The City may terminate this contract for violations hereof when violations are not stopped immediately and corrected within a reasonable length of time after notification by the Director. In the event of such termination, the City

may complete the contracted work and the contractor will be liable for any excess cost occasioned the City thereby and in such case the City may take possession of and utilize in completing the work such materials and equipment as may be on the site and necessary therefore.

8. GUARANTEE: Contractor shall furnish the City with a written guarantee to remedy any defects due to faulty materials or workmanship which appear in the work within one year from the date of final acceptance by the City.

9. PAYMENT: Payment for the work will be made in one sum at the completion of the contract except that, at the City's option, partial payments aggregating 90% of the value of the completed work may be made at monthly intervals when the bonds in section 12 are furnished. If Contractor expects to request partial payments he shall submit a schedule of costs and quantities of the various parts of the work aggregating the total contract sum. When applying for payments, Contractor shall submit a statement based upon this schedule, itemized and supported as the Director may require.

Contract will not be considered complete until the work has been finally accepted by the City Unit and the Director and the following have been furnished:

(a) The required guarantees, and

(b) satisfactory evidence that all payrolls, material bills, and other indebtedness connected with the work, have been paid.

(c) If contract is terminated by the City, Contractor shall be entitled solely to payment for that portion of the contract completed by said Contractor at the time of termination minus set off and/or damage to City occasioned by Contractor's breach. Payment shall not be made until after contract project is completed, as determined by the Director.

10. LIABILITY FOR TAXES: When the terms of this contract involves the lease of property real or personal to the City, it is understood that lessor shall be solely responsible for the payment of all taxes of any nature whatsoever that accrue on the property during the terms of the lease.

11. INSURANCE: No work connected with this contract shall be started until the Contractor has submitted evidence to the Director and City Clerk that (a) all workmen are insured to protect him from claims for damages for personal injury or death which may arise from operations under this contract and that (b) he is covered by \$1,000,000.00 combined single limit for personal injury and property damage. All of the above insurance shall be maintained during the life of this contract. The City shall be carried as an "Additional Insured". Partial payments shall not relieve the Contractor from full responsibility for any damage which may result from any cause including fire or other casualty until completion of the contract and final payment. Any casualties shall not relieve the contractor from performing the contract. All insurance must include an endorsement providing for twenty (20) days prior written notice of termination, expiration, or material change of terms.

12. HOLD HARMLESS: To the fullest extent permitted by law, the contractor/vendor shall indemnify, defend, and hold harmless the City of Lansing, its officers, agents, employees, elected, and appointed officials, and volunteers from and against any and all claims, losses or liability, including attorney's fees, arising from injury or death to persons or damage to property occasioned by any act, omission, or failure of the contractor/vendor and any of its officers, agents, employees, and volunteers in satisfying the terms required by this contract.

Eric's Reuse LLC 517-2907350
P.O. Box 16035
Lansing, MI 48901



Virg Bernero, Mayor

FINANCE DEPARTMENT

PURCHASING OFFICE

124 W. Michigan Avenue, 8th floor

Lansing, Michigan 48933-1603

(517) 483-4124

<http://www.lansingmi.gov/finance/purchasing>

April 16 2014

NOTICE TO BIDDERS

B/14/082

TRASH REMOVAL SERVICES

The City of Lansing officially distributes all Purchasing documents through the Michigan Inter-governmental Trade Network (MITN) and the City of Lansing Purchasing Office. Our office no longer mails bid documents, notices or addendums to our vendors. To register for the MITN system or access bid information, including addendums, go to www.mitn.info

Sealed Bids marked "B/14/082, TRASH REMOVAL SERVICES" will be accepted at the **Finance Department, Purchasing Section, 8th floor City Hall, 124 W. Michigan Avenue, Lansing, Michigan 48933**, until 3:00 p.m., local time in effect on **MAY 20, 2014**. Bids will be opened and read aloud immediately thereafter in the conference room.

Bid results will **only** be released via email, self-addressed stamped envelopes or on the Internet at www.mitn.info. Please forward your email request to: Stephanie.robinson@lansingmi.gov

If any changes or additions are required for this bid an addendum will be issued by the Finance Department. All addenda received shall be listed on the outside of your bid envelope. Any proposal received without each addendum listed by number and date received on the outside of the bid proposal when submitted, may be declared a non-responsive bid.

The City of Lansing encourages bids from all vendors including MBE/WBE vendors.

The City of Lansing gives preference to Lansing-based job providers in the procurement of all goods and services, along with those products of United States manufacture and assembly.

Any contractual or bid package questions should be directed to Stephanie Robinson at (517) 483-4128. Technical questions should be directed to Scott Sanford at 517-483-6946

Stephanie Robinson CPPB
Senior Buyer

Attention Bidders

The City of Lansing in partnership with the business community recognizes the need to facilitate economic development in our community. As part of the economic growth strategy, the City has incorporated the Local Preference into the City Purchasing policies.

Local Preference Statement:

A Lansing based business that has been deemed responsive and responsible according to the requirements of the Purchasing Ordinance that is within 5% of the low bid will be given an opportunity to match the low bid amount to receive the contract. If there is more than one qualified, responsive and responsible Lansing based bidder, the first opportunity to match the low bid will go to the Lansing based firm with the lowest bid.

If the Lansing based business refuses to match the low bid, the contract will be awarded to the responsive and responsible low bidder.

Projects greater than \$500,000 are exempt from the Ordinance.

Qualifications for Lansing Based Business status:

1) Pay City income taxes on Net Profits

and

2) Pay City property taxes on a plant or office and equipment used for the performance of the contract bid upon - or - other real or personal property in the City of Lansing equivalent in value to such plant or office and equipment for not less than one year prior to determination.

Additional Information:

The full copy of the Ordinance is on file in the Purchasing Office, the City Clerk's office or on the City of Lansing Purchasing Web site located at:

<http://www.lansingmi.gov/finance/purchasing>

CITY OF LANSING
 FINANCE DEPARTMENT-PURCHASING SECTION
 8TH FLOOR CITY HALL
 124 W. MICHIGAN AVENUE
 LANSING, MICHIGAN 48933

THIS IS NOT AN ORDER
 NOTE: If your bid/quotation is not returned and completed on this form, it may not be considered.
 Bid/quotation number must appear on outside of return envelope.

REQUEST FOR BID # B/14/082 FOR: TRASH REMOVAL SERVICES

DATE: April 16, 2014 LANSING FIRE DEPARTMENT CODE ENFORCEMENT SECTION

SEALED BIDS DUE 3:00 PM, LOCAL TIME IN EFFECT MAY 20, 2014

The City of Lansing Purchasing Office requests bids for the purchase of TRASH REMOVAL SERVICES as per the attached specifications. Please be sure to submit your bid on this form.

ITEM	DESCRIPTION	RATE
A	Removal of trash in accordance with specs attached	\$ 175 ⁰⁰ /hour 74 /150 ⁰⁰ second hr
B	Removal of compactable trash in excess of 3 cubic yards	\$ 22 ⁰⁰ /cu yard
C	Removal of non compactable materials	\$ 26 ⁰⁰ /cu yards
D	Removal of refrigerators and other appliances w/Freon	\$ 35 ⁰⁰ /Ea
E	Removal of tires up to 32" in diameter, cleaned w/w-o rims	\$ 5.50 /Ea.
F	Removal of tires over 32" in diameter w/wo rims	\$ 25 ⁰⁰ /Ea.

The City reserves the right to accept any bid, to reject any or all bids and to make the award in the best interest of the City

All vendors shall be current in payment of any taxes, licenses, fees, permits or any other monies due the City of Lansing at time of bid due date as per City of Lansing Ordinance Section 206.02(a)1(G).

FEDERAL I.D.# _____	ADDRESS <u>P.O. Box 16035</u>	NOTE: Bid results will only be released via email or on the Internet at www.mitn.info
COMPANY <u>Eric's Refuse LLC</u>	CITY & STATE <u>Lansing, MI</u>	
SIGNATURE <u>Eric Crutcher</u>	TELEPHONE <u>517-372-5871</u> 489101	
PRINTED NAME <u>Eric Crutcher</u>	F.O.B. _____	
TITLE <u>owner</u>	SHIP VIA/ROUTING: _____	
DATE: <u>5-20-14</u>	TERMS: <u>30 Days</u>	

MICHIGAN CIVIL RIGHTS ACT
 Contractor shall not discriminate in hiring or its terms and conditions of employment on the basis of race, religion, creed, nation origin, color, sex, marital status, age, height, or weight, nor on the basis of handicap except where the same is based on a bona fide job requirement. Neither shall Contractor discriminate in the sales of products or the rendering of services pursuant to this contract on the basis of any of those categories.

INTRODUCTION

The City of Lansing Fire Department, Code Enforcement Section request bids on the removal and hauling of trash from properties located within the City of Lansing per the conditions attached.

Contractors's Dump Site: (Location of dump site for waste material). Note: For City of Lansing projects, according to P.A. 641, ALL MATERIALS THAT MUST BE DISPOSED OF IN A LANDFILL, MUST BE SENT TO THE APPROPRIATELY LICENSED LANDFILL IN INGHAM, EATON OR CLINTON COUNTIES ONLY.

I will be using the following approved landfill site(s):

- | | | |
|----|------------------------------------|---------------------|
| 1. | Granger Land Fill | Woodst Lansing, MI |
| | Name | Location |
| 2. | Friedland Industries
(Recycler) | Maple St Lansing MI |
| | Name | Location |

SCOPE OF WORK

SCOPE OF WORK:

Work under this contract includes all labor and equipment required for the complete removal of all trash, junk, tree branches, deteriorated appliances, furniture, garbage, animal feces, tires, deteriorated lumber and building materials as well as any other debris as directed by the Code Enforcement Section. The work may be performed on vacant lots, residential or commercial properties within the City of Lansing. The contractor(s) shall perform all work under the contract promptly and efficiently with courtesy to the occupants and property owners.

Photographs shall be taken at each work site to depict "before" and "after" situations.

A sufficient number of pictures will be taken to adequately represent volume and type of materials taken.

The City shall, upon photographic documentation by the contractor that the property is already complied, pay \$25.00 to the contractor in situations where compliance was "Done by Owner" (DBO).

DEFINITION OF TERMS:

HOURLY RATE: The hourly rate established by this contract includes actual work time at the job site required to remove materials described in the Work Authorization generated by the City to the nearest hour for the first hour and the nearest one quarter hour for work time in excess of one hour.

The hourly rate shall specify a crew of two (2) workers at each job site with all equipment necessary to perform the work efficiently and as rapidly as possible unless prior approval is obtained from the Code Enforcement Section.

CUBIC YARD RATE (COMPACTABLE):

The compactable cubic yard rate, in accordance with the provisions set forth in this contract, shall be applied only to quantities of loose trash in excess of three cubic yards removed from any one site and shall be added to the hourly cost of removal.

CUBIC YARD RATE (NON-COMPACTABLE):

The non-compacted cubic yard rate shall be applied to quantities of non-compactable materials in excess of three yards removed from any one site and shall be added to the hourly cost of removal. Non-compactable materials include, but are not limited to, cinder blocks, bricks, concrete, asphalt, building materials, etc.



CITY OF LANSING

124 W. Michigan Ave
Lansing, MI 48933
(517) 483-4128

PURCHASE ORDER	
P.O. NUMBER	P086124
DATE	07/24/19
VENDOR I.D.	V007910
DELIVERY DATE	
FOB	
REQUISITION NO	PR014590
OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LIST AND CORRESPONDENCE	

TO: ERIC'S REFUSE LLC
PO BOX 16035
LANSING, MI 48901-6035

PHONE# (517) 372-5299 FAX# (517) 372-5299

DELIVER ITEMS TO:

EDP DEPARTMENT - CODE ENFORCEMENT DIVISI
316 N CAPITOL AVE C-2
LANSING, MI 48933-1238

SEND INVOICE TO:

EDP DEPARTMENT - CODE ENFORCEMENT D
316 N CAPITOL AVE C-2
LANSING, MI 48933-1238

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
001	TEMPORARY TRASH CONTRACT BEGINNING 7/01/2019 AND RUNNING THRU 6/30/2020 VENDOR TO PROIDE ALL LABOR & EQUIPMENT FOR THE COMPLETE REMOVAL OF TRASH & DEBRIS PER CITY OF LANSING ORDINANCE THE TOTAL PAYMENT AMOUNT IS BASED ON EACH INDIVIDUAL JOB AND THE FULL CONTRACT DOLLAR AMOUNT IS NOT GUARANTEED	150,000	EA	1.00	150,000.00
002	THIS IS USED WHEN THE CONTRACTOR WAS REQUESTED TO PROVIDE A SERVICE AND FINDS THE TRASH REMOVAL HAS ALREADY BEEN DONE BY THE OWNER. CONTRACTOR IS PAID \$25.00 FOR EACH DOB. THE FULL CONTRACT DOLLAR AMOUNT IS NOT GUARANTEED	10,000	EA	25.00	250,000.00
				TAX	0.00
				TOTAL	400,000.00

THE ARTICLES SPECIFIED ARE SUBJECT TO THE FOLLOWING CONDITIONS:

1. Goods other than those specified on this order must not be substituted or prices changed without authorization.
2. If the quantity shipped is short of the purchase order quantity, specify on the packing slip if that quantity is on back order or cancelled.

From: Brewer, Eric <Eric.Brewer@lansingmi.gov>

Sent: Tuesday, January 28, 2020 4:22 PM

To: Hussain, Adam <Adam.Hussain@lansingmi.gov>; Wood, Carol <Carol.Wood@lansingmi.gov>; Garza, Jeremy <Jeremy.Garza@lansingmi.gov>

Subject: Eric's Refuse - Information

Dear General Services Committee members,

The following are the documents that were referenced by me today on 1-28-2020 after the General Service Committee meeting.

Attached

- **Bid Specs**
- **Purchase Order Status Inquiry – Eric’s Refuse – Temporary Contract Allocated amounts**
- **Two Emails that contain Bid Specs – Inquiry about contract**

Per the statement made by Amanda O’Boyle in the email dated 4-26-2018 for reference of Bid Specs.

“I was able to find the bid proposal for Eric's Refuse which outlines requirements of the bidders. Please look at the points I underlined which outline requirements of the contractor. While this isn't a contract (Code advised they don't have a copy), these are terms that Eric's Refuse must comply with.”

Since my employment with the City of Lansing no formal contract has been provided to CRC or the Internal Audit Office in regards to Eric’s Refuse services with the City of Lansing.

Sincerely,

Eric

Eric Brewer, CPA, MBA

Council Internal Auditor

City of Lansing – Internal Audit

124 W. Michigan Ave. | Lansing, MI 48933

O: 517-483-4159 | C: 517-242-2249 | E: Eric.Brewer@lansingmi.gov

From: O'Boyle, Amanda
Sent: Thursday, April 26, 2018 11:52 AM
To: Brewer, Eric; McCarrick, Leslie
Cc: Kumar, Venus
Subject: Eric's Refuse
Attachments: doc.pdf

Leslie and Eric,

I was able to find the bid proposal for Eric's Refuse which outlines requirements of the bidders. Please look at the points I underlined which outline requirements of the contractor. While this isn't a contract (Code advised they don't have a copy), these are terms that Eric's Refuse must comply with.

Thanks,
Amanda

-----Original Message-----

From: ITPRINTER@lansingmi.gov [mailto:ITPRINTER@lansingmi.gov]
Sent: Thursday, April 26, 2018 11:49 AM
To: O'Boyle, Amanda
Subject:

TASKalfa 4052ci
[00:17:c8:4d:34:cb]



Virg Bernero, Mayor

FINANCE DEPARTMENT

PURCHASING OFFICE
124 W. Michigan Avenue, 8th floor
Lansing, Michigan 48933-1603
(517) 483-4124

<http://www.lansingmi.gov/finance/purchasing>

April 16 2014

NOTICE TO BIDDERS

B/14/082

TRASH REMOVAL SERVICES

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Bid results will **only** be released via email, self-addressed stamped envelopes or on the Internet at www.mitn.info. Please forward your email request to: Stephanie.robinson@lansingmi.gov

If any changes or additions are required for this bid an addendum will be issued by the Finance Department. All addenda received shall be listed on the outside of your bid envelope. Any proposal received without each addendum listed by number and date received on the outside of the bid proposal when submitted, may be declared a non-responsive bid.

The City of Lansing encourages bids from all vendors including MBE/WBE vendors.

The City of Lansing gives preference to Lansing-based job providers in the procurement of all goods and services, along with those products of United States manufacture and assembly.

Any contractual or bid package questions should be directed to Stephanie Robinson at (517) 483-4128. Technical questions should be directed to Scott Sanford at 517-483-6946

Stephanie Robinson CPPB
Senior Buyer

Attention Bidders

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Local Preference Statement:

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If the Lansing based business refuses to match the low bid, the contract will be awarded to the responsive and responsible low bidder.

Projects greater than \$500,000 are exempt from the Ordinance.

Qualifications for Lansing Based Business status:

1) Pay City income taxes on Net Profits

and

2) Pay City property taxes on a plant or office and equipment used for the performance of the contract bid upon - or - other real or personal property in the City of Lansing equivalent in value to such plant or office and equipment for not less than one year prior to determination.

Additional Information:

The full copy of the Ordinance is on file in the Purchasing Office, the City Clerk's office or on the City of Lansing Purchasing Web site located at:

<http://www.lansingmi.gov/finance/purchasing>

Solicitation Number & Name: B/14/082 TRASH REMOVAL SERVICES

The City of Lansing Purchasing Office is collecting information regarding the use of the MITN e-procurement system. We are also collecting demographic information regarding woman-owned, minority-owned and Lansing based business. This form will not be used during the evaluation of bids or proposals. You may return this sheet, which is voluntary, with your submittal or shortly thereafter. Please, do not staple this to your bid document.

I. Where did your firm receive of this solicitation? Please check all that apply.

City of Lansing Purchasing Web Page <http://www.mitn.info>

City of Lansing Purchasing Office

Other, please list: _____

II. Demographic Information:

Is your firm located or have a business office within the corporate city limits of Lansing
yes _____ no _____

III. Company Information

Federal Tax ID Number _____

Firm Name

Address (Street, City, State, ZIP)

Phone Number

Fax Number

Web Site Address

Contact Person

Thank you for your participation.

CITY OF LANSING

FINANCE DEPARTMENT-PURCHASING SECTION
 8TH FLOOR CITY HALL
 124 W. MICHIGAN AVENUE
 LANSING, MICHIGAN 48933

THIS IS NOT AN ORDER

NOTE: If your bid/quotation is not returned and completed on this form, it may not be considered.
 Bid/quotation number must appear on outside of return envelope.

REQUEST FOR BID # B/14/082

FOR: **TRASH REMOVAL SERVICES**

DATE: April 16, 2014

LANSING FIRE DEPARTMENT CODE ENFORCEMENT SECTION

SEALED BIDS DUE 3:00 PM, LOCAL TIME IN EFFECT MAY 20, 2014

The City of Lansing Purchasing Office requests bids for the purchase of TRASH REMOVAL SERVICES as per the attached specifications. Please be sure to submit your bid on this form.

ITEM	DESCRIPTION	RATE
A	Removal of trash in accordance with specs attached	\$ /hour
B	Removal of compactable trash in excess of 3 cubic yards	\$ /cu yard
C	Removal of non compactable materials	\$ /cu yards
D	Removal of refrigerators and other appliances w/Freon	\$ /Ea
E	Removal of tires up to 32" in diameter, cleaned w/w-o rims	\$ /Ea.
F	Removal of tires over 32" in diameter w/wo rims	\$ /Ea.

The City reserves the right to accept any bid, to reject any or all bids and to make the award in the best interest of the City

All vendors shall be current in payment of any taxes, licenses, fees, permits or any other monies due the City of Lansing at time of bid due date as per City of Lansing Ordinance Section 206.02(a)1(G).

FEDERAL I.D.# _____	ADDRESS _____	NOTE: Bid results will only be released via email or on the Internet at www.mitn.info
COMPANY _____	CITY & STATE _____	
SIGNATURE _____	TELEPHONE _____	
PRINTED NAME _____	F.O.B. _____	
TITLE _____	SHIP VIA/ROUTING: _____	
DATE: _____	TERMS: _____	

MICHIGAN CIVIL RIGHTS ACT
 Contractor shall not discriminate in hiring or its terms and conditions of employment on the basis of race, religion, creed, nation origin, color, sex, marital status, age, height, or weight, nor on the basis of handicap except where the same is based on a bona fide job requirement. Neither shall Contractor discriminate in the sales of products or the rendering of services pursuant to this contract on the basis of any of those categories.

ESTIMATE DEPARTMENT TO CONTRACTOR Bid Specs Provided to CRC Committee

The City shall estimate the time and the quantity of material to be removed in excess of three yards. The contractor shall charge for actual work time at the job site and materials removed in excess of three yards. Contractor may dispute estimated quantities by contacting the Code Enforcement Section prior to removal of the materials. The Code Enforcement Section shall verify actual work time at the site and the actual quantity of material removed. Where actual work time and/or actual loose material removed exceeds estimated quantities, and the contractor does not dispute the estimated quantities prior to performing the work, the payment shall be based on estimated quantities.

DISPUTES: When disputes occur between the contractor and the property owner or the City regarding time at a job site and/or materials removed from a job site, the City will, through its review process, make a final determination and when required shall adjust payment to the contractor accordingly. Contractor shall have the opportunity to present data and/or appear at any hearing where such a determination is made.

CONTRACTOR REQUIREMENTS:

1. Contractor shall maintain a rubbish hauler license obtained from the City of Lansing at the time of bid opening, otherwise the bid will be declared non-responsive.
2. Contractor shall obtain and maintain a scrap tire license (to have proof at time of contract award).
3. Contractor shall submit a plan that demonstrates an adequate and acceptable method of Freon disposal which may be verified by the City of Lansing at their discretion.
4. Contractor shall have access to an approved landfill site and shall pay all charges resulting from work under this contract.
5. Contractor shall provide a crew of two (2) workers at each job site with all equipment necessary to perform the work efficiently and as rapidly as possible.
6. Contractor shall assure that all workers wear, in a conspicuous location, the pictured identification badge which will be provided by the City.
7. Contractor shall certify to the City that all workers have taken a class (approved by the City) in "Customer Service: Dealing with Irate People".
8. Contractors must perform the work within five (5) working days (excluding inclement weather or other reasonable extra ordinary conditions) after a Work Authorization is issued by the City. If the work is not completed during this specified period, the City will issue three (3) successive written warning notices of non-performances. After the third notice, the City reserves the right to allocate Work Authorizations to an alternate contractor.
9. The contractor shall investigate each job site for which they have received a Work Authorization from the City. The contractor shall remove those materials described in the Work Authorization. Where all materials described in the order have been previously removed by the property owner (DBO), the contractor may charge \$25.00 for operational expenses.
10. Contractor shall write each arrival and departure time on all billing invoices.
11. When, as determined by the City, a billing does not reflect actual time at the job site as described in the contract, or when a billing does not reflect actual materials removed in excess of three yards, the City reserves the right to reduce the payment to the contractor (See Disputes Section) or to cancel the contract immediately and select an alternate contractor.



Bid Specs - Provided to CRC Committee
12. The City reserves the right to require the contractor to submit a copy of each dump fee with invoices for payment. If the copies are not submitted, payment may be withheld by the City.

MINIMUM EQUIPMENT REQUIREMENTS:

Contractor shall have available to perform work under this contract the following equipment in good working order as determined by the City. Prior to award of contract, the City, represented by two Code Enforcement and one Purchasing Officer, shall inspect such equipment and the contractor shall provide such evidence as may be required by the City to prove ownership and/or availability of such equipment for the life of the contract.

_ One truck with appropriate canvas and other features as may be required by local or state regulations that has "dump" capacity and holds a minimum of fifteen (15) cubic yards.

_ One truck with appropriate canvas and other features as may be required by state or local regulations, that has "dump" capacity and holds a minimum of ten (10) cubic yards.

_ Cellular telephone

_ A vehicle commonly referred to as a "bob-cat" with front-end loader with trailer.

_ Digital camera

_ A dedicated business computer system with Internet access. The City will work with vendor to meet requirements of the City's on-line billing system. Contractor will attach a list of all other equipment that they have available for use under this contract.

INSURANCE:

No work connected with this contract shall be started until the contractor has submitted evidence to the City Purchasing Office that they have obtained the following:

(a) Compliance with the Michigan Worker's Disability Compensation Act

(b) Property Damage Insurance in the amount of \$1,000,000

(c) Public Liability Insurance in the amount of \$1,000,000.

All of the above insurance shall be maintained during the life of this contract. The contractor shall annually submit, to the City, documentation of continued insurance coverage.

The City shall be carried as an "Additional Insured". Partial payments shall not relieve the contractor from full responsibility for any damage which may result from any cause including fire or other casualty until completion of the contract and final payment. Any casualties shall not relieve the contractor from performing the contract. All insurance must include an endorsement providing for twenty (20) days prior written notice of termination, expiration, or material change of terms.

INVOICES:

Contractor shall submit all invoices to the Lansing Fire Department's, Code Enforcement Section Office, 316 N. Capitol Avenue, Lansing, Michigan 48933 within fifteen (15) days of completion of each work order. All invoices for work from the City must be completed by the contractor within fifteen (15) days from receipt of same. All invoices are electronically submitted to the City.

Invoices must be numbered and list: the address (or location in the case of a vacant lot), date, number of hours spent at the job site, and type of materials taken, as well as attached digital pictures and any notes from the contractor that affected the operation.

BID AWARD:

The successful bidder(s) shall demonstrate through experience and/or knowledge, as determined by the City, that they are capable of performing the work defined in this contract in a safe, efficient and courteous manner.

This contract will be for a period of one (1) year with the option to extend for one additional year, up to a maximum of four (4) one-year extensions. Contract extensions are subject to mutual agreement between the contractor and the City 30 days prior to the annual expiration date.

The City reserves the right to accept any proposal, to reject any or all proposals and to make the award in the best interest of the City.

Bid Specs - Provided to CRC Committee

A. PREPARATION OF BID: Execute bid fully and properly. Submit the bid on this form in a sealed envelope to this office prior to the opening time when bids will be publicly opened and read aloud.

B. SIGNATURES: All bids, notifications, claims and statements must be signed as follows:

(1) **CORPORATIONS:** Signature of official shall be accompanied by a certified copy of the resolution of the Board of Directors authorizing the individual signing to bind the corporation.

(2) **PARTNERSHIPS:** Signature of one partner shall be accompanied by a certified copy of the power of attorney authorizing the individual signing to bind all partners. If bid is signed by all partners no authorization is needed.

C. REJECTION OR WITHDRAWAL: The City reserves the right to reject any bids and to waive any defects in bids. Bids may not be withdrawn within 90 days after opening date without forfeiting bid security.

D. CONTRACT: Upon acceptance by the City, this document will constitute the contract. The contract, however, shall not be in force until the Contractor has complied with all of the requirements of insurance and bonds.

E. DEFAULT TO CITY: It is understood that any bidder who is in default to the City at the time of submittal of the bid shall have his bid under the proposal declared null and void.

GENERAL CONDITIONS

1. DEFINITIONS:

"CITY" - the City of Lansing.

"DIRECTOR" - the head of the Department indicated in the proposal or his authorized representative.

"CONTRACTOR" - the bidder whose proposal is accepted by the City.

"NOTIFICATION" - written notice delivered in person or by mail.

"CONTRACT DOCUMENTS" - this document and supplemental specifications and drawings.

2. CONFLICTS AND OMISSIONS: The intent of the contract documents is to provide everything necessary for the proper execution of the work. In case of conflict, the work shall not proceed until a decision has been agreed upon by all parties concerned. Directors decision shall be final.

3. ROYALTIES, PATENTS, NOTICES AND FEES: Contractor shall give all notices and pay all royalties and fees. He shall defend all suits or claims for infringement of any patent rights and shall save the City harmless from loss on account thereof. He shall comply with all laws, ordinances and codes applicable to any portion of the work.

4. MATERIALS AND WORKMANSHIP: Unless otherwise specified all materials and workmanship shall be new and of the best grade of their respective kinds for the purpose. Whenever an article, material, or equipment is specified by name, a substitute of equal qualifications may be used upon the written approval of the Director.

5. OTHER CONTRACTS: The City may let other contracts in connection with the work and the Contractor shall properly connect and coordinate his work with the work of such other contractors to execute their work as may be anticipated by these documents.

6. INSPECTION: Contractor shall at all times permit and facilitate inspection of the work by the Director.

7. TERMINATION FOR BREACH: The City may terminate this contract for violations hereof when violations are not stopped immediately and corrected within a reasonable length of time after notification by the Director. In the event of such termination, the City

may complete the contracted work and the contractor will be liable for any excess cost occasioned the City thereby and in such case the City may take possession of and utilize in completing the work such materials and equipment as may be on the site and necessary therefore.

8. GUARANTEE: Contractor shall furnish the City with a written guarantee to remedy any defects due to faulty materials or workmanship which appear in the work within one year from the date of final acceptance by the City.

9. PAYMENT: Payment for the work will be made in one sum at the completion of the contract except that, at the City's option, partial payments aggregating 90% of the value of the completed work may be made at monthly intervals when the bonds in section 12 are furnished. If Contractor expects to request partial payments he shall submit a schedule of costs and quantities of the various parts of the work aggregating the total contract sum. When applying for payments, Contractor shall submit a statement based upon this schedule, itemized and supported as the Director may require.

Contract will not be considered complete until the work has been finally accepted by the City Unit and the Director and the following have been furnished:

(a) The required guarantees, and

(b) satisfactory evidence that all payrolls, material bills, and other indebtedness connected with the work, have been paid.

(c) If contract is terminated by the City, Contractor shall be entitled solely to payment for that portion of the contract completed by said Contractor at the time of termination minus set off and/or damage to City occasioned by Contractor's breach. Payment shall not be made until after contract project is completed, as determined by the Director.

10. LIABILITY FOR TAXES: When the terms of this contract involves the lease of property real or personal to the City, it is understood that lessor shall be solely responsible for the payment of all taxes of any nature whatsoever that accrue on the property during the terms of the lease.

11. INSURANCE: No work connected with this contract shall be started until the Contractor has submitted evidence to the Director and City Clerk that (a) all workmen are insured to protect him from claims for damages for personal injury or death which may arise from operations under this contract and that (b) he is covered by \$1,000,000.00 combined single limit for personal injury and property damage. All of the above insurance shall be maintained during the life of this contract. The City shall be carried as an "Additional Insured". Partial payments shall not relieve the Contractor from full responsibility for any damage which may result from any cause including fire or other casualty until completion of the contract and final payment. Any casualties shall not relieve the contractor from performing the contract. All insurance must include an endorsement providing for twenty (20) days prior written notice of termination, expiration, or material change of terms.

12. HOLD HARMLESS: To the fullest extent permitted by law, the contractor/vendor shall indemnify, defend, and hold harmless the City of Lansing, its officers, agents, employees, elected, and appointed officials, and volunteers from and against any and all claims, losses or liability, including attorney's fees, arising from injury or death to persons or damage to property occasioned by any act, omission, or failure of the contractor/vendor and any of its officers, agents, employees, and volunteers in satisfying the terms required by this contract.

PURCHASE ORDER STATUS INQUIRY

PURCHASE ORDER INFORMATION

PO Number: **P085607** Vendor: **V007910** ERIC'S REFUSE LLC
 PR Number: **PR013853** Addr Cd: **AP** PO BOX 16035
 LANSING, MI 48901-6035

Partially Paid

Confirm:	Requested by: 12401	Req. Dt: 07/01/2018	Blanket Number:										
Account:	Approved Status: APRV	Apr Dt: 06/29/2018	Blanket Amount: 0.00										
Bid: P085085	Printed by: SROBINSO	Print Dt: 05/01/2019	Blanket Remaining: 0.00										
Contract:			Buyer: B003										
Ship To: S42200	End Use: LPUENTE		Req. Codes: <table border="1" style="display: inline-table;"><tr><td></td><td></td><td>SA</td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table>			SA							
		SA											
Bill To: S42200	Terms:												

ITEMS

Item	Qty Ordered	Qty Received	UN	Unit Price	Key	Object	Tax1 Tax2	Discount Charges	Extended	Catalog Ship To	F/A Whse	Print Chg
0001	120,000	116,056	EA	1.00	101	117104	0.00		120,000.00		N	Y

TEMPORARY TRASH CONTRACT
 BEGINNING 7/01/2018 AND
 RUNNING THRU 6/30/2019 VENDOR
 TO PROVIDE ALL LABOR &
 EQUIPMENT REQUIRED FOR THE
 COMPLETE REMOVAL OF TRASH &
 DEBRIS PER CITY OF LANSING
 ORDINANCE. THE TOTAL PAYMENT
 AMOUNT IS BASED ON EACH
 INDIVIDUAL JOB AND THE FULL
 CONTRACT DOLLAR AMOUNT IS NOT
 GUARANTEED.

0002	10,000	13,088	EA	25.00	1013535	743000	0.00		250,000.00		N	
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THIS IS USED WHEN THE
 CONTRACTOR WAS REQUESTED TO
 PROVIDE A SERVICE AND FINDS
 THE TRASH REMOVAL HAS ALREADY
 BEEN DONE BY THE OWNER.
 CONTRACTOR IS PAID \$25.00 FOR
 EACH DBO. THE FULL CONTRACT
 DOLLAR AMOUNT IS NOT
 GUARANTEED.

APPROVAL STATUS

This Requisition has been approved

Status	Approver	Received In	Processed Out
Accepted	PUENTE, LYNNE	2018/06/18 9:36:34	2018/06/18 9:29:38
Accepted	PUENTE, LYNNE	2018/06/28 16:39:56	2018/06/28 15:32:46
Accepted	Stephanie Robinson	2018/06/29 7:27:16	2018/06/28 16:40:47

ENCUMBRANCES

Item #	Key	Object	Reference #	Post Date	EN Amount	PD Amount	T	Pay
0001	101	117104	P085607	07/02/2018	120,000.00		EN	
0001	101	117104	P085607	07/11/2018		1,608.50	PP	
0001	101	117104	P085607	07/11/2018		894.50	PP	
0001	101	117104	P085607	07/11/2018		452.50	PP	
0001	101	117104	P085607	07/11/2018		740.50	PP	
0001	101	117104	P085607	07/11/2018		503.00	PP	
0001	101	117104	P085607	07/11/2018		2,065.00	PP	
0001	101	117104	P085607	07/11/2018		669.00	PP	
0001	101	117104	P085607	07/11/2018		2,099.00	PP	
0001	101	117104	P085607	07/11/2018		175.00	PP	
0001	101	117104	P085607	07/11/2018		1,465.50	PP	
0001	101	117104	P085607	07/18/2018		813.00	PP	
0001	101	117104	P085607	07/18/2018		175.00	PP	
0001	101	117104	P085607	07/18/2018		601.00	PP	
0001	101	117104	P085607	07/18/2018		1,724.00	PP	
0001	101	117104	P085607	07/18/2018		6,785.50	PP	
0001	101	117104	P085607	07/18/2018		663.00	PP	

PURCHASE ORDER STATUS INQUIRY

PURCHASE ORDER INFORMATION

PO Number: **P085607** Vendor: **V007910** ERIC'S REFUSE LLC
 PR Number: **PR014065** Addr Cd: **AP** PO BOX 16035
 LANSING, MI 48901-6035

Partially Paid

Confirm:	Requested by: 12401	Req. Dt: 09/11/2018	Blanket Number:												
Account:	Approved Status: APRV	Apr Dt: 09/11/2018	Blanket Amount: 0.00												
Bid: P085607	Printed by: SROBINSO	Print Dt: 05/01/2019	Blanket Remaining: 0.00												
Contract:	End Use: LYNNEPUENTE	Buyer: B003	Req. Codes:												
Ship To: S42200	Terms:	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td>AM</td><td></td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>						AM							
				AM											
Bill To: S42200															

ITEMS

Item	Qty Ordered	Qty Received	UN	Unit Price	Key	Object	Tax1 Tax2	Discount Charges	Extended	Catalog Ship To	F/A Whse	Print Chg
0001	150,000	145,170	EA	1.00	101	117104	0.00		150,000.00		N	Y

TEMPORARY TRASH CONTRACT
 BEGINNING 7/01/2018 AND
 RUNNING THRU 6/30/2019 VENDOR
 IS TO PROVIDE ALL LABOR &
 EQUIPMENT REQUIRED FOR THE
 COMPLETE REMOVAL OF TRASH &
 DEBRIS PER THE CITY OF LANSING
 ORDINANCE. THE TOTAL PAYMENT
 AMOUNT IS BASED ON EACH
 INDIVIDUAL JOB AND THE FULL
 CONTRACT DOLLAR AMOUNT IS NOT
 GUARANTEED.

APPROVAL STATUS

This Requisition has been approved

Status	Approver	Received In	Processed Out
Accepted	PUENTE, LYNNE	2018/09/11 9:58:02	2018/09/11 9:52:22
Accepted	Stephanie Robinson	2018/09/11 9:59:32	2018/09/11 9:58:34

ENCUMBRANCES

Item #	Key	Object	Reference #	Post Date	EN Amount	PD Amount	T	Pay
0001	101	117104	P085607	09/11/2018	150,000.00		EN	
0001	101	117104	P085607	09/11/2018		9,769.00	PP	
0001	101	117104	P085607	09/19/2018		2,559.00	PP	
0001	101	117104	P085607	09/19/2018		1,729.00	PP	
0001	101	117104	P085607	09/19/2018		553.00	PP	
0001	101	117104	P085607	09/19/2018		175.00	PP	
0001	101	117104	P085607	09/19/2018		909.00	PP	
0001	101	117104	P085607	09/19/2018		490.00	PP	
0001	101	117104	P085607	09/19/2018		803.00	PP	
0001	101	117104	P085607	09/19/2018		959.00	PP	
0001	101	117104	P085607	09/27/2018		175.00	PP	
0001	101	117104	P085607	09/27/2018		429.00	PP	
0001	101	117104	P085607	09/27/2018		889.00	PP	
0001	101	117104	P085607	09/27/2018		175.00	PP	
0001	101	117104	P085607	09/27/2018		1,701.50	PP	
0001	101	117104	P085607	09/27/2018		328.00	PP	
0001	101	117104	P085607	09/27/2018		1,474.50	PP	
0001	101	117104	P085607	09/27/2018		175.00	PP	
0001	101	117104	P085607	09/27/2018		479.00	PP	
0001	101	117104	P085607	09/27/2018		849.00	PP	
0001	101	117104	P085607	09/27/2018		175.00	PP	
0001	101	117104	P085607	09/27/2018		175.00	PP	
0001	101	117104	P085607	09/27/2018		197.00	PP	
0001	101	117104	P085607	09/27/2018		787.00	PP	
0001	101	117104	P085607	10/03/2018		1,625.00	PP	
0001	101	117104	P085607	10/03/2018		605.00	PP	
0001	101	117104	P085607	10/03/2018		391.00	PP	
0001	101	117104	P085607	10/03/2018		5,839.00	PP	
0001	101	117104	P085607	10/03/2018		847.00	PP	
0001	101	117104	P085607	10/03/2018		629.00	PP	

GRETCHEN WHITMER
GOVERNORSTATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSINGORLENE HAWKS
DIRECTOR

January 9, 2019

John Simmons
c/o Simmons Properties, LLC
info@glelevators.com

RID # 1901-00057 Reference/Transaction: Transfer Location 2018 Resort Class C & SDM License With Sunday Sales Permit (AM), Sunday Sales Permit (PM), Outdoor Service (1 Area), Catering Permit, (2) Bars And Dance-Entertainment Permit, (Original 550 Resort License, Not At Its Original Location, Must Meet Seating And Food Requirements) From 7786 E Us 10, Walhalla To 419 Spring St, Lansing And Transfer Governmental Unit From Branch Twp, Mason County To Lansing City, Ingham County

Please let this letter serve as notice the Michigan Liquor Control Commission has referred your application to our Enforcement Division for investigation of your request.

Applicant/Licensee: Simmons Properties, LLC

Business address and phone number: 419 Spring St, Lansing MI 48912, Ingham County

Home address and phone number of partner(s)/subordinates:

As part of the licensing process, an investigation is required by the Michigan Liquor Control Commission Enforcement Division. The Enforcement investigation will be conducted from the following designated District Office:

Lansing District Office (866) 813-0011

You may contact your designated District Office regarding any appointments or questions on documentation requested by the Investigator. **Failure to provide requested information or to keep scheduled appointments will cause the application to be returned to the Lansing office for cancellation.**

Since this request is a transfer under MCL 436.1529(1), approval of the local unit of government is not required. However, a copy of this notice is also being provided to **Local Governmental Unit** should they wish to submit an opinion on the application or advise of any local non-compliance issues.

Under administrative rule R 436.1105, the Commission shall consider the opinions of the local residents, local legislative body, or local law enforcement agency with regard to the proposed business when determining whether an applicant may be issued a license or permit.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. The licensee must obtain all other required state and local licenses, permits, and approvals before using this license for the sale of alcoholic liquor. Approval of this license by the Michigan Liquor Control Commission does not waive any of these requirements.

MICHIGAN LIQUOR CONTROL COMMISSION
Retail Licensing Division
(866) 813-0011

cc: Lansing City Clerk



XV B 2

GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

Thursday, September 26, 2019

Michael J. Brown, Attorney
C/O BOARD OF TRUSTEES, MICHIGAN STATE UNIVERSITY
mbrown@cebhlaw.com

RID # RQ-1908-14021 **Reference/Transaction:** TRANSFER OWNERSHIP ESCROWED 2019 CLASS C LICENSED BUSINESS WITH SUNDAY SALES PERMIT (PM), ENTERTAINMENT PERMIT, AND SUNDAY SALES PERMIT (AM) FROM HOA RESTAURANT HOLDER, LLC (A DELAWARE LIMITED LIABILITY COMPANY); TRANSFER LOCATION FROM 172 E EDGEWOOD BLVD TO 3535 FOREST RD, STE C88A, LANSING; NEW ADD BAR PERMIT, FOR A TOTAL OF (2) BARS; NEW OUTDOOR SERVICE AREA; NEW SPECIFIC PURPOSE PERMIT (GOLF); TRANSFER CLASSIFICATION FROM CLASS C LICENSE ISSUED UNDER MCL 436.1531 TO CLASS C LICENSE ISSUED UNDER MCL 436.1513(4) (NON-TRANSFERABLE) AT 3535 FOREST RD STE C88A, LANSING, MI 48910-3831 IN LANSING CITY IN INGHAM COUNTY

Please let this letter serve as notice the Michigan Liquor Control Commission has referred your application to our Enforcement Division for investigation of your request.

Applicant/Licensee: BOARD OF TRUSTEES, MICHIGAN STATE UNIVERSITY

Business address and phone number: 3535 FOREST RD STE C88A, LANSING, MI 48910-3831 IN LANSING CITY IN INGHAM COUNTY

Home address and phone number of partner(s)/subordinates:

Board of Trustees, Michigan State University; 426 Auditorium Rd Hannah Administration Building Rm 450 East Lansing MI 48824-1046

As part of the licensing process, an investigation is required by the Michigan Liquor Control Commission Enforcement Division. The Enforcement investigation will be conducted from the following designated District Office:

Lansing District Office (517) 284-6330

You may contact your designated District Office regarding any appointments or questions on documentation requested by the Investigator. **Failure to provide requested information or to keep scheduled appointments will cause the application to be returned to the Lansing office for cancellation.**

Since this request is a transfer under MCL 436.1529(1), approval of the local unit of government is not required. However, a copy of this notice is also being provided to **Local Governmental Unit** should they wish to submit an opinion on the application or advise of any local non-compliance issues.

Under administrative rule R 436.1105, the Commission shall consider the opinions of the local residents, local legislative body, or local law enforcement agency with regard to the proposed business when determining whether an applicant may be issued a license or permit.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. The licensee must obtain all other required state and local licenses, permits, and approvals before using this license for the sale of alcoholic liquor. Approval of this license by the Michigan Liquor Control Commission does not waive any of these requirements.

MICHIGAN LIQUOR CONTROL COMMISSION
Retail Licensing Division
(866) 813-0011

cc: HOA RESTAURANT HOLDER, LLC (A DELAWARE LIMITED LIABILITY COMPANY) estherm@hooters.com
LANSING CITY chris.swope@lansingmi.gov

MICHIGAN LIQUOR CONTROL COMMISSION
PAT GAGLIARDI, CHAIRMAN
525 W. Allegan St. • P.O. BOX 30005 • LANSING, MICHIGAN 48909
www.michigan.gov/lcc • 866-813-0011