AGENDA
Committee on Ways and Means
Thursday, October 25, 2018 @ 8:00 a.m.
Council Conference Room, City Hall

Councilmember Jody Washington, Chair
Councilmember Kathie Dunbar, Vice Chair
Councilmember Carol Wood, Member

1. **Call to Order**

2. **Minutes**
   - September 27, 2018

3. **Public Comment on Agenda Items**

4. **Discussion/Action:**

   A.) Workers Compensation Claim #2062876-00684

   B.) Sole Source Purchase: Parking Services Office request for Traffic and Safety as the vendor for TIBA Parking Entry and Exit Management Solution.

   C.) Sole Source Purchase: Lansing Police Department request for Shaheen Chevrolet of Lansing Inc. as the vendor for the purchase of two vehicles.

   D.) Sole Source Purchase: Lansing Police Department request for All City Management Services as the vendor for the staffing, training, and management of City of Lansing's School Crossing Guard Program.

   E.) Sole Source Purchase: Lansing Police Department request for Graf Chevrolet of Okemos as the vendor for the purchase of two used vehicles.

   F.) Sole Source Purchase: Lansing Police Department request for Shaheen Chevrolet of Lansing Inc. as the vendor for the purchase of a vehicle.

   G.) Sole Source Purchase: Public Service Department request for Eng Inc. as the vendor for the purchase of engineering services for Frandora Hills Sanitary Sewer Rehabilitation.

5. **Other**

6. **Adjourn**

PUBLIC COMMENT AND SIGN IN SHEET

COMMITTEE Ways and Means DATE Oct 25, 2018

Please print

NAME	ADDRESS	Purpose for Attending	Email Address	PHONE
Nathan Bowman	738 Spencer Ave Lansing 48910		—	—
Jim DeLine	LPD	Sole Source		4808
CHAD GAMBLE	219 N GRAND	Sole Source	chad.gamble@lansingmi.gov	X 6621

MINUTES
Committee on Ways and Means
Thursday, September 27, 2018 @ 8:00 a.m.
10th Floor Conference Room, City Hall

CALL TO ORDER
The meeting was called to order at 8:01 a.m.

ROLL CALL
Council Member Jody Washington, Chair
Council Member Kathie Dunbar, Vice Chairperson – arrived at 8:02 a.m.
Council Member Carol Wood, Member

OTHERS PRESENT
LaSondra Crenshaw, Administrative Assistant
Eric Brewer, Council Internal Auditor
Jim Smiertka, City Attorney
Anethia Brewer – District Court
Danielle Strouse – Chief Probation Officer

Minutes
MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE MINUTES FROM SEPTEMBER 13, 2018 AS PRESENTED. MOTION CARRIED 2-0.

Public Comment
No public comment at this time.

Discussion/Action

RESOLUTION – Grant Acceptance; FY 2019 Sobriety Court

Ms. Brewer acknowledged they were awarded the Michigan drug court grant, this program has been going on since 2005, and 54A District Court is unique due to being one of the few felony courts in the state. She introduced Danielle Strouse who oversees the program.

Ms. Strouse stated they received a little more funding than in the past years $6000 for medication assisted treatment (MAT) helps with people going through drug and alcohol withdraw. It helps get them clean and sober and remain sober. They now have an actual doctor on their team. The program requires two years mandatory participation, and at the one year mark plead guilty and get charge reductions.

There are currently 182 admitted participants, 101 successful completions, 18 active participants, 107 have graduated, and three new participants starting next week.

Council Member Wood asked what the receditive rate is. Ms. Strouse stated around 71% of the people had not committed any new crimes.

Council Member Wood asked is the doctor under contract, and does he charge a set rate. Ms. Strouse stated yes the doctor is under contract and her funding is through the $6000.00, they are billed based on the individual and what they are needing.

Council Member Wood asked how you see this looking if we had the court consolidation happen. Ms. Strouse stated they had not talked about this however she would imagine it wouldn't change anything. Ms. Brewer stated they would continue discussions to see how this would be handled.

Council Member Dunbar asked what happens if the $6000.00 runs out. Ms. Strouse stated this part of the program is new but we don't anticipate this happening due to the amount of people we have in the program.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE RESOLUTION FOR FY 2019 SOBRIETY COURT GRANT. MOTION CARRIED 3-0

N/A

ADJOURN
Adjourn at 8:08 a.m.
Submitted by,
LaSondra Crenshaw, Administrative Assistant
Lansing City Council
Approved by the Committee on________________

City of Lansing
Office of the City Attorney

TO: Ways and Means Committee

FROM: F. Joseph Abood, Chief Deputy City Attorney

DATE: October 16, 2018

RE: WC Settlement 2062876-00684

[redacted]

CompOne Administrators, Inc. has evaluated this claim for settlement. We have negotiated a settlement of $92,604.20 to release all past, present and future claims against the City of Lansing.

The Mayor, the Law Department and the Department of Human Resources support the recommendation for settlement and the Department of Human Resources advises that funds are available in the Workers Compensation Claims account. We are requesting your approval of the redemption of this case.

Please contact this office as soon as possible with any concerns you may have regarding the redemption of this claim.

cc: Linda Sanchez-Gazella, Human Resources Director
Kathy Woodman, Health & Wellness Administrator
Elizabeth O'Leary, Employee and Labor Relations Specialist

Fifth Floor, City Hall • Lansing, Michigan 48933 • (517) 483-4320 • Fax (517) 483-4081 • cityatty@lansingmi.gov

BY THE COMMITTEE ON WAYS AND MEANS

RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, it is proposed that a claim be resolved by virtue of entering into a settlement agreement with claimant 2062876-00684, in which, the City of Lansing would agree to pay Plaintiff the sum of Ninety-Two Thousand, Six Hundred and Four Dollars and Twenty Cents ($92,604.20) in exchange for a complete redemption and release of the City from any past, present, and future liability regarding any alleged injuries/illnesses whatsoever;

WHEREAS, the proposed settlement is recommended by the Mayor, the Department of Human Resources Director, the City of Lansing's Fund Administrator, and the City Attorney;

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council hereby approves the payment of Ninety-Two Thousand, Six Hundred and Four Dollars and Twenty Cents ($92,604.20) pursuant to said proposed settlement agreement as a full and final settlement of said action.

BE IT FINALLY RESOLVED that the City Attorney is authorized to prepare and execute the requisite documents to complete settlement of the aforementioned lawsuit.

XV A 2 j

CITY of LANSING
INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor

FROM: Stephanie Robinson CPPB, Senior Buyer

DATE: Sept. 28, 2018

SUBJECT: Sole Source Purchase – TIBA, Traffic and Safety

Please include this Sole Source packet of information in your transmittal to Council as required by the Purchasing Ordinance Section 206.05.

In summary, the Purchasing Office processed the following Sole Source transaction:

Department: Economic, Development and Planning - Parking Services Office
Vendor: Traffic and Safety Control Systems
Item Purchased: TIBA Parking and Entry and Exit Management Solutions
Dollar Amount: $383,263 estimated

Additional information pertaining to this purchase is attached for your information.

This letter is filed in accordance with the Purchasing Ordinance Section 206.05 (a) and (b).

slr

Stephanie Robinson

From: John Whiteman <john.whiteman@tibaparking.com>
Sent: Friday, September 21, 2018 7:48 AM
To: Stephanie Robinson
Cc: Info; Kirk Hillquist
Subject: RE: Traffic and Safety Wixom Mi

Hi Stephanie:

That is correct...Traffic and Safety is the only certified VAR/partner with an agreement to distribute TIBA products in the state of Michigan.

Please let me know if you have any questions or if I can be of additional assistance.

Best regards,

John Whiteman
Executive Vice President-Sales

T +1.631.760.5960 M:+1.516.818.2798
John.Whiteman@TIBAParking.com

-----Original Message-----
From: STEPHANIE ROBINSON <wordpress@tibaparking.com>
Sent: Friday, September 21, 2018 7:40 AM
To: Info <info@tibaparking.com>
Subject: Traffic and Safety Wixom Mi

From: STEPHANIE ROBINSON <stephanie.robinson@lbwl.com>
Subject: Traffic and Safety Wixom Mi

Message Body:
The City of Lansing is reviewing adding your TIBA to our Parking solutions. Does your company have protected sales territory?
I have been told that Traffic and Safety is the sole sales office for TIBA Products in the state of Michigan, is that correct?
Stephanie Robinson
Buyer - City of Lansing
517-702-6197

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This e-mail was sent from a contact form on Tiba Parking (http://tibaparking.com)

CITY of LANSING
INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor
Samantha Harkins, Chief of Staff

FROM: Stephanie Robinson, CPPB, Senior Buyer

DATE: **September 21, 2018**

SUBJECT: Sole Source – TIBA, Traffic and Safety

The Parking Services Office requests that Traffic and Safety be designated as a Sole Source vendor for TIBA Parking Entry and Exit Management Solution.

Please see the attached letter from Chad Gamble and Brian McGrain, Department of Economic Development and Planning Director regarding the request.

Based on the attached letter we recommend issuing a sole source purchase order to Traffic and Safety Control Systems, Inc. in the amount of $ 383,263 from account numbers 585.453643.977000, 585.453645.977000, 585.453646.977000, 585.453647.977000, and 585.453648.977000 per the request of the Department of Economic Development and Planning Department.

Attachment

Date: 9-24-18

Approved X Denied ______

Andy Schor, Mayor

Chad Gamble, Parking Manager
Department of Economic
Development and Planning

Andy Schor, Mayor

Parking Services Office
219 N. Grand Avenue
Lansing, Michigan 48933-1317
PH: 517.483.4240 – FAX: 517.483.4395
www.lansingmi.gov

MEMORANDUM

To: Stephanie Robinson, Senior Buyer

From: Chad A. Gamble, P.E., Parking Manager

Subject: Request for Sole source Procurement for Parking Entry and Exit Management Solution

Date: September 17, 2018

Please let this memo serve as a request for the issuance of a sole source purchase order for procurement for the Parking Services Office (PSO) for all parking and revenue control systems and related appurtenances (collectively referred to as PARCS equipment) for all of the PSO PARCS related assets.

As has been previously presented, our current PARCS equipment is an average of 9 years old. The average life expectancy of this equipment is 7 years. This equipment is the source for many delays and backups and customer frustrations in our facilities due to its age and hardware/software failures. In addition, huge advancements have been made in the capability to increase the customer service experience of the PARCS equipment by remote controlling the machines, troubleshooting from a web application via a smart phone, and overall systemic improvements via software design and utilization comporting with operational demands and preferences

It is for this reason that an investigation and purchase of PARCS equipment was necessary, anticipated and budgeted for FY 18, FY 19 and FY 20. This equipment is one of the major improvements that will be made as part of our 5 year extreme makeover of our facilities.

Over the past seven months the PSO has completed an exhaustive investigation and analysis of the varying types of solutions that are on the market that would supply PARCS equipment. We assembled a team of City Employees that represent all users and stakeholders of what will be the new PARCS hardware and software. The individuals that were involved in the analysis were:

Chad Gamble, Parking Manager
Traci Shell, Interim Assistant Parking Coordinator
Susan Wyatt, Interim Parking Operations Supervisor
Ann Garza, Interim Permit Coordinator
San Quon, GIS Administrator
Alan McCarrick, IT Help Desk Manager
Jamie Trieweiler, IT Project Manager
Anthony Smith, Parking Technician
Ted Minix, Parking Technician

The following activities, site visits and reviews were performed as part of our investigation and review efforts. The last names of City team members who were part of the activity are indicated at the beginning of each line.

1. Gamble, Shell and Minix attended Parking Infrastructure Expo in Chicago to perform hands on test on multiple PARCS vendor equipment lines. This included discussions with company programmers and operational experts.
2. McCarrick, Gamble, Shell, Smith and Quon visit with Ann Arbor DDA staff. This visit included interviews with their IT team members, operational and management staff on their use of TIBA and Amano McGann equipment.
3. Garza, Smith and Wyatt tour of Wixom TIBA testing lab with hands on opportunities with all types of PARCS equipment and opportunities to ask and receive answers to financial and operational questions.
4. Gamble, Wyatt, Shell, Garza and Minix were attendees of presentation of DeSigna in office detailing functionality and programming of their back end software management systems.
5. Gamble tour of Sparrow Hospital and interview with their Parking Manager and on site Management Company on their investigation, purchase and experience of PARCS equipment highlighting the functionality of Amano McGann and TIBA equipment. They indicated difficulties with the deployment of their Amano McGann - Opus equipment.
6. Interviews of Gerald R. Ford International Airport staff after recent purchase of new DeSigna equipment.
7. Interviews of City of Grand Rapids parking management staff regarding their recent pilot PARCS equipment installation project.
8. Interview of City Kalamazoo on their recent purchase of equipment.

The purchase of PARCS equipment is a very complex and multi-faceted process. One must ensure variables like software integrations, user friendliness, ease of operations, break/fix simplicity, flexibility with other users (i.e. hotels, conference centers and other 3rd party vendors), expandability and upgradability into new systems (i.e. license place recognition capabilities), aesthetics, general support, and service response service level indicators all fit into the goals and objectives of all users and operators of the system.

The selection process, understanding all of the above categories and more, was broken down into three general categories. They are listed below with a general write-up of findings and their recommendation on the selection of PARCS equipment.

<u>Operations/Technicians (By: Ted Minix & Anthony Smith)</u>
The maintenance staff of the PSO supports TIBA as the choice for Lansing's parking PARCS contract. After comparing TIBA with other companies we believe TIBA offers the best combination of customer convenience with simplicity of maintenance and repair by the PSO Maintenance Technicians. Having a bar code based functionality allows an almost fail proof ability to read customers time tickets and less chance of an error due to mag strip malfunction. In addition, TIBA offers climate and temperature controlled machine enclosures and pay on foot options.

TIBA's maintenance staff are based locally in Michigan whereas the other companies are out of state and or have few technicians that could respond. Therefore, it is our opinion that the TIBA system is the best choice to accommodate both the customer and tech support for the PSO office.

<u>Parking Administration</u>
The PARCS product lines that impressed us the most during our study were DeSigna and TIBA. The overall machine designs are very similar and internal equipment layout and functionality is comparable. Both machine lines are much simpler builds that our current Amano McGann (AM) equipment, and even the modernized AM equipment. Both DeSigna and TIBA can use bar code technology. DeSigna prefers the multi-side mag stripe technology.

The software that is used by both companies has the capability of remote controlling all machines and issuing corrective charges in real time from any smart phone, tablet or laptop. However, the software and IT side of TIBA is more open and user friendly. This open architecture makes it more apt to modify and integrate with other 3rd party vendors. After interviewing several different users of DeSigna equipment, all expressed challenges with software integration and interfacing issues.

DeSigna has an overall, more pleasing aesthetic design of their cabinets than TIBA. However, both machines had very good *reviews* on its reliability and ability to withstand northern climates. DeSigna has had very few machines deployed in Michigan and does not have any deployed for more than 2 years. Both machines have internal climate control systems that work to keep the climate in the machine within a narrow operating parameter and thus preserve and protect the equipment. However, the TIBA climate controls were automatic and the DeSigna controls had to be manually changed each day.

DeSigna machines are serviced by Light and Bruening (LB). DeSigna via LB is just getting a foothold in the State of Michigan and are just beginning to deploy machines in the State. However, Light and Bruening has been servicing and repairing parking equipment for decades. During our investigation and interviews related to the servicing of this equipment, we understand that this company has had several challenges with their overall service to other municipalities.

In addition to the technical and operational investigation we also requested quotes for the projected new equipment we will install in the North Grand Ramp from both vendors. The request for quotes is attached along with the responses from each company. In the analysis of the submissions, the overall costs yielded TIBA less expensive than DeSigna.

Therefore, based on the comprehensive and exhaustive research, the results of the quotes, and the fact that Traffic and Safety is the sole source vendor responsible for all sales of TIBA equipment in the state of Michigan, on behalf of the Review Team's unanimous assessment, I recommend that a sole source contract be issued to Traffic and Safety for the purposes of purchasing necessary PARCS equipment and software to support the TIBA platform.

The respective multi-year costs will be paid from multiple fiscal years out of the following accounts:

Maintenance - Equipment:	585.453643.977000.0
South Capitol Parking Ramp – Equipment	585.453645.977000.0
North Grand Parking Ramp – Equipment	585.453646.977000.0
North Capitol Capitol Parking Ramp – Equipment	585.453647.977000.0
Townsend Ramp – Equipment	585.453648.977000.0

Approved: [signature] Date: 9/18/18

Brian McGrain, Director
Department of Economic Development and Planning

Chad Gamble, Parking Manager
Department of Economic
Development and Planning

LANSING MICHIGAN
Andy Schor, Mayor

Parking Services Office
219 N. Grand Avenue
Lansing, Michigan 48933-1317
PH: 517.483.4240 – FAX: 517.483.4395
www.lansingmi.gov

MEMORANDUM

To: Jeff Timer, Traffic & Safety

From: Chad Gamble, Parking Manager

Subject: Request for Quotes for PARCS equipment

Date: August 27, 2018

The City of Lansing Parking Services Office will be purchasing new PARCS equipment in the next few months. We are requesting a quote for the following equipment listed below. The system that will be purchased will be hosted by the vendor. Please include installation costs, set-up and anything that necessary to include to make PARCS equipment functional. Please send the quote back via e-mail Chad.Gamble@lansingmi.gov and Traci.Shell@lansingmi.gov

North Grand Parking Ramp PARCS Equipment

Spitter ticket machines with bar coding	2
RFID Readers	11
Pay-on-Foot machines	5
Credit Card & Bar Code exit machines	5
Count System	1

Thank you.

Chad Gamble, Parking Manager

Traffic & Safety Control Systems, Inc.

September 6, 2018

City of Lansing
Transportation Office
219 North Grand Avenue
Lansing, MI 48933
Mr. Chad Gamble
Ms. Traci Shell

Subject: TIBA Barcode Equipment for North Grand Ramp

Pursuant to your request for pricing on specific products and services, Traffic and Safety Control Systems, Inc., is pleased to provide the following breakdown for a TIBA parking access and revenue control system (PARCS) solution replacing the outdated magnetic stripe technology equipment.

This proposal provides the City of Lansing with a PARCS solution for North Grand Ramp complete with hardware, Traffic and Safety hosted software and server in the cloud, installation labor, training and a 2-year parts and labor warranty.

The system is fully PCI-DSS compliant and the credit card processing is using Point to Point Encryption (P2PE).

Traffic and Safety Control Systems, Inc. is pleased to present cloud hosting solutions model as an alternative to the traditional client server model found across much of the parking industry today.

We believe that the City of Lansing would benefit from hosting your PARCS solution in the Amazon Web Services cloud. AWS provides: greater security, redundancy, high availability and instant scalability which a client server based model cannot offer.

Snapshot of what TSCSI is proposing:

- Create and provide a standalone cloud managed network for the North Grand Parking Ramp.
- Provide Secure, Cloud Hosted Instances of all required Virtual Machines for the PARCS for a 3 year Term.
- Maintain Security and Network Integrity on behalf of The City of Lansing, providing secure access to management consoles via DMZ and encrypted channels. Provide extensive intrusion detection and prevention technology, content filtration and advanced logging technologies.

Our most recent project is for the State of Michigan's Department of Technology Management and Budget which is currently hosted by Traffic and Safety Control Systems Inc in the AWS Cloud. This project was designed for the Cloud from the beginning.

Notes:

- o Owner shall provide an internet connection which shall include a publicly routable IPv4 internet address. This connection shall not be filtered, both in-bound and outbound traffic. (TSCSI is providing a firewall)
- o It is assumed that the facility has adequate electrical capacity to support the proposed equipment.

Traffic & Safety Control Systems, Inc.

TIBA BAR CODE SYSTEM

NORTH GRAND RAMP	Unit Cost	Extended Cost
(2) MP 30 Ticket Dispenser	$ 8,555.00	$ 17,110.00
(7) Transcore AVI Reader	3,800.00	26,600.00
(4) Transcore AVI Reader Card Only/Nested	6,372.00	25,488.00
(5) SW 30 Exit Verifier w/ P2PE CC	11,678.00	58,390.00
(5) APS 30 Pay on Foot, Cash, Coin and P2PE CC	35,712.00	178,560.00
(1) CT20 Controller	3,108.00	3,108.00
(1) TMS Smart Park Software Facility Parking Management	11,207.00	11,207.00

- Count , Access , Revenue, Credit Card
- Validation Sticker system

Equipment, Hosting and Licensing:

- AWS Cloud Hosting Solution for all PARCS Virtual Machines, 3 Year Term
- Cisco Meraki Advanced Security License 3-Year Term
  Cisco Meraki vMX Appliance (AWS) 3-Year Term
- Cisco Meraki Security Appliance
- 16 Port Managed, PoE Gigabit Ethernet Switch

Total Equipment	**$ 320,463.00**
3 Year Hosting Service	**27,000.00**
Installation	**35,800.00**

Options to be reviewed:

Work Stations Licenses	$ 1,670.00 each
Hang Tags	$ 19.30 each
3rd party API's	TBD
Chaser coupon Validation System	$ 1,500.00
Online Validation System (5 user)	$ 3,150.00
Intercom System	TBD
Recycling cash in Pay-on-Foot	$ 7,860.00
Spare Vaults and Cassettes	TBD
TIBA Safe Store and Forward CC	$ 3,575.00
Hotel Systems/Valet	TBD
Third Party Reservation Systems	TBD

Installation to include the following:

- Remove existing equipment.
- Saw cut and install vehicle detection loops, if necessary.
- Mount all control equipment.
- Pull necessary control wires and terminate all wires.
- Final tune-in and checkout of control system.

- Two-year warranty covering all parts and labor warranty to repair or replace defective parts due to normal wear and tear. Acts of God, vandalism, or misuse is not covered.
- Unlimited training on site

Notes:

- All power shall be brought to the gate location by others. It shall be a system that meets NEC standards.
- All signing for traffic control shall be provided and installed by others.
- All conduits for power and control wiring shall be provided and installed by others.
- All concrete islands and/or mounting pads shall be provided and installed by others. This includes concrete filled protective barrier posts.
- Site preparation shall be done by others according to layout drawings supplied by Traffic & Safety if applicable.
- This quote is valid for 90 days.
- Terms are 50% deposit with order; Balance is net 30 days after installation. A 1-½% per month finance charge will be added to all invoices older than 30 days.
- CAUTION: This equipment is for automobiles only. Clearly marked alternate paths must be provided for motorcycles, bicycles, and pedestrians.

Thank you for the opportunity to quote.

Jeffrey E. Timar
Traffic and Safety

Chad Gamble, Parking Manager
Department of Economic
Development and Planning

Andy Schor, Mayor

Parking Services Office
219 N. Grand Avenue
Lansing, Michigan 48933-1317
PH: 517.483.4240 – FAX: 517.483.4395
www.lansingmi.gov

MEMORANDUM

To: Tom Bradfish, Light & Breuning

From: Chad Gamble, Parking Manager

Subject: Request for Quotes for PARCS equipment

Date: August 27, 2018

The City of Lansing Parking Services Office will be purchasing new PARCS equipment in the next few months. We are requesting a quote for the following equipment listed below. The system that will be purchased will be hosted by the vendor. Please include installation costs, set-up and anything that necessary to include to make PARCS equipment functional. Please send the quote back via e-mail Chad.Gamble@lansingmi.gov and Traci.Shell@lansingmi.gov

North Grand Parking Ramp PARCS Equipment

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Count System	1

Thank you.

Chad Gamble, Parking Manager

City of Lansing, MI

Parking Access Revenue Control Quotation

September 11, 2018

Light & Breuning, Inc.
PARKING SYSTEMS

912 Lawrence Drive Fort Wayne, IN 46804 (260)422-6456 Fax (260) 422-6457 www.lbpark.com
(800) 947-4064 Indianapolis (317) 824-9519 Lansing (517) 203-4706 Grand Rapids (616) 233-0785

Letter of Transmittal

September 11, 2018

Mr. Chad Gamble
City of Lansing Economic Development and Planning
Parking Services Office
219 N. Grand Avenue
Lansing, MI 48933-1317

RE: RFQ Parking Access Control Solution

Chad:

Thank you for the opportunity to submit our proposal to furnish, install and support an advanced automated parking access and control system for the City of Lansing, MI. Our proposal has been thoughtfully engineered to efficiently and creatively apply the newest technologies for the benefit of all stakeholders who use the City of Lansing parking facilities. Through this proposal, we will demonstrate our passion to deliver best practice solutions. Should you have any questions please do not hesitate to contact me at 800-947-4064.

Light & Breuning, Inc.

Tim W. Breuning, President

Encl.

Table of Contents: **Page**

1. Company Overview and Executive Summary

Business Organization

Light & Breuning, Inc. is a closely held company established as a sole proprietorship in 1953, incorporated in Indiana in 1984, and registered with and authorized to do business in the state of Michigan since 1995.

Tim Breuning, President	(800) 947-4064 Office
Light & Breuning, Inc.	(260) 422-6457 Fax
912 Lawrence Drive	Tbreuning@lbpark.com
Fort Wayne, IN 46802	Website: lbpark.com

Light & Breuning, Inc. has been in business since 1953 and has an excellent credit rating.

Light & Breuning, Inc. specializes in the design, integration, installation and service support of automated parking, access and revenue control systems of parking facilities throughout Indiana and Michigan. The company has accumulated an impressive customer list of over six hundred completed installations for a diverse clientele. Our customers, end users and general contractors will verify that Light & Breuning, Inc. has completed every project it has started meeting or exceeding the specifications and service requirements.

Skill sets within the team include; project management, system engineering, system integration, site layout, wireless communications, revenue control systems, access control systems, barrier gate systems, VoIP systems, vehicle detection, vehicle counting and dynamic sign systems. The company provides project management, field installation, training, and system support with direct employees. To provide the best support to our customers, Light & Breuning, Inc. offices, repair center and parts depot are centrally located in Fort Wayne, Indiana.

Selected list of PARCS system manufacturers listed below.

DESIGNA

FEDERAL APD
Authorized Distributor

tres

1. Company Overview and Executive Summary - Continued

Diversity and Inclusion Policy:

Equal Employment Opportunity

It is the Company's policy that equal employment opportunities be available to all without regard to race, sex, age (within statutory limits), color, religion, national origin, citizenship status or disability. This policy applies to all employees and applicants for employment and in all phases of employment including hiring, placement, promotion, demotion, transfer, recruiting, advertising, and treatment during employment, rates of pay or other forms of compensation, selections for training and termination of employment.

The Company will take appropriate steps to provide reasonable accommodations upon request to qualified individuals with disabilities so long as doing so does not cause an undue hardship. Violations of the Company's Equal Employment Opportunity Policy will not be tolerated and will result in appropriate discipline, up to and including discharge. If you believe this policy has been or is being violated, you must report the violation immediately to the President or any other representative of management

Anti-Harassment Policy

Included in our commitment to provide a work place free of job-related discrimination is a prohibition against on-the-job harassment of any employee because of the employee's race, sex, religion, age, national origin, citizenship status or disability. Employees have a right to work in an environment free of harassment.

Harassing conduct may include, among other things, (1) epithets, slurs, stereotyping or threatening, intimidating or hostile acts that relate to race, sex, age, religion, national origin or disability; and (2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, sex, age, religion, national origin or disability. The Company is committed to protecting employees from such harassment whether from other employees or non-employees.

Included in the Company's commitment to provide a work place free of job-related discrimination is a prohibition against sexual harassment. Sexual harassment includes but is not limited to:

- Unsolicited and unwelcome verbal comments or jokes and physical gestures or actions of a sexual nature toward another employee (for example, touching, patting, pinching, indecent exposure or profane jokes);
- Unsolicited and unwelcome demands or requests for sexual favors or social or sexual encounters;

1. Company Overview and Executive Summary - Continued

Diversity and Inclusion Policy (Continued)

- The explicit or implicit promises of preferential treatment with regard to an individual's employment in exchange for sexual favors or sexual activity; or

- The use of an employee's or applicant's submission to or rejection of such conduct as the basis of an employment decision (e.g. hiring, firing, promotion, demotion, compensation, benefits or working condition).

The Company will hold all levels of supervision responsible for monitoring and complying with Company practices and procedures for the handling of employee complaints about harassment and other discrimination. Employees who believe they are victims of harassment or other discriminatory conduct are encouraged and have a responsibility to seek help. Sexual harassment and other discriminatory conduct should be reported immediately to the President or any other representative of management. Such reports will be treated in a confidential way as is appropriate, and no adverse action will be taken against any employee because he or she reports discrimination or harassment. All employees are assured that quick action will be taken to resolve complaints and that the Company is firm in its commitment to eliminate such conduct from the work place.

The Company will not tolerate discriminatory conduct. Such conduct may result in disciplinary action up to and including discharge. Help us create a work environment free from discrimination of any sort

1. Company Overview and Executive Summary - Continued

- **Executive Summary**

Our total solution, will deliver a system which will meet the parking requirements of the City of Lansing for many years to come and will equip them with the flexibility to accommodate future expansions and functionalities. This proposal will demonstrate the unique and significant VALUE that is created by the team of Light & Breuning, Inc. and DESIGNA for the benefit of all stakeholders. Designa has successfully completed installations for over 6,000 global sites.

FUTURE PROOF – The ABACUS system features industry standard architecture with a single control server for all system operations. This single server operation provides for ease of back up and upgrade in all situations. No area computers or intermediary computers are required to control the system. The ABACUS system solution uses native TCP/IP communication between all devices and world standard architecture from Microsoft to deliver a true best practice solution.

EASE OF INTEGRATION – The ABACUS system is "future proof" by virtue of its Web Services module that is the application program interface ("API") for unlimited third party integrations that can enhance the "customer experience" i.e. reservations, frequent parker programs, space availability via the WEB and mobile apps, mobile payments, and many more.

FLEXIBILITY - We have proposed a core system based on central stripe magnetic stripe technology, known as ABACUS from DESIGNA of Germany www.designa.com. We recommend the use of magnetic stripe technology for multi-user applications where wide ranging functionality is required for security, multi-level discounting, and the ability to rewrite multiple times. A barcode system can be installed if preferred, however, this is not recommended by us for a busy parking environment.

TRANSITION – The Light & Breuning, Inc. team understands the site requirements, conduit layouts, electrical panels, and most importantly the requirement for extraordinary care of the parking patron. Our team will hit the ground running and meet the milestones for each phase without delay, loss of parking revenue, or inconvenience to parking patrons.

2. Professional Qualifications

Light & Breuning, Inc., key personnel supporting the City of Lansing will include:

- **Tim Breuning, Sales Relationship Manager**
  25 years' experience
  Tim will be responsible for customer communication, project meetings, documentation, and general support of the project.
  Phone: (616-233-0785)
  Email: tbreuning@lbpark.com

- **John Potter, Project Engineer Indiana Based**
  21 years' experience
  Level 3 Designa certified
  John will be responsible for engineering the product application and overseeing the installation.
  Phone: (616-233-0785)
  Email: japotter@lbpark.com

- **Steve Bell, Project Engineer Michigan Based**
  31 years' experience
  Steve will be the on-site project manager coordinating installation forces, handling weekly project meetings and manufacturer liaison.
  Phone: (616-233-0785)
  Email: sbell@lbpark.com

- **Jonathan Porter, Project Engineer Indiana Based**
  5 years' experience
  Level 3 Designa certified
  John will be responsible for engineering the product application and overseeing the installation.
  Phone: (616-233-0785)
  Email: jporter@lbpark.com

- **Gerry Saam, Product Support Indiana Based**
  1 years' experience
  Level 1 Designa certified
  Gerry will be responsible for product support
  Phone: (616-233-0785)
  Email: gsaam@lbpark.com

2. Professional Qualifications - Continued

- **Aaron Fare, Product Support Michigan Based**
  1 years' experience
  Level 2 Designa certified
  Aaron will be responsible product support.
  Phone: (616-233-0785)
  Email: afare@lbpark.com

- **Matt Storer, Product Support Michigan Based**
  1 years' experience
  Level 1 Designa certified
  Matt will be responsible for product support
  Phone: (616-233-0785)
  Email: mstorer@lbpark.com

- **Audrey Marks, Service Coordinator**
  5 years' experience
  Audrey will be responsible for service requests
  Phone: (800)947-4064
  Email: amarks@lbpark.com

- **Lisa Shoup, Materials/Contract Manager**
  16 years' experience
  Lisa will be responsible for contract administration and purchasing/inventory of all system components.
  Phone: (616) 233-0785
  Email: lshoup@lbpark.com

- **Brian Sorg, IT Engineer**
  18 years' IT experience
  Brian will be responsible for network communications and network security.
  Phone: (616-233-0785)
  Email: bsorg@lbpark.com

2. Professional Qualifications - Continued

- **Safety Plan**
  Light & Breuning, Inc. will provide a safe work crew and observe the following:
  - All on-site employees will be OSHA 10 certified and their supervisor will be OSHA 30 certified.
  - All on-site employees will be identified with uniform shirts and/or jackets with company name displayed.
  - All on-site employees will wear high visibility vests when working.
  - All on-site employees will observe lock out \ tag out procedures.
  - Each work area will be demarcated with traffic cones and barricades during actual field work.
  - All vehicles will be identified with company logos.

3. References and Experience

- **Fort Wayne International Airport** (22 lanes)
  Located at: 3801 W. Ferguson Road, Fort Wayne, Indiana
  Contact reference: Stan Klepper, Chief, Public Safety Dept. (260)747-4146
  e-mail Klepper@fwairport.com
  Project completed: December 2016

- **Purdue University** (2 garages)

  Grant Street Garage (6 lanes, 1,320 spaces),
  Located at: 120 N. Grant St., West Lafayette, IN 47907
  Contact reference: Holly Buskirk, (765)494-9493
  e-mail haalexander@purdue.edu
  Project completed: January 2017

  Harrison Street Garage (6 lanes, 862 spaces)
  Located at: 433 Harrison St., West Lafayette, IN 47907
  Contact reference: Holly Buskirk, (765)494-9493
  e-mail haalexander@purdue.edu
  Project completed: July 2017

- **Battle Creek, MI** (2 garages)
  Hamblin Ave. Garage (6 lanes, 162 spaces)
  Located at: 40 West Hamblin Ave. Battle Creek, MI 49017
  Contact reference: Tim Warren, Systems Manager, (269)966-3605
  e-mail twarren@abm.com
  Project completed: April 2016

  Michigan Ave. Garage (6 lanes, 700 spaces)
  Located at: 80 West Michigan Ave, Battle Creek, MI 49017
  Contact reference: Tim Warren, Systems Manager, (269)966-3605
  e-mail twarren@abm.com
  Project completed: July 2017

- **Plaza Towers, Grand Rapids, MI**
  201 West Fulton Street, Grand Rapids, MI 49503
  Contact reference: Brent Parmeter, (616)-242-6602, bparmeter@eenhoorn.com
  Designa Blue Edition - magstripe
  Completed: 2/2018

- **Gerald R. Ford Airport,Grand Rapids, MI**
  5500 44th Street SE, Grand Rapids, MI
  Contact reference: Dan Villalobos, (616)-233-6073, dvillalobos@grr.org
  Designa Blue Edition – Magstripe
  Projected Completion: 11/2018

4. Product Solutions Proposed / Meeting of Technical Specifications/ Timeline

Light & Breuning, Inc. is the authorized distributor for Designa Access Corporation for Indiana, Michigan and Ohio and proudly presents their solution for the City of Lansing. We recommend the following equipment and features:

- **Blue Edition Plus Entry – Exit Terminal Standard features:**
  - Barcode or magnetic stripe
  - PCI/PA – DSS/EMV ready reader
  - 2D QR reader for pre-booking-mobile pay
  - Internal HID proximity reader
  - VoIP intercom
  - Linux device code
  - Energy saving mode
  - Lost ticket button
  - Receipt button

- **Abacus Automatic Pay Stations**
  Barrier-free automatic Pay Station for all car park payment process - various options enable adaption to all customer requirements
  - Wheelchair accessible controls
  - Processing tickets and cards with magnetic strips or barcodes
  - Payment of short term parker tickets incl. discount processing
  - Renewal and additional payment of season parker cards
  - Charging and additional payment of debit cards
  - Coin processing, country and client-specific
  - Banknote processing (optional), country and client-specific
  - Banknote return (optional)
  - Bill recycler
  - Lost ticket button
  - Receipt printer for issuing receipts using thermal printing technology
  - TFT color display (15") available
  - VoIP Intercom device
  - Ethernet connection

4. Product Solutions Proposed / Meeting of Technical Specifications/ Timeline - Continued

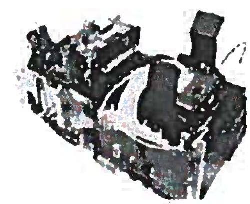
- **Abacus Pay-In-Lane**
  Processing tickets and cards with magnetic strips or barcodes
  - Payment of short term parker tickets incl. discount processing
  - Renewal and additional payment of season parker cards
  - Charging and additional payment of debit cards
  - Coin processing, country and client-specific
  - Banknote processing (optional), country and client-specific
  - Receipt printer for issuing receipts using thermal printing technology
  - TFT color display (10.4") available
  - VoIP Intercom device
  - Ethernet connection

- **Abacus Parking Management Software Standard features:**
  - Uses MS-SQL database
  - PA-DSS compliant
  - Alerts via texting and Email are sent when facility is full, broken equipment or ticket jams and outages
  - Web-based reports accessible from internet with proper credentials
  - User friendly graphical user interface
  - Fully editable security features
  - Real time reporting

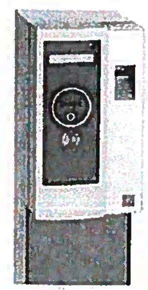
- **Reliability**
  - The DESIGNA solution derives its reliability from the basis of design. Significant design features and competitive advantages are evident including:
    - The Designa software features a WEB services interface that allows for easy integration of third party solutions such as credential updates, general ledger interfaces, mobile payment platforms and many others.
    - The Designa software is scalable to meet the unique needs of each customer. Applications are available for a single site server, a central server via a VPN or the ASP Private Cloud Solution.
    - The Designa solution communicates with the server using TC/PIP Ethernet based communication. IT professionals recognize this standard as the most reliable communication protocol.

4. Product Solutions Proposed / Meeting of Technical Specifications/ Timeline - Continued

- **Reliability - Continued**
  - The Designa solution is available in magnetic stripe, barcode, RFID, or mobile formats. The broad spectrum of Designa solutions challenges the one size fits all philosophy of less qualified solutions.
  - The heart of each revenue device is the Multicon. This key component is standard to all entry and exit terminals as well as all fee computers and automated pay stations. This common platform enables simple and economical parts servicing. The Multicon is designed with self-diagnostics to assist with servicing. The Multicon includes a self-sharpening blade to cut each ticket.



  - The magnetic stripe feature is the most flexible and reliable format. Designa encodes the magnetic stripe ticket using an algorithm that ensures a readable ticket even if portions or the encoding have been damaged by moisture or patron abuse. The magnetic stripe feature allows for four ways read capability regardless of how the ticket is presented in the exit terminal or automated pay station.
  - The Designa Blue Edition Plus terminal faceplate has been designed to integrate standard features including VoIP intercom, HID proximity access card reader, 2D QR barcode reader and EMV reader. All of these functionalities are presented in one clean faceplate. Nothing hangs on the side as an add-on box.



  - The Designa barrier gate operator is a direct-drive unit with a DC motor. The direct-drive design eliminates the gear box, belts and limit switches of older designs ensuring a very reliable and smooth running gate operator.
  - Credit cards are processed by EMV readers certified to provide end-to-end encryption ensuring compliance with rigorous PCI standards.

- **Project Timeline**

Light & Breuning, Inc. recognizes that customer service, public safety, may require changes in the proposed sequence. The presentation of the sequence below is merely to represent that we have given thought to the best approach; however, we are mindful of the need to adjust to customer and location priorities as necessary. Project duration is 11 weeks after receipt of order.

4. Product Solutions Proposed / Meeting of Technical Specifications/ Timeline – Continued

- **Award Contract/Kickoff Meeting**
  One week
- **Submittals**
  One week
- **Order and Receive Equipment**
  Four weeks
- **Configuration & testing**
  Two weeks
- **Mobilization, bolt down equipment**
  Two Weeks
- **Test & Acceptance**
  One Week

4. Product Solutions Proposed / Meeting of Technical Specifications/

- **Work by others**
  - Level concrete curb for mounting of equipment at each lane and/or POF location.
  - Conduit and electrical service at 20 AMPS, 110 VAC per lane
  - Bollards to protect PARCS equipment.
  - Informational or directional signage.
  - Network connections from FMS server to each lane and APS location.
  - Firewalls and High speed Internet connection to FMS server.
  - Data backup for server.
  - Information to program parking rates, validation accounts, etc.
  - Remote access is required for software support.
  - Operational supplies including parking tickets, cards, and signage.
  - Key system operator to assume responsibility for system knowledge.
  - CCTV to monitor activity in and around the traffic lanes.

- **Progress Meetings**
  Light & Breuning, Inc. will meet weekly with the customer representative from award and during actual field installation.

- **Job Site Clean Up**
  Light & Breuning, Inc. will maintain a clean job site at all times and observe the following:
  - All cartons and installation generated trash will be disposed of off-site.
  - All existing equipment that is removed will be disposed of offsite.
  - Each work area will be swept and inspected before reopening for vehicle traffic.

4. Product Solutions Proposed / Meeting of Technical Specifications/ Timeline – Continued

- **Deliverables**

  Within 1 day of notice of award, Light & Breuning, Inc. will provide the following deliverables;
  - Certificate of Insurance
  - Product specifications
  - System Schematic drawings
  - Equipment layout drawings
  - Training syllabus
  - Operational test plan
  - Custom graphics mock up
  - Customer artwork for ticket printing
  - Product manuals (5) product manuals

  Within 5 days of notice of award customer site information is requested to program the system and prepare for staging and commissioning.

- **Commissioning Plan**
  - The purpose of commissioning is to assemble, program, and test all components (ticket dispensers, automated pay stations, fee computers, card readers, server and various integrated accessories) as a unified system prior to field installation. The result is a system that is more stable and speeds up the field installation process.
  - Step one is to program the DBS server with the customer and site specific information including credit card processing.
  - Step two is to receive the equipment on-site for uncrating and inspection to verify quantities, inspect for damage, and confirm firmware versions.
  - Step three is to connect each device to the network and test as a system.
  - Step four is to demonstrate the system to the customer.
  - Step five is to use the assembled system to deliver the first module of training.
  - Upon completion of the commissioning process, each device is labeled, disconnected, and returned to the factory shipping carton for the short transport to its intended location.

- **Training**

  Light & Breuning, Inc. will coordinate and deliver 40 hours of training, ten (10) hours before installation begins, twenty (20) hours of GO LIVE training, and ten (10) hours refresher training within thirty (30) days after acceptance with the City of Lansing.

5. Warranty

- **Service and Support**
  - Light & Breuning, Inc. will provide pro-active service support for the City of Lansing.
  - Standard service hours are Monday – Friday 7:00 AM to 7:00 PM.
  - Emergency after hours support is available 24/7 at prevailing rates.
  - Preventative maintenance will be performed once each quarter on every device to ensure maximum performance. Before each preventative maintenance inspection, our Designa certified technicians will consult with the local manager to identify areas of concern or reported issues. The preventative maintenance inspection will address all reported issues as well as inspection of each device, cleaning of ticket paths, adjustments, and calibration of safety devices. Additional training will be offered during each preventative maintenance visit.
  - Most customer requests are for software support. The most expeditious delivery method for software support is via remote access. Our technicians are equipped with Tablets with wireless communication to remote into authorized sites and provide immediate mobile support.
  - Our technicians will provide two hour on-site hardware support. Each service vehicle is stocked with specialized diagnostic tools and spare parts.
  - Our service team is backed up by six Designa factory service engineers providing remote software support and on-site support from their Oak Brook Illinois service center.
  - Light & Breuning, Inc. is a member of the PARC Group that shares technical support resources and over 32 Designa certified technicians.

- **Emergency Service**
  - After hours, on weekends or holidays preferred method to request emergency service is through our website: www.lbpark.com or via telephone, and follow voice mail instructions to leave an emergency request and a technician will return your call.
- **Limited Labor Warranty Exclusions**

  Light & Breuning, Inc., warrants that it will provide field labor at the customer site during normal business hours Monday through Friday excluding holidays to service the factory warranty described above for a period of ONE YEAR from the date of substantial completion and system start up.

  - Quarterly preventative maintenance is included during the warranty. The preventative maintenance scope of work includes labor and perishable supplies to clean, adjust, and calibrate all systems and sub-systems for peak performance.

5. Warranty – Continued

- **Limited Manufacturer Warranty**
  - Designa warrants that its products will be free from any defects in material and workmanship under normal use and service, wear and tear excepted, for a period of TWO YEARS from the date of shipment. This warranty shall not apply to products which have not been properly maintained or have been subject to misuse, neglect, accident or damage, or which have been modified, changed or reworked in any way. There are no other warranties, expressed or implied, including but not limited to any implied warranties of merchantability or fitness for a particular purpose. In no event shall we be liable for any loss of profits or any indirect or consequential damages arising out of breach of this warranty or any other term or condition.

- **Extended Service Agreement**
  - Standard service hours are Monday – Friday 7:00 AM to 7:00 PM. Emergency after hours support is available 24/7 at standard rates with no penalty.
  - Preventative maintenance will be performed once each quarter on every device to ensure maximum performance. The preventative maintenance inspection will be performed by Designa certified technicians and will address all reported issues and inspection of each device, cleaning of ticket paths, adjustments, and calibration of safety devices. Additional training will be offered during each preventative maintenance visit as needed.
  - Remote software support. Our technicians are equipped with Tablets with communication to remote into authorized sites and provide immediate mobile support.
  - Our local based technicians provide same day on-site hardware support. Each service vehicle is stocked with specialized diagnostic tools and spare parts.
  - Spare parts and perishable supplies are stocked locally.

6. Cost Proposal

Part #	Description	Quantity	Unit Price	Extension
	HARDWARE REQUIRED FOR NETWORK HOSTING:	1.0		
	Network Hosting Hardware	1.0	5,379.00	5,379.00
	********	1.0		
	PLEASE SEE NOTE AT THE BOTTOM OF PROPOSAL REGARDING NETWORK HOSTING FEES	1.0		
	********	1.0		
	WORKSTATION & MONITOR:	1.0		
77-0018	WS120 Remote Workstation	1.0	1,195.00	1,195.00
77-0105	21.5" LED Monitor	1.0	210.00	210.00
	BARRIER GATES:	1.0		
77-0196	BlueEdition Barrier Gate	12.0	2,178.75	26,145.00
77-0049	10' Folding Arm, ADA	1.0	315.00	315.00
	TICKET DISPENSERS:	1.0		
77-0029	Entrance Control Terminal IN+ Barcode.	2.0	8,819.00	17,638.00
	CREDIT CARD & BARCODE EXIT MACHINES:	1.0		
77-0030	Exit Control Terminal OUT+ Barcode	5.0	9,233.80	46,169.00
77-00135	PX Credit Card Reader	5.0	1,556.20	7,781.00
77-0178	PX Ethernet Module LAN300	5.0	311.20	1,556.00
	RFID READERS:	1.0		
77-0110	CR 120 Plus Card Reader with Pedestal	5.0	2,593.80	12,969.00
TRES-900.2	TRES900 Passive RF Reader	11.0	1,500.00	16,500.00
99-5563	AVI Bracket	11.0	82.00	902.00
99-5564	AVI Pedestal, 94"	11.0	390.00	4,290.00
99-0201	Tres900 Hangtag, blank,	500.0	8.00	4,000.00
	PAY ON FOOT MACHINES:	1.0		
77-0211	Automatic POF Pay Coinless Barcode	5.0	27,493.80	137,469.00
77-00135	PX Credit Card Reader	5.0	1,556.20	7,781.00
77-0178	PX Ethernet Module LAN300	5.0	311.20	1,556.00
	COUNT SYSTEM:	1.0		
77-0113	License VMS Occupancy Display	1.0	675.00	675.00
77-0134	Serial to Ethernet Converter for SignalTech VMS	1.0	260.00	260.00
99-2321B	Loop Wire	1,080.0	0.20	216.00
99-2321W	Loop Wire	1,080.0	0.20	216.00
99-1411	Loop Sealant	48.0	23.00	1,104.00
11	Labor to install twenty-four (24) saw cut vehicle detector loops	1.0	6,864.00	6,864.00
	Installation Materials	1.0	2,100.00	2,100.00
11	Bolt down, terminate and test equipment	1.0	12,000.00	12,000.00
11	System commissioning, testing of credit card	1.0	5,000.00	5,000.00
16	One-Year On Site Service Warranty	1.0	9,000.00	9,000.00
17	Customer Training	1.0	2,000.00	2,000.00
	Freight	1.0	2,500.00	2,500.00

Subtotal	$	333,790.00
Sales Tax		
Total this quote	$	333,790.00

6. Cost Proposal - Continued

HOSTING SERVICE FEES:
Separate hosting agreement between HOST and customer is required.
Hosting fees will be $75 per TCC per Month = $1,275 per month.

OPTIONAL ITEMS:
1. Designa VoIP Central Server and one (1) Main Phone Point ...ADD: $1,919
2. WEB-VAL Online Validation Application...ADD: $3,631
3. Barcode Scanner for Chaser Ticket Creation:..ADD: $6,406
4. QR Validation Email/Printing...ADD: $3,113
5. Table Top Barcode Validator...ADD: $1,401

SEE NOTES SECTION OF PROPOSAL FOR ADDITIONAL ITEMS

This Quotation expires on December 11, 2018.

6. Notes

Our proposal includes the following notes.

- Concrete, conduit, A/C power, high speed Ethernet connection to each device, secure rack mount location for router, firewalls, by owner. Owner to provide adequate power and cooling for the room where the PARCS server rack is to be located.
- Existing proximity card readers and credentials will be integrated into the new system.
- EMV ready credit card readers furnished with each revenue device. Credit card processing by Payment Express. Fees and contract apply.
- Tickets, receipt paper and other perishables included for demo only.
- Price on base proposal and options good until December 11, 2018.

Value Engineering Recommendations

Light & Breuning, Inc. is pleased to provide a menu of value engineering recommendations that will provide opportunities to save money and add features. Pricing for each item is displayed on the cost sheet.

- **WEB validation**
  Web application for allocating validations to ABACUS short term parker tickets with magnetic strip or barcode technology. Allocated validations are saved in the System server. During the payment process at the manual or automatic pay station or directly at the exit, the saved validations are retrieved from the System server and deducted from the incurred parking fee.

- **Desktop validators**
  Compact offline discount unit for coding magnetic validations.

- **Voice Annunciation**
  Customized voice message at entry and exit.

- **Walk up Automatic Pay Station with recycler and coin handling**
  Barrier-free automatic Pay Station for all car park payment processes.

- **Pay in Lane with recycler and no coin handling**
  Automatic Pay Station in compact design for all car park payment processes.

- **Chaser Ticket**
  Designa offers the ability to grant validations using a chaser ticket.

- **Driver Camera**
  A camera can be installed at the entry and exit terminals to ensure network-based video surveillance.

- **Mobile Payment Options**
  Designa offers a web services interface for many mobile payment options and is willing to develop as necessary.

- **Graphics On Customer Facing Terminals**
  This option provides custom graphics on the face each self-service entry or exit terminal to provide patrons with information and guidance.

- **Surface Mount Bollards**
  Some equipment islands have been observed to be missing bollards to protect the equipment.

8. Value Engineering Recommendations – Continued

- **Spare Parts**
  Stock parts for on-site swap.

- **UPS**
  Uninterruptible Power Supplies, critical entry and exit lanes can be assured of operation in the event of a power failure by installing a UPS unit. Duration depends on cold weather conditions but can be expected to range from (4) to (12) hours per lane.

- **Handheld Event System**
  I-Phone based system accepts credit cards and prints a receipt

- **WEB Services**
  Designa offers the WEB services option allowing integration of data to other software platforms at the API level.

XV A 2 k

CITY of LANSING
INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor

FROM: Stephanie Robinson CPPB, Senior Buyer

DATE: Sept. 28, 2018

SUBJECT: Sole Source Purchase – Shaheen Chevrolet

Please include this Sole Source packet of information in your transmittal to Council as required by the Purchasing Ordinance Section 206.05.

In summary, the Purchasing Office processed the following Sole Source transaction:

Department: Lansing Police Department – SOS Division
Vendor: Shaheen Chevrolet, Lansing
Item Purchased: Two Cars – 2015 Chevrolet Equinox, and 2016 Chevrolet Equinox
Dollar Amount: $31,170.00

Additional information pertaining to this purchase is attached for your information.

This letter is filed in accordance with the Purchasing Ordinance Section 206.05 (a) and (b).

slr

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

PURCHASE ORDER

P.O. NUMBER	P085728
DATE	09/10/18
VENDOR I.D.	V047510
DELIVERY DATE	
FOB	
REQUISITION NO	PR014054

OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LIST AND CORRESPONDENCE.

TO: SHAHEEN CHEVROLET INC
632 AMERICAN ROAD
LANSING, MI 48911-5980

PHONE# (517) 394-0330 FAX#

DELIVER ITEMS TO:
LANSING POLICE - QUARTERMASTER
120 W MICHIGAN AVENUE 4TH FLOOR
LANSING, MI 48933

SEND INVOICE TO:
LANSING POLICE - QUARTERMASTER
120 W MICHIGAN AVENUE 4TH FLOOR
LANSING, MI 48933

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
001	2015 CHEVROLET EQUINOX [redacted] 09/05/18	1	EA	15,815.00	15,815.00
002	2016 CHEVROLET EQUINOX [redacted] 09/05/18	1	EA	15,355.00	15,355.00
				TAX	0.00
				TOTAL	31,170.00

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 quantitv is on back order or cancelled.

Federal Tax ID: 38-6004628

AUTHORIZED SIGNATURE [signature]

CITY of LANSING
INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor
Samantha Harkins, Chief of Staff

FROM: Stephanie Robinson, CPPB, Senior Buyer

DATE: **Sept. 6, 2018**

SUBJECT: Sole Source – Shaheen Chevrolet of Lansing

The Lansing Police Department requests that Shaheen Chevrolet of Lansing Inc. be designated as a Sole Source vendor for the purchase of two vehicles – Two Chevrolet Equinox LS.

Please see the attached letter from Chief Mike Yankowski regarding the request.

Based on the attached letter we recommend issuing a sole source purchase order to Shaheen Chevrolet, in the amount of $ 31,170 from account number 2673254-977000 per the request of the Lansing Police Department, Special Operations Section.

Attachment

Date: 9-11-18

Approved X Denied ______

____
Andy Schor, Mayor

Andy Schor, Mayor

Lansing Police Department

120 West Michigan Avenue
Lansing, MI 48933
Phone: (517) 483-4600
Fax: (517) 483-6003

Mike Yankowski, Chief

To: Stephanie Robinson, Purchasing Department, Senior Buyer
From: Mike Yankowski, Chief of Police
Subject: Sole Source Request-Special Operations Undercover Vehicles
Date: September 4, 2018

The Lansing Police Special Operations (SOS) has identified the need to replace current vehicles being used in undercover operations. We currently use a range of forfeited and purchased vehicles for officers to use during their investigations.

Due to the nature of undercover operations, the vehicles must blend into the environment in which they are deployed. This is fulfilled by driving used vehicles rather than new models. While the goal is to keep the vehicles themselves hidden and covert, through the course of investigations and contacts over years, their existence and their specifics are revealed.

Currently, the SOS fleet is made up of different makes and models as well as colors to diversify our efforts to blend in. Special Operations, in coordination with Vehicle Services, screened multiple makes and models to determine which would satisfy both departments. Due to the nature of sales of pre-owned vehicles, it is financially advantageous to purchase multiple vehicles from one dealer who offers a wide inventory. Special Operations and Vehicle Services requested inventory and pricing from a number of local area dealerships and then reviewed these for price and functionality. With the approval of Vehicle Services, the decision was made to purchase the following vehicles:

-2016 Chevy Equinox LS, 36k miles-$15,355
-2015 Chevy Equinox LS, 11k miles-$15,815

I am requesting a sole source purchase request for $31,170.00 for the above listed vehicles.
The cost of the vehicles, $31,170, will be paid for from forfeiture funds in accordance with the guidelines for local law enforcement agencies. The funds to pay for the vehicle will be taken from account 267.3254.977000.00000.

Thank you for your assistance with this matter,

Mike Yankowski, Chief of Police

PRESS FIRMLY

CHEVROLET Shaheen LANSING, MICHIGAN

632 AMERICAN ROAD
LANSING, MI 48911
(517) 394-0330

DATE	RD108 ONLY	EXPIRES ON MO/DAY/YR	VOS	PLATES
09/05/2018				☐ NEW ☐ RENEWAL ☐ TRANSFER

PURCHASER'S NAME	City Of Lansing
STREET ADDRESS	530 E South St
CITY / STATE / ZIP	Lansing / MI / 489101631
RESIDENCE PHONE	(517) 483-6640
BUSINESS PHONE	(517) 483-4174
COUNTY OF RESIDENCE	Ingham
DRIVER'S LICENSE NO. / STATE / EXP YR / DATE OF BIRTH	
CO-PURCHASER'S NAME	
STREET ADDRESS	
CITY / STATE / ZIP	
RESIDENCE PHONE / BUSINESS PHONE / COUNTY OF RESIDENCE	
DRIVER'S LICENSE NO. / STATE / EXP YR / DATE OF BIRTH	

- PLEASE ENTER MY ORDER FOR THE FOLLOWING -

☐ NEW ☐ USED ☐ DEMO ☐ "AS IS" ☐ CAR ☐ TRUCK ☐ (SPECIFY)

YEAR	MAKE	MODEL	BODY STYLE
2015	Chevrolet	Equinox	SUV

COLOR	ENGINE	ODOMETER	WEIGHT OR FEE CAT.
Silver Topaz Met	2.4L 4 cyls	11175	

SERIAL NO OR VIN NO.	T/G #
[redacted]	

SALESMAN		TO BE DELIVERED ON OR ABOUT
Curtis Remsing	74943A	

DESCRIPTION OF TRADE-IN

YEAR	MAKE	MODEL	BODY STYLE

SERIAL NO OR VIN NO — COLOR

ODOMETER READING AS OF DATE — PLATE # — EXPIRATION DATE

GM AUTH. # — LEASE LOYALTY #

INS. CO. & AGENT — POLICY NO./BINDER NO

ADDRESS — EFFECTIVE DATE

CITY, STATE, PHONE — EXPIRATION DATE

✓	PRICE OF VEHICLE, ACCESSORIES AND / OR EQUIPMENT	AMOUNT
	POWER WINDOWS,POWER LOCKS AIR COND , 4 CYL	

M.S.R.P.	
MISC.	
TAX	
LICENSE	
TITLE	
TOTAL	

1. PURCHASE PRICE OF VEHICLE (INCLUDING FREIGHT & ACCESSORIES) $	$15,800,00
2. OTHER TAXABLE CHARGES (DOCUMENTARY FEE SERVICE FEES & ETC.)	$0,00
3. TOTAL TAXABLE PRICE	$15,800,00
4. a) LICENSE OR TRANSFER FEE	$0,00
b) TITLE FEE	$15,00
c) MICHIGAN SALES TAX (REFER TO #3)	$0,00
5. a) OTHER NON-TAX CHG. (SPECIFY)	
b) EXTENDED WARRANTY OR SERVICE CONTRACT	
c) RUST PROOFING	
6. TOTAL DELIVERED PRICE	$15,815,00
7. CASH ON DEPOSIT	
8. GM CARD & CODE ( )	
9. REBATE & CODE ( )	
10. REBATE & CODE ( )	
11. CASH DUE ON DELIVERY	$0,00
12. TRADE-IN (AS APPRAISED)	
13. ADD LIEN	
14. TOTAL DOWN PAYMENT	$0,00
15. AMOUNT TO BE FINANCED	$15,815,00

IF A CREDIT SALE, THE REQUIRED INFORMATION CONCERNING IT WILL BE A PART OF THIS FORM, AS ATTACHED DOCUMENTATION.

CONTRACT DUE (Line 15) ☐ Weekly ☐ Monthly Payments of $ NO. DUE (MONTH) (DAY) (YEAR)

TYPE OF INSURANCE: A & H $ — CREDIT LIFE $ — $ — TOTAL INS. CHARGE $

WILL THIS VEHICLE BE USED OR HAS IT BEEN USED AS:
☐ A POLICE VEHICLE
☐ A DRIVER ED. VEHICLE.
☐ A GOV'T VEHICLE.
☐ A TAXI.
☐ A SALVAGE TITLE HAS PREVIOUSLY BEEN ISSUED.

- SPECIAL CONDITIONS -
NO REFUNDS ON SPECIAL ORDERED VEHICLES, DEPOSIT WILL BE USED FOR LIQUIDATING DAMAGES ON SAID VEHICLE.

X ____________ SIGNATURE

THIS ORDER IS NOT VALID UNLESS SIGNED AS APPROVED BY DEALER OR AUTHORIZED PARTY

APPROVED BY [signature] 9 15 18 DATE

Purchaser agrees that this Order includes all of the terms and conditions on both the face and reverse side hereof, that this Order cancels and supersedes any prior agreement and as of the date hereof comprises the complete and exclusive statement of the terms of the agreement relating to the subject matters covered hereby, and that THIS ORDER SHALL NOT BECOME BINDING UNTIL ACCEPTED BY DEALER OR HIS OR HER AUTHORIZED REPRESENTATIVE AND IN THE EVENT OF A TIME SALE, DEALER SHALL NOT BE OBLIGATED TO SELL UNTIL APPROVAL OF THE TERMS HEREOF IS GIVEN BY A BANK OR FINANCE COMPANY WILLING TO PURCHASE A RETAIL INSTALLMENT CONTRACT BETWEEN THE PARTIES HERETO BASED ON SUCH CREDIT TERMS, AS PRESENTED IN ACCORDANCE WITH REGULATION "Z" (TRUTH-IN-LENDING) AND ACCEPTED BY ALL PARTIES HERETO. ALL WARRANTIES, IF ANY, BY A MANUFACTURER OR SUPPLIER OTHER THAN DEALER ARE THEIRS, NOT DEALER'S, AND ONLY SUCH MANUFACTURER OR OTHER SUPPLIER SHALL BE LIABLE FOR PERFORMANCE UNDER SUCH WARRANTIES. UNLESS DEALER FURNISHES BUYER WITH A SEPARATE WRITTEN WARRANTY OR SERVICE CONTRACT MADE BY DEALER ON ITS OWN BEHALF, DEALER HEREBY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE (A) ON ALL GOODS AND SERVICES SOLD BY DEALER; AND (B) ON ALL USED VEHICLES WHICH ARE HEREBY SOLD "AS IS - NOT EXPRESSLY WARRANTED OR GUARANTEED". Purchaser by his execution of this Order certifies that he or she is of legal age to execute binding contracts in this State and acknowledges that he or she has read its terms and conditions and has received a true copy of this order.

THIS ORDER IS BASED UPON AVAILABILITY OF VEHICLE AND IS NOT A BINDING CONTRACT

APPLIES TO USED VEHICLE ONLY — "THE INFORMATION YOU SEE ON THE WINDOW FORM FOR THIS VEHICLE IS PART OF THIS CONTRACT. INFORMATION ON THE WINDOW FORM OVERRIDES ANY CONTRARY PROVISIONS IN THE CONTRACT OF SALE." EFFECTIVE MAY 1985

X ____________ PURCHASER'S SIGNATURE — ____________ CO-PURCHASER'S SIGNATURE

PRESS FIRMLY

CHEVROLET Shaheen LANSING, MICHIGAN

632 AMERICAN ROAD
LANSING, MI 48911
(517) 394-0330

DATE	RD108 ONLY	EXPIRES ON MO DAY YR	MOS	PLATES ☐ NEW ☐ RENEWAL ☐ TRANSFER
09/05/2018				

PURCHASER'S NAME: City Of Lansing
STREET ADDRESS: 530 E South St
CITY: Lansing STATE: MI ZIP: 489101631
RESIDENCE PHONE: (517) 483-6640 BUSINESS PHONE: (517) 483-4174 COUNTY OF RESIDENCE: Ingham
DRIVER'S LICENSE NO. STATE EXP YR DATE OF BIRTH
CO-PURCHASER'S NAME
STREET ADDRESS
CITY STATE ZIP
RESIDENCE PHONE BUSINESS PHONE COUNTY OF RESIDENCE
DRIVER'S LICENSE NO. STATE EXP YR DATE OF BIRTH

- PLEASE ENTER MY ORDER FOR THE FOLLOWING -
☐ NEW ☐ USED ☐ DEMO ☐ "AS IS" ☐ CAR ☐ TRUCK ☐ (SPECIFY)

YEAR	MAKE	MODEL	BODY STYLE
2016	Chevrolet	Equinox	SUV

COLOR	ENGINE	ODOMETER	WEIGHT OR FEE CAT.
Tungsten Metallic	2.4L 4 cyls	36151	

SERIAL NO. OR VIN NO. [redacted] T/G #

SALESMAN: Curtis Remsing SP12094 TO BE DELIVERED ON OR ABOUT

DESCRIPTION OF TRADE-IN
YEAR MAKE MODEL BODY STYLE
SERIAL NO OR VIN NO COLOR
ODOMETER READING AS OF DATE PLATE # EXPIRATION DATE
GM AUTH. # LEASE LOYALTY #
INS. CO. & AGENT POLICY NO./BINDER NO.
ADDRESS EFFECTIVE DATE
CITY, STATE, PHONE EXPIRATION DATE

✓	PRICE OF VEHICLE, ACCESSORIES AND / OR EQUIPMENT	AMOUNT
	POWER WINDOWS,POWER LOCKS,AIR COND,4 CYL	
	M.S.R.P.	
	MISC.	
	TAX	
	LICENSE	
	TITLE	
	TOTAL	

1. PURCHASE PRICE OF VEHICLE (INCLUDING FREIGHT & ACCESSORIES) $	$15,340.00
2. OTHER TAXABLE CHARGES (DOCUMENTARY FEE SERVICE FEES & ETC.)	$0.00
3. TOTAL TAXABLE PRICE	$15,340.00
4. a) LICENSE OR TRANSFER FEE	$0.00
b) TITLE FEE	$15.00
c) MICHIGAN SALES TAX (REFER TO #3)	$0.00
5. a) OTHER NON-TAX CHG. (SPECIFY)	
b) EXTENDED WARRANTY OR SERVICE CONTRACT	
c) RUST PROOFING	
6. TOTAL DELIVERED PRICE	$15,355.00
7. CASH ON DEPOSIT	
8. GM CARD & CODE ( )	
9. REBATE & CODE ( )	
10. REBATE & CODE ( )	
11. CASH DUE ON DELIVERY	$0.00
12. TRADE-IN (AS APPRAISED)	
13. ADD LIEN	
14. TOTAL DOWN PAYMENT	$0.00
15. AMOUNT TO BE FINANCED	$15,355.00

IF A CREDIT SALE, THE REQUIRED INFORMATION CONCERNING IT WILL BE A PART OF THIS FORM, AS ATTACHED DOCUMENTATION.

CONTRACT DUE (Line 15)
☐ Weekly ☐ Monthly Payments of $
NO. DUE (MONTH) (DAY) (YEAR)

TYPE OF INSURANCE
☐ A&H $
☐ CREDIT LIFE $
☐ $
TOTAL INS. CHARGE $

- SPECIAL CONDITIONS -
NO REFUNDS ON SPECIAL ORDERED VEHICLES. DEPOSIT WILL BE USED FOR LIQUIDATING DAMAGES ON SAID VEHICLE.
X
SIGNATURE

WILL THIS VEHICLE BE USED OR HAS IT BEEN USED AS:
☐ A POLICE VEHICLE.
☐ A DRIVER ED. VEHICLE.
☐ A GOV'T VEHICLE.
☐ A TAXI.
☐ A SALVAGE TITLE HAS PREVIOUSLY BEEN ISSUED.

THIS ORDER IS NOT VALID UNLESS SIGNED & APPROVED BY DEALER OR AUTHORIZED PARTY
APPROVED BY [signature] 9/5/18
DATE

Purchaser agrees that this Order includes all of the terms and conditions on both the face and reverse side hereof, that this Order cancels and supersedes any prior agreement and as of the date hereof comprises the complete and exclusive statement of the terms of the agreement relating to the subject matters covered hereby, and that THIS ORDER SHALL NOT BECOME BINDING UNTIL ACCEPTED BY DEALER OR HIS OR HER AUTHORIZED REPRESENTATIVE AND IN THE EVENT OF A TIME SALE, DEALER SHALL NOT BE OBLIGATED TO SELL UNTIL APPROVAL OF THE TERMS HEREOF IS GIVEN BY A BANK OR FINANCE COMPANY WILLING TO PURCHASE A RETAIL INSTALLMENT CONTRACT BETWEEN THE PARTIES HERETO BASED ON SUCH CREDIT TERMS, AS PRESENTED IN ACCORDANCE WITH REGULATION "Z" (TRUTH-IN-LENDING) AND ACCEPTED BY ALL PARTIES HERETO. ALL WARRANTIES, IF ANY, BY A MANUFACTURER OR SUPPLIER OTHER THAN DEALER ARE THEIRS, NOT DEALER'S, AND ONLY SUCH MANUFACTURER OR OTHER SUPPLIER SHALL BE LIABLE FOR PERFORMANCE UNDER SUCH WARRANTIES. UNLESS DEALER FURNISHES BUYER WITH A SEPARATE WRITTEN WARRANTY OR SERVICE CONTRACT MADE BY DEALER ON ITS OWN BEHALF, DEALER HEREBY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE (A) ON ALL GOODS AND SERVICES SOLD BY DEALER; AND (B) ON ALL USED VEHICLES WHICH ARE HEREBY SOLD "AS IS - NOT EXPRESSLY WARRANTED OR GUARANTEED". Purchaser by his execution of this Order certifies that he or she is of legal age to execute binding contracts in this State and acknowledges that he or she has read its terms and conditions and has received a true copy of this order.

THIS ORDER IS BASED UPON AVAILABILITY OF VEHICLE AND IS NOT A BINDING CONTRACT

APPLIES TO USED VEHICLE ONLY — "THE INFORMATION YOU SEE ON THE WINDOW FORM FOR THIS VEHICLE IS PART OF THIS CONTRACT. INFORMATION ON THE WINDOW FORM OVERRIDES ANY CONTRARY PROVISIONS IN THE CONTRACT OF SALE." EFFECTIVE MAY 1985

X
PURCHASER'S SIGNATURE CO-PURCHASER'S SIGNATURE

Date/Time: 9/3/2018 12:23:52 PM

Shaheen CHEVROLET LANSING, MICHIGAN

2016 Equinox LS SP12094

Buy	0 Mo @ 7%
$ Down	Est. $/Mo
15,355	0.00
1,000	14393.54
2,000	13390.85

MSRP or Retail Price	16,600.00
Selling Price	15,340.00
Government Fees	15.00
Proc/Doc Fees	0.00
Accessories	0.00
Service Contract	0.00
Gap	0.00
Total Taxes	0.00
Total Price	15,355.00
Trade Allowance	0.00
Trade Payoff	0.00
Rebate	0.00
Cash Down Payment	15,355.00
Amount Financed	0.00

X
Customer Signature

Date

X
Manager Signature

9/3/18
Date

Subject to Lender Approval

DK CHARCOAL / BLACK

Date/Time: 9/3/2018 12:27:42 PM

CHEVROLET Shaheen LANSING, MICHIGAN

2015 Equinox LS 74943A

Buy	0 Mo @ 7%
$ Down	Est. $/Mo
15,815	0.00
1,000	14900.23
2,000	13894.48

MSRP or Retail Price	16,980.00
Selling Price	15,800.00
Government Fees	15.00
Proc/Doc Fees	0.00
Accessories	0.00
Service Contract	0.00
Gap	0.00
Total Taxes	0.00
Total Price	15,815.00
Trade Allowance	0.00
Trade Payoff	0.00
Rebate	0.00
Cash Down Payment	15,815.00
Amount Financed	0.00

X ____________________
Customer Signature

____
Date

X ____________________
Manager Signature

9/3/18
Date

Subject to Lender Approval

LT Blue/Silver

XV A 21

CITY of LANSING

INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor

FROM: Stephanie Robinson CPPB, Senior Buyer

DATE: September 28, 2018

SUBJECT: Sole Source Purchase – All City Management Services – School Crossing Guard Services

Please include this Sole Source packet of information in your transmittal to Council as required by the Purchasing Ordinance Section 206.05.

In summary, the Purchasing Office processed the following Sole Source transaction:

Department: Lansing Police Department
Vendor: All City Management Services
Item Purchased: School Crossing Guard Services
Dollar Amount: $ 259,848 (July 1, 2018 thru June 30, 2019)

Additional information pertaining to this purchase is attached for your information.

This letter is filed in accordance with the Purchasing Ordinance Section 206.05 (a) and (b).

sr

CITY of LANSING
INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor
Samantha Harkins, Chief of Staff

FROM: Stephanie Robinson, CPPB, Senior Buyer

DATE: **August 9, 2018**

SUBJECT: Sole Source – All City Management Services

The Lansing Police Department requests that All City Management Services be designated as a Sole Source vendor for the Staffing, training, and management of City of Lansing's School Crossing Guard Program.

Please see the attached letter from Chief Mike Yankowski regarding the request.

Based on the attached letter we recommend issuing a sole source purchase order to All City Management Services the amount of $ 259,848. This is a one year contract per the request of the Lansing Police Department.

Attachment

Date: 8-10-18

Approved X Denied ____

Andy Schor, Mayor

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

PURCHASE ORDER

P.O. NUMBER	P085617
DATE	08/09/18
VENDOR I.D.	V009201
DELIVERY DATE	
FOB	
REQUISITION NO	PR013913

OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LIST AND CORRESPONDENCE.

TO:
ALL CITY MANAGEMENT SERVICES
PO BOX 8359
PASADENA, CA 91109-8359

PHONE# (800) 540-9290 FAX#

DELIVER ITEMS TO:
LANSING POLICE - ADMINISTRATIVE SUPPORT
120 W MICHIGAN AVENUE 4TH FLOOR
LANSING, MI 48933

SEND INVOICE TO:
LANSING POLICE - ADMINISTRATIVE SUP
120 W MICHIGAN AVENUE 4TH FLOOR
LANSING, MI 48933

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
001	CROSSING GUARD CONTRACT SERVICES PROVIDED: RECRUITING, STAFFING, BACKGROUND VETTING, TRAINING, EQUIPMENT, INSURANCE, INSPECTIONS, SUPERVISION AND MANAGEMENT. SOLE SOURCE ONE YEAR CONTRACT BASED ON 32 SITES AT 2HR PER DAY 64 HR/DAYX180 DAYS PER YEAR @ $20.05/HR = $230,976 2 SITES AT 4HR PER DAY 8 HR/DAY AT 180 /YEAR @ @20.05 = $28,872.00	259,848	EA	1.00	259,848.00
				TAX	0.00
				TOTAL	259,848.00

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 quantitv is on back order or cancelled.

Federal Tax ID: 38-6004628

AUTHORIZED SIGNATURE

LANSING POLICE DEPARTMENT • INTEROFFICE MEMORANDUM

TO: STEPHANIE ROBINSON
FROM: MICHAEL YANKOWSKI
SUBJECT: SOLE SOURCE – ALL CITY MANAGEMENT SERVICES
DATE: AUGUST 7, 2018

The Lansing Police Department requests the granting of a sole source status to All City Management Services for the staffing, training, and management of the City of Lansing's School Crossing Guard program. All City Management Services (hereafter referred to as ACMS) is the only company that exclusively provides private crossing guard services in partnership with law enforcement.

The ACMS proposal is the most efficient solution for management of City of Lansing school district school crossing zones. Company vetting demonstrated that the Grand Rapids Police Department and the City of Wyoming Police Department continue to use ACMS as a vender for the following service.

ACMS will provide all recruiting, staffing, background vetting, training, equipment, insurance, inspections, supervision and management of the City of Lansing Crossing Guard Program under a one-year contract at the rate of $20.05 per hour, per guard. Pricing is based upon 32 crossing sites 2.0 hours per day ($230,976) and 2 crossing sites at 4.0 hours per day ($28,872) for 180 regular days annually – total $259,848.

HS

Chief of Police Michael Yankowski

ALL CITY MANAGEMENT SERVICES

This AGREEMENT made and entered into this August _______, 2018 by and between the City of Lansing hereinafter called the "City", and ALL CITY MANAGEMENT SERVICES, INC., hereinafter called the "Contractor";

WITNESSETH

The parties hereto have mutually covenanted and agreed as follows:

1. This Agreement is for a One (1) year period which commences no later than August 27, 2018 and ends on June 30, 2019 and for such term thereafter as the parties may agree upon.

2. The Contractor will provide personnel equipped and trained in appropriate procedures for crossing pedestrians in marked crosswalks. Such personnel shall be herein referred to as a Crossing Guard. The Contractor is an independent Contractor and the Crossing Guards to be furnished by it shall at all times be its employees and not those of the City.

3. The City's representative in dealing with the Contractor shall be designated by The City of Lansing.

4. If, at any time during the contract period, the City questions the meaning of any item of this Agreement, the City may contact the Contractor for interpretation of that item.

5. The City shall determine the locations where Crossing Guards shall be furnished by the Contractor. The Contractor shall provide at each designated location personnel properly trained as herein specified for the performance of duties as a Crossing Guard. The Contractor shall provide supervisory personnel to see that Crossing Guard activities are taking place at the required places and times, and in accordance with all items of this Agreement.

6. The Contractor shall maintain adequate reserve personnel to be able to furnish alternate Crossing Guards in the event that any person fails to report for work at the assigned time and location and agrees to provide immediate replacement.

7. In the performance of their duties the Contractor and all employees of the Contractor shall conduct themselves in accordance with the conditions of this Agreement and the laws and codes of the State of Michigan and the City of Lansing.

8. Crossing Guards employed by the Contractor shall be trained, by the Contractor, in the laws and codes of Michigan and the City of Lansing pertaining to general pedestrian safety in school crossing areas crossing areas. Crossing Guard Services shall be provided by the Contractor at the designated locations on all days in which School is in session. The Contractor also agrees to maintain communication with the designated schools to maintain proper scheduling.

10. The Contractor shall provide all Crossing Guards with apparel by which they are readily visible and easily recognized as Crossing Guards. Such apparel shall be uniform for all persons performing the duties of Crossing Guards and shall be worn at all times while performing said duties. This apparel must be appropriate for weather conditions. The Contractor shall also provide all Crossing Guards with hand held Stop signs and any other safety equipment which may be necessary.

11. The Contractor shall at all times provide workers' compensation insurance covering its employees, and shall provide and maintain liability insurance for Crossing Guard activities. The Contractor will provide to the City a Certificate of Insurance naming the City and its officials, officers and employees as an additional insured. Such insurance shall include commercial general liability with a combined single limit of not less than $1,000,000.00 per occurrence and in aggregate for property damage and bodily injury. Such insurance shall be primary with respect to any insurance maintained by the City and shall not call on the City's insurance contributions. Such insurance shall be endorsed for contractual liability and personal injury and shall include the City, its officers, agents and interest of the City. Such insurance shall not be canceled, reduced in coverage or limits or non-renewed except after thirty (30) days written notice by Certified Mail, Return Receipt Requested has been given to the Chief of Police or designee of the City.

12. Contractor agrees to indemnify the City, its officers, employees and agents against, and will hold and save each of them harmless from, any and all actions, claims for damages to persons or property, penalties, obligations or liabilities that may be asserted or claimed by any person, firm, entity, corporation, political subdivision or other organization arising out of the intentional or negligent acts, errors, or omissions of Contractor, its agents, employees, subcontractors, or invitee, provided for herein.

    a) Contractor will defend any action or actions filed in connection with any of said claims, damages, penalties, obligations or liabilities and will pay all costs and expenses including attorney's fees incurred in connection herewith.

    b) Contractor will promptly pay any judgment rendered against the City, its officers, agents or employees for any such claims, damages, penalties, obligations or liabilities.

    c) In the event the City, its officers, agents or employees is made a party to any action or proceeding filed or prosecuted against Contractor for such damages or other claims arising out of or in connection with the sole negligence of Contractor hereunder, Contractor agrees to pay City, its officers, agents, or employees, any and all costs and expenses incurred by the City, its officers agents or employees in such action or proceeding, including, but not limited to, reasonable attorney's fees.

13. Either party shall have the right to cancel this Agreement by giving sixty (60) days written notice to the other.

14. The Contractor shall not have the right to assign this Contract to any other person or firm except with the prior written consent of the City.

15. The City agrees to pay the Contractor for services rendered pursuant to this Agreement the sum Twenty Dollars and Five Cents ($20.05) per hour, per guard during the contract period.

16. Payment is due Contractor within thirty (30) days of receipt of Contractor's properly prepared invoice

17. The City shall have an option to renew this contract for two additional two year terms. In the event that this Agreement is extended beyond June 30, 2019, the compensation and terms for services shall be established by mutual consent of both parties.

18. Facsimiles of signatures shall have the same force and effect as original signatures.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

City of Lansing	All City Management Services, Inc.
By____________________ Signature	By____________________ D. Farwell, Corporate Secretary
____________________ Print Name and Title	
Date____________________	Date 7/27/18

All City Management Services Inc.

Client Worksheet 2018 - 2019

Department: **800301**

Billing Rate for 2018/2019: $20.05

City of Lansing
740 May St.
Lansing, MI 48906

KEY:
Traditional Calendar:
For sites with no regularly scheduled early release days, use 180 regular days
For sites with one regularly scheduled early release day/week, use 144 regular days and 36 minimum days

Sites with traditional calendar:

		64		180		$20.05	=	$230,976.00
32	Sites at 2.0 hrs per day	Total Hrs/day	X	days/yr	X	Hourly Billing Rate		
		8		180		$20.05	=	$28,872.00
2	Sites at 4.0 hrs per day	Total Hrs/day	X	days/yr	X	Hourly Billing Rate		

TOTAL PROJECTED HOURS **12960** **TOTAL ANNUAL PROJECTED COST** **$259,848.00**

XV A 2 m

CITY of LANSING
INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor

FROM: Stephanie Robinson CPPB, Senior Buyer

DATE: Sept. 28, 2018

SUBJECT: Sole Source Purchase – Graff Chevrolet

Please include this Sole Source packet of information in your transmittal to Council as required by the Purchasing Ordinance Section 206.05.

In summary, the Purchasing Office processed the following Sole Source transaction:

Department: Lansing Police Department – SOS Division
Vendor: Graf Chevrolet, Okemos
Item Purchased: Two Cars – 2017 Impala, and 2015 Traverse LS
Dollar Amount: $38,500

Additional information pertaining to this purchase is attached for your information.

This letter is filed in accordance with the Purchasing Ordinance Section 206.05 (a) and (b).

slr

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

PURCHASE ORDER

P.O. NUMBER	P085765
DATE	10/03/18
VENDOR I.D.	V004884
DELIVERY DATE	
FOB	
REQUISITION NO	PR014104

OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LIST AND CORRESPONDENCE.

TO: HANK GRAFF CHEVROLET
800 N STATE RD
DAVISON, MI 48423

PHONE# FAX#

DELIVER ITEMS TO:
LANSING POLICE - OPERATIONS CENTER
120 W MICHIGAN AVE 4TH FL
LANSING, MI 48933

SEND INVOICE TO:
LANSING POLICE - OPERATIONS CENTER
120 W MICHIGAN AVE 4TH FL
LANSING, MI 48933

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
001	2015 CHEVROLET TRAVERSE VIN [redacted]	1	EA	20,122.00	20,122.00
002	2017 CHEVROLET IMPALA VIN NO [redacted]	1	EA	18,378.00	18,378.00
				TAX	0.00
				TOTAL	38,500.00

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 quantitv is on back order or cancelled.

Federal Tax ID: 38-6004628

AUTHORIZED SIGNATURE

CITY of LANSING
INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor
Samantha Harkins, Chief of Staff

FROM: Stephanie Robinson, CPPB, Senior Buyer

DATE: **Sept. 28, 2018**

SUBJECT: Sole Source – Graf Chevrolet of Okemos

The Lansing Police Department requests that Graf Chevrolet of Okemos be designated as a Sole Source vendor for the purchase of two used vehicles – Two Chevrolet's, (1) 2017 Impala LT, and (1) 2015 Traverse LS.

Please see the attached letter from Chief Mike Yankowski regarding the request.

Based on the attached letter we recommend issuing a sole source purchase order to Graf Chevrolet, in the amount of $ 38,500 from account number 2673254-977000 per the request of the Lansing Police Department, Special Operations Section. One more vehicle has been budgeted for SOS, for FY19.

Attachment

Date: 10-1-18

Approved X Denied ______

Andy Schor, Mayor

Andy Schor, Mayor

Lansing Police Department

120 West Michigan Avenue
Lansing, MI 48933
Phone: (517) 483-4600
Fax: (517) 483-6003

Mike Yankowski, Chief

To: Stephanie Robinson, Purchasing Department, Senior Buyer
From: Mike Yankowski, Chief of Police
Subject: Sole Source Request-Special Operations Undercover Vehicles
Date: September 25, 2018

The Lansing Police Special Operations (SOS) has identified the need to replace current vehicles being used in undercover operations. We currently use a range of forfeited and purchased vehicles for officers to use during their investigations.

Due to the nature of undercover operations, the vehicles must blend into the environment in which they are deployed. This is fulfilled by driving used vehicles rather than new models. While the goal is to keep the vehicles themselves hidden and covert, through the course of investigations and contacts over years, their existence and their specifics are revealed.

Currently, the SOS fleet is made up of different makes and models as well as colors to diversify our efforts to blend in. Special Operations, in coordination with Vehicle Services, screened multiple makes and models to determine which would satisfy both departments. Due to the nature of sales of pre-owned vehicles, it is financially advantageous to purchase multiple vehicles from one dealer who offers a wide inventory. Special Operations and Vehicle Services requested inventory and pricing from a number of local area dealerships and then reviewed these for price and functionality. With the approval of Vehicle Services, the decision was made to purchase the following vehicles:

-2017 Chevy Impala LT, 36k miles
-2015 Chevy Traverse LS, 33k miles

I am requesting a sole source purchase request for $38,500.00 for the above listed vehicles.
The cost of the vehicles, $38,500, will be paid for from forfeiture funds in accordance with the guidelines for local law enforcement agencies. The funds to pay for the vehicle will be taken from account 267.3254.977000.00000.

Thank you for your assistance with this matter,

Mike Yankowski, Chief of Police

"Capital City's Finest"

RETAIL

GRAFF

GRAFF CHEVROLET - OKEMOS, INC.
1748 W. GRAND RIVER
OKEMOS, MI 48864
(517) 349 8300

www.graffokemos.com

PURCHASER	CITY OF LANSING
CO-PURCHASER'S NAME	N/A
STREET ADDRESS	530 E SOUTH ST
CITY	LANSING
STATE	MI
ZIP	48910-1630
COUNTY	
DRIVER'S LICENSE NUMBERS	
DATE	09/25/2018
CUSTOMER #	140578
E-MAIL	ROBERT.BACKUS@LANSINGMI.GOV
PHONE	517/881-3404

☐ NEW ☐ CTP/ DEMO ☒ USED MAIN ☐ USED BUDGET ☐ FLEET ☐ W.S. ☐ HOUSE MILEAGE 33696 COLOR GRAY

DEAL# 60144 STOCK# FJ362590S YEAR 2015 MAKE CHEVROLET MODEL TRAVERSE

VIN: [redacted]

PURCHASE PRICE OF VEHICLE	19873 .00	**TRADE-IN**
DEALER INSTALLED ACCESSORIES:		YEAR MAKE MODEL STYLE N/A
	0 .00	VEHICLE IDENTIFICATION NUMBER APPRAISAL
	0 .00	CURRENT ODOMETER PLATE # EXP. DATE
DOC FEE	210 .00	LIEN HOLDER PHONE
CVR FEE	24 .00	ADDRESS
LICENSE FEE	0 .00	CITY STATE ZIP
TITLE FEE 15.00 TRANSFER FEE N/A	15 .00	PAYOFF GOOD TILL
SALES TAX	0 .00	ACCOUNT NUMBER
BALANCE	20122 .00	INS. CO. POLICY #
CASH DOWN	0 .00	INS. AGENT PHONE # / -
REBATE 1	0 .00	ADDRESS
REBATE 2	0 .00	DEDUCTIBLE COLL. N/A COMP. N/A
REBATE 3	0 .00	
REBATE 4	0 .00	
REBATE 5	0 .00	
REBATE 6	0 .00	
GM CARD	0 .00	
TRADE-IN ALLOWANCE	0 .00	
LESS LIEN PAYOFF	0 .00	
TOTAL DOWN PAYMENT	0 .00	LIEN TO
SERVICE CONTRACT	0 .00	
N/A MTHS N/A MILES N/A DED		
PRIOR LEASE BALANCE	0 .00	SALE TYPE ☐ GMS ☑ RETAIL
	0 .00	☐ SUPPLIER CODE
GAP	0 .00	☐ OTHER
CL N/A AH N/A	0 .00	MGR APPROVAL TO
BALANCE DUE	20122 .00	OK TO TYPE

PURCHASER'S SIGNATURE SLSMGRORD*1*GOKE-FI DATE 09/25/2018

SALESPERSON **PATRICIA DEAN** DATE 09/25/2018

THIS IS NOT AN ORDER UNTIL ACCEPTED BY AN OFFICER OF THE COMPANY

11:41 am 09/25/18

RETAIL

GRAFF

GRAFF CHEVROLET - OKEMOS, INC.
1748 W. GRAND RIVER
OKEMOS, MI 48864
(517) 349 8300

www.graffokemos.com

PURCHASER	CITY OF LANSING
CO-PURCHASER'S NAME	N/A
STREET ADDRESS	530 E SOUTH ST
CITY / STATE / ZIP / COUNTY	LANSING / MI / 48910-1630 /
DRIVER'S LICENSE NUMBERS	
DATE	09/25/2018
CUSTOMER #	140578
E-MAIL	ROBERT.BACKUS@LANSINGMI.GOV
PHONE	517/881-3404

☐ NEW ☐ CTP/DEMO ☒ USED MAIN ☐ USED BUDGET ☐ FLEET ☐ W.S. ☐ HOUSE

MILEAGE 36416 COLOR BLUE

DEAL# 60145 STOCK# HU192274S YEAR 2017 MAKE CHEVROLET MODEL IMPALA

VIN: [redacted]

PURCHASE PRICE OF VEHICLE	18129.00	TRADE-IN	
DEALER INSTALLED ACCESSORIES:		YEAR N/A MAKE MODEL	STYLE
	0.00	VEHICLE IDENTIFICATION NUMBER	APPRAISAL
	0.00	CURRENT ODOMETER PLATE #	EXP. DATE
DOC FEE	210.00	LIEN HOLDER	PHONE
CVR FEE	24.00	ADDRESS	
LICENSE FEE	0.00	CITY	STATE ZIP
TITLE FEE 15.00 TRANSFER FEE N/A	15.00	PAYOFF GOOD TILL	
SALES TAX	0.00	ACCOUNT NUMBER	
BALANCE	18378.00	INS. CO.	POLICY #
CASH DOWN	0.00	INS. AGENT	PHONE # / -
REBATE 1	0.00	ADDRESS	
REBATE 2	0.00	DEDUCTIBLE COLL. N/A	COMP. N/A
REBATE 3	0.00		
REBATE 4	0.00		
REBATE 5	0.00		
REBATE 6	0.00		
GM CARD	0.00		
TRADE-IN ALLOWANCE	0.00		
LESS LIEN PAYOFF	0.00		
TOTAL DOWN PAYMENT	0.00	LIEN TO	
SERVICE CONTRACT	0.00		
N/A MTHS N/A MILES N/A DED			
PRIOR LEASE BALANCE	0.00	SALE TYPE ☐ GMS ☒ RETAIL	
	0.00	☐ SUPPLIER	CODE
GAP	0.00	☐ OTHER	
CL N/A AH N/A	0.00	MGR APPROVAL	TO
BALANCE DUE	18378.00	OK TO TYPE	

PURCHASER'S SIGNATURE — SLSMGRORD*1*GOKE-FI DATE 09/25/2018

SALESPERSON PATRICIA DEAN — DATE 09/25/2018

THIS IS NOT AN ORDER UNTIL ACCEPTED BY AN OFFICER OF THE COMPANY

11:48 am 09/25/18

CITY of LANSING
INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor

FROM: Stephanie Robinson CPPB, Senior Buyer

DATE: October 11, 2018

SUBJECT: Sole Source Purchase – Shaheen Chevrolet – 2017 Ford Escape

Please include this Sole Source packet of information in your transmittal to Council as required by the Purchasing Ordinance Section 206.05.

In summary, the Purchasing Office processed the following Sole Source transaction:

Department: Lansing Police Department – SOS Division
Vendor: Shaheen Chevrolet. Inc.
Item Purchased: 2017 Ford Escape
Dollar Amount: $ 18,775.00 (FY19 account 267.3254.977000)

Additional information pertaining to this purchase is attached for your information.

This letter is filed in accordance with the Purchasing Ordinance Section 206.05 (a) and (b).

sr

CITY of LANSING
INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor
Samantha Harkins, Chief of Staff

FROM: Stephanie Robinson, CPPB, Senior Buyer

DATE: **October 11, 2018**

SUBJECT: Sole Source – Shaheen Chevrolet of Lansing

The Lansing Police Department requests that Shaheen Chevrolet of Lansing Inc. be designated as a Sole Source vendor for the purchase of a vehicle – 2017 Ford Escape

Please see the attached letter from Chief Mike Yankowski regarding the request.

Based on the attached letter we recommend issuing a sole source purchase order to Shaheen Chevrolet, in the amount of $ 18,775 from account number 267.3254.977000 per the request of the Lansing Police Department, Special Operations Section.

Attachment

Date: 10-16-18

Approved X Denied ____

Andy Schor, Mayor

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

PURCHASE ORDER

P.O. NUMBER	P085778
DATE	10/16/18
VENDOR I.D.	V047510
DELIVERY DATE	
FOB	
REQUISITION NO	PR014122

OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LIST AND CORRESPONDENCE.

TO: SHAHEEN CHEVROLET INC
632 AMERICAN ROAD
LANSING, MI 48911-5980

PHONE# (517) 394-0330 FAX#

DELIVER ITEMS TO:
LANSING POLICE - QUARTERMASTER
120 W MICHIGAN AVENUE 4TH FLOOR
LANSING, MI 48933

SEND INVOICE TO:
LANSING POLICE - QUARTERMASTER
120 W MICHIGAN AVENUE 4TH FLOOR
LANSING, MI 48933

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
001	2017 FORD ESCAPE 1FMCU9GD8HUE93022	1	EA	18,775.00	18,775.00
				TAX	0.00
				TOTAL	18,775.00

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.

Federal Tax ID: 38-6004628

AUTHORIZED SIGNATURE

Lansing Police Department
120 West Michigan Avenue
Lansing, MI 48933
Phone: (517) 483-4600
Fax: (517) 483-6003

Andy Schor, Mayor

Mike Yankowski, Chief

To: Stephanie Robinson, Purchasing Department, Senior Buyer
From: Mike Yankowski, Chief of Police
Subject: Sole Source Request-Special Operations Undercover Vehicles
Date: October 10, 2018

The Lansing Police Special Operations (SOS) has identified the need to replace current vehicles being used in undercover operations. We currently use a range of forfeited and purchased vehicles for officers to use during their investigations.

Due to the nature of undercover operations, the vehicles must blend into the environment in which they are deployed. This is fulfilled by driving used vehicles rather than new models. While the goal is to keep the vehicles themselves hidden and covert, through the course of investigations and contacts over years, their existence and their specifics are revealed.

Currently, the SOS fleet is made up of different makes and models as well as colors to diversify our efforts to blend in. Special Operations, in coordination with Vehicle Services, screened multiple makes and models to determine which would satisfy both departments. Due to the nature of sales of pre-owned vehicles, it is financially advantageous to purchase multiple vehicles from one dealer who offers a wide inventory. Special Operations and Vehicle Services requested inventory and pricing from a number of local area dealerships and then reviewed these for price and functionality. With the approval of Vehicle Services, the decision was made to purchase the following vehicle:

-2017 Ford Escape SE, 24.6k miles-$18,775

-

I am requesting a sole source purchase request for $18,775.00 for the above listed vehicle.
The cost of the vehicles, $18,775, will be paid for from forfeiture funds in accordance with the guidelines for local law enforcement agencies. The funds to pay for the vehicle will be taken from account 267.3254.977000.00000.

Thank you for your assistance with this matter,

34

Mike Yankowski, Chief of Police

PRESS FIRMLY

Shaheen Chevrolet — Lansing, Michigan

632 AMERICAN ROAD
LANSING, MI 48911
(517) 394-0330

DATE: 10/04/2018	PURCHASER'S NAME: City Of Lansing		
STREET ADDRESS: 530 E South St			
CITY: Lansing	STATE: MI	ZIP: 489101631	
RESIDENCE PHONE: (517) 483-6640	BUSINESS PHONE: (517) 483-4174	COUNTY OF RESIDENCE: Ingham	
DRIVER'S LICENSE NO.	STATE	EXP YR	DATE OF BIRTH
CO-PURCHASER'S NAME			
STREET ADDRESS			
CITY	STATE	ZIP	
RESIDENCE PHONE	BUSINESS PHONE	COUNTY OF RESIDENCE	
DRIVER'S LICENSE NO.	STATE	EXP YR	DATE OF BIRTH

- PLEASE ENTER MY ORDER FOR THE FOLLOWING -

☐ NEW ☒ USED ☐ DEMO ☐ "AS IS" ☐ CAR ☐ TRUCK ☐ (SPECIFY)

YEAR	MAKE	MODEL	BODY STYLE
2017	Ford	Escape	SUV

COLOR	ENGINE	ODOMETER	WEIGHT OR FEE CAT.
Black	1.5L 4 cyls	24616	

SERIAL NO. OR VIN NO.	TAG #
1FMCU9GD8HUE93022	

SALESMAN	STOCK NO.	TO BE DELIVERED ON OR ABOUT
Curtis Remsing	SP12299	

DESCRIPTION OF TRADE-IN

YEAR	MAKE	MODEL	BODY STYLE

SERIAL NO OR VIN NO | COLOR
ODOMETER READING AS OF DATE | PLATE # | EXPIRATION DATE
GM AUTH. # | LEASE LOYALTY #
INS. CO & AGENT | POLICY NO./BINDER NO.
ADDRESS | EFFECTIVE DATE
CITY, STATE, PHONE | EXPIRATION DATE

✓	PRICE OF VEHICLE, ACCESSORIES AND / OR EQUIPMENT	AMOUNT
	MUNI TAX EXEMPT	
	TITLE ONLY	
	M.S.R.P.	
	MISC.	
	TAX	
	LICENSE	
	TITLE	
	TOTAL	

THIS ORDER IS NOT VALID UNLESS SIGNED AS APPROVED BY DEALER OR AUTHORIZED PARTY

APPROVED BY ______ DATE / /
THIS ORDER IS NOT VALID UNLESS SIGNED AS ACCEPTED HERE

1. PURCHASE PRICE OF VEHICLE (INCLUDING FREIGHT & ACCESSORIES) $	$18,760.00
2. OTHER TAXABLE CHARGES (DOCUMENTARY FEE SERVICE FEES & ETC.)	$0.00
3. TOTAL TAXABLE PRICE	$18,760.00
4. a) LICENSE OR TRANSFER FEE	$0.00
b) TITLE FEE	$15.00
c) MICHIGAN SALES TAX (REFER TO #3)	$0.00
5. a) OTHER NON-TAX CHG. (SPECIFY)	
b) EXTENDED WARRANTY OR SERVICE CONTRACT	
c) RUST PROOFING	
6. TOTAL DELIVERED PRICE	$18,775.00
7. CASH ON DEPOSIT (CASH RECEIPT NO.)	
8. GM CARD & CODE ( )	
9. REBATE & CODE ( )	
10. REBATE & CODE ( )	
11. CASH DUE ON DELIVERY	$18,775.00
12. TRADE-IN (AS APPRAISED)	
13. ADD LIEN	
14. TOTAL DOWN PAYMENT	$18,775.00
15. AMOUNT TO BE FINANCED	$0.00

IF A CREDIT SALE, THE REQUIRED INFORMATION CONCERNING IT WILL BE A PART OF THIS FORM, AS ATTACHED DOCUMENTATION.

CONTRACT DUE (Line 15) ______
☐ Weekly ☐ Monthly Payments of $ ______
NO. DUE ______ (MONTH) (DAY) (YEAR)

* TYPE OF INSURANCE
☐ A & H $
☐ CREDIT LIFE $
☐ $
*TOTAL INS. CHARGE $

- SPECIAL CONDITIONS -
NO REFUNDS ON SPECIAL ORDERED VEHICLES, DEPOSIT WILL BE USED FOR LIQUIDATING DAMAGES ON SAID VEHICLE.
X ______
SIGNATURE

WILL THIS VEHICLE BE USED OR HAS IT BEEN USED AS:
☐ A POLICE VEHICLE.
☐ A DRIVER ED. VEHICLE.
☐ A GOV'T VEHICLE.
☐ A TAXI.
☐ A SALVAGE TITLE HAS PREVIOUSLY BEEN ISSUED.

Purchaser agrees that this Order includes all of the terms and conditions on both the face and reverse side hereof, that this Order cancels and supersedes any prior agreement and as of the date hereof comprises the complete and exclusive statement of the terms of the agreement relating to the subject matters covered hereby, and that THIS ORDER SHALL NOT BECOME BINDING UNTIL ACCEPTED BY DEALER OR HIS OR HER AUTHORIZED REPRESENTATIVE AND IN THE EVENT OF A TIME SALE, DEALER SHALL NOT BE OBLIGATED TO SELL UNTIL APPROVAL OF THE TERMS HEREOF IS GIVEN BY A BANK OR FINANCE COMPANY WILLING TO PURCHASE A RETAIL INSTALLMENT CONTRACT BETWEEN THE PARTIES HERETO BASED ON SUCH CREDIT TERMS, AS PRESENTED IN ACCORDANCE WITH REGULATION "Z" (TRUTH-IN-LENDING) AND ACCEPTED BY ALL PARTIES HERETO. ALL WARRANTIES, IF ANY, BY A MANUFACTURER OR SUPPLIER OTHER THAN DEALER ARE THEIRS, NOT DEALER'S, AND ONLY SUCH MANUFACTURER OR OTHER SUPPLIER SHALL BE LIABLE FOR PERFORMANCE UNDER SUCH WARRANTIES. UNLESS DEALER FURNISHES BUYER WITH A SEPARATE WRITTEN WARRANTY OR SERVICE CONTRACT MADE BY DEALER ON ITS OWN BEHALF, DEALER HEREBY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE (A) ON ALL GOODS AND SERVICES SOLD BY DEALER; AND (B) ON ALL USED VEHICLES WHICH ARE HEREBY SOLD "AS IS - NOT EXPRESSLY WARRANTED OR GUARANTEED". Purchaser by his execution of this Order certifies that he or she is of legal age to execute binding contracts in this State and acknowledges that he or she has read its terms and conditions and has received a true copy of this order.

THIS ORDER IS BASED UPON AVAILABILITY OF VEHICLE AND IS NOT A BINDING CONTRACT

APPLIES TO USED VEHICLE ONLY — "THE INFORMATION YOU SEE ON THE WINDOW FORM FOR THIS VEHICLE IS PART OF THIS CONTRACT. INFORMATION ON THE WINDOW FORM OVERRIDES ANY CONTRARY PROVISIONS IN THE CONTRACT OF SALE." EFFECTIVE MAY 1985

X ______ PURCHASER'S SIGNATURE ______ CO-PURCHASER'S SIGNATURE

CITY of LANSING
INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor

FROM: Stephanie Robinson CPPB, Senior Buyer

DATE: September 28, 2018

SUBJECT: Sole Source Purchase – Eng. - Preliminary Engineering for Frandora Hills Sanitary Sewer Rehabilitation

Please include this Sole Source packet of information in your transmittal to Council as required by the Purchasing Ordinance Section 206.05.

In summary, the Purchasing Office processed the following Sole Source transaction:

Department: Public Service Department, Engineering Division
Vendor: Eng. Inc.
Item Purchased: Preliminary Engineering for Frandora Hills Sanitary Sewer Rehabilitation
Dollar Amount: $ 36,142.58 (FY19 account 590.933610.973000)

Additional information pertaining to this purchase is attached for your information.

This letter is filed in accordance with the Purchasing Ordinance Section 206.05 (a) and (b).

sr

CITY of LANSING

INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor
Samantha Harkins, Chief of Staff

FROM: Stephanie Robinson CPPB, Senior Buyer

DATE: **OCT. 10, 2018**

SUBJECT: Sole Source Purchase – Eng - Preliminary Engineering for Frandora Hills Sanitary Sewer Rehabilitation

The Public Service Department, Engineering Division requests that Eng Inc, be designated as a sole source vendor for the Preliminary Engineering for Frandora Hills Sanitary Sewer Rehabilitation.

Please see the attached request from Dean Johnson, and Andrew Kilpatrick..

Based on the attached letter we recommend issuing a sole source purchase order to Eng. Inc. in the amount of $36,142.58 from account 590-933610-973000 per the request of the Department.

Attachment

Date 10-10-18

Approved X Denied ___

Andy Schor, Mayor

Andy Schor, Mayor

PUBLIC SERVICE DEPARTMENT
7th Floor City Hall
124 West Michigan Avenue
Lansing, Michigan 48933
(517) 483-4455
FAX: (517) 483-6082
www.lansingmi.gov/pubserv

CLEANER GREENER

MEMORANDUM

TO: Stephanie Robinson, Senior Buyer

FROM: Dean Johnson, P.E., City Engineer

Dean Johnson

DATE: October 9, 2018

SUBJECT: Sole Source Procurement Request – Preliminary Engineering for Frandora Hills Sanitary Sewer Rehabilitation – "Eng", Inc.

For the project referenced above, the Department of Public Service is requesting issuance of a purchase order (PO) consistent with the sole source procurement provisions outlined in City Ordinance, Title 2, Chapter 206.05. The scope of work, as outlined in the attached proposal from "Eng", includes evaluating the sewers and streets in the Frandora Hills Subdivision for purposes of defining the scope of work necessary to upgrade the infrastructure. Preliminary investigations indicate that the sewers and streets in this area are in very poor condition. The ultimate objective is to complete engineering drawings and bid documents necessary to include the construction with the proposed Ingham Count Drain Commission Montgomery Drain Project.

This request is appropriate for a sole source request for the following reason(s).

Combining this project with the Montgomery Drain project will improve coordination and allow the City to benefit from the economies of scale associated with the very large Montgomery Drain Project. Using "Eng" for this work has similar benefits since they are they are also performing engineering work on the Montgomery Drain Project.

The not-to-exceed cost proposal from "Eng" is $36,142.58. I find these costs to be competitive and reasonable for the scope of work proposed. The account that will be used to fund this request is: #590-933610-973000-20100 (City Share of Sanitary Sewers).

If you have any questions, please contact me at ext. 4458. Thank you.

Approved: ______________________ 10/9/18

Andrew Kilpatrick, P.E.
Director of Public Service

date

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

PURCHASE ORDER	
P.O. NUMBER	P085773
DATE	10/11/18
VENDOR I.D.	V017301
DELIVERY DATE	
FOB	
REQUISITION NO	PR014116

OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LIST AND CORRESPONDENCE.

TO: ENG INC
4063 GRAND OAK DRIVE STE A109
LANSING, MI 48911

PHONE# (517) 887-6335 FAX# (517) 887-6335

DELIVER ITEMS TO:
PUBLIC SERVICE DEPARTMENT ENGINEERING
124 W MICHIGAN AVENUE 7TH FL
LANSING, MI 48933

SEND INVOICE TO:
PUBLIC SERVICE DEPARTMENT ENGINEERI
124 W MICHIGAN AVENUE 7TH FL
LANSING, MI 48933

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
001	FRANDORA HILLS SANI SEWER	36,142.	LS	1.00	36,142.58
				TAX	0.00
				TOTAL	36,142.58

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 quantitv is on back order or cancelled.

Federal Tax ID: 38-6004628

AUTHORIZED SIGNATURE

Eng. Engineering & Surveying

4063 Grand Oak Drive
Suite A109
Lansing, MI 48911

T: 517.887.1100
F: 517.887.6335
engdot.com

Gregory L. Minshall, PE
Michael J. Dyer, PE
Brian J. Cenci, PE

July 17, 2018

Mr. Dean Johnson, PE, City Engineer
City of Lansing Public Service Department
City Hall Room 732
124 W. Michigan Avenue
Lansing, MI 48933

RE: Frandora Hills Sanitary Sewer Rehabilitation Scoping

Dear Mr. Johnson:

Thank you for the opportunity to submit this proposal to provide preliminary engineering services for the referenced project. Eng., Inc. is currently providing engineering services to the Ingham County Drain Commissioner on the Montgomery Drain Project, which includes the Frandora Hills neighborhood. We are, therefore, familiar with the area.

We understand that the City of Lansing wishes to evaluate the condition of the sanitary sewers in Frandora Hills with the intent of rehabilitating the sewers in conjunction with the Montgomery Drain Project. The Frandora Hills neighborhood is bounded by US 127 on the west, Holiday Drive on the south, Coolidge Road on the east and Stonewood Drive on the north. The sanitary sewer system consists of 6107 LF of 8-inch pipe, 2983 LF of 10-inch pipe, and 176 LF of 12-inch pipe. All sewers were installed in the early 1960s. The roadways in the neighborhood are also in need of rehabilitation. The storm sewers in the neighborhood have already been evaluated by the County Drain Commissioner's office. The initial scope of this project is to televise the sanitary sewers, evaluate their condition, make recommendations for both sewer rehabilitation and road restoration, and estimate project costs.

Our method of approach will consist of the following tasks:

- Televise sanitary sewers (Northern A-1).
- Review sewer videos and evaluate condition.
- Summarize segments in need of rehabilitation.
- Inspect condition of manholes.
- Evaluate curb and HMA pavement condition (visual only).
- Contact utilities for possible concurrent rehabilitation work.
- Review proposed storm drain rehabilitation locations.

- Make recommendations for sewer and street rehabilitation.
- Estimate costs for recommended work.
- Review recommendations with City of Lansing and Ingham County Drain Office staff.
- Revise and finalize recommended plan.

We propose to use the following team:

Project Manager:	Michael J. Dyer, PE.
Project Engineer:	Erik J. Morris, PE.
CAD Technician:	Steven P. Mayes
Staff Engineer:	Christopher A. Harrington
Sewer Televising:	Northern A-1 Services (subconsultant)

We propose to perform this work for the not-to-exceed price of $36,142.58. Attached to this letter are the following items:

- Summary of Staff-Hour Distribution – Figure 1
- Cost per task breakdown – Figure 2
- Northern A-1 Services proposal
- Resumes of project team members

If you have any questions regarding this proposal, please contact our office. We look forward to working with you on this project.

Sincerely,

Eng., Inc.

Michael J. Dyer, PE
Vice President

cc: Gregory L. Minshall, PE, Eng., Inc.
Meredith S. Baker, Eng., Inc.
Erik J. Morris, PE, Eng., Inc.

SUMMARY OF STAFF-HOUR DISTRIBUTION
FIGURE 1

TITLE: Frandora Hills Sanitary Sewer Rehabilitation

FIRM: Eng., Inc.
Name of Company

Authorized Signature

Date: July 17, 2018

Name of Principal Staff Members	Role	Total Hours
SERVICES BY CONSULTANT:		
Michael J. Dyer, P.E.	Principal & Project Manager	12
Erik J. Morris, P.E.	Inspector	68
Christopher A. Harrington	Inspector	8
Streven P. Mayes	CAD Technician	8
SERVICES BY OTHERS:		
TOTAL		96

NOTE: ALL TIMES SHALL BE GIVEN IN PERSON-HOURS
BIOGRAPHIES OF EACH MEMBER SHALL BE INCLUDED IN THE STAFFING PROPOSAL

COST BREAKDOWN
Figure 2

TITLE: Frandora Hills Sanitary Sewer Rehabilitation

FIRM: Eng., Inc.
Name of Company

Authorized Signature

Date: July 17, 2018

NAME OF PRINCIPAL STAFF MEMBERS	ROLE IN PROJECT	TOTAL HOURS	DIRECT LABOR	OVERHEAD (163%)	TOTAL (Amount)
Michael J. Dyer, P.E.	Project Manager	12	$ 828.00	$ 1,349.64	$ 2,177.64
					$ -
Erik J. Morris, P.E.	Inspector	68	$ 2,006.00	$ 3,269.78	$ 5,275.78
					$ -
Christopher A. Harrington	Inspector	8	$ 192.40	$ 313.61	$ 506.01
Steven P. Mayes	CAD Technician	8	$ 302.40	$ 492.91	$ 795.31
					$ -
SUB-TOTAL =		96	$ 3,328.80	$ 5,425.94	$ 8,754.74
SUPPLIES & MATERIALS:					
TRANSPORTATION:					
OTHER DIRECT COSTS: Northern A-1	sewer televising				$ 24,102.15
PROFIT: (10%)					$ 3,285.69
TOTAL:		96			$ 36,142.58

Northern A-1
ENVIRONMENTAL SERVICES

3947 US 131 North, P.O. Box 1030 / Kalkaska, Michigan 49646 / Tel. (231) 258-9961 / Fax (231) 258-9971
1680 Peach Street/ Whitehall, Michigan 49461 / Tel (231) 893-1173/ Fax (231) 893-1193
2510 Saidla Drive / Kalamazoo, Michigan 49001 / Tel (231) 893-1173/ Fax (231) 893-1193

Eng., Inc.
Mr. Brian Cenci
4063 Grand Oak Drive, A109
Lansing, Michigan 48911

June 18, 2018

RE: Cost to Televise and Clean Approximately 9,250 LF of Sewer, Frandora Hills Lansing

Dear Mr. Cenci:

Northern A-1 Services, Inc. (NA-1) is pleased to provide you with an outline of the costs involved for the above referenced project. NA-1 will provide equipment/personnel to televise and clean approximately 9,250 LF of sewer, Lansing.

Televise Sewer	$ 0.95/Linear Foot
Clean 8" Sewer	$ 1.60/Linear Foot
Clean 10" & 12" Sewer	$ 1.75/Linear Foot

It is our understanding that a water source will available for use and disposal will be onsite. The actual cost is based on the actual amounts televised and cleaned.

If the material is shown to be other than described and/or if site conditions are found to be such that additional equipment or services are required for safe removal of these materials, a cost re-evaluation will be required.

NA-1 will make every attempt to ensure the project is completed successfully, however we cannot be responsible if complications arise due to unforeseen underground conditions such as foreign objects, misaligned joints, damaged pipe or other obstructions that may cause our equipment to become lodged in the line or prevent us from successfully completing this project. In the event a situation of this nature occurs, the Client would be responsible for cost of remedying this situation and associated costs.

This pricing is valid for 30 Days. Any pricing fluctuations in steel, energy or similar markets may result in a price adjustment.

If you accept the terms of this proposal, please sign below and return a copy to my attention via fax or mail. All work referenced above in this proposal will be invoiced directly to you, unless Northern A-1 is otherwise instructed. If you have any questions or comments, please feel free to give me a call. Thank you for the opportunity to provide you with this quote.

PROPOSAL SUBMITTED BY: Tom Wolfe, Email: tomw@northerna1.com, Cell: (231) 342-9826

TW/ra

ACCEPTANCE OF PROPOSAL

Purchaser: ______________________________
Company Name

By: ______________________________
Specify Title

Michael J. Dyer, PE

Vice President

Mr. Dyer has been involved in civil engineering projects since 1983. His primary area of expertise is the study, planning, design and construction of infrastructure improvements for public agencies. Typical projects involve road improvements, bike paths, water distribution systems, sanitary sewers, and drainage systems. In addition, he has conducted plan reviews and served as a soil erosion control agent for various governmental agencies. He has extensive experience with sewer separation projects and inflow and infiltration studies. Mr. Dyer also has significant experience in the planning and design of commercial, residential and mixed-use private development projects.

At Eng., Inc., Mr. Dyer manages a wide variety of projects for both governmental and private development clients.

Representative Projects

- Green Street Reconstruction, City of Grand Ledge, MI
- FY18 Major Street Rehabilitation, City of Lansing, MI
- Stabler Street Rehabilitation, City of Lansing, MI
- FY17 Major Street Rehabilitation, City of Lansing, MI
- East River/Franklin Street Reconstruction, City of Grand Ledge, MI
- East River/Russell Street Reconstruction, City of Grand Ledge, MI
- 2016 City Street Reconstruction, City of Norton Shores, MI
- Holmes Road Reconstruction (2014), City of Lansing, MI
- FY15 Sidewalk Construction (Gap Closure) Project, City of Lansing, MI
- East Front Street Reconstruction, City of Grand Ledge, MI
- Mt. Garfield, Davis, Rood, Green & Torrent Street Reconstruction, City of Norton Shores, MI
- M-100 Non-motorized Pathway, City of Grand Ledge, MI
- Rosemary Avenue Pathway Project, Lansing Township, MI
- Howe Road Extension, Camp Grayling, MI
- Mill Street Bridge & Road Reconstruction, City of Leslie, MI
- Spring/W. Lincoln Street Reconstruction, City of Grand Ledge, MI
- Michigan Avenue Resurfacing, City of Lansing, MI
- Holmes Road Reconstruction (2010), City of Lansing, MI
- NIIP Street Rehabilitation, City of Lansing, MI
- Dunckel Road Reconstruction, City of Lansing, MI
- DeGroff Street Reconstruction, City of Grand Ledge, MI
- Collins Road Reconstruction, City of Lansing, MI
- Edwards Street Reconstruction, City of Grand Ledge, MI
- Lake Lansing Road Reconstruction, Lansing Township, MI
- West Road and Coleman Road Reconstruction, City of East Lansing, MI
- S. Washington Ave. Reconstruction (2 proj.), City of Lansing, MI

Education
B.S., Civil Engineering, 1983
Michigan State University
East Lansing, MI

License
Michigan Licensed Professional Engineer #34445

Certification & Training
MDEQ Certified Storm Water Management - Construction Site: A-1j #C-01890

MDEQ Certified Soil Erosion and Sedimentation Control Agent: SESC Comprehensive SE/C #00895

Professional Experience
1996 – Present: Vice President and Civil Engineering Department Manager
Eng., Inc.
Lansing, MI

1989 – 1996: Project Manager, Project Engineer for other professional design firms

1987 – 1989: Chief Township Engineer
Meridian Charter Township, Okemos, MI

1983 – 1987: Project Engineer
Meridian Charter Township, Okemos, MI

Erik J. Morris, PE

Staff Engineer, Project Inspector

Education
B.S., Civil Engineering, 2006
Michigan State University
East Lansing, MI

License
Michigan Licensed Professional Engineer #6201066586

Certification & Training
MDEQ Certified Storm Water Management - Construction Site: A-1j #C-14943

MDEQ Certified Soil Erosion and Sediment Control Agent: SESC Comprehensive SE/C #01317

MDOT Certified Computerized Office Technician

Professional Experience
2007 – present: Staff Engineer
Eng., Inc.
Lansing, MI

While employed with Eng., Inc. Erik Morris has performed a wide range of Construction Inspection duties dealing with the infrastructure of Eaton, Ingham and Lenawee counties, and the cities of Lansing, Grand Ledge and Leslie. These projects have allowed him to demonstrate considerable expertise in the areas of field management, surveying, construction staking, and inspection, including requiring and reporting on construction compliance with the Engineer's documents. Mr. Morris is an MDOT Certified Office Technician, proficient in the use of "Field Manager" software.

Representative Projects

- FY18 Major Street Rehabilitation, City of Lansing, MI
- Stabler Street Rehabilitation, City of Lansing, MI
- FY17 Major Street Rehabilitation, City of Lansing, MI
- East River/Franklin Street Reconstruction, City of Grand Ledge, MI
- East River/Russell Street Reconstruction, City of Grand Ledge, MI
- Holmes Road Reconstruction (2014), City of Lansing, MI
- FY15 Sidewalk Construction (Gap Closure) Project, City of Lansing, MI
- Inspection Services for 2015 Sidewalk Repairs, City of Lansing, MI
- East Front Street Reconstruction, City of Grand Ledge, MI
- Mt. Garfield, Davis, Rood, Green & Torrent Street Reconstruction, City of Norton Shores, MI
- Spring/W. Lincoln Street Reconstruction, City of Grand Ledge, MI
- Holmes Road Reconstruction (2010), City of Lansing, MI
- Main Street Resurfacing, City of Leslie, MI
- Williamsburg Drain Inspection, Eaton County, MI
- DeGroff Street Reconstruction, City of Grand Ledge, MI
- Gettysburg Drain, Eaton County, MI
- Forest Glen Drain, Eaton County, MI
- Sherwood Drain, Eaton County, MI
- Groesbeck Drain, Ingham County, MI
- Gilbert Drain, Lenawee County, MI
- Gier Sand Creek Drain, Lenawee County, MI

Steven P. Mayes
CAD Manager

Certification & Training
Intergraph Site Works Training

Autodesk Land Desktop Training

Micro Station Graphics

AutoCAD Application

AutoCAD Customizing

AutoCAD Map Training

Professional Experience
1998 – Present: Senior CAD Technician, CAD Manager
Eng., Inc.
Lansing, MI

1978 – 1998: Senior Technician, Civil Technician, Drafting Technician, and Drafting Director
Other professional design firms.

As Senior CAD Technician, Steve Mayes directs and coordinates the production of computer-assisted documents required to illustrate the design and detail created by professional personnel. His experience includes the drafting of road plans, water distribution systems, storm sewer systems, wastewater collection and treatment facilities, topographic and boundary surveys, site plans and similar drawings utilized for physical improvements.

Mr. Mayes also assists with computer network administration and assures compatibility of systems both internally and with our clients. In the constantly changing software environment, dependability of equipment is key to maintaining client satisfaction. His duties include maintaining CAD standards consistent with specific client requirements. Mr. Mayes is knowledgeable in MDOT, AASHTO and ADA standards.

Representative Projects

- Green Street Reconstruction, City of Grand Ledge, MI
- FY18 Major Street Rehabilitation, City of Lansing, MI
- Stabler Street Rehabilitation, City of Lansing, MI
- FY17 Major Street Rehabilitation, City of Lansing, MI
- Water Main Design-Multiple Locations, Lansing Board of Water and Light, MI
- East River/Franklin Street Reconstruction, City of Grand Ledge, MI
- East River/Russell Street Reconstruction, City of Grand Ledge, MI
- 2016 City Street Reconstruction, City of Norton Shores, MI
- M-100 Non-motorized Pathway, City of Grand Ledge, MI
- Rosemary Avenue Pathway Project, Lansing Township, MI
- Howe Road Extension, Camp Grayling, MI
- Camp Grayling Paving Upgrade, Camp Grayling, MI
- Mill Street Bridge & Road Reconstruction, City of Leslie, MI
- Spring/W. Lincoln Street Reconstruction, City of Grand Ledge, MI
- Michigan Avenue Resurfacing, City of Lansing, MI
- Holmes Road Reconstruction, City of Lansing, MI
- NIIP Street Rehabilitation, City of Lansing, MI
- Dunckel Road Reconstruction, City of Lansing, MI
- DeGroff Street Reconstruction, City of Grand Ledge, MI
- Edwards Street Reconstruction, City of Grand Ledge, MI
- Collins Road Reconstruction, City of Lansing, MI
- South Washington Avenue Reconstruction (2 projects), City of Lansing, MI
- Lake Lansing Road Reconstruction, Lansing Township, MI
- West Road and Coleman Road Reconstruction, City of East Lansing, MI
- West Jefferson Street Reconstruction, City of Grand Ledge, MI

Christopher A. Harrington

Staff Engineer

Education

B.S., Civil Engineering, 2018
Michigan State University
East Lansing, MI

Associate of Science:
Engineering/Physics 2014
Lansing Community College
Lansing, MI

Professional Experience

2017 – present: Engineering Technician
Eng., Inc.
Lansing, MI

2016 – 2017: Engineering Technician
Soil and Materials Engineers (SME)
Lansing, MI

In his short time with Eng. Chris Harrington has demonstrated the ability to grasp complex concepts and compile details into usable information for report writing. He came to us with construction experience and the ability to draw, read and interpret AutoCAD drawings and specifications, and previous experience with materials testing, including asphalt sampling. These are valuable skills for a field technician, qualifying him to conduct construction inspection on a variety of types of construction. Coupled with his strong work ethic and eagerness to learn, Mr. Harrington has quickly become the "go-to" technician for several of our project engineers.

Representative Projects at Eng.

- FY18 Major Street Rehabilitation, City of Lansing, MI
- Pennsylvania Avenue Sanitary Sewer Replacement, City of Lansing, MI
- Titus Tile Drain, Lenawee County, MI
- Black Creek Consolidated Drain, Muskegon County, MI
- Cory Bishop Drain, Ottawa County, MI
- Selkirk Lake Drain, Allegan County, MI
- Maintenance work, various drains, Barry County, MI
- Livingston No. 29 Drain, Livingston County, MI

Representative Projects at SME

Materials testing for asphalt, concrete, and soils

- East River/Franklin Street Reconstruction, City of Grand Ledge, MI
- East River/Russell Street Reconstruction, City of Grand Ledge, MI
- Consumers Energy gas lines, various locations, Lansing, MI
- Sparrow Parking Lot, Lansing, MI
- MSU Lot 89, East Lansing, MI