



AGENDA
Committee on Ways and Means
Monday, October 7, 2019 @ 4:30 p.m.
Tony Benavides Lansing City Council Chambers,
City Hall 10th Floor

Councilmember Spitzley, Chair
Councilmember Spadafore, Vice Chair
Council Member Dunbar, Member

1. Call to Order

2. Approval of Minutes

- September 27, 2019

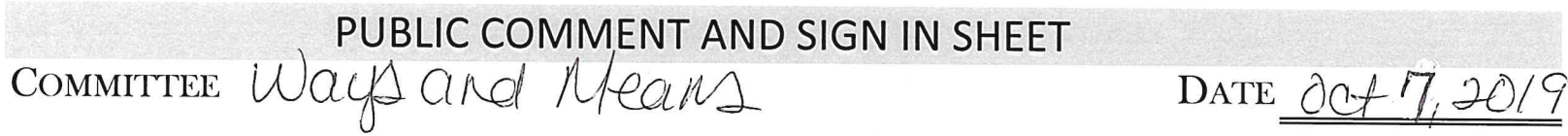
3. Public Comment on Agenda Items

4. Discussion/Action:

- A.) RESOLUTION – Grant Acceptance; Automobile Theft Prevention Authority Grant, Michigan State Police
- B.) RESOLUTION – Grant Acceptance; Office of Highway Safety Planning Grant, Michigan Office of Highway Safety Planning (OHSP)
- C.) Sole Source Purchase: Lansing Police Department request for All City Management Services for the vendor for school crossing guard services
- D.) Sole Source Purchase: Finance Department request for Zaski Accounting LLC for accounting services for a period of September 23, 2019 to June 30, 2020
- E.) Sole Source Purchase: Economic, Development and Planning Department request for InfoTraffic Parking Solution for the purchase of Parking Digital Signage Solutions

5. Other

6. Adjourn



Ways and Means

DATE Oct 7, 2019

[illegible]



MINUTES
Committee on Ways and Means
Friday, September 27, 2019 @ 8:30 a.m.
10th Floor Conference Room, City Hall

CALL TO ORDER

The meeting was called to order at 8:30 a.m.

ROLL CALL

Council Member Patricia Spitzley, Chair
Council Member Peter Spadafore, Vice Chairperson
Council Member Kathie Dunbar, Member

OTHERS PRESENT

LaSondra Crenshaw, Administrative Assistant
Eric Brewer, Council Internal Auditor
Jim Smiertka – City Attorney
Lisa Hagen – Council Legal Analyst

Minutes

MOTION BY COUNCIL MEMBER DUNBAR TO APPROVE THE MINUTES FROM SEPTEMBER 13, 2019 AS PRESENTED. MOTION CARRIED 3-0.

Public Comment

No public comment

Discussion/Action

RESOLUTION – Grant Acceptance and Memorandum of Agreement; EPA Brownfields Assessment Coalition Grant and Lansing Regional Brownfields Coalition.

Mr. Rush with LEAP advised the grant was awarded in June for Brownfield assessments they are currently at the stage where the grant agreement is being finalized. The grant amount is \$600,000.00 and coalition partners will meet and go over everything. As of now, the grant has been signed by Eaton, Ingham, and Clinton counties.

Council Member Spitzley asked Mr. Rush to explain what he meant when he said they hire consultants to canvas the region, do they actually go out and solicit. Mr. Rush advised they find projects to utilize assessment dollars. He also advised there are no matching dollars from the city.

MOTION BY COUNCIL MEMBER SPADAFORÉ TO APPROVE THE RESOLUTION FOR GRANT ACCEPTANCE AND MEMORANDUM OF AGREEMENT EPA BROWNFIELDS ASSESSMENT COALITION GRANT AND LANSING REGIONAL BROWNFIELDS COALITION. MOTION CARRIED 3-0

DISCUSSION – Budget Priorities

Suggested Changes on Draft 4 of Budget Priorities page 3 b. 1.:

1. (Add) Hire a full time or part time individual housed in the LPD or OCA who focuses on FOIA redactions.
2. (Add) Additional support for increases in capabilities and technologies efficiencies for Finance, Treasury, and Human Resources departments.
 - ERP Migration – Possible Replacement of One Solution
 - Outside Specialized Consulting – Plant & Moran
 - Possible addition of in house staff as determined

Next Meeting October 4th, 2019 at 8:30 a.m..

Council Member Spitzley asked Ms. Crenshaw to invite Judy Kehler to the next meeting to discuss the program she put together regarding municipal fines.

OTHER

No other topics of discussion

ADJOURN

Adjourn at 8:54 a.m.

Submitted by,

LaSondra Crenshaw, Administrative Assistant

Lansing City Council

Approved by the Committee on _____



LANSING CITY COUNCIL

GRANT INFORMATION FORM

(Required for all grant applications and acceptances)

REFERRAL DATE: 9/20/2019

GRANT NAME: Automobile Theft Prevention Authority Grant

DEPARTMENT: Police

CONTACT PERSON (INCLUDE EMAIL AND PHONE): Joe McClure (joe.mcclure@lansingmi.gov 483-4808)

APPLICATION DATE August 2019

AWARD DATE: September 9, 2019

GRANT CYCLE: 10/01/2019 - 09/30/2020

Check One: ☐ Annual ☒ One-Time

FUND AMOUNT: \$168,557

(Breakdown below should total this amount)

GOODS & SERVICES	\$10,465
PERSONNEL	\$158,092
CONSTRUCTION	\$0.00
LAND	\$0.00
OTHER	\$0.00

CITY MATCH (IF APPLICABLE): \$67,423 (40% which is included in the \$168,557 grant amount)

GRANT PAYS FOR: Motor vehicle theft prevention program and initiatives

FUND ALLOCATIONS (Please describe the purpose of the grant and allowable uses):

The purpose of the grant is to assist in the prevention of motor vehicle theft. Allowable uses are personnel costs of one police officer dedicated the auto theft prevention program, vehicle lease/purchase, office supplies, investigative supplies, and specific membership dues.

BY THE COMMITTEE ON WAYS AND MEANS
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, Lansing Police Department has submitted application for an annual grant to the Michigan State Police, Grants and Community Services Division for an Automobile Theft Prevention Authority (ATPA) grant; and

WHEREAS, the Lansing Police Department was informed on September 9, 2019, that it has been selected to receive grant funding in the amount of \$168,557; and

WHEREAS, The Lansing Police Department has a required local match of \$67,423 (40%) of the grant; and

WHEREAS, The ATPA portion is \$101,134 (60%); and

WHEREAS, the grant funds will be utilized solely for the benefit of motor vehicle theft prevention programs and initiatives; and

WHEREAS, the grant period is October 1, 2019 to September 30, 2020; and

NOW, THEREFORE, BE IT RESOLVED, the Lansing City Council approves acceptance of the Automobile Theft Prevention Authority grant in the amount of \$168,557 for the program period October 1, 2019 through September 30, 2020); and

BE IT FINALLY RESOLVED, that the Administration is authorized to create appropriate accounts and to make the necessary operating transfers for the expenditure and control of the balance of the grant funds.



LANSING CITY COUNCIL

GRANT INFORMATION FORM

(Required for all grant applications and acceptances)

REFERRAL DATE: September 30th, 2019

GRANT NAME: Office of Highway Safety Planning Ped/Bike Overtime Enforcement

DEPARTMENT: Lansing Police Department

CONTACT PERSON (INCLUDE EMAIL AND PHONE): Joe McClure (Joe.mcclure@lansingmi.gov, 483-4808)

APPLICATION DATE: August 2019

AWARD DATE: September 7, 2019

GRANT CYCLE: 10/1/2019-9/30/2020

Check One: ☐ Annual ☒ One-Time

FUND AMOUNT: \$12,391

(Breakdown below should total this amount)

GOODS & SERVICES

PERSONNEL \$9,346.00

CONSTRUCTION \$0.00

LAND \$0.00

OTHER (Sub-recipient Personnel) \$3,045.00

CITY MATCH (IF APPLICABLE): \$1,869.00 in Personnel

GRANT PAYS FOR: Overtime for officers to address pedestrian and bicycle safety laws

FUND ALLOCATIONS (Please describe the purpose of the grant and allowable uses):

This grant will fund overtime costs for Law enforcement officers to implement an evidence-based, highly visible enforcement program on pedestrian and bicycle safety laws to educate community members about potentially dangerous walking, cycling and driving behaviors and enforce traffic laws designed to protect them. The personnel amount of \$9,346 consists of \$7,477 federal funds and \$1,869 match. The \$3,045 sub-recipient amount to Lansing Community College (LCC) consists of \$2,436 federal funds and \$609 match by LCC.

All the funds will be held by Lansing and Lansing will process the requests from LCC.

BY THE COMMITTEE ON WAYS AND MEANS
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, Lansing Police Department (LPD) has submitted application to the Michigan Office of Highway Safety Planning (OHSP) for funding to be utilized for an enforcement program on pedestrian and bicycle safety laws; and

WHEREAS, the Lansing Police Department was informed on September 7, 2019, that it has been selected to receive grant funding of \$12,391; and

WHEREAS, the grant period is October 1, 2019 through September 30, 2020; and

WHEREAS, Lansing Community College (LCC) is a sub-recipient that will receive \$3,045 of the \$12,391 grant; and

WHEREAS, Twenty percent (\$2,478) of the \$12,391 grant consists of local match (\$1,869 for LPD and \$609 for LCC); and

WHEREAS, The city of Lansing had a total of 261 pedestrian crashes and 237 bicyclist crashes during a 5-year period (2013-2017), making it the 5th highest city for both pedestrian and bicyclists crashes in Michigan;

NOW, THEREFORE, BE IT RESOLVED, the Lansing City Council approves acceptance of the Office of High Safety Planning grant for the period October 1, 2019 through September 30, 2020 in the amount of \$12,391, of which 20% is local match; and

BE IT FINALLY RESOLVED, that the Administration is authorized to create appropriate accounts and to make the necessary operating transfers for the expenditure and control of the balance of the awarded funds.

CITY of LANSING

INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor

FROM: Stephanie Robinson CPPB, Senior Buyer

DATE: September 16, 2019

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: \$ 267,066.00 (July 1, 2019 thru June 30, 2020)

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**

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

TO: ALL CITY MANAGEMENT SERVICES
PO BOX 847436
LOS ANGELES, CA 90084-7436

PURCHASE ORDER	
P.O. NUMBER	P086235
DATE	09/16/19
VENDOR I.D.	V009201
DELIVERY DATE	
FOB	
REQUISITION NO	PR014723
OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LIST AND CORRESPONDENCE.	

Page 1 of 1

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	SCHOOL CROSSING GUARD SVCS TO INCLUDE: RECRUITING, STAFFING, BCKGRD VETTING, TRAINING, EQUIPMENT, INSURANCE, AND SUPERVISION	267,066	EA	1.00	267,066.00
				TAX	0.00
				TOTAL	267,066.00

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.

CITY of LANSING
INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor
Samantha Harkins, Deputy Mayor

FROM: Stephanie Robinson, CPPB, Senior Buyer

DATE: August 14, 2019

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 Daryl Green regarding the request.

Based on the attached letter we recommend issuing a sole source purchase order to All City Management Services the amount of \$ 267,066. This is a one-year contract per the request of the Lansing Police Department.

Attachment

Date: 8/15/19

Approved ☒ Denied ☐



for Andy Schor, Mayor

CITY of LANSING

INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor
Samantha Harkins, Deputy Mayor

FROM: Stephanie Robinson, CPPB, Senior Buyer

DATE: August 14, 2019

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 Daryl Green regarding the request.

Based on the attached letter we recommend issuing a sole source purchase order to All City Management Services the amount of \$ 267,066. This is a one-year contract per the request of the Lansing Police Department.

Attachment

Date: _____

Approved _____ Denied _____

Andy Schor, Mayor



Andy Schor, Mayor

Lansing Police Department
Administrative Services Division

Captain Robert Backus

120 West Michigan Avenue
Lansing, MI 48933
Phone: (517) 483-6883
Fax: (517) 377-0166



Daryl Green, Chief

TO: Stephanie Robinson
FROM: Daryl Green, Chief of Police
SUBJECT: Sole Source – All City Management Services
DATE: August 9, 2019

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 the Lansing school district's school crossing zones. ACMS will provide all recruiting, staffing, background vetting, training, equipment, insurance, inspections, supervision, and management of the City of Lansing Crossing Guard Program.

The proposal is for a one-year contract at the rate of \$20.05 per hour, per crossing guard. This is the same hourly rate as last year. Pricing is based upon 33 crossing sites for 2.0 hours per day for 180 days (\$238,194) and 2 crossing sites at 4.0 hours per day for 180 days (\$28,872). The total contract amount is not to exceed \$267,066.

Thank you for your assistance with this matter.

Daryl Green, Chief of Police

"Capital City's Finest"



AGREEMENT FOR CROSSING GUARD SERVICES

This AGREEMENT FOR CROSSING GUARD SERVICES (the "Agreement") is dated _____, 2019 and is between the CITY OF LANSING (hereinafter called the "City") and ALL CITY MANAGEMENT SERVICES, INC., a California corporation (hereinafter called the "Contractor").

WITNESSETH

The parties hereto have mutually covenanted and agreed as follows:

1. This Agreement is for a term which commences on or about July 1, 2019 and ends on June 30, 2020 and for such term thereafter as the parties may agree upon.
2. The Contractor will provide personnel for the City 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 City.
4. 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 the terms of this Agreement.
5. 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.
6. In the performance of its duties the Contractor and all employees of the Contractor shall conduct themselves in accordance with the conditions of this Agreement and all applicable laws of the state in which the Services are to be performed.
7. Persons provided by the Contractor as Crossing Guards shall be trained in all applicable laws of the state in which the Services are to be performed pertaining to general pedestrian safety in school crossing areas.
8. Crossing Guard Services (the "Services") shall be provided by the Contractor at the designated locations on all days in which school is in session in the area under the City's jurisdiction. The Contractor also agrees to maintain communication with the designated schools to maintain proper scheduling.

9. 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.
10. 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 additional insureds. 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 has been given to the City.
11. Contractor agrees to defend, indemnify and hold harmless the City, its officers, employees, agents and representatives, from and against any and all actions, claims for damages to persons or property, penalties, obligations or liabilities (each a "Claim" and collectively, the "Claims") that may be asserted or claimed by any person, firm, entity, corporation, political subdivision or other organization arising out of the negligent acts or omissions, or willful misconduct, of Contractor, its agents, employees, subcontractors, representatives or invitees.
 - 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 the 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.
 - d) In the event that a court determines that liability for any Claim was caused or contributed to by the negligent act or omission or the willful misconduct of the City, liability will be apportioned between Contractor and the City based upon the parties' respective degrees of culpability, as determined by the court, and Contractor's duty to indemnify the City will be limited accordingly.
 - e) Notwithstanding anything to the contrary contained herein, Contractor's indemnification obligation to City for Claims under this Agreement will be limited to the maximum combined aggregate of Contractor's general liability and umbrella insurance policies in the amount of \$9,000,000 (Nine Million Dollars).

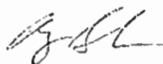
12. Either party shall have the right to terminate this Agreement by giving sixty (60) days written notice to the other party.
13. The Contractor shall not have the right to assign this Agreement to any other person or entity except with the prior written consent of the City.
14. The City agrees to pay the Contractor for the Services rendered pursuant to this Agreement the sum of Twenty Dollars and Five Cents (\$20.05) per hour, per Crossing Guard during the term. The cost of providing 13,320 hours of service shall not exceed \$267,066.00.
15. Payment is due within thirty (30) days of receipt of Contractor's properly prepared invoice.
16. Contractor may request a price increase during the term as a result of any legally-mandated increases in wages or benefits imposed in the state or municipality in which the Services are to be performed and to which Contractor's employees would be subject. Contractor shall provide the City with 60 days-notice of its request to increase pricing. The City agrees to review and respond to said notice within 30 days of receipt.
17. The City shall have an option to renew this Agreement. In the event this Agreement is extended beyond the end of the term set forth above, the compensation and terms for the Services shall be established by mutual consent of both parties.
18. This Agreement constitutes the complete and exclusive statement of the agreement among the parties with respect to the subject matter hereof and supersedes all prior written or oral statements among the parties, including any prior statements, warranties, or representations. This Agreement is binding upon and will inure to the benefit of the parties hereto and their respective heirs, administrators, executors, successors, and assigns. Each party hereto agrees that this Agreement will be governed by the law of the state in which the Services are to be performed, without regard to its conflicts of law provisions. Any amendments, modifications, or alterations to this Agreement must be in writing and signed by all parties. There will be no presumption against any party on the ground that such party was responsible for preparing this Agreement or any part of it. Each provision of this Agreement is severable from the other provisions. If any provision of this Agreement is declared invalid or contrary to existing law, the inoperability of that provision will have no effect on the remaining provisions of the Agreement which will continue in full force and effect.
19. **Applicable Law.** This Agreement will be governed by the laws of the State of Michigan.

[SIGNATURES FOLLOW ON NEXT PAGE]

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

City of Lansing

By



Signature

Andy Schor Mayor

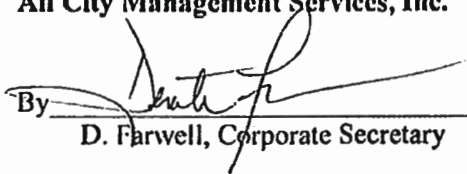
Print Name and Title

Date

8/26/2019

All City Management Services, Inc.

By



D. Farwell, Corporate Secretary

Date

August 16, 2019



CITY OF LANSING

DEPARTMENT OF HUMAN RESOURCES

8th Floor, City Hall
124 W. Michigan Avenue
Lansing, Michigan 48933

Benefits/Classifications
Labor Relations/Recruitment
Safety/Selection/Training
Worker's Compensation

(517) 483-4004 (Voice/TDD)
(517) 483-6064 (General Fax)
www.lansingmi.gov (Website)

Andy Schor, Mayor

Linda Sanchez-Gazella, HR Director

MEMO

To: Andy Schor, Mayor
Samantha Harkins, Deputy Mayor/Chief of Staff

From: Shelbi Frayer, Chief Strategy Officer/Interim Finance Director

Date: September 25, 2019

Subject: Zaski Accounting, LLC Sole Source Memo

Please let this memo serve as justification for obtaining a sole source contract with Zaski Accounting, LLC for the period of September 23, 2019 through June 30, 2020. The rate of this contract is one-hundred dollars an hour for a maximum of thirty hours a week.

Due to the unforeseen staffing departures within the Finance Department, there are exigent circumstances that require a contract with Zaski Accounting. Zaski Accounting is ready and willing to assist with the immediate needs of the department. This is a stopgap measure to fill job functions on a temporary basis until the position is filled permanently. Zaski Accounting has specific local government experience in audit preparation that is needed in the City of Lansing. His expertise is critical to the work that needs to be completed under an expedited timeline.

The Finance Department requires the following assistance in the day-to-day operations:

- Assistance with reconciliation of its general ledger accounts.
- Assistance with schedules needed for audits.
- Audit preparation.
- Valuation preparation.
- Support, resources, information and training as needed to carry out the business functions of the city.

For the reasons stated above, I respectfully request that you grant approval for this sole source contract. If you have any questions or concerns please direct them to my attention.

“Equal Opportunity Employer”

CITY of LANSING

INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor

FROM: Stephanie Robinson CPPB, Senior Buyer

DATE: September 24, 2019

SUBJECT: Sole Source Purchase – Infotraffic Parking Solution

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: Parking Services Office
Vendor: Infotraffic Parking Solution
Item Purchased: Parking Digital Signage Solutions
Dollar Amount: \$ 38,000 (July 1, 2019 thru June 30, 2020)

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, Deputy Mayor

FROM: Stephanie Robinson, CPPB, Senior Buyer

DATE: September 10, 2019

SUBJECT: Sole Source – InfoTraffic Parking Solutions

The Department of Economic Development and Planning, Parking Services Office requests that Infotraffic be designated as a Sole Source vendor for the purchase of all hardware and software dealing with the purchase of Parking Digital Signage Solutions.

Please see the attached letter from Chad Gamble and Brian McGrain regarding the request.

Based on the attached letter we recommend issuing a sole source purchase order to InfoTraffic, in the amount of \$ 38,000 per the request of the Parking Services Office.

Attachment

Date: 9/10/19

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, Buyer - Purchasing

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

Subject: Request for Sole source Procurement for Infotraffic Parking Solutions -
Parking Digital Signage Solutions

Date: September 5, 2019

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 hardware and software solutions dealing with the digital dynamic entry signage issued to Infotraffic Parking Solutions (Infotraffic).

As has been previously communicated, the Parking System is undergoing a transformation of all of its computer programs, applications and infrastructure. One significant piece of this is the signage that we use to communicate to our customers. This involves new opportunities for on-street and in-ramp solutions. In this new age of dynamic signage possibilities it was important for the Parking Team that we have the capability of using our new signage to communicate real time information to our customers including but not limited to:

- Welcoming large or small groups to our ramps utilizing their logos or dynamic text scrolling capabilities on a sign visible from the street.
- Providing important fee information that change from year to year.
- Announce important change of access issues that may be occurring and/or changing from day to day.
- Inform people of particularly busy days coming up so they can allow for more time exiting and entering the ramp.
- Reminding permit parkers to renew and or pay their monthly fees.
- The possibilities of advertisement to offset system cost.
- And many more options.

In researching the ability for a company to have LCD screen capabilities that dynamically communicates and integrates with our Parking Access and Revenue Collection System (PARCS) equipment manufactured by TIBA and provide real time information graphically, we found only Infotraffic has the ability to do it.

We have been negotiating price, confirming computer API integrations, and coordinating installation details with the main sign installer for over a year and are excited that this process is now complete. We have also attended several national expos for parking equipment related to

Sole Source Request Memo for Infotraffic Parking Solutions
September 5, 2019
Page -2-

this but have yet to find any that are equal to and or have a track record of deployments equal to that of Infotraffic.

Please find attached additional sole source information from Infotraffic as well as the official quote for the material for the North Grand Ramp. This technology will also be used for dynamic signage in other assets in our system so as to limit the software/hardware that we are charged with maintaining and updating regularly. The attached quote is only for the North Grand Ramp. The other ramps will be added accordingly when they receive major infrastructure improvements in the next year or two. We are requesting also that this sole source memo serve as the approval for additional installations when we perform the extreme makeover of that particular asset within the next few years. The pricing provided by Infotraffic has discounts associated with multiple installations.

Therefore, I recommend that a sole source be issued to Infotraffic Parking Solutions for the aforementioned purposes. The current fiscal year's encumbrance is detailed below.

Equipment: 585.453641.977000.00000 \$38,000

Approved:  Date: 9/9/19
Brian McGrain, Director, Economic Growth and Planning Department

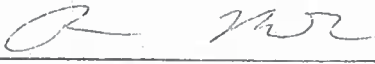
Sole Source Request Memo for Infotraffic Parking Solutions
September 5, 2019
Page -2-

this but have yet to find any that are equal to and or have a track record of deployments equal to that of Infotraffic.

Please find attached additional sole source information from Infotraffic as well as the official quote for the material for the North Grand Ramp. This technology will also be used for dynamic signage in other assets in our system so as to limit the software/hardware that we are charged with maintaining and updating regularly. The attached quote is only for the North Grand Ramp. The other ramps will be added accordingly when they receive major infrastructure improvements in the next year or two. We are requesting also that this sole source memo serve as the approval for additional installations when we perform the extreme makeover of that particular asset within the next few years. The pricing provided by Infotraffic has discounts associated with multiple installations.

Therefore, I recommend that a sole source be issued to Infotraffic Parking Solutions for the aforementioned purposes. The current fiscal year's encumbrance is detailed below.

Equipment:	585.453641.977000.00000	\$38,000
------------	-------------------------	----------

Approved:  Date: 9/9/19
Brian McGrain, Director, Economic Growth and Planning Department

**CITY OF LANSING**

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

TO: INFOTRAFFIC INC
185 ALEWIFE BROOK PARKWAY SUITE 210
CAMBRIDGE, MA 02138

PURCHASE ORDER

P.O. NUMBER	P086240
DATE	09/20/19
VENDOR I.D.	V037866
DELIVERY DATE	
FOB	
REQUISITION NO	PR014727
OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LIST AND CORRESPONDENCE.	

Page 1 of 1

PHONE#

FAX#

DELIVER ITEMS TO:

PLANNING NEIGHBORHOOD DEV PARKING OFFICE
219 N GRAND AVE
LANSING, MI 48933

SEND INVOICE TO:

PLANNING NEIGHBORHOOD DEV PARKING O
219 N GRAND AVE
LANSING, MI 48933

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
001	DEVELOPMENT & DESIGN COST \$3925.00 MATERIAL & INSTALLATION COST \$33,756.00	37,681	LS	1.00	37,681.00
				TAX	0.00
				TOTAL	37,681.00

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.

Stephanie Robinson

From: Gamble, Chad <Chad.Gamble@lansingmi.gov>
Sent: Monday, September 9, 2019 3:56 PM
To: Stephanie Robinson
Cc: Wyatt, Susan; Shell, Traci
Subject: RE: Sole source memo for Infotraffic Solutions.

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

- ITD

Stephanie,

The RFP would have resulted in only one vendor. I have been researching this for over a year and attending three national conferences and this is the only one that can do this. We have had several meetings with TIBA making sure the API integration works well between the equipment and the other software it must communicate with. The quote for the grand would be a cafeteria plan to be used for the future purchase of more equipment for the South and North Capitol Ramps. The only other quotes that I have are in a series of email back a ways. That is why I included the language that I did so we didn't run into another "TIBA" situation.

IT and property management have been briefed along the way. .more so IT . . PM has a copy of the construction plans and we reviewed with them the entry equipment and marquee location.

Please let me know if you have any other questions.

Chad A. Gamble, P.E.

Parking Manager

**City of Lansing, Department of Economic Development and Planning
Parking Services Office**

219 North Grand Avenue | Lansing, MI 48933

O: 517-483-6621 | F: 517-483-4395 | E: chad.gamble@lansingmi.gov

[Website](#) | [Facebook](#) | [Twitter](#) | [Instagram](#)



Andy Schor, Mayor

From: Stephanie Robinson <Stephanie.Robinson@LBWL.COM>
Sent: Monday, September 9, 2019 3:15 PM
To: Gamble, Chad <Chad.Gamble@lansingmi.gov>
Cc: Wyatt, Susan <Susan.Wyatt@lansingmi.gov>; Shell, Traci <Traci.Shell@lansingmi.gov>
Subject: [EXTERNAL] RE: Sole source memo for Infotraffic Solutions.

Question: Why didn't we issue a RFI for this type of Signage?
Was IT been involved with this process or Property Mgt?

Another question is that it is mentioned that this will be used at the other ramps, Is there a cost proposal for the whole project since this vendor will have discounts for multiple installations...

Thank you,

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

From: Powell, Mary Jo <MaryJo.Powell@lansingmi.gov>
Sent: Monday, September 9, 2019 3:04 PM
To: Chad Gamble <chad.gamble@lansingmi.gov>; Stephanie Robinson <Stephanie.Robinson@LBWL.COM>
Cc: Wyatt, Susan <Susan.Wyatt@lansingmi.gov>; Shell, Traci <Traci.Shell@lansingmi.gov>
Subject: RE: Sole source memo for Infotrafic Solutions.

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

- ITD

Chad and Stephanie,
Attached is the signed memo regarding the sole source procurement for Infotrafic Parking Solutions.
Mary Jo

From: Gamble, Chad <Chad.Gamble@lansingmi.gov>
Sent: Thursday, September 05, 2019 8:29 AM
To: McGrain, Brian <Brian.McGrain@lansingmi.gov>
Cc: Powell, Mary Jo <MaryJo.Powell@lansingmi.gov>; Wyatt, Susan <Susan.Wyatt@lansingmi.gov>; Shell, Traci <Traci.Shell@lansingmi.gov>
Subject: Sole source memo for Infotrafic Solutions.
Importance: High

Brian,
Please find attached a sole source memo for the above mentioned company.

Please see me if you have any questions regarding my request. **Please forward to Stephanie after you have signed it and cc me or please call me asap** as the long design process is complete and we are in the starting blocks.

Chad A. Gamble, P.E.
Parking Manager
City of Lansing, Department of Economic Development and Planning
Parking Services Office
219 North Grand Avenue | Lansing, MI 48933
O: 517-483-6621 | F: 517-483-4395 | E: chad.gamble@lansingmi.gov
[Website](#) | [Facebook](#) | [Twitter](#) | [Instagram](#)



Prerequisites & Technical Information

Parking Facilities

How Infotraffic System TV Works

- ☐ Infotraffic System TV is based on a lightweight player with remote intelligence.
- ☐ The player (display station) is connected to your local network and simply requires an Internet connection, either http or https.
- ☐ The remote intelligence (Infotraffic servers) is a Web service managed, hosted and maintained by Infotraffic.
- ☐ The display station is configured by Infotraffic and delivered ready-to-use (additional software not necessary).
- ☐ Downloading data files and pictures (TXT, HTML, PNG, GIF) is done by port 80 on Infotraffic servers.
- ☐ The player periodically checks our servers for modifications to display and broadcasts them. Each new file is downloaded and stored on the player.
- ☐ The remote player (user interface) is executed by a web service (http or https) and is accessible through a web browser (Internet Explorer, Edge, Google Chrome, Safari, Firefox).
- ☐ All the data (files, presentations, display schedules) is stored and saved on our servers.
- ☐ The display station is based on linux system.

Electrical and Network Prerequisites

- ☐ Our equipment requires dedicated high voltage electric power (with a 30mA 16A protection) and a low voltage network cable with one open port per machine.
- ☐ IP address requirement: gateway, mask, and DNS or DHCP.
- ☐ If a proxy is used, please share its credentials with the Infotraffic team: login, password, address, port.

Infotraffic Domain Access

For the hosting, our domain infotraffic.com requires a filter or the following subdomains:

tvsystem.infotraffic.com (authentication portal)

medias.tvsystem.infotraffic.com (media access)

websystem.infotraffic.com (data access)

direct.version.infotraffic.com (display system update)

traffic.tvsystem.infotraffic.com (road traffic map)

These IP addresses can be modified at any time.

Daily Player Requests

- ☐ Our equipment sends an average of 6,000 requests per day per piece of equipment.
- ☐ The weight of these requests is 3.06MB.
- ☐ The weight may vary depending on the real time data stream (road traffic, public transportation, weather forecasts).



Sole Source Provider Justification

Infotraffic has 15 years of experience in real-time data and digital signage and over 3 years of experience in dynamic pricing for the parking industry, with a global reach of partners in the United States, Canada, England, France, Germany, Spain, and Switzerland.

We specialize in digital displays of real-time data for all types of transit and mobility information, including parking rates and car counts. Our parking solution allows for automated programming of parking rates to help operators and owners optimize occupancy and revenue, as well as provide enhanced communication with customers.

Infotraffic's Parking Solution was specifically designed for the parking industry with parking professionals in mind.

Our unique ability to meet the technical requirements of an integration with PARCS sets us apart from other digital signage providers. Infotraffic's administration platform was built to streamline operations for parking operators, providing access to online monitoring of signage via desktop or mobile device. The system has been customized to upload rate grids that are capable of being displayed despite a possible internet shutdown.

Infotraffic's hardware is robust, designed for parking facilities and cost effective. The system is able to run 24/7, indoor or outdoor, and is equipped with an anti-theft locking mechanism and all necessary cooling and heating ventilation.

► **Optimize revenue and occupancy**

Infotraffic is all about collaboration! Our software is able to integrate with your revenue control system and Business Intelligence tool to ensure optimized use of your facility

► **Increased comfort and time savings**

No more windmasters and reprinting! Change and display parking rates clearly with a sleek digital signage solution

► **Easy to use**

Easily program and automate rate changes for your property with Infotraffic's online rate calendar and management platform

► **Communicate with your customers for an enhanced parking experience**

Create banners and messaging for daily specials, event rates and other services offered at your facility

► **Web-based monitoring and maintenance**

Remotely access your digital content and monitor all of your Infotraffic signage solutions simultaneously



Infotrafic Parking Solution

City of Lansing
Department of Economic Development and Planning
Parking Services Office
219 North Grand Avenue
Lansing, MI 48933

Attention to: Chad Gamble

Infotrafic Inc. Project 190502B

August 26, 2019

*Infotrafic Parking Display Solution
North Ramp Garage
City of Lansing, Michigan*

Dear Chad,

Below please find a detailed proposal and cost estimate for Infotrafic's digital signage project at the North Ramp Garage.

This Infotrafic Parking Solution offer includes a description and price list for the materials, installation, configuration and subscription. The materials described are compatible with Infotrafic's online platform that will allow you to manage rates for automatic display.

We suggest three 49" indoor totems for the display of rates and other messaging streams at the entrance lanes of the garage.

Included in this proposal are technical requirements to give you an idea of the cabling and electrical necessities. Infotrafic is not responsible for providing the internet and power cabling.

As for next steps, we would be happy to schedule some time to validate a project timeline and installation start date.

Please do not hesitate to reach out to our team should you need any further details.

We look forward to working with you on this exciting project!

Jérôme Lefevre
CEO

Project Details

The City of Lansing is interested in implementing digital rate and message boards at its West Short Street garage and requested information about Infotraffic's dynamic signage solution.

Infotraffic specializes in digital displays of real-time data for all types of transit and mobility information, including parking rates and car counts.

Our parking solution allows for automated programming of parking rates to help operators and owners optimize occupancy and revenue, as well as provide enhanced communication with customers.

Infotraffic will provide the hardware, software, installation and remote maintenance of devices related to the price management project.

- **Three (3) 49" indoor standing screens (totems):** includes professional digital monitor, indoor protective case, and mounting fixtures.
- **Two (2) 55" outdoor screens LG 55XE4F-B** that will be integrated and installed by Universal Sign Systems Inc. in the marquee sign.
- **Five (5) software players**, as well as their respective initialisation and set-up.
- The creation of **widgets** respective to your brand guidelines, enabling various customized displays.
- The development of an **online platform** used to manage and automate rates: this portal will enable your parking facility to adjust its prices based on unique demands and timing, which Infotraffic will then automate.
- The provision of an **online user interface** for the management and creation of content. Interface also includes device monitoring.
- **Installation of the devices** (except for screens integrated and installed by Universal Sign Systems Inc.)
- **Remote Maintenance:** support and assistance via telephone available 24/7
- **Optional On-site Maintenance:** on-site support within 72 business hours.

Suggested Materials



Indoor 49" totem with digital monitor, protective enclosure

- Full HD Resolution Professional Monitor: 1920x1080, 450 cd/m2, 2-year warranty
- IP30 Protective Case, Steel structure, Tempered glass, Anti-theft protection, Mounting materials, Convection cooling



Full outdoor 55" professional monitor LG 55XE4F-B 4000cd IP 56 imported from France that will be integrated and installed by Universal Sign Systems Inc. in the marquee sign.

<https://www.lg-informationdisplay.com/product/digital-signage/high-brightness/55XE4F-B-AA>
U

Installation Information

Installations of the 2 screens will be performed by Universal Sign Systems Inc. in the marquee sign.

Installations of the 3 totems will be performed by Infotraffic's technical team.

In order to respect project deadlines, communication and cooperation between entities is necessary to accomplish the following:

- Determine installation schedules during which both teams are available to participate,
- Preemptively define locations for network and electrical connections,
- And block off work zone during installation.

Electrical & Network Prerequisites

Network Connection

A permanent and reliable Internet connection is required to update content regularly, however it is not necessary for the connection to be dedicated solely to this application. RJ45 outlet from a CAT6 cable granting access to the network is required in close proximity to the screen and totems.

IPv4 address requirement: gateway, mask, and DNS or DHCP. If a proxy is used, please share its credentials with the Infotraffic team: login, password, address, port.

In terms of network type, an IP address will be attributed. Solely the use of port 80 is used (if firewall present).

Electrical Connection

Our equipment requires high voltage electric power (ideally with a dedicated circuit breaker) and a low voltage network cable with open port per machine.

AC power must be in place prior to installation in close proximity to screen and totems. Cable 3G2.5, differential breaker 30mA 16A dedicated to installed devices (screen and totem); to be determined with electrical grid.

This proposal does not include the potential need for a cement fill-in and subsequent cabling if totem is installed on an incline.

Platform Development City of Lansing	
Development & Design Costs	
Development: initial set-up, system programming, systems integration	
Project Management	
Analysis of briefing and brand guidelines	
Content design and creation of mock-ups	
Total Development & Design	\$3,925

North Ramp Garage			
Material & Installation Costs	Unit Price	Qty	TOTAL
Totem LCD 49" 450cd/m ² with protective indoor case, includes delivery and installation (excludes cabling)	\$5,990	3	\$17,970
Outdoor 55" professional monitor LG 55XE4F-B (excludes cabling and installation)	\$7,223	2	\$14,446
LG 55XE4F-B shipping	\$1,340	1	\$1,340
Total Material & Installation			\$33,756

Monthly Subscription	Unit Price	Qty	TOTAL
24/7 data stream, display software, hosting platform for display management, remote maintenance			
1st Media Player 49"	\$149	1	\$149
2nd Media Player 49"	\$49	1	\$49
3rd Media Player 49"	\$49	1	\$49
4th Media Player 49"	\$49	1	\$49
5th Media Player 49"	\$49	1	\$49
Total Monthly Subscription			\$345/month
5% discount (>= 5 players)	5%		-\$17.25
Total Monthly Subscription after discount			\$327.75/month

Optional On-Site Maintenance	Unit Price	Qty	TOTAL
On-site support within 72 business hours	\$50	5	\$250
Total Monthly On-Site Maintenance			\$250/month

Optional Tiba connection for occupancy	Unit Price	Qty	TOTAL
Set-up fee (identical rebilling of fees billed by Tiba)	\$750	1	\$750
Monthly fee (identical rebilling of fees billed by Tiba)	\$25	3	\$75

Terms of Sale

Delivery Period: 6-8 weeks after signed proposal and deposit are received.

Installation Period: 10 weeks after signed proposal and deposit are received.

- All costs are listed pre-tax.
- Deposit due upon proposal signing: **40% of total material costs.**
- Subscription duration is a **12-month minimum** starting on date of installation.
- Monthly subscription payable in advance.
- Payment due within 30 days of receipt of invoice.
- Agreement stipulates that additional Development & Design costs will not be charged when installation of signage occurs at other sites.
- Infotrafic will offer a 5% discount on the monthly subscription of each screen when 5 or more screens are installed.
- Infotrafic will offer a 10% discount on material costs when 5 or more screens are installed.

Acceptance of Proposal 190502B

North Ramp Garage
219 North Grand Avenue
Lansing, MI

As the authorized representative for the City of Lansing, I agree to and accept the terms and conditions of proposal 190502B, including deposit and milestone payments as detailed above.

Name: _____

Signature: _____

Date: _____

CITY of LANSING

INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor
Samantha Harkins, Deputy Mayor

FROM: Stephanie Robinson, CPPB, Senior Buyer

DATE: September 10, 2019

SUBJECT: Sole Source – InfoTraffic Parking Solutions

The Department of Economic Development and Planning, Parking Services Office requests that Infotrafic be designated as a Sole Source vendor for the purchase of all hardware and software dealing with the purchase of Parking Digital Signage Solutions.

Please see the attached letter from Chad Gamble and Brian McGrain regarding the request.

Based on the attached letter we recommend issuing a sole source purchase order to InfoTraffic, in the amount of \$ 38,000 per the request of the Parking Services Office.

Attachment

Date: _____

Approved _____ Denied _____

Andy Schor, Mayor