

AGENDA

Committee on Ways and Means AGENDA FOR FEBRUARY 13, 2023 AT 4:30 PM



Lansing City Hall, City Council Conference Room
124 W. Michigan Avenue, 10th Floor

To provide input or ask questions on any item that is listed on the agenda,
members of the public may contact the City Council at city.council@lansingmi.gov or (517) 483-4177 prior to the meeting.

Council Member Spadafore, Chairperson
Council Member Wood, Vice Chairperson
Council Member Jackson, Member

- 1. Call to Order**
- 2. Roll Call**
- 3. Minutes**
 - A. January 9, 2023
- 4. Public Comment on Agenda Items (Up to 3 Minutes)**
- 5. Discussion/Action:**
 - B. Sole Source Purchase; Fire Department requests Center For Public Safety Excellence as the vendor for Consulting for Community Driven Strategic Planning Process
 - C. Sole Source Purchase; Lansing Police Department requests Advanced Security Technologies LLC as the vendor for Modular Vehicle Barrier
 - D. Sole Source Purchase; Lansing Police Department requests DJ's Auto Sales as the vendor for Vehicle for Special Operations
 - E. Sole Source Purchase; Lansing Police Department requests LaFontaine Dodge as the vendor for Vehicle for Special Operations 1
 - F. Sole Source Purchase; Lansing Police Department requests LaFontaine Dodge as the vendor for Vehicle for Special Operations 2
 - G. Sole Source Purchase; Lansing Police Department requests LaFontaine Dodge as the vendor for Vehicle for Special Operations 3
 - H. Sole Source Purchase; Lansing Police Department requests L-Tron Corporation as the vendor for CSCR360 Capture Camera for CSI
 - I. Sole Source Purchase; Public Service Department and Information Technology requests Collective Data Inc as the vendor for Fleet Asset Management System - Barcode Scanner
 - J. Sole Source Purchase; Public Service Department requests TMI Air Compressed Systems as the vendor for TMI Air Compressed Systems
 - K. Sole Source Purchase; Public Service Department - Fleet Division requests MTech Company - The Safety Company as the vendor for 2021 Ford F550 - Cues Mainline Sewer Inspection Truck

- L. Sole Source Purchase; City of Lansing Finance Department requests Plante Moran as the vendor for Consulting Services for Assistance in Filing Federal E Filing and Printing/Mail Services
- M. Sole Source Purchase; Finance Department requests BS&A Software as the vendor for conversion of City's accounting systems

6. Other

7. Adjourn

Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Council Office at 517-483-4177 (TTY 711) 24 hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodation requests.



MINUTES
Committee on Ways and Means
Monday, January 9, 2023 @ 4:30 p.m.
City Council Conference Room

CALL TO ORDER

Council Member Spadafore called the meeting was called to order at 4:30 p.m.

PRESENT

Council Member Peter Spadafore, Chair
Council Member Carol Wood, Vice Chair
Council Member Brian T. Jackson, Member – unexcused

OTHERS PRESENT

Sherrie Boak, Council Office Manager
Dominic Cochran, City TV
Desiree Kirkland, Finance Director
Ken Hall, EDP
Jane DiSessa, Deputy Mayor's

Minutes

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE MINUTES FROM DECEMBER 12, 2022, AS PRESENTED. MOTION CARRIED 2-0.

Public Comment

No public comment at this time.

Discussion/Action:

RESOLUTION – Grant Acceptance; Construction of Ovation Performance Center from the Michigan Strategic Fund

Council Member Spadafore in November 2022 the MSF approved the grant and this is to accept. Mr. Cochran stated this was applied for as a RAP grant, the State determined the MSF was a better fit, and the City was approved. It is a match of 30% of the investment costs. Council Member Spadafore asked if it was first or last dollar, and if the funds are not all needed does it have to go back, and Mr. Cochran stated it does not. Council Member Wood asked if it has to be spent by a specific time, and Mr. Cochran was not able to provide that but believed 2025. Council Member Spadafore asked if there was a separate account for the ovation and if bonds were issued, and Ms. Kirkland stated they will set up a new account but have not yet. They have also not issued any bonds yet.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE RESOLUTION FOR THE GRANT ACCEPTANCE FOR THE OVATION PERFORMANCE CENTER. MOTION CARRIED 2-0.

RESOLUTION – Grant Acceptance; FEMA Building Resilient Infrastructure and Communities (BRIC) Grant

Ms. Kimmel and Ken Hall spoke on the \$150,000 grant from FEMA. Mr. Hall stated generally these would be presented by Rhonda Oberland. This is to acquire homes in the flood plain and reduce flood plain hazards to the residents. This is part of the FEMA program, moving to Phase 8 and continuing what they have been doing. Ms. Kimmel stated there is a required match and they are using in-kind to meet that grant.

Council Member Wood noted the increase in interest rates, and asked if the sites are occupied. Ms. Kimmel stated she was not sure if occupied, but if owner occupied they can acquire, and if rented it has to be vacant. Mr. Hall stated if tenant occupied the owner cannot sell out from the tenant. His intent is to make sure there is a financial component to assist with sustaining housing. Council Member Wood asked if they are looking at homes currently occupied when they start the process. Mr. Hall noted in 2014 a landlord attempted that, but if they see it is occupied the home takes off the list for the program until unoccupied. Ms. Kimmel stated they would include a relocation process and relocation cost, so they do not want to obtain occupied residence.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE RESOLUTION FOR THE GRANT ACCEPTANCE FOR FEMA BUILDING RESILIENT INFRASTRUCTURE AND COMMUNITIES GRANT. MOTION CARRIED 2-0.

OTHER

No other topics at this time.

ADJOURN

Adjourned at 4:40 p.m.

Submitted by,

Sherrie Boak, Recording Secretary

Lansing City Council

Approved by the Committee _____

CITY of LANSING

INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor

FROM: Stephanie Robinson, Senior Buyer

DATE: Nov. 8, 2022

SUBJECT: Sole Source – Center for Public Safety Excellence

The Lansing Fire Department requests that the Center for Public Safety Excellence LLC be designated as a Sole Source consultant for assistance with developing our Community Driven Strategic Planning Process.

Please see the attached letter from Chief Brian Sturdivant regarding the request.

Based on the attached letter we recommend issuing a sole source purchase order to Lexipol LLC, in the amount of \$ 18,600.00 plus travel costs, from account 1013501-741000 per the request of the Lansing Fire Department.

Attachment

Date: _____

Approved _____ Denied _____

Andy Schor, Mayor



CITY OF LANSING | FIRE DEPARTMENT
ADMINISTRATION

120 E. SHIAWASSEE ST. | LANSING MI 48933

517-483-4200

LANSINGMI.GOV/FIRE



Brian E. Sturdivant, Fire Chief

Andy Schor, Mayor

To: Andy Schor, Mayor
From: Brian Sturdivant, Fire Chief 
Date: August 16, 2022
Subject: Sole Source Procurement 206.05(c)(3): Lansing Fire Department Community-Driven Strategic Planning Process

Mr. Mayor,

Please let this memo serve as justification for obtaining a sole source contract with the Center for Public Safety Excellence, (CPSE), for LFD strategic planning through its Technical Advisor Program. CPSE is a not-for-profit 501 (c)(3) corporation that assist high-performing fire departments and emergency services professionals in their efforts to continuously improve, this is done primarily through fire department accreditation, a process in which departments undergo a thorough self-assessment focused on identifying strengths, areas for improvement, and plan development to address any identified gaps.

The Lansing Fire Department is positioning to achieve fire accreditation through the Commission on Fire Accreditation International (CFAI) which is governed by CPSE. A comprehensive strategic plan is one of the foundational documents that drive the accreditation process. CPSE has specialized knowledge and expertise regarding the 21st century fire service accreditation processes including smart and best practices related to fire strategic planning. A generalized strategic planning process will not suffice as it relates to the nuances of fire accreditation. The cost of this agreement is \$18,600.

I respectfully request that this sole source be granted as this process will serve as the initial step toward LFD becoming an internationally accredited fire department through CPSE and CFAI. Please contact me with any questions.



Community-Driven Strategic Plan Proposal to

Lansing Fire Department
120 East Shiawassee Street
Lansing, Michigan 48933

Brian E. Sturdivant, CFO
Fire Chief/Emergency Manager
June 17, 2022



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THE CPSE® DIFFERENCE

The mission of the Center for Public Safety Excellence® is: *“To lead the fire and emergency service to excellence through the continuous quality improvement process of accreditation, credentialing, and education.”*

By teaching, coaching, guiding, and advising, CPSE’s Technical Advisor Program (TAP) strives to provide agencies the tools to internalize continuous quality improvement and thereby achieve excellence.

Give a man a fish and you feed him for a day. Teach a man to fish and you feed him for a lifetime.

TAP places great importance on thorough preparation for each project including:

- A clear understanding of the agency’s background, goals and objectives, and the complex issues they are facing,
- A workplan that is comprehensive, well designed, and provides ample opportunity for stakeholder input,
- Sufficient resources and a commitment to successfully complete the project within the desired time frame at a reasonable cost, and
- A commitment to support the agency after the Strategic Plan is adopted.

TAP uses contemporary methods and enlists energetic and positive individuals to help facilitate agency work. Our advisors personalize their approach and garner candid feedback from stakeholders while putting stakeholders at ease. The end result is a truly strategic rather than tactical plan.

SCOPE

The purpose of a strategic plan is to identify and provide a process that envisions the future by accomplishing organizational visions. A well-crafted strategic plan, guided by good management, and executed by committed personnel will translate to improved effectiveness, efficiency, and better quality of services being delivered. CPSE believes the most successful strategic planning efforts involve both internal and external stakeholders.

The Community-Driven Strategic Plan Facilitation process typically takes 60 to 90 days and includes:

- Meeting with community stakeholders to gather feedback on community expectations, concerns, and priorities (live or virtual),
- A three-day, in-person work session with agency stakeholders to integrate community feedback into their mission, vision, and values, and
- A professionally formatted and published document encompassing strategic initiatives, goals, objectives, critical tasks, and performance measures.

Expected outcomes include a strategic plan that will:

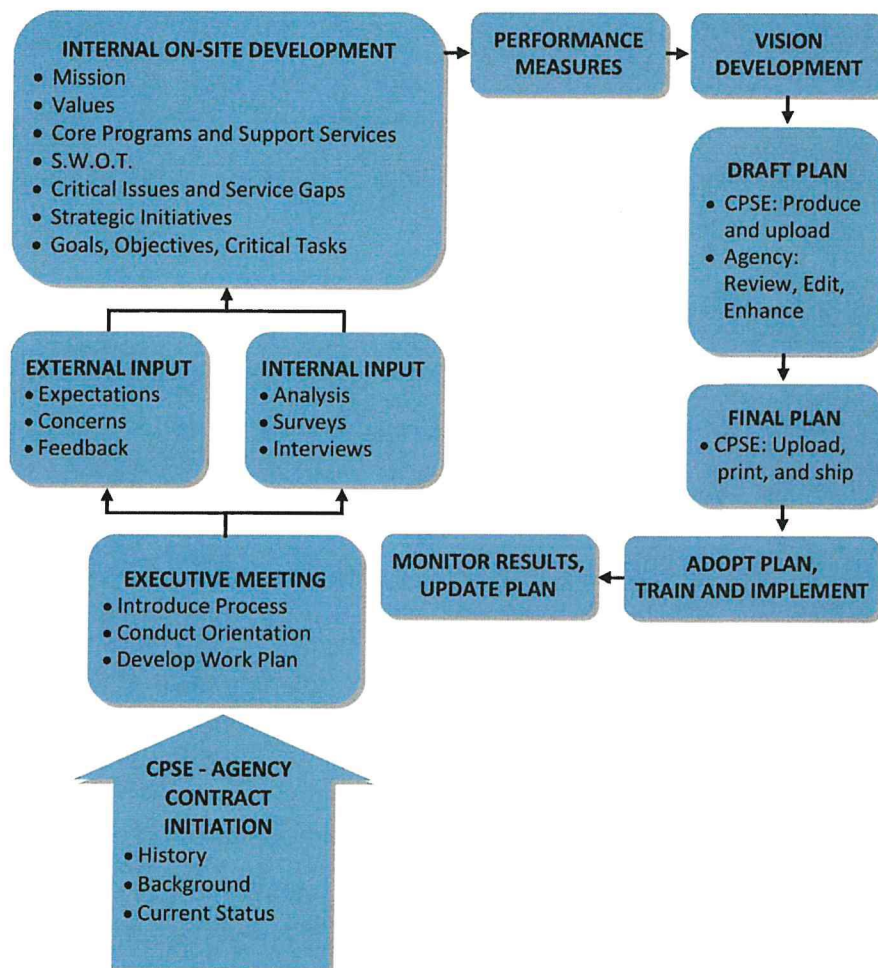
- Address the organization’s mission, vision, and values
- Be achievable, measurable, and responsive to changing community needs
- Be easily reviewed and modified to meet the changing internal and external needs of the agency
- Build upon community partnerships and enhance the ability to harmonize the goals of the agency with the community’s identified needs
- Encourage and embrace involvement, participation, and teamwork
- Establish strategic initiatives
- Establish goals, objectives, performance measures, and an implementation strategy corresponding to the strategic initiatives
- Focus on critical issues and needs of internal and external stakeholders

COMMUNITY-DRIVEN STRATEGIC PLAN PROPOSAL

- Provide a basis for improving efficiency, effectiveness, and service deliverables

PROJECT FRAMEWORK

CPSE will take a systematic approach to the agency's planning process. The chart below illustrates the general flow of events for a comprehensive strategic planning process:



PROJECT TIMELINE

There will be four stages to this project. Once this proposal is accepted, a detailed statement of work (SOW) will be built that addresses the details for these stages, their timing, and the roles that CPSE and the agency will play in their completion. A sample SOW is provided at the end of this proposal. Once a signed professional services agreement (PSA) and a finalized SOW is received, CPSE can begin work on this project within 30 days and complete the project within another 30 to 60 days for a total project time of 60 to 90 days.

1. Project executive orientation
2. Community stakeholders public meeting (one in-person or up to two virtual)
3. Agency stakeholders work session
 - a. Develop goal, objectives, and performance measures
 - b. Develop an implementation strategy
4. Strategic plan publication



COMMUNITY-DRIVEN STRATEGIC PLAN PROPOSAL

DELIVERABLES

CPSE is responsible for the following deliverables:

1. Development of a project work plan
2. Identification and coordination of stakeholders
3. Facilitation of on-site work sessions involving stakeholders
4. Status reports, as deemed necessary by the agency
5. Provision of an executive orientation session
6. Provision of all necessary forms
7. Findings from surveys, interviews, questionnaires, and facilitation
8. A technically and professionally competent strategic plan, that includes:
 - a. Mission
 - b. Vision
 - c. Guiding values or principles
 - d. Community expectations, concerns, and positive feedback
 - e. Prioritization of programs/services
 - f. SWOT analysis
 - g. Identified critical issues and service gaps
 - h. Strategic initiatives
 - i. Planned outcomes
 - j. Goals, objectives, performance expectations
 - k. Implementation strategies including areas of responsibility, critical tasks, and timelines
9. One (1) digital copy of the draft report for review of accuracy of obtained information
10. One (1) digital copy and ten (10) professionally bound copies of the final Strategic Plan.*

CPSE RESOURCES

CPSE's Technical Advisor Program Manager oversees every project to ensure that the end result of each project is a satisfied client whose expectations are fully met. Each project will also have an assigned Senior Technical Advisor to facilitate the onsite work, a second facilitator to assist with the internal stakeholder work session, and a TAP support specialist to ensure all materials are professionally prepared.

* CPSE is currently changing its deliverables to provide more modern tools and instruments. Deliverables may change as stated.



COMMUNITY-DRIVEN STRATEGIC PLAN PROPOSAL

ESTIMATED FEES AND EXPENSES

CPSE has estimated the following fees and expenses for this project:

The proposed cost for CPSE to facilitate the development of the Lansing Fire Department's Community-Driven Strategic Plan is **\$18,600**.

This total proposed cost includes all technical advisor time and travel expenses to facilitate one community stakeholder meeting (limited to no more than 75 people) and a three-day agency stakeholder work session (limited to no more than 36 people). These events will be scheduled during the same week. Any additional travel requested and approved by the Lansing Fire Department will be billed by CPSE at actual cost and is above and beyond the proposed cost above.

ASSUMPTIONS

- The Lansing Fire Department is a municipal fire service agency that protects the residents, businesses, and visitors of Lansing, Michigan.
- Brian E. Sturdivant, CFO – Fire Chief/Emergency Manager is the key contact for this project.
- Please provide information regarding specific procurement requirements prior to the issue of a professional services agreement.
- The purpose of CPSE's Technical Advisor Program (TAP) is to coach, mentor, guide, and assist fire service agencies. Agency representatives will play an active role in developing their community-driven strategic plan.
- This proposal is valid for a period of sixty (60) days.
- CPSE and the Lansing Fire Department will execute a professional services agreement prior to the start of this project.
- CPSE and the Lansing Fire Department will execute a statement of work governed by the professional services agreement prior to the start of this project that will be the sole document to govern the scope, methods, terms, and deliverables of this project.

INQUIRIES

Please contact CPSE with any inquiries regarding this proposal:

Brian R Dean, CFO

Technical Advisor Program Manager

4501 Singer Court, Suite 180

Chantilly, VA 20151

Office: (703) 691-4620, ext. 209

Mobile: (407) 919-9862

Email: bdean@cpse.org

COMMUNITY-DRIVEN STRATEGIC PLAN PROPOSAL

SAMPLE STATEMENT OF WORK



Appendix A: Strategic Planning Statement of Work January 1, 2022

Project Steps	Step Details	Step Timing	Step Responsibility	Step Billing
1. Project Acceptance	- Finalized Statement of Work - Signed Professional Services Agreement - Construction of Shared Site - Identification of CPSE and agency project points of contact	Tuesday, February 1, 2022	CPSE and Agency	1/3 of Price
2. Project Executive Orientation	- Discussion of final SOW and identification of resources need for each step - Overview of Shared Site	By Tuesday, February 15, 2022	CPSE	N/A
3. Post Required Materials to Shared Site	- Agency primary contact information - Agency and community images, including high resolution agency logo - Agency current mission and values, if available - Agency organizational chart - Agency background information, as available	By Tuesday, March 1, 2022	Agency	N/A
4. Invite Stakeholders	- Send invitations to request external stakeholder participation in External Stakeholder Meeting - Invite identified internal stakeholder and schedule the work session	By Friday, March 11, 2022	Agency	N/A
5. Post Required Materials to Shared Site	- List of external stakeholders - List of internal stakeholders with rank/title and assignment (shift, station, etc.)	By Thursday, April 14, 2022	Agency	N/A
6. External Stakeholder Meeting	- Determine external stakeholder priorities of service delivery - Determine external stakeholder expectations - Receive external stakeholder input on positive and correctional issues	Monday, April 18, 2022	CPSE	N/A
7. Internal Stakeholder Work Session	- Review input from External Stakeholders - Develop, Revise or Update Mission Statement - Develop, Revise or update Value Statements - Establish core programs and support services - Conduct S.W.O.T. Analysis - Identify Critical Issues and Service Gaps - Determine strategic initiatives with outcomes expected - Develop goals, objectives, and critical tasks - Develop, Revise or Update Vision Statement	Tuesday, April 19, 2022 through Thursday, April 21, 2022	CPSE	1/3 of Price
8. Draft Report Published	Draft uploaded to Shared Site for Agency review	By Monday, May 2, 2022	CPSE	N/A
9. Review of Draft Report	Edits to draft report completed via Shared Site	By Friday, June 10, 2022	Agency	N/A
10. Strategic Plan Finalized	Approval of final draft	By Friday, June 17, 2022	Agency	N/A
11. Strategic Plan Issued	Delivery of one digital and ten (10) hard copies of the finalized Strategic Plan.	By Thursday, June 30, 2022	CPSE	1/3 of Price



CPSE Technical Advisor Program Professional Services Agreement

This PROFESSIONAL SERVICES AGREEMENT, (together with any attachments referred to below, the "Agreement") is dated as of August 8, 2022, by and between the CENTER FOR PUBLIC SAFETY EXCELLENCE®, INC. ("CPSE"), 4501 Singer Court, Suite 180, Chantilly Virginia 20151, a Virginia not-for-profit corporation and the Lansing Fire Department ("Agency"), 120 East Shiawassee Street, Lansing, Michigan 48933. CPSE® and Agency are also referred to as the "parties" and each as a "party."

The parties, intending legally and equitably to be bound, agree as follows:

1. Recitals

The Agency desires to retain the services of CPSE for the facilitation of a community-driven strategic plan. Appendix A -Statement of Work (SOW) outlines the specific services CPSE will provide to Agency.

2. Fees

Total contract price is \$18,600, and Agency shall pay fees in accordance with the schedule of fees and minimum payments included in Appendix A -SOW.

Agency agrees to perform Step Responsibility within the Step Timing as outlined in Appendix A – SOW. Should agency fall more than thirty (30) days behind the schedule, CPSE, at its discretion, may invoice agency an additional 5% per month of the total contract amount for the project delay.

CPSE shall periodically send invoices to Agency, and Agency shall pay CPSE on receipt of such invoice, but in no event later than 30 days after such receipt.

3. Technical Advisors

CPSE Technical Advisors working on projects under this Agreement may perform similar services from time to time for others, and this Agreement shall not prevent CPSE from performing such similar services or restrict CPSE from so assigning the technical advisors provided to Agency under this Agreement. CPSE will make every effort consistent with sound business practices to honor the specific requests of Agency with regard to the assignment of its technical advisors; however, CPSE reserves the sole right to determine the assignment of its technical advisors.

4. Modification of Services

If Agency wishes to change Appendix A -SOW or wishes to obtain additional Services not listed in Appendix A -SOW, Agency through its authorized signatory shall so advise CPSE in writing. If the requested Service is within CPSE's scope, such Services shall be performed following the issuance of a change order. If CPSE performs the Services in response to Agency's written request, the charges for such Services and other terms and conditions of performance shall be governed by this Agreement.

5. Right to Assurance

Whenever one party to this Contract has reason to question, in good faith, the other party's intent to perform according to Appendix A - SOW, the former party may demand that the other party give a written assurance of this intent to perform. If a demand is made, and no written assurance is given within fifteen (15) days, the demanding party may treat this failure as the other party's intent not to perform and as a cause for automatic agreement termination.

6. Termination of Services

CPSE or Agency may at any time terminate this agreement upon thirty (30) days prior written notice, stating its intention to terminate and the date upon which such termination shall be effective. Agency shall pay for all



CPSE Technical Advisor Program Professional Services Agreement

services rendered by CPSE up to the effective date of termination within thirty (30) days following the effective date of termination of such services.

7. Rights in Work Product

Unless otherwise agreed by the parties, all services rendered by CPSE under this Agreement and the product of such services manifested in documentation delivered to Agency ("Work Product") shall belong to and be owned by Agency. To the extent such Work Product qualifies as a "work made for hire" under applicable copyright law, it shall be considered a work made for hire, and the copyright shall be owned solely and exclusively by Agency. To the extent such Work Product is not considered as a "work made for hire" under applicable copyright law, CPSE hereby assigns and transfers all of CPSE's right, title and interest in and to such Work Product to Agency. The rights conveyed to Agency pursuant to this Agreement do not include rights to any preexisting CPSE Intellectual Property used, developed and refined by CPSE during CPSE's provision of Services under this Agreement. CPSE shall retain sole and exclusive ownership, right, title and interest, including ownership of copyright, with respect to CPSE's Intellectual Property.

8. Limitation of Liability

No action, regardless of form, arising out of the Services under this Agreement may be brought by either party more than one year after the cause of action has occurred, except that an action for nonpayment may be brought within one year of the date of last payment.

9. Force Majeure

CPSE shall not be held responsible for delay or default due to causes beyond its reasonable control, including but not limited to fire, floods, earthquakes, riot, acts of God or war, civil unrest, major weather event (e.g., tornado, blizzard, etc.), epidemics, pandemics or outbreak of communicable disease, quarantines, and failures of public carrier.

10. Conflict of Interest Statement

CPSE has neither directly, nor indirectly entered into any agreement, participated in any collusion or collusion activity, nor otherwise taken any action which in any way restrict or restraint the competitive nature of this solicitation, including but not limited to, the prior discussion of terms, conditions, pricing or other offer parameters required by this solicitation.

CPSE is not presently suspended or otherwise prohibited from participation in this solicitation or any other contracting to follow thereafter by any government.

Neither CPSE nor anyone associated with CPSE have any potential conflict of interest because of or due to any other clients, contracts, or property interests in this solicitation or the resulting project. In the event that a conflict of interest is identified in the provision of services, CPSE will immediately notify the Agency in writing.

Any person assigned to this project by CPSE shall not serve as a peer assessor for the Commission of Fire Accreditation International (CFAI) for the Agency within a five (5) year time period.

11. Notice

Any notice required or permitted to be sent under this Agreement shall be delivered by hand or mailed by certified mail, return receipt requested, or sent by reliable overnight carrier to the address of the parties first set forth in this Agreement.

12. General



CPSE Technical Advisor Program Professional Services Agreement

This agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

The laws of the State of Michigan, United States of America, shall govern this agreement.

This agreement is an integrated writing, executed by the parties after negotiation and discussions of all material provisions. Neither party has relied upon inducements, concessions or representations of the fact, except as set forth in this written agreement and CPSE's proposal.

If any provision or any portion thereof contained in this agreement is held unconstitutional, invalid or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable and shall not be affected and shall remain in full force and effect.

In the event of any legal action between the parties hereto to enforce the provisions of this agreement, the prevailing party shall be entitled to reasonable legal fees and costs as fixed by the Court.

THE PARTIES ACKNOWLEDGE THAT THEIR AUTHORIZED REPRESENTATIVES HAVE READ THIS AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS AND FURTHER AGREE THAT ALONG WITH ANY STATEMENT OF WORK IT IS THE COMPLETE AND EXCLUSIVE STATEMENT OF THE AGREEMENT BETWEEN THE PARTIES, WHICH SUPERSEDES ALL PROPOSALS, ORAL AND WRITTEN, AND ALL OTHER COMMUNICATIONS BETWEEN THE PARTIES RELATING TO THE SUBJECT MATTER OF THIS AGREEMENT.

Accepted by:

CPSE

x

Debbie Sobotka
Name

Chief Operating Officer
Title

Date

Accepted by:

Lansing Fire Department

x Brian Sturdivant

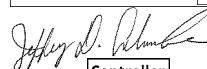
Brian E. Sturdivant
Name

Fire Chief
Title

Date


Mayor

Certification as to availability of funds
and account number: 101.343501.743000


Controller



Appendix A: Community-Driven Strategic Planning Statement of Work

August 8, 2022

Project Steps	Step Details	Step Timing	Step Responsibility	Step Billing
1. Project Acceptance	- Finalized Statement of Work - Signed Professional Services Agreement - Construction of Shared Site - Identification of CPSE and agency project points of contact	By Friday, September 2, 2022	CPSE and Lansing Fire Department	\$6,200.00
2. Project Executive Orientation	- Discussion of final SOW and identification of resources need for each step - Overview of Shared Site	By Friday, September 16, 2022	CPSE	N/A
3. Post Required Materials to Shared Site	- Agency primary contact information - Agency and community images, including high resolution agency logo - Agency current mission and values, if available - Agency organizational chart - Agency background information, as available	By Friday, September 30, 2022	Lansing Fire Department	N/A
4. Invite Stakeholders	- Send invitations to request external stakeholder participation in External Stakeholder Meeting - Invite identified internal stakeholder and schedule the work session	By Tuesday, October 11, 2022	Lansing Fire Department	N/A
5. Post Required Materials to Shared Site	- List of external stakeholders - List of internal stakeholders with rank/title and assignment (shift, station, etc.)	By Friday, October 21, 2022	Lansing Fire Department	N/A
6. External Stakeholder Meeting	- Determine external stakeholder priorities of service delivery - Determine external stakeholder expectations - Receive external stakeholder input on positive and correctional issues	By Tuesday, October 25, 2022	CPSE	N/A
7. Internal Stakeholder Work Session	- Review input from External Stakeholders - Develop, Revise or Update Mission Statement - Develop, Revise or update Value Statements - Establish core programs and support services - Conduct SWOT Analysis - Identify Critical Issues and Service Gaps - Determine strategic initiatives with outcomes expected - Develop goals, objectives, and critical tasks - Develop, Revise or Update Vision Statement	Wednesday, October 26, 2022 through Friday, October 28, 2022	CPSE	\$6,200.00
8. Draft Report Published	Draft uploaded to Shared Site for Agency review	By Monday, November 7, 2022	CPSE	N/A
9. Review of Draft Report	Edits to draft report completed via Shared Site	By Tuesday, December 6, 2022	Lansing Fire Department	N/A
10. Strategic Plan Finalized	Approval of final draft	By Tuesday, January 3, 2023	Lansing Fire Department	N/A
11. Strategic Plan Issued	Delivery of one digital and ten (10) hard copies of the finalized Strategic Plan.	By Tuesday, January 10, 2023	CPSE	\$6,200.00



Appendix A: Community-Driven Strategic Planning Statement of Work
August 8, 2022

Acceptance:

Lansing Fire Department, Michigan

Center for Public Safety Excellence (CPSE)

Initials of Authorized Party: *Brian Sturdivant, FC*

Initials of Authorized Party: *Debbie Sobotka, COO*

CITY of LANSING

INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor

FROM: Stephanie Robinson, Senior Buyer

DATE: Dec.26, 2022

SUBJECT: Sole Source Purchase – Center for Public Safety Excellence

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 Fire Department
Vendor: Center for Public Safety Excellence
Item Purchased: Consulting for Community Driven Strategic Public Planning Process
Dollar Amount: \$ 18,600.00
Account: 1013501-743000

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: CENTER FOR PUBLIC SAFETY EXCELLENCE INC
4501 SINGER CT
STE 180
CHANTILLY, VA 20151

PURCHASE ORDER	
P.O. NUMBER	P088341
DATE	11/10/22
VENDOR I.D.	V017754
DELIVERY DATE	
FOB	
REQUISITION NO	PR017318
OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LIST AND CORRESPONDENCE.	

PHONE# (703) 691-4620 FAX#

Page 1 of 1

DELIVER ITEMS TO:

LANSING FIRE DEPARTMENT - ADMINISTRATIVE
120 E SHIAWASSEE STREET
LANSING, MI 48933

SEND INVOICE TO:

LANSING FIRE DEPARTMENT - ADMINISTRATIVE
120 E SHIAWASSEE STREET
LANSING, MI 48933

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
001	CONSULTING FOR FIRE FOR COMMUNITY DRIVEN STRATEGIC PLANNING PROCESS	18,600	LS	1.00	18,600.00
				TAX	0.00
				TOTAL	18,600.00

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

FROM: Stephanie Robinson, Senior Buyer

DATE: SEPT 21, 2022

SUBJECT: Sole Source – Advanced Security Technologies LLC

The Lansing Police Department requests that Advanced Security Technologies LLC be designated as a Sole Source vendor for the Vehicle Barrier System. It is a Self-Contained Trailer System.

Please see the attached letter from Chief Ellery Sosebee and Lt. Ryan Wilcox regarding the request.

Based on the attached letter we recommend issuing a sole source purchase order to Advanced Security Technologies LLC the amount of \$ 175,000.00. This will be charged to the 7325117679-977000 account per the request of the Lansing Police Department.

Attachment

Date: _____

Approved _____ Denied _____

Andy Schor, Mayor

CITY of LANSING

INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor
FROM: Stephanie Robinson, Senior Buyer
DATE: October 25, 2022
SUBJECT: Sole Source Purchase – Advance Security Technologies

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: Advance Security Technologies LLC
Item Purchased: Modular Vehicle Barrier
Dollar Amount: \$ 175,000.00

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).

sr

**CITY OF LANSING**

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

TO: ADVANCED SECURITY TECHNOLOGIES LLC
47 TRAUTWEIN CRESCENT
CLOSTER, NJ 07624

PURCHASE ORDER	
P.O. NUMBER	P088213
DATE	09/26/22
VENDOR I.D.	V050635
DELIVERY DATE	
FOB	
REQUISITION NO	PR017167
OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LIST AND CORRESPONDENCE.	

PHONE#

FAX#

Page 1 of 1

DELIVER ITEMS TO:

LANSING POLICE - OPERATIONS CENTER
5815 WISE RD
LANSING, MI 48911

SEND INVOICE TO:

LANSING POLICE - OPERATIONS CENTER
5815 WISE RD
LANSING, MI 48911

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
001	MODULAR VEHICLE BARRIER 3X SYSTEM NUMBER AST3X72/72-320206-40 72 MVB3X CAPACITY TRAILER SYSTEM AS DESCRIBED IN PROPOSAL SUBMITTED WITH SOLE SOURCE LETTER DATED 7/22/22 AND 9/16/22 RESPECTIVELY	1	LS	177,915.00	177,915.00
002	DISCOUNT FOR LPD	1	LS	-2,915.00	-2,915.00
003	FREIGHT	1	LS	0.00	No Charge
004	AST SERVICES ON-SITE EQUIPMENT TRAINING(FEE WAIVED)	1	LS	0.00	No Charge
				TAX	0.00
THE ARTICLES SPECIFIED ARE SUBJECT TO THE FOLLOWING CONDITIONS:				TOTAL	175,000.00

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.



Andy Schor, Mayor

Lansing Police Department

Investigation Division

Captain Christopher Baldwin

120 West Michigan Avenue

Lansing, MI 48933

Phone: (517) 483-6846

Fax: (517) 483-6875

christopher.baldwin@lansingmi.gov



Ellery Sosebee, Chief

To: City of Lansing Purchasing Division

From: Lt Wilcox

Re: Purchasing of Modular Vehicle Barrier 3X System

As part of my duties, I manage Emergency Operations for the Lansing Police Department. With the growing risk of vehicle born threats, we have identified a need for a barrier system to protect events that we have throughout the city. We have identified Advanced Security Technologies LLC (AST) as the best option for the vehicle barrier system we are looking for. AST has a system that is large enough to cover our larger streets downtown and a trailer that makes it possible to have everything in one place. The trailer serves as a storage system for everything and can be hooked up to our current patrol vehicles for easy and quick deployment.

This is the only company that sells a system like this along with a self-contained trailer system. I have attached a sole source letter from AST along with a proposal for the system that we are looking to purchase. We are looking to purchase model: 72 x MVB3X Unit at a cost of \$175,000.

With purchase will be from account: 7325117679 - 977000

Chief Ellery Sosebee
Lansing Police Department
120 W. Michigan
Lansing, MI 48933
Business: 517-483-4801

Date: 09/16/2022

Lt Ryan Wilcox
Lansing Police Department
120 W. Michigan Ave
Lansing, MI 48933
Business: 517-483-4801

Date: 9-16-2022

"Capital City's Finest"



Bringing Advanced Technologies to the Security World

July 22nd, 2022

Ryan Wilcox
Lieutenant
Lansing Police Department
120 West Michigan Avenue
Lansing, Michigan 48933

Tel: 517-483-6845
Email: ryan.wilcox@lansingmi.gov

RE: Sole Source Letter

Lt. Wilcox,

This letter hereby confirms that Advanced Security Technologies LLC (AST) is the sole source provider of the Mobile Vehicle Barrier System package, which includes the specialized transport trailer, the modular vehicle barriers, pivot systems, packaging boxes sequential lighting and banners. No other company or entity provides all the components of the system.

AST supplies the Modular Vehicle Barrier System package throughout the United States. We look forward to working with the Lansing Police Department.

If you have any additional questions, please do not hesitate to contact me at 917-561-1344.

Sincerely,

A handwritten signature in black ink, appearing to read "Yaron", is positioned above the printed name.

Yaron Getter
Principal & Co-Founder
Advanced Security Technologies LLC



Bringing Advanced Technologies to the Security World

23 August 2022

Lieutenant Ryan Wilcox
LANSING POLICE DEPARTMENT
120 West Michigan Avenue
Lansing, Michigan 48933

Tel: 517-483-6845
E-Mail: ryan.wilcox@lansingmi.gov

REFERENCE: Modular Vehicle Barrier 3X System – Budgetary Price Proposal

Dear Lieutenant Wilcox,

Thank you very much for your continued interest in the MVB 3X Modular Vehicle Barrier System. Please find specifications and budgetary price information, related to the entire system, enclosed for your review.



A. Modular Vehicle Barrier Specifications:

1. Barriers must be certified to ASTM-F2656-15.
2. Barriers must be certified to ASTM/PAS 68 & IWA standards.
3. Barrier System must be modular and adaptable to any road width.
4. Spacing between barriers must be 21".
5. Each complete MVB3X unit must weigh less than 55 lbs.
6. Each unit dimensions: L~46.5", W~21", H~32".
7. Tools shall not be required. System is to be assembled with pins.
8. Barriers must have the ability to be folded for transportation.
9. MVB3X units must have the option to pivot and transition into an operational gate.
10. MVB3X units must have the option of slide wheels.
11. MVB3X pivoting section shall be modular (meaning user can decide how many sections to open).
12. Barriers must be capable of quick deployment (less than a minute to deploy a single unit).
13. Barriers must be able to be deployed by one person.
14. Bottom edges of the barriers shall be protected by aluminum covers (for pedestrian safety).
15. Barrier System shall have the ability to be deployed from the road and up to sidewalk in one continuous line.
16. MVB3X units shall have multi-terrain capability.

www.vehicle-barriers.com

17. MVB3X units shall not require any maintenance.
18. Magnetic sequential lights shall attach to MVB3X units.

B. MVB3X Transport Trailer Specifications:

1. The Trailer shall be made in the United States and comply with U.S. DOT regulations.
2. The Trailer must be New/Unused.
3. Trailer to include drip rails.
4. Trailer can hold up to 72 MVB3X units + Pivots.
5. 72 Unit Trailer will have 6 doors on each side.
6. 72 Unit Trailer shall be 20 feet long.
7. Trailer shall be 101.5" wide.
8. 72 Unit Trailer shall be tandem axel.
9. 14,000 lb. hauling capacity.
10. Electric brakes.
11. LED lighting.
12. 15,000 pound safety chain.
13. Trailer will come equipped with a 2 5/16" hitch.
14. Spare wheel + Tire ST225/75/R12 (6 Lug).
15. All containment steel shall be powder coated.
16. MVB3X barriers can be loaded/stored from both sides.
17. Each MVB3X unit has its own dedicated slot for safe transport.
18. Each MVB3X is locked in place for transport with secondary retainment system.
19. Unit shall have Stainless Steel latches & hinges.
20. Zinc coated steel rivets.
21. Zinc coated nuts & bolts.
22. Dedicated space for pivot units.
23. Each door has locks for safe storage. All keyed alike.
24. Single storage compartment shall be provided on the trailer. Each compartment shall be 24" tall x 35" deep x 96" wide. Compartment shall have dedicated slots for the pivot units.
25. Trailer shall be black in color.

C. Sequential Lighting Specifications

1. 24+ hours of continuous flash.
2. Charge all flares at once.
3. Visible range of 3,000+ feet
4. 6 hour recharge time from completely dead battery.
5. RDS™ (Rapid Deployment System): Automatically turns on flare when removed from case.
6. 30,000 lbs crush strength.
7. Flare specification: Weight = .5 lbs.
Dimensions: L = 4.25 in, W = 3.5 in, H = 1 in.
8. 10 Set specification: Weight with flares = 7 lbs,
Dimensions: L = 11.7 in, W = 9.2 in, H = 1.2 in
Includes: Carrying/Charging case, DC 12/24V car charger plug, AC wall charger plug

72 X MVB3X Unit Trailer – Provides Approximately 9 Lanes of Closure

System Number	Description	Unit Price
AST3X72/72-320206-40	72 MVB3X Capacity Trailer System	\$177,915
	Discount for Lansing Police Department	-\$2,915.00
	Total for Trailer System after Discount	\$175,000
Freight	F.O.B. Destination	Included
AST Services	On-site Equipment Training (Fee Waived)	Included

Individual Trailer System Inventory

Description	Quantity	Description	Quantity
Trailer with Capacity for 72 MVB3X Units and Accessories	1	Fixed Slide Wheels	2
MVB 3X Units	72	Rotating Slide Wheels	6
Pivot Units	32	Block Sets of Sequential Lighting (Total of 40 Magnetic Lights)	4
Large Storage/Shipping Box	4	Banner – Single Lane	4



72 MVB3X Capacity Trailer with Six Compartments per Side

D. Note:

1. Pivot units are only required for the purposes of using a section of MVB3X Units as an operational gate. MVB3X Sections not designated as operational gates do not require the use of pivot units. The number of pivots can be modified based upon your specific operational requirements.
2. Slide wheels are used for the purposes of moving assembled sections of MVB3X laterally throughout an area of operation without requiring the end user to disassemble and re-assemble the section.
3. These options represent the inventories of standard, fully loaded trailers, but, can be custom tailored to meet the specific operational requirements of the purchasing agency.

E. Terms & Conditions:

1. F.O.B – Destination. Shipping has been included in the above price.
2. Taxes are not included. Should any taxes be levied they will be paid for by the purchaser.
3. Delivery: 8-10 weeks ARO – depending on material availability.
4. Payment terms – 50% down payment 50 % net 30.
5. Prices are valid for 90 days.
6. Purchase of equipment is subject to Advanced Security Technologies LLC standard terms and conditions.

Please do not hesitate to contact me should you require additional information.

Sincerely,



Randall D. Lofland
Sales Director
Advanced Security Technologies LLC
Mobile: (804) 690-3055 | rlofland@adsectec.com

CITY of LANSING

INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor
FROM: Stephanie Robinson, Senior Buyer
DATE: OCT. 24, 2022
SUBJECT: Sole Source Purchase – DJ's Auto Sales

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: DJ's Auto Sales

Item Purchased: Vehicle for Special Operations

Dollar Amount: \$ 16,745.00 from 2683254-977000

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).

slr

**CITY OF LANSING**

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

TO: DJS AUTO SALES
4516 S CEDAR ST
LANSING, MI 48910

PURCHASE ORDER

P.O. NUMBER	P088291
DATE	10/24/22
VENDOR I.D.	V050658
DELIVERY DATE	
FOB	
REQUISITION NO	PR017256
OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LIST AND CORRESPONDENCE.	

PHONE#

FAX#

Page 1 of 1

DELIVER ITEMS TO:

LPD TRI-COUNTY METRO NARCOTICS SQUAD
120 W MICHIGAN AVE 4TH FL
LANSING, MI 48933

SEND INVOICE TO:

LPD TRI-COUNTY METRO NARCOTICS SQUA
120 W MICHIGAN AVE 4TH FL
LANSING, MI 48933

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
001	2017 JEEP GRAND CHEROKEE STOCK NO. C2006E 1C4RJFAGXHC729748 -AS IS-118,036 MILES	1	EA	16,730.00	16,730.00
002	TITLE FEE	1	EA	15.00	15.00
				TAX	0.00
				TOTAL	16,745.00

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

FROM: Stephanie Robinson, Senior Buyer

DATE: **October 24, 2022**

SUBJECT: Sole Source – DJ's Auto Sales

The Lansing Police Department requests that DJ's Auto Sales of Lansing be designated as a Sole Source vendor for the procurement of one vehicle for Special Operations and Violent Crime Teams.

Please see the attached letter from Chief Ellery Sosebee regarding the request for the vehicle.

Based on the attached letter we recommend issuing a sole source purchase order to DJ's Auto Sales of Lansing, in the amount of \$ 16,730.00 per the request of the Lansing Police Department.

Attachment

Date: _____

Approved _____ Denied _____

Andy Schor, Mayor

VEHICLE PURCHASE ORDER

DJ's Auto Sales

Stock No. **C2006E**

4516 S. Cedar St.

Lansing, MI 48910

Purchaser's Name Lansing Police Department

Date 10/18/2022

PLEASE ENTER MY ORDER FOR ONE

☐

New

☒

Used

☐

Demo

AS FOLLOWS

Year

Make

Model

Color

Type

2017

Jeep

Grand Cherokee

Gray/Brown

SW

Vehicle Identification Number

Mileage

1C4RJFAGXHC729748

118,036

**TO BE DELIVERED
ON OR ABOUT**

10/18/2022

Notes:
Complete unit sold AS-IS with NO WARRANTY (oral, expressed, or implied) from dealer. Insurance on this vehicle is required to purchase or transfer a plate. DEPOSITS ARE NON-REFUNDABLE BALANCE DOES NOT INCLUDE CREDIT CARD CONVENIENCE FEES

PRICE OF VEHICLE	\$	16,730.00
DEALER DOCUMENTARY FEE	\$	-
TOTAL TAXABLE PRICE	\$	16,730.00
SALES TAX	\$	-
TITLE FEE	\$	15.00
LEIN FEE	\$	-
REGISTRATION TRANSFER FEE	\$	-
PLATE FEE	\$	-
RECREATION PASSPORT	\$	-
(1) TOTAL CASH PRICE	\$	16,745.00

DOWN
PAYMENT

CASH DEPOSIT	\$	-
ALLOWANCE FOR USED VEHICLE TRADE-IN	\$	-
LESS BALANCE OWING TO	\$	-
(2) DEPOSIT	\$	-

DESCRIPTION OF TRADE VIN

Year

Make

Model

Type

Mileage

Plate Number

Exp. Date

TOTAL BALANCE DUE \$ 16,745.00

(1 less 2)

Purchaser intends to use the vehicle primarily for:

☐

personal, family, or household purposes ("personal use")

☐

business, agricultural or other non-personal uses ("commercial use").

X


DJ's Auto Sales (Seller)
Agent

10/18/2022

X

(Buyer)

New Vendor Number Request

W-9 Form must be signed and attached.

NOTE: Incomplete forms will be returned to requestor.

Vendor Information						Date:				
Full Name D.J.'s Auto Sales LLC					DBA Name (Doing Business Under Assumed Name)					
Corporate Address 4516 S. Cedar St.					Mailing Address SAME					
City Lansing	State MI	Zip 48910	City	State	Zip					
Tax Identification Number (TIN) 90-0808024					Social Security Number (If no TIN)					
Corporation		Partnership		Individual/Sole Proprietorship	☒	Other (i.e. Government)				
Corporate Office Phone Number 517-882-6222			Accounts Payable Phone Number 517-882-6222		AP Contact Name Elizabeth Nona					
Accounts Payable Email Address djsautosales17@gmail.com			Corporate Email Address djsautosales17@gmail.com		Website Address www.djsautocarsales.com					
Is Vendor exempt from Backup Withholding?		Yes		No	☒	Note: Inquire with Vendor				
Vendor Number and Purchase Order Information										
Permanent Number			City Employee Number							
Provides a Service			Provides Goods		☒	Check both if Vendor Provides Goods & Services				
Purchase Order			Accounts Payable, No Purchase Order*							
Medical Services		Yes		No	☒	Attorney	Yes		No	☒
Will the City be Paying Rent to this company?			Yes		No	☒				
*Accounts Payable are for checks that are direct pay, refunds, reimbursement and employee reimbursements										
Minority and Female Owned Business (at least 51% ownership)										
Minority Owned Business										
Is Vendor a 51% Minority Owned Business?			Yes		No	☒				
Please check each that applies										
African-American			Native-American (American Indian, Eskimo, Aleut, Native Hawaiian)							
Hispanic-American			Asian-Indian (India, Pakistan, Bangladesh)							
Asian-Pacific										
Disabled-Owned										
Female Owned, Operated and Controlled										
Female Owned										
Requestor Information										
W-9 Form Requested and Attached?		Yes	☒	No						
Reason why not requested or attached										
Name of Requester		Shawn McNamara								
Department		Lansing Police Department - Special Operations								



Andy Schor, Mayor

Lansing Police Department

Office of the Chief of Police

Chief Ellery Sosebee

120 West Michigan Avenue

Lansing, MI 48933

Phone: (517) 483-4606

Fax: (517) 483-4617

ellery.sosebee@lansingmi.gov



Ellery Sosebee, Chief

To: Stephanie Robinson, Purchasing Department
 From: Ellery Sosebee, Chief of Police
 Subject: Sole Source Request – Lansing Police Department Special Operations
 Date: October 18, 2022

The Lansing Police Special Operations Section has identified the need to purchase multiple vehicles for use by the Special Operations and Violent Crime Teams. This request is for the purchase of one of the vehicles.

The Special Operations team is tasked with identifying and investigating subjects trafficking controlled substances within our community. The Violent Crime Team is tasked with identifying and apprehending our community's most violent offenders. For both of these teams, the use of undercover vehicles is paramount to their success at locating and surveilling offenders while putting together a plan for furthering the investigation or apprehension of the offender. Due to the nature of the operations, the vehicles must blend into the environment in which they are deployed. This is fulfilled by driving used common vehicles of standard colors.

Currently, the fleets for both the Special Operations and Violent Crime Teams are made up of different vehicle makes, models and colors to diversify their efforts to blend in. To add to that diversification the below vehicle has been located:

2017 Jeep Grand Cherokee, with 118036 miles at DJ's Auto Sales in Lansing, \$16,730.00 (see attached)

Lt. McNamara has had this vehicle inspected by Fleet Services. Fleet Services personnel have confirmed that this vehicle is in good shape. Lt. McNamara has searched for comparable vehicles within 100 miles of the Lansing area and has not located the same vehicle for a lower price. Additionally, the state of the national car market crisis has driven the price of used vehicles much higher than normal values. Listed below are the closest comparable vehicles Lt. McNamara was able to locate. However, these other vehicles are not located within the City of Lansing, and are not as good of a value as the vehicle selected.

2018 Jeep Grand Cherokee, with 116,050 miles for \$28,000.

2017 Jeep Grand Cherokee, with 73,784 miles for \$29,900.

2015 Jeep Grand Cherokee, with 92,918 miles for \$21,590.

I am requesting a sole source purchase approval of \$16,730.00 for the above listed vehicle. The funds to pay for the vehicle will come from the Lansing Police Department Special Operations Section Forfeiture fund.

Thank you for your assistance with this matter.

Ellery Sosebee, Chief of Police

"Capital City's Finest"

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Adel Adda Nona	
2 Business name/disregarded entity name, if different from above D.J.'s Auto Sales LLC	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☒ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► P Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ►	
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)	
5 Address (number, street, and apt. or suite no.) See instructions. 4516 S. Cedar St.	Requester's name and address (optional) City of Lansing 124 W. Michigan Ave., 8th Floor Lansing, MI 48933
6 City, state, and ZIP code Lansing, MI 48910	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
			-				-		
or									
Employer identification number									
9	0	-	0	8	0	8	0	2	4

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person 	Date ► 10/19/2022
-----------	--	--------------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

CITY of LANSING

INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor

FROM: Stephanie Robinson, Senior Buyer

DATE: December 1, 2022

SUBJECT: Sole Source – LaFontaine Dodge

The Lansing Police Department requests that LaFontaine Dodge of Lansing be designated as a Sole Source vendor for the procurement of one vehicle for Special Operations and Violent Crime Teams.

Please see the attached letter from Chief Ellery Sosebee regarding the request for the vehicle.

Based on the attached letter we recommend issuing a sole source purchase order to LaFontaine Dodge of Lansing, in the amount of \$ 12,000.00 per the request of the Lansing Police Department.

Attachment

Date: _____

Approved _____ Denied _____

Andy Schor, Mayor

CITY of LANSING

INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor
FROM: Stephanie Robinson, Senior Buyer
DATE: Dec.26, 2022
SUBJECT: Sole Source Purchase – LaFontaine Dodge

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: LaFontaine Dodge
Item Purchased: Vehicle for Special Ops
Dollar Amount: \$ 12,000.00 (\$24,000 less trade in \$12,000)
Account: 2683254-977000

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**

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

TO: LAFONTAINE CHRYSLER DODGE JEEP RAM OF LA
6131 S PENNSYLVANIA AVE
LANSING, MI 48911

PURCHASE ORDER

P.O. NUMBER	P088403
DATE	12/09/22
VENDOR I.D.	V050657
DELIVERY DATE	
FOB	
REQUISITION NO	PR017392
OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LIST AND CORRESPONDENCE.	

Page 1 of 1

PHONE#

FAX#

DELIVER ITEMS TO:

LANSING POLICE - ADMINISTRATIVE SUPPORT
1415 SUNSET ST
LANSING, MI 48906

SEND INVOICE TO:

LANSING POLICE - ADMINISTRATIVE SUP
120 W MICHIGAN AVENUE 4TH FLOOR
LANSING, MI 48933

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
001	2021 CHRYSLER VOYAGER LXI [REDACTED]	1	1	24,000.00	24,000.00
002	TRADE IN 2017 CHEV IMPALA LT [REDACTED]	1	1	-12,000.00	-12,000.00
TAX					0.00
TOTAL					12,000.00

THE ARTICLES SPECIFIED ARE SUBJECT TO THE FOLLOWING CONDITIONS:

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



Andy Schor, Mayor

Lansing Police Department

Office of the Chief of Police

Chief Ellery Sosebee

120 West Michigan Avenue

Lansing, MI 48933

Phone: (517) 483-4606

Fax: (517) 483-4617

ellery.sosebee@lansingmi.gov



Ellery Sosebee, Chief

To: Stephanie Robinson, Purchasing Department
 From: Ellery Sosebee, Chief of Police
 Subject: Sole Source Request – Lansing Police Department Special Operations
 Date: November 29, 2022

The Lansing Police Special Operations Section has identified the need to purchase multiple vehicles for use by the Special Operations and Violent Crime Teams. This request is for the purchase of one of the vehicles.

The Special Operations team is tasked with identifying and investigating subjects trafficking controlled substances within our community. The Violent Crime Team is tasked with identifying and apprehending our community's most violent offenders. For both of the teams, the use of undercover vehicles is paramount to their success at locating and surveilling offenders while putting together a plan for furthering the investigation or apprehension of the offender. Due to the nature of the operations, the vehicles must blend into the environment in which they are deployed. This is fulfilled by driving used common vehicles of standard colors.

Currently, the fleets for both the Special Operations and Violent Crime Teams are made up of different vehicle makes, models and colors to diversify their efforts to blend in. To add to that diversification the below vehicle has been located:

2021 Plymouth Voyager, with 70,000 miles at LaFontaine in Lansing, \$12,000 (see attached)

Lt. McNamara has had this vehicle inspected by Fleet Services. Fleet Services personnel have confirmed that this vehicle is in good shape. Lt. McNamara has searched for comparable vehicles within 100 miles of the Lansing area and has not located the same vehicle for a lower price. Additionally, the state of the national car market crisis has driven the price of used vehicles much higher than normal values.

Special Operations is also trading in a vehicle from their fleet, which is no longer useable to carry out the mission of the Special Operations work group. The 2017 Chevrolet Impala is being traded in for \$12,000.

I am requesting a sole source purchase approval of \$12,000.00 for the above listed vehicle. The funds to pay for the vehicle will come from the Lansing Police Department Special Operations Section Forfeiture fund.

Thank you for your assistance with this matter.

Ellery Sosebee, Chief of Police

"Capital City's Finest"

LaFontaine CDJR-Lansing

6131 S. Pennsylvania Ave.

Lansing, MI 48911

517-394-1022-Direct

517-394-1205-Fax

mdeacon@lafontaine.com

Name:	Lansing Police Department		
Address:			
City:		State: <u>Mi</u>	Zip: <u></u>
Contact:	Shawn McNamara		
Phone:	517.243.0820		
Email:	shawn.mcnamara@lansingmi.gov		

Date: 11/22/2022

Quote 112222

State of Michigan	
Purchase	
2021 Chrysler Voyager LXI	\$24,000.00
Trade In	
2017 Chevrolet Impala LT	-\$12,000.00
1G1105S3XHU192274	
Note per contract delivery is available @ \$2.00 per one way mileage.	
By signing the purchase agreement you agree to purchase of the vehicle or vehicles X	
Total Cost:	\$12,000.00

Signec Michelle Deacon

CITY of LANSING

INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor
FROM: Stephanie Robinson, Senior Buyer
DATE: October 31, 2022
SUBJECT: Sole Source Purchase – LaFontaine Dodge

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: LaFontaine Dodge
Item Purchased: Vehicle for Special Ops
Dollar Amount: \$ 12,015.00 (\$22,500 less trade in \$10,500 + \$15.00title)
Account: 2683254-977000

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
FROM: Stephanie Robinson, Senior Buyer
DATE: Dec.26, 2022
SUBJECT: Sole Source Purchase – LaFontaine Dodge

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: LaFontaine Dodge
Item Purchased: Vehicle for Special Ops
Dollar Amount: \$ 12,000.00 (\$24,000 less trade in \$12,000)
Account: 2683254-977000

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



Andy Schor, Mayor

Lansing Police Department

Office of the Chief of Police

Chief Ellery Sosebee

120 West Michigan Avenue

Lansing, MI 48933

Phone: (517) 483-4606

Fax: (517) 483-4617

ellery.sosebee@lansingmi.gov



Ellery Sosebee, Chief

To: Stephanie Robinson, Purchasing Department
From: Ellery Sosebee, Chief of Police
Subject: Sole Source Request – Lansing Police Department Special Operations
Date: October 25, 2022

The Lansing Police Special Operations Section has identified the need to purchase multiple vehicle for use by the Special Operations and Violent Crime Teams. This request is for the purchase of one of the vehicles.

The Special Operations team is tasked with identifying and investigating subjects trafficking controlled substances within our community. The Violent Crime Team is tasked with identifying and apprehending our community's most violent offenders. For both of these teams, the use of undercover vehicles is paramount to their success at locating and surveilling offenders while putting together a plan for furthering the investigation or apprehension of the offender. Due to the nature of the operations, the vehicles must blend into the environment in which they are deployed. This is fulfilled by driving used common vehicles of standard colors.

Currently, the fleets for both the Special Operations and Violent Crime Teams are made up of different vehicle makes, models and colors to diversify their efforts to blend in. To add to that diversification the below vehicle has been located:

2017 Dodge Durango, with 107,000 miles at LaFontaine in Lansing, \$22,500 (see attached)

Lt. McNamara has had this vehicle inspected by Fleet Services. Fleet Services personnel have confirmed that this vehicle is in good shape. Lt. McNamara has searched for comparable vehicles within 100 miles of the Lansing area and has not located the same vehicle for a lower price. Additionally, the state of the national car market crisis has driven the price of used vehicles much higher than normal values.

Special Operations is also trading in a vehicle from their fleet, which is no longer useable to carry out the mission of the Special Operations work group. The 2014 Dodge Charger SE is being traded in for \$10,500.

I am requesting a sole source purchase approval of \$12,000.00 for the above listed vehicle. The funds to pay for the vehicle will come from the Lansing Police Department Special Operations Section Forfeiture fund.

Thank you for your assistance with this matter.

Ellery Sosebee, Chief of Police

“Capital City’s Finest”

DEAL # 22876
Delivery Date 10/31/2022

Page 45 of 125

CITY of LANSING

INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor
FROM: Stephanie Robinson, Senior Buyer
DATE: December 1, 2022
SUBJECT: Sole Source – LaFontaine Dodge

The Lansing Police Department requests that LaFontaine Dodge of Lansing be designated as a Sole Source vendor for the procurement of one vehicle for Special Operations and Violent Crime Teams.

Please see the attached letter from Chief Ellery Sosebee regarding the request for the vehicle.

Based on the attached letter we recommend issuing a sole source purchase order to LaFontaine Dodge of Lansing, in the amount of \$ 12,000.00 per the request of the Lansing Police Department.

Attachment

Date: _____

Approved _____ Denied _____

Andy Schor, Mayor



Andy Schor, Mayor

Lansing Police Department

Office of the Chief of Police

Chief Ellery Sosebee

120 West Michigan Avenue

Lansing, MI 48933

Phone: (517) 483-4606

Fax: (517) 483-4617

ellery.sosebee@lansingmi.gov



Ellery Sosebee, Chief

To: Stephanie Robinson, Purchasing Department
From: Ellery Sosebee, Chief of Police
Subject: Sole Source Request – Lansing Police Department Special Operations
Date: November 29, 2022

The Lansing Police Special Operations Section has identified the need to purchase multiple vehicles for use by the Special Operations and Violent Crime Teams. This request is for the purchase of one of the vehicles.

The Special Operations team is tasked with identifying and investigating subjects trafficking controlled substances within our community. The Violent Crime Team is tasked with identifying and apprehending our community's most violent offenders. For both of the teams, the use of undercover vehicles is paramount to their success at locating and surveilling offenders while putting together a plan for furthering the investigation or apprehension of the offender. Due to the nature of the operations, the vehicles must blend into the environment in which they are deployed. This is fulfilled by driving used common vehicles of standard colors.

Currently, the fleets for both the Special Operations and Violent Crime Teams are made up of different vehicle makes, models and colors to diversify their efforts to blend in. To add to that diversification the below vehicle has been located:

2021 Plymouth Voyager, with 70,000 miles at LaFontaine in Lansing, \$12,000 (see attached)

Lt. McNamara has had this vehicle inspected by Fleet Services. Fleet Services personnel have confirmed that this vehicle is in good shape. Lt. McNamara has searched for comparable vehicles within 100 miles of the Lansing area and has not located the same vehicle for a lower price. Additionally, the state of the national car market crisis has driven the price of used vehicles much higher than normal values.

Special Operations is also trading in a vehicle from their fleet, which is no longer useable to carry out the mission of the Special Operations work group. The 2017 Chevrolet Impala is being traded in for \$12,000.

I am requesting a sole source purchase approval of \$12,000.00 for the above listed vehicle. The funds to pay for the vehicle will come from the Lansing Police Department Special Operations Section Forfeiture fund.

Thank you for your assistance with this matter.

Ellery Sosebee, Chief of Police

"Capital City's Finest"

Rupprecht, Cheryl E.

From: McNamara, Shawn
Sent: Thursday, December 1, 2022 11:59 AM
To: Robinson, Stephanie
Subject: Special Operations vehicle purchase
Attachments: LaFontaine Voyager purchase.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Stephanie,

I have located a vehicle I would like to purchase for Special Operations. Please see the attached sole source letter and purchase agreement. Please let me know if you need additional information.

Shawn McNamara
Lieutenant
Lansing Police Department – Special Operations Section
120 W. Michigan Ave. | Lansing, MI 48933
O: 517-483-4821 | E: shawn.mcnamara@lansingmi.gov
[Website](#) | [Facebook](#) | [Twitter](#) | [Instagram](#)



Ellery Sosebee, Chief

PRIVILEGED AND CONFIDENTIAL: This electronic message, together with all of its contents, contains information from the Lansing Police Department. This information may be privileged, confidential, or otherwise protected from disclosure. The information is intended for the addressee(s) only and any unauthorized use is prohibited. Do not disclose, copy, distribute, or otherwise use this message or its contents if you are not the intended addressee(s).

**CITY OF LANSING**

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

TO: LAFONTAINE CHRYSLER DODGE JEEP RAM OF LA
6131 S PENNSYLVANIA AVE
LANSING, MI 48911

PURCHASE ORDER

P.O. NUMBER	P088403
DATE	12/09/22
VENDOR I.D.	V050657
DELIVERY DATE	
FOB	
REQUISITION NO	PR017392
OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LIST AND CORRESPONDENCE.	

Page 1 of 1

PHONE#

FAX#

DELIVER ITEMS TO:

LANSING POLICE - ADMINISTRATIVE SUPPORT
1415 SUNSET ST
LANSING, MI 48906

SEND INVOICE TO:

LANSING POLICE - ADMINISTRATIVE SUP
120 W MICHIGAN AVENUE 4TH FLOOR
LANSING, MI 48933

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
001	2021 CHRYSLER VOYAGER LXI [REDACTED]	1	1	24,000.00	24,000.00
002	TRADE IN 2017 CHEV IMPALA LT [REDACTED]	1	1	-12,000.00	-12,000.00
TAX					0.00
TOTAL					12,000.00

THE ARTICLES SPECIFIED ARE SUBJECT TO THE FOLLOWING CONDITIONS:

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

CITY of LANSING

INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor

FROM: Stephanie Robinson, Senior Buyer

DATE: OCT. 5, 2022

SUBJECT: Sole Source – L - TRON

The Lansing Police Department requests that L-TRON be designated as a Sole Source vendor for the CSCR360 Capture Camera for the CSI Unit.

Please see the attached letter from Chief Ellery Sosebee and Christopher Baldwin regarding the request.

Based on the attached letter we recommend issuing a sole source purchase order to L-Tron the amount of \$ 17,758.00. This will be charged to the 71013240-977101 account per the request of the Lansing Police Department.

Attachment

Date: _____

Approved _____ Denied _____

Andy Schor, Mayor

CITY of LANSING

INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor
FROM: Stephanie Robinson, Senior Buyer
DATE: October 25, 2022
SUBJECT: Sole Source Purchase – L-TRON Corporation

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: L-Tron Corporation
Item Purchased: CSCR360 Capture Camera for CSI
Dollar Amount: \$ 17,758.00

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).

sr



Andy Schor, Mayor

Lansing Police Department

Office of the Chief of Police

Chief Ellery Sosebee

120 West Michigan Avenue

Lansing, MI 48933

Phone: (517) 483-4606

Fax: (517) 483-4617

ellery.sosebee@lansingmi.gov



Ellery Sosebee, Chief

To: Stephanie Robinson

Date: 8/12/2022

Re: Sole Source Purchase of OSCR360 Capture Camera from L-Tron Corp.

The Lansing Police Department seeks to purchase the OSCR360 capture camera which will be used by Crime Scene Investigators, Accident Investigators and Emergency Management to document crime scenes and structures in 360 degree imagery. Justifications for the sole source include:

- The OSCR360 system is manufactured and sold exclusively by L-Tron Corporation. It has patents for the device, and there are no vendors or dealers that sell the OSCR360 Capture Kit or Software.
- Per Lansing City Ordinance 1218, Section 206.05(c), the L-Tron sole source letter includes their status as a direct to customer vendor as well as listing the proprietary features of their device.

The FY23 budget specifically set aside money for the purchase of such equipment, Account #1013240-977101 CSI / Photography. The purchase price for this item is \$17,458 (quote attached).

Respectfully Submitted,

Ellery Sosebee

“Capital City’s Finest”



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

O: L-TRON CORPORATION
7911 LEHIGH CROSSING STE 6
VICTOR, NY 14564

PURCHASE ORDER	
P.O. NUMBER	P088255
DATE	10/07/22
VENDOR I.D.	V050617
DELIVERY DATE	
FOB	
REQUISITION NO	PR017214
OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LIST AND CORRESPONDENCE.	

Page 1 of 2

PHONE# FAX#

DELIVER ITEMS TO:
LANSING POLICE - OPERATIONS CENTER 5815 WISE RD LANSING, MI 48911

SEND INVOICE TO:
LANSING POLICE - OPERATIONS CENTER 5815 WISE RD LANSING, MI 48911

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
001	OSCR-LAW-STD-DC-HR OSCR360 SOLUTION STANDARD LAW DATA COLLECTION KIT WITH HIGH RESOLUTION CAMER INCLUDES-OSCR360 DATA COLLECTION TABLET SOFTWARE LICENSE-8" ANDROID RUGGED TABLET-TABLET CASE-360 HIGH RESOLUTION PANORAMIC CAMERA WITH LENSE COVER-SENSOR TUBE WITH GPS AND COMPASS SENSORS-STANDARD TRIPOD-TRIPLE PORT USB FAST CHARGER-CHARGING CABLES-SOFT EQUIPMENT CARRYING CASE	1	LS	5,819.00	5,819.00
002	OSCR-LAW-STD-DC-SMS OSCR360 TABLET SOFTWARE UPDATES, UPGRADES AND MAINTENANCE. FIRST YEAR-REQUIRED	1	LS	615.00	615.00
003	INTRO-DC-SMS-SPECIAL INTRO OFFER-VALID THROUGH 12/31/2022 DISCOUNT EQUAL TO FIRST YEAR SMS CONTRACT	1	LS	-615.00	-615.00
004	OSCR-FLT-PRO-DPS OSCR360 SOLUTION PROFESSIONAL DESKTOP PRESENTATION PACKAGE. ***CONTINUED ON NEXT PAGE***	1	LS	6,188.00	6,188.00
				TOTAL	

THE ARTICLES SPECIFIED ARE SUBJECT TO THE FOLLOWING CONDITIONS:

- Goods other than those specified on this order must not be substituted or prices changed without authorization.
- 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.

[Signature]

**CITY OF LANSING**

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

PURCHASE ORDER

P.O. NUMBER	P088255
DATE	10/07/22
VENDOR I.D.	V050617
DELIVERY DATE	
FOB	
REQUISITION NO	PR017214
OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LIST AND CORRESPONDENCE.	

TO: L-TRON CORPORATION
7911 LEHIGH CROSSING STE 6
VICTOR, NY 14564

Page 2 of 2

PHONE#

FAX#

DELIVER ITEMS TO:

LANSING POLICE - OPERATIONS CENTER
5815 WISE RD
LANSING, MI 48911

SEND INVOICE TO:

LANSING POLICE - OPERATIONS CENTER
5815 WISE RD
LANSING, MI 48911

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
	LICENSED PER USER INCLUDES: (1) OSC360 DESKTOP DEMONSTRATIVE EXHIBIT DEVELOPMENT SOFTWARE FLOATING CONCURRENT USER LICENSE.				
005	OSCR360 DESKTOP PRESENTATION SOFTWARE UPDATES, UPGRADES, AND MAINTENANCE FOR FLOATING LICENSE, FIRST YEAR-REQUIRED-	1	LS	1,237.00	1,237.00
006	INTRO-FLT-SMS-SPECIAL INTRO OFFER-VALID THROUGH 12/31/2022 DISCOUNT EQUAL TO FIRST YEAR SMS CONTRACT	1	LS	-1,237.00	-1,237.00
007	OSCR-LAW-STD-DC-SMS-3 OSCR360 TABLET SOFTWARE UPDATES, UPGRADES AND MAINTENANCE (3 YR EXTENSION)	1	LS	1,808.00	1,808.00
008	OSCR-FLT-PRO-DPS-SMS-3 OSCR360 DESKTOP PRESENTATION SOFTWARE UPDATES, UPGRADES AND MAINTENANCE FOR FLOATING LICENSE (3 YR EXTENSION)	1	LS	3,636.00	3,636.00
				TAX	0.00
THE ARTICLES SPECIFIED ARE SUBJECT TO THE FOLLOWING CONDITIONS:				TOTAL	17,451.00

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.



7911 Lehigh Crossing.
Suite 6
Victor
New York
14564

(585) 383-0050
fax: (585) 383-0701

<http://www.L-Tron.com>
info@L-Tron.com

Monday, February 1, 2021

To Whom It May Concern,

This letter is to confirm that the OSCR360 system is a sole source product, developed, sold and distributed exclusively by L-Tron Corporation. No division of L-Tron Corporation, nor any other company, makes a similar or competing product. There are no agents or dealers authorized to represent this product.

Additionally, competition is precluded by the existence of pending patents owned by L-Tron Corporation.

If you desire additional information, don't hesitate to contact me at (585) 383-0050 at any time or visit our website at www.L-Tron.com/OSCR360. Thank you for your interest in our products.

Sincerely,

A handwritten signature in dark ink, reading "Trevor Z. DiMarco". The signature is written in a cursive, flowing style.

Trevor Z. DiMarco
President

**Please see pages 2-3 for supporting documentation.*



7911 Lehigh Crossing.
Suite 6
Victor
New York
14564

(585) 383-0050
fax: (585) 383-0701

<http://www.L-Tron.com>
info@L-Tron.com

The following features have been identified as unique to the OSCR360 solution:

- OSCR captures a spherical photo. Not a panorama, nothing is missing in the photo. Other companies place a graphic over the tripod or at the base of the photo.
- OSCR creates spherical images with immediate stitching. Other solutions require time consuming post-capture stitching.
- OSCR is installed locally on your machine integrating easily and securely with each department's IT infrastructure. Unlike other systems, there is no reliance on the cloud.
- OSCR attaches GPS coordinates and cardinal direction to every 360° spherical photo taken. This sensor tube with GPS, and compass sensors is proprietary, designed & developed in house by our engineers. ***These features are covered by the pending patent as mentioned in our sole source letter.***
- Ease and speed of use – Each photo takes 4-10 seconds to capture the image, GPS coordinates, and cardinal direction, transmit the data, and stitch the photo automatically. Many other companies take much longer. This data capture process is completely controlled by the OSCR tablet software.
- OSCR captures spherical photos while remaining stationary. There is nothing mechanical or rotating about the capture system. Other systems require constant leveling, movement, and time-consuming rotations to document the area.
- OSCR creates small file sizes for easy distribution & exchange between offices. Other companies' systems create large outputs which not only take a lot of computing power and storage to run, but make it hard to easily transfer files between departments/parties.
- No measurements or need for point cloud lasers.
- All hardware and software are configured by L-Tron.
- OSCR360 proprietary desktop software is designed & developed by L-Tron engineers. Some features listed below allow you to:
 - Quickly and Easily embed any digital media file into the project to use the software as a container for all digital evidentiary files (pdfs, jpgs, audio files, video files, etc.) for later access
 - View Google street and satellite maps with the additional benefit of easily adding in blueprints, sketches, diagrams, etc.
 - Quickly Point out areas of interest within a photo by use of hotspots.
 - Easily navigate through a scene/building via simple navigation arrows.
 - Effortlessly build and present a case to a jury/coworker/specialist/etc. with a true and accurate depiction appealing to the layperson.
- OSCR360 proprietary tablet software is designed and developed by L-Tron engineers. Some unique features are listed here:
 - The OSCR tablet software uses the serial number of the camera, along with commands unique to the camera to specifically initiate the capture of a spherical photo. After the user takes a photo, the photo is then downloaded to the tablet and associated software and deleted from the camera, protecting the chain of custody.
 - Furthermore, the OSCR tablet utilizes a Bluetooth signal in connecting to L-Tron's proprietary sensor tube in order to capture the system's GPS



7911 Lehigh Crossing.
Suite 6
Victor
New York
14564

(585) 383-0050
fax: (585) 383-0701

<http://www.L-Tron.com>
info@L-Tron.com

coordinates and cardinal direction. In the tablet software, this information is then tied to the photo captured utilizing the camera.

- Using the tablet software, the user can instantaneously view the photograph that was previously captured.
- So simple to use, no training is required to operate the system and software.
- ***NOTE: The OSCR360 data capture kit is offered as a complete system unable to be separated and broken down into its individual components, with the exception of replacements. The tablet software is not sold independently from the hardware. ***



7911 Lehigh Crossing, Suite 6, Victor, NY 14564
t. 585-383-0050 f. 585-383-0701

Quotation

Number LTCQ23321

Date Aug 11, 2022

To

Lansing Police Department
Chris Baldwin
Christopher.Baldwin@lansingmi.gov

Phone: 517-483-6846

Fax:

Inquiry: Verbal
Sales Rep: Dave Wakefield
Ship: Ground
Delivery: 2-4 weeks ARO
FCA: Shipping point
Terms: Net 30

Here is the quote you requested.

Qty	Part #	Description	Unit Price	Ext. Price
OSCR360 High Resolution Capture Kit				
1	OSCR-LAW-STD-DC-HR	OSCR360 Solution Standard Law Data Collection Kit with High Resolution Camera. Includes - OSCR360 data collection tablet software license - 8" Android Rugged Tablet - Tablet case - 360 Degree High Resolution Panoramic Camera with Lens Cover - Sensor Tube with GPS, and Compass sensors - Standard Tripod - Triple port USB Fast charger - Charging cables - Soft Equipment Carrying Case	\$5,819.00	\$5,819.00
1	OSCR-LAW-STD-DC-SMS	OSCR360 Tablet Software Updates, Upgrades, and Maintenance. First Year -- REQUIRED --	\$615.00	\$615.00
1	INTRO-DC-SMS-SPECIAL	Introductory offer - Valid through 12/31/2022 Discount equal to first year SMS Contract	-\$615.00	-\$615.00
OSCR360 Desktop Presentation Package Floating License				
1	OSCR-FLT-PRO-DPS	OSCR360 Solution Professional Desktop Presentation Package. Licensed per User Includes: (1) OSCR360 Desktop Demonstrative Exhibit Development Software Floating concurrent user License	\$6,188.00	\$6,188.00
1	OSCR-FLT-PRO-DPS-SMS	OSCR360 Desktop Presentation Software Updates, Upgrades, and Maintenance for Floating License, First Year -- REQUIRED --	\$1,237.00	\$1,237.00
1	INTRO-FLT-SMS-SPECIAL	Introductory offer - Valid through 12/31/2022 Discount equal to first year SMS Contract	-\$1,237.00	-\$1,237.00
Optional Capture Kit Maintenance				
1	OSCR-LAW-STD-DC-SMS-3	OSCR360 Tablet Software Updates, Upgrades, and Maintenance (3 year extension)	\$1,808.00	\$1,808.00
Optional Desktop Software Maintenance Floating License				
1	OSCR-FLT-PRO-DPS-SMS-3		\$3,636.00	\$3,636.00

Dave Wakefield

Page 1 of 2

PRICES SUBJECT TO CHANGE - PRICES BASED UPON TOTAL PURCHASE - ALL DELIVERY, TRAINING OR CONSULTING SERVICES TO BE BILLED AT PUBLISHED RATES - ALL HARDWARE PROPOSED ABOVE IS COVERED BY THE MANUFACTURERS WARRANTY, COVERING PARTS AND LABOR FOR HARDWARE ONLY ON A DEPOT BASIS. WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE, DAMAGES RELATED TO THIS AGREEMENT. RETURNS WILL NOT BE ACCEPTED WITHOUT AN RMA NUMBER. STANDARD PARTS ARE SUBJECT TO A MINIMUM 15% RESTOCKING FEE WITH ORIGINAL PACKAGING. RMA'S FOR NON DEFECTIVE MATERIALS WILL ONLY BE ISSUED WITHIN 21 DAYS OF SHIPMENT. RETURNS OF CUSTOM CONFIGURATIONS OR PARTS MAYBE SUBJECT TO MANUFACTURERS RESTRICTIONS. QUOTATION DOES NOT INCLUDE SHIPPING, OR ANY SALES TAXES OR DUTIES. CREDIT TERMS ARE SUBJECT TO APPROVAL BY THE FINANCE DEPARTMENT.

Qty	Part #	Description	Unit Price	Ext. Price
-----	--------	-------------	------------	------------

OSCR360 Desktop Presentation Software Updates, Upgrades,
and Maintenance for Floating License (3 yr extension)

SUBTOTAL

\$17,451.00



Andy Schor, Mayor

MEMORANDUM

TO: Andy Kilpatrick, Public Service Director
FROM: Carl Denison, Fleet Manager
DATE: August 19, 2022
SUBJECT: Purchasing Recommendation – Fleet Asset Management System Software

Fleet Services would like to purchase the following- Collective Data Fleet Asset Management system. (Web Based)

Description	Quantity	Price Each
Collective Fleet asset management system software.	1	\$59,600.00

Funding is available for this purchase in account 630-173130-741890-0 for a total of \$59,600.00

APPROVED BY:


Carl Denison, Fleet Manager

Dated: Aug 19, 2022


Andy Kilpatrick, Public Service Director

Dated: 8/24/2022



INFORMATION TECHNOLOGY

201 N. GRAND AVENUE
LANSING, MI 48933-1236
(517) 483-4250
FAX: (517) 483-4390

MEMORANDUM

TO: Andy Schor, Mayor

FROM: Christopher Mumby, Chief Information Officer 

DATE: September 8, 2022

SUBJECT: Collective Data Fleet Asset Management System - Sole Source

The Information Technology Department, in conjunction with the Public Service Department Fleet Division has done an extensive search of solutions to replace our outdated fleet management software. We have concluded that the Collective Data Fleet Asset Management system is the only tool that meets City of Lansing needs. This product is only available from Collective Data.

This memo serves as notification that a sole source contract was requested for this purchase and a purchase order will be issued to Collective Data for \$59,600 for software and associated equipment, implementation, training on site, and ongoing support. Annual cost after year one is expected to be \$39,500 and will be paid from IT Software account as indicated in the memo from Andy Kilpatrick

If you have any questions, please feel free to contact me.

CITY of LANSING

INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor

FROM: Stephanie Robinson, Senior Buyer

DATE: OCT. 5, 2022

SUBJECT: Sole Source – COLLECTIVE DATA

The IT and Public Service – (Fleet Division) Departments requests that Collective Data be designated as a Sole Source vendor for the Fleet Asset Management System.

Please see the attached letter from Christopher Mumby, Andrew Kilpatrick and Carl Denison regarding the request.

Based on the attached letter we recommend issuing a sole source purchase order to Collective Data the amount of \$ 59,600. This will be charged to the 630-173130-741890-0 account per the request of the Public Service and IT Departments.

Attachment

Date: _____

Approved _____ Denied _____

Andy Schor, Mayor

CITY of LANSING

INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor
FROM: Stephanie Robinson, Senior Buyer
DATE: Jan. 11, 2023
SUBJECT: Sole Source Purchase – Collective Data

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: Department of Information Technology
Vendor: Collective Data Inc.
Item Purchased: Fleet Asset Management System – Barcode Scanner
Dollar Amount: \$ 59,600
Account: 6303130-741890

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

8/1/2022

To whom it may concern,

Collective Data, Inc., is the publisher, holder of all copyrights, and sole source for any software systems bearing the Collective Data name including collectiveFleet®, collectiveQuartermaster®, and any other Collective Data software product. Furthermore, Collective Data, Inc., is the exclusive distributor and trainer for this software title and is the sole source for support, maintenance, and updates. Portions of the products are protected by trade secrets and are unique to Collective Data. The product name collectiveFleet® and collectiveQuartermaster® is trademarked and this specific product must be purchased directly from Collective Data, Inc.

Collective Data, Inc's platform is proprietary is the only software company with access to the source code and database structure. No other entities currently have rights to distribute, sell, support, or profit from collectiveFleet® and collectiveQuartermaster® in any way.

Unique and Special Features Required Include:

- Object Revolution: This unique tool allows users to configure the software to meet their organization's unique needs. Users can change the name of a field label where it's as easy as right- clicking: add an unlimited number of user-defined fields, re-label fields and objects, define properties for fields including the default values, edit options, define column lists for drop down object selectors and the fields that make up an object's display string, as well as the fields that define the "Quick Find" feature, in addition to the fields that make up the "Quick Add" feature. System Event Notification – This unique tool includes unlimited notifications/alerts and triggers to tailor automation. Collective Data is not aware of any provider that provides SEN and Object Revolution.
- Tailored streamlined process that is unique and specifically designed for local and state government fleet operations: request, approve, order, receive, and everything in between including inspections, repairs, auditing, and more.
- A Proprietary Report Editor: gives users the ability to create an unlimited number of custom reports based on any field in the system. The reporting capability can be used to include dashboards and custom KPI's throughout views and pre-built or custom reports. The Ad-Hoc reporting system offers easy, customized reports that can be built "on the fly" for any field in the system.
- The platform includes a unique "Request Portal" that can capture and streamline MULTIPLE levels of hierarchy for state and local government like item requests, maintenance requests, training requests, tool/part requests, and purchase order: ideal for employees to request items from their phone, tablet, or PC through the web anywhere.
- Split and Email Report Functionality: allows a single report to be divided and distributed to any number of groups via email with only one report and each group only viewing information from within.
- Barcode Ready & E-Signature ready: Quickly scan, manage, and print barcodes for vehicles, assets, inventory, parts, and employees and their respective group.

Thank you,



Tim Langer
Sales Manager
Collective Data
319-297-2115



**CITY OF LANSING**

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

TO: COLLECTIVE DATA INC
460 12TH AVE SE UNIT 200
CEDAR RAPIDS, IA 52401

PURCHASE ORDER

P.O. NUMBER	P088463
DATE	01/05/23
VENDOR I.D.	V050626
DELIVERY DATE	
FOB	
REQUISITION NO	PR017464
OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LIST AND CORRESPONDENCE.	

PHONE#

FAX#

Page 1 of 1

DELIVER ITEMS TO:

CITY OF LANSING DEPARTMENT OF INFORMATIO
201 N GRAND AVE
LANSING, MI 48933

SEND INVOICE TO:

CITY OF LANSING DEPARTMENT OF INFOR
201 N GRAND AVE
LANSING, MI 48933

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
001	COLLECTIVE DATA BARCODE SCANNER SOFTWARE CONTRACT 2022-000384	1	LS	59,600.00	59,600.00
				TAX	0.00
				TOTAL	59,600.00

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 8-10-22

City of Lansing, MI

124 West Michigan Avenue
Lansing, MI 48933
United States

Carl Denison

Fleet Manager
carl.denison@lansingmi.gov
517-483-6640

Reference: 20220810-174111820

Quote created: August 10, 2022
Quote expires: September 9, 2022
Quote created by: Derek Siddell
Sales Development Representative
dsiddell@collectivedata.com

Lisa Bannister

Administrative Specialist
lisa.bannister@lansingmi.gov
517-483-6624

Products & Services

Item & Description	Quantity	Unit Price	Total
collectiveFleet Layered CollectiveFleet is a web-based fleet and asset management system that will improve productivity in your operation. The data gained will help you make more informed decisions, provide better information to supervisors, and make your job easier. Hosted in the cloud in our state-of-the-art data center, the software is accessible on any device with an internet connection that includes desktops, laptops, tablets, and smartphones. Your system will include: 17 concurrent user licenses *2 hours of web training recurring each year *(remaining web training hours will not roll over into the next year) Scope of Work: Delivery of Base Product Implementation Steps Training Schedule Customization Details	1	\$45,000.00 / year	\$34,000.00 / year after \$11,000.00 discount
WEX Fuel Integration WEX Fuel Integration	1	\$2,500.00 / year	\$2,500.00 / year
Asset Replacement	1	\$2,500.00 / year	\$0.00 / year

Asset Replacement module allows you to set up scoring system along with conditions on your assets for replacement.

after \$2,500.00 discount

Conditions would be defined as: (Note these can be customized)

Excellent

Good

Qualifies for replacement

Needs immediate consideration

The scoring system allows to you define points for each of the following:

-Age

-Meter(s)

-Condition(s)

-Maintenance

-Reliability

In addition to setting up your scoring and conditions for the Assets, you can set up a Replacement Outlook for Assets. This gives you the ability to set up an outlook for (x) amount of years with (x) starting budget. With

Some standard reports with this include:

-Asset Condition

-Asset Condition by Replacement Year

-Asset Replacement Score

Description of each report:

Asset Condition: This report groups the asset(s) by their respective condition (ex. Qualifies for Replacement) and will show you the list of assets and what the projected replacement cost of these asset(s) would equal.

Asset Condition by Replacement Year: This report groups the asset(s) by their Replacement year and will show you the list of assets and what the projected replacement costs of these asset(s) would equal.

Asset Replacement Score: This report shows a list of all your current asset(s) and gives you information on the following: replacement year, meter, age score, meter score, condition score, maintenance score, reliability score, replacement score, and replacement condition.

This includes (1) 2 hour of web-based training.

Shop Interface

1

\$2,500.00 / year

\$0.00 / year

A specialized workflow system for shop management that includes screens for Technicians, Supervisors, Parts Issue and Work Assignments:

* Simple technician interface

* Shop work distribution control

* Improved parts distribution

* System-based time tracking for logging on and off jobs

after \$2,500.00 discount

- * Track and compare preventative vs. repair work costs
- * Know how resources are being allocated throughout the shop
- * Properly allocate jobs based on workload
- * Increase communication with shop floor technicians
- * Eight (8) reports included with module

Active Directory	1	\$2,500.00 / year	\$1,000.00 / year
Offers the ability to integrate Collective Data software directly with Windows Active Directory, simplifying the management of user credentials and group management across your network.			

Some of the information that can be synced includes:

- * User creation/deletion
- * Passwords
- * Data fields such as addresses, phone numbers, employee ID's, etc.
- * Security group memberships

This is able to be configured to work with AD Federated Services and Single-Sign On.

Web Services API	1	\$4,000.00 / year	\$2,000.00 / year
Collective Data's HTTP-based Web Services API is a flexibility option that allows your in-house developers to extend and integrate the data and functionality of Collective Data software with other programs. This powerful tool can improve productivity through data entry reduction and quicker, more complete reporting between different systems you might be using.			

Implementation Services	1	\$7,500.00	\$2,500.00
Implementation Services covers assistance with implementing security permissions, and other steps necessary to go live with the system. The price is determinate of the scope of work requested and will need to be discussed prior to the purchase.			

Included:

- Windows Server set-up
- URL Set-up
- Redundant back-up configuration
- (1) hour of Security User Training
- (1) hour of Report Editor Training
- Base import templates

Training - On-Site (5) Days	5	\$2,500.00	\$12,500.00
---------------------------------------	---	------------	-------------

One day consists of eight (8) work hours and includes all travel expenses

Training to be scheduled after final delivery of user system with a three (3) week minimum lead time

Final payment must be received prior to scheduling on-site training
Must use training services within twelve (12) months

Includes a two (2) hour web training session for each consecutive on-site training day

To be used within six (6) months of the on-site training

Zebra Wireless Barcode Printer Kit	3	\$1,100.00	\$3,300.00
Zebra Barcode Printer Kit -Includes Ribbons, 2,530 Barcode Labels, and Power Supply			
Zebra Wireless Barcode Scanner	3	\$600.00	\$1,800.00
Zebra Wireless Scanner Kit includes the following: -Presentation Cradle & USB Cable -Bluetooth/Wireless -Power Supply, 7.5 Feet, US AC Line Cord -1D Barcode Scanner			

Subtotals

Annual subtotal	\$39,500.00
	after \$19,500.00 discount
One-time subtotal	\$20,100.00
	after \$5,000.00 discount

Total \$59,600.00

Signature

Signature

Date

Printed name

Questions? Contact me



Derek Siddell
Sales Development Representative
dsiddell@collectivedata.com

Collective Data
460 12th Avenue SE, Second Floor
Cedar Rapids, Iowa 52401
US

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Collective Data, Inc.

2 Business name/disregarded entity name, if different from above
Collective Data

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☒ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ► _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
460 12th Ave SE Unit 200

6 City, state, and ZIP code
Cedar Rapids, IA 52401

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			-			-					
--	--	--	---	--	--	---	--	--	--	--	--

or

Employer identification number

3	9	-	1	8	8	9	0	9	0
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person *Jason Wonase*

Date *1/10/2022*

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.

You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

Services Agreement (CUSTOMERS)

This Services Agreement (the “Agreement”) is made and entered into by and between COLLECTIVE DATA, Inc., a Iowa corporation, with offices at 460 12th Ave. SE, Suite #200, Cedar Rapids, IA 52401 (“COLLECTIVE DATA”), and City of Lansing with offices at 124 West Michigan Avenue Lansing, Michigan 48933 (“CUSTOMER”) and becomes effective (“Effective Date”) upon the date the Agreement is fully executed by both parties. Together, both COLLECTIVE DATA and CUSTOMER may be referred to as Parties, and individually as Party, in the Agreement.

1. **Agreement Purpose and Scope of Services.** Under this Agreement, COLLECTIVE DATA agrees to make available to CUSTOMER certain software, operated and maintained by COLLECTIVE DATA using computer systems owned or operated by or for COLLECTIVE DATA and agrees to provide service to CUSTOMER, as described in the “Order Form” attached as Appendix A collectively referred to as the “COLLECTIVE DATA Product.”
2. **Subscription to the Services.** In consideration of payment of the fees as set out in the Order Form, during the Term of this Agreement, COLLECTIVE DATA grants CUSTOMER a non-exclusive, non-transferable, right to access and use the COLLECTIVE DATA Product on computer systems owned or operated by or for COLLECTIVE DATA, all as expressly limited herein. CUSTOMER further agrees that it will not: (a) attempt to copy, modify, duplicate, create derivative works from, mirror, republish, download, display, transmit, distribute, or in any way emulate all or any portion of the COLLECTIVE DATA Product in any form or media or by any means; (b) attempt to reverse compile, disassemble, reverse engineer or otherwise reduce to human-perceivable form all or any part of any computer code used by COLLECTIVE DATA to provide the COLLECTIVE DATA Product; (c) access all or any part of any website, software, source code or computer code used by COLLECTIVE DATA to provide the COLLECTIVE DATA Product in order to build a product or service that competes with the Services; or (d) assist others in what is prohibited to CUSTOMER. All other rights reserved to COLLECTIVE DATA.
3. **Fees and Billing**
 - 3.1. **COLLECTIVE DATA Product Pricing.** The costs and fees for the COLLECTIVE DATA Product shall be provided in the Order Form used by the Parties.
 - 3.2. **Billing.** COLLECTIVE DATA shall charge CUSTOMER for access and use of the COLLECTIVE DATA Product, pursuant to the billing schedule provided on the Order Form used by the Parties. To the extent there are any fees not paid to COLLECTIVE DATA from CUSTOMER, for any reason, after fifteen (15) days of when such amounts are due, COLLECTIVE DATA may: 1) suspend CUSTOMER’S access and use of the COLLECTIVE DATA Product until such time as all due amounts are received by COLLECTIVE DATA, and 2) charge interest at the highest prevailing rate under applicable law and/or suspend Services until such payments are made by CUSTOMER. CUSTOMER shall also be responsible for the reasonable costs incurred by COLLECTIVE DATA in collecting any late payments (including reasonable attorney’s fees). Moreover, as
4. **Onboarding & Training.** COLLECTIVE DATA will provide to CUSTOMER onboarding training as provided in the Order Form. Additional training may be added by mutual agreement between the Parties. CUSTOMERS will be provided with the opportunity to sign-off once onboarding is complete. CUSTOMERS will have 2 weeks to review and respond for any necessary corrections. No response from CUSTOMER will be deemed as satisfaction of COLLECTIVE DATA’S responsibilities under this clause.
5. **Product Support.** COLLECTIVE DATA will offer CUSTOMER an email address and phone number to initiate support inquiries. Support will be provided according to the terms provided in the Order Form. From time to time, COLLECTIVE DATA may perform scheduled and/or unscheduled maintenance to correct, modify, or enhance the COLLECTIVE DATA Product. During such maintenance, all or selected portions of the

COLLECTIVE DATA Product may be unavailable. COLLECTIVE DATA will notify CUSTOMER of any scheduled maintenance and work in good faith to ensure the COLLECTIVE DATA Product is available. Except as specifically provided for in this Agreement, COLLECTIVE DATA will not be held liable for any downtime of the COLLECTIVE DATA Product. At certain times, COLLECTIVE DATA may grant CUSTOMER access to certain "Beta" features or products and to the extent CUSTOMER is using such "Beta" products, CUSTOMER acknowledges and agrees such "Beta" features and products are untested and may be subject to errors and downtime.

6. **Term and Renewal.** Unless specifically provided otherwise in the Order Form, this Agreement will have an initial term that begins on the Effective Date, and will continue for twelve (12) months ("Initial Term"). After the Initial Term, the Agreement will automatically renew for additional 12-month periods (each a "Renewal Term") until terminated in accordance with the terms herein (the Initial Term and each Renewal Term may be collectively referred to as the "Term"):

- 6.1. Either Party may terminate this Agreement if the other Party breaches its obligations under this Agreement and fails to cure such breach within thirty (30) days prior written notice to such other Party describing the breach.
- 6.2. COLLECTIVE DATA may immediately terminate this Agreement if CUSTOMER commits an incurable material breach, which includes an abuse of the COLLECTIVE DATA Product in any manner prohibited in Section 2, 8, and 10.2.
- 6.3. CUSTOMER may terminate this Agreement by providing sixty (60) days written notice prior to the end of the then current Initial Term or Renewal Term.
- 6.4. Either Party may terminate this Agreement, immediately, as a result of the other Party being subject to insolvency, liquidation, winding up, bankruptcy or similar proceedings, or if such other Party is unable to reasonably uphold its monetary obligations to creditors.
- 6.5. Immediately upon any termination or expiration of this Agreement, COLLECTIVE DATA may terminate the Services provided to CUSTOMER and all fees incurred up to the date of termination or expiration and owed to COLLECTIVE DATA will become immediately due. CUSTOMER will return all Proprietary Information (defined below) to COLLECTIVE DATA. Sections 7.5, 8, 9, 10, 11, and 12 will survive any termination or expiration of this Agreement.

7. **Ownership and Confidentiality.**

- 7.1. **Product.** The Parties agree that this Agreement is not a transfer or license of any portion of the COLLECTIVE DATA Product or any underlying website, application, or other software made available to CUSTOMER as part of the COLLECTIVE DATA Product. At all times COLLECTIVE DATA maintains all ownership and rights over its COLLECTIVE DATA Product and such software, and any associated upgrades, customizations, and other materials and technologies associated with the COLLECTIVE DATA Product. COLLECTIVE DATA retains the right to all content, code, data and other materials created by COLLECTIVE DATA as a result of this Agreement and/or usage of its COLLECTIVE DATA Product by CUSTOMER. CUSTOMER acknowledges and agrees that COLLECTIVE DATA collects and retains aggregate non-identifiable data derived from performance of the COLLECTIVE DATA Product. As between COLLECTIVE DATA and CUSTOMER, CUSTOMER retains all ownership and responsibility for all data inputted into the COLLECTIVE DATA Product by CUSTOMER, or its employees and agents.
- 7.2. **Proprietary Rights.** CUSTOMER agrees that all information presented or disclosed to CUSTOMER by COLLECTIVE DATA, whether before or after the date of this Agreement, whether or not in writing, concerning the data used in and derived from the COLLECTIVE DATA Product, including, but not limited to, marketing and operational or technical information (collectively, "Proprietary Information") is and will be the exclusive property of COLLECTIVE DATA. CUSTOMER agrees: (a) not to reveal, publish or disclose Proprietary Information to anyone; (b) to use the same care to protect COLLECTIVE DATA'S Proprietary Information as it uses for its own similar information, but in no event less than best efforts care; (c) to use Proprietary Information only for fulfilling CUSTOMER'S obligations under this Agreement, and for no other

purpose; and (d) to return promptly or destroy COLLECTIVE DATA'S Proprietary Information upon request.

8. **Indemnifications.** Each Party shall defend, indemnify and hold harmless the other Party from and against any costs, damages, liabilities (including reasonable attorney's fees and expenses) in connection with any third-party claim, action, suits, regulatory investigations or subpoenas arising from such Party's (i) breach of its representations, warranties or covenants hereunder; and (ii) gross negligence or willful misconduct of such party, its employees or agents.

9. **Representations, Warranties, and Covenants of the Parties.**

- 9.1. **Mutual.** Each Party represents and warrants that: (i) it is duly organized and validly existing under the laws of the jurisdiction in which it is organized; (ii) it has full power and authority, and has obtained all approvals, permissions and consents necessary, to enter into this Agreement and to perform its obligations hereunder; (iii) this Agreement is legally binding upon it and enforceable in accordance with its terms; and (iv) the execution, delivery and performance of this Agreement does not and will not conflict with any agreement, instrument, judgment or understanding, oral or written, to which it is a party or by which it may be bound.
- 9.2. **CUSTOMER.** CUSTOMER represents, warrants, and covenants (as applicable) that (i) it shall not rent, sell, license, lease or otherwise commercially exploit or make available the COLLECTIVE DATA Product or the COLLECTIVE DATA Proprietary Information to any unauthorized third-party or otherwise use, modify, adapt, or combine the COLLECTIVE DATA Product in an infringing or unauthorized manner; (ii) it shall comply with all applicable federal, state, and local laws, rules and regulations including without limitation, all privacy and data security laws and the terms and conditions of all applicable third party websites, platforms or applications; and (iii) it is responsible for insuring that individual users abide by the applicable Terms of Service and it understands that access and use of the COLLECTIVE DATA Product may be suspended for repeated violation of the Terms of Service by one or more of its individual users.
- 9.3. **COLLECTIVE DATA.** Except as limited in this Agreement, COLLECTIVE DATA represents and warrants that the COLLECTIVE DATA Product will be provided in a reasonably professional and workmanlike manner in accordance with industry standards.

10. **Disclaimer and Limitation of Liability.**

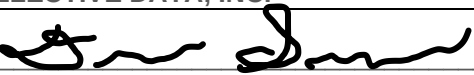
- 10.1. THE COLLECTIVE DATA PRODUCT IS PROVIDED "AS IS", AND EXCEPT AS EXPRESSLY PROVIDED IN THIS AGREEMENT, AND TO THE MAXIMUM EXTENT PROVIDED BY LAW, COLLECTIVE DATA EXPRESSLY DISCLAIMS ALL WARRANTIES WHATSOEVER, WHETHER EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, EXCEPT THAT COLLECTIVE DATA OWNS OR HAS THE NECESSARY RIGHTS, IN ALL INTELLECTUAL PROPERTY RIGHTS IN AND TO THE COLLECTIVE DATA PRODUCT NECESSARY TO GRANT THE RIGHT HEREIN.
- 10.2. IN NO EVENT SHALL COLLECTIVE DATA, OR ANY OF ITS AFFILIATES, OR ANY OF THEIR DIRECTORS, OFFICERS, EMPLOYEES OR AGENTS BE LIABLE TO CUSTOMER OR ANYONE ELSE FOR ANY INDIRECT, CONSEQUENTIAL, SPECIAL, INCIDENTAL, PUNITIVE, OR EXEMPLARY DAMAGES OF ANY KIND (INCLUDING LOST REVENUES OR PROFITS OR LOSS OF BUSINESS) RESULTING FROM THE PERFORMANCE OR NONPERFORMANCE OF THIS AGREEMENT, WHETHER DUE TO A BREACH OF CONTRACT, BREACH OF WARRANTY, OR THE NEGLIGENCE OF COLLECTIVE DATA OR ANY OTHER PARTY, EVEN IF COLLECTIVE DATA IS ADVISED BEFOREHAND OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT SHALL COLLECTIVE DATA'S LIABILITY FOR THE PERFORMANCE OR NONPERFORMANCE OF ITS OBLIGATIONS UNDER THIS AGREEMENT, EXCEED THE AMOUNTS PAID FROM CUSTOMER TO COLLECTIVE DATA FOR THE PREVIOUS THREE (3) MONTHS OF THE COLLECTIVE DATA PRODUCT. THE FOREGOING IS INTENDED AS A COMPLETE ALLOCATION OF THE RISKS BETWEEN THE PARTIES. BECAUSE THE BARGAIN STRUCK AND THE PRICE PAID REFLECT SUCH ALLOCATION THIS LIMITATION UPON REMEDIES WILL NOT HAVE FAILED OF ITS ESSENTIAL PURPOSE.

11. General Provisions.

- 11.1. **Independent Contractor.** This Agreement establishes an independent contractor relationship between the Parties, and neither an employee/employer relationship, nor a joint venture relationship or any other relationship is established hereby. Each of CUSTOMER and COLLECTIVE DATA alone shall be responsible for payment of all remuneration to its employees and bear all taxes associated therewith.
- 11.2. **Assignment.** CUSTOMER may not assign this Agreement in whole or in part without COLLECTIVE DATA's written consent. COLLECTIVE DATA may assign this Agreement at its sole discretion subject to CUSTOMERS' rights hereunder.
- 11.3. **Law.** This Agreement shall be governed by the laws of the where the CUSTOMER has its principal place of business, and the Parties hereby submit to such jurisdiction, hereby agrees to accept service of process by certified mail or overnight international delivery services and hereby waives any jurisdictional or venue defenses otherwise available with respect thereto.
- 11.4. **Severability.** In the event any term of this Agreement is found by any court to be void or otherwise unenforceable, the remainder of this Agreement shall remain valid and enforceable as though such term were absent upon the date of its execution.
- 11.5. **No Waiver.** No waiver of any rights arising under this Agreement shall be effective unless in writing and signed by the Party against whom such waiver is sought to be enforced. No failure or delay by either Party in exercising any right, power or remedy under this Agreement shall operate as a waiver of any such right, power or remedy.
- 11.6. **Entire Agreement.** This Agreement, Terms of Service, along with any attachment, addendum, and exhibits sets forth the entire understanding of the Parties with respect to the subject matter hereof. Except as provided herein, this Agreement shall not be amended or modified except by written instrument duly executed by authorized signatories of both Parties. Any and all previous Agreements, representations and understandings between the Parties regarding the subject matter hereof, whether written or oral, are superseded by this Agreement and of no further force and effect. For the avoidance of doubt, CUSTOMER acknowledges and agrees that the terms of this Agreement may be updated from time to time by COLLECTIVE DATA regarding the Terms of Service required of individual users, which updated terms shall be provided at [<https://COLLECTIVE DATA.com/terms-of-use>] or otherwise noticed to individual users upon access to the COLLECTIVE DATA Product.
- 11.7. **Force Majeure.** Neither Party will be liable for inadequate performance to the extent caused by a condition (for example, natural disaster, act of war or terrorism, riot, labor condition, governmental action, pandemic, and Internet disturbance) that was beyond the Party's reasonable control.
- 11.8. **Counterparts.** This Agreement may be executed in multiple counterparts, including facsimile, PDF, or other electronic copies, each of which shall constitute an original and all of which taken together shall constitute one and the same Agreement.
- 11.9. **Notice.** Notices under this Agreement shall be in writing and sent via U.S. Express Mail or private express courier services or by email (with receipt confirmed) and will be effective upon receipt at the address stated in the Order Form (unless the Parties are notified in writing of a change in address, in which case notice will be sent to the new address). Notwithstanding the foregoing, notice provided to CUSTOMER from COLLECTIVE DATA through COLLECTIVE DATA's web-based online portal directly to CUSTOMER with a copy via e-mail shall be considered prior notice, including "written" notice pursuant to this Section 12.9 and throughout this Agreement.

[Balance of Page Blank]

In witness whereof, the Parties have executed this Agreement by their duly authorized representatives:

COLLECTIVE DATA, INC.	CUSTOMER:
By: 	By: _____
Print Name: <u>Derek Siddell</u>	Print Name: _____
Title: <u>Sales Development Rep</u>	Title: _____
Date: <u>8-19-22</u>	Date: _____

Appendix A
[Quote 8-10-22](#)

CITY of LANSING

INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor

FROM: Stephanie Robinson, Senior Buyer

DATE: Oct. 17, 2022

SUBJECT: Sole Source – TMI Compressed Air Systems

The Public Services Department – WWTP Division requests that TMI Compressed Air Systems be designated as a Sole Source vendor for the purchase of two replacement air compressors for the Aurelius Air Injection Station.

Please see the attached letter from William Brunner, R. Keith Moss and Andrew Kilpatrick regarding the request.

Based on the attached letter we recommend issuing a sole source purchase order to TMI Compressed Air Systems the amount of \$ 18,350.00 from the account 590.453671.746104.0.

Attachment

Date: _____

Approved _____ Denied _____

Andy Schor, Mayor

CITY of LANSING

INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor
FROM: Stephanie Robinson, Senior Buyer
DATE: October 25, 2022
SUBJECT: Sole Source Purchase – TMI Air Compressed Systems

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 - WWTP
Vendor: TMI Air Compressed Systems
Item Purchased: Replacement of two Air Compressors for Aurelius Air Injection Station
Dollar Amount: \$ 18,350.00

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).

sr

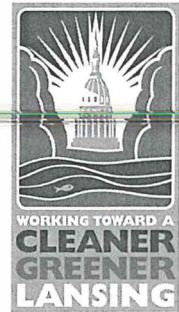


Andy Schor, Mayor

**PUBLIC SERVICE
DEPARTMENT**

Wastewater Division
1625 Sunset Avenue
Lansing, Michigan 48917
(517) 483-4404
FAX: (517) 483-4536

<http://publicservice.cityoflansingmi.com/pubwater/>



TO: Stephanie Robinson, Senior Buyer

FROM: William H. Brunner, P.E., Plant Engineer 

DATE: September 28, 2022

**SUBJECT: Request for Procurement from the Original Equipment Manufacturer:
Air Compressor for the Aurelius Air Injection Station**

This request is to procure two replacement Sullair air compressors for the Aurelius Air Injection Station for \$18,350. A quote from TMI Compressed Air Systems (TMI) and a letter from Sullair stating that TMI is its only authorized distributor in the greater Lansing area are attached.

The Aurelius Air Injection Station injects air into the force main that runs along Jolly Road from Okemos Road to a manhole just west of Aurelius Road. This injected air acts to reduce odors and excessive corrosion in the sewer system.

The air compressors in the Aurelius Road Air Injection Station are over 20 years old. They are beyond their useful life and need to be replaced. The air compressors are part of an integrated Sullair compressed air system in which they are mounted on top of a compressed air holding tank.

Funding for this request is included in the FY22 budget, in the following account:

\$18,350 590-453671-746104-0 WWTP Pumping Stations, Capital Maintenance

Please contact me at -4018 if you have any questions regarding this procurement request.

Approved: _____

 
R. Keith Moss, Wastewater Superintendent

Approved: _____


Andrew Kilpatrick, P.E., Director of Public Service



September 28, 2022

City of Lansing, Michigan
Public Service Department- Wastewater Division
1625 Sunset Avenue
Lansing, Michigan 48917
Attn: William H. Brunner, P.E.

Re: Sullair Distributor

Dear Mr. Brunner,

Please let this correspondence serve as recognition that TMI Compressed Air Systems, Inc. is the only authorized distributor for Sullair stationary compressors, air treatment products, vacuum systems, and the associated parts, service and warranty support in the greater Lansing area.

For over 55 years, Sullair has been at the forefront of compressed air technology and has cemented its position as the industry's manufacturing leader in compressed air solutions. We are proud to partner with innovative, client-focused companies like Diversified Air Systems. Sullair values the strong relationship with Diversified and is confident in their ability to service our mutual end users for years to come.

Thank you for allowing Sullair and TMI Compressed Air Systems, Inc. the opportunity to earn your business.

Regards,

A handwritten signature in black ink, appearing to read 'Susan M. Donovan', is positioned above the printed name.

Susan M. Donovan
Director, Channel Management
Sullair LLC

**CITY OF LANSING**

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

TO: TMI COMPRESSED AIR SYSTEMS INC
2626 SANFORD AVE SW
GRANDVILLE, MI 49418

PURCHASE ORDER	
P.O. NUMBER	P088279
DATE	10/19/22
VENDOR I.D.	V000296
DELIVERY DATE	
FOB	Destination
REQUISITION NO	PR017241
OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LIST AND CORRESPONDENCE.	

PHONE# (616) 791-9464 FAX# (616) 791-9464

Page 1 of 1

DELIVER ITEMS TO:

PUBLIC SERVICE WASTEWATER TREATMENT PLANT
1625 SUNSET AVE
LANSING, MI 48917

SEND INVOICE TO:

PUBLIC SERVICE WASTEWATER TREATMENT
1625 SUNSET AVE
LANSING, MI 48917

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
001	SULLAIR MODEL ES6-7.5-H ROTARY SCREW AIR COMPRESSOR, AIR COOLED	2	EA	9,175.00	18,350.00
				TAX	0.00
THE ARTICLES SPECIFIED ARE SUBJECT TO THE FOLLOWING CONDITIONS:				TOTAL	18,350.00

- Goods other than those specified on this order must not be substituted or prices changed without authorization.
- 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.



Equipment Quote

QO#-37595

August 24, 2022

Customer: City of Lansing WWTP
Address: 1625 Sunset Ave,
Lansing, MI, 48917
Contact: Rick Stoddard

TMI Rep: Harry Sprangel
Lead Time: 24-26 Weeks
F.O.B: Factory
Terms: Net 30

QTY	MODEL	DESCRIPTION	PRICE EACH	TOTAL
2.00	UCS-ES6-7.5H	Sullair Model ES6-7.5-H Rotary Screw Air Compressor, Air Cooled, 28cfm@125psi, 460/3/60 Voltage, Open Unit	\$9,175.00	\$18,350.00

GRAND TOTAL	\$18,350.00
--------------------	--------------------

INCLUSIONS	EXCLUSIONS

CITY of LANSING

INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor
FROM: Stephanie Robinson, Senior Buyer
DATE: August 24, 2022
SUBJECT: Sole Source Purchase – MTech – The Safety Company

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 – Fleet Division
Vendor: MTech Company – The Safety Company
Item Purchased: 2021 Ford F550 – Cues Mainline Sewer Inspection Truck
Dollar Amount: \$ 238,488.00 from 6433623.978000

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: THE SAFETY COMPANY LLC
7401 FIRST PLACE SUITE G
CLEVELAND, OH 44146

PURCHASE ORDER	
P.O. NUMBER	P088127
DATE	08/18/22
VENDOR I.D.	V008868
DELIVERY DATE	
FOB	
REQUISITION NO	PR017063
OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LIST AND CORRESPONDENCE.	

PHONE#

FAX#

Page 1 of 1

DELIVER ITEMS TO:

PUBLIC SERVICE DEPT FLEET SERVICES
530 E SOUTH ST
LANSING, MI 48910

SEND INVOICE TO:

PUBLIC SERVICE DEPT FLEET SERVICES
530 E SOUTH ST
LANSING, MI 48910

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
001	1EA. 2021 FORD F550 WITH16' HIC, TVO, CCTV INSPECTION SYSTEM, PER SPECIFICATION QUOTED BY MTECH/CUES DATED ON 8/16/2022 TO THE CITY OF LANSING.	1	EA	238,488.00	238,488.00
002	TRADE IN VALUE ON PS199, VIN 1GDE4E1E73F507234 PER ALL TERMS QUOTED ON 8/16/2022 FROM MTECH/CUES AND THE CITY OF LANSING.	1	EA	-10,000.00	-10,000.00
				TAX	0.00
				TOTAL	228,488.00

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

CITY of LANSING
INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor
FROM: Stephanie Robinson, Senior Buyer
DATE: August 18, 2022
SUBJECT: Sole Source – MTech Company

The Public Service Department - Fleet Division requests that MTech Company be designated as a Sole Source vendor for the Purchase of a CUES Mainline Sewer Inspection Truck.

Please see the attached letter from Carl Denison and Andrew Kilpatrick regarding the request.

Based on the attached letter we recommend issuing a sole source purchase order to MTech Company, in the amount of \$ 238,488.00 from account 6433623.978000 per the request of the Public Service Department - Fleet Division.

Attachment

Date: 8-18-22

Approved X Denied _____


Andy Schor, Mayor



Andy Schor, Mayor

MEMORANDUM

TO: Stephanie Robinson, Purchasing Department - Senior Buyer
FROM: Carl Denison, Fleet Manager
DATE: August 17, 2022
SUBJECT: Sole Source – MTECH-CUES Mainline Sewer Inspection Truck- CAMERA TRUCK.

Fleet is requesting a sole source purchase order for the purchase of a 2021 Ford F550 CUES Mainline Sewer Inspection truck. Through MTECH the only CUES factory authorized dealership for the State of Michigan.

CUSE equipment is the only equipment that is compatible with our current operating system and equipment.

CUES Mainline Sewer inspection truck meets all the City of Lansing requirements needed to operate with our current operating system. (Cameras and software) Thus, saving the city over \$60K. The purchase of this truck will reduce the city's cost of maintaining our current 20-year-old sewer inspection truck.

CUES/MTECH is one of the few dealers to have a stock unit that is available for delivery within 30 to 60 days of receiving purchase order. Lead times on these types of projects can run up to 24 to 36 months.

With the overall increase, we have seen 27% increase in pricing in less than one calendar year. It is in the city best interest to purchase this current stock unit.

Should you need further information, I can be contacted at 517-483-6625.

Sincerely,

Carl Denison
Public Service Department
Fleet Manager

"The Standard of the Industry"



3600 Rio Vista Avenue
Orlando, Florida 32805
(407) 849-0190
(407) 425-1569 (Fax)

August 12, 2022

RE: MTech Company, Sole Source for CUES Products

Dear Sir:

This letter is for the purpose of confirming that MTech Company, is the sole CUES factory authorized dealership for the State of Michigan for CUES spare parts, service, repairs trouble shooting, and major unit equipment purchases. Contact information is as follows:

M Tech Company
7401 First Place
Cleveland, OH 44146
Phone: 440-646-0996

Contact for Sales: Scott Silberzahn
Cell: 616-460-7601
Email: scott@MTechCompany.com

I can be reached at 800-327-7791, Ext. 325, should you need further information.

Sincerely,



Frank Iannotti
Regional Sales Manager

Corporate Office:

3600 Rio Vista Avenue, Orlando, FL 32805 • Telephone (407) 849-0190 / (800) 327-7791 • Fax (407) 425-1569



Andy Schor, Mayor

MEMORANDUM

TO: Marilyn Chick, Purchasing Department
FROM: Carl Denison, Fleet Manager
DATE: August 17, 2022,
SUBJECT: Purchasing Recommendation – 2021 Ford Cues Camera Truck

Fleet Services would like to purchase the following vehicle from MTECH under Sole Sourcing.

Description	Quantity	Price Each
2021 Ford CUES Camera Truck See Attached Spec.	1	\$238,488.00
Trade In – 2003 GMC 4500HD Camera Truck PS199 – Vin # 1GDE4E1E73F507234	1	-\$10,000.00

Funding is available for this purchase in account 6433623.978000 for a total of \$238,488.00

APPROVED BY:


Carl Denison, Fleet Manager

Dated: 08/17/2022


Andy Kilpatrick, Public Service Director

Dated: 08/17/2022

V008868



Specifications for: City of Lansing, MI Date: 8/16/2022
Dealer: MTech Company * This unit is subject to prior sale



Equipment to be Supplied: Cues Pre-Built Mainline Sewer Inspection Truck
Delivery: 30 Days ARO
Terms: Net 30

NEW DEMONSTRATOR POOL 1030 2021 FORD F550 DIESEL 16' HIC TVO RDY CCTV INSPECTION SYSTEM

NOTE: "THE CHASSIS, GENSET, AND ANY OTHER ITEMS NOT MANUFACTURED BY CUES" ARE COVERED BY IF ANY REMAINING MANUFACTURES WARRANTIES ONLY. ALL CUES MANUFACTURED ITEMS ARE COVERED FOR ONE FULL YEAR. DEMO TRUCKS ARE IN A LIVE INVENTORY NETWORK AND CAN BE SOLD AT ANYTIME

Component List:

- 1 **FORD F-550 DIESEL CAB CHASSIS 205" WB 2X4 CHASSIS ESTIMATED MILEAGE: 350**
 - 1 6.7L V8 Diesel Engine
 - 1 6-Speed Automatic Transmission
 - 1 19,500 lb. GVWR
 - 1 205" Wheel Base
 - 1 Cab Air Conditioner
 - 1 AM / FM Radio
- 1 **16' CARGO BOX FOR CAB/CHASSIS**
 - 1 LED Light Package Includes Body Clearance and Stop / Tail / Turn
 - 1 Full Width Barn Doors with CAM (Pipe) Locks on Each Door
 - 2 Laminated Steel Lock
 - 1 Kemlite Covering on Inside Rear Doors
 - 1 Back Up Alarm
- 1 **STORAGE DRAWER/POWER BOOM CRANE DEPLOYMENT SYSTEM**
- 1 **KIT,1 DRAWER UNDER CRANE,F/LAMP II**
- 1 **KIT,SEE BUMPER,EVO 3**
- 1 **KICKPLATE TRANSPORTER STORAGE**
 - 1 Lockable Storage Compartment for Camera and Transporter
 - 1 Sliding Drawer
 - 1 Notch in rear door threshold of body for TV cable to pass through to transporter storage drawer
- 1 **KICKPLATE 2 DRAWER STACK ALUMINUM STORAGE**
- 1 **BACK-UP COLOR CAMERA SYSTEM [CHASSIS]**
- 1 **TV HIGH CUBE VAN EXTERIOR LIGHTING & CONTROL ROOM - EVOLUTION 3.0 TO INCLUDE:**
 - 2 Amber LED Strobe Warning Beacons
 - 2 Adjustable LED Floodlights Rear of Vehicle Area Illumination
 - Control Room Interior:
 - 1 Lonseal Lonplate Flooring
 - 1 Kemlite Wall & Ceiling Covering
 - 1 Bulkhead Wall With Passage Door From Control Room to Equipment Room



Specifications for: City of Lansing, MI

Date: 8/16/2022

Dealer: MTech Company

* This unit is subject to prior sale



- 1 Tinted Viewing Window in Bulkhead Wall
- 1 Tinted Viewing Window in Bulkhead Door
- 1 Above Desk Control Console with Rack Mount for Electronic Equipment
- 1 Desktop / Work Area
- 1 12V High Intensity LED Light Fixture
- 2 Electrical Outlet with Dual Receptacles
- 1 Fire Extinguisher with Bracket, 10BC Rating
- 1 Operators Chair, Swivel With Casters
- 1 Breaker Box Storage Area with Locking Positive Latch

1 LOCK SET,LAMINATED STEEL

1 ROOF TOP AIR CONDITIONER, 13,500 BTU WITH HEAT STRIPCONTACT VA IF MULTIPLE UNITS ARE REQUIRED TO CONFIRM POWER REQUIREMENTS****

1 WALL MOUNTED ELECTRIC HEATER

1 WALL MOUNTED ELECTRIC HEATER HOUSING

1 CURBSIDE DOOR FOR EVO 3.0

1 SIDE DOOR STEPS

1 BENCH SEAT IN VIEWING ROOM

1 CUSHION FOR BENCH SEAT

1 CLOSET IN VIEWING ROOM

1 TV HI-CUBE VAN EQUIPMENT ROOM INTERIOR - EVOLUTION 3.0 TO INCLUDE:

- 1 Lonseal Lonplate Flooring
- 1 Kemlite Wall & Ceiling Covering
- 1 Electrical Outlet with Dual Receptacles
- 1 12V High Intensity LED Light Fixture
- 1 15 Minute Courtesy Timer Located at Rear Door Area for 12V LED Interior Lights

1 MULTI-OUTLET WORKSTATION WITH LIGHTS AND USB PORTS

1 20-GALLON WASHDOWN SYSTEM TO INCLUDE:

- 1 20-Gallon Fresh Water Tank
- 1 Electric Water Pump
- 1 Retractable Hose Reel with 25' Water Hose and Nozzle

1 UPPER AND LOWER STORAGE CABINET IN EQUIPMENT ROOM

- 1 Lower Storage Cabinet / Work Top with Sink and Faucet
- 1 Upper Wall Mounted Storage Cabinet

1 PACK RAT DRAWER UNIT FOR EQUIPMENT ROOM LOWER CABINET



Specifications for: City of Lansing, MI

Date: 8/16/2022

Dealer: MTech Company

* This unit is subject to prior sale



- 1 5-DRAWER TOOL CHEST, MODULINE
- 1 4 1/2" VISE, BENCH MOUNT
- 1 FIRST AID KIT
- 1 UNIVERSAL PAPER TOWEL HOLDER IN EQUIPMENT ROOM
- 1 32" REAR FLAT SCREEN MONITOR MOUNTED IN BULKHEAD WALL
 - 1 Flat Screen Monitor
 - 1 Cable Assembly - Video Monitor to Monitor in Control Room
 - 1 Electrical Outlet
- 1 7500 WATT QUIET DIESEL ONAN GENERATOR HOURS: NEW
 - 1 120 Volt 60 HZ 7500 Watt (Minimum) Commercial Grade "Quiet" Generator
 - 1 Diesel Powered
 - 1 Electric Start
- 1 GENERATOR COMPARTMENT [UNDER CHASSIS MOUNT]
 - 1 Generator Storage Compartment with Lockable External Access Door
 - 1 Commercial Power Supply Receptacle, 25' Cord, and Plug
 - 1 Electrical Supply Center with Circuit Breaker Box
 - 1 Commercial power and Generator Power Connectors
 - 1 Automatic Power Transfer Switch
- 1 SYSTEM ENGINEERING PANEL, FOR POWER INFORMATION AND GENERATOR FUNCTIONS, RACK MOUNTED, TO INCLUDE:
 - 1 Four Function AC Power Meter displaying Critical Power Information including:
 - 1 Voltage
 - 1 Hertz
 - 1 Amperage
 - 1 Active Power (Watts)
 - 1 Front panel Selector Switch for two modes of operation:
 - 1 Fixed reading
 - 1 Continuous Auto-cycling
 - 1 Generator Battery Meter to Display Starting and Charging Voltage
 - 1 Generator Hour Meter
 - 1 Generator Remote Start/Stop Control Switch
 - 1 On/Off Switch for Emergency Warning beacons (Switch to Illuminate When On)
- 1 CUSTOMER TO RE-USE EXISTING OZIII CAMERA
- 1 CUSTOMER TO RE-USE EXISTING COMPACT PIPE RANGER
- 1 QUICK CABLE LOCK PIGTAIL COUPLER KIT
- 1 CABLE ASSY TEST TB319
- 1 TV REEL ASSEMBLY FOR, MECHANICAL FOOTAGE FOR SUMMIT .450 CABLE W/AUTO PAYOUT DUC
 - 1 Black Thermoplastic Powder Coated Frame
 - 1 Power Levelwind & Multi Ratio Manual Transmission



Specifications for: City of Lansing, MI

Date: 8/16/2022

Dealer: MTECH Company

* This unit is subject to prior sale



- 1 Automatic Cable Payout System
- 1 Footage Meter with Local Counter and Remote Electronic Counter
- 1 Transmission Control at Viewing Station
- 1 Local Reel Mount Electrical and Mechanical Control
- 1 Sealed Continuous Contact Collector Assembly
- 1 Sealed Continuous Contact Video Connection
- 1 Removable Drip Pan for Cleaning

1 1500' CABLE ASSEMBLY, M/C 12PIN METAL

- 1 1500' Gold Multi Conductor Kevlar Fiber Armored Combination TV Transmission / Tow Cable
- 1 .450 Diameter
- 1 Metal Splice Chamber with Pigtail
- 1 Cable Strain Relief

1 PCU ASSEMBLY [RACK MOUNT]

1 CCU ASSEMBLY [RACK MOUNT]

- 1 Alpha Numeric Information Display, with Multi Paging and Defect Coding
- 1 Remote "QWERTY" Keyboard
- 1 On Screen Footage Display

1 WIRELESS CONTROLLER

- 1 Joystick Control for Pan and Tilt Zoom Camera to Include:
 - 1 360 Degree Rotate
 - 1 330 Degree Optical Pan
- 1 Joystick Control for All Steering Functions & Forward / Reverse Directions for Transporter
- 1 Camera Lift Control for Optional Electronic Camera Lift
- 1 All Other Controls for Camera to Include:
 - 1 Camera Iris and Focus Override & Zoom
 - 1 Camera Lights & Shutter Control for Light Enhancement
 - 1 Camera Diagnostics & Auto Home
- 1 Cruise Control to Set Speed of the Transporter for Hands Off Operation
- 1 All Reel Controls to Include: Retrieve, Release, and Variable Speed [Excluding Dolly Systems]

1 WIRED USB CONTROLLER

- 1 Joystick Control for Pan and Tilt Zoom Camera to Include:
 - 1 360 Degree Rotate
 - 1 330 Degree Optical Pan
- 1 Joystick Control for All Steering Functions & Forward / Reverse Directions for Transporter
- 1 Camera Lift Control for Optional Electronic Camera Lift
- 1 All Other Controls for Camera to Include:
 - 1 Camera Iris and Focus Override & Zoom
 - 1 Camera Lights & Shutter Control for Light Enhancement
 - 1 Camera Diagnostics & Auto Home
- 1 Cruise Control to Set Speed of the Transporter for Hands Off Operation
- 1 All Reel Controls to Include: Retrieve, Release, and Variable Speed [Excluding Dolly Systems]

1 BRACKET, LOGITECH CONTROLLER, K2

1 8.7" MINI KEYBOARD

1 SHORTING PLUG



Specifications for: City of Lansing, MI

Date: 8/16/2022

Dealer: MTech Company

* This unit is subject to prior sale



- 2 19" (MINIMUM) FLATSCREEN COLOR INDUSTRIAL TV MONITOR NTSC / PAL COLOR STANDARDS
- 2 MOUNTING HARDWARE FOR MONITOR to include Bracket(s), and / or Mount(s), and Miscellaneous hardware required to secure monitor for optimal safety and viewing.
- 1 NO GNET COMPUTER INSTALLED
- 1 CUSTOMER TO TRANSFER EXISTING GNET COMPUTER & LICENSE
- 1 ALL NECESSARY CABLING AND COMPONENTS TO COMPLETE THE INTERFACE BETWEEN THE DATA ACQUISITION SYSTEM, PERIPHERALS, AND THE VIDEO INSPECTION EQUIPMENT
- 1 KEYBOARD AND MOUSE COMBO,WIRED
- 1 INKJET PRINTER
- 1 KIT,UPS,BELOW MOUNT TO INCLUDE THE FOLLOWING:
 - 1 Input 120-Volt / Output 120-Volt
 - 1 Cord Management Straps
- 1 TVO SYSTEM SELECT INSTALLED ON TRUCK
- 1 KIT,DOWNHOLE,STD
 - 1 Toproller Assembly, Manhole, TV Only, Al
 - 1 Claw Hook, Manhole Adapter, f/WT319
 - 1 Hook Assembly, Retrieval (SNG,L,SHTY/LMP/PR)
 - 6 Pole Assembly, Retrieval / Downhole tl,58"
 - 1 Roller Assembly, Invert f/ WT319
- 1 TIGER TAIL
- 1 30" MANHOLE HOOK
- 1 MULTI CONDUCTOR TV ONLY TOOL KIT
 - 1 Milliampmeter Tool
 - 1 Electrical Tape
 - 1 Needle Nose Pliers
 - 1 Six-In-One Screwdriver
 - 1 6" Adjustable Wrench
 - 1 Anti Seize Grease
 - 1 9-Piece Allen Wrench kit
 - 1 Solder Iron Kit
 - 1 Pliers
 - 1 5/32 T-Handle Hex Wrench
- 1 NO TRAINING REQUIRED
- 1 TRUCK DELIVERY-MICHIGAN
- 1 ADDITIONAL 8 STROBE LIGHTS INSTALLED
 - 2 Front Strobe Lights
 - 2 Rear Strobe Lights
 - 2 Curb Side Strobe Lights
 - 2 Street Side Strobe Lights

*** Pricing Continues on Next Page**



Specifications for: City of Lansing, MI Date: 8/16/2022
Dealer: MTech Company * This unit is subject to prior sale



Pricing Summary:

Base Price: \$238,488.00
Trade-In: -\$10,000.00* **
Total Price: \$228,488.00

* Trade-In Details: 2003 GMC 4500HD Chassis (73,373 Miles) w/Cues K2/Summit Mainline Inspection Package Upfit. Trade-in includes all original equipment supplied by Cues in 2014 retrofit **except for the following items:** Steerable Pipe Ranger Transporter & Accessories, OZII Camera, and Rack Mount Computer w/GraniteNet Inspection Software.

** Trade-In Terms: Customer must turn their old equipment over to MTech in complete working condition upon delivery of their new truck. All repairs must be completed and any wear and tear items must also be repaired or replaced at customer's expense prior to turning equipment into MTech. MTech reserves the right to perform an on-site inspection of the equipment being traded in prior to delivery and may deduct the cost of any outstanding repairs needed from the trade-in value owed to the customer at our sole discretion.

**CITY OF LANSING**

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

TO: THE SAFETY COMPANY LLC
7401 FIRST PLACE SUITE G
CLEVELAND, OH 44146

PURCHASE ORDER	
P.O. NUMBER	P088127
DATE	08/18/22
VENDOR I.D.	V008868
DELIVERY DATE	
FOB	
REQUISITION NO	PR017063
OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LIST AND CORRESPONDENCE.	

Page 1 of 1

PHONE#

FAX#

DELIVER ITEMS TO:

PUBLIC SERVICE DEPT FLEET SERVICES
530 E SOUTH ST
LANSING, MI 48910

SEND INVOICE TO:

PUBLIC SERVICE DEPT FLEET SERVICES
530 E SOUTH ST
LANSING, MI 48910

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
001	1EA. 2021 FORD F550 WITH16' HIC, TVO, CCTV INSPECTION SYSTEM, PER SPECIFICATION QUOTED BY MTECH/CUES DATED ON 8/16/2022 TO THE CITY OF LANSING.	1	EA	238,488.00	238,488.00
002	TRADE IN VALUE ON PS199, VIN 1GDE4E1E73F507234 PER ALL TERMS QUOTED ON 8/16/2022 FROM MTECH/CUES AND THE CITY OF LANSING.	1	EA	-10,000.00	-10,000.00
TAX					0.00
TOTAL					228,488.00

THE ARTICLES SPECIFIED ARE SUBJECT TO THE FOLLOWING CONDITIONS:

- Goods other than those specified on this order must not be substituted or prices changed without authorization.
- 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

FROM: Stephanie Robinson, Senior Buyer

DATE: November 10, 2022

SUBJECT: Sole Source – Plante Moran

The Finance Department requests that Plante Moran be designated as a Sole Source consultant for Assistance in Filings of Federal E Filing and Printing/Mail Service.

Please see the attached letter from Desiree Kirkland regarding the request.

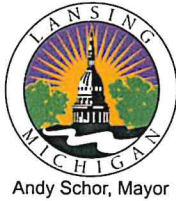
Based on the attached letter we recommend issuing a sole source purchase order to Plante Moran, in the amount of \$ 16,500.00 per the request of the Finance Department.

Attachment

Date: _____

Approved _____ Denied _____

Andy Schor, Mayor



FINANCE DEPARTMENT
124 W Michigan Ave., 8th Floor
Lansing, Michigan 48933
517.483.4500

To: Andy Schor, Mayor

From: Desiree A. Kirkland, Finance Director

Date: November 10, 2022

Subject: Sole Source Procurement 206.05(c)(3): Special Services Or Facilities Are Required—Plante Moran

Please let this memo serve as justification for obtaining a sole source contract with Plante Moran for the period beginning on the "Contract Effective Date" of December 1, 2022, and ending on April 31, 2023. The cost of this agreement is \$16,500.00.

It's that time of the year again when the City is required to furnish and file Forms 1094-C and 1095-C to remain in compliance with the Affordable Care Act (ACA) reporting requirements as defined by IRS §6055 and §6056. This year's reporting requires Applicable Large Employers (ALEs) to furnish forms 1094-C and 1095-C by March 2, 2023. We need to begin preparations now so that we can ensure compliance by the March 2021 filing date.

Plante Moran has specialized knowledge and expertise regarding the City's payroll and finance system, based on their history in assisting the City with filing prior years Forms 1094-C and the 1095-C.

I respectfully request that you grant approval for this sole source contract. Please contact me if you have any questions.

Desiree A. Kirkland

HCM FILE – END USER LICENSING AGREEMENT:

CUSTOMER INFORMATION

Contact Name: Jeff Scharnowske
Controller
Company: City of Lansing
Address: 124 West Michigan Ave.
City/State/Zip: Lansing, MI 48933

Contract Effective Date: 12/1/2022

SERVICE PURCHASED	DESCRIPTION AND FEE STRUCTURE	ANNUAL TOTAL*
Full Service with federal E-Filing and print/mail service – TAX YEAR 2022	See HCM File proposal attached	\$16,500.00

Payment terms and conditions apply to all fees and services rendered.

Customer Agreement and the Subscription Services Terms and Conditions attached constitute the entire agreement between the parties with respect to this order and supersedes all prior communications oral or written. The individual who has signed below has the authority to place this order on behalf of the company identified above and to commit the company to payment of the associated charges.

Plante Moran Group Benefit Advisors II, LLC



BY:

Jonathon Trionfi
Co-President

By: _____
Authorized Customer Signature

Name (printed)

Title



HEALTH COST MANAGER SUBSCRIPTION SERVICES TERMS AND CONDITIONS

These Subscription Services Terms and Conditions and each Customer Agreement submitted by You (the company identified as the "Customer" on the Customer Agreement) and accepted by Plante Moran Group Benefit Advisors II, LLC ("Us" or "We") constitute the "Agreement" for Your access to the subscription services described on the Customer Agreement(s) ("Subscription Services").

1. Services.

You subscribe to the Subscription Services and We grant to You a non-exclusive, non-transferable, non-assignable license to access and use the Subscription Services solely for Your internal use by Your Users to manage and communicate Your information with Your employees. You are only authorized to access and use the Subscription Services identified on a fully executed Customer Agreement during the Term identified. We may update, enhance, or modify the Subscription Services from time to time to include new features, improve functionality, and address customer feedback without notice. You shall maintain a copy of all computer software applications required to access the Subscription Services on computers owned or operated by You. You will not be entitled to receive a copy of the software used to provide the Subscription Services. We may make available end-user instructions for use and operation of the Subscription Services ("Documentation") electronically or otherwise, and You and the individuals you authorize to access the Subscription Services ("Users") may use the Documentation only in connection with use of the Subscription Services.

2. Reservation of Rights.

All rights granted in this Agreement are a license, not a sale. We reserve all rights not expressly granted in this Agreement. You may not, and will not permit any third party to, copy, modify, adapt, or create derivative works of the Subscription Services or Documentation, remove any copyright or other proprietary rights notices, or disassemble, decompile, decrypt, or reverse engineer, or otherwise attempt to discover or replicate source code for the Subscription Services.

3. Services.

We will make available certain consulting and professional services to You as mutually agreed upon in writing from time to time. We will provide such services pursuant to Our then current rates unless otherwise mutually agreed upon in writing.

4. Login Information.

Each of Your Users will be required to provide password and login identification ("Login Information") in order to access the Subscription Services. You are fully responsible for all uses of the Login Information attributable to You and Your Users. You will (i) protect the confidentiality of all Login Information, (ii) require Login Information for each User; (iii) notify Us of any breach of the confidentiality of any Login Information, and (iv) update and maintain current the Login Information in a manner to notify Us if any individual is no longer authorized to use the Login Information or misuses the Login Information. You will not provide Login Information to any person that is not Your User, employee or contractor. Without liability or limiting any other remedies available to Us, We reserve the right to suspend or terminate access by any User accessing the Subscription Services under user/login rights granted to You if such use represents a breach of the terms and conditions of this Agreement or security risk to Our systems.

5. Your Data.

In order to utilize the Subscription Services as intended, You are responsible to provide information and data for inclusion in the Subscription Services ("Your Data") and as otherwise described in this Agreement. You grant Us the right to copy, transmit and use Your Data in connection with providing the Subscription Services or other services You order. We acknowledge that Your Data constitutes Your Proprietary Information. You grant Us a limited license to access, copy, display, reproduce, and transmit Your Data solely for the purpose of providing the Subscription Services and performing Our obligations under this Agreement, and You represent and warrant that You are authorized to provide Your Data to Us for these purposes. Additionally, We may use the Your Data in an aggregated manner without identifying You or Your employees for purposes of optimizing

the Subscription Services or providing information to Our prospective customers, investors or advisors.

6. Your Obligations.

You represent and warrant that (a) You will provide all information reasonably necessary for Our provision of the Subscription Services and to allow You and Your Users to use the Subscription Services as intended; (b) You and Your Users are authorized to provide all data and information submitted to the Subscription Services and other of Your Data that may be relevant to Us; (c) You shall fully comply, and be and remain in compliance, with all applicable laws, rules and regulations; (d) You and each of Your Users shall be responsible for providing Your own Internet access (including all equipment, software and services required to obtain and maintain such access); and (e) the use of Your Data by Us as contemplated in this Agreement will not infringe the copyrights, patents, trademarks, service marks, trade secrets, confidential information or privacy right of any third party or constitute a defamation, invasion of privacy, or violation of any right of publicity or other third party right. You will use commercially reasonable efforts to implement reasonable physical, technical and administrative safeguards for Your information technology systems as required by law, including without limitation preventing any virus, Trojan horse, worm or other disabling code from being transmitted to or introduced into the Our systems.

7. Fees and Payment.

You will pay Us the fees for the Subscription Services and any other related services as specified on any Customer Agreement that You submit and We accept ("Subscription Fees"). Any services for which the fees are not set forth on a Customer Agreement shall be paid for at Our then-current time and materials rates unless otherwise agreed in writing by the parties. Except as otherwise set forth in a Customer Agreement, all amounts are due 10 days after invoice date and if not paid within thirty days of the invoice date will incur interest at 1.5% per month or the maximum rate under applicable law, if less. You will reimburse Us for out-of-pocket expenses reasonably incurred in rendering any services ordered hereunder, including without limitation, reasonable travel and transportation expenses, lodging, and meals. All amounts are exclusive of all sales, use, withholding, excise, value added, ad valorem or other similar taxes incurred or owed in connection with this Agreement and You shall pay any and all such taxes. You will not be responsible to pay for any taxes based solely on Our income.

8. Warranty; Disclaimer of Warranties.

We warrant to You that the Subscription Services shall materially comply with any specifications or Documentation We provide to You so long as the Subscription Services are used in accordance with the Documentation. We will repair or provide a workaround for any Subscription Services if We receive a written notice from You within the Warranty Period describing the warranty breach. The "Warranty Period" will be through April 1st following the date the applicable Subscription Service is first made available for Your use for production purposes, which We may also describe as the "Go-Live Date". This is Your exclusive remedy and Our sole and complete obligation with respect to the warranty for the Subscription Services. EXCEPT AS DESCRIBED IN THIS AGREEMENT, WE DISCLAIM ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY THAT THE SUBSCRIPTION SERVICES ARE FIT FOR A PARTICULAR PURPOSE, TITLE, MERCHANTABILITY, DATA LOSS, NON-INTERFERENCE WITH OR NON-INFRINGEMENT OF ANY INTELLECTUAL PROPERTY RIGHTS, OR THE ACCURACY, RELIABILITY, QUALITY OR CONTENT IN OR LINKED TO THE SUBSCRIPTION SERVICES. WE DO NOT WARRANT THAT THE SUBSCRIPTION SERVICES ARE SECURE, FREE FROM BUGS, VIRUSES, INTERRUPTION, ERRORS, THEFT OR DESTRUCTION. WE DISCLAIM ANY REPRESENTATIONS OR WARRANTIES THAT YOUR USE OF THE SOFTWARE WILL SATISFY OR ENSURE COMPLIANCE WITH ANY LEGAL OBLIGATIONS OR LAWS OR REGULATIONS. You acknowledge that transmission of information via the Internet is not secure, and third parties out of Our control provide access to and maintain Internet connectivity for You to access and use the Subscription Services. We are not responsible for any interception or corruption of information or data during any transmission over the Internet or any related telecommunications network or at Your network access point. We expressly disclaim any and all liability related to Your use of such telecommunications services and related networks, including without limitation any erroneous transmissions, corruption or loss of data, or inability to access the Subscription Services as a result of telecommunications or Your equipment failure. No information contained in any of the Subscription Services or any process related

thereto constitutes legal or tax advice. You should obtain legal advice to ensure its compliance with laws applicable to its business.

9. Term.

The initial term of this agreement shall be for the period beginning on the "Contract Effective Date" and ending on the following April 31st.

10. Termination.

Either of us may terminate this Agreement (i) if the other commits a material breach of this Agreement that remains uncured thirty (30) days after written notice of such breach is delivered to the other, or (ii) immediately if the other assigns any of its assets to its creditors, or voluntarily or involuntarily petitions for the protection of bankruptcy court. Rights of termination are in addition to any other remedies available to the parties, at law or in equity. Upon any termination or expiration of this Agreement (i) All license rights shall immediately terminate and You and Your Users shall immediately cease use of the Subscription Services and We may immediately terminate You and Your Users access to the Subscription Services; and (ii) Amounts owed shall be immediately due and payable. (iii) Refunded amounts shall be determined on a case-by-case basis. The sections of this Agreement intended to survive shall continue past any termination of this Agreement. Upon Your failure to pay any amounts owed under this Agreement when due or material breach of this Agreement, You agree that, in addition to any other remedies available at law or equity, We may prevent You and Your Users' access to the Subscription Services. We will give You at least fifteen (15) days written notice prior to such suspension or termination. You acknowledge and agree that We will have no liability for any loss of access to the Subscription Services. We may exercise the rights prior to expiration of the thirty (30) day cure period set forth above. Any suspension or termination of access to the Subscription Services will accelerate any minimum amounts owed or fees due under this Agreement.

11. Confidentiality.

Each of us shall protect the non-public proprietary information and trade secrets of the other ("Proprietary Information") with the same standard of protection and care that it uses for its own Proprietary Information, but in no event less than reasonable care and diligence. Except as authorized in this Agreement or otherwise in writing by the disclosing party, neither of us shall disclose, publish, transmit or make available all or any part of such Proprietary Information except in confidence or a need-to-know basis to our own employees and third party contractors who have undertaken a written obligation of protection and confidentiality at least as protective as stated above, and shall not duplicate, transform or reproduce such Proprietary Information except as expressly permitted hereunder. Information will not be considered Proprietary Information to the extent that such information: (a) is already known to the receiving party free of any confidentiality obligation at the time it was obtained; (b) is or becomes publicly known through no wrongful act of the receiving party; (c) is rightfully received from a third party without restriction and without breach of this Agreement; or (d) is required to be disclosed by law or court order. In the event that either party is required by law or court order or regulatory authority to disclose any Proprietary Information, such disclosure may be made only after the other party has been notified and has had a reasonable opportunity to seek a court order or appropriate agreement protecting disclosure of such Proprietary Information. With regard to Trade Secrets, the obligations in this Section shall continue for so long as such information continues to be a Trade Secret. With regard to Confidential Information, the obligations in this Section shall continue for the term of this Agreement and for three (3) years thereafter.

12. Our Indemnity Obligations.

We agree to defend You and pay any and all amounts payable under any final judgment or verdict, or agreed to in a written settlement executed by such, resulting from any third party allegation against You that the Subscription Services directly infringe such third party's U.S. patent, U.S. copyright or U.S. trademark or misappropriate such third party's trade secret. Should Your use of the Subscription Services be determined to have infringed, or if, in Our judgment, such use is likely to be infringing, We may, at Our sole option and discretion: (i) procure for You the right to continue using the Subscription Services, or (ii) replace or modify them to make their use non-infringing while achieving substantially similar results. If neither of the above options is or would be available on a basis that We find commercially reasonable, We may terminate Your

license to the Subscription Services, You will cease using the Subscription Services and We will refund to the You any pre-paid and unused fees paid for such infringing Subscription Services. Our obligations under this section will be subject to Your providing prompt written notice of the claim; giving Us sole control of the defense and settlement of the claim (including selection of counsel); providing information reasonably available and assistance reasonably necessary to facilitate the settlement or defense of such claim and, to the extent permitted by law, making any of Your defenses available to Us. THIS SECTION 12 SETS FORTH YOUR EXCLUSIVE REMEDY AND OUR SOLE AND COMPLETE LIABILITY WITH RESPECT TO ANY CLAIMS OF INFRINGEMENT OR MISAPPROPRIATION.

13. Your Indemnity Obligations.

In addition to any other obligations of indemnity provided in this Agreement, to the extent allowable by law You agree to indemnify, defend and hold harmless Us, Our affiliates, and Our respective directors, officers, shareholders, employees and agents from and against any claims, actual and direct liabilities or damages, causes of action or injuries, together with costs and expenses, including reasonable attorneys' fees, arising out of or resulting from (a) any breach of this Agreement or any violation of law by You or Your representatives, or (b) any third party claim related to or that arises in connection with Your use the Subscription Services, except to the extent any such claim is subject to Section 12 or Our development efforts based upon Your Data or direction. Your indemnification obligation, if any is allowable by law, is subject to the following expressed limitations: it does not extend beyond the limitation placed on a municipality to indemnify another pursuant to law; it shall not abrogate nor diminish Your defense of governmental or sovereign immunity against any party, including Us, for claims unrelated to the possession or operation of the Subscription Services; it shall not entitle another party, including Us, to any claim to which the other party would not otherwise be entitled; and it shall not include Our sole negligence.

14. Limitations of Liability.

WE WILL NOT BE LIABLE FOR ANY INCIDENTAL, INDIRECT, SPECIAL, EXEMPLARY OR CONSEQUENTIAL DAMAGES, INCLUDING BUT NOT LIMITED TO LOST PROFITS, TIME, SAVINGS, DATA, OR GOODWILL, DAMAGES ARISING FROM USE OF OR INABILITY TO USE THE SUBSCRIPTION SERVICES OR OTHER PRODUCTS OR SERVICES, OR COST OF REPLACEMENT GOODS OR SERVICES, WHETHER FORESEEABLE OR UNFORESEEABLE, THAT MAY ARISE OUT OF OR IN CONNECTION WITH THE SUBSCRIPTION SERVICES, PRODUCTS, SERVICES OR OTHERWISE RELATING TO THE SUBJECT MATTER OF THIS AGREEMENT, REGARDLESS OF THEORY OF LIABILITY, EVEN IF SUCH DAMAGES WERE FORESEEABLE. EXCEPT FOR ANY DIRECT DAMAGES FOR BODILY INJURIES OR TANGIBLE PROPERTY DAMAGE PROXIMATELY CAUSED BY US, THE MAXIMUM AGGREGATE LIABILITY OF US IN ALL EVENTS SHALL BE LIMITED TO THE AMOUNT OF FEES YOU PAID TO US UNDER THIS AGREEMENT DURING THE TWELVE (12) MONTHS PRECEDING THE FIRST CLAIM.

15. Governing Law; Venue.

You acknowledge and agree that all actions or proceedings arising directly or indirectly, in connection with, out of, related to or from this Agreement shall be litigated, in courts having situs within the United States, state of Michigan, county of Ingham. You consent and submit to the jurisdiction of any such local, state or federal court located within such county.

16. Publicity.

You grant Us a royalty-free, limited, nontransferable (except in connection with an assignment of this Agreement), nonexclusive license during the term of this Agreement to use and display Your logos and trademarks in advertising materials, trade show materials and other literature; provided that We agree to comply with Your written guidelines delivered to Us from time to time. Either You or We may issue an initial press release announcing this relationship within ninety (90) days of execution of the Agreement. The party writing the press release will provide the other with a proposed copy of the press release at least ten (10) days prior to release for review. If the submitting party does not receive written comments within ten (10) days, the press release will be deemed approved. After such initial press release, neither of us will make any public statements or issue any press releases relating to this Agreement without the prior approval of the other.

17. General.

Our relationship with You is as an independent contractor, and this Agreement shall not be construed to create any employment relationship, partnership, joint venture, or agency relationship or to authorize either of our companies to enter into any commitment or agreement binding on the other. This Agreement shall be governed by and construed in accordance with the laws of the state of Illinois, without regard to its rules regarding conflict of laws. This Agreement and all rights and obligations may not in any event be assigned in whole or in part by either party without the prior written consent of the other, except our rights and obligations may be assigned without consent to another entity in connection with a reorganization, merger, consolidation, acquisition, or other restructuring involving all or substantially all of our voting securities and/or assets. Any attempted assignment in contravention hereof shall be void and of no effect. This Agreement shall be binding upon, and inure to the benefit of the parties, their legal representatives, successors, and assigns as permitted by this Agreement. Except for any payment obligations hereunder, neither party shall be liable for failure to perform any of its respective obligations hereunder if such failure is caused by an event outside its reasonable control, including but not limited to, an act of God, war, natural disaster, utility or telecommunications failure, or changes in governmental regulations. No delay or failure in exercising any right hereunder and no partial or single exercise thereof shall be deemed to constitute a waiver of such right or any other rights hereunder. No consent to a breach of any express or implied term of this Agreement shall constitute a consent to any prior or subsequent breach. No modifications, waivers, additions, or amendments to this Agreement shall be effective unless made in writing expressly references this Agreement and is signed by handwritten signature by duly authorized representatives of the parties. If any provision hereof is declared invalid by a court of competent jurisdiction, such provision shall be ineffective only to the extent of such invalidity, so that the remainder of that provision and all remaining provisions of this Agreement shall be valid and enforceable to the fullest extent permitted by applicable law. All notices required to be given hereunder shall be given in writing and shall be delivered either by hand, by certified mail with proper postage affixed thereto, or by overnight courier addressed to the signatory at the address set forth on the Customer Agreement, or such other person and address as may be designated from time to time in writing. All such communications shall be deemed received by the other party upon the earlier of actual receipt or actual delivery.

October 26, 2022

Jeff Scharnowske
Controller
City of Lansing
124 West Michigan Ave.
Lansing, MI 48933

RE: HCM File Quote – 6055/6056 Reporting Assistance

Dear Mr. Scharnowske:

It's that time of the year again when employers are required to furnish and file Forms 1094-C and 1095-C to remain in compliance with the Affordable Care Act (ACA) reporting requirements as defined by IRS §6055 and §6056.

This year's reporting requires Applicable Large Employers (ALEs) to furnish forms 1094-C and 1095-C by March 1, 2023. We need to begin preparations now so that we can help the City of Lansing comply by the March 1, 2023 (or March 31st if filing electronically) filing date.

Plante Moran Group Benefit Advisors II, LLC (PMGBA) has entered into an End User Licensing Agreement with HCM File to provide the software solution to successfully complete the 1094/1095 filings. The following describes the software solution, HCM File, and the services PMGBA will make available to the City of Lansing for the purpose of satisfying the ALE reporting requirement.

HCM File Process Overview

HCM File is a web and Excel based reporting solution that can be used to aggregate data from various sources (payroll, medical carrier/administrator, benefits administration software, etc.). This data is then used to properly code the forms 1094-C and 1095-C applicable to your organization. The process can be broken down into the following steps:

1. Create a list of full-time employees, retirees, and/or COBRA participants that must furnish a form 1095-C
2. Enter employer information in the HCM File web application
3. Define employee, retiree, and/or COBRA classes in the HCM File web application
4. Collect demographic information for employees, retirees, and/or COBRA participants

Jeff Scharnowske, Controller
City of Lansing

October 26, 2022

5. Collect medical plan coverage data for employees, retirees, and/or COBRA participants (including spouses/dependents for self-insured plans)
6. Populate data into the HCM File Excel spreadsheet
7. Upload HCM File Excel spreadsheet into HCM File web application to produce reporting outputs
8. File and furnish forms 1094-C and 1095-C

HCM File will also provide federal E-Filing as a standard service without additional charges or fees. This includes the processing of all corrections that may be needed. Print/mail fulfillment is included.

Services Provided by PMGBA

We anticipate that the City of Lansing will utilize the HCM File software solution, and PMGBA consultants will provide technical guidance and support with the technology throughout the filing process. Specifically, PMGBA will assist in the following ways:

1. Defining the employee, retiree, and/or COBRA classes needed for the HCM File web application
2. Identifying all data sources necessary to populate HCM File Excel spreadsheet
3. Populating the HCM File Excel spreadsheet
4. Identifying and selecting all applicable safe harbor codes
5. Provide ad hoc compliance research and guidance
6. Provide ad hoc assistance with using both the HCM File web application and HCM File Excel spreadsheet
7. Assist you in completing the filing

Professional Services Fees

As noted in the section above describing the HCM File Overview, this year's fees include federal E-Filing as a standard service inclusive of all corrections. PMGBA's services include both the end user licensing agreement for the HCM File software application and the support services identified above. The initial term of the agreement is twelve (12) months with the expectation that most, if not all, activity will occur from December 2022 – February 2023.

The annual fees for the services described, including print/mail service, are **\$16,500**.

Jeff Scharnowske, Controller
City of Lansing

October 26, 2022

Please return the signed engagement letter prior to November 30, 2022 so that we can ensure completion of all work on a timely basis. Upon receipt we will issue an invoice for the services elected below.

Summary

We are complimented by your continued selection to once again partner with PMGBA for assistance with your reporting requirements under IRS §6055 and §6056. We ask that you please sign both original copies of this letter as well as the end user licensing agreement and return one copy to me, keeping the other for your records. Please feel free to contact me if you have any questions regarding this quote, the HCM File software solution, or the reporting requirements under §6055 and §6056.

Sincerely,



Jonathon Trionfi
PM Group Benefit Advisors II, LLC

Proposal Acceptance

Full Service with federal E-Filing and print/mail service: **\$16,500**

Authorizing Officer

Printed name and title

CITY of LANSING

INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor
FROM: Stephanie Robinson, Senior Buyer
DATE: Dec. 26, 2022
SUBJECT: Sole Source Purchase – Plante Moran

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: City of Lansing Finance Department

Vendor: Plante Moran

Item Purchased: Consulting Services for Assistance in Filing Federal E Filing and Printing/Mail Services

Dollar Amount: \$ 16,500.00 from 6503915-743000

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

TO: PLANTE & MORAN PLLC
16060 COLLECTIONS CENTER DR
CHICAGO, IL 60693

PURCHASE ORDER

P.O. NUMBER	P088346
DATE	11/14/22
VENDOR I.D.	V010169
DELIVERY DATE	
FOB	
REQUISITION NO	PR017323
OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LIST AND CORRESPONDENCE.	

PHONE# (248) 352-0018 FAX# (248) 352-0018

Page 1 of 1

DELIVER ITEMS TO:

FINANCE DEPARTMENT OPERATIONS
124 W MICHIGAN AVE 8TH FL
LANSING, MI 48933

SEND INVOICE TO:

FINANCE DEPARTMENT OPERATIONS
124 W MICHIGAN AVE 8TH FL
LANSING, MI 48933

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
001	FULL SERVICE WITH FEDERAL E FILING AND PRINT/MAIL SERVICE - TAX YEAR 2021	16,500	LS	1.00	16,500.00
				TAX	0.00
				TOTAL	16,500.00

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 quantity is on back order or cancelled.

CITY of LANSING

INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor

FROM: Stephanie Robinson, Senior Buyer

DATE: August 22, 2022

SUBJECT: Sole Source – BS & A Software

The Finance Department requests that BS & A Software be designated as a Sole Source vendor for the Conversion of the City's Accounting Systems from One Solution for general ledger, accounts payable and payroll. In Addition, upgrade the City's current BS&A modules to cloud base operation.

Please see the attached letter from Desiree Kirkland regarding the request.

Based on the attached letter we recommend issuing a sole source purchase order to BS & A Software in the amount of \$ 841,095.00 from account : 273-172710-7365012200

Attachment

Date: _____

Approved _____ Denied _____

Andy Schor, Mayor



FINANCE DEPARTMENT
124 W Michigan Ave., 8th Floor
Lansing, Michigan 48933
517.483.4500

To: Andy Schor, Mayor
Stephanie Robinson, Senior Buyer

From: Desiree A. Kirkland, Finance Director

Date: August 22, 2022

Subject: Sole Source Procurement – Purchase of BS&A software

Please let this memo serve as justification for obtaining a sole source contract with BS&A Software for the conversion of the City's accounting systems from One Solution for general ledger, accounts payable and payroll. In addition, upgrade the City's current BS&A modules to a cloud base operation. The cost of this service is \$841,095.

As stated, the City currently utilizes several of BS&A software modules, such as, Cash Receipting, Taxes, Assessing, Code Compliance and Utility. Several of these modules are already the only available services for their component of the City's business process. Specifically, taxes and assessing, as well as integrating and tracking Code Compliance enforcements and Building Permitting. In this instance, standardization and compatibility is the overriding consideration for Finance, and by switching the additional City processes to be handled by BS&A modules we can avoid switching systems when managing taxes, assessing, and financial accounting. This conversion will improve our general ledger, payroll processing and link all modules together, thereby resulting in a more effective and efficient accounting system.

Most importantly, BS&A is a more user-friendly system of accounting, it is utilized in many Michigan municipalities, its Corporate office is located very close to Lansing, and has excellence customer service.

I respectfully request that you grant approval for this sole source contract. Please contact me if you have any questions.

Desiree A. Kirkland

Budgetary Estimate for:
City of Lansing, Ingham County MI

July 5, 2022

Quoted by: Steve Rennell

Software and Services for BS&A Cloud



Thank you for the opportunity to quote our software and services.

At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

Cost Summary

Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices listed are estimates based on information currently available.

Upgrade - Cloud Modules

Financial Management

Cash Receipting	\$20,270
Accounts Receivable	\$20,270
Utility Billing (approximately 7,200 refuse accounts)	\$4,860

Community Development

Building Department	\$31,300
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Property

Assessing	\$14,865
Tax	\$12,245
Special Assessment	\$6,120

BS&A Online

Community Development Permit Application Feature - Enables contractors and the general public to submit permit applications online (A fee of \$3/application is accumulated and billed to the municipality).	\$0
Public Records Search + Online Bill Pay With use of integrated Credit Card Processor	\$0

Subtotal \$109,930

New Purchase - Cloud Modules

Financial Management

General Ledger	\$23,850
Accounts Payable	\$20,270
Purchase Order	\$20,270

Personnel Management

Payroll	\$32,790
Human Resources	\$23,850
Timesheets	\$14,555

Subtotal \$135,585



Data Conversions/Database Setup

Convert existing Central Square One Solution data to BS&A format:

General Ledger (COA, Balances, Budget, Up to 10 Years Journal Transaction history)	\$26,475
Accounts Payable (Vendors, Up to 10 years invoices and check history)	\$22,500
Payroll (Database Setup, Employee detail and YTD, Up to 10 years check history)	\$66,000
Human Resources (Database Setup, Employee detail and YTD, Up to 10 years check history)	\$32,200
Convert OSHA Cases residing in One Solution (To be included with the HR conversion)	\$0
Convert PAFs residing in One Solution (Pending review of data to be converted)	\$0

Subtotal **\$147,175**

No data conversion to be performed for:

Purchase Order

Customization

Create a Lockbox & OCR Line for Tax Cloud	\$3,500
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Project Management and Implementation Planning

Services include:

- *Analyzing customer processes to ensure all critical components are addressed.*
- *Creating and managing the project schedule in accordance with the customer's existing processes and needs.*
- *Planning and scheduling training around any planned process changes included in the project plan.*
- *Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.*
- *Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.*
- *Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.*
- *Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).*

\$105,300



Implementation and Training

- \$1,200/day
- Days quoted are estimates; you are billed for actual days used

Services include:

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

Software Setup	Days:	17		\$20,400
Financial Management Modules Upgrade	Days:	14		\$16,800
Community Development Modules Upgrade	Days:	70		\$84,000
Property Modules Upgrade	Days:	5		\$6,000
Financial Management Modules New Purchase	Days:	14		\$16,800
Personnel Management Modules New Purchase	Days:	75		\$90,000
Go Live Support	Days:	20		\$24,000
		Total:	215	Subtotal \$258,000

Contingency

Significant efforts are made by both parties to ensure that the scope of a project such as this is well-defined. Occasionally, unforeseen situations occur, such as customization requests for non-standard functionality, reporting or integration with a third-party system, or the need for additional training due to process changes, staff changes, etc. In order to easily accommodate these situations during your project, BS&A recommends the establishment of a Contingency budget. The Contingency budget allows for unexpected situations to be addressed efficiently, without the need for additional council approval.

Recommended Contingency **\$40,000**



Cost Totals

Not including Annual Service Fees

Cloud Upgrade	\$109,930
Cloud New Purchase	\$135,585
Data Conversion	\$147,175
Customization	\$3,500
Project Management and Implementation Planning	\$105,300
Implementation and Training	\$258,000
Contingency	\$40,000

Total Proposed	\$799,490
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<i>Travel Expenses</i>	<i>\$8,505</i>
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<i>Hosting Fees</i>	<i>\$33,100</i>
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Payment Schedule

- 1st Payment: **\$252,475** to be invoiced upon execution of this agreement.
- 2nd Payment: **\$278,615** to be invoiced at activation of customer's site.
- 3rd Payment: **\$310,005** to be invoiced upon completion of training.



Cloud Annual Service Fees

Unlimited support is included in your Annual Service Fee. Service Fees are billed annually. After two (2) years, BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index for All Urban Consumers U.S. city average (CPI-U)."

Financial Management	
General Ledger	\$23,850
Accounts Payable	\$20,270
Cash Receipting	\$20,270
Accounts Receivable	\$20,270
Purchase Order	\$20,270
Utility Billing	\$4,860
Personnel Management	
Payroll	\$32,790
Human Resources	\$23,850
Timesheets	\$14,555
Community Development	
Building Department	\$31,300
Property	
Assessing	\$14,865
Tax	\$12,245
Special Assessment	\$6,120
BS&A Online	
Community Development	\$22,515
Public Records Search	\$7,553
Total Annual Service Fees	\$275,583

Hosting Fees

Fees relating to the hosting and storage of data through Microsoft Azure are to be billed annually, for all modules included above.

\$33,100



Additional Information

Program Customization

BS&A strives to provide a flexible solution that can be tailored to each municipality's needs. However, in some cases, custom work may be required. Typical examples include:

- custom payment import/lock box import
- custom OCR scan-line
- custom journal export to an outside accounting system
- custom reports

If you require any custom work, please let us know so that we can better understand the scope of your request and include that in a separate proposal.

Cash Receipting Hardware

		Quantity		Cost
Epson THM-6000V Series Receipt Printer*	\$925	x	_____	= \$_____
APG Series 100Cash Drawer**	\$250	x	_____	= \$_____
Honeywell Hyperion 1300g Linear-Imaging Scanner	\$250	x	_____	= \$_____
Credit Card Reader (if using Invoice Cloud)	\$75	x	_____	= \$_____

This will add \$_____ to the Total Proposed.

**IMPORTANT. The receipt printer must be plugged into the USB port on one workstation (not your server). This printer is not to be shared with other workstations. If more than one workstation will be used for receipting, please consider purchasing more than one receipt printer.*

Please provide the number of cash drawers that will be hooked up to the printer_____

Note: The availability, model numbers, and pricing for all third party hardware listed above is subject to availability from the manufacturers. In the event that the listed hardware is no longer available at the time of purchase, a comparable replacement will be available, at the then current cost.

BS&A Online

Connection Requirements

BS&A Cloud modules require a high-speed internet connection (cable modem or DSL).

Payment Processing Requirements

Acceptance of online payments requires a contract with one of BS&A's approved Online Credit Card Processing companies. Please visit <https://www.bsasoftware.com/solutions/bsaonline/public-records-search/> for information.



**CITY OF LANSING**

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

TO: BS&A SOFTWARE
14965 ABBEY LANE
BATH, MI 48808

PURCHASE ORDER

P.O. NUMBER	P088139
DATE	08/25/22
VENDOR I.D.	V001201
DELIVERY DATE	
FOB	
REQUISITION NO	PR017080
OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LIST AND CORRESPONDENCE.	

Page 1 of 1

PHONE# (517) 641-8960 FAX# (517) 641-8960

DELIVER ITEMS TO:

FINANCE DEPARTMENT OPERATIONS
124 W MICHIGAN AVE 8TH FL
LANSING, MI 48933

SEND INVOICE TO:

FINANCE DEPARTMENT OPERATIONS
124 W MICHIGAN AVE 8TH FL
LANSING, MI 48933

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
001	BS&A SOFTWARE - CONVERSION FOR CITYS ACCOUNTING SYSTEMS FROM ONE SOLUTION FOR GENERAL LEDGER, ACCOUNTS PAYABLE AND PAYROLL. AND UPGRADE THE BS&A CURRENT MODULES TO CLOUD BASE OPERATIONS PAYMENTS DUE: 1ST - \$252,475 UPON EXECUTION OF THE AGREEMENT 2ND - \$278,615 AT THE ACTIVATION OF THE CUSTOMERS SITE 3RD - \$310,005 UPON COMPLETION OF TRAINING	841,095	LS	1.00	841,095.00
				TAX	0.00
				TOTAL	841,095.00

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.