AGENDA

Committee on Ways and Means
October 17, 2024 at 3:00 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.
To view the meeting live and participate in virtual public comment: https://www.lansingmi.gov/1212/Council-Committee-Meetings

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Council Member Spadafore, Chairperson
Council Member Carter, Vice Chairperson
Council Member Brown, Member

1. **Call to Order**
2. **Roll Call**
3. **Minutes**
   A. October 3, 2024
4. **Public Comment on Agenda Items (Up to 3 Minutes)**
5. **Discussion/Action:**
   B. RESOLUTION - Donation Acceptance; Police Department Special Tactics and Rescue Team (START)
   C. RESOLUTION - Donation Acceptance; Police Department designated funds for the Social Work Unit
   D. RESOLUTION - Grant Acceptance; Police Department Capital Area Response Effort (CARE) Grant
   E. RESOLUTION - Grant Acceptance; Police Department Services-Training-Officers-Prosecutors (STOP) Violence Against Women Grant
   F. PLACE ON FILE - Sole Source Purchase; Lansing Police Department requests All City Management Services as the vendor for City of Lansing's School Crossing Guard Program
   G. PLACE ON FILE - Sole Source Purchase; Public Service Department requests Wonderware Software as the vendor for Supervisory Control and Acquisition System for the Waste Water Treatment Plant
   H. PLACE ON FILE - Sole Source Purchase; Fire Department request for Phoenix Safety Outfitters as the vendor for Turnout Gear for Fire Academy Recruits
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
Thursday, October 3, 2024 @ 3:00 p.m.
City Council Conference Room

CALL TO ORDER
Council Member Spadafore called the meeting to order at 3:00 p.m.

PRESENT
Council Member Peter Spadafore, Chair
Council Member Tamera Carter, Vice Chair
Council Member Jeffrey Brown, Member

OTHERS PRESENT
Sherrie Boak, Council Office Manager
Cheryl Rupprecht, LPD
Charles Randall, Internal Auditor
Desiree Kirkland, Finance Director
Greg Venker, OCA
Lisa Hagen-Lawrence, OCA

Minutes
MOTION BY COUNCIL MEMBER BROWN TO APPROVE THE MINUTES OF SEPTEMBER 5, 2024 ON FILE. MOTION CARRIED 3-0.

Public Comment
No public comment at this time.

Discussion/Action:
RESOLUTION – Grant Acceptance; Automobile Theft Prevention Authority (ATPA) Grant
Ms. Rupprecht asked the Committee for acceptance of the grant from the State which runs October – September, with a 60/40 match. This is an annual grant since 2014, and this has been subsidizing one officer and one piece of equipment.

Mr. Randall confirmed it is ongoing, and deferring expenses to proper places.

Council Member Brown asked if this match is what is has been historically, and Ms. Rupprecht confirmed in the past there has been cases where it was a 50/50 match because of the equipment.

MOTION BY COUNCIL MEMBER CARTER TO APPROVE THE RESOLUTION FOR GRANT ACCEPTANCE FOR AUTOMOBILE THEFT PREVENTION AUTHORITY (ATPA). MOTION CARRIED 3-0.

RESOLUTION – Grant Acceptance; MI Local Retirement Grant Program

Ms. Kirkland noted there have been additional grant dollars available with the State for retirement funds. The City applied with the hopes of getting the $4.5 million maximum. They were awarded the amount of $2,266,167, which has already been received and deposited into the pension fund.

Council Member Brown asked how the allocation is determined. Ms. Kirkland acknowledged she did not have the State procedures for determination, however based on what they had available it was spread to all the recipients. Mr. Venker confirmed each municipality was eligible, and it would come down to how many of those municipalities applied.

Council Member Spadafore asked OCA if the resolution is now even required since the funds have already been received. Mr. Venker stated yes, it is still necessary, and normally there is a grant agreement, but in this case the State just provided the funds without that this time.

MOTION BY COUNCIL MEMBER CARTER TO APPROVE THE RESOLUTION FOR GRANT ACCEPTANCE FOR MI LOCAL RETIREMENT GRANT PROGRAM. MOTION CARRIED 3-0.

RESOLUTION – Institute for Responsive Government Election Administration Grant

There was no City Clerk or representative present to speak to this Grant request.

Council Member Spadafore Council did receive an earlier request to address this at Committee of the Whole and Council on 9/30/2024 because of its urgency. At that time it was referred to this Committee and the City Clerk did speak to him about the grant.

Mr. Randall confirmed this is a non-partisan grant for the purchase of election equipment that they are asking for the upcoming election in November. They will be required to report back on the usage of the funds by June 2025.

MOTION BY COUNCIL MEMBER CARTER TO RESOLUTION GRANT ACCEPTANCE INSTITUTE FOR RESPONSIVE GOVERNMENT ELECTION ADMINISTRATION. MOTION CARRIED 3-0.

OTHER

No other business at this time.

ADJOURN

Adjourned at 3:08 p.m.
Submitted by, Sherrie Boak,
Recording Secretary,
Lansing City Council
Approved by the Committee on

CITY OF LANSING
INTERNAL AUDITOR
124 W MICHIGAN AVE FL 10
LANSING MI 48933-1605
(517) 483-4159

Date: October 17, 2024

To: Committee on Ways & Means

From: Charles H Randall, Internal Auditor

Subject: Donation Acceptance from Modern Woodmen of America Chapter #6111 for LPD – Special Tactics and Rescue Team (START)

Overview

- Department: Lansing Police Department (LPD)
- Donor: Modern Woodmen of America (Financial Services)
- City Contact: Cheryl Rupprecht
- Donation Date: July & August 2024
- Donation Amount: $16,395.52

Notes

- Source: (2) Personal bank checks drawn from Modern Woodmen of America accounts at Vibrant Credit Union and Axos Bank to the payee City of Lansing.
- Designated Use: Unrestricted use by LPD – START unit
- Planned Use: START unit training and equipment
- Motivation for donation: Ron Seyka Memorial Golf Outing

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

WHEREAS, deceased Retired Detective Ronald Seyka serviced on the Lansing Police Department's Special Tactics and Rescue Team (START) from 1996 through 2010; and

WHEREAS, Detective Seyka's position in the department included a volunteer assignment that required hours of additional training per month as well as call backs in the middle of the night; and

WHEREAS, Detective Seyka participated in the safe resolution of 107 high risk incidents; and

WHEREAS, on March 5, 2020, Detective Seyka lost his battle with cancer; and

WHEREAS, this year, for the fourth consecutive year, the family of deceased Detective Ronald Seyka, along with Mr. Chaz King, a family friend, hosted the Annual Ron Seyka Memorial Golf Outing in Mason, Michigan in honor of Detective Seyka; and

WHEREAS, this year Modern Woodmen of America Chapter 6111 is donating $13,895.52 on 8/28/2024 to LPD's START Unit as a result of the June 2024 Fourth Annual Ron Seyka Memorial Golf Outing ;and

WHEREAS, the START Unit also received a donation of $2,500.00 on July 26, 2024, from Modern Woodmen of America; and

WHEREAS, START intends to use the combined $16,395.52 donation amounts for Outside Tactical Training and Protective Equipment.

NOW, THEREFORE, BE IT RESOLVED, the Lansing City Council approves acceptance of the two donations to the START Unit totaling $16,395.52.

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

1013

MODERN WOODMEN OF AMERICA
CHAPTER 6111

70-8364/2711

08/28/2024 Date

CHECK ARMOR

Pay to the order of City of Lansing $ 13,895.52

thirteen thousand eight hundred ninety five 52/100 Dollars

Photo Safe Deposit® Details on back

vibrant

For START

Harland Clarke

Modern Woodmen
FRATERNAL FINANCIAL

Charles M. King, III, FICF, RICP®
Financial Representative
6114 Worthmore Avenue
Lansing, MI 48917

START

FORM 100

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER – THE BACK OF THIS DOCUMENT CONTAINS AN ARTIFICIAL WATERMARK – HOLD AT ANGLE TO VIEW

Modern Woodmen
FRATERNAL FINANCIAL

Modern Woodmen of America
1701 1st Avenue
Rock Island, IL 61201

www.MWABank.com
877-255-2265

46-01613507

70-7451
711

Jul 26, 2024

PAY
Two thousand five hundred dollars and zero cents

AMOUNT
$2,500.00

TO THE ORDER OF
City of Lansing

National Secretary

Treasurer

CITY OF LANSING
INTERNAL AUDITOR
124 W MICHIGAN AVE FL 10
LANSING MI 48933-1605
(517) 483-4159

Date: October 17, 2024

To: Committee on Ways & Means

From: Charles H Randall, Internal Auditor

Subject: Donation Acceptance from anonymous for LPD – Social Work Unit

Overview

- Department: Lansing Police Department (LPD)
- Donor: anonymous
- City Contact: Cheryl Rupprecht
- Donation Date: September 2024
- Donation Amount: $2,000

Notes

- Source: (1) Money order drawn from MSUFCU to the payee LPD Social Work Unit
- Designated Use: Unrestricted use by LPD – Social Work Unit, intended for diapers and toys
- Planned Use: Social Work Unit supplies as described
- Motivation for donation: Unknown

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

WHEREAS, an anonymous donor mailed a check to LPD Social Work Unit; and

WHEREAS, the anonymous donor designated funds for diapers and toys; and

WHEREAS, the Social Work Unit, a division of Patrol intends to use the donated funds in the amount of $2,000.00 for the purpose intended to provide supplies as described.

NOW, THEREFORE, BE IT RESOLVED, the Lansing City Council approves acceptance of the donation to the Social Work Unit, a division of Patrol totaling $2,000.00.

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

GRAND RAPIDS MI 493
18 SEP 2024 PM 2 L

LPD Social Work Unit
120 West Michigan Avenue
Lansing, MI 48933

48933-160320

msufcu
MSU FEDERAL CREDIT UNION

3777 West Road
P.O. Box 1208
East Lansing, MI 48826-120

VOID

VOID AFTER NINETY DAYS

74-7966/2724 01 0900679545

September 9, 2024

PAY *** TWO THOUSAND DOLLARS AND 00 CENTS *** $2,000.00

TO THE ORDER OF LPD Social Work Unit

MONEY ORDER

for diapers and toys
REMITTER

REMITTER'S ADDRESS

MICHIGAN STATE UNIVERSITY FEDERAL CREDIT UNION

SECURITY FEATURES INCLUDED. DETAILS ON BACK.

[redacted]

CITY OF LANSING
INTERNAL AUDITOR
124 W MICHIGAN AVE FL 10
LANSING MI 48933-1605
(517) 483-4159

Date: October 17, 2024

To: Committee on Ways & Means

From: Charles H Randall, Internal Auditor

Subject: Grant Acceptance for LPD – Capital Area Response Effort (CARE) #3849

Overview

- Department: Lansing Police Department (LPD)
- Grant Name: VOCA Targeted Victim Services - 2025
- Grantor: Michigan Department of Health and Human Services (MDHHS) – Division of Victim Services (DVS)
- City Contact: Cheryl Rupprecht, LPD
- Application Date: July 2024
- Award Date: August 2024
- Grant Cycle: Recurring October 1, 2024 – September 30, 2025
- Grant Amount: $164,897
- City Match: Waived

Notes

- Source: Pass-through grant from the Federal Victims of Crime Act (VOCA)[1] to provide support for crime victim assistance[2] to the MDHHS – DVS.
- Designated Use: Direct program expenses, including Administrative Salary and Wages.[3]
  Other expense of $35,077 set aside for Crime Victim Sustainability Fund – 2025[4] specifically for salary and wages of a victim advocate.
- Planned Use: Offset direct costs incurred by the LPD - CARE Program. [3]
- Restricted Use: See Attachment E (K)[5] and MDHH 2025 Allowability Chart[6].
- Reporting Requirements: See Attachment C Within 30 days of cycle end. [5]

[1] USCODE-2023-title34-subtitleII-chap201-subchapI-sec20103.pdf (govinfo.gov)
[2] eCFR :: 28 CFR Part 94 Subpart B -- VOCA Victim Assistance Program
[3] Domestic Violence Specialized Services Project Contract
[4] Crime Victim Sustainability Fund - 2025
[5] Master Agreement Special Provisions
[6] FY 2025 Allowability Chart

LANSING CITY COUNCIL

FY25 GRANT INFORMATION FORM

(Required for all grant applications and acceptances)

PREFERRED REFERRAL DATE: -10/14/2024

GRANT NAME: - VOCA/CVSF (MDHHS-DOMESTIC VIOLENCE SERVICES)

GRANT AGENCY: - MDHHS

ASSISTANCE LISTING (CDFA): -

DEPARTMENT: - LPD

CONTACT NAME: - CHERYL RUPPRECHT

CONTACT PHONE: - 517-483-4808

GRANT PERIOD START: - OCTOBER 1, 2024

GRANT PERIOD END: - SEPTEMBER 30, 2025

APPLICATION DATE: - JULY 2024

AWARD DATE: - AUGUST 2024

TOTAL AMOUNT: - $164,897 (21% CVSF SUBSIDY OF $35,077 - NO MATCH)

ADMINISTRATIVE COST RECOVERY AMOUNT: -

SUMMARY OF GRANT PURPOSE AND ALLOWABLE USES:

The CARE Program provides empathic listening to the victims; assesses a victim's risk of further injury or homicide; provides education on power and control dynamics; assists with personal safety planning; helps to arrange safe shelter; provides advocacy with legal and civil court proceedings; assists with Victims' Rights Compensation medical forms; provide free 911 phones; provides transportation to local community agencies; accesses other community resources available to victims; dispenses emergency personal need items

PROJECTED ACCOUNT CODE DETAIL (OBJECT MINIMUM):

Account	Description	Amount

MATCHING FUNDS ACCOUNT CODE DETAIL (IF APPLICABLE):

Account	Description	Amount

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

WHEREAS, for the past twenty-five years, the Capital Area Response Effort (CARE) Programs has served the City of Lansing in ending intimate partner violence in Ingham County; and

WHEREAS, the CARE Program provides empathic listening to the victims; assesses a victim's risk of further injury or homicide; provides education on power and control dynamics; assists with personal safety planning; helps to arrange safe shelter; provides advocacy with legal and civil court proceedings; assists with Victims' Rights Compensation medical forms; provide free 911 phones; provides transportation to local community agencies; accesses other community resources available to victims; dispenses emergency personal need items; and

WHEREAS, drawing as necessary on community referrals, the CARE program acts as a post-arrest response team responding to victims of intimate partner violence in Lansing, East Lansing, Lansing and Meridian Townships and Michigan State University; and

WHEREAS, the CARE Program utilizes 3 full-time staff, one intern per semester (Summer,Fall, Spring) and approximately 30 volunteers (on-call 7-days a week from 0800 – 0100 hours) via Tri-county dispatch center; and

WHEREAS, the CARE Program also responds to victims of non-arrest intimate partner violence via phone contracts and/or of dispatched by local hospitals; and

WHEREAS, in partnership with Ending Violent Encounters (EVE, Inc.) and MSU Safe Place shelters, the CARE Program provides twenty hours volunteer training sessions, three times a year and 60 days probation period for CARE staff as well as volunteers. Volunteer training is geared specifically to domestic violence laws, victim's rights, community resources, empathic listening, crisis intervention and safety planning; and

WHEREAS, via numerous agencies and organizations, the CARE Program also promotes better community awareness of intimate partner violence by providing community education and training; and

WHEREAS, the CARE Program is funded for 10/01/2024 – 09/30/2025 by a renewable pass through federal Domestic Violence Services (DVS) Grant of $164,897 with an "Other Item" budget listed as the CVSF subsidy component for one of the above described 3 full-time staff's wages and fringes in the amount of $35,077.00; and

WHEREAS, there is no local match requirement.

NOW, THEREFORE, BE IT RESOLVED, the Lansing City council approves acceptance of the DVS-CARE grant from the Michigan Department of Human Services in the amount of $164,897 for the period October 1, 2024, through September 30, 2025.

CITY OF LANSING
INTERNAL AUDITOR
124 W MICHIGAN AVE FL 10
LANSING MI 48933-1605
(517) 483-4159

Date: October 17, 2024

To: Committee on Ways & Means

From: Charles H Randall, Internal Auditor

Subject: Grant Acceptance for LPD –STOP Violence Against Women #3848

Overview

- Department: Lansing Police Department (LPD)
- Grant Name: STOP Violence Against Women - 2025
- Grantor: Michigan Department of Health and Human Services (MDHHS) – Division of Victim Services (DVS)
- City Contact: Cheryl Rupprecht, LPD
- Application Date: July 2024
- Award Date: August 2024
- Grant Cycle: October 1, 2024 – September 30, 2025
- Grant Amount: Total is $213,214 with $159,911 (75%) from grantor
- City Match: $53,303 (25%) from department general funds

Notes

- Source: Federal Department of Justice pass-through grant to stop violence against women[1] to the MDHHS – DVS.
- Purpose: The Services-Training-Officers-Prosecutors (STOP) program focuses on the implementation of comprehensive strategies that are sensitive to the needs and safety of victims and hold offenders accountable.
- Designated Use: Direct program expenses, including Investigator Salary and Wages.[2]
- Planned Use: Offset direct costs incurred by investigator of IPV incidents and recidivism research.[2]
- Restricted Use: See Attachment E (K)[3] and MDHH 2025 Allowability Chart[4].
- Reporting Requirements: See Attachment C Within 30 days of cycle end.[5]

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[1] STOP Violence Against Women Formula Grant Program
[2] Attachment A - Statement of Work & B1 – Program Budget Summary
[3] Attachment E - Program Specific Requirements
[4] FY 2025 Allowability Chart
[5] Attachment C - Performance / Progress Report

LANSING CITY COUNCIL

FY25 GRANT INFORMATION FORM

(Required for all grant applications and acceptances)

PREFERRED REFERRAL DATE: -

GRANT NAME: - STOPL (MDHHS-STOP VIOLENCE AGAINST WOMEN)

GRANT AGENCY: - MDHHS

ASSISTANCE LISTING (CDFA): -

DEPARTMENT: - LPD

CONTACT NAME: - CHERYL RUPPRECHT

CONTACT PHONE: - 517-483-4808

GRANT PERIOD START: - OCTOBER 1, 2024

GRANT PERIOD END: - SEPTEMBER 30, 2025

APPLICATION DATE: - JULY 2024

AWARD DATE: - AUGUST 2024

TOTAL AMOUNT: - $213,214 (75% REIMBURSEMENT OF $159,911/25%MATCH OF $53,303)

ADMINISTRATIVE COST RECOVERY AMOUNT: -

SUMMARY OF GRANT PURPOSE AND ALLOWABLE USES:

LPD plans to utilize the grant funds to fund two (2) positions – 1) a detective dedicated to investigating crimes related to domestic violence and stalking, and 2) a contracted crime analyst to support the investigations conducted by the grant detective

PROJECTED ACCOUNT CODE DETAIL (OBJECT MINIMUM):

Account	Description	Amount

MATCHING FUNDS ACCOUNT CODE DETAIL (IF APPLICABLE):

Account	Description	Amount

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

WHEREAS, In July, Lansing Police Department (LPD) submitted an application to the State of Michigan Department of Health and Human Services (MDHHS) for a Services-Training-Officers-Prosecutors (STOP) Violence Against Women grant; and

WHEREAS, LPD was informed on August 22, 2024, that it has been approved to receive grant funding reimbursement of salaries and fringes; and

WHEREAS, the total grant compensation is $213,214 of which $159,911 is grant reimbursement funding, while $53,303 is local match amount; and

WHEREAS, the local match amount is 25% of the total grant amount; and

WHEREAS, LPD plans to utilize the grant funds to fund two (2) positions – 1) a detective dedicated to investigating crimes related to domestic violence and stalking, and 2) a contracted crime analyst to support the investigations conducted by the grant detective; and

WHEREAS, the grant period is October 1, 2024 through September 30, 2025.

NOW, THEREFORE, BE IT RESOLVED, the Lansing City Council approves acceptance of the $159,911 grant from of Michigan Department of Health and Human Services.

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

CITY OF LANSING
INTERNAL AUDITOR
124 W MICHIGAN AVE FL 10
LANSING MI 48933-1605
(517) 483-4159

Date: September 30, 2024

To: Committee on Ways and Means

From: Charles Randall, Internal Auditor

Subject: Sole Source Purchase – All City Mgmt Svcs – School Crossing Guards

Overview:

- Department: Lansing Police Department
- Vendor: All City Management Services (ACMS)
- Item/Project: School Crossing Guard Program
- Dollar Amount: $341,431.20
- Justification: Ord 206.05(C)(5) – Source is limited

Notes:

- A purchase order (P090967) issued to this vendor on August 20, 2024, signed by the Mayor.
- Duration of services is 180 days for the school year 2024 – 2025.

Recommendation:

- The purchase meets necessary requirements for sole source purchases and is recommended for approval.
- Suggest putting contract out to bid for 2024-2025 school year through finance department.

CITY of LANSING

INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor

FROM: Stephanie Robinson, Senior Buyer

DATE: September 11, 2024

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

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

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

Department: Lansing Police Department
Vendor: All City Management Services
Item Purchased: School Crossing Guard Services
Dollar Amount: $ 341,431.20 (July 1, 2024 thru June 30, 2025)

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
Accounting Services Section

120 West Michigan Avenue
Lansing, MI 48933
Phone: (517) 483-4808
Fax: (517) 377-0166

Robert Backus, Chief

TO: Stephanie Robinson
FROM: Robert Backus, Chief of Police
SUBJECT: Sole Source – All City Management Services
DATE: August 14, 2024

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

Current law reads as follows:

257.613c School crossing guard; responsibility of local law enforcement agency; instruction required; approval and conduct of courses.

Sec. 613c.

(1) School crossing guards shall be the responsibility of the local law enforcement agency having immediate jurisdiction of the crossing.
(2) A person shall receive a minimum of 4 hours instruction before performing the duties of a school crossing guard. Two hours of additional instruction shall be given annually to a school crossing guard before the beginning of each school year. The courses of instruction shall be approved by the department of education and the department of state police and conducted by the local law enforcement agency having jurisdiction or its designee.

History: Add. 1978, Act 227, Imd. Eff. June 14, 1978

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

Andy Schor, Mayor

LANSING POLICE DEPARTMENT
Accounting Services Section

120 West Michigan Avenue
Lansing, MI 48933
Phone: (517) 483-4808
Fax: (517) 377-0166

Robert Backus, Chief

The proposal is for a one-year contract at the rate of $28.24 per hour, per crossing guard. Pricing is based on a minimum of 33 crossing sites for 180 days based on a projected (11,880) hours of service. The total contract amount is not to exceed $341,431.20.

Thank you for your assistance with this matter.

Robert Backus, Chief of Police

"Capitol City's Finest"

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

PURCHASE ORDER	
P.O. NUMBER	**P090967**
DATE	**09/08/2024**
VENDOR I.D.	**V009201**
FOB	**None**
REQUISITION NO	**PR020417**

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

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

(800) 540-9290

DELIVER ITEMS TO:
LPD - CENTRAL SERVICES
120 W MICHIGAN AVE
1ST FLOOR
ATTN CHERYL RUPPRECHT

SEND INVOICE TO:
LPD - CENTRAL SERVICES
120 W MICHIGAN AVE
4TH FLOOR
LANSING 48933-1603

Item No.	QTY	Description	Unit Price	Extended Price
1	341,431.20	CONTRACTUAL SERVICES *101-343221-801000 $341,431.20*	$1.00	$341,431.20
			Total:	$341,431.20

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 Desirie A. Kirkland

Date
Printed: 09/11/2024

ALL CITY MANAGEMENT SERVICES

October 27, 2023

Cheryl Rupprecht, Budget Control Supervisor
City of Lansing
120 W. Michigan Ave
Lansing, MI 48933

Dear Cheryl,

It is once again the time of the year when many agencies are formulating their budgets for the coming fiscal year. Toward that end, please allow this letter to serve as confirmation of our interest in extending our agreement for Crossing Guard Services through the 2024 fiscal year.

As you may know hiring challenges have impacted all sectors of the labor market, across the nation. Our post-COVID workforce was decimated and since then we have struggled to maintain a sufficient workforce. In many cases we've transitioned a significant number of employees from an older, primarily stable workforce to a younger mobile workforce. This new segment of our employees are more sensitive to current cost-of-living increases and are looking for higher wages and more hours. They often accept our position and work for days, sometimes weeks and if we're lucky months then abruptly leave when they find higher pay.

For these reasons, as well as cost increases in most segments of our business (liability insurance, operations expense), we must appeal for an increase in our hourly billing wage for the upcoming 2024 fiscal year. To facilitate the calculation of the 2024 annual cost of your Crossing Guard program, we have developed and included with this letter a Client Worksheet. This Worksheet details the new hourly billing rate and the overall estimated program cost, based on the number of sites and the hours worked at each site.

While we remain committed to providing a safe, cost-effective and professional School Crossing Guard Program we hope you will find this new pricing acceptable. If you have any questions or need additional information, please contact me at (800) 540-9290. Take care.

Sincerely,

Baron Farwell,
General Manager

10440 Pioneer Blvd Suite 5 • Santa Fe Springs, Ca 90670 • 310-202-8284 • 800-540-9290 • FAX 310-202-8325

All City Management Services Inc.

Client Worksheet 2024 - 2025

Department: **2800301**

Billing Rate for 2024 - 2025: **$ 28.74**

City of Lansing
120 W. Michigan Ave
Lansing, MI 48933

KEY:
Traditional Calendar:
For sites with no regularly scheduled early release days, use 180 regular days

Sites with traditional calendar:

	66		180		$28.74	=	$341,431.20
33 Sites at 2.00 hrs per day	Total Hrs/day	X	days/yr	X	Hourly Billing Rate		

TOTAL PROJECTED HOURS **11,880.00** **TOTAL ANNUAL PROJECTED COST** **$341,431.20**

ACMS ALL CITY MANAGEMENT SERVICES

October 27, 2023

Cheryl Rupprecht, Budget Control Supervisor
City of Lansing
120 W. Michigan Ave
Lansing, MI 48933

Dear Cheryl,

It is once again the time of the year when many agencies are formulating their budgets for the coming fiscal year. Toward that end, please allow this letter to serve as confirmation of our interest in extending our agreement for Crossing Guard Services through the 2024 fiscal year.

As you may know hiring challenges have impacted all sectors of the labor market, across the nation. Our post-COVID workforce was decimated and since then we have struggled to maintain a sufficient workforce. In many cases we've transitioned a significant number of employees from an older, primarily stable workforce to a younger mobile workforce. This new segment of our employees are more sensitive to current cost-of-living increases and are looking for higher wages and more hours. They often accept our position and work for days, sometimes weeks and if we're lucky months then abruptly leave when they find higher pay.

For these reasons, as well as cost increases in most segments of our business (liability insurance, operations expense), we must appeal for an increase in our hourly billing wage for the upcoming 2024 fiscal year. To facilitate the calculation of the 2024 annual cost of your Crossing Guard program, we have developed and included with this letter a Client Worksheet. This Worksheet details the new hourly billing rate and the overall estimated program cost, based on the number of sites and the hours worked at each site.

While we remain committed to providing a safe, cost-effective and professional School Crossing Guard Program we hope you will find this new pricing acceptable. If you have any questions or need additional information, please contact me at (800) 540-9290. Take care.

Sincerely,

Baron Farwell,
General Manager

10440 Pioneer Blvd Suite 5 • Santa Fe Springs, Ca 90670 • 310-202-8284 • 800-540-9290 • FAX 310-202-8325

All City Management Services Inc.

Client Worksheet 2024 - 2025

Department: **2800301**

Billing Rate for 2024 - 2025: **$ 28.74**

City of Lansing
120 W. Michigan Ave
Lansing, MI 48933

KEY:
Traditional Calendar:
For sites with no regularly scheduled early release days, use 180 regular days

Sites with traditional calendar:

	66		180		$28.74	=	$341,431.20
33 Sites at 2.00 hrs per day	Total Hrs/day	X	days/yr	X	Hourly Billing Rate		

TOTAL PROJECTED HOURS **11,880.00** **TOTAL ANNUAL PROJECTED COST** **$341,431.20**

Andy Schor, Mayor

LANSING POLICE DEPARTMENT
Accounting Services Section

120 West Michigan Avenue
Lansing, MI 48933
Phone: (517) 483-4808
Fax: (517) 377-0166

Robert Backus, Chief

TO: Stephanie Robinson
FROM: Robert Backus, Chief of Police
SUBJECT: Sole Source – All City Management Services
DATE: August 14, 2024

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

Current law reads as follows:

> **257.613c School crossing guard; responsibility of local law enforcement agency; instruction required; approval and conduct of courses.**
>
> Sec. 613c.
>
> (1) School crossing guards shall be the responsibility of the local law enforcement agency having immediate jurisdiction of the crossing.
> (2) A person shall receive a minimum of 4 hours instruction before performing the duties of a school crossing guard. Two hours of additional instruction shall be given annually to a school crossing guard before the beginning of each school year. The courses of instruction shall be approved by the department of education and the department of state police and conducted by the local law enforcement agency having jurisdiction or its designee.
>
> **History:** Add. 1978, Act 227, Imd. Eff. June 14, 1978

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

Andy Schor, Mayor

LANSING POLICE DEPARTMENT
Accounting Services Section

120 West Michigan Avenue
Lansing, MI 48933
Phone: (517) 483-4808
Fax: (517) 377-0166

Robert Backus, Chief

The proposal is for a one-year contract at the rate of $28.24 per hour, per crossing guard. Pricing is based on a minimum of 33 crossing sites for 180 days based on a projected (11,880) hours of service. The total contract amount is not to exceed $341,431.20.

Thank you for your assistance with this matter.

Robert Backus

Robert Backus, Chief of Police

Signature: Robert Backus

Email: robert.backus@lansingmi.gov

"Capitol City's Finest"

2024-2025 CROSSING GUARD SOLE SOURCE

Final Audit Report 2024-08-21

Created:	2024-08-14
By:	Cheryl Rupprecht (Cheryl.Rupprecht@lansingmi.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAYTOIW2mbksAnxz8DDkmdomSv5g4oiKJ8

"2024-2025 CROSSING GUARD SOLE SOURCE" History

Document created by Cheryl Rupprecht (Cheryl.Rupprecht@lansingmi.gov)
2024-08-14 - 2:44:18 PM GMT

Document emailed to Chief Backus (robert.backus@lansingmi.gov) for signature
2024-08-14 - 2:44:23 PM GMT

Email viewed by Chief Backus (robert.backus@lansingmi.gov)
2024-08-21 - 7:40:34 PM GMT

Document e-signed by Chief Backus (robert.backus@lansingmi.gov)
Signature Date: 2024-08-21 - 7:48:00 PM GMT - Time Source: server

Agreement completed.
2024-08-21 - 7:48:00 PM GMT

Adobe Acrobat Sign

ALL CITY MANAGEMENT SERVICES

October 27, 2023

Cheryl Rupprecht, Budget Control Supervisor
City of Lansing
120 W. Michigan Ave
Lansing, MI 48933

Dear Cheryl,

It is once again the time of the year when many agencies are formulating their budgets for the coming fiscal year. Toward that end, please allow this letter to serve as confirmation of our interest in extending our agreement for Crossing Guard Services through the 2024 fiscal year.

As you may know hiring challenges have impacted all sectors of the labor market, across the nation. Our post-COVID workforce was decimated and since then we have struggled to maintain a sufficient workforce. In many cases we've transitioned a significant number of employees from an older, primarily stable workforce to a younger mobile workforce. This new segment of our employees are more sensitive to current cost-of-living increases and are looking for higher wages and more hours. They often accept our position and work for days, sometimes weeks and if we're lucky months then abruptly leave when they find higher pay.

For these reasons, as well as cost increases in most segments of our business (liability insurance, operations expense), we must appeal for an increase in our hourly billing wage for the upcoming 2024 fiscal year. To facilitate the calculation of the 2024 annual cost of your Crossing Guard program, we have developed and included with this letter a Client Worksheet. This Worksheet details the new hourly billing rate and the overall estimated program cost, based on the number of sites and the hours worked at each site.

While we remain committed to providing a safe, cost-effective and professional School Crossing Guard Program we hope you will find this new pricing acceptable. If you have any questions or need additional information, please contact me at (800) 540-9290. Take care.

Sincerely,

Baron Farwell,
General Manager

10440 Pioneer Blvd Suite 5 • Santa Fe Springs, Ca 90670 • 310-202-8284 • 800-540-9290 • FAX 310-202-8325

All City Management Services Inc.

Client Worksheet 2024 - 2025

Department: **2800301**

Billing Rate for 2024 - 2025: **$ 28.74**

City of Lansing
120 W. Michigan Ave
Lansing, MI 48933

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33 Sites at 2.00 hrs per day	Total Hrs/day	X	days/yr	X	Hourly Billing Rate		

TOTAL PROJECTED HOURS	**11,880.00**	**TOTAL ANNUAL PROJECTED COST**	**$341,431.20**

CITY OF LANSING
INTERNAL AUDITOR
124 W MICHIGAN AVE FL 10
LANSING MI 48933-1605
(517) 483-4159

Date: October 17, 2024

To: Committee on Ways and Means

From: Charles Randall, Internal Auditor

Subject: Sole Source Purchase: Q-Mation – Wastewater Treatment Plant (WWTP) Operations Technology system software for Supervisory Control And Data Acquisition system (SCADA)

Overview:

- Department: Public Service – Wastewater
- Vendor: Q-mation
- Item/Project: Wonderware - SCADA operating system software
- Dollar Amount: $57,240 (total of 3 annual payments)
- Justification: 206.05 (c) (1), (5), (6) & (7) – Special features required, Source is limited or proprietary: computer operating system for WWTP, Sales territory limited: Application owner verified lower Michigan has exclusive distributer, and unique product.

Notes:

- Sole Source approved by Mayor on August 16, 2024, IAW 206.05 (a)
- Duration is non-cancellable over three fiscal years (2025 – 2027), paid annually.
- SCADA is a specialized computer operating system for monitoring and controlling of public services type facility equipment. Such systems are specifically designed to interface with a wide variety of sensors and control equipment.

Recommendation:

- The purchase meets necessary requirements for sole source purchases and is recommended for approval.

CITY of LANSING

INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor

FROM: Stephanie Robinson, Senior Buyer

DATE: September 24, 2024

SUBJECT: Sole Source Purchase – Wonderware QMation

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: Wonderware - QMation
Item Purchased: Purchase of licenses for software and support for the SCADA System at WWTP
Dollar Amount: $ 18,156 for year one, $19,068 for year two, and $20,016 for year three.

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: **August 5, 2024**

SUBJECT: Sole Source – Wonderware 3 Year License & Support

The Public Service Department Wastewater Division requests that Wonderware North - Q. Mation be designated as a Sole Source provider of the purchase of Wonderware Licenses and support for the software for the SCADA System Update.

Please see the attached letter from Bill Brunner, Rory Moss and Andrew Kilpatrick regarding the request.

Based on the attached letter we recommend issuing a sole source purchase order to Wonderware North, (Q-Mation) in the amount of $ 18,156 for year one from account 590-933610-970000-20189 per the request of the Public Service Department - WWTP. Year two will be $19,068, Year three will be $20,016.

Attachment

Date: ________________

Approved______ Denied ______

____

Andy Schor, Mayor

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/

WORKING TOWARD A CLEANER GREENER LANSING

To: **Stephanie Robinson, Senior Buyer**

From: **William H. Brunner, P.E., Plant Engineer** BB

Date: **July 12, 2024**

Subject: **Purchase Recommendation: SCADA System - Wonderware 3-Year License and Support**

I recommend that we purchase license and support for the Wonderware software that serves as the Supervisory Control and Acquisition (SCADA) system for the plant. The price from Wonderware North for a 3-year flex plan is $57,240, divided into 3 separate billings over that time period. The following are attached: the quote from Q-mation (aka Wonderware North); a letter from AVEVA--owner of the Wonderware software brand--that verifies that Wonderware North is the only sales partner for Wonderware in lower Michigan; and a letter from Q-mation/Wonderware North that states that it is the only supplier authorized by AVEVA for Wonderware in Michigan.

Wonderware, the SCADA system for the plant, provides real-time monitoring and control of equipment located throughout the wastewater plant and at the 33 pump stations located throughout the City. It also acquires data useful in tracking the health of the equipment, and the state of system. Without SCADA, personnel would have to visit each process, pump station, and piece of equipment to determine if it is functioning, and to what extent, and to operate it. Since its installation, SCADA has allowed the plant to reduce staffing requirements by over a third. Current staffing brings that to less than half. We no longer have the staffing required to run the plant without a SCADA system.

This support and license agreement will enable us to update the software and keep it current without paying for the 3 years missed, and to access support services. This is essential to ensure that we can maintain, manipulate and run the SCADA system to maximize operation of the plant.

Funds will be drawn from the following account:

2024-2025	$18,156	590-933610-970000-20189	WW – Process Improvements
2025-2026	$19,068	Will be Billed in Year 2	
2026-2027	$20,016	Will be Billed in Year 3	

If you have any questions regarding this recommendation, please contact me -4018. Thank you for your assistance.

Approved: Rory K. Moss
R. Keith Moss, Wastewater Division Superintendent

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

AVEVA

City of Lansing
ATTN: Bill Brunner
1625 Sunset Ave
Lansing Michigan 48917
UNITED STATES

23 February 2021

REF: Representation of AVEVA Software Licenses & Software Support

The Wonderware software brand became part of AVEVA on March 1, 2018 when AVEVA and Schneider Electric's Industrial Software combined. AVEVA has established specific geographic coverage for the supply model for all AVEVA software, support and certified training. Wonderware North is our sole provider responsible for the north-east portion of the United States as outlined in Page 2. As the exclusive distributor for AVEVA in the stated region, Wonderware North is the only authorized source in lower Michigan to support purchases from the City of Lansing for AVEVA software solutions and support

Please feel free to contact me if you have any questions, or if I can provide any additional information

Sincerely,

Dave Voigt

Dave Voigt
Regional Sales Manager
dave.voigt@aveva.com
Ph: 443-256-8942

Wonderware North Exclusive Territory includes –

- Massachusetts: 01000-02699 & 05500-05599 (Entire State)
- Rhode Island: 02700-02999 (Entire State)
- New Hampshire: 03000-03499 & 03800-03999 (Entire State)
- Vermont: 03500-03799 & 05099-05499 & 05600-05999 (Entire State)
- Maine: 04000-04999 (Entire State)
- Connecticut: 06000-06999 (Entire State)
- New Jersey: 07000-08999 (Entire State)
- New York: 00500-00599 & 10000-14999 (Entire State)
- Pennsylvania: 15000-19699 (Entire State)
- Delaware: 19700-19999 (Entire State)
- Ohio: 43700-44799 & 45700, Toledo: 433xx-436xx, 448xx, 449xx, 458xx
- Illinois: 60000-61999 & 62400-62799
- Indiana:
    - 46000-46999 Northern & Central IN)
    - 47003 (Union Co.)
    - 47010, 47012, 47016, 47024, 47030, 47035, 47036 (Franklin Co.)
    - 47006, 47017, 47021, 47023, 47031, 47033, 47034, 47037, 47039, 47041, 47042 (Ripley Co.)
    - 47116, 47118, 47123, 47137, 47140, 47145, 47174, 47175 (Crawford Co.)
    - 47108, 47120, 47125, 47139, 47165, 47167 (Washington Co.)
    - 47223, 47227, 47245, 47265, 47270, 47273, 47282 (Jennings Co.)
    - 47225, 47240, 47261, 47263, 47272, 47283 (Decatur Co.)
    - 47201, 47202, 47203, 47226, 47232, 47236, 47244, 47246, 47247, 47280 (Bartholomew Co.)
    - 47220, 47228, 47229, 47235, 47249, 47260, 47264, 47274, 47281 (Jackson Co.)
    - 47234 (Shelby Co.)
    - 47300-47999 (Southwestern IN)
- Iowa: 52600-52899 (Central & Southeastern IA only)
- Michigan (Lower Michigan): 480xx-49779, 49782, 49786, 49787, 49789, 48791, 49792, 49794-49799

January 18, 2024

TO: **Lynley Champion** **Tetra Tech**

FROM: **Trevor Dudek / Gene Szafranski** **Q-mation**

REF: **TetraTech_Champion_011824_CityofLansingFlex**

Lynley,

Following is pricing to provide the City of Lansing with an AVEVA solution through the AVEVA Flex Program. This proposal is for a three-year non-cancellable agreement. Invoices will be sent each year for the annual payment.

FLEX Part #	FLEX Description	Notes	FLEX Credits	Qty	Ext Credits
FLEX-OTH- 006	AVEVA Development Studio - one included per contract	One Adv Development Studio included with each Flex credit subscription no credits required, Includes one Integration Studio seat, 5 GB Cloud standard storage included, Monthly Integration Studio usage of 40 hours	0	1	0
FLEX-HMI-015	AVEVA InTouch HMI Unlimited	Includes InTouch Tag Server with unlimited tags, InTouch WindowMaker, Includes redundant configuration, Supports 1 InTouch Application, Includes OPC UA Server, Vision AI Assistant Unlimited RDS clients, unlimited web clients with workspaces, includes historian clients - suggested max 40 concurrent RDS clients Includes Professional Communication Driver with redundancy, Includes 100K Tag Historian with redundancy and Reports for Operations Server	1000	1	1000
FLEX-HST-004	AVEVA Historian Client - Concurrent User	Includes Historian Client Desktop and Web Includes redundancy	40	5	200
				Total Credits:	1200

	AVEVA Flex Credits	Year 1: 2024-25	Year 2: 2025-26	Year 3: 2026-27	Three Year Total
FLEX	**1200**	$18,156	$19,068	$20,016	$57,240

Additional credits may be purchased during the life of the contract may be purchased at a rate of $16.64 per credit.

Simply call or e-mail me should you have any questions.

Best Regards,

Gene Szafranski
Q-mation
Cell: 617-959-0848
gszafranski@q-mation.com

Ordering Information	**Terms & Conditions**
E-mail, call, or fax your Purchase Order to: Q-mation 425 Caredean Drive Horsham, PA 19044 Email Sales@Q-mation.com Fax (215) 675-9712 Phone (877) 900-4996	1. Quotation is valid for 30 days from date of issue. 2. Quotation does not include any taxes. Tax exemption number must be on file or applicable taxes will be added. 3. Payment terms are Net 30 Days 4. Software delivery is 1 – 2 weeks ARO 5. Hardware Delivery is 1 – 2 weeks ARO 6. Transportation is prepaid and added 7. FOB is Q-mation | Horsham, PA

March 8, 2023

William Brunner
City of Lansing
1625 Sunset Avenue
Lansing, MI 48917

Dear William,

This letter is to certify that Q-mation Inc. is the only authorized distributor for software products from AVEVA and the only company authorized by AVEVA to sell and support Wonderware software products in the state of Michigan.

As the exclusive distributor of Wonderware software, Wonderware software products, including but not limited to, System Platform, InTouch, Development Studio, AVEVA Historian, Historian Clients, as well as yearly software maintenance or Customer FIRST support are available exclusively through authorized Wonderware distributors. Wonderware software products are not available through on-line service or third-party providers.

Wonderware software licenses and support may be procured through Wonderware North. Please make sure that your purchase order is addressed to: Q-mation Inc., 425 Caredean Drive, Horsham, PA 19044.

If you have any questions, please let me know. Have a super day!

Sincerely,

Heidi Woods

Heidi Woods
Director, Corporate Sales Operations
Direct: 484-324-2555
Cell: 206-817-1792

Sole Source Cover Sheet

Project: SCADA System – Wonderware 3-Year License and Support

206.05. - Sole source procurement. This request adheres to the portions of the ordinance checked below.

(c) The criteria to be followed by the Director in determining that there is only one source for supplying the requested supply, service, or construction item are:

X____Special features are required; or

_____Special market conditions exist; or

_____Special services or facilities are required; or

_____The source is unique or special in nature; or

X____The source is limited or proprietary; or

X____Sales territories or product availability within limited geographical boundaries require sole source procurement; or

X____Where standardization or compatibility is the overriding consideration and such compatibility or standardization can only be achieved through the purchase or use of a unique product; or

_____Where a product or service is specifically identified as part of a grant award.

Discussion/Notes:

Sole Source Manufacturer – Wonderware License and Support

AVEVA owns the Wonderware software brand that serves as the Supervisory Control and Data Acquisition (SCADA) system at the wastewater plant.

Sole Source Distributor – Wonderware North/Q-mation

The distributor, Wonderware North/Q-mation, is the only sales partner for Wonderware in lower MIchigan.

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

PURCHASE ORDER	
P.O. NUMBER	P091050
DATE	09/17/2024
VENDOR I.D.	V050346
FOB	None
REQUISITION NO	PR020521

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

TO: Q-MATION INC
425 CAREDEAN DR
HORSHAM, PA 19044

DELIVER ITEMS TO:
PUBLIC SERVICE WASTEWATER TREATMENT
1625 SUNSET ST
LANSING, MI 48917
ATTN JANETTE TATE

SEND INVOICE TO:
PUBLIC SERVICE WASTEWATER TREATMENT
1625 SUNSET ST
LANSING 48917

Item No.	QTY	Description	Unit Price	Extended Price
1	18,156.00	CAPITAL OUTLAY/CONSTRUCTION *590-933610-972000-20189 $18,156.00*	$1.00	$18,156.00
			Total:	$18,156.00

LICENSE AND SUPPORT FOR THE WONDERWARE SOFTWARE THAT SERVES AS SUPERVISORY CONTROL AND ACQUSTION (SCADA) SYSTEM FOR THE PLANT FIRST YEAR OF A THREE YEAR CONTRACT.

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 Desiree A. Kirkland

Date
Printed: 09/23/2024

CITY OF LANSING
INTERNAL AUDITOR
124 W MICHIGAN AVE FL 10
LANSING MI 48933-1605
(517) 483-4159

Date: October 17, 2024

To: Committee on Ways and Means

From: Charles Randall, Internal Auditor

Subject: Sole Source Purchase: Phoenix Safety – LFD PFAS-free Turn-out Gear

Overview:

- Department: Lansing Fire Department (LFD)
- Vendor: Phoenix Safety Outfitters
- Item/Project: Personal Protective Equipment – Turn-out Gear
- Dollar Amount: $49,294 (14 sets for new fire academy graduates)
- Justification: 206.05 (c) (1) – Special features required - PFAS Free

Notes:

- Sole Source approved by Mayor on September 27, 2024, IAW 206.05 (a)
- Duration is single, one-time occurrence.
- PFAS-free is a LFD best practices requirement.
- Funding will be through department budget but reimbursed via State of Michigan PPE grant.
- Future academy purchases will be competitively bid or utilize the same vendor chosen for replacement of existing non-PFAS-free PPE.

Recommendation:

- The purchase meets necessary requirements for sole source purchases and is recommended for approval.

CITY of LANSING
INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor

FROM: Stephanie Robinson, Senior Buyer

DATE: October 2, 2024

SUBJECT: Sole Source Purchase – Phoenix Safety Outfitters

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: Phoenix Safety Outfitters
Item Purchased: Turnout Gear for Fire Academy Recruits
Dollar Amount: $ 49,294.00

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 | 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: September 19, 2024
RE: Sole Source Purchase Request

LFD currently has 14 FF recruits in the training academy. We have a current quote from a vendor to provide PFAS-free turn-out gear (PPE). This gear is a critical component necessary for the completion of their training. As you are aware, PFAS-free PPE is the updated mandate from the Lansing Fire Department. PFAS, is man-made and known as the "forever chemical". This chemical is a known carcinogenic and does not break down in the air or water. Occupational cancer is the greatest single threat within the firefighting career. LFD has taken significant measure to identify and screen against occupational cancers related to PFAS and otherwise.

There is a real-time need for this equipment as candidates are currently enrolled in the academy. We are requesting the approval to move forward with this single, one-time sole-source purchase from Phoenix Safety Outfitters. The candidates have been measured for this custom fit PPE purchase. This purchase would be supported by LFD budget line-item; Logistics Turnout Gear & PPE, 101-343510-742601, in the amount of $49294.00 (see attached quote).

The State of MI PPE grant award will go to support department-wide PFAS free PPE purchases for all members. The grant award expenditure would involve the city purchasing process of bids and the issuance of a PO. Please feel free to contact my office with any questions related to this time-sensitive request. Thanks in advance for your considerations.

PHOENIX SAFETY OUTFITTERS

Quotation: 249256

(DO NOT PAY FROM THIS DOCUMENT/S&H MAY NOT BE INCLUDED)

Quotation Date: **26 Aug 2024**

Shipping Method: ***Best Way***
Account Rep: ***Jeff Shimel***
Accounting Questions: ***cgrogan@phoenixoutfitters.com***
Accounting Phone: ***614-203-0247***

Sales Tax Registrations:
Ohio (91-050790)
Indiana (0158424336)
Michigan (41-2241348)

REMITTANCE ADDRESS
PHOENIX Safety Outfitters
P.O. Box 20445
Upper Arlington, OH 43220

Physical Address:
PHOENIX Safety Outfitters
110 W Leffel Lane
Springfield, Ohio 45506
(937) 324-2537

EIN:
41-2241348

Bill to:

ATTN: ACCOUNTS PAYABLE
CITY OF LANSING FIRE DEPARTMENT
3708 PLEASANT GROVE
LANSING MI 48910
UNITED STATES
Customer Phone: 517-483-6914 OR 517-483-6910
Customer Email: jwan.randle@lansingmi.gov

Ship to:

LANSING FIRE DEPARTMENT
3708 PLEASANT GROVE
LANSING MI 48910
UNITED STATES
Customer Phone: 517-483-6914 OR 517-483-6910
Customer Email: james.peters@lansingmi.gov

Item ID	Item name	Qty	Item $	Extended $
CUSTPO	Customer Purchase Order Number: Verbal/EMAIL Chief Juan Randle Spec wiith Steadair Clear (PFAS free moisture barrier)	1	$0.00	$0.00
LAN(INGMI)-VFC	JANESVILLE V-FORCE COAT, BI-SWING PER CUSTOMER SPECIFICATION // PSGQ30674// [02/24] *Color: PER SPEC*	14	$1965.00	$27510.00
LAN(INGMI)-VFP	JANESVILLE V-FORCE PANT PER CUSTOMER SPECIFICATION // PSGQ30674// [02/24] *Color: PER SPEC*	14	$1556.00	$21784.00
NAME LIST:	THE FOLLOWING PERSONNEL ARE RECEIVING THE ABOVE PRODUCT: DAN BAXENDALE HARIS DZAFEROVIC JULIAN HENDRICKSON KYLE HICKMAN JOHN KAUFMANN JARED KOLHOFF CHAD McNALLY DAKOTA MILLER JOSHUA ODOM ADAM PERRY ZACH RICE BRYAN SAWYER TREVOR TOWNSEND CODY WILLIAMS *Verified: [0621]*	1	$0.00	$0.00
NCFRT	There shall be No Freight Charged on this Order // Date Shipped: *Verified: [0621]*	1	$0.00	$0.00

Subtotal	**$49294.00**
MI-ST TAX EXEMPT @ 0%	$0.00
Total	**$49294.00**
Paid to date	$0.00

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

PURCHASE ORDER	
P.O. NUMBER	P091088
DATE	09/25/2024
VENDOR I.D.	V009090
FOB	None
REQUISITION NO	PR020556

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

TO: PHOENIX SAFETY OUTFITTERS LLC
PO BOX 20445
UPPER ARLINGTON, OH 43220-0445

(614) 361-0544

DELIVER ITEMS TO:	SEND INVOICE TO:
LFD - MAINT ALARM	LFD - ADMIN OFFICES
3708 PLEASANT GRV	120 E SHIAWASEE ST
LANSING, MI 48910	LANSING 48933
ATTN ERIC RASOOL	

Item No.	QTY	Description	Unit Price	Extended Price
1	1.00	TURNOUT GEAR & PPE *101-343510-742601 $49,294.00*	$49,294.00	$49,294.00
			Total:	$49,294.00

SOLE SOURCE - PRICING PER NPP PRICING QUOTE 8.26/24

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 Desirie A. Kirkland

Date
Printed: 09/26/2024