CITY COUNCIL AGENDA

CITY OF NOVI
Regular City Council Meeting
January 23, 2023 | 7:00 PM
Council Chambers | Novi Civic Center | 45175 Ten Mile Road
(248) 347-0460

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL – Mayor Gatt, Mayor Pro Tem Staudt, Council Members Casey, Crawford, Fischer, Smith, Thomas

APPROVAL OF AGENDA

PUBLIC HEARINGS

PRESENTATIONS

REPORTS

1. Manager/Staff

2. Attorney

AUDIENCE COMMENT – In order to hear all citizen comments at a reasonable hour, the City Council requests that speakers respect the three-minute time limit. This is not a question-answer session. However, it is an opportunity to voice your thoughts with City Council. Speakers wishing to display visual materials through the City's audiovisual system must provide the materials to the City Clerk's Office no later than 12:00 P.M. the day of the meeting. The materials cannot be changed before the meeting.

CONSENT AGENDA REMOVALS AND APPROVALS – All items listed under Consent Agenda are considered routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member so requests, in which event the item will be removed from the Consent Agenda and considered at the end of the normal Agenda.

EXECUTIVE SEACH FIRM INTERVIEWS

1. Amy Cell, LLC

2. Slavin Management Consultants

MATTERS FOR COUNCIL ACTION

1. Approval of resolution to authorize Budget Amendment #2023-3.

2. Consideration of approval to award the Janitorial Services contract to RNA Facilities Management in the amount of $182,743.64 for a one (1) year contract with the option of two (2) one-year renewals.

3. Consideration of approval to award the construction contract to Fonson Company, Inc., the low bidder, for the Lakeshore Park Tunnel Replacement project, in the amount of $601,961 and amend the budget.

4. Consideration of a resolution to create a Public Safety Building Needs Committee.

5. Consideration of a resolution to create an Older Adults Needs Committee.

CONSENT AGENDA REMOVALS FOR COUNCIL ACTION – Consent Agenda items which have been removed for discussion and/or action.

AUDIENCE COMMENT – In order to hear all citizen comments at a reasonable hour, the City Council requests that speakers respect the three-minute time limit. This is not a question-answer session. However, it is an opportunity to voice your thoughts with City Council. Speakers wishing to display visual materials through the City's audiovisual system must provide the materials to the City Clerk's Office no later than 12:00 P.M. the day of the meeting. The materials cannot be changed before the meeting.

COMMITTEE REPORTS

MAYOR AND COUNCIL ISSUES

COMMUNICATIONS

CONSENT AGENDA – Background information for Consent Agenda items is available for review at the City Clerk's Office.

A. Approve Minutes of:
January 9, 2023 - Regular Meeting

B. Approval to award Great Lakes Power and Lighting the Civic Center LED lighting retrofit project in the amount of $65,594.16.

C. Approval to award an Agreement for Geotechnical Engineering Services for Public Projects to G2 Consulting Group, LLC, for a period of five years, with an effective date of January 23, 2023.

D. Approval of a request to transfer ownership of escrowed 2021 Resort Class C Liquor License & SDM license with Sunday Sales Permit (PM) with New Outdoor Service Area, Sunday Sales Permit (AM) and Sunday Sales Permit (PM) SDM-Mixed Spirit Drink from Sip Bay Harbor LLC., to KHP Novi, LLC., 44375 W. 12 Mile Rd, #G-147, Novi, MI.

E. Final approval of the request of Leon's of Novi, JZ22-27, with Zoning Map Amendment 18.738, to rezone property from Local Business (B-1) to General Business (B-3). The property is located on the south side of Ten Mile Road, west of Haggerty Road. **SECOND READING**

F. Approval of claims and warrants – Warrant 1124

ADJOURNMENT

SCHEDULED MEETINGS – All Regular Council meetings are held in the Council Chambers unless otherwise noted. For a complete listing of scheduled meetings, please visit the Event Calendar at cityofnovi.org.

NOTICE: People with disabilities needing accommodations for effective participation in this meeting should contact the City Clerk (248) 347-0456 at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.

Executive Search Services

For the Position of City Manager

Prepared for City of Novi

RFP City Manager

Presented by Amy Cell, LLC

November 14, 2022

AmyCell LLC
CONNECTING TALENT & OPPORTUNITY

Tia Gronlund-Fox, Director of Human Resources
City of Novi
45175 Ten Mile Road
Novi, MI 48375

Dear Ms. Gronlund-Fox,

Thank you for the opportunity to submit this proposal to assist the City of Novi in its search for a new City Manager.

As you look through this proposal, you will find that we bring extensive experience with executive searches in the public and private sectors and we are committed to providing you exceptional service and sharing with you our passion for Michigan communities. My hope is that upon review you will find us to be an excellent fit for this engagement.

We believe that we are the right partner for the City of Novi due to the following attributes which we will detail in the attached proposal:

- ***Passion for community service*** - Our team has worked for government, economic development and community development organizations. We are passionate about supporting Michigan's communities!

- ***Local knowledge makes for better marketing*** - We get to know the communities we are working with, through research and one on one meetings. We will then create a "Community Profile" that we share widely to attract candidates. We are excited to share a draft Community Profile we created for the City Manager at the end of this proposal.

- ***Consensus builders*** - We will interview City Council members and staff to align the Council on the ideal candidate profile.

- ***Top notch candidates*** - Our combination of strategic marketing and targeted outreach results in a robust pool of qualified and motivated candidates. We then winnow the pool down to a short list of candidates through a thorough vetting of the candidates' background and accomplishments.

- ***Customized approach*** - Each of our executive search engagements is unique. We focus on the key experiences, leadership style, and managerial competencies desired by the group of stakeholders that we interview. We create a tailored profile, service offering and communication approach that fits with your needs. Our extensive experience with planning and project management and transparent communication style will help the Council through the experience as smoothly as possible.

- ***Our team*** - We have a team of 23 highly qualified and diverse recruiters and HR experts, with all but one based in Michigan.

Since our inception in 2015, we have supported hundreds of employers, communities, and job seekers with customized HR and recruiting services. Our team of seasoned professionals brings expertise and knowledge in the areas of municipal recruiting, human resources, economic development, project management, and marketing. We would be honored to work with the City of Novi on this important endeavor.

Please feel free to contact me with any questions. Thank you very much for the opportunity to share our interest in this engagement.

Best regards,

Amy Cell

President

215 W. Michigan Ave., Ypsilanti, MI 48197
Phone: 734-657-0370 E-Mail: Amy@AmyCellTalent.com

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A. Qualifications

Type of Business

Amy Cell, LLC of 215 W. Michigan Avenue, Ypsilanti, Michigan 48197, operates as a Limited Liability Corporation in the State of Michigan. As a registered LLC in Michigan, we are licensed to operate in the State of Michigan. We provide recruiting, human resources consulting, and career coaching services. We are in good standing with the state of Michigan and have all the necessary licenses and certifications to be able to perform the work indicated in this RFP. The contact person for this proposal is Amy Cell. She can be reached at 734-657-0370 or amy@amycelltalent.com.

History

Since our founding in March of 2015, Amy Cell, LLC has conducted over 1100 searches, including recruitment for 100+ executive and key leadership roles, such as CEOs, City Managers, Executive Directors, Vice Presidents, and other C-Suite roles. In addition to our strong track record of success in both the public and private sectors, Amy Cell brings significant relevant experience to municipal/public sector recruiting, having served as Senior Vice President of Talent Enhancement at the Michigan Economic Development Corporation (MEDC), and as Vice President Talent Enhancement for Ann Arbor SPARK. In these roles, Amy was responsible for programs in talent attraction, retention and development at regional and state levels, and was integral in the design and implementation of talent programs to benefit Michigan employers and citizens (e.g., job seekers, apprentices, displaced workers).Through this decade of public service, Amy Cell established a large professional network and national reputation as a thought leader in talent attraction. The firm's commitment to client satisfaction and a positive jobseeker experience has led to strong growth, and our firm is proud to have all of our employees based in Michigan.

Why Us?

Here are the reasons that Councils have trusted us to help them with one of their most important duties:

- We are experts in recruiting and sourcing. We have our own database of 1000+ municipal professionals, and send out monthly communications. We have four LinkedIn recruiter licenses so that we can effectively target top-notch talent, and ensure a diverse applicant pool.
- We are well versed in applicable laws including the Open Meetings Act and Freedom of Information Act.
- In addition to talent acquisition support, we provide HR consulting services to municipal clients, such as training programs, performance review management and have been the outsourced HR function for a municipality. We have had a team member serve as Acting City Manager, and have a team member that

was a long serving local government employee. Thus we understand the day to day activities of local government.

- We have a strong marketing team that is well versed in social media and media relations. We will prepare press releases as directed by the City Council to support community engagement.
- We focus on success - we can provide a structured onboarding experience to help the new City Manager hit the ground running. We also offer a 360 degree feedback review after six months to help address any issues to ensure that the City Manager has an accurate understanding of what they should keep, stop and start doing.

Municipal Clients We Have Served

Municipal Clients We Have Served		
City Ann Arbor	City of Clawson	City of Dearborn
City of Eastpointe	City of Farmington Hills	City of Fraser
City of Grand Rapids	City of Grosse Pointe	City of Holland
City of Jackson	City of Madison Heights	City of St. Clair Shores

City of Yale	City of Ypsilanti	Lapeer County
Macomb Township	Redford Township	Scio Township
Village of Almont	Village of Capac	Village of Dundee

Examples of Prior Engagements

City of Ann Arbor

Engagements: Amy Cell, LLC has been a key talent resource for the City of Ann Arbor, completing multiple, successful executive searches since 2020. These searches include: **City Administrator** search in June 2020 which resulted in 268 candidates and 3 finalists; **Chief Financial Officer** search in January 2021 resulted in 89 candidates and 4 finalists; **City Attorney** search in July 2021 which resulted in 19 candidates and 1 finalist; and **Director of Human Resources** search in June 2022 which resulted in 95 candidates and 2 finalists. All of these positions were placed.

In addition to completing City Administrator and City Attorney Performance reviews (2020, 2022) and successfully recruiting for a senior staff position in the Public Works department, Amy Cell, LLC also provided organizational development support by designing and implementing 360 feedback assessments for key leaders.

City of Eastpointe

Engagement: In December of 2021, we were selected by the City of Eastpointe to provide recruitment services for a City Manager. The search resulted in 46 applicants, 8 candidates and 2 finalists. One of the finalists, was placed in the role and can be contacted below.

City of Fraser

Engagement: In July of 2020 we were selected by the City of Fraser over 5 other firms to provide an independent HR department to support approximately 70 employees and 100+ retirees. During the following 18 months we filled approximately 20 positions, restructured the leadership team, recruited an interim City Manager to address short term issues as well as the permanent City Manager. Additional HR projects included implementation of the BS&A HR module, developed a new handbook, oversaw benefits administration and open enrollment, developing new performance review processes, updating all job descriptions, creating a new compensation structure, and launching an employee newsletter. Additionally, Amy Cell was appointed Acting City Manager at one point during the leadership transitions.

St. Clair Shores

Engagements: We conducted two successful City Manager searches, one in 2019 and most recently in February 2022. A summary of the searches is as follows: the City Manager search in 2019 which resulted in seven candidates presented to Council, four finalists selected for in person interviews. The City Manager search in February 2022 resulted in ten candidates presented to Council and four finalists. Both searches resulted in placements.

City of Holland

Engagement: In November 2017, Amy Cell, LLC was awarded the bid to assist the City of Holland in their search for a City Manager. Despite competitive bids from well-known municipal recruiting firms, the City chose Amy Cell, LLC due to the success of a prior unrelated high profile search. The search attracted over 60 qualified candidates from around the country and abroad, and resulted in a successful hire within 10 weeks of the initial job posting.

References

Below is a sample of recent relevant engagements.

Please feel free to contact any of the following individuals as references.

Client	Project Title Search	Contact Person	Telephone / email
City of Ann Arbor	Director of HR City Administrator, City Attorney Searches	Julie Grand, City Council Member	(734) 678-7567 JGrand@a2gov.org
City of Eastpointe	City Manager Search	Mariah Walton, City Manager	(568) 445-3661 mwalton@eastpointecity.org
City of Fraser	City Manager Search	Kathy Blanke City Council	(586) 293-3100 ext 110 kathyb@micityoffraser.com
City of St. Clair Shores	City Manager Search	Chris Vitale, City Council Member	(586) 801-4732 vitalec@scsmi.net
City of Holland	City Manager Search	Jennifer Orme, HR Director	(616) 355-1318 J.Orme@cityofholland.com

May 25, 2022

"As part of our City Council's Administration Committee, I have enjoyed working closely with Amy Cell on a number of executive level searches. In a competitive recruitment environment shared by all municipalities, Amy was able to present a number of viable candidates for each position - even when a known internal candidate existed. She presented clear, cost-effective plans that were thorough, efficient, and through supplemental materials such as video interviews, provided valuable insight into our candidates.

In addition to her human resources expertise, I appreciated that Amy Cell took the time to capture our council, staff, and community priorities. This understanding of local context has undoubtedly contributed to our successful recruitment efforts."

Ann Arbor Mayor Pro Tem Julie Grand

St Clair Shores City Council Meeting, April 4, 2022

"Amy Cell and her office did a great job at preparing us and giving us the right candidates to select from."

St Clair Shores Council Member Candice Rusie

"It's been a pleasure again to work with Amy Cell's agency."

St Clair Shores Council Member Chris Vitale

Fraser City Council Meeting, February 10, 2022

"Our vision when we started with Amy Cell hit some major road blocks because some things happened we weren't anticipating and you tackled those with such grace and such dignity and found us candidates."

Fraser City Council Member Amy Baranski

"I just want to thank you and tell you what a privilege and honor it has been to work with you. You have impressed me repeatedly."

Fraser City Council Member Amy Baranski

"Amy, I just want to thank you for everything you have done for us. You accomplished not only what we were looking for, you went beyond that."

Fraser City Council Member David Winowiecki

"Amy, I also wanted to thank you. I feel you were objective and fair, knowledgeable, great people skills. You were exactly what we needed when you came to help us."

Fraser City Council Member Kathy Blanke

B. Recruitment Work Plan

To assist the City of Novi in finding their new City Manager we will follow our well-honed six step process, as described below. A full description of our approach and detailed timeline is included below. We also provide weekly status reports to the Council.

Step One - Create a Clear Target and Plan

Through a detailed needs assessment, we will learn from you the "must have" and "ideal" experiences and behaviors for the City Manager. We will start by interviewing stakeholders including elected officials and staff members to understand the goals, skills, experiences and behaviors that are critical and "ideal" for the position. We will also identify the key selling points of the position, organization and community, which informs the marketing strategy that we create.

Based on stakeholder data, we will create a rubric and align the selection group on experiences, leadership style, communication skills, etc. We will create a comprehensive position profile. We will research the existing compensation and benefits structure as it compares to the market. During this planning meeting we will present the rubric, profile, draft timeline and compensation data to Council.

Step Two - Market the Posting to the Right People

We use social media and national job boards to promote the opportunity, as well as to promote the amazing aspects of living, working and playing in the City of Novi region. This results in the largest possible pool of qualified applicants. In addition to our proprietary database of executive and professional talent, we will perform targeted outreach to candidates that might not otherwise apply through LinkedIn and other social media platforms, and engage with ICMA Newsletter/Job Center, Michigan Municipal League (MML), and other municipal websites to create a deep, diverse pool of qualified and interested candidates.

Step Three - Thoroughly Access Applicants

We will thoroughly assess the qualifications and suitability of all candidates in an independent and objective manner in accordance with all laws and regulations. We will use a survey, video interview, phone interview, cyber review, reference checks and background checks to thoroughly assess applicants. We will provide access to and summarize this data for review for Council. We will coordinate any additional assessments as directed by the Council.

Step Four - Interviews

We will coordinate an outstanding interview experience for candidates and stakeholders that complies with the Open Meetings Act. Finalists will have a Zoom or on-site interview that can include a wide range of interviews and tours. As directed by Council, we will coordinate schedules, manage candidate communications, and provide on-site logistic support during the on-site interviews. We will thoroughly prepare the City Council for the interviews by providing guidance, support and interview questions customized to the qualities that emerged through the detailed needs assessment.

Step Five - Negotiation

We will assist with the negotiation process with other administrative and legal parties. Our specific role will be directed by the Council.

Step Six - Transition Support

We help candidates successfully transition into their new roles by providing assistance with onboarding and relocation. If desired, we can provide a variety of support to assist with relocation and transition assistance, including housing assistance, partner job search assistance, child and elder care support, and finding local "greeters" to help welcome the new person into the community. We also offer a complimentary 360 degree feedback check-in after six months, and we assist the Council with determining performance expectations.

Proposed Timeline

The following timeline details the process (as described above) with a proposed schedule for deliverables and milestones.

Our proposed timeline is further customizable depending on the needs and goals of the City of Novi. It is our goal to create and implement a plan that works well to meet the City's objectives, recognizing that a flexible approach is often needed as plans unfold.

The detailed timeline below demonstrates how a typical search process flows after we are contracted to begin the search.	
Activity	**Time Frame**
Stakeholder interviews - We interview stakeholders including the Council, staff, and key community members to understand the goals, skills, experiences and behaviors that are critical and "ideal" for the position. We also learn about the key benefits of the position, organization and community.	Weeks 1, 2
Selection Criteria Matrix - Based on interview feedback and survey data we create a "talent matrix" of key criteria.	Week 3
Marketing plan - Based on the interview feedback and research, we will create a digital and print marketing package that will be used to market the opportunity.	Week 3

Review salary data - Review existing compensation and benefits structure as it compares to market comparables. Present compensation data to the hiring committee at the first meeting and determine target compensation range.	Week 3
Align - We will meet with the selection team to review the hiring criteria and job posting.	Week 4
Market the opportunity - We use social media and national job boards to promote the opportunity, and to promote the amazing aspects of living, working and playing in the community. This results in the largest possible pool of qualified applicants. In addition to our proprietary database of executive and professional talent, we perform targeted outreach through LinkedIn and other social media platforms, and engage with industry associations, which results in a deep, diverse pool of qualified and interested candidates.	Weeks 4-8
Assess applicants - We use a survey, video interview, phone interview, cyber review, reference checks and background checks to thoroughly review applicants.	Weeks 4-9
Present candidates - We will provide the selection team with a link to the candidate packets and videos. Selection team members will have at least one week to review information prior to the meeting to determine finalists.	Week 10
Determine finalists - We will review candidates with the selection team and determine interview panelists.	Week 11
Interviews - We will invite the interviewers, providing them copies of information on the finalist candidates. We also will create sample interview questions and feedback forms.	Week 12
Negotiation & Relocation - We provide a variety of support regarding contract negotiations and onboarding. We also provide a six month 360 degree feedback report for the new Manager to enhance rapid development.	TBD

Key Personnel

Our Team

For this recruitment, we have selected the following team of highly qualified professionals, all of whom are well-versed and experienced in municipal/public sector and executive recruitment. These three individuals are based out of our Ypsilanti office.

The table below lists the key persons assigned to this project, as well as their anticipated roles. Resumes are included as an attachment.

Proposed Team Includes:

Name	Title	Anticipated Roles
Amy Cell	President and Founder	**Role**: Lead. Oversees all search aspects included in this proposal.
Barbie Sigers	Talent Acquisition Director	**Role**: Manages search activities; participates in meetings; completes stakeholder intake interviews; finalizes the position description. Manages consultants and fine details.
Rebecca Roberts	Senior Associate Consultant	**Role**: Assists in document production, scheduling and outreach. Assists with candidate screening, background and reference checks. Provides on-site interview support.

Background Checks

We will conduct background checks of shortlisted candidates, using Background Check Central, a highly reputed, Michigan-based firm.

Background Check Central, 42815 Garfield Road, Suite 208, Clinton Township, MI 48038

C. Costs

Search Components	Regular	Value
Number of individual intake interviews	11-30	5-10
Develop and launch community survey, analyze results	Yes	No
Create inviting job posting	Yes	Yes
Develop recruitment brochure	Yes	No
Promotion via job boards and social media including ICMA, MML, SGR, LinkedIn, Facebook and Twitter	Yes	Yes
Screening survey, cyber review, video interview & gather references	Yes	Yes
Reference checks, phone interview, background checks	Yes	Yes
Write press release announcing finalists	Yes	No
Host community reception, gather and analyze feedback	Yes	No
Coordinate interviews. Provide questions and guidelines	Yes	Yes
Compile and summarize interview feedback	Yes	Yes
Support offer negotiation process	Yes	No
360 degree feedback for new City Manager	Yes	No
Guarantee*	One year	None
Consultant mileage travel costs included in the fee.	Yes	No
Total Cost - Not to Exceed	**$18,500**	**$8,250**

Note: Reception food costs, interview food costs, and candidate travel costs are not included above.

Placement Guarantee Terms

Under the Regular Search plan, in the event the new employee rescinds their acceptance of the job offer, voluntarily leaves employment within one year of their start date or is fired for cause, we will waive our base recruiting fee and conduct one additional search at no cost.

Payment Terms

We will invoice one third of the fee upon contract signing to cover advertising and administrative costs. Another payment of one third of the total fee will be due upon the presentation of a slate of finalist candidates. The remaining balance will be invoiced upon acceptance of an offer. Net 30 day terms are kindly requested.

Thank you again for the opportunity to submit this proposal to assist the City of Novi in its search for a new City Manager.

Amy Cell

President, Amy Cell, LLC

734-657-0370 Amy@AmyCellTalent.com

D. Attachments

ATTACHMENT I

Team Resumes

Amy Cell

Barbie Sigers

Rebecca Roberts

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AMY CELL

734-657-0370
Amy@AmyCellTalent.com

SUMMARY

Dynamic leader passionate about talent attraction, retention and development who has used her creativity, team building skills and expertise to create and launch statewide talent programs and support Michigan communities, companies and people.

EXPERIENCE

AMY CELL, LLC, Ypsilanti, MI
President, 3/2015 - Present
Amy Cell Talent is a talent consultancy that provides a variety of talent acquisition, community development and job seeker support programs to clients. We are a team of skilled and dedicated professionals based in Ypsilanti Michigan.

- Provide efficient and effective talent acquisition services to Michigan technology companies - completed over 600 searches that span executive, administrative, and technical opportunities.
- Provide career development services to job seekers and people in career transitions.
- Supported Community Ventures, a program that provides a career pathway out of poverty.
- Launched a talent program for University technology transfer organizations.
- Frequent speaker, advisor, facilitator, panelist and judge. Engagements have included the Brookings Institution and Edward Lowe Foundation.
- Faculty member, Center for Entrepreneurship, U-Michigan College of Engineering.

MICHIGAN ECONOMIC DEVELOPMENT CORPORATION, Lansing, MI
Senior Vice-President, Talent Enhancement, 1/2011 - 3/2015
MEDC is the state economic development organization. Joined MEDC with the Gov. Snyder administration to develop a Talent function housed within economic development.

- Led the redesign of the state labor exchange and talent marketing strategy. Website average 80K postings per month and 200K active account holders. Approximately 3 million unique users per year. Social media strategy includes newsletters, Twitter, Facebook and LinkedIn.
- Created and launched Community Ventures in 2012, which has placed 4000 structurally unemployed into living wage jobs with a $11.20 average wage and 68% one year retention rate.
- Launched the Michigan Advanced Technician Training program, a dual education program based on the German apprenticeship model. Program is viewed as a national model and was featured by the Brookings Institute on a German study tour. Program has been adopted by Illinois, and many other states have requested additional information.

- Designed and directed programs to attract and retain highly educated talent, including LiveWorkDetroit, Dream Job, Pure Michigan Opportunity and a college ambassador program. Results included thousands of IT and Engineering student connections to employers.
- Participated on a select task force to determine strategy to propel Michigan to a top 10 state in terms of adults with a post-secondary credential or higher.
- Launched the Community College Skilled Trades Equipment Program - a $50 million bond initiative to provide community colleges with critical training equipment.
- Launched Global Michigan, an initiative to embrace, attract and retain international talent. Built a team from one staff person to 30. Team had one of the highest employee engagement levels in the state government per a survey managed by PricewaterhouseCoopers.
- Accomplished and well-regarded speaker and presenter with approximately 50 engagements as panelist, moderator or key note presenter.

ANN ARBOR SPARK, Ann Arbor, MI
Vice-President, Talent Enhancement & Entrepreneurial Education, 8/2006 - 1/2011
Ann Arbor SPARK is a non-profit regional economic development organization driving local and statewide economic development initiatives. Key responsibilities included the creation and management of all Talent Enhancement programs, directing all Entrepreneur Education programs and overseeing the SPARK East incubator.

- Positioned SPARK to be a "talent hub" for knowledge-based workers seeking dynamic opportunities through events, job posting service and weekly newsletters. Posted approximately 1000 jobs for 400 companies annually, saving thousands of dollars per hire.
- Created programming to support SPARK East, a successful incubator in a challenged area and have had two companies graduate from the program in the first 18 months.
- Developed and launched numerous entrepreneur education programs including the one-day "Starting Your Own Business" program, Michigan Energy Forum, Entrepreneur Education 1.0 and 2.0 series, Expert Resource Board, Power Lunch and SPARK East Speaker Series.
- Co-developed Shifting Gears, a 4-month developmental program to help displaced "large company" managerial talent transition into "new economy" opportunities. Program later was expanded by the Michigan Economic Development Corporation and helped approximately 400 highly educated, accomplished, later-career people transition to new opportunities.

ROSS SCHOOL OF BUSINESS AT U-MICHIGAN, Ann Arbor, MI
Senior Associate Director, Office of Student Life, 9/2004 - 7/2006

- Created and led the Office of Student Life. Developed policies/processes to support students, including leadership programming, diversity, training, recognition, and student relations.
- Championed school-wide leadership development efforts and programs.
- Created a culturally sensitive environment through programming and addressing problems.
- Resolved scores of student relations concerns and community issues.

APPLIED BIOSYSTEMS, Foster City, CA
Senior Manager, Human Resources, 11/2003 - 6/2004

- Led the restructuring and reengineering of IT department. Results included more efficient structure, employee development and redeployment of managers to better utilize talent.
- Launched development councils to coordinate succession planning and employee development.
- Provided organizational effectiveness tools such as leadership development and coaching, training, 360-degree feedback, change management and facilitated new leader assimilations.

HR DRIVERS, Los Altos, CA
Managing Partner, 9/2002 - 10/2003

- Founded HR Consulting Partnership that provides HR consulting, training and outsourcing services to small businesses that want innovative and strategic HR programs and processes.
- Developed extensive HR audit program to thoroughly review each element of HR, to ensure that all legal issues and best practices are considered.

SRI CONSULTING, Menlo Park, CA
HR Manager, 2001 - 2001

- Reported to CFO of SRI International and directed all HR activities for SRI Consulting that resulted in cost savings, strategic leadership change and benefit and compliance improvements.
- Developed new processes for recruiting, merit planning, orientation, mentoring, leadership development/succession planning, performance management and visa management.

FORD MOTOR COMPANY, Dearborn, MI
HR Roles Including Labor Rep, Associate and Analyst, 1995 - 2001

- Provided counsel to business units in employee relations, performance management, diversity, staffing, compensation, job leveling/ranking, succession planning and work/life issues.
- Analyzed U.S. recruiting process; recommended switching to Resumix with an ROI of 40%.
- Participated on team, which integrated Global affiliate manufacturing operations.

PLANTE & MORAN, CPA's, Ann Arbor, MI
Certified Public Accountant, 1990 - 1993

- Passed CPA exam in first sitting.
- Planned, executed, supervised and managed audit and tax engagements.

EDUCATION

THE UNIVERSITY OF MICHIGAN, Ann Arbor, MI

MBA - Ross School of Business Administration, 1993 - 1995

- with High Distinction (Top 10%)

BBA - Ross School of Business Administration, 1987 - 1991

BOARD MEMBERSHIPS

Board & Community Involvement: Michigan Center for Integrative Research in Critical Care, Career Education Advisory Committee, Desai Accelerator, Washtenaw Community College Foundation, Center for Entrepreneurship (CFE) - U-M College of Engineering, Washtenaw Community College Women's Council, Women's Exchange of Washtenaw, U-M SE Michigan Alumni Association, Washtenaw 2030 Steering Committee

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BARBIE SIGERS

Ann Arbor, MI ▪ 517-230-9911
barbie@amycelltalent.com • linkedin.com/in/barbie-sigers-916769b

SUMMARY Energetic, detail- and results-oriented professional with over twenty years of experience in human resources, pharmaceutical sales and health / fitness training and management.

EXPERIENCE

AMY CELL, LLC Ann Arbor, MI 2021-present
Talent Acquisition Director

- Build client relationships and manage recruitment lifecycle from engagement through closure.
- Recruit for hard to fill, newly created, and specialized positions ranging from entry level personnel to C-suite executives.
- Strategic sourcing, screening, evaluating and presenting of candidates to hiring managers.
- Review job postings to ensure accuracy and completeness. Update job posting language as necessary, to capture the attention of target audiences.
- Design and process job specific questionnaires to understand candidate's work styles, motivation, personality, and other information that cannot be determined from a resume.

Burn Bootcamp, Northville, MI 2020 – 2021
Personal Trainer/Group Fitness Instructor

- Designed and coached over 500 training classes.
- Conducted 1-on-1 coaching sessions with clientele to understand motivators and limitations, improve self-confidence and develop nutrition and training plans.

Red Effect Infrared Fitness, Ann Arbor, MI 2018 – 2020
Lead Trainer

- Developed and coached over 800 high intensity interval training classes.
- Sourced, screened, interviewed and trained new instructors.
- Integral role in the startup of the facility and building client base.

CentraState Fitness & Wellness Center, Freehold, NJ 2014-2018
Personal Trainer / Group Fitness Instructor / Pilates Instructor

- Conducted fitness assessments & goal planning for members.
- Developed & customized 1-on-1 fitness plans for 25 long term clients.
- Lead trainer in medically based programming, sports performance training, weight loss, and improvement of overall physical health.
- Designed & implemented customized individual & group pilates classes.
- Instructed 8 group training classes per week.

Esprit Pharma, Detroit, MI 2006 –2007
Urology/Gynecology Sales Specialist

- Launched new products to urologists, surgeons, and obstetrician-gynecologists.
- Planned medical education programs to improve sales and build strong rapport with key decision-makers.

Wyeth Pharmaceuticals, Grand Rapids, MI 2001 – 2005
Territory Representative

- District Rep of the Year and Rookie of the Year.
- Territory analysis, business development & project management to increase product sales.
- Marketed products to cardiologists, neurologists, gastroenterologists, diabetic educators, pharmacists, and internal medicine and family practitioners through presentations, in-services, and education events.

Nelson Professional Sales, Lansing, MI 2000 – 2001
Territory Representative

- Developed and executed business and marketing plan for territory to exceed sales goals.
- Marketed cardiovascular products to cardiologists, internists, and family practitioners.

SmithKline Beecham Pharmaceuticals, Lansing, MI 1998-2000
Sales Consultant

- Ranked #1 in district for three consecutive quarters and #7 in the region of over 200 sales consultants for top product, Augmentin.
- Successfully launched a new product, achieving 64% over sales goal.
- Marketed a wide range of physicians in clinics & hospitals; Conducted in-service's & journal club meetings.

Robert Half International, Okemos, MI 1995-1998
Division Director

- Built a Fortune 500 client base and worked with clients to fill critical executive staffing needs.
- Sourced, screened, evaluated & presented applicants to hiring managers.
- Managed and operated a matrix of skilled candidates for future placements.
- Marketed services and candidate pool based on market trends and business needs; B2B relationship/ account management.

EDUCATION

Eastern Michigan University, Ypsilanti, MI
Bachelor of Business Administration in Human Resource Management

Keller Graduate School of Management, DeVry University
Completed coursework toward Master of Human Resource Management (12 credits)

OTHER SKILLS

Microsoft Office (Word, Excel, PowerPoint and Outlook); Google Productivity Tools, JazzHR, Rippling, Zoho, Zoom

Rebecca Roberts

Kalamazoo, MI, 49009 • 269-447-8676
rebecca@amycelltalent.com • linkedin.com/in/rebecca-roberts-0538201a3/

Human Resource Consulting | Recruitment | Training Design | Performance Management | Employee Engagement | Organizational Development | AR Functions | Inventory Management | Supplier Relations |

WORK EXPERIENCE

AMY CELL, LLC, Ypsilanti, MI

Senior Associate Consultant, 8/2021 - Present

- Restructure performance evaluation forms and process to impact client's non-profit, healthcare organization.
- Develop organizational charts and SOP's for internal usage
- Management of different jobs postings and responsible for posting jobs on multiple platforms in a timely manner
- Produce HR Assessment with recommendations on organizational improvements by analyzing client documents and offer projects to support these recommendations
- Facilitate employee conversations and manage engagement activities to support a series of DEI workshops for 20 employees in a client's organization
- Facilitate full-cycle recruitment services for all level positions in multiple industries

VANDE BUNTE EGGS, Otsego, MI

Business Analyst Internship, 1/2021 - 5/2021

- Conduct supplier analysis to ensure cost effectiveness of production materials
- Manage existing supplier relationships and establish new contacts for cost saving opportunities
- Inventory management, reporting, and purchasing for three facilities
- Establish and maintain spreadsheet and documentation for capital projects and future developments
- CFS inventory management and general IT on-site contact and liaison for third party IT company
- I-9 audit preparation and employee file review

Office Manager, 12/2017 - 5/2021

- General office administration: answering phones, greeting visitors, incoming and outgoing mail administration, updating and creating spreadsheets, scanning invoices, buying equipment
- Supporting HR functions: new hire paperwork and system setup, validation of employee documentation, assist employees with form interpretation, and digitalization of all employee files
- Responsible for AR functions including creating invoices, intracompany transfers, verifying accuracy of orders, and monthly reporting of sales to American Egg Board
- Weekly and monthly reporting of production activity and quality comparison to industry standards and historical data
- Sourced and implemented uniform system for all processing and production employees at two facilities
- Representing the company at food shows in a professional manner
- Miscellaneous duties assigned by management

Accounting Assistant, 11/2016 - 7/2017

- Established system for organization and digitalization of all capital asset files
- Archived accounting records in compliance with retention standards

EDUCATION

GRAND VALLEY STATE UNIVERSITY, Grand Rapids, MI

Bachelors of Arts, Business Administration

ATTACHMENT II

Community Profile

City of Novi

Community Profile - City Manager Search 2022

CITY OF NOVI

AmyCell Talent
CONNECTING TALENT AND OPPORTUNITY

WELCOME TO NOVI

Novi, Michigan is seeking the ideal candidate to lead our growing community as the City Manager. The City of Novi is a full-service City providing Public Safety (Police and Fire/Rescue), Parks Recreation & Cultural Services, and Public Works programs located in Southeastern Michigan with a population of approximately 66,000 and growing. The City has a Council-Manager form of government and currently employs 255 full-time permanent employees, with a rising taxable value of $4.2 billion.

The City Manager is the chief administrative officer for the City of Novi and is responsible for all city departments. The City Manager attends all City Council meetings and reports directly to the seven member City Council on all city matters. Among other duties, this office is charged with the preparation and submission of the Annual Budget and Capital Program, reports regularly on the financial operations of the city and maintains active membership in various civic organizations.

Novi looks forward to your interest and introducing you to the place we are proud to call home!

CITY OF NOVI ATTRACTIONS

Twelve Oaks Mall

Twelve Oaks, a Novi landmark, opened in 1977 with anchor stores of JL Hudsons, Sears, Lord & Taylor and JCPenney. It remains a major Metro Detroit shopping destination in 2022, offering chic retailers where you can find unique merchandise, special events, and a mall walking program.

Michigan State Fair

The Michigan State Fair moved to the Suburban Collection Showcase in 2012. Traditionally held over Labor Day Weekend, the popular fair attractions and events include the midway, livestock, agriculture, live music, beer garden, crafts, a 5k run and The Shrine Circus!

Paradise Park

Paradise Park is a year round family entertainment facility with indoor and outdoor attractions such as go karts, mini golf, laser tag and an indoor arcade. Offering a 5000 sq ft event pavilion and a full service restaurant, Paradise Park is also a popular destination for hosting birthday and graduation parties, bridal and baby showers, corporate events and wedding receptions.

OUR OPPORTUNITIES AND CHALLENGES

To be completed in consultation with and approval from the City Council

HOW TO APPLY

DEADLINE TO APPLY: Sunday, Date TBD, 2023

Please submit a cover letter, resume and three to four professional references to Barbie Sigers, Amy Cell, LLC at Barbie@amycelltalent.com.

Please indicate in your cover letter whether you are requesting confidentiality as allowed under the Michigan Open Meetings Act.

The City of Novi is an Equal Opportunity Employer.

THE CITY OF NOVI, MICHIGAN

Executive Search Services for Position of

City Manager

RFP - 102522 Executive Search Services

Prepared by Robert E. Slavin on November 7, 2022

SLAVIN MANAGEMENT
CONSULTANTS

3040 Holcomb Bridge Rd. Suite A-1 • Norcross, Georgia 30071 • (770) 449-4656 • FAX (770) 416-0848 • E-mail: slavin@bellsouth.net
www.slavinweb.com
With an affiliates in Burlington, NC; Cincinnati, OH; Louisville, KY; Manteca, CA and Mesa, AZ

SLAVIN MANAGEMENT
CONSULTANTS

November 7, 2022

Tia Gronlund-Fox
Director of Human Resources
City of Novi
45175 Ten Mile Road
Novi, Michigan 48375

Re: RFP - 102522 Executive Search Services for Position of City Manager

Dear Tia Gronlund-Fox:
What follows is a proposal from Slavin Management Consultants (SMC) to conduct an executive search for Novi's next City Manager. The purpose of this project is to help the City Council to develop and agree to a comprehensive position profile for City Manager and then to identify, recruit and present outstanding candidates who meet these criteria. Once the profile has been approved by the City, SMC will have no difficulty identifying quality prospective candidates and becoming immediately productive. It is normal for an City Manager search to take between sixty and ninety days to complete.

SMC is a national firm, based in Norcross, Georgia for easy access to Atlanta's Hartsfield - Jackson International Airport - the world's busiest airport. We have affiliates in Burlington, NC; Cincinnati, OH; Lexington, KY; Manteca, CA and Mesa, AZ.

As a high quality, independent management consulting firm, Slavin Management Consultants is most capable and interested in providing these services to the City. Over the years we have recruited more than 850 local government executives including many in Michigan. Our past Michigan clients include Ann Arbor, Auburn Hills, Bay City, Cass County, Grand Rapids, Kalamazoo, Kalamazoo County, Kent County, Lapeer, Menominee, Novi, Portage, Saginaw, Traverse City, Washtenaw County and Ypsilanti.

Detailed information about our executive recruitment process is provided in this proposal. Our highly successful system is data driven by a comprehensive set of criteria established by our clients with our assistance. This system has resulted in placements who are not only technically qualified but who fit well into the organizational culture of our clients. The tenure of the average city administrator in the United States is about five years. We are proud that the average tenure of our placements is more

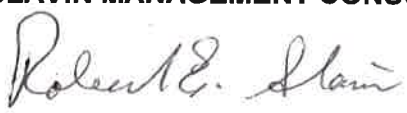
than eight years.

This proposal commits the highest level of our firm's resources. Bob Slavin will manage and serve as the lead consultant for the project. He is the owner and president of SMC and is among the most experienced recruiters of governmental managers in the nation. Mr. Slavin has a strong and proven commitment to providing exceptional recruitment services to public agencies and has received many accolades supporting his work. *He has the authority to bind the corporation.* Dave Krings will serve as Mr. Slavin's primary project consultant. Mr. Krings is a former Hamilton County, OH and Peoria County, IL Administrator and a past ICMA President and Board Member. Ms. Randi Frank will assist Mr. Slavin and Mr. Krings with the project. All proposed team members are highly experienced human resources consultants.

Thank you for the opportunity to submit this proposal. We look forward to working with Novi City on this critical and highly challenging project. If you have questions concerning this proposal, please contact me at (770) 449-4656.

Very truly yours,

SLAVIN MANAGEMENT CONSULTANTS



Robert E. Slavin, President

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Client List
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BUSINESS ORGANIZATION

ROBERT E. SLAVIN, INC. (DBA Slavin Management Consultants)

Robert E. Slavin, President
Slavin Management Consultants
3040 Holcomb Bridge Road, A1
Norcross, GA 30071
Office: (770) 449-4656
Cell: (678) 296-2037
slavin@bellsouth.net
www.slavinweb.com

David Krings, Midwest Regional Manager
Slavin Management Consultants
3053 Williams Creek Drive
Cincinnati, OH 45244-3257
Office (513) 200-4222
Dkrings@cinci.rr.com

Robert E. Slavin, Inc. is a Georgia corporation.

Robert E. Slavin, Inc. is authorized to do business in Michigan. Our Michigan ID Number is 60725R

RECOMMENDATION/METHODOLOGY

We recommend a five-step process as follows:

- Define job qualifications and requirements for the City Manager position — the "recruitment profile."
- Identify and recruit qualified candidates.
- Evaluate prospective candidates.
- Make recommendations, help in selection and facilitate employment.
- Establish evaluation criteria and follow-up.

Each step of this process is described below.

A. Develop Position Profile

We will meet individually with City Council members and with others of the City Council's choosing possibly including City department heads and external stakeholders to learn the City's needs, focus and requirements such as experience, education and training as well as preferred management style and personal traits. In developing the recruitment profile, we will spend a considerable amount of time at the beginning of the process in Novi to gather information about the City and to ascertain, the unique challenges of the job and the general environment within which the position functions.

Once we have gained the necessary information, we will prepare a draft recruitment profile and review it with the City to arrive at a general agreement regarding the specifications for the position. The final profile will include information about the Oakland County region, the City of Novi, the City government, major issues to be faced, the position and the selection criteria established.

B. Identify Qualified Candidates

We will first review our database to find those candidates whom we may already know and/or already have on file who may meet your specifications. Although the above process is valuable, we will rely most heavily on our own contacts in related fields and on our own experience. In other words through direct contact networking we will conduct a professional search to locate and attract the best-qualified candidates and invite them to apply for the position. In this effort, we utilize appropriate professional social media platforms, organizations and websites, our established contacts and our knowledge of quality jurisdictions and their employees.

We will prepare classified advertisements and develop a targeted advertising program utilizing professional publications and websites. SMC will place these announcements and will acknowledge all resumes received and thoroughly screen all potential candidates.

C. Evaluate Prospective Candidates

Preliminary Screening and Progress Report

Criteria for the preliminary screening will be contained in the approved recruitment profile. They will include such items as education, technical knowledge, experience, accomplishments, management style, personal traits, etc. Screening of candidates against those criteria will be based on data contained in the resume and other data provided by the candidates and on our knowledge of the organizations in which they work. At this stage, each must meet the minimum qualifications specified in the recruitment profile.

We request that all candidates provide us, in writing, substantial information about their accomplishments and their management style and philosophy. This information is verified and will be further tested by having the finalists respond to a supplemental questionnaire and/or complete management and leadership style inventories. We interpret these instruments for the City as well.

We will meet with the City Council to provide a progress report on a number of semifinalist candidates. These individuals will be top prospects who clearly meet the City's specifications for the position. With guidance from the City Council, we will narrow the semifinalist candidate group on the basis of refined criteria. During this meeting we will determine the City Council's expectations relative to the components and scheduling of the finalist candidate interview process.

D. Selection and Employment

In-depth Screening and Final Report

At this point, we will interview those semifinalist candidates whom the City Council is most interested in. Proper "fit" is as important as technical ability. We assess both. In order to better assess candidates' management style and interpersonal characteristics, ***we personally interview*** each in his or her present work environment. We will closely examine each candidate's experience, qualifications, achievements, management style and interpersonal skills in view of the selection criteria and our professional expertise in evaluating the quality of such qualifications, skills and achievements.

We conduct in-depth background checks on those individuals who continue to demonstrate their overall suitability for the position. Included are detailed and extensive reference checks which cover a minimum period of ten years. In conducting these, it is our practice to speak directly to individuals who are now or have been in positions to evaluate the candidate's job performance. We ask each candidate to provide us with a large number of references. We then network these references to other persons who know the candidate. In this way, we thoroughly evaluate each candidate. These references and evaluations are combined to provide frank and objective appraisals of the top candidates.

As part of our evaluation process we conduct credit checks and verify undergraduate and graduate college degrees. We also conduct national and local criminal history, social security, sex offender, civil court records, driving record and internet checks. At the City's option, candidate fitness may be further explored by having finalist candidates complete management and leadership style inventories. These optional items may result in extra cost.

We will then meet with the City Council to present a group of well-qualified finalist candidates for interviews in Novi City. These final candidates will not be ranked. At this point, they will all be qualified and it should then be a matter of chemistry between the candidates and City representatives that should produce the final selection decision.

Our final report will be presented in a meeting with the City Council. This written report is a comprehensive document. It contains our candidate recommendations, details about the search, interview tips, interview questions, candidate evaluation forms and information about legal vs. illegal inquiries. The report also includes the candidate interview schedule as well as our recommendations relative to timing, sequencing, location, setting, format, and conduct of interviews. The report contains information about each recommended candidate. This includes educational and experience information, an evaluation of the candidate's experience relative to the criteria established by the City, a summary of reference comments and a statement of accomplishments and management style prepared by the candidate. Compensation expectations are provided for each recommended candidate.

We will provide information about trends in employment, employment contracts and agreements, relocation expenses, perquisites, appropriate roles for spouses, receptions, etc. We arrange schedules

for top candidate interviews with the City and we will coordinate the entire process.

We will properly handle any and all media relations. Unless otherwise directed, it is our standard practice to tell the media that we are working on behalf of the City of and that any public statement should come from the City directly. Under no conditions will we release information to the media unless specifically directed by the City to do so.

We will notify all unsuccessful candidates of the final decision reached. We will continue to work for the City until a suitable candidate is recruited and hired by the City.

E. Establish Evaluation Criteria

Once the new City Manager has been on board for 30 days or so, we will conduct a session with the City Council and the new City Manager to establish mutual performance criteria and goals for the position.

F. Follow-up

We will follow-up with the City Council and the new City Manager during the first year and assist in making any adjustments that may be necessary.

G. Reporting

We will keep the City Council informed, involved in decisions and involved in the search process. We will provide frequent progress reports to the City.

H. Deliverables

Deliverables include the recruitment profile (draft and final), the advertisement (draft and final), the progress report, the final report with interview tips, interview schedule, interview questions, candidate resumes, candidate evaluations, candidate writing samples, rating sheets, ranking forms, tabulation forms, an appropriate/inappropriate question list and the outline of a negotiated employment agreement with the selected candidate.

I. Guarantees

SMC provides a comprehensive set of assurances and guarantees to our executive recruitment clients that include:

- We are committed to excellence. We guarantee the highest quality of work and its success in your environment. To accomplish this, we will continue to work with the City until the City Council is satisfied with the candidates and a satisfactory candidate is selected and accepts employment.

- We guarantee our work and will redo the search if the position is vacated, for any reason, within two years of the employment date of a candidate selected through our efforts.

- We will never actively recruit any *candidate who we have placed* **nor** will we actively recruit *any employee* from a client organization for at least two years from the completion date of an assignment.

J. ***Proposed Time Line***

The search process normally takes between sixty (60) and ninety (90) days to complete and typically follows the following pattern:

		DAYS			
	STEPS	**1-30**	**30-45**	**45-60**	**60-360**
1.	DEVELOP SEARCH PROCESS, RECRUITMENT PROFILE AND ADVERTISING PROGRAM FOR City APPROVAL	✓			
2.	IDENTIFY QUALIFIED CANDIDATES, REVIEW DATA BASE, NETWORK, RECEIVE AND REVIEW RESUMES	✓	✓		
3.	SCREEN & EVALUATE PROSPECTIVE CANDIDATES		✓		
4.	PROGRESS MEETING AND REPORT		✓		
5.	INTERVIEW AND EVALUATE PROSPECTIVE CANDIDATES		✓	✓	
6.	SUBMIT FINAL REPORT AND RECOMMENDATIONS, ASSIST IN SELECTION, FACILITATE EMPLOYMENT			✓	
7.	ESTABLISH EVALUATION CRITERIA AND FOLLOW-UP				✓

Approximately twelve semifinalist candidates are presented to the City at the progress meetings. Generally, about five finalist candidates are presented for interviews with the City.

According to the International City/County Management Association, the average tenure of a city/county manager is approximately five years. The average tenure of local government chief executives placed by Slavin Management Consultants exceeds eight years.

SMC is an equal opportunity employer and recruiter, and will not discriminate against any employee or applicant for employment because of race, religion, creed, color, sex, sexual orientation, disability or national origin.

K. ***SMC Partial List of Recent Chief Executive Placements***

CLIENT	**POP**	**SEARCH FOR**	**START DATE**	**FINISH DATE**	**STAFF ASSIGNED (Mgr/Asst)**	**Contact Information**
Buncombe County, NC	260,000	County Manager	10/29/18	1/7/19	Slavin/ Libscomb	Chair Brownie Newman (828) 243-o107 newman@buncombecounty.org
Citrus County, FL	155,800	County Manager	7/20/22	10/18/22	Slavin/Trager	June Randall, H/R Director (352) 527-5372 june.randall@citrusbocc.com
Corpus Christi, TX	285,000	City Manager	12/13/18	4/10/19	Slavin/ Wenbert	Mayor Paulette M. Guajardo (361) 826-3100 paulette.guajardo@cctexas.com
Corinth, TX	20,600	City Manager	7/11/22	8/30/22	Slavin/ Krings	Guadalupe Ruiz Human Resources Director (940) 498-3277 gruiz@cityofcorinth.com

CLIENT	POP	SEARCH FOR	START DATE	FINISH DATE	STAFF ASSIGNED (Mgr/Asst)	Contact Information
Danville, KY	17,000	City Manager	9/16/20	11/30/20	Slavin/Frank	Mayor Mike Perros (859) 238-1200 mayor@danvilleky.org
Daytona Beach, FL	68,900	City Manager	12/08/20	03/12/21	Slavin/Lipscomb	James Sexton (386) 671-8200 sextorj@codb.us
Dothan, AL	68,500	City Manager	9/12/18	3/21/19	Slavin	Mayor Mark Saliba (334) 615-3110 mayor@dothan.pog
Durango, CO	19,071	City Manager	2/4/20	7/3/20	Slavin/ Krings	Mayor Kim Baxter (970) 375-5005 kimbaxter@durangogov.org
Evans, CO	21,400	City Manager	10/4/16	1/20/17	Slavin/ Wenbert	Julie Roeder H/R & Risk Mgmt Dir (970) 475-1138 jroeder@evanscolorado.gov
Georgetown, SC	10,000	City Administrator	3/14/19	5/31/19	Slavin	Mayor Carol Jayroe (843) 545-4175 cjayroe@cogsc.com
Georgetown County, SC	61,000	County Administrator	11/22/19	3/11/20	Slavin/Lipscomb	Board Chair John Thomas (843) 327-3718 johnthomas@gtcounty.org
Greenville, NC	84,500	City Manager	3/15/17	6/11/17	Slavin	Mayor PJ Connelly (252) 329-4419 amthomas@greenvillenc.gov
Harnett County, NC	133,568	County Manager	915/21	11/22/21	Slavin/Lipscomb	Chair Lewis Weatherspoon (919) 306-2900 Lweatherspoon@harnett.org
Kettering, OH	57,862	City Manager	8/16/22	10/15/22	Slavin/Krings	Jenny Smith, H/R Director (937) 296-2446
Laredo, TX	250,000	City Manager	11/21/19	4/14/20	Slavin/Krings	Carolina "Carol" Thurkettle Talent Management Admr (956) 791-7412 cthurkettl@ci.laredo.tx.us
Lubbock, TX	340,000	City Manager	7/18/16	10/28/16	Slavin/ Wenbert	Mayor Dan Pope (806) 775-2010 dpope@mylubbock.us
Maplewood. MO	8,100	City Manager	3/15/21	6/14/21	Slavin	Mayor Nikylan Knapper (314) 325-9033 n-knapper@city of maplewood.com
Mount Dora, FL	12,500	City Manager	7/13/21	9/14/21	Slavin	Sharon Kraynik Human Resources Dir Ph: (352) 735-7175 krayniks@ci.mount-dora.fl.us
Mount Rainier, MD	8,100	City Manager	3/04/21	7/08/21	Slavin	Mayor Celina Benitz (301) 985-6585 mayorbenitez@mountrainiermd.org

CLIENT	POP	SEARCH FOR	START DATE	FINISH DATE	STAFF ASSIGNED (Mgr/Asst)	Contact Information
Metro/Plan Orlando	3-County MPO	Executive Director	3/23/18	6/1/18	Slavin	Mr. Jason S. Loschiavo, CPA Director of Finance & Admin MetroPlan Orlando (407) 481-5672 Ext. 310 jloschiavo@metroplanorlando.org
Metropolitan Washington COG (D.C.)	Regional COG & MPO	Chief Financial Officer	3/23/19	9/20/19	Slavin/Frank	Mr. Chuck Bean, Executive Director (202) 962-3214 cbean@mwcog.org
Quitman, GA	3,703	City Manager	3/17/21	8/03/21	Slavin/Lipscomb	Mayor Zinda McDaniel zmcdaniel@quitmanga.gov (229) 263-4166 zmcdaniel@quitmanga.gov
Volusia County, FL	550,000	Deputy County Manager	3/18/19	7/21/19	Slavin/Lipscomb	Mr. George Recktenwald County Manager (386) 736-5920 grecktenwald@volusia.org

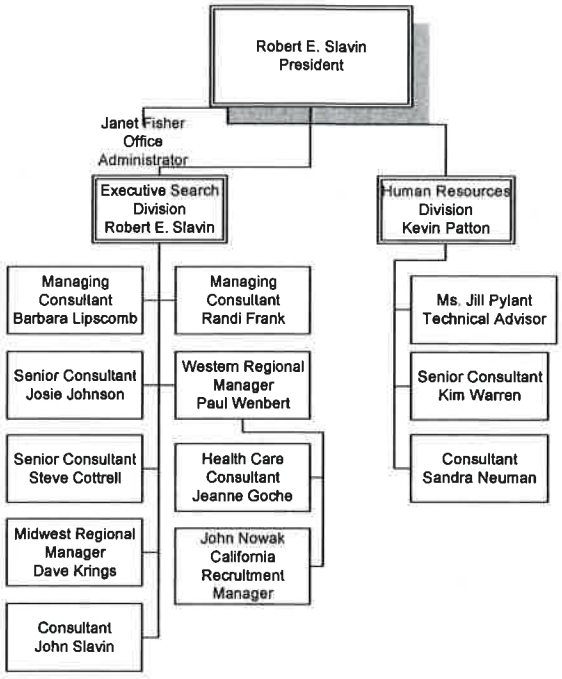
PROJECT STAFFING

This proposal commits the highest level of our firm's resources. Robert E. Slavin is the owner and president of SMC and is among the most experienced recruiters of governmental managers in the nation. He has a strong and proven commitment to providing exceptional recruitment services to public agencies and has received many accolades supporting this work.

Mr. Krings is a former Hamilton County, OH and Peoria County, IL Administrator and a past ICMA President and Board Member.

Mr. Slavin will manage and serve as the lead consultant for this project. Dave Krings will serve as a senior project consultant to Mr. Slavin. As such, he will partner with Mr. Slavin in all aspects of the project. Including attending onsite project meetings, assisting in developing the all recruitment materials, networking for candidates, candidate evaluation and conducting site visits with leading candidates. Ms. Frank will assist Mr. Slavin and Mr. Krings as needed.

Slavin Management Consultants



Staff Resumes

Robert E. Slavin, President

Mr. Slavin is a pioneer in public sector and nonprofit executive search. He is among the best known and respected professional recruiters in the business. He is a frequent speaker before professional groups

and he has written several articles for professional journals concerning governmental management. By special invitation, Mr. Slavin assisted the United States Office of Personnel Management to define and set up the Senior Executive Service for the Federal Government.

Mr. Slavin began his local government career in 1967. His experience includes twelve years working directly for local governments and it includes seven years as a principal consultant with the government search practice of Korn/Ferry International, the largest private sector search firm in the world. He headed the local government search practices for Mercer/Slavin, Incorporated, Mercer, Slavin & Nevins and Slavin, Nevins and Associates, Inc. Mr. Slavin now heads the executive search practice for Slavin Management Consultants. Clients include state and local governments, nonprofit and private sector businesses all over the United States. His experience includes search assignments for the 1984 Los Angeles Olympic's Organizing Committee.

Mr. Slavin's experience and qualifications include organizational analysis, classification and compensation studies, and assessment centers and human resource's systems studies.

Before being invited to join Korn/Ferry International, Mr. Slavin served as Assistant City Manager/Director of Human Resources for the City of Beverly Hills, California.

While at Beverly Hills, Mr. Slavin conducted many executive level recruitment assignments involving nationwide search and placement. Before joining the City of Beverly Hills, Mr. Slavin was the Assistant Personnel Director for the City of San Leandro, California.

Before San Leandro, Mr. Slavin was on the personnel staff of Santa Clara County, California. His assignments included recruitment, classification and selection for the County's Health Department, Medical Center, Transportation Agency, Sheriff's Office, Superintendent of Schools, Fire Marshall, Assessor's Office, Library System and County Recorder's Office.

Mr. Slavin received his Bachelor of Science degree in Political Science from the University of Santa Clara, and has completed the graduate course work for a Master's degree in Public Administration at California State University at Hayward. He is a Certified Professional Consultant to Management by the National Bureau of Certified Consultants.

Organizations

- International City/County Management Association
- American Society for Public Administration
- International Personnel Management Association
- IPMA - Human Relations Commission
- IPMA - Publications Review Committee
- Society for Human Resource Management
- Southern California Public Labor Relations Council
- Southern California Municipal Assistants
- Bay Area Salary Survey Committee

David Krings, ICMA-CM, SMC Midwest Regional Manager

Mr. Krings has more than 45 years of experience at the top levels of state, county, and municipal governments. He is internationally recognized as a state and local government management practitioner and consultant. Mr. Krings has been on the professional staff of governors in both Kansas and Arkansas. He served as the County Administrator in Peoria County, (Peoria) Illinois and Hamilton County, (Cincinnati) Ohio. Both Hamilton County and Peoria County received national recognition for innovative,

quality management during Mr. Krings' tenure. Mr. Krings also served as the Assistant Executive Director for Ramsey County (St. Paul) Minnesota.

Mr. Krings has an M.A. in Public Policy and Administration from the University of Wisconsin-Madison and a BA from Carroll College (Waukesha, Wisconsin). He has also studied at schools in Denmark and Mexico.

In 2005 Mr. Krings began his encore career, still in public service, but in a much broader capacity than in prior years. He was the part-time Administrator of Lockland, Ohio. He served as the part-time Advisor to the Mayor in Newtown, Ohio. He has had scores of consulting engagements with local jurisdictions and not-for-profits (largely through TechSolve, a not-for-profit consulting firm). He has been certified as a local government expert in litigation involving local governments.

Highlights from Mr. Krings' 13 years as Hamilton County Administrator include:

- Responsible for $2.3 billion total budget;
- Oversaw more than $1 billion in development of Cincinnati riverfront including construction of a new NFL football stadium and a MLB baseball park;
- Developed small, minority, and female business development program;
- Governing Magazine and Syracuse University gave Hamilton County fourth highest grade among America's large urban counties for overall management;
- Gold Seal for Good E-Governance from National Academy of Public Administration;
- Top rated web site from National Association of Counties;
- Numerous Government Finance Officers Association of United States and Canada awards for Distinguished Budget Presentation; and
- ICMA Center for Performance Measurement Certificate of Distinction;

Organizations

- International City/County Management Association (ICMA) -Past President and Board Member
- National Association of County Administrators (NACA)-Past President and Board Member
- First person to be President of both ICMA and NACA
- Recipient of American Society for Public Administration Chapter Good Government Award
- Former adjunct professor for University of Cincinnati and faculty member of University of Illinois Community Information and Education Service

Randi Frank, Managing Consultant

Ms. Randi Frank is an independent local government human resources consultant based in Louisville, KY. She has additional offices in Connecticut and is a long time affiliate of Slavin Management Consultants. Her varied background includes more than thirty -five years of experience working with and for governments. She now has seventeen (17) years of executive search consulting experience combined with thirteen (13) years of experience working directly for government. Ms. Frank's experience includes federal, county, and municipal assignments.

As an Assistant Town Manager, Ms. Frank oversaw human resources, risk management, purchasing, grants and project management. Earlier, she served as a budget/management analyst, a research associate and as a consultant to governments located in the Northeast, Mid-Atlantic and the Western regions of the United States.

Ms. Frank holds a Master's degree in Public Administration from the University of Southern California and a Bachelor's degree in Urban Affairs from the University of Rhode Island. She is certified as a professional risk manager by the Insurance Institute of America and a owns a certified woman owned business in Connecticut and is working on becoming certified in Kentucky.

Ms. Frank's offers first hand experience and in-depth knowledge in a wide-variety of fields and expertise in several areas including risk management, grantsmanship, recycling, general management and purchasing.

Within the last five years, Ms. Frank has placed and/or assisted in placing municipal chief executives in Norwich, CT; Groton, CT; Granby, CT Bloomfield, CT; Worcester, MA; Mansfield, MA; Windham, CT; Newark, DE and Prince William County, VA. During this time she has also placed police chiefs, fire chiefs, finance directors, human resources directors, development directors, engineering managers, executive directors of regional authorities, and an airport manager.

Organizations

- International City Management Association – Member & Conference Fellow
- Kentucky City & County Managers Association - KCCMA
- Connecticut Town & City Manager's Association – Member & Past Board Member
- International Personnel Management Association -KY Chapter, Past CT Chapter
- NPELRA -National Public Employers Labor Relations Association
- Kentucky Public Human Resources Association - KPHRA
- CT PRIMA (Public Risk & Insurance Management Assoc.) - Past President, Secretary-Treasurer
- Truman Scholar & Member of Truman Scholarship Association

REFERENCES

Nick Bubb
Department of Administration
Special Assistant to the Director
Dane County
City-County Building, Room 425
210 Martin Luther King, Jr. Blvd.
Madison, WI 53703
Phone: (608) 266-8477
Human Services Director Search (2018)
bubb.nicholas@countyofdane.com

Mayor Nikylan Knapper
City of Maplewood
7601 Manchester Road
Maplewood, MO 63143
City Manager Search (2021)
(314) 325-9033
n-knapper@cityofmapplewood.com

Randall Skender
Director of Administration
Greater Peoria Sanitary District
2322 S. Darst Street
Peoria, IL 61607
(309) 272-4802
Executive Director Search (2017)
rskender@gpsd.org

Mayor Peggy Lehner
City of Kettering, Ohio
City Hall
36 Shroyer Road
Kettering, OH 45429
Phone: 937-477-7640
City Manager Search (2022)
peggy.lehner@ketteringoh.org

Mayor Diane Wolfe Marlin
City of Urbana
400 South Vine Street
Urbana, IL 61801
(217) 384-2451
City Administrator Search (2018)
dwmarlin@urbanaillinois.us

Mayor Patricia Randall
City of Portage
7900 South Westnedge Avenue
Portage, MI 49002
Phone: (269) 329-4533
City Manager Search (2014)
Email: patricia.randall@portagemi.gov

PRICING METHODOLOGY

Professional Fees

Our fees are based on a rate schedule that reflects the experience of the individual assigned. We use a flat fee rate schedule. Therefore, there are no project limitations based on annual salary. For this assignment we are proposing to use only consultants who have specific experience on similar assignments for other clients. We will use senior consultants where appropriate and to reduce the overall cost. We will use staff consultants when feasible. The following tables show the level of involvement by project step and cost.

PROJECT COSTS						
	STEPS	**ASSIGNED HOURS** (Approximate)				
		Project Manager	**Consultant**	**Total**	**RATE (Hr)**	**FEES**
1.	**Project Planning/Develop Position Profile/Prepare Advertising**	32		32	80	**$2,560**
2.	**Identify & Recruit Candidate/ Acknowledge Resumes**	32		32	80	**$2,560**
			35	35	35	**$1,225**
3.	**Preliminary Candidate Screening**	16		16	80	**$1,280**
			4	4	35	**$140**
4.	**Progress Report to City/Reduce Candidate Pool**	8		8	80	**$640**
			8	8	35	**$280**
5.	**In-depth Candidate Evaluation (Includes on-site consultant interviews with semi- finalist candidates)**	40		40	80	**$3,200**
			16	16	35	**$560**
6.	**Arrange for & Schedule Final Interviews**	4		4	80	**$320**
7.	**Prepare Final Report with Interview Questions and Selection Criteria**	10		10	80	**$800**
			16	16	35	**$560**
8.	**Present Final Report and Attend Interviews**	12		12	80	**$960**
9.	**Assist in Employee Selection**	2		2	80	**$160**
10.	**Negotiate Employment Agreement**	6		6	80	**$480**
11.	**Establish Performance Goals**	6		6	No Charge	**$0**
12.	**Follow-up**	4		4	No Charge	**$0**
	TOTAL HOURS	172	79	251		
	TOTAL PROFESSIONAL FEE					**$15,725**

Expenses (Not-to-Exceed)

Consultant Travel Costs: The client pays direct cost for all necessary consultant travel using coach or, when available, lower air rates, corporate hotel rates at moderately priced properties (Holiday Inn or

equivalent), rental cars, using the corporate discount and normal meals. Our client controls these costs in the following ways: (1) when appropriate, consultants will accomplish multiple purposes when traveling and will allocate costs to multiple clients; (2) the client pre-approves all work plans including all consultant (and candidate) travel.

Office Costs Include: Telephone ($350 flat fee, billed in two installments), FAX, postage, messenger, copier, and clerical costs.

Consultant travel, classified advertising and office costs to support the executive search project described in this proposal **will not exceed 55%** of the professional fee **($8,648.75)**. Therefor the total not-to-exceed cost the City will be **$24,375.75**.

The costs for final candidates to travel to Novi for interviews are not covered by this proposal. These costs vary widely and are impossible to anticipate at the beginning of a search. Candidate travel expenses are typically paid by the City on a reimbursement basis, directly to the candidates, and controlled through the City's prior approval of the finalist candidates.

Should the City's needs result in additional project scope that significantly increases costs it may be necessary to increase the expense budget for the project.

Your liability to Slavin Management Consultants for services rendered under this agreement will not exceed the agreed upon price unless an increase is authorized by you in writing.

We will submit monthly invoices for fees and expenses. It is our practice to bill 30% at the start of the searches, 30% at the end of thirty days, 30% at the end of sixty days, and the remaining 10% shortly after the time the new City Manager accepts employment with the City. Each invoice will be payable upon receipt for professional services. SMC does not provide discounts.

Expenses will be billed in addition and shown as a separate figure. Attached is a pro-forma invoice showing the level of accounting detail we will provide.

Expenses will be billed in addition and shown as a separate figure. Attached is a pro-forma invoice showing the level of accounting detail we will provide.

We will comply with all applicable laws, rules, and regulations of federal, state, and local government entities.

Our ability to carry out the work required will be heavily dependent upon our experience in providing similar services to others, and we expect to continue such work in the future. We will, to the degree possible, preserve the confidential nature of any information received from you or developed during the work in accordance with our professional standards.

We assure you that we will devote our best efforts to carrying out this engagement. The results obtained, our recommendations, and any written material provided by us will represent our best judgment based on the information available to us. Our liability, if any, will not be greater than the amount paid to us for the services rendered.

This proposal constitutes the agreement between us. It cannot be modified except in writing by both parties. Our agreement will be interpreted according to the laws of the State of Michigan.

AGREEMENT FOR SERVICES

This proposal is presented for Slavin Management Consultants by:

SIGNATURE: Robert E. Slavin

NAME: **Robert E. Slavin**

TITLE: **President**

DATE: **November 2, 2022**

This proposal is accepted for the City of Novi, Michigan by:

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____

EXHIBITS

CITY OF KETTERING

KETTERING *is home to*

Excellent Volunteers

Hometown Heroes

Summer's Best Music

Thriving Businesses

Exceptional Schools

Beautiful Neighborhoods

SLAVIN MANAGEMENT CONSULTANTS

RECRUITMENT ANNOUNCEMENT

CITY MANAGER

CITY OF KETTERING, OHIO

City of Kettering, Ohio

Community Background

Kettering is Home

Kettering, Ohio, is a progressive, innovative city known for its outstanding amenities. Kettering is home to beautiful neighborhoods and green spaces, as well as flourishing businesses. The city is perfectly situated near metropolitan Dayton.

Approximately 18.7 square miles and home to 57,862 people, Kettering is the second-largest city in Montgomery County. Residents enjoy world-class performers at Kettering's very own Fraze Pavilion each summer, along with 21 parks and countless community-engaging events throughout the year. Kettering has been recognized regionally as a "Best Place in the Dayton Area to Raise a Family" and nationally as one of Money Magazine's "Best Places to Live in America."

Kettering offers its residents a strong quality of life, friendly neighborhoods and world renowned cultural arts opportunities in a safe and peaceful environment. Residents are proud to call Kettering home and are extremely supportive of the school system and local government. The City is also known as the "City of Volunteers". The City utilizes more than 1,000 volunteers who serve the City in nationally recognized programs such as "Cities of Service" and "Make a Difference Day." The City's Volunteer program received national recognition with the 2013 USA Magazine "Make a Difference Day" award. Kettering is a known leader in municipal innovations, including redevelopment, fiber ring development and Wi-Fi deployment.

Kettering has long been recognized as a premier community and bears the name of the progressive inventor Charles F. Kettering, who held more than 185 patents. Kettering Health is the community's largest employer and provides concierge care resources for every stage of life and need. The city is home to incredibly diverse businesses including health care, manufacturing and worldwide distribution.

The City of Kettering does all that it can to bolster local economic development including phenomenal redevelopment projects. The Kettering Business Park is a prime example as City officials transformed a dated military base into a beautiful, innovative business park complete with modern communications, utilities and new roadways. Miami Valley Research Park and Governor's Place are also shining examples of the City's ingenuity and desire to offer exceptional opportunities for new and existing businesses. Kettering's diverse and sound economic base provides the foundation for the present and future stability of the city. The city's continued economic vitality is the result of quality development, strategic planning and aggressive efforts to attract and retain high-quality commercial development.

Kettering offers a successful mixture of commercial and residential development; and, in many instances, the two work in tandem to create a vibrant community. Businesses range from small locally-owned shops and award-winning restaurants to large corporations such as Amazon, Kodak, Reynolds and Reynolds, and Limited Brands. Kettering is also home to a number of progressive companies including Community Tissue Services, Life Connection of Ohio and Alternate Health Solutions. Nearby Wright-Patterson Air Force Base employs more than 20,000 professionals, making it one of the largest U.S. Air Force bases in the country and one of the region's leading employers.

Kettering is also well known for its quality school system offering a diverse range of academic and extracurricular opportunities. Kettering Fairmont High School is an *International Baccalaureate World School*, joining an elite group of only four schools in southwest Ohio to share in this distinction. Kettering Fairmont High School also offers students the option of taking 17 Advanced Placement (AP) courses, and more than 200 offerings in honors, college-prep, general education and career tech education courses. Fairmont High School and Kettering and Van Buren middle schools are also home to the Project Lead the Way Engineering (PLTW) Program.

Eight neighborhood elementary schools provide families the opportunity to enjoy close knit relationships with school personnel as well as with other families. Youth receive outstanding education and establish strong personal relationships in their formative learning years.

The district also provides two middle schools, Van Buren Middle School and Kettering Middle School.

One of several public STEM (Science, Technology, Engineering and Math) schools across Ohio, the Dayton Regional STEM School is located in Kettering, Ohio. The STEM School offers students a relevant real-world educational experience which will prepare them for college and opportunities in the work world.

Kettering is also home to four private elementary schools and a private high school.

Kettering's success reflects the cooperative efforts of private citizens, civic leaders, government officials and business representatives. Such widespread commitment to the community ensures that Kettering will remain one of the most desirable suburbs to call home.

Kettering offers residents 21 parks, 2 fitness centers, a music venue, a water park and splash pad, ice arena, an arts center and much more.

HISTORY

The earliest settler in what is now Kettering was John Patterson, a farmer who built the area's first log cabin in 1798. In 1841 an expanding population forced the creation of Van Buren Township, a name that would remain for more than 100 years.

In November 1952 voters of Van Buren Township approved the incorporation of the Village of Kettering, named for its most outstanding citizen, the famous philanthropist and inventor of the automobile self-starter, Charles F. Kettering. In his career, Kettering formed Delco Products, served as vice president for General Motors' Research Division, and established the Sloan-Kettering Institute for Cancer Research in New York City.

A special census conducted in 1955 found the village population to be 38,118, qualifying it for city status. The Secretary of State of Ohio proclaimed Kettering a city on June 24, 1955. Voters approved adoption of a Home Rule Charter and Council-Manager form of government which went into effect on January 1, 1956.

The community is located in a region known as an innovation hub and the birthplace of aviation pioneers Orville and Wilbur Wright. Along with the Wrights and Charles Kettering, the region was home to John Patterson, founder of National Cash Register and Colonel Edward Deeds, a well-respected businessman whose personal estate was the site for his own private airstrip.

CITY GOVERNMENT

The City of Kettering operates under the Council-Manager form of government. Under this plan, the administrative responsibility of the City is centralized in an appointed professional City Manager. Seven Council representatives are elected to four-year terms on a non-partisan basis, one from each of the four districts and two at-large, and the Mayor who serves at-large. The Mayor presides over Council meetings and votes as a member of City Council but does not have veto authority. The Mayor also functions as the official head of the Council for all ceremonial purposes. Members of City Council elect the Vice Mayor biennially. The Mayor and City Council are responsible for creating city laws and setting the policy direction of the local government.

Once the Mayor and City Council create a policy or approve a course of action for the city, the City Manager is responsible for executing and implementing the policy, as well as the day-to-day operations of the City Government.

The City of Kettering is a leader in the region in the areas of planning, growth management and municipal services.

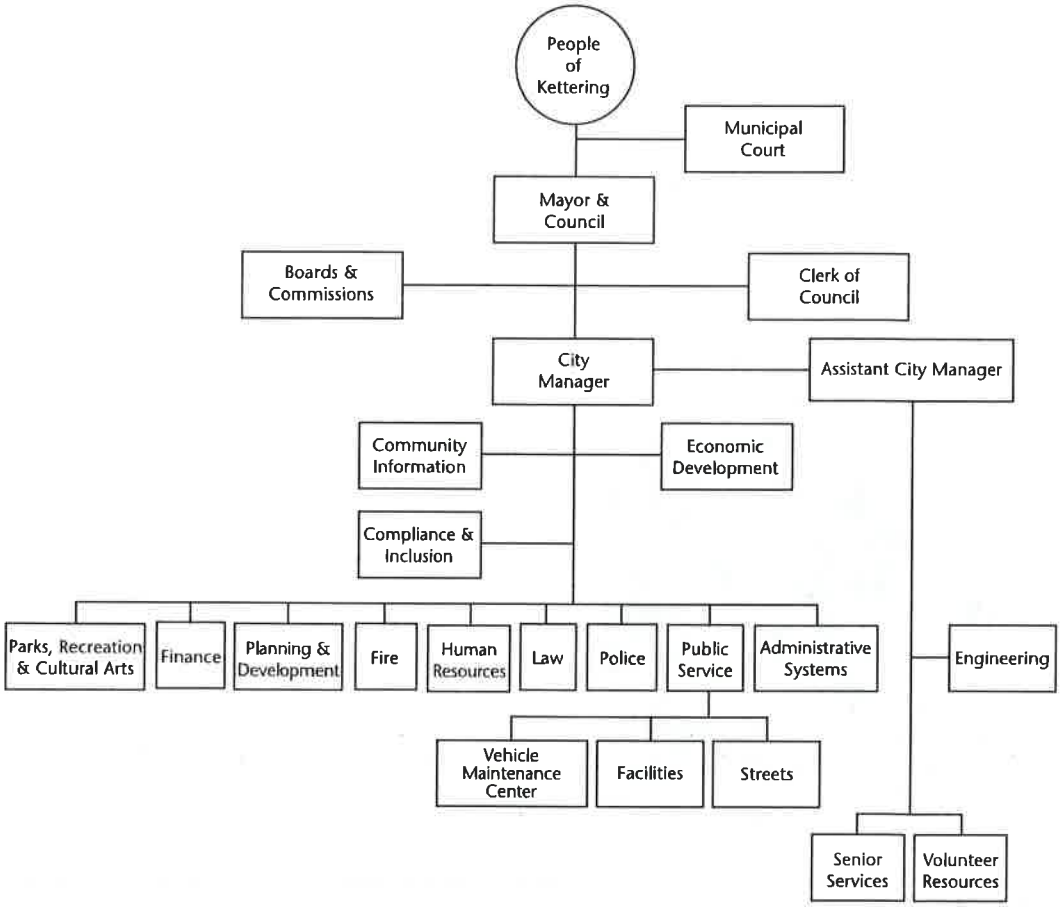
The City Council strongly supports the traditional authority of the City Manager under the Council/Manager Plan. The City Charter also makes clear the City Manager's authority to manage, hire, and remove administrative staff while cautioning Council members to, except for the purpose of inquiry, deal with administrative service solely through the City Manager.

THE CITY MANAGER

The City Manager is appointed by Council and serves as the chief executive officer of the City. The Manager also holds the position of Public Safety Director. The Manager is responsible for the effective operation of the City government under the policy direction of the Mayor and City Council. It is also the responsibility of the Manager to propose policy measures and initiatives for Council consideration.

City of Kettering, Ohio

City of Kettering 2022 Organizational Chart

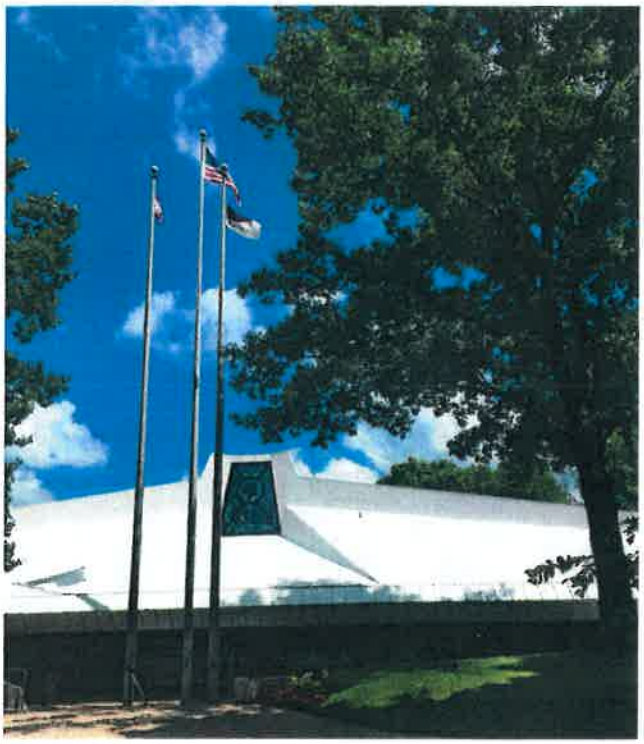


City Departments

Kettering offers exceptional core services to its residents, business owners and patrons. Quality of life is important to the residents, and Kettering's public safety, public service, as well as parks, recreation and cultural arts caters to the changing needs of the community.

The Kettering Police Department is a committed partner with the community. The department is dedicated to providing fair and equitable law enforcement services to all. The Kettering Police Department was among the first 50 departments in the nation to become a nationally-accredited agency and is one of only a few of its size to hold three concurrent awards of accreditation-law enforcement, jail and communications. Ethics, courage and excellence are the values which lead the

"Ohio's Finest" Police Department provides 24-hour protection, educational programs and engagement with the community.



Kettering Government Center

department into the future. The outstanding men and women who make up the Kettering Police Department are the department's most valuable asset as they serve to maintain the reputation of "Ohio's Finest." It is their dedication which makes Kettering a safe community.

The Kettering Fire Department provides state-of-the-art and reliable fire, paramedic and emergency services to the community. The Kettering Fire Department proudly responded to more than 9,000 calls for emergency service in 2021. Certainly the most significant recent projects related to public safety services are our four new fire stations. The new stations are a tribute to the careful planning of City Council, administrators and residents to ensure that the facilities reflect the standards of our community. The new state-of-the-art Kettering fire stations were the result of a strategic planning process which began in 2006 and led to a comprehensive modernization strategy for all aspects of the Kettering Fire Department. With an average age of 42 years, Kettering's fire stations lacked the physical space or available land to properly allow for the improvements necessary to upgrade to current standards.

The City of Kettering Parks, Recreation and Cultural Arts Department is a three-time Gold Medal Award winner recognizing the very best agencies in the country and is one of seven departments in the state of Ohio to be fully accredited. Kettering is fortunate to have 21 parks throughout the City, and nearly all Kettering residents live within 1.5 miles of an exceptionally-maintained park. Kettering has been a Tree City for more than 30 years running, with green space and parks being integral factors in the quality of life. Kettering offers two very affordable fitness centers as well as an outdoor water park, ice arena and senior center. Both residents and those who work within the City enjoy a desirable rate for membership, programs and classes.

The City of Kettering supports Cultural Arts initiatives by operating a well-respected fine arts center. The Gallery at Rosewood Arts Center has hosted shows by artists from all over the country and commissions work with international talent. Public art pieces can be enjoyed all over the community and the art center offers an impressive array of classes for art enthusiasts at every age and talent level.

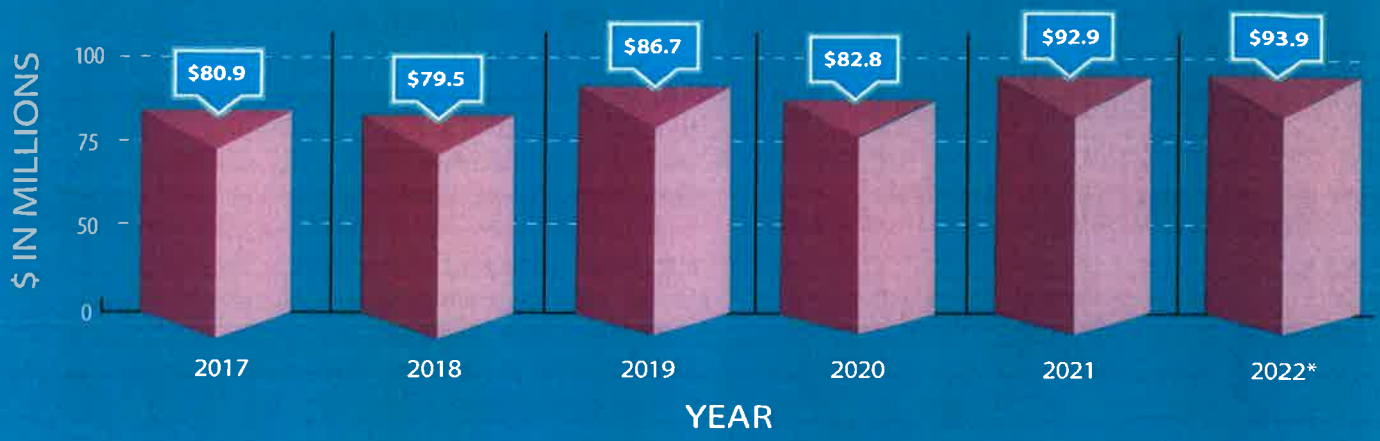
The Fraze Pavilion recently celebrated over 25 years of offering "The Summer's Best Music" in Kettering. Consistently ranked in the top 50 outdoor amphitheaters worldwide, artists like Sheryl Crow, James Taylor, Ringo Starr, Harry Connick Jr. and Vince Gill have graced the Fraze stage. The Fraze also hosts a variety of free festivals throughout the summer in idyllic Lincoln Park.

Public Service supports city streets maintenance, leaf collection, vehicle maintenance for the City's fleet, mulch and compost preparation and a yard debris drop-off center.

Polen Farm, a 19th century farmhouse and barn situated on 15 picturesque acres in Kettering

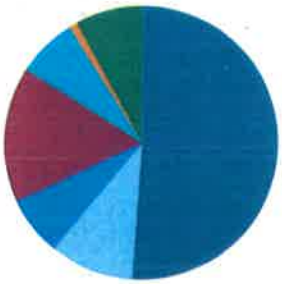
CITY OF KETTERING FINANCIALS

REVENUE $ IN MILLIONS



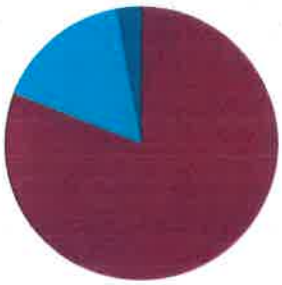
*2022 Budgeted Revenue of $93.9 million

RESOURCES USED TO FUND BUDGETED
2022 TOTAL EXPENDITURES OF $102.3 MILLION



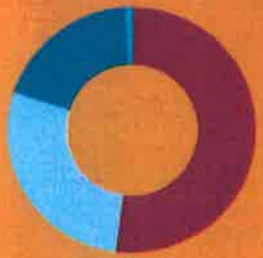
- Income Taxes 50.87%
- Intergovernmental Revenue 15.99%
- Charges for Service 9.91%
- Other Financing Sources/Debt 0.04%
- Other Revenue 7.32%
- Property Tax 7.69%
- Fund Balance 8.17%

APPROVED TOTAL 2022 EXPENDITURE BUDGET



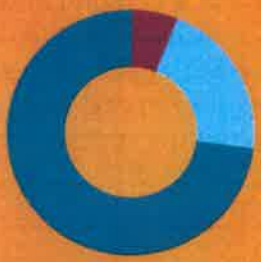
- Operating 81.90%
- Capital Improvement 15.32%
- Debt Payment 2.77%

DISTRIBUTION OF APPROVED 2022 OPERATING EXPENDITURES OF $83.8 MILLION



- Salaries 50.26%
- Operating 27.58%
- Personnel Benefits 18.20%
- Capital Outlay 3.59%

PROPERTY TAX DISTRIBUTION



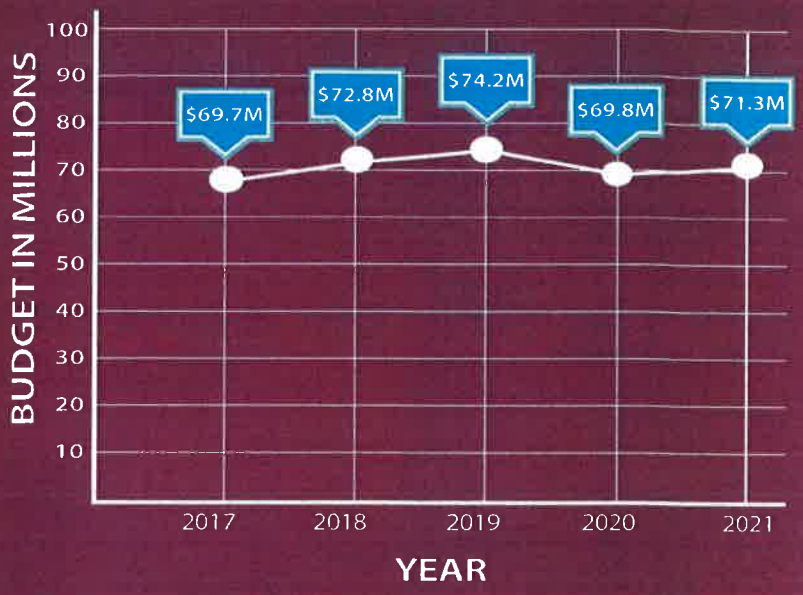
- City (6%)
- County & Libraries (21%)
- Kettering City Schools (73%)

CITY OF KETTERING ANNUAL OPERATING EXPENDITURES

$83.8 million

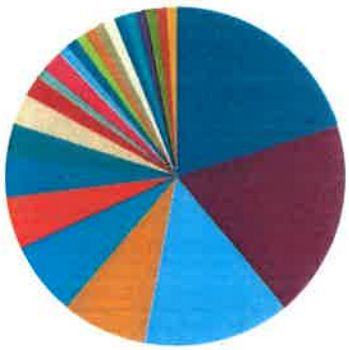
APPROVED 2022 TOTAL OPERATING EXPENDITURES

Kettering recently implemented a local preference policy that is applicable to commodities and equipment costing $200,000 or less. This policy allows a local vendor as defined in the City's Codified Ordinances to match the low price if the local vendor's pricing is within 5% of the low non-local vendor pricing.

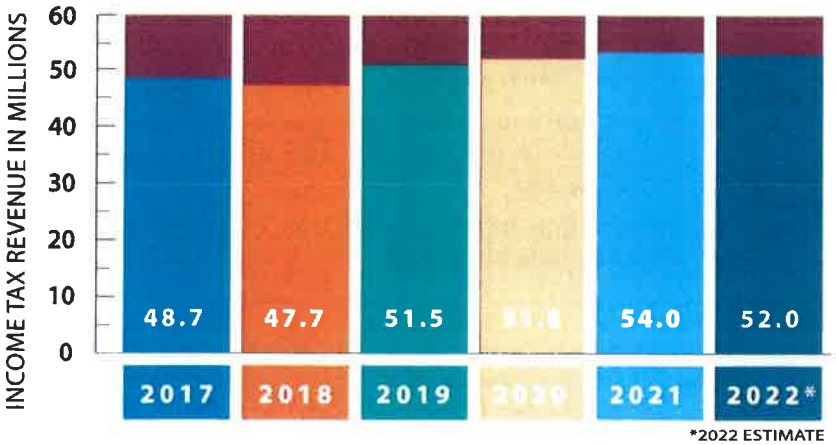


PERCENTAGE OF 2022 TOTAL OPERATING EXPENDITURES ALLOCATED BY CITY DEPARTMENT

Police Department	$18,621,700	22.2%
Fire Department	$16,169,400	19.3%
Parks, Recreation & Cultural Arts	$12,343,000	14.7%
Street Division	$6,957,600	8.3%
Fraze Pavilion Operations	$6,010,000	7.2%
American Rescue Plan Act	$4,099,000	4.9%
Finance Department	$3,053,300	3.6%
Engineering Department	$2,839,200	3.4%
Planning & Development Dept.	$2,757,600	3.3%
Municipal Court	$1,734,750	2.1%
Economic Development	$998,200	1.2%
Clerk of Courts	$1,251,900	1.5%
Human Resource Department	$1,215,300	1.5%
Law Department	$1,180,300	1.4%
Administrative Support Division	$948,900	1.1%
CDBG	$575,000	0.7%
Office of the City Manager	$795,600	0.9%
Other Cost Centers	$712,600	0.9%
Street Lighting	$441,000	0.5%
Special Grants and Programs	$342,000	0.4%
Community Information	$272,400	0.3%
Mayor and Council	$261,300	0.3%
DESC	$149,000	0.2%
Debt Service	$57,000	0.1%



CITY OF KETTERING INCOME TAX REVENUE

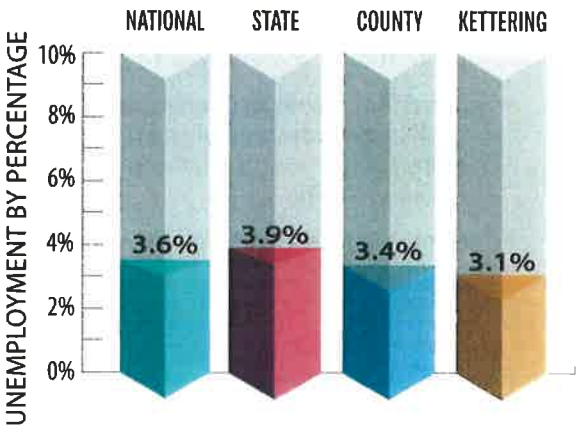


*2022 ESTIMATE

THE KETTERING INCOME TAX BASE IS STRONG, A SIGN THAT RESIDENTS AND THOSE WORKING IN OUR COMMUNITY ARE EARNING MORE.

CITY OF KETTERING UNEMPLOYMENT RATE

COMPARED TO COUNTY, STATE AND NATIONAL UNEMPLOYMENT RATES



POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

Graduation from an accredited four-year college or university and a combination of education and experience equivalent to attainment of an MPA or MBA and at least seven years of increasingly responsible local government management experience gained in a community or other public agency with similar complexity to Kettering.

SOME CHARACTERISTICS OF THE IDEAL CANDIDATE

Important Knowledge, Skills and Abilities

The successful candidate will:

- be politically astute;
- have exceptional interpersonal skills and enjoy community involvement;
- clearly possess and apply superior management and leadership abilities;
- be a visionary who can see Kettering ten years out and is willing to take risks to set and meet objectives;
- be calm under pressure;
- understand the need for a healthy work/life balance both personally and for staff;
- develop relationships based on integrity and trust;
- exhibit strength in finance and budget expertise to maintain a balanced budget with adequate reserves;
- strive to remain current in the profession through active membership in professional associations or by other means;
- be a strong collaborator among residents, policy makers and staff;
- serve as an ambassador to and from residents having local government concerns;
- be comfortable working in a first tier, midwestern, bedroom community with a diversifying population;
- understand, implement and maintain a consistent performance management system;
- understand that economic development includes both large projects and the rejuvenation of vacant storefronts through provision of assistance of small businesses; and
- demonstrate a listen, learn, lead approach to professional life.

City of Kettering Mayor and Council

Style with the Mayor and Council

The successful candidate will:

- be available and accessible to all City Council members;
- view the City Manager position as a technical and professional resource and advisor to the City Council;
- project a management style that facilitates collaboration among staff and City Council;
- provide informative weekly updates regarding emerging issues and progress toward meeting goals set by the Mayor and Council;
- have an independent, professional approach to elected officials by treating all fairly and equally in a nonpartisan manner;
- be humble and understanding when immediate answers are unavailable and acknowledge mistakes; and
- demonstrate creativity in assisting City Council in setting and meeting goals.

Style with Staff

The successful candidate will:

- be a true servant leader who is inclusive in the approach to city management;
- function as an effective bridge to the elected policy makers;
- provide clear directions and expectations and manage for successful outcomes;
- demonstrate trust in the staff without micromanaging and support employees so that they can perform at their highest potential;
- be easily accessible, offer a management style that encourages employees to feel comfortable with the manager's open-door policy;
- be a good listener who is open to new ideas;
- be fair, evenhanded and consistent; and
- function as a coach and mentor who encourages, supports, and recognizes individual professional development and achievement.

Style with the Community

The successful candidate will:

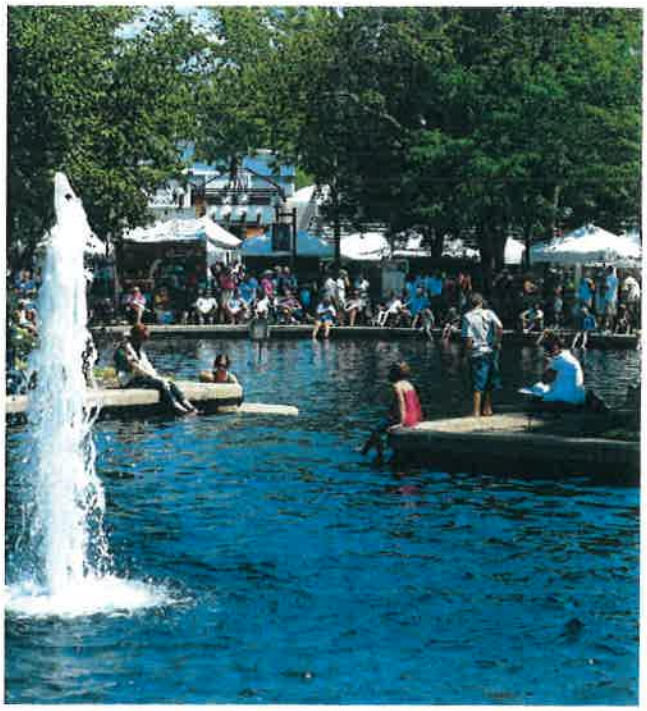
- Be community minded, taking time to be visible and integrated with the community to develop strong relationships with residents;
- understand that all neighborhoods have legitimate demands for service and will strive to equitably serve all sectors;
- be tactful and persuasive;
- be engaged with community by attending civic and community meetings; and
- be visible and attend community events.

Style with Other Governments including County, State and Schools

The successful candidate will:

- have knowledge of the state legislature's approach to home rule, local government tax policy, economic development and other state laws; and
- be an effective advocate for the city.

Path construction at Pondview Park



Art on the Commons—Annual Fine Arts and Crafts Festival at Lincoln Park Civic Commons

ISSUES, OPPORTUNITIES AND CHALLENGES

- Kettering's largest source of funding is earnings tax revenue, which is allocated to the General Fund and is approximately 79 percent of general fund revenue. Kettering's healthy tax base provides the resources necessary to keep pace with the city's growth and underwrite the quality of life enjoyed by Kettering's businesses and residents. The City's 2022 total budget is $102 million. The December 31, 2021 General Fund balance was $58 million. Annual General Fund expenditures are approximately $70 million.
- Kettering's Capital Improvement Plan establishes a fiscally-sound plan for the city's future investment in capital infrastructure and provides financial guidelines that identify available revenue sources, debt capacity and policy for projecting revenues and designating reserves to be maintained. Kettering's fiscally sound stewardship has earned the City the highest distinctions, as well as the confidence from residents and property owners.
- In the past, the Ohio Estate Tax provided significant revenue to Ohio municipalities. The State legislature abolished the tax in 2013. Kettering was fortunate to have received roughly $44 million from the tax as it expired. Since then the City has allocated roughly $3 million annually to supplement Capital Improvement Program funding. It is anticipated that this funding will be fully expended by 2028.
- As of the most recent election, four of the City Council members, including the Mayor who returned after years in the Ohio Senate, are new to the City Council. Two of the remaining City Council members will be term limited at the end of 2023.
- There is uncertainty regarding the future of "work from home" and the impact it will have on the local earnings tax.
- The current Strategic Plan is dated and a new plan will be developed in 2023/2024.
- The population is becoming more diversified.

COMPENSATION AND BENEFITS

The compensation for the position is negotiable based on qualifications and experience. Residency within the City is preferred. The City is offering a competitive salary commensurate with experience and a comprehensive benefits package. Relocation assistance is available.

APPLICATION AND SELECTION PROCESS

The recruitment will remain open until the position is filled. The first review of applications is scheduled for August 15, 2022. To apply, please send a letter of application and detailed resume to:

Robert E. Slavin, President or
David Krings, Midwest Regional Manager.

SLAVIN MANAGEMENT CONSULTANTS
3040 Holcomb Bridge Road, Suite A-1
Norcross, Georgia 30071
Phone: (770) 449-4656
Fax: (770) 416-0848
e-mail: slavin@bellsouth.net
www.slavinweb.com
David Krings Phone: (513) 200-4222

Electronic submissions are preferred.

The City of Kettering is an Equal Opportunity Employer.

*(Submissions in response to this recruitment are subject to release and disclosure to the media and general public under the Ohio Public Records Act.)

PRO FORMA INVOICE

INVOICE DATE: _____

CLIENT: _____

ADDRESS: _____

CITY, STATE: _____

Progress billing for professional services
rendered in connection with our agreement:

$XXXX.XX

(Invoice __ of __)

Reimbursable expenses at cost:

Airfare	$ XXX.XX
Hotel	XX.XX
Ground Transportation	XX.XX
Meals	XX.XX
Tips	XX.XX
Telephone	XXX.XX
Clerical Support	XXX.XX
FAX	XX.XX
Messenger Service	XX.XX
Copies	XX.XX
Postage	XX.XX
Misc. Direct Costs	XX.XX

Total Expenses $XXXX.XX

TOTAL INVOICE **$XXXX.XX**

CLIENT LIST BY CATEGORY

The following list of clients represent organizations for which our principal Consultants performed significant project work. This client list spans thirty years of experience of SMC consultants. Please contact SMC if you desire to speak with the individuals who were project contacts.

MUNICIPALITIES

Aiken, South Carolina
Albany, Georgia
Alpharetta, Georgia
Altamonte Springs, Florida
Anaheim, California
Ann Arbor, Michigan
Arlington, Texas
Arlington Heights, Illinois
Arvada, Colorado
Atlanta, Georgia
Atlantic Beach, Florida
Asheville, North Carolina
Auburn, Maine
Aurora, Colorado
Austin, Texas
Bartlesville, Oklahoma
Bentonville, Arkansas
Bergenfield, New Jersey
Berkeley, California
Beverly Hills, California
Birmingham, Alabama
Bisbee, Arizona
Blacksburg, Virginia
Bloomington, Illinois
Bothell, WA
Boynton Beach, Florida
Branson, Missouri
Brea, California
Bridgeport, Connecticut
Broken Arrow, Oklahoma
Brownsville, Texas
Bryan, Texas
Burbank, California
Camarillo, California
Carson, California
Cary, North Carolina
Casper, Wyoming
Chapel Hill, North Carolina
Charlotte, North Carolina
Cherry Hills Village, Colorado
Chesapeake, Virginia
Clearwater, Florida
Cleveland, OH
Clinton, SC
Columbia, Missouri
Columbus, Georgia
Concord, New Hampshire
Coral Gables, FL
Coral Springs, Florida
Corpus Christi, Texas
Corta Madera, California
Corinth, TX
Creedmoor, North Carolina
Culver City, California
Dallas, Texas
Danville, Kentucky
Davenport, Iowa
Davie, Florida
Daytona Beach, Florida
Decatur, Georgia
Decatur, Illinois
Delray Beach, Florida
Del Rio, Texas
Denton, Texas
Destin, Florida
Dothan, Alabama
Dubuque, Iowa
Duluth, Georgia
Dunedin, Florida
Durango, CO
Durham, North Carolina
Eagle Pass, Texas
East Brunswick Township, New Jersey
Edmond, Oklahoma
Elgin, Illinois
Enfield, Connecticut
Englewood, Colorado
Escondido, California
Evanston, Illinois
Fort Collins, Colorado
Fort Pierce, Florida
Fort Lauderdale, Florida
Fort Smith, AR
Fort Worth, Texas
Frankfort, Kentucky
Franklin, Tennessee
Frisco, Colorado
Gainesville, Florida
Gainesville, Georgia
Galesburg, Illinois
Garden City, New York
Glastonbury, Connecticut
Glendale, Arizona
Glen Ellyn, Illinois
Golden, Colorado
Grand Rapids, Michigan
Greensboro, North Carolina
Gulfport, Florida

Hardeeville, SC
Hemet, California
Hercules, California
Highland Park, Illinois
Hollywood, Florida
Homestead, Florida
Huntington Beach, California
Independence, Missouri
Independence, Kansas
Iowa City, Iowa
Jacksonville Beach, Florid
Jupiter, Florida
Kalamazoo, Michigan
Kansas City, Missouri
Lake Worth, Florida
Lakewood, Colorado
Lapeer, Michigan
Laramie, Wyoming
Laredo, Texas
Lenexa, Kansas
Liberty, Missouri
Lillburn, Georgia
Little Rock, Arkansas
Long Beach, California
Longmont, Colorado
Manassas, Virginia
Mansfield, Massachusetts
Maplewood, Missouri
Marshfield, Missouri
Miami Beach, Florida
Milwaukie, Oregon
Minneapolis, Minnesota
Miramar, Florida
Modesto, California
Muscatine, Iowa
Neptune Beach, Florida
Newark, Delaware
New Smyrna Beach, Florida
Norfolk, Virginia
Norman, Oklahoma
North Las Vegas, Nevada
North Miami Beach, Florida
Northglenn, Colorado
North Port, Florida
Norwich, Connecticut
Oberlin, Ohio
Ocean City, Maryland
Oceanside, California
Olathe, Kansas
Oklahoma City, Oklahoma
Orlando, Florida
Oxnard, California
Paducah, Kentucky
Palm Bay, Florida
Palm Beach Gardens, Florida
Palo Alto, California
Panama City, Florida
Park Ridge, Illinois
Pasadena, California
Peoria, Illinois
Phoenix, Arizona
Pittsburg, Kansas
Pompano Beach, Florida
Portage, Michigan
Pueblo, Colorado
Richmond, California
Richmond, Virginia
Riverside, California
Riverview, Michigan
Roanoke, Virginia
Rock Hill, South Carolina
Rockville, Maryland
Sacramento, California
St. Louis Park, Minnesota
Salem, Oregon
San Diego, California
San Fernando, California
San Francisco, California
San Jose, California
San Juan Capistrano, California
Sandersville, Georgia
Santa Ana, California
Santa Monica, California
Sarasota, Florida
Shaker Heights, Ohio
Simi Valley, California
Sioux City, Iowa
Snellville, Georgia
South Brunswick Township, New Jersey
Springfield, Missouri
Steamboat Springs, Colorado
Stratford, Connecticut
Storm Lake, Iowa
Sunnyvale, California
Sunrise, Florida
Takoma Park, Maryland
Topeka, Kansas
Titusville, Florida
Thornton, Colorado
Traverse City, Michigan
Topeka, Kansas
Turlock, California
Upper Arlington, Ohio
Urbana, IL
Urbandale, Iowa
Valdez, Alaska
Venice, FL
Virginia Beach, Virginia
Waco, Texas
Warrensburg, Missouri
Washington, Illinois
West Des Moines, Iowa
West Hartford, Connecticut
West Hollywood, California
West Palm Beach, Florida
Wichita, Kansas

Windham, Connecticut
Winston-Salem, North Carolina
Winter Park, Florida
Worthington, Minnesota
Ypsilanti, Michigan

COUNTIES

Adams County, Colorado
Alameda County, California
Albemarle County, Virginia
Arapahoe County, Colorado
Beaufort County, South Carolina
Broward County, Florida
Brown County, Wisconsin
Buffalo County, Nebraska
Buncombe County, North Carolina
Chaffee County, Colorado
Cass County, Michigan
Chesterfield County, Virginia
Clark County, Nevada
Cobb County, Georgia
Dade County, Florida
Dunn County, Wisconsin
Eagle County, Colorado
Escambia County, Florida
Fairfax County, Virginia
Forsyth County, Georgia
Fremont County, Colorado
Fresno County, California
Fulton County, Georgia
Georgetown County, South Carolina
Glynn County, Georgia
Gunnison County, Colorado
Hall County, Georgia
Hamilton County, Ohio
Johnson County, Kansas
Ketchikan-Gateway Borough, Alaska
Lake County, Florida
Lake County, Illinois
La Plata County, Colorado
Leon County, Florida
Lincoln County, North Carolina
Livingston County, Illinois
Los Angeles County, California
Martin County, Florida
McHenry County, Illinois
Mecklenburg County, North Carolina
Mendocino County, California
Mesa County, Colorado
Moffat County, Colorado
Monterey County, California
Muscatine County, Iowa
New Kent County, Virginia
Orange County, New York
Orange County, North Carolina
Palm Beach County, Florida
Peoria County, Illinois
Pinellas County, Florida
Polk County, Florida
Prince William County, Virginia
Ramsey County, Minnesota
St. Louis County, Minnesota
Saline County, Kansas
San Diego County, California
San Luis Obispo County, California
San Mateo County, California
Sarasota County, Florida
Sedgwick County, Kansas
Seminole County, Florida
Sonoma County, California
South Fulton, GA
Springettsbury Township, Pennsylvania
Spotsylvania County, Virginia
Tazewell County, IL
Volusia County, Florida
Wake County, North Carolina
Washtenaw County, Michigan
Whiteside County, Illinois
Whitfield County, Georgia
Yolo County, California

OTHER ORGANIZATIONS

Development Groups

Arrowhead Regional Development, Duluth, Minnesota
Columbia Development Corporation, South Carolina
Fresno Economic Development Commission, California
Fresno Redevelopment Authority, California
GoTopeka, Inc., Kansas
Lincoln Road Development Corporation, Miami Beach, FL
Los Angeles, California, Community Redevelopment Agency
Mid-American Regional Council, Kansas City, Missouri
West Palm Beach Downtown Development Authority, Florida

Housing Authorities

California Housing Finance Agency

Jefferson County Housing Authority, Alabama
Las Vegas Housing Authority
Memphis Housing Authority, Tennessee
Ocala Housing Authority, Florida
Peoria Housing Authority, Illinois

Libraries

Birmingham, Alabama Public Library
Central Arkansas Library System
Lexington, Kentucky Library System
Metropolitan Library System of Oklahoma
Moline Public Library

Non-Profits and Other Governmental Jurisdictions

California State Government
CDC Federal Credit Union, Atlanta, Georgia
District of Columbia
Fresno Employment and Training Commission, California
Jefferson County Personnel Board, Alabama
Local Government Insurance Trust, Maryland
Los Angeles, California Department of Community Public Health Los Angeles, California Music Center Operating Company
Los Angeles Olympics Organizing Committee
Metropolitan Nashville, Tennessee Arts Commission
Parkland Hospital, Texas
Southwest Florida Regional Planning Council

Professional Associations

American Public Works Association
Association of County Commissioners, Georgia
Georgia Municipal Association
International City/County Management Association
Iowa League of Cities
Missouri Municipal League

School Districts

Adams County School District #14, Commerce City, Colorado
Lake Sumpter Community College, Florida
Dallas Independent School District, Texas

Transportation Agencies

Alameda-Contra Costa Transit District, Oakland, California
Bay Area Rapid Transit District, Oakland, California
Dallas Area Rapid Transit District, Dallas, Texas
Greater Dayton Regional Transportation Authority
Kalamazoo County Transportation Authority
Lee County Port Authority, Florida
Metra (Chicago Commuter Rail System)
MetroPlan Orlando (MPA)
Port Everglades Authority, Fort Lauderdale, Florida
Orlando - Orange County Expressway Authority
Port of Sacramento, California
Riverside Transit Agency, California
San Francisco Bay Area Rapid Transit District, California
Sarasota/Manatee Airport Authority, Florida
Southern California Rapid Transit District

Utilities

Columbus Water Works, Georgia
Greater Peoria Sanitation District
Gulf Shores Utilities
Metropolitan Sewer District of Greater Cincinnati, Ohio
Orange Water and Sewer Authority (North Carolina)
Public Works Commission of Fayetteville, North Carolina
Rivanna Solid Waste Authority, Virginia
Rivanna Water and Sewer Authority, Virginia
Sacramento Municipal Utility District, California
South Florida Water Management District
Spartanburg Utility District, South Carolina

EEO STATEMENT

Slavin Management Consultants (SMC) is committed to building a diverse workforce which reflects the face of the community we serve, honors and respects the differences and abilities of all our employees and residents, and provides employees with the necessary opportunities, tools, and support to achieve their maximum potential.

Equitably managing a diverse workforce is at the heart of equal opportunity. Valuing diversity is the basis for a policy of inclusion. Diversity recognizes and respects the multitude of differences which employees bring to the workplace. Diversity complements organizational values that stress teamwork, leadership, empowerment, and quality service. Diversity means striving to maintain an environment in which managers value the differences in their employees and take steps to ensure that all employees know they are welcome.

To achieve workplace equity and inclusion, SMC will observe the practices outlined below:

- It is the policy of Slavin Management Consultants to provide equal opportunity to all qualified employees and applicants without regard to race, color, religion, age, sex (including gender identity, sexual preference, and pregnancy),marital status, national origin or ancestry, genetic make-up, disability status, protected veterans' status, equal pay or any other characteristic protected by law..
- Our recruiting efforts will ensure that applicant pools are both capable and diverse.
- We will make employment decisions based on job-related criteria and will provide opportunities for entry and promotion into non-traditional jobs.
- We will ensure a workplace free of all forms of harassment.
- We will develop a procedure for prompt, thorough and impartial investigations of discrimination or harassment complaints and will act on appropriate measures to provide remedy or relief to individuals who have been victims of illegal discrimination or harassment.

Measures to ensure accountability for managing diversity will be incorporated into the performance management system for supervisors and managers. The chief executive officer will evaluate the effectiveness of our diversity policies and programs.

By creating a workplace where everyone can work towards their maximum potential, SMC will retain quality, productive employees who will provide excellent services to our clients.

SMC SEXUAL HARASSMENT POLICY

Slavin Management Consultants (SMC) is committed to providing a workplace that is free from sexual harassment. Sexual harassment in the workplace is against the law and will not be tolerated. Should the company determine that an allegation of sexual harassment is credible, it will take prompt and appropriate corrective action.

What Is Sexual Harassment?
Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- An employment decision affecting that individual is made because the individual submitted to or rejected the unwelcome conduct; or
- The unwelcome conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or abusive work environment.
- Certain behaviors, such as conditioning promotions, awards, training or other job benefits upon acceptance of unwelcome actions of a sexual nature, are always wrong.

Unwelcome actions such as the following are inappropriate and, depending on the circumstances, may in and of themselves meet the definition of sexual harassment or contribute to a hostile work environment:

- Sexual pranks, or repeated sexual teasing, jokes, or innuendo, in person or via e-mail;
- Verbal abuse of a sexual nature;
- Touching or grabbing of a sexual nature;
- Repeatedly standing too close to or brushing up against a person;
- Repeatedly asking a person to socialize during off-duty hours when the person has said no or has indicated he or she is not interested (supervisors in particular should be careful not to pressure their employees to socialize);
- Giving gifts or leaving objects that are sexually suggestive;
- Repeatedly making sexually suggestive gestures;
- Making or posting sexually demeaning or offensive pictures, cartoons or other materials in the workplace;
- Off-duty, unwelcome conduct of a sexual nature that affects the work environment. A victim of sexual harassment can be a man or a woman.
- The victim can be of the same sex as the harasser.
- The harasser can be a supervisor, co-worker, other company employee, or a non-employee who has a business relationship with the Slavin Management Consultants.

SMC's Responsibilities Under This Policy:

If SMC receives an allegation of sexual harassment, or has reason to believe sexual harassment is occurring, it will take the necessary steps to ensure that the matter is promptly investigated and addressed. If the allegation is determined to be credible, SMC will take immediate and effective measures to end the unwelcome behavior. SMC is committed to take action if it learns of possible sexual harassment, even if the individual does not wish to file a formal complaint.

SMC will seek to protect the identities of the alleged victim and harasser, except as reasonably necessary (for example, to complete an investigation successfully). SMC will also take the necessary steps to protect from retaliation those employees who in good faith report incidents of potential sexual harassment. It is a violation of both federal law and this policy to retaliate against someone who has reported possible sexual harassment. Violators may be subject to discipline.

Employees who have been found by SMC to have subjected another employee to unwelcome conduct of a sexual nature, whether such behavior meets the legal definition of sexual harassment or not, will be subject to discipline or other appropriate management action. Discipline will be appropriate to the circumstances, ranging from a letter of reprimand through suspensions without pay of varying lengths to

separation for cause. A verbal or written admonishment, while not considered formal discipline, may also be considered.

Employees' Rights and Responsibilities Under This Policy
Any employee who believes he or she has been the target of sexual harassment is encouraged to inform the offending person orally or in writing that such conduct is unwelcome and offensive and must stop.

If the employee does not wish to communicate directly with the offending person, or if such communication has been ineffective, the employee has multiple avenues for reporting allegations of sexual harassment and/or pursuing resolution.

Employees are encouraged to report the unwelcome conduct as soon as possible to his or her supervisor or to the President of SMC.

In addition to reporting sexual harassment concerns to a responsible SMC official, employees who believe they have been subjected to sexual harassment may elect to pursue resolution in several ways, including:

Mediation: Mediation is an informal way to resolve office problems using a trained mediator who facilitates communication between the parties to the dispute. If an employee chooses to attempt resolution through mediation, management is obligated by Company policy to send a representative to the table. If a resolution is not reached, the parties may continue to pursue their rights in any other appropriate forum.

EEO processes: All SMC employees can file an Equal Employment Opportunity (EEO) complaint with the United States Equal Employment Commission (EEOC). An employee who wishes to file a complaint under EEO procedures must consult an EEO counselor within 45 days of the alleged incident. It is not necessary for an employee to complain to his/her supervisor before approaching an EEO counselor, nor to attempt informal resolution through mediation or other means. EEOC contact Information:
https://eeoc.com. Phone 1 (800) 669-4000

All SMC employees are required to comply with this policy. Employees are also expected to behave professionally and to exercise good judgment in work-related relationships, whether with fellow employees, business colleagues, or members of the public with whom they come into contact in the course of official duties. Further, all employees are expected to take appropriate measures to prevent sexual harassment. Unwelcome behavior of a sexual nature should be stopped before it becomes severe or pervasive and rises to a violation of law.

MINORITY AND WOMEN PLACEMENTS

CLIENT	POSITION	AFRICAN AMERICAN	WOMAN	LATINO
ALACHUA COUNTY, FL	County Administrator			X
ALBANY, GA	City Manager	X		
	Police Chief	X		
	Assistant City Manager	X		
	Human Resources Director	X		
ALTAMONTE SPRINGS, FL	Finance Director		X	
ASPEN, CO	City Manager		X	
AUSTIN, TX	City Auditor		X	
	City Manager		X	
	Police Chief			X
BERKELEY, CA	City Manager	X		
	Public Works Director			X
BEVERLY HILLS, CA	Sanitation Director	X		
	Library Director		X	
BOCA RATON, FL	City Manager		X	
	Asst. City Manager		X	
BOTHELL, WA	City Manager		X	
BOISE, ID	Chief Financial Officer	X		
BROWARD COUNTY, FL	Assistant Director of Equal Employment	X	X	
	Director of Budget	X		
BOISE, ID	Chief Financial Officer		X	
BRYAN, TX	Municipal Court Judge		X	
	City Manager		X	
BUNCOMBE COUNTY, NC	County Manager	X	X	
CAMARILLO, CA	City Clerk		X	
CARSON, CA	Planning Director		X	
CHAPEL HILL, NC	Transportation Director		X	
	Human Resources Director		X	
CHARLOTTE COUNTY, FL	County Attorney		X	
CENTRAL CITY ASSN. OF THE CITY OF LOS ANGELES (CA)	Director of Security	X		
CHARLOTTE, NC	Neighborhood Services Director	X		
COLUMBIA, MO	Police Chief	X		

CLIENT	POSITION	AFRICAN AMERICAN	WOMAN	LATINO
CORINTH, TX	Director of Economic Development		X	X
CORPUS CHRISTI, TX	City Manager			X
CULVER CITY, CA	Finance Director			X
DANE COUNTY, WI	Director of Human Services		X	
DALLAS INDEPENDENT SCHOOL DISTRICT (TX)	Chief Financial Officer	X	X	
DALLAS, TX	City Attorney		X	
DAYTONA BEACH, FL	City Manager	X		
DECATUR, GA	Chief of Police	X		
DISTRICT OF COLUMBIA	Executive Director Alcoholic Beverage Regulations Commission		X	
DURANGO, CO	City Manager			X
DURHAM, NC	City Manager City Manager Police Chief Public Works Director	X X X	 X X X	
ESCAMBIA COUNTY, FL	Assistant County Administrator	X		
ESCONDIDO, CA	Civic Center Construction Mgr		X	
FRANKFORT, KY	City Manager		X	
EVANSTON, IL	City Manager		X	
FRESNO, CA (PIC)	Executive Director	X		
FORT COLLINS, CO	City Attorney		X	
FORT LAUDERDALE, FL	Fire Chief	X		
FORT MYERS, FL	City Manager Police Chief	X X		
FORT WORTH, TX	Auditor General Police Chief	 X	X	
FRANKLIN, TN	Director of Community Development		X	
FRESNO, CA (PIC)	Executive Director	X		
GAINESVILLE, FL	Equal Employment Director	X		
GEORGETOWN, SC	City Administrator		X	
GEORGETOWN COUNTY, SC	County Manager	X	X	
GLASTONBURY, CT	Human Resources Director	X	X	
GLENWOOD SPRINGS, CO	City Manager		X	
GREENBELT HOMES, INC. (MARYLAND)	Executive Director		X	
GREENSBORO, NC	Assistant City Manager	X		

CLIENT	POSITION	AFRICAN AMERICAN	WOMAN	LATINO
GREENVILLE, NC	City Manager	X	X	
HAMILTON COUNTY, OH	Jobs and Family Services Director		X	
HILLSBOROUGH COUNTY (FL) CHILDREN'S BOARD	Executive Director		X	
HOLLYWOOD, FL	City Manager	X		
JUPITER, FL	Assistant to the City Manager		X	
	Public Works Director			X
KALAMAZOO, MI	City Manager Assistant City Manager		X X	
LAKE COUNTY, FL	County Attorney		X	
LAKE COUNTY, IL	Purchasing Director		X	
	Human Resources Director	X		
	Assistant County Administrator		X	
LAKE COUNTY, IL HEALTH DEPARTMENT	Executive Director		X	
LAKE WORTH, FL	Utilities Customer Services Manager	X		
LA PLATA COUNTY, CO	Human Services Director		X	
LAREDO, TX	City Manager			X
LEE COUNTY, FL	County Administrator Human Resources Director	 X	X	
LINCOLN ROAD DEVELOPMENT CORP.	Executive Director		X	
LONG BEACH, CA	Police Chief Executive Director, Civil Service Commission	X	X	
LONGMONT, CO	City Manager			X
LONGVIEW, CO	Assistant City Manger		X	
LOS ANGELES, COMMUNITY REDEVELOPMENT AGENCY	Sr. Project Manager	X		X
	Project Manager	X		
	Project Manager			X
LOS ANGELES COUNTY (CA) HEALTH SYSTEMS AGENCY	Executive Director	X	X	
	Deputy Exec. Dir.			X
LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH	Public Health Director	X		
LOS ANGELES OLYMPICS ORGANIZING COMMITTEE	Human Resources Director	X	X	
	Director of Venues		X	
MAPLEWOOD, MO	City Manager	X		

CLIENT	POSITION	AFRICAN AMERICAN	WOMAN	LATINO
METROZOO (MIAMI FL)	Director of Marketing		X	
MEMPHIS (TN) HOUSING AUTHORITY	Executive Director	X		
MIAMI (FL) OFF-STREET PARKING SYSTEM	Finance Director			X
MIAMI VALLEY REGIONAL TRANSIT AUTH. (DAYTON, OH)	Executive Director	X	X	
MIRAMAR, FL	City Manager		X	
MISSISSIPPI REGIONAL HOUSING AUTHORITY VIII	Executive Director	X		
MONTEREY COUNTY, CA	Hospital Administrator	X		
MONTGOMERY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES	Executive Director	X	X	
MOUNT DORA, FL	City Manager		X	
NOAH DEVELOPMENT CORPORATION	Executive Director	X		
NEWARK, DE	City Manager	X		
NORFOLK, VA	Human Resources Director	X		
	Senior Engineer		X	
NORFOLK, VA	Social Services Director	X		
OAK PARK, IL	Village Manager		X	
OCALA (FL) PUBLIC HOUSING AUTHORITY	Executive Director	X		
OBERLIN, OH	City Manager		X	
ORLANDO, FL	Fire Chief	X		
ORMOND BEACH, FL	City Manager	X		
OKLAHOMA CITY, OK	City Manager	X		
PALM BAY, FL	Human Resources Director		X	
PALM BEACH COUNTY, FL	Assistant County Administrator		X	
PALM BEACH COUNTY (FL) CHILDREN'S SERVICES BOARD	Executive Director		X	
PALM BEACH COUNTY (FL) HEALTH CARE DISTRICT	Executive Director		X	
PALM BEACH GARDENS, FL	City Manager (1992) City Manager (1999)		X	X
PALO ALTO, CA	City Attorney		X	
PANAMA CITY, FL	City Clerk/Treasurer		X	
PARKLAND, FLORIDA	City Manager		X	

CLIENT	POSITION	AFRICAN AMERICAN	WOMAN	LATINO
PEORIA (IL) PUBLIC HOUSING AUTHORITY	Executive Director	X		
PHOENIX, AZ	Chief of Police			X
POWDER SPRINGS, GA	City Manager		X	
PRINCE WILLIAM COUNTY, VA	County Executive		X	
	Human Resources Director	X	X	
	Fire Chief	X	X	
RICHMOND, CA	City Manager	X		
RICHMOND, VA	Director of Public Health	X		
ROANOKE, VA	Police Chief	X		
	Economic Development Director		X	
	Assistant City Manager	X	X	
	Director of Human Services		X	
ROCKVILLE, MD	Assistant City Manager		X	
SACRAMENTO, CA	Human Resources Director	X	X	
SAGINAW, MI	Police Chief			X
SAN DIEGO, CA	City Manager	X		
SAN FRANCISCO, CA	Assistant City Administrator		X	
SAN JOSE, CA	Police Chief	X		
SANTA MONICA, CA	Deputy City Manager		X	
SANTA ROSA ISLAND AUTHORITY (FL	Executive Director		X	
SARASOTA, FL	Human Resources Director	X		
SARASOTA COUNTY, FL	Deputy County Administrator	X		
SELMA, AL	Chief of Police	X		
SHAKER HEIGHTS, OH	City Administrator		X	
SOUTH DAKOTA STATE LEGISLATURE	Chief Legislative Analyst		X	
SOUTH FULTON, GA	Finance Director	X	X	
SUNNYVALE, CA	Public Information Officer		X	
	City Clerk		X	
STRATFORD, CT	Human Resources Director		X	
STOCKBRIDGE, GA	City Manager	X		
TAKOMA PARK, MD	City Manager		X	
	Recreation Director	X	X	
	Housing and Community Development Director		X	
	Public Works Director	X		
THORNTON, CO	Public Information Officer		X	
	City Attorney			X

CLIENT	POSITION	AFRICAN AMERICAN	WOMAN	LATINO
TOPEKA, KS	City Manager	X		
	Police Chief	X		
URBANA, IL	Chief Administrative Officer		X	
VALDEZ, AK	City Manager		X	
VENICE, FL	Police Chief		X	
VIRGINIA BEACH, VA	Human Resources Director	X		
VIRGINIA BEACH PARK TRUST (FL)	Executive Director	X		
VOLUSIA COUNTY, FL	County Manager		X	
	Budget Director		X	
	Human Resources Director		X	
	Deputy County Manager		X	
WACO, TX	Deputy City Manager		X	
	Exec. Dir. - Support Services			X
	Assistant City Manager	X		
	Director of Facilities			X
WAKE COUNTY, NC	Human Services Director			X
THE WEINGART CENTER (LOS ANGELES)	Executive Director		X	
WEST COVINA, CA	Planning Director	X	X	
WEST MIFFLIN, PA	Town Administrator		X	
WEST PALM BEACH, FL	Assistant City Administrator	X	X	
WICHITA, KS	Human Resources Dir	X	X	
	Community Services Dir	X	X	
	Communications Director		X	
	Director of Libraries		X	
	Housing and Development Director	X	X	
	City Manager	X		
WYOMING, OHIO	City Manager		X	
YPSILANTI, MI	City Manager	X		
ZOOLOGICAL SOCIETY OF FLORIDA (DADE COUNTY)	Executive Director			X

CITY OF NOVI CITY COUNCIL
JANUARY 23, 2023

SUBJECT: Approval of resolution to authorize Budget Amendment #2023-3.

SUBMITTING DEPARTMENT: Finance

BACKGROUND INFORMATION:

The City's annual budget is adopted by the third Monday in May each year and is effective July 1st each year. The budget is adopted at a function level (vs. line item). In accordance with the State Budget Act, budget amendments are completed throughout the fiscal year to reflect the most current information available related to revenue and expenditure budgets. Budget amendments that have a positive or negative impact on fund balance or change the function total are prepared for Council approval. Amendments between line-items within the same budget function (that do not have any impact on fund balance) are managed at the administration level. The amendments are based on actual and projected activity-to-date.

The second quarter budget amendment resolution and budget amendment detail are attached. The following is a summary of the significant items proposed within this amendment:

GENERAL FUND

This budget amendment reflects a net zero effect to General Fund balance and keeps the fund within Council set limits. Therefore, the fund balance will remain at the projected balance of $13,849,694 with revenues and expenditures each increasing $288,430. The following are highlights of some of the significant items included in the proposed budget amendment:

Revenues:

- Property Tax Revenue - Increase in the amount of $100,000 to reflect actual billings per the July 1, 2022, tax roll and less than anticipated chargebacks to date from tax appeals.

- State-Shared Revenue – Increase in the amount of $258,550 to reflect anticipated additional revenues to be received over and above the amended budget based on the current estimate from the State of Michigan Department of Treasury.

- Building Permit Revenue – Decrease in the amount of $132,620 as building activities continue to be negatively impacted by higher interest rates due to

inflation and higher material costs. Supply chain issues including workforce shortages and products/goods/material shortages have been ongoing since the onset of the COVID pandemic and revenues are still not rebounding as quickly as anticipated.

Appropriations:

- Personnel Services – Increase in the amount of $146,900 including reimbursable costs in the amount of $35,400 for election-related and TIA grant related expenditures. Personnel services expenditure budgets also increased to cover final leave time payouts ($32,000), increased election-related part-time staffing ($20,000), increase in the use of community relation part-time personnel ($20,000), TIA grant overtime ($15,400), and net increase in insurance costs ($59,500) from personnel changes.

- Other Services and Charges – Increase in the amount of $136,040. Other Services and Charges expenditure budgets were increased primarily related to election worker staffing needs ($33,030), human resource-related legal fees and professional services for ongoing negotiations and arbitration (38,000), and contractual services for private development site plan reviews during DPW position vacancies ($45,600).

- Capital Outlay – Zero net effect to fund balance. Light-duty vehicle expenditure budgets need to be reallocated between departments to cover increased pricing and lack of availability of certain models. The challenging global automotive environment was communicated to City Council back in August/September 2022 in anticipation of inventory limitations and increases in model year pricing.

MAJOR, LOCAL AND MUNICIPAL STREET FUNDS

The Local Street Fund expenditure budget related to the Industrial Business Parks Road Rehabilitation Project in the amount of $460,000 was moved to the Major Street Fund since the State has approved the streets as major instead of local for ACT 51 purposes. Also, $11,600 in local community stabilization revenue needs to be recognized which offsets anticipated increases in sidewalk/maintenance expenditures. To keep the Major, Local, and Municipal Street Funds within Council set limits, the amendment includes transfers between the three street funds as well.

PARKS, RECREATION, AND CULTURAL SERVICES FUND

The budget amendment proposes a net zero effect to fund balance by increasing revenue and expenditure budgets each by $170,500. A new Mackinaw Trip for seniors took place resulting in a need to increase both revenue and expenditure OAS travel program budgets by $50,000 each. Parks and recreation program revenues are trending higher than anticipated through the second quarter, so the budget amendment increases the revenue budget by approximately $117,000. The OAS transportation program is trending similar to last year, so the expenditure budget is being increased $50,000 to bring the budget in line with projected activity. Also, the capital expenditure

budget is being increased due to a change in the model/type of vehicle being purchased.

DRAIN FUND / DRAIN PERPETUAL MAINTENANCE FUND

The Drain Fund revenue budget is being increased $505,580 to recognize actual property tax revenue in the amount of $17,100, the local community stabilization grant in the amount of $4,900, and the transfer in from the Drain Perpetual Maintenance Fund in the amount of $483,580. The actual bids from the Lake Shore Tunnel project came back higher than anticipated so the transfer in is needed to fund the project (the project is also being funded out of the CIP Fund).

FORFEITURE FUND

The Forfeiture Fund federal revenue and expenditure budgets are being increased by $78,530 each with a zero net effect to fund balance to bring the revenue budget in line with actual activity to date.

SELF INSURANCE - HEALTH CARE FUND

The budget amendment proposes a net zero effect to fund balance by increasing the insurance revenue budget and claim expenditure budgets each by $1,205,000 to bring the budget in line with current and anticipated activity. The City is required to pay all claims first and is then reimbursed for all claims over the stop-loss deductible amount of $100,000.

RETIREE HEALTH CARE BENEFITS FUND

The budget amendment proposes a decrease to fund balance in the amount of $150,000 based on higher than anticipated retiree insurance costs-to-date.

RECOMMENDED ACTION: Approval of Resolution to Authorize Budget Amendment #2023-3

RESOLUTION

NOW, THEREFORE BE IT RESOLVED that the following Budget Amendment# 2023-3 is authorized:

	INCREASE (DECREASE)
GENERAL FUND	
REVENUES	
Property Tax Revenue	100,000
State Sources	275,750
Licenses, Permits, and Charges for Services	(132,620)
Other Revenue	20,000
Donations	9,900
Federal Grants	15,400
TOTAL REVENUES	**$ 288,430**
APPROPRIATIONS	
City Manager	
Personnel Services	32,000
Finance Department	
Personnel Services	15,000
Assessing Department	
Capital Outlay	(26,340)
City Clerk	
Personnel Services	20,000
Supplies	5,000
Other Services and Charges	33,030
Integrated Solutions - FM: Parks Maintenance	
Capital Outlay	37,040
Human Resources	
Other Services and Charges	38,000
Community Relations	
Personnel Services	48,500
Other Services and Charges	9,900
Economic Development	
Personnel Services	16,000
Police Department	
Personnel Services	15,400
Fire Department	
Other Services and Charges	10,000

	INCREASE (DECREASE)
Community Development - Building	
Capital Outlay	(10,000)
Community Development - Planning	
Capital Outlay	(29,430)
Department of Public Works - Engineering	
Other Services and Charges	45,600
Department of Public Works - Fleet Asset	
Other Services and Charges	(490)
Capital Outlay	29,220
TOTAL APPROPRIATIONS	**$ 288,430**
Net Increase (Decrease) to Fund Balance	**$ -**

Ending Fund Balance	**$13,849,694**
Fund Balance as a % of total annual expenditures	**32%**

MAJOR STREET FUND	
REVENUES	
Transfers in	460,000
TOTAL REVENUES	**$ 460,000**
APPROPRIATIONS	
Capital Outlay	460,000
TOTAL APPROPRIATIONS	**$ 460,000**
Net Increase (Decrease) to Fund Balance	**$ -**

Ending Fund Balance	**$1,094,807**
Fund Balance as a % of total annual expenditures	**15%**

	INCREASE (DECREASE)
LOCAL STREET FUND	
REVENUES	
Transfers In	(460,000)
TOTAL REVENUES	**$ (460,000)**
APPROPRIATIONS	
Capital Outlay	(460,000)
TOTAL APPROPRIATIONS	**$ (460,000)**
Net Increase (Decrease) to Fund Balance	**$ -**
Ending Fund Balance	**$870,006**
Fund Balance as a % of total annual expenditures	**11%**
MUNICIPAL STREET FUND	
REVENUES	
State Sources	11,600
TOTAL REVENUES	**$ 11,600**
APPROPRIATIONS	
Maintenance	11,600
Transfers Out	-
TOTAL APPROPRIATIONS	**$ 11,600**
Net Increase (Decrease) to Fund Balance	**$ -**
Ending Fund Balance	**$2,720,056**
Fund Balance as a % of total annual expenditures	**30%**

		INCREASE (DECREASE)
PARKS, RECREATION, & CULTURAL SERVICES FUND		
REVENUES		
Program Revenue		117,520
Older Adult Program Revenue		50,000
State Sources		2,980
TOTAL REVENUES		**$ 170,500**
APPROPRIATIONS		
691	Capital Outlay	55,500
693	Other Services and Charges	15,000
695	Older Adult Program Expenditures	100,000
TOTAL APPROPRIATIONS		**$ 170,500**
Net Increase (Decrease) to Fund Balance		**$ -**
Ending Fund Balance		**$1,165,859**
Fund Balance as a % of total annual expenditures		**35%**
DRAIN FUND		
REVENUES		
Property Tax Revenue		17,100
State Sources		4,900
Transfers in		483,580
TOTAL REVENUES		**$ 505,580**
Net Increase (Decrease) to Fund Balance		**$ 505,580**
DRAIN PERPETUAL MAINTENANCE FUND		
APPROPRIATIONS		
Transfers Out		483,580
TOTAL APPROPRIATIONS		**$ 483,580**
Net Increase (Decrease) to Fund Balance		**$ (483,580)**

	INCREASE (DECREASE)
FORFEITURE FUND	
REVENUES	
Fines and Forfeitures	56,090
Other Revenue	22,440
TOTAL REVENUES	**$ 78,530**
APPROPRIATIONS	
Capital Outlay	78,530
TOTAL APPROPRIATIONS	**$ 78,530**
Net Increase (Decrease) to Fund Balance	**$ -**
2008 LIBRARY CONSTRUCTION DEBT FUND	
REVENUES	
Property Tax Revenue	60,400
State Sources	10,600
TOTAL REVENUES	**$ 71,000**
Net Increase (Decrease) to Fund Balance	**$ 71,000**
PEG CABLE CAPITAL FUND	
APPROPRIATIONS	
Capital Outlay	20,000
TOTAL APPROPRIATIONS	**$ 20,000**
Net Increase (Decrease) to Fund Balance	**$ (20,000)**
WATER & SEWER FUND	
REVENUES	
Special Assessment Interest	154
Interest Income	(160,154)
Capital Contributions	160,000
TOTAL REVENUES	**$ -**
Net Increase (Decrease) to Fund Balance	**$ -**

	INCREASE (DECREASE)
SELF INSURANCE - HEALTH CARE FUND	
REVENUES	
Other Revenue	1,000,000
Licenses, permits, and charges for services	205,000
TOTAL REVENUES	**$ 1,205,000**
APPROPRIATIONS	
Personnel Services	1,205,000
TOTAL APPROPRIATIONS	**$ 1,205,000**
Net Increase (Decrease) to Fund Balance	**$ -**
RETIREE HEALTH CARE BENEFITS FUND	
APPROPRIATIONS	
Personnel Services	150,000
TOTAL APPROPRIATIONS	**$ 150,000**
Net Increase (Decrease) to Fund Balance	**$ (150,000)**

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Novi at a regular meeting held on January 23, 2023

Cortney Hanson
City Clerk

Budget Amendment# 2023-3 - January 23, 2023

GL #	Project/Item Description	Budget Category	Amount
General Fund			
Revenues			
101-000.00-403.000	Property Tax Revenue	Property Tax Revenue	$ 100,000
101-000.00-478.000	Building Permits	Licenses, Permits, & charges for services	(132,620)
101-000.00-508.500	TIA grant	Federal Grants	15,400
101-000.00-573.000	State Grants - Local Comm Stab Share	State Sources	17,200
101-000.00-574.000	State Revenue Sharing	State Sources	258,550
101-000.00-665.000	Miscellaneous Income	Other Revenue	20,000
101-000.00-666.295	Winter Fest - Donations/Sponsorships	Donations	9,900
			$ 288,430
Expenditures			
101-172.00-704.250	Final Pay out	Personnel Services	32,000
101-201.00-716.000	Insurance	Personnel Services	15,000
101-209.00-983.066	LDV016 LDV 140 - Assessing	Capital Outlay	$ (26,340)
101-215.00-705.000	Temporary Salaries	personnel services	20,000
101-215.00-722.000	Election workers	Other services and charges	30,000
101-215.00-729.000	Election Supplies	Supplies	5,000
101-215.00-802.215	Data Processing - Elections	Other services and charges	3,030
101-265.10-983.071	LDV013 LDV w/Plow 641 - IS PM	Capital Outlay	18,520
101-265.10-983.090	SIP017 Vehicle (NEW) - IS PM	Capital Outlay	18,520
101-270.00-810.000	Other Legal Fees	Other services and charges	30,000
101-270.00-816.000	Professional services	Other services and charges	5,000
101-270.00-900.270	Recruitment ads	Other services and charges	3,000
101-295.00-704.000	Permanent Salaries	Personnel Services	14,000
101-295.00-705.000	Temporary Salaries	Personnel Services	6,000
101-295.00-716.000	Insurance	Personnel Services	28,500
101-295.00-880.650	Winter Fest	Other services and charges	9,900
101-296.00-716.000	Insurance	Personnel Services	16,000
101-301.00-706.352	Overtime - TIA Grant	Personnel Services	15,400
101-337.00-935.000	Vehicle Maintenance	Other services and charges	10,000
101-371.00-983.089	SIP005 Vehicle (NEW) - CD Building	Capital Outlay	(10,000)
101-442.10-816.021	Professional Services - Private Dvlpmnt Site Plan Review	Other services and charges	45,600
101-442.30-933.000	Equipment maintenance	Other services and charges	(490)
101-442.30-983.050	LDV011 LDV w/Plow 693 - DPW FO	Capital Outlay	18,520
101-442.30-983.055	LDV018 LDV 147 - DPW FO	Capital Outlay	(26,340)
101-442.30-983.067	LDV014 LDV w/plow 697 - DPW FO	Capital Outlay	18,520
101-442.30-983.072	LDV015 LDV w/ Plow 651- DPW FO	Capital Outlay	18,520
101-807.00-983.062	LDV017 LDV 143 - CD Building	Capital Outlay	(29,430)
			$ 288,430
		Net Increase (decrease) to fund balance	**$ -**
	Ending Fund Balance	**$13,849,694**	
	Fund Balance as a % of total annual expenditures	**32%**	
Major Street Fund			
Revenues			
202-000.00-676.204	Transfer in from Municipal Street Fund	Transfers in	$ 460,000
			$ 460,000
Expenditures			
202-202.00-865.248	ENG079 Industrial Bus Parks Rd Rehab	Capital Outlay	$ 460,000
			$ 460,000
		Net Increase (decrease) to fund balance	**$ -**
	Ending Fund Balance	**$1,094,807**	
	Fund Balance as a % of total annual expenditures	**15%**	

GL #	Project/Item Description	Budget Category	Amount
Local Street Fund			
Revenues			
203-000.00-676.204	Transfer from Municipal Street Fund	Transfers in	$ (460,000)
			$ (460,000)
Expenditures			
203-203.00-865.248	ENG079 Industrial Bus Parks Rd Rehab	Capital Outlay	$ (460,000)
			$ (460,000)
		Net Increase (decrease) to fund balance	**$ -**
	Ending Fund Balance	**$870,006**	
	Fund Balance as a % of total annual expenditures	**11%**	
Municipal Street Fund			
Revenues			
204-000.00-573.000	State Grants - Local Comm Stab Share	State Sources	$ 11,600
			$ 11,600
Expenditures			
204-000.00-965.202	Transfers to Major Street Fund	Transfers out	$ 460,000
204-000.00-965.203	Transfers to Local Street Fund	Transfers out	(460,000)
204-204.00-866.085	Routine Maintenance-Sidewalks/Pathways	Maintenance	11,600
			$ 11,600
		Net Increase (decrease) to fund balance	**$ -**
	Ending Fund Balance	**$2,720,056**	
	Fund Balance as a % of total annual expenditures	**30%**	
Parks, Recreation, and Cultural Services Fund			
Revenues			
208-000.00-573.000	State Grants - Local Comm Stab Share	State Sources	$ 2,980
208-000.00-653.555	OAS - Travel Program	Older Adult Program Revenue	50,000
208-000.00-653.509	Contracted Camp Programs	Program Revenue	60,520
208-000.00-653.642	Dance Programs	Program Revenue	45,000
208-000.00-653.999	Miscellaneous Program Revenue	Program Revenue	12,000
			$ 170,500
Expenditures			
208-691.00-977.090	Cemetery Enhancement Project - dirt path improvements	capital outlay	$ 11,510
208-691.00-983.045	LDV016 Transit Van 139 - PRCS OAS	capital outlay	43,990
208-693.00-923.000	Water & Sewer	other services and charges	15,000
208-695.00-960.555	OAS - Travel Program	Older Adult Program Expenditures	50,000
208-695.00-960.557	OAS - Transportation	Older Adult Program Expenditures	50,000
			$ 170,500
		Net Increase (decrease) to fund balance	**$ -**
	Ending Fund Balance	**$1,165,859**	
	Fund Balance as a % of total annual expenditures	**35%**	
Drain Fund			
Revenues			
210-000.00-403.001	Property Tax Revenue - County Chargeback	Property Tax Revenue	$ 17,100
210-000.00-573.000	State Grants - Local Comm Stab Share	State Sources	4,900
210-000.00-676.211	Transfer from Drain Perpetual Maintenance Fund	Transfers in	483,580
			$ 505,580
		Net Increase (decrease) to fund balance	**$ 505,580**
Drain Perpetual Maintenance Fund			
Expenditures			
211-000.00-965.210	Transfer to Drain Fund	Transfers out	$ 483,580
			$ 483,580
		Net Increase (decrease) to fund balance	**$ (483,580)**

GL #	Project/Item Description	Budget Category		Amount
Forfeiture Fund				
Revenues				
266-000.00-655.500	DEA federal forfeiture funds	Fines and forfeitures	$	56,090
266-000.00-665.501	Miscellaneous-federal forfeitures	Other revenue		22,440
			$	78,530
Expenditures				
266-266.00-983.000	Vehicles-federal forfeitures	Capital Outlay	$	78,530
			$	78,530
		Net Increase (decrease) to fund balance	**$**	**-**
2008 Library Construction Debt Fund				
Revenues				
317-000.00-403.001	Property Tax Revenue - County Chargebacks	Property Tax Revenue	$	60,400
317-000.00-573.000	State Grants - Local Comm Stab Share	State Sources		10,600
			$	71,000
		Net Increase (decrease) to fund balance	**$**	**71,000**
PEG Cable Capital Fund				
Expenditures				
463-295.00-983.013	Architectural Design Services - Studio Renovation	Capital Outlay	$	20,000
			$	20,000
		Net Increase (decrease) to fund balance	**$**	**(20,000)**
Water and Sewer Fund				
Revenues				
592-000.00-662.179	Interest on SAD 179 Vistas of Novi	Special Assessment Interest	$	23
592-000.00-662.181	Interest on SAD 181 Knightsbridge Gate	Special Assessment Interest		131
592-000.00-664.000	Interest on investments	Interest Income		(160,154)
592-000.00-666.003	Water tap connection fees	Capital Contributions		160,000
			$	-
		Net Increase (decrease) to fund balance	**$**	**-**
Self Insurance - Health Care Fund				
Revenues				
677-000.00-613.000	Insurance - charges for services	Licenses, Permits, & charges for services	$	205,000
677-000.00-676.677	Reimbursement - Stop Loss	Other Revenue		1,000,000
			$	1,205,000
Expenditures				
677-677.00-837.000	Health Insurance Claims	Personnel Services	$	1,205,000
			$	1,205,000
		Net Increase (decrease) to fund balance	**$**	**-**
Retiree Health Care Benefits Fund				
Expenditures				
710-000.00-716.000	Insurance	Personnel Services	$	150,000
			$	150,000
		Net Increase (decrease) to fund balance	**$**	**(150,000)**

CITY OF NOVI CITY COUNCIL
JANUARY 23, 2023

SUBJECT: Consideration of approval to award the Janitorial Services contract to RNA Facilities Management in the amount of $182,743.64 for a one (1) year contract with the option of two (2) one-year renewals.

SUBMITTING DEPARTMENT: Integrated Solutions, Facilities Management

EXPENDITURE REQUIRED	**$ 182,743.64**
AMOUNT BUDGETED	**$ 164,500 CH, CC, PS, & DPW** **$ 2,100 Township Hall** **$ 10,200 Lakeshore Park** **$ 16,000 Gun Range** **$ 192,800**
APPROPRIATION REQUIRED	**$0**
LINE ITEM NUMBER	**101-265.00-814.200 CH, CC, PS, & DPW** **101-265.00-840.400 Township Hall** **101-265.10-814.200 Lakeshore Park** **101-301.00-920.301 Gun Range**

BACKGROUND INFORMATION: The City of Novi contracts janitorial services for nearly all the buildings in its portfolio;

- Civic Center (City Hall and the Community Center),
- Public Safety Building,
- Firing Range,
- Department of Public Works,
- Township Hall, and
- Lakeshore Park Community Building

The City entered into its current contract in 2019 with RNA Facilities Management. Their current contract was for one year with two optional one-year renewals. A Request for Proposal (RFP) was advertised on the Michigan Intergovernmental Trade Network (MITN) website. A mandatory pre-bid meeting/site visit was held on November 15, 2022, which eleven firms attended.

City Hall	$28,600.08
Community Center	$47,260.08
Public Safety	$53,547.60
DPW	$25,344.84
Firing Range	$15,728.04
Township Hall	$2,100.00
Lakeshore Park	$10,163.00

Three (3) proposals were received and reviewed by a team consisting of members from Public Safety, Facilities Management, and DPW. During the evaluation, the team reviewed the supplemental questionnaire to the bid package, performed walkthroughs of the facilities, spoke with references, and met with company representatives of each proposal. Ultimately, the team recommends that RNA Facilities Management continues to conduct the janitorial services for the City. RNA is also contracted with Washtenaw County, Southfield Police Department, and Detroit Public Schools. Therefore, our team believes RNA can carry out the contract due to their familiarity and book of business with other municipalities.

RECOMMENDED ACTION: Approval to award the Janitorial Services contract to RNA Facilities Management in the amount of $182,743.64 for a one (1) year contract with the option for two (2) one-year renewals.

CONTRACT FOR JANITORIAL SERVICES

THIS CONTRACT FOR SERVICES AND MATERIALS ("Contract"), shall be considered as made and entered into as of the date of the last signature ("Effective Date"), and is between the City of Novi, a Michigan municipal corporation, whose address is 45175 Ten Mile, Novi, Michigan 48375, (hereinafter referred to as "Client"), and RNA Facilities Management, whose address is 4103 Varsity Drive Suite A Ann Arbor, MI. 48108, (hereinafter referred to as "Contractor").
THE CLIENT AND CONTRACTOR AGREE AS FOLLOWS:

Article I. Statement and Performance of Work.

For payment by the Client as provided under this Contract, Contractor shall provide the materials and perform the services described on and in Schedule A (the "Work"), which is attached hereto and made a part of this Contract by this reference, in a competent, accurate, efficient, timely, good, professional, thorough, complete and responsible manner, and in compliance with the terms and conditions set forth below.

Article II. Timing of Performance.

Performance of this Contract shall commence on January 30, 2023 and end on January 30, 2024. Upon mutual consent of the Client and the Contractor, the contract may be renewed two (2) additional years in one (1) year increments.

Article III. Contract Price and Payment.

Subject to the terms and conditions of this Contract, the Client agrees to pay Contractor an amount services and materials as specifically set forth in the completed Proposal attached which is part of the attached Schedule A. Such payments are in exchange for and consideration of the timely and satisfactory performance and completion of the work required under and pursuant to this Contract. The Client agrees to pay Contractor amounts due within thirty (30) days of receipt of an itemized billing/invoice from Contractor detailing all materials provided and work performed in connection with the billing and the hours and charges applicable to each such item. Such itemized billings shall be submitted and shall be paid only upon satisfactory completion of the work itemized in the billing.

All costs and expenses incurred by Contractor under this Contract are deemed to be included in the amounts set forth in Schedule A. Contractor will obtain written approval of the Client prior to proceeding with any work that is not stated on Schedule A; otherwise, the Client will not be billed for such extra/additional work.

Payments shall be made upon verification of invoices received by the Client. All payments to Contractor shall be submitted by mail at Contractor's address first listed above, unless Contractor provides written notice of a change in the address to which such payments are to be sent.

Article IV: **Termination.**

A. 1. For cause: In the event that either party shall breach the terms and conditions of this Contract, the aggrieved party may notify the other party, in writing via certified mail, of such breach and demand that the same be remedied within ten (10) days. If the defaulting party fails to remedy the breach as demanded, the aggrieved party shall then have the right to terminate by giving the defaulting party thirty (30) days written notice. In addition, if at any time a voluntary petition in bankruptcy shall be filed against either party and shall not be dismissed within thirty (30) days, or if either party shall take advantage of any insolvency law, or if a receiver or trustee of any of a party's property shall be appointed and such appointments shall not be vacated within thirty (30) days, the other party shall have the right, in addition to any other rights of whatsoever nature that it may have at law or in equity, to terminate by giving thirty (30) days' notice in writing of such termination.

2. For convenience: The Client may terminate the agreement, in whole or in part, without showing cause upon giving thirty (30) days written notice to the Contractor. The Client shall pay all reasonable costs incurred by the Contractor up to the date of notice of termination. The Contractor will not be reimbursed for any anticipatory profits that have not been earned up to the date of notice of termination.

B. In the event this Contract is terminated before completion, the Client shall not be responsible to make any further payments for work performed after the effective date of such termination, and shall pay Contractor for such materials as have been delivered and for such work as has been completed and is eligible for payment under the terms of this Contract through the date of such termination. In all events, the Client shall only be responsible to make the payments described in the preceding sentence if, at the Client's request, Contractor continues to fully perform its duties and obligations in full compliance with the terms of this Contract through the effective date of the termination.

Article V: **Independent Contractor Relationship.**

A. In the performance of this Contract, the relationship of Contractor to the Client shall be that of an independent contractor and not that of an employee or agent of Client. Contractor is and shall perform under this Contract as an independent contractor, and no liability or responsibility with respect to benefits of any kind, including without limitation, medical benefits, worker's compensation, pension rights, or other rights or liabilities arising out of or related to a contract for hire or employer/employee relationship shall arise or accrue to either party as a result of the performance of this Contract.

Contractor, as an independent contractor, is not authorized to enter into or sign any agreements on behalf of the Client or to make any representations to third parties that are binding upon the Client.

B. Contractor represents that it will dedicate sufficient resources and provide all necessary personnel required to perform the work described in Schedule A in accordance with the terms and conditions of this Contract. Except as may be specifically stated and agreed to in Schedule A, Contractor shall perform all of the work under this Contract

and no other person or entity shall be assigned or sub-contracted to perform the work, or any part thereof, unless approved by the Client in advance.

Article VI: Liability and Insurance.

A. Contractor agrees to indemnify and hold harmless the Client, its elected and appointed officials and employees, from and against any and all claims, demands, suits, losses and settlements, including actual attorney fees incurred and all costs connected therewith, for any damages which may be asserted, claimed or recovered against the Client by reason of (i) personal injury, death and/or property damages which arises out of or is in any way connected or associated with the actions or inactions of Contractor in performing or failing to perform the work; or (ii) civil damages which arise out of any dispute between Contractor and its subcontractors, affiliates, employees or other private third parties in connection with this Contract. Contractor specifically agrees that it is Contractor's responsibility, and not the responsibility of the Client, to safeguard the property and materials used in performing this Contract. Contractor agrees to hold the City harmless from any loss of or damage to such property and materials used in connection with Contractor's performance of this Contract.

B. Contractor shall provide evidence of adequate insurance coverage in the types and amounts set forth on Schedule A, which is attached hereto and incorporated herein by this reference. Such insurance shall be maintained at the specified level of coverage throughout the term of this Contract, including any extension of such term, and will cover all work, acts and omissions by and on behalf of Contractor in connection with this Contract, with the Client as named additional insureds, but with such coverage being primary and non-contributory as described in the attached Schedule A.

Article VII: Information.

It is expressly acknowledged and agreed that all reports, opinions, compilations, research work, studies, data, materials, artifacts, samples, documents, plans, drawings, specifications, correspondence, ledgers, permits, manuals, applications, contracts, accountings, schedules, maps, logs, invoices, billings, photographs, videotapes and all other materials generated by and/or coming into the possession of Contractor during the term of this Contract, and any extension thereof, that in any way relate to the performance of work by Contractor under this Contract or that are otherwise related or relevant to the work, belong exclusively to the Client and shall be promptly delivered to the Client upon the termination of this Contract or, at any time, upon the Client's request.

Article VIII: General Provisions.

A. *Entire Agreement*. This instrument, together with the attached Schedules, contains the entire Contract between the Client and Contractor. No verbal agreement, conversation, or representation by or between any officer, agent, or employee of the parties hereto, either before or after the execution of this Contract, shall affect or modify any of the terms or obligations herein contained.

B. *Compliance with Laws*. This Contract and all of Contractor's work and practices shall be subject to all applicable state, federal and local laws, ordinances, rules or regulations, including without limitation, those which apply because Client is a public

governmental agency or body. Contractor represents that it is in compliance with all such laws and eligible and qualified to enter into this Contract.

C. *Governing Law*. This Contract shall be governed by the laws of the State of Michigan.

D. *Assignment*. Contractor shall not assign this Contract or any part thereof without the written consent of the Client. This Contract shall be binding on the parties, their successors, assigns and legal representatives.

E. *Third Parties*. It is the intention of the parties hereto that this Agreement is not made for the benefit of any private third party. It is acknowledged that Client may receive a portion of the funding for the payments under this Contract from one or more private sources, and it is understood by Contractor that it is hired by Client to work exclusively for Client (and by extension for the Township should the work be accepted and implemented by the Township) and Contractor agrees that no private party or parties will be allowed to hold sway or influence, in any way, over Contractor's performance of the work.

F. *Notices*. Written notices under this Contract shall be given to the parties at their addresses contained in this Contract by personal or registered mail delivery to the attention of the following persons:

Client: City Manager Peter E. Auger and City Clerk Cortney Hanson
Contractor:

G. *Changes*. Any changes in the provisions of this Contract must be in writing and signed by the Client and Contractor.

H. *Waivers*. No waiver of any term or condition of this Contract shall be binding and effective unless in writing and signed by all parties, with any such waiver being limited to that circumstance only and not applicable to subsequent actions or events.

I. *Jurisdiction and Venue of Contract*. This Contract shall be considered for all purposes, including the establishment of jurisdiction and venue in any court action between the parties, as having been entered into and consummated in the City of Novi, Oakland County, Michigan.

J. *Conflict*. In the event of any conflict or inconsistency between the above provisions of this Contract and either or both of the attached Schedules, the provisions in the above text shall govern.

K. *Anti-Discrimination*. The Contractor shall not discriminate against any employee, or applicant for employment because of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status. The Contractor further covenants that it will comply with the Civil Rights Act of 1973, as amended; and the Michigan Civil Rights Act of 1976 (78. Stat. 252 and 1976 PA 453) and will require a similar covenant on the part of any consultant or subcontractor employed in the performance of this contract.

IN WITNESS WHEREOF, the Client and the Contractor have executed this Contract in Oakland County, Michigan, as of the date first listed above.

WITNESS AND DATES
OF SIGNATURES:

CITY OF NOVI

_____ _____

By: Robert J. Gatt

Date: _____ Its: Mayor

_____ _____

By: Cortney Hanson

Date: _____ Its: Clerk

WITNESS AND DATES
OF SIGNATURES:

CONTRACTOR

_____ _____

By:

Its:

Date: _____

SCHEDULE A will be attached to and become part of the contract. Schedule A consists of the contractor's proposal and the RFP documents.

RNA
FACILITIES MANAGEMENT

FEE PROPOSAL

FEE PROPOSAL ONLY

December 13, 2022

In Partnership With:

CITY OF NOVI

CITY OF NOVI
JANITORIAL SERVICES

REVISED FEE PROPOSAL FORM
(MUST BE SEALED IN A SEPARATE ENVELOPE)

The undersigned, as proposer, declares that he has visited the building(s) to be cleaned and has familiarized himself with the type of services desired and has carefully examined the specifications and instructions to proposers, which he understands and accepts as sufficient for the purpose, and agrees he will furnish to the City the specified services and will accept in full payment therefore the following amounts:

ITEM #I – City Hall, 45175 Ten Mile Road

Item	Unit	Unit price	Total Annual Cost
Nightly cleaning 5 times/week	Month	$ 2,383.34	$ 28,600.08
Optional Nightly Cleaning	Saturday	$ 108.33	NA

ITEM #2 – Community Center/Atrium, 45175 Ten Mile Road

Item	Unit	Unit price	Total Annual Cost
Nightly cleaning 7 times/week	Month	$ 3,938.34	$ 47,260.08

ITEM #3 - Novi Police Department, 45125 Ten Mile Road

Item	Unit	Unit price	Total Annual Cost
Nightly cleaning 5 days/week/2nd floor, 7 days/week/1st floor	Month	$ 4,462.30	$ 53,547.60

ITEM #4 – Department of Public Works, 26300 Lee BeGole Dr.

Item	Unit	Unit price	Total Cost
Nightly cleaning 5 times/week	Month	$ 2,112.07	$ 25,344.84

ITEM #5 – Indoor Gun Range, 26350 Lee BeGole Dr.

Item	Unit	Unit price	Total Annual Cost
5 days/week, as specified	Month	$ 1,310.67	$ 15,728.04

ITEM #6 – Township Hall, 45375 Ten Mile Rd.

Item	Unit	Unit price	Total Annual Cost (6 months)
3 days/week, as specified (May – Oct)	Month	$ 350.00	$ 2,100.00

ITEM #7 – Lakeshore Park, 601 South Lake Dr.

Item	Unit	Unit price	Total Annual Cost (6 months)
7 days/week, as specified (May – Oct)	Month	$ 1,156.66	$ 6,940.00
3 days/week, as specified (Nov-April)	Month	$ 537.16	$ 3,223.00

COMMENTS/EXCEPTIONS (all exceptions must be listed):

N/A

We have included a letter from our bonding company indicating that we are able to obtain a Performance Bond with the specific language & format as specified in the RFP documents.

Yes X No _____

We understand that if we are not able to get the required performance bond after the contract has been awarded, the contract award will be rescinded.

Yes X No _____

We acknowledge receipt of the following Addenda: #1; #2
(please indicate numbers

NON-IRAN LINKED BUSINESS
By signing below, I certify and agree on behalf of myself and the company submitting this proposal the following: (1)that I am duly authorized to legally bind the company submitting this proposal; and (2) that the company submitting this proposal is not an "Iran linked business," as that term is defined in Section 2(e) of the Iran Economic Sanctions Act, being Michigan Public Act No. 517 of 2012; and (3) That I and the company submitting this proposal will immediately comply with any further certifications or information submissions requested by the City in this regard.

THIS PROPOSAL SUBMITTED BY:

Company (Legal Registration) RNA FACILITIES MANAGEMENT

Address 4130 Varsity Drive, Ste A

City Ann Arbor State MI Zip 48108

Telephone 734-260-3395 Fax 888-762-8541

Representative's Name Mike Farha

Representative's Title CEO

Authorized Signature Mike Farha

E-mail mfarha@rnafm.com

Date November 20, 2022

RNA
FACILITIES MANAGEMENT

Top Rated Local Janitorial Service
We are your Experts.

TOP RATED
LOCAL®
COMMERCIAL CLEANING

RNA Facilities Management
4130 Varsity Dr, Ste A, Ann Arbor, MI 48108
www.rnafm.com

RNA
FACILITIES MANAGEMENT

Response to:

Janitorial Services RFP Response

November 30, 2022

In Partnership With:

CITY OF NOVI

RNA
FACILITIES MANAGEMENT

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Please see page numbers in the lower right-hand corner of the following pages.

RNA
FACILITIES MANAGEMENT

Quality. Accountability. Consistency.

October 30, 2022

City of Novi
Finance Office

Accountability - Our Key To Success

We at RNA Facilities Management would like to thank you for the opportunity to provide you with a proposal for custodial services and management. As a Facilities Company for 30 years, we have the experience needed to manage the cleaning needs of your City buildings, at the exemplary level of service that you have come to expect.

RNA is a nationally-based company who provides affordable, quality facility services and would relish the opportunity to expand our work to the City of Novi. As a medium-sized company, we know we have the capability to clean and maintain your spaces, but we have the ability to do so at a much more affordable price. This difference sets us further apart from the competition and makes us a great fit for this rfp.

During our 30 years we have covered a wide range of facility management accounts including City and Government buildings, school districts, libraries, health clinics, colleges, retail stores and various other businesses. Since our inception in 1991, we have taken pride in providing superior services specifically tailored to meet the individual needs of our clients. We believe this is the primary reason for both our success and longevity.

At RNA we enter into more than just a contract with our clients, instead we look to integrate your philosophies into our own policies. As we continue to grow, we hope to grow in our partnership by continually providing quality cleaning that exceeds your expectations.

Thank you again for the opportunity to present our response. We look forward to working with you in the near future.

Sincerely,

Mike Farha, COO
RNA Facilities Management

RNA
FACILITIES MANAGEMENT

CORPORATE INFO

Headquarters:
RNA Facilities Management
4130 Varsity Drive, Ste A
Ann Arbor, MI 48108

NATIONWIDE

Years in Business: **30 Years**

Number of Employees: **1050+**

Entity: **Partnership**

Tax ID: **85-4018640**

Bond Firm:
Pacific Diversified
363 Civic Dr, Suite 100

Bond Contact:
Terry Baner
tbaner@pdins.com
925-819-2422

- *RNA FACILITIES MANAGEMENT is has been in business since 1991.*
- *We have a 97% retention rate and in the past 5 years have only lost an account due to being underbid.*
- *RNA has never defaulted in a contract or filed for bankruptcy.*

KEY SITE PERSONNEL

Project Manager: **Nader Hamad | 877-762-7511 | nhamad@rnafm.com**

Nader has been with RNA FM for 7 years. As your Project Manager, he will work hard to guarantee your continued satisfaction both before and after the bid process. Nader oversees Cleaning for Health procedures at learning institutions, staffing and helps with quality assurance. His experience with Customer Service and anticipating your needs are what help set the high service expectation levels for your account.

Vice President: **Alex Farha | 734-260-3395 | afarha@rnafm.com** (24 Hr Emergency Contact)

Alex has been with RNA FM for 11 years. Since his addition to our team, Alex has become an integral part of managing all our accounts to ensure both quality and on-time completion. At the start of each project, he works closely with our on-site manager and staff, cleaning alongside them if need be, to demonstrate exactly what needs to be done.

He has also developed our newest quality assurance model where employees hold themselves accountable for their work before being checked for compliance. This new system has helped drastically reduce any potential issues.

Since its inception in 1991, RNA has developed its own methodology of cleaning service that has proven to be both efficient and effective.

At RNA, we take a holistic approach to facility cleaning and maintenance that goes above and beyond our clients' expectations. Our solutions focus on the health and safety of our employees and the facilities we care for. The result is a safer and healthier community and a better place to work. We implement this strategy by using only environmentally friendly products and chemicals.

During our 30 years of doing what we love, RNA has covered a wide range of facility management accounts including large educational institutions with enrollment of more than 50,000 students, city buildings, libraries, health clinics and various other businesses. Our service areas of commercial janitorial, janitorial supplies, landscaping and mowing, facilities management, and construction services make us a one-stop shop for the health and growth of your City of Novi location. And over those 30 years, it's the satisfaction of a job well done and the pleasure of working with innovative and conscientious clients like the City of Novi that keep us engaged and thriving to do more as a strategic partner in your success.

As a medium-sized company, we know we have the capability to clean your buildings, but we have the ability to do so at a much more affordable price. This difference sets us further apart from the competition and makes us a great fit for this important and continued opportunity with the City of Novi.

Highly Trained, Motivated Staff

Today, RNA has 1,050+ employees. Our turnover rate of only 8 percent is well below the industry standard. We understand the reasons for high turnover and have been able to keep our numbers extremely low by following these four best practices.

- *We only hire experienced managers who work alongside their staff to help get the job done.*

- *We interview quality potential employees and hire only the best. As simple as it sounds, your cleaning staff from top-to-bottom must be motivated, responsible and dedicated to their job.*

- *We clearly define expectations, demonstrate how to succeed, and hold individuals accountable. After expectations are set, we continue to help our employees succeed with our daily checklist. The checklist serves to remind employees what needs to be done and that we will hold them personally accountable.*

- *We give out monthly incentives to employees who continuously exceed expectations. Our system rewards employees when no QA issues arise in their designated zone.*

CEO

Chief Executive Officer

A proven leader and entrepreneur, Bryson first started in the industry at nineteen years old, cleaning medical offices and banks during the evening while attending college in the daytime. Over the past thirteen years, Bryson spearheaded all facets of organizational growth, focusing on various multi-state collaborative services. His ambitious ideas have come to fruition, now overseeing all facility management and janitorial operations, nationwide.

Bryson Raver

COO

Chief Operating Officer

As a self-made facilities management mogul, Mike's imaginative resource management while setting high industry standards over the past 18 years designate him as the main point of contact for bidding, contract negotiation, and service at the City of Novi. As our Chief Operating Officer, he works to guarantee your continued satisfaction both during and after the bid process. Mike oversees new customer setup, staffing, and is strategic in implementing the highest levels of quality assurance (QA). His extensive industry experience is key in anticipating needs, and will ensure the exemplary service expectations for your account.

Mike Farha

CIO

Chief Investment Officer

Josh has spent his entire career advising companies on strategic growth initiatives in a variety of industries. He handles special corporate projects including capital raising, add-on acquisitions, marketing and branding projects, C-level recruiting, ERP implementations, and other value creation initiatives. His entrepreneurial background over the past 19 years is multi-faceted, and his innovative problem solving methods are great assets that are extended to RNA's client base.

Josh Kuder

SVP

Senior Vice President of Operations

Dave is an experienced professional with more than 20 years in janitorial executive & operational management. He spent five years as a property & facility manager at a high-rise office building, during which time he attained both Real Property Administrator (RPA) and Facilities Management Administrator (FMA) certifications. Dave has held various sales and operational roles across the facility service industry.

Dave Angel

VP

Vice President of Operations

Alex has been with RNA for 9 years. Since his addition to our team, Alex has become an integral part of managing all our accounts to ensure both quality of service, and on-time completion. At the start of each project, he works closely with our on-site staff, cleaning alongside them to demonstrate exactly what needs to be done. He has also developed our newest quality assurance model where employees hold themselves accountable for their work before being checked for compliance. This new system has helped drastically reduce any potential issues.

Alex Farha

Account Manager

AM

Your primary Account Manager, Nader, is a passionate, creative, and energizing senior leader with over 12 years of progressively increased responsibilities in facility management and account management roles. Nader has a proven ability to build and motivate high-performing project teams and deliver quality results in our leading client projects. He will be key to organizing and leading the successful project team that will execute quality results, on time and on budget for City of Novi facilities.

Nader Hamad

TM

Transition Manager

Dwight's responsibilities at RNA include operational due diligence, system synergies, project management, and strategy execution. He has led the RNA Team transition strategy for hundreds of transactions in the facility service industry. He holds a bachelor's in Management from The University of Tampa and is a certified Professional in Human Resources (PHR).

Dwight Tesoro

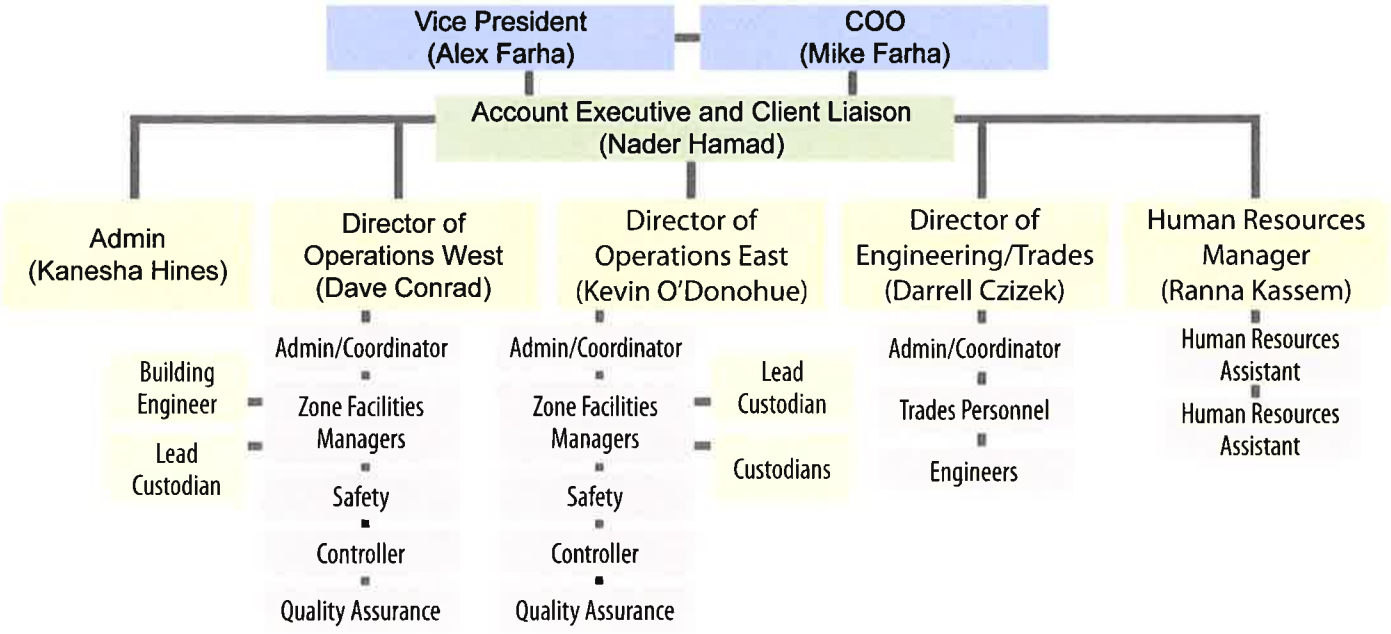
Product Manager

PM

With over 25 years of experience and ISSA certifications in cross contamination, blood borne pathogens, floor cleaning, restroom cleaning and school cleaning, Paolo Decina will oversee all equipment and products as the designated supply chain manager. Paolo will train staff on how to properly use equipment and will handle ordering and inventory for each site.

Paolo Decina

City of Novi Organizational Chart



Key Points

• In compliance with the specifications for this bid, a full-time account manager with several years of janitorial experience will be assigned to your account, and oversee the on-site supervisor for your project.

• RNA has a regional office that will provide support for your account with respect to management, oversight, problem resolution, contract transition, and human resources for both hiring and training.

• Our staffing levels are adequate to sufficiently comply with your cleaning service needs and high standards.

• We offer competitive pay rates and benefits for staff which is likely why we have such a low employee turnover rate. This helps improve our contract performance and ensure 100% satisfaction with our clients.

• RNA's staff is experienced in utilizing available technology to measure and monitor our contract performance. This also enables us to communicate quickly to resolve any issues in a timely manner.

• We are a national vendor, and provide excellent references.

RNA
FACILITIES MANAGEMENT

BACKGROUND CHECKS

RNA fully understands the importance of hiring qualified employees who possess integrity, honesty, dedication and a great work ethic.

To achieve those goals, RNA conducts extensive background checks of an employment applicant's history, including reference investigation, criminal background checks, fingerprinting, mandatory drug testing, and a LiveScan criminal records check. RNA will adhere to all levels of screening listed in the Specifications and Contract for this RFP. We will ensure that all drug tests come back negative before any employee is cleared to work on the City of Novi contract. In addition, RNA screens each prospective employee for the items listed to the right of this page.

- **Past employment**
- **Professional licenses**
- **Criminal records**
- **Education**
- **Workers Compensation**
- **Driving record**
- **References**
- **Drug Testing**

Key handling procedures will follow the same strict guidelines and hand selected, credible personnel will be chosen with the direct and final approval of the City of Novi staff.

Facility Emergency Protocol: If an RNA employee notices any suspicious behavior on or around the client premises or have any such security concerns relating to protests or for any reason, they will lock all exterior doors to your buildings (or follow RFP protocol specified) immediately followed with a prompt call to the local police department if applicable.

ENERGY CONSERVATION

Our janitorial role is crucially important in any energy conservation program for several reasons. Our employees are often the first to enter a building each day and typically the last to leave at night. We have full knowledge of the daily workings of our client's facilities. Our team learns the problem areas. We learn about the existing staff and their energy needs. Custodians usually have access to the building's equipment and controls. Most importantly, our custodians are regularly moving about the buildings each day. This helps solidify the importance of our staff in your energy conservation. Our goal is to set an example for your staff and we're proud to take the lead in this ever so important area by:

- ***Educating others on common misconceptions about energy usage.***
- ***Remaining continuously alert for energy waste at your building.***
- ***Being aware of the energy your facility uses.***
- ***Lighting only the room being cleaned.***
- ***Turning lights off when leaving a room.***
- ***Ensuring all windows are securely closed and close drapes, blinds, shutters, etc.***
- ***Making sure all outside lights are turned off during the day.***
- ***Inspecting weather-stripping and caulking of windows and doors regularly.***
- ***Reporting heating and air conditioning problem to maintenance immediately.***
- ***Turning off lights when possible. Pay particular attention to cafeterias, auditoriums and gymnasiums.***
- ***Working with the supervisors and maintenance staff to determine the most efficient hours of operation for the heating and cooling equipment. (Consideration of season and daily weather forecasts is needed.)***
- ***When appropriate, adjusting heating and air conditioning controls to achieve comfort while conserving as much as possible.***

DOLLAR GENERAL

DICK'S SPORTING GOODS

BARNES & NOBLE

Burlington

FERNDALE PUBLIC SCHOOLS
Contact: Jamie Stottlemyer, *Operations and Transportation*
Phone: **248-586-8682**
Type of work: - Facilities / Custodial
Email: James.Stottlemyer@ferndaleschools.org

DETROIT PUBLIC SCHOOL COMMUNITY DISTRICT
Contact: Latina Kellum, *Compliance Officer*
Phone: **248-835-7202**
Type of work: - Facilities / Custodial
Email: Latina.Kellum@detroitk12.org

DETROIT ACADEMY OF ARTS & SCIENCES
Contact: **Rochelle Robinson,** *Facilities Manager*
Phone: 313-573-6911
Type of Work: Facilities / Custodial
Email: RRobinson@daask12.com

WASHTENAW COUNTY
Address: 16 Facility Addresses in MI
Contact: ***Nick Woods,*** *Management*
Phone: **734-260-2248**
Email: WoodsN@ewashtenaw.org

RNA
FACILITIES MANAGEMENT

LETTER OF REFERENCE I

October 19, 2020

To Whom It May Concern,

This letter is written on behalf of RNA Facilities Management (RNA) of Ann Arbor. In 2018, RNA became the facility service provider for Fisher Magnet Upper Academy to provide facilities management consisting of custodial, maintenance and engineering services.

As the new school leader that was hired in August of in 2018, I was impressed with the progress that RNA made as the new facility service provider. As we enter the 3rd year of our working relationship, I am just as impressed now as I was in 2018. RNA has been able to sustain their systems, routines, policies and procedures as it relates to facilities management.

I recommend RNA be allowed to make a difference within your organization by delivering what has been evident in some its assigned schools as a "fresh and systematic approach" to cleaning and commitment to maintaining schools for students, even during and throughout the COVID-19 pandemic.

If you have questions, I can be reached at the number provided above.

Sincerely,

Michael G. Johnson, M. Ed.
Principal
DETROIT PUBLIC SCHOOLS COMMUNITY DISTRICT

Office of Infrastructure Management

220 E Huron
P.O. BOX 8645 ANN ARBOR, MICHIGAN 48107-8645
Phone 734-222-6542 Fax734-222-6573
www.washtenaw.org

7/26/20

To whom it may Concern,

This letter is in reference to RNA Facilities Management who is contracted with Washtenaw County Office of Infrastructure Management. RNA has been maintaining janitorial services for 22 County facilities since 2012, and have extended their contract twice because of the quality work they provide. They have courteous and professional staff and address issues and concerns in a timely manner. I would definitely recommend the use of their services to other entities in search of a top notch janitorial contractor.

Regards,

Nicholas Woods
Office of Infrastructure Management
Maintenance Supervisor
734-260-2248

RNA
FACILITIES MANAGEMENT

LETTER OF REFERENCE 3

KALAMAZOO RESA
INSPIRING EDUCATIONAL EXCELLENCE

Service Center
1819 E. Milham Ave. • Portage, MI 49002
269.250.9200 • www.kresa.org

October 22, 2020

Alex,

You had asked me if I would be willing to write you a reference for your company and based on the performance to date, I'd be happy to do that.

Your team has already established a great working relationship with the principals, the facilities staff, and even the instructional staff. Since your kickoff in July, we have been able to meet regularly between our facilities' manager, your team and myself to create a communications forum that we never were able to create with your predecessor. The fact that your team was able to do this in such short order, not only during normal times, but in the midst of a pandemic, speaks highly of your organization's abilities.

We value your systems approach to keeping our school buildings clean, training your staff, and scheduling the work.

In addition to all of the above, the fact that your organization has embraced our Young Adult Program and have hired several of our high-functioning young adults with moderate cognitive impairments to work as day porters during the pandemic to clean the common touch points in our buildings has been a great collaborative partnership. Seeing these "kids" open their paycheck for the first time beaming with pride has been incredibly rewarding for us and life changing for them

Thank you again for our new found relationship. Your implementation has been excellent. We look forward to continued success together and we will certainly look at the other capabilities your team has to offer in the other services we have discussed.

Tom Zahrt

Assistant Superintendent of HR & Operations

ACADEMY OF DALLAS CHARTER SCHOOL

Dr. Shaunaisea Henderson, Principal
Academy of Dallas Charter School

OAK PARK CAMPUS
1030 Oak Park Drive
Dallas, TX 75232
(214) 371-9600-Office
(214) 371-1053 Fax

VERNON CAMPUS
2324 S. Vernon Avenue
Dallas, TX 75224
(214) 944-5544-Office
(214) 948-3964 Fax

August 1, 2020

This letter is to serve as a recommendation for RNA Facilities Management. I've had the opportunity of partnering with RNA Facilities Management. It is with confidence I recommend RNA as your primary facilities management company.

The transition into our facility was organized and efficient. Presented with a proper transition plan and communication at the highest level, our staff and students felt no drop-in service. In fact, the level of service had actually increased exponentially over the first 90 days.

We have also used RNA for special projects and school functions such as graduations, deep cleaning, and floor work, etc. They have been very reasonably priced and always perform to the level that is expected. I am happy to recommend the service of RNA Facilities Management.

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

Best Regards,

Phillip Jones,
Dean of Scholar & School Culture

DETROIT PUBLIC SCHOOLS COMMUNITY DISTRICT

Felicia M. Venable
Executive Director
Division of Operations – Special Projects
Support Services Complex • Building C 1601 Farnsworth • Detroit, MI 48211
O (313) 578-7358 • C (313) 218-2876 • Felicia.venable@detroitk12.org

detroitk12.org

July 2019

Dear Evaluation Committee Members,

This letter is written on behalf of RNA Facilities Management (RNA) of Ann Arbor.

In 2018, RNA became one of two facility service providers to provide facilities management consisting of custodial, maintenance and engineering services for 20 of the district's 106 schools equating to slightly over 2M square feet.

I had the pleasure of onboarding RNA in the summer of 2018. It was a grueling process that entailed labor contract negotiations, hiring full teams in every discipline while making certain schools were prepared for opening day for FY2018-2019. RNA worked diligently to ensure we were successful.

I recommend RNA be allowed to make a difference within your organization by delivering what has been evident in some its assigned schools as a "fresh and systematic approach" to cleaning and commitment to maintaining schools for students. If you have questions, I can be reached at the number or email provided above.

Sincerely,

Felicia M. Venable

Felicia M. Venable
Executive Director
Division of Operations, Auxiliary Services & Special Projects

DPSCD does not discriminate based on race, color, national origin, sex, disability and/or religion
Contact Compliance for more information at (313) 240-4377 or detroitk12.org/admin/compliance

RNA
FACILITIES MANAGEMENT

LETTER OF REFERENCE 6

DETROIT PUBLIC SCHOOLS
COMMUNITY DISTRICT

Foreign Language Immersion & Cululral Studies School • 6501W.Outer Drive • Detroit, MI 48235
Zetia.Hogan@detroitk12.org (313) 651-2400
detroitk12.org/FLICS

October, 2020

Dear Evaluation Committee Members,

This letter is written on behalf of RNA Facilities Management (RNA) of Ann Arbor.

In 2019, I became the Principal of Foreign Language Immersion & Cultural Studies Pre- K– through8thgrade. I was pleased to partner with RNA staff as they cleaned and prepared the building for the first day of school/. They are professional and committed to cleaning and maintaining the school.

I had the pleasure ofcollaborating with RNA in the summer of 2019.We worked through a few glitches to ensure that the building was prepared for opening day. The RNA staff went beyond duty working seven days a week to ensure the building was ready for opening day. They are committed to providing quality service in our school community.

I recommend RNA be allowed to make a difference within your organization by delivering what has been evident in some its assigned schools as a "fresh and systematic approach" to cleaning and commitment to maintaining schools for scholars. If you have questions, I can be reached at the number or email provided above.

Sincerely,

Zetia M Hogan, M. Ed

Principal

Students Rise. We all Rise

DPSCD does not discriminate on the basis of race, color, national origin, sex, sexual orientation, transgender identity, disability, age, religion, height, weight, citizenship, marital or family status, military status, ancestry, genetic information, or any other legally protected category, in its educational programs and activities, including employment and admissions. Questions? Concerns? Contact the Civil Rights Coordinator at (313) 240-4377 or dpscd.compliance@detroitk12.org or 3011 West Grand Boulevard, 14th Floor, Detroit MI 48202.

DETROIT PUBLIC SCHOOLS
COMMUNITY DISTRICT

Office of Operations
Machion Jackson, Assistant Superintendent, Operations
Fisher Building • 3011 West Grand Blvd., 14th Floor • Detroit, MI 48202
O (313) 873-6532

detroitk12.org

October 22, 2020

Dear Evaluation Committee Members,

This letter is written on behalf of RNA Facilities Management (RNA) of Ann Arbor.

In 2018, RNA became one of two facility service providers to provide facilities management consisting of custodial, maintenance and engineering services for 20 of the district's 106 schools equating to slightly over 2M square feet.

That year, my team members onboarded RNA during what proved to be a grueling process that entailed labor contract negotiations and hiring full teams in every discipline while making certain schools were prepared for opening day for FY2018-2019. RNA worked diligently to ensure the successful opening of our schools. Since that time, the company's leadership has worked to make indelible mark on the cleanliness standards in the District.

I recommend RNA be allowed to make a difference within your organization by delivering what has been evident in some its assigned schools as a "fresh and systematic approach" to cleaning and commitment to maintaining schools for students. If you have questions, I can be reached at the number or email provided above.

Thank you,

Machion Jackson, M.Ed., COD

DPSCD does not discriminate on the basis of race, color, national origin, sex, sexual orientation, transgender identity, disability, age, religion, height, weight, citizenship, marital or family status, military status, ancestry, genetic information, or any other legally protected category, in its educational programs and activities, including employment and admissions. Questions? Concerns? Contact the Civil Rights Coordinator at (313) 240-4377 or dpscd.compliance@detroitk12.org or 3011 West Grand Boulevard, 14th Floor, Detroit MI 48202.

GOGEBIC
COMMUNITY COLLEGE

E4946 Jackson Road
Ironwood, Michigan 49938

(906) 932-4231 or (800) 682-5910
gogebic.edu

June 10, 2019

Lori Baross
RNA

Dear Lori:

I wanted to take this opportunity to thank you and your staff for the great work you have been doing. Getting the residence hall ready two days after graduation was nothing short of remarkable!

This past week, you all had the entire floor where the Open House was being held in just tip top condition! From the sparkling floors to the clean walls, we truly appreciate your hard work helping us showcase the college.

Also, the day-to-day cleaning has been going very well. Our restrooms are so clean!

I very much appreciate the fact that you are so responsive whenever I call upon you for something. You reply immediately and always, always get the job done.

Thank you very, very much!

Sincerely,

Jeanne Graham

Jeanne Graham
Vice President of Student Services

go BOLD

Proposed Methods and Staff Continuity Plan for City of Novi

The City of Novi facilities are charged with providing staff and visitors with a safe, clean and appealing environment through effective management of human, financial and physical resources.

RNA clearly understands this vital role. This point is of critical importance to City of Novi because the success of the is dependent upon being able to meet the overall needs of each and every patron. We have developed a reputation for Quality based on the consistency of public use environments of the municipality buildings where we provide Custodial Services and Maintenance. The management of the City of Novi and RNA are responsible with being effective stewards of your buildings, premises, and infrastructures.

Building administrators are operating in a financially challenged environment that is changing rapidly and they are seeking companies like RNA to manage their service departments. We view custodial management as one of our core focuses with excellent prospects for growth. Therefore, we have committed the financial and managerial resources necessary at a time when some suppliers are moving away from providing sufficient corporate support. We believe the operational challenges that cities face require a specialized approach to providing direct operational support. To meet this challenge, we have dedicated a support team including your direct point of contact, Director of Operations, Vice President of Sales, Head Site Manager and Zone Account Managers who have a singular focus on the operation needs of our educational and wellness clients. This singular focus of this support team allows RNA to provide an exemplary level of expertise unmatched in the field. Our objective is to improve the cleanliness of the various sites and the relationship between the custodial services team and the City of Novi administrators. We will achieve this objective by developing an understanding of the needs of the individual City of Novi structures and by working with the custodial employees to implement the RNA Facilities Management operating system.

We appreciate your time in reviewing our recommendations and welcome any suggestions you may have in order to improve the effectiveness of our proposed operational plan for your sites. We will focus on the following tasks:

1. *Providing the answer team and City of Novi admins with effective support from our specialized support team. In order to provide effective custodial services, we require both staff and management extensive, continuous on-site training (20 hours) including a broad range of methods and skills for each member of our staff.*

We have partnered with SF Strong (provider of our chemical supplies) for two additional training courses. Green Clean, which helps employees clean more efficiently by teaching proper chemical application and specific chemical cleaning techniques. The 2nd additional training course is on the dangers of cross contamination that demonstrates to our employees how to clean and sanitize more effectively. Our concept is to provide the skills and support needed to ensure accountability by our on-site team. Our Zone Account Managers will support the on-site team consistent with the implementation plan and as the needs of each one of your buildings require. Each member has our promise of personal respect and concern.

2. *An account manager will be assigned to each zone to implement our program. These individuals are experienced managers who can provide effective leadership by working side by side with employees all the while thoroughly understanding the steps to maintain the premises of the facilities. We, as the service providers, will remain consistent with those specific needs.*

3. *The facilities will be divided into Zones, each with an account manager assigned who is responsible for providing leadership to the custodial staff assigned to each zone. In addition, the account manager will break these into smaller zones and delegate tasks to on-site managers and custodial workers who will also be appointed.*

4. *Our RNA Custodial Services Leadership Team will work tirelessly to exceed your expectations for the custodial services in this proposal. RNA employs a fully vaccinated Swarm Team at all times which is a pool of highly trained, versatile, temporary replacement personnel to provide you continued service during any planned or unplanned leave of absence. This always evolving list of employees will be utilized to supplement any necessary staff of the City of Novi.*

5. *Quality Assurance is a high priority of RNA's and we do everything we can so that you can rest assured that everything is taken care of. We developed our own user-friendly Quality Assurance App compatible with any mobile device. Each of your buildings will be assigned a unique username and password allowing you to make instant requests via the app. Every report goes into a single database with a touch of the screen saving valuable corresponding time and allowing for quick responses.*

6. *RNA Facilities Management will implement your current 8 step cleaning process into our current program including our color-coded cleaning system to avoid cross contamination. This efficient program will ensure patrons health, improve customer satisfaction, employee turnover and will help maintain the overall consistency of the program.*

7. *We realize what a challenge it can be to provide adequate funding for maintaining all of your facilities and the competition for funding between academic programs and facilities. In response to this, RNA has worked to develop the following processes:*

- *Selection and hiring process*
- *RNA's complete training process*
- *Reductions in travel time and waste of steps*
- *Safety program that performs beyond compliance*
- *Consistent quality of service*
- *Cost reduction on all cleaning supplies*
- *Improved employee morale, productivity and overall safety*

8. Keeping lines of communication open with all staff members to facilitate an understanding of the needs of each building and the resources necessary to meet those needs.

9. Organizing each zones team so that the needs of our clients are addressed and satisfied in a timely, professional and effective manner while ensuring balanced workloads for all employees.

10. RNA Facilities Management will use brand new custodial equipment throughout each building. RNA's operating system will be implemented during the initial 90 days. Will work closely with City of Novi officials to purchase all custodial cleaning supplies and create an efficient system of procurement and inventory during the contract period.

RNA is committed to quality performance. We welcome the opportunity to implement our programs into your facilities.

The operational plan that we are proposing for implementation is based on our assessment of City of Novi, the specific RFP specifications and observations during our tours along with our more than 30 years of providing custodial service solutions for our clients. This experience we have gained through our partnerships with a plethera of government and city buildings, office complexes, hospital and school campuses which has provided us with significant insight into the operational and cultural needs of your environments.

Our operational plan is specifically designed for each of your buildings with the goal of providing a clean, safe and healthy environment for all community members and staff. We believe in providing a clean and healthy environment as our number one priority. We work side-by-side with your maintenance department for the effective management of human, financial and physical resources to provide the solutions that put the interests of your sites first.

We have conducted a thorough review of all requirements documented in the request for proposal to determine the appropriate approach to providing service solutions for your buildings. After reviewing the plans, we have assessed the specific staffing, equipment and cleaning requirements of each building along with observations of the current cleaning levels witnessed at the time of the tours.

We have developed solutions by taking into account your locations and the proximity of each building to each other and how it relates to the ability of staff to move through these buildings quickly and efficiently while allowing the technicians to move equipment between close proximity buildings which will maximize our mutual investment in new technology and our staff time.

Our managers will be available at all times during the transition period to provide leadership for our team while we are at any of the locations of the buildings. These managers are experienced professionals who will provide effective leadership, ensuring RNA understands the specifications of the RFP and the needs of your schools. During the implementation and transition phase of the contract, RNA's janitorial staff will be regularly evaluated and adjusted as necessary to assure that we are exceeding expectations and all needs of your buildings are met. Any adjustment of staffing requirements will not result in an increase of the proposed contract price. Our plan will enable us to provide a transparent transition and allow for implementation of our programs and systems. Once a contract is awarded, RNA will work with the contract administrator and current custodial employees to finalize a mutual plan. With permission, we will begin the transition and implementation process with a pre-startup team to ensure a smooth start date.

Our start-up team will implement our staff development plan that includes the following:

- *Scheduling individual interviews including existing staff*
- *Selection and confirmation of uniforms*
- *Finalizing of job description specific to each area of each building*
- *Review of employee policies and standards along with procedures*
- *Planning of staff training sessions and vaccinations*
- *Implementation of task list with one on one employee training time*
- *Verification of all RNA safety and technical training programs*
- *Implementation of an employee handbook and employee recognition programs*

We believe that selection and recruitment is key to enhancing and maintaining the quality of custodial service expected at high traffic facilities such as yours. Proper training and retention of quality staff is priority. Each applicant will be interviewed with a series of questions designed to elicit behavioral responses revealing both their work ethic and previous experience.

All current custodial employees will be provided an equal opportunity to interview with RNA Facilities Management for this contract. We have found that this type of interview process reduces turnover of staff and leads to increased consistency of services provided to you.

Quality control procedures will also be implemented by our managerial staff.

RNA Facilities Management has implemented a quality assurance app available for use by our staff along with the contract administrators on all mobile devices that routes through a single database monitored by us which will be utilized during any work done at your City of Novi properties.

RNA
FACILITIES MANAGEMENT

EMPLOYEE SELECTION / TRAINING

RNA FM has realized over the past nearly 3 decades that the best employees come from familiar sources, often by way of other satisfied workers. We strive to retain hard working employees by treating them fairly.

We currently base 65% of our staff recruitment efforts on a focus of community out-reach. Referred employees seem to better understand what the job entails from the start and have a tendency to stay with our company longer. Although our recruiters also actively organize and attend local job fairs and seek out candidates through various reputable agencies, online job postings are still a mainstay in our current recruitment efforts.

Our training program starts with 4 simple steps:

1. DIRECT - *Verbal introduction to our extensive cleaning processes is the 1st step. Account managers guide new recruits through our written instruction program, explaining each task and the reasoning behind each method used.*

Understanding the importance of each step is vital to avoiding the repercussions of attempting future shortcuts. Our custom training videos are a helpful tool at this stage of/earning.

2. DEMONSTRATE - *With basic instruction complete, we physically demonstrate, hands-on, the proper task techniques & sequencing in person, face-to-face. This allows us to utilize our approved methods and to visibly show what happens when our sequence is not followed.*

3. ACT - *Observation commences of the recruit performing each task, under direct supervision. This execution along with constructive feedback during witnessed repetitive practice ensures proper duplication on-site.*

4. REVIEW - *Our final step is to set timelines for a one-on-one review of individual training knowledge with each new recruit. Recap of approved procedures takes place every day for the 1st week of comprehensive training.*

These reviews allow us to remain on top of the entire training process while reinforcing the possible recruit's knowledge. Most importantly it ensures RNA FM's standards are being met.

This initial wall-to-wall training program, while under the watchful eye of our Supervisors, prepares each potential employee to thrive in a client site specific environment. We have refined an all-inclusive questionnaire based on each segment of training. This serves as an indication of how well the recruit comprehended the training content and is kept in their personnel file allowing us to add on modules for ongoing training, annually. With a positive conclusion to each of these steps a recruit can then be invited to join our workforce.

New employees complete this training alongside experienced, on-site supervisors: RNA requires both Staff and Management Continuous Training (20 Hours) in these areas:

- Managing Safety Data Sheets (SDS) for Each On-Site Product
- Quality Management Training (QM) using Information ERP Solutions Software
- ADA
- Asbestos Floor Tile Care
- Auto Scrubbing
- Basic Restroom Cleaning
- Blood-borne Pathogens
- Carpet Extraction
- Carpet Spot Removal
- Carpet Vacuuming
- Ceiling / Wall Washing
- Chemical Safety
- Cleaning Standards
- Confined Spaces
- Daily Restroom Cleaning
- Damp / Wet Mopping
- Equipment Checks / Usage
- Ergonomics
- Fabric / Upholstery
- Cleaning
- Lock-Out / Tag-Out
- Procedures
- Job Preparation and Clean-Up
- Ladder Safety
- Lifting Techniques
- Stripping / Refinishing Floors
- Window Washing
- Sexual Harassment
- Vaccinations

We also have partnered with SF Strong (provider of our chemical supplies) for two additional training courses.

1. Green Clean, which helps employees clean more efficiently by teaching proper chemical application and specific chemical cleaning techniques.
2. Training on the dangers of cross contamination that demonstrates to our employees how to clean and sanitize more effectively.

BACKGROUND CHECKS

RNA fully understands the importance of hiring qualified employees who possess integrity, honesty, dedication and a great work ethic.

To achieve those goals, RNA conducts extensive background checks of an employment applicant's history, including criminal background checks, fingerprinting, mandatory drug testing, and a LiveScan criminal records check. RNA will adhere to all levels of screening listed in the Specifications and Contract for this RFP. We will ensure that all drug tests come back negative before any employee is cleared to work on this contract. In addition, RNA screens each prospective employee for the following items:

- Past employment
- Professional licenses
- Criminal records
- Education
- Workers Compensation
- Driving record
- References
- Drug Testing

The RNA turnover rate of only 8 percent is well below the industry standard. We understand the reasons for high turnover and have been able to keep our numbers extremely low by following the best practices outlined in this RFP response.

KEY HANDLING

Key handling procedures will follow the same strict guidelines and hand selected, credible personnel will be chosen with the direct and final approval of the City of Novi staff.

Facility Emergency Protocol: If an RNA employee notices any suspicious behavior on or around the client premises or have any such security concerns relating to protests or for any reason, they will lock all exterior doors to your buildings (or follow RFP protocol specified immediately followed with a prompt call to the local police department if applicable.

RNA has extensive experience managing change processes in a wide variety of businesses. As a result, we are adept in helping organizations cope and even thrive during periods of transition. We ensure a seamless and minimally disruptive transition to our Custodial Services Program using a number of successful tactics and ongoing communication throughout the transition and implementation period.

Before the official start date, an experienced team of RNA support specialists led by a dedicated Facility Services Manager primes the partnership for success by:

- Conducting a thorough inventory of equipment and establishing a database for the maintenance management system
- Recruiting staff, assessing skills and training needs, and providing orientation and initial training
- Developing and implementing an effective communication plan
- The start-up team then ensures the seamless transition of serice and responsibility by implementing proven programs that establish and document safety, quality assurance, training, and maintenance management and by providing backup technical and manpower resources.

It's All About Execution

The RNA Custodial Services Program includes seven primary modules that work together to increase efficiency and ensure excellence:

- **Production Scheduling:** Optimizes employee schedules and improves time management
- **Quality Control:** Tracks areas where improvements are being made, areas that need more attention, or employees who need additional training
- **Personnel Management:** Helps to reduce costs related to labor, supplies, equipment, and overtime by reporting where and when dollars are spent according to each building or individual
- **Inventory Management:** Ensures value from supply and equipment expenditures by taking an inventory of all existing supplies and equipment and assisting in a life-cycle analysis of capital equipment
- **Program Evaluation:** Evaluates our training programs, identifies employees who lack training, and tracks training costs and other department expenses
- **Utilities:** Records all maintenance files for the computer system, covering start-up information such as shift differentials.

RNA also incorporates technology in the day-to-day management and support of our custodial services operations. We deploy a select CMMS system, based on scope of work and client specificiations, to help us keep more efficient records and control of available resources, create customized reports, and provide Safety Data Sheets (SDSs) and applicable requirements. What's more, clients can use CMMS to access the latest information on products, equipment, work processes, and codes and regulations.

TRANSITIONING TO RNA

The key to successful project implementation begins with a successful transition plan. Our transition plan begins with a management supervised inventory of needed supplies and equipment. RNA has a unique inventory process managed by our Quality Assurance (QA Manager in conjunction with our SF Strong Efficiency Training.

Nader Hamad, will then break down your buildings into smaller zones and assign specific tasks to be completed within the zones. This division gives each employee the best opportunity to succeed, as they are involved in the schedule, their designated areas, as well as setting up their specific QA checklist. As the designated point of contact for City of Novi, **Alex Farha** will work to guarantee your continued satisfaction both during and after the bid process.

The QA Manager will inspect our checklist weekly. They will inspect the detail weekly and monthly work thoroughly. We will submit a report within the first month of work regarding any extra services required. This will include any maintenance work, carpet cleaning and tile scrubbing.

MILESTONE	CONTRACT AWARD
Week 1 - Week 3	Interview *(See hiring process below)*
Week 4	Off –Site Chemical, Equipment, and Procedural Training
MILESTONE	**CONTRACT START-UP**
Week 5 - Week 6	On-Site Training
Week 7	On-Site Review
Week 8	Final Staffing Established
MILESTONE	**WORK COMMENCES**

We will provide uniforms for every hourly employee to wear while at all City of Novi locations.

Employee Opinion

Our employees have an opportunity to participate in the selection of their uniforms. Our vendors offer several styles of tunics, shirts, vests, smocks & aprons.

Contract Administrator Approval

The proposed uniform will go before the contract administrator for final approval.

Uniform Training

All employees will be provided training on appropriate dress and appearance along with any required footwear.

BlueVine

Bluevine Capital Inc.
401 Warren St, Suite 300
Redwood City, CA 94063
www.bluevine.com
support@bluevine.com
(888) 452 7805

November 20, 2022

Mike Farha
RNA FACILITIES MANAGEMENT
4130 Varsity Dr, Ste A, Ann Arbor, MI 48108

Dear Mike,

For you and your potential vendor's records, as of November 19, 2022, RNA Facilities Management had a $5 million receivables financing line with approximately $4.879 million of availability.

Please feel free to let me know if you need any additional information.

Best,

O. LaCour Miller
Head of Enterprise Factoring Underwriting

RNA utilizes **cloud-based time and attendance software** to assist with employee time tracking, and schedule.

This automated tool is available to each employee to easily allow access from any device while maintaining accuracy. Our supervisors find it greatly improves employee compliance, and enhances productivity on-site.

Our manual time sheet, if required, is shown below.

RNA FACILITIES MANAGEMENT

TIME SHEET

		DAY/DATE: SAT____	SUN____	MON____	TUE____	WED____	THU____	FRI____
EMPLOYEE NAME:	Time IN:							
	Lunch OUT:							
	Lunch IN:							
	Time OUT:							
DAILY TOTALS:								
EMPLOYEE NAME:	Time IN:							
	Lunch OUT:							
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	Time OUT:							
DAILY TOTALS:								
EMPLOYEE NAME:	Time IN:							
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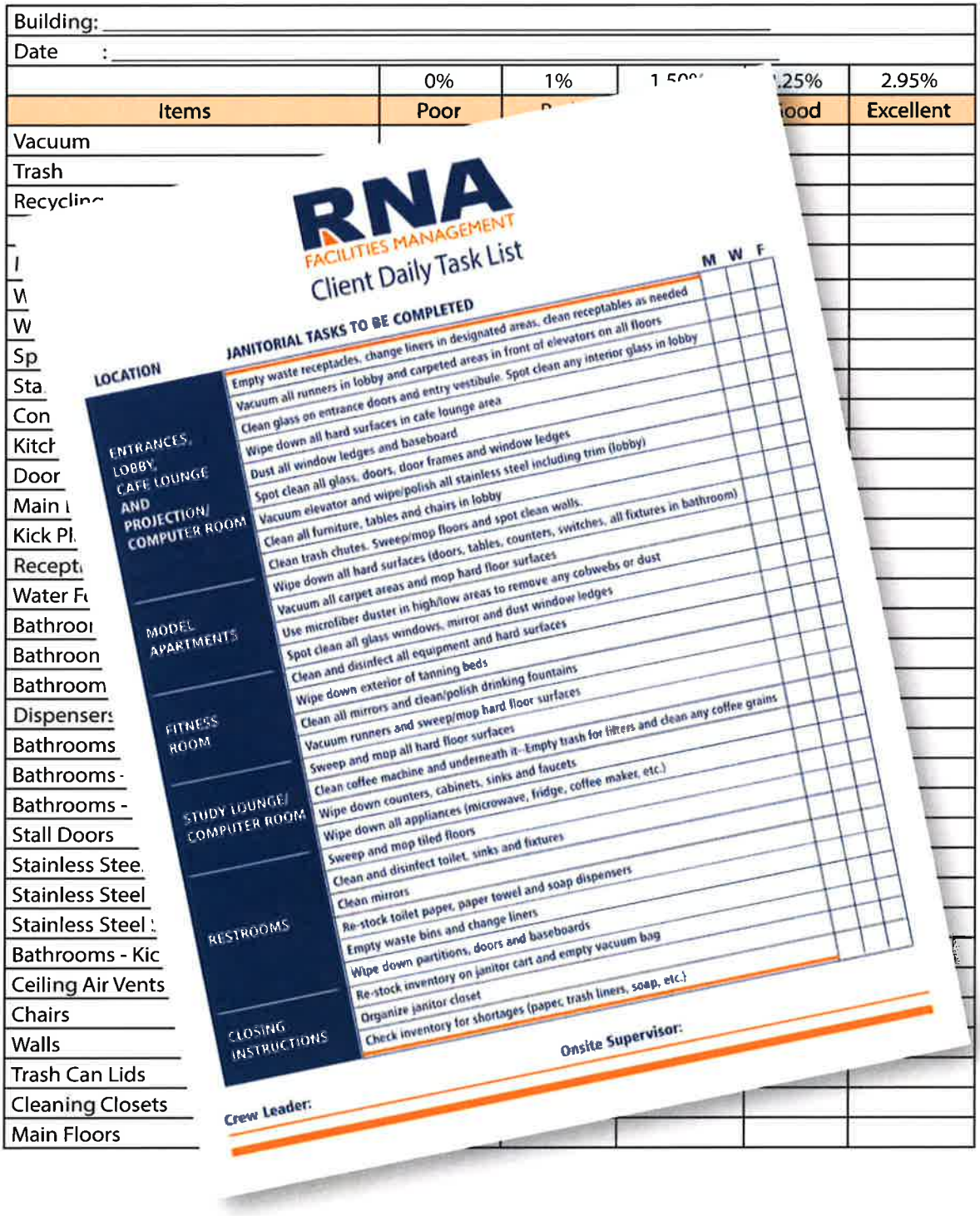

Building: _____

Date : _____

Items	0% Poor	1%	1.50%	.25% ood	2.95% Excellent
Vacuum					
Trash					
Recycling					
I					
W					
W					
Sp					
Sta					
Con					
Kitcl					
Door					
Main					
Kick Pl					
Recept					
Water F					
Bathroo					
Bathroon					
Bathroom					
Dispensers					
Bathrooms					
Bathrooms -					
Bathrooms -					
Stall Doors					
Stainless Stee					
Stainless Steel					
Stainless Steel					
Bathrooms - Kic					
Ceiling Air Vents					
Chairs					
Walls					
Trash Can Lids					
Cleaning Closets					
Main Floors					

RNA FACILITIES MANAGEMENT

Client Daily Task List

LOCATION	JANITORIAL TASKS TO BE COMPLETED	M	W	F
ENTRANCES, LOBBY, CAFE LOUNGE AND PROJECTION/ COMPUTER ROOM	Empty waste receptacles, change liners in designated areas, clean receptables as needed			
	Vacuum all runners in lobby and carpeted areas in front of elevators on all floors			
	Clean glass on entrance doors and entry vestibule. Spot clean any interior glass in lobby			
	Wipe down all hard surfaces in cafe lounge area			
	Dust all window ledges and baseboard			
	Spot clean all glass, doors, door frames and window ledges			
	Vacuum elevator and wipe/polish all stainless steel including trim (lobby)			
	Clean all furniture, tables and chairs in lobby			
	Clean trash chutes. Sweep/mop floors and spot clean walls.			
	Wipe down all hard surfaces (doors, tables, counters, switches, all fixtures in bathroom)			
	Vacuum all carpet areas and mop hard floor surfaces			
	Use microfiber duster in high/low areas to remove any cobwebs or dust			
	Spot clean all glass windows, mirror and dust window ledges			
MODEL APARTMENTS	Clean and disinfect all equipment and hard surfaces			
	Wipe down exterior of tanning beds			
	Clean all mirrors and clean/polish drinking fountains			
	Vacuum runners and sweep/mop hard floor surfaces			
	Sweep and mop all hard floor surfaces			
FITNESS ROOM	Clean coffee machine and underneath it- Empty trash for filtrers and clean any coffee grains			
	Wipe down counters, cabinets, sinks and faucets			
	Wipe down all appliances (microwave, fridge, coffee maker, etc.)			
	Sweep and mop tiled floors			
STUDY LOUNGE/ COMPUTER ROOM	Clean and disinfect toilet, sinks and fixtures			
	Clean mirrors			
	Re-stock toilet paper, paper towel and soap dispensers			
	Empty waste bins and change liners			
RESTROOMS	Wipe down partitions, doors and baseboards			
	Re-stock inventory on janitor cart and empty vacuum bag			
	Organize janitor closet			
CLOSING INSTRUCTIONS	Check inventory for shortages (paper, trash liners, soap, etc.)			

Crew Leader: _____ Onsite Supervisor: _____

Minuteman E20 Walk Behind Floor Scrubbers
Viper As710r 28" Rider Scrubbers
Sanitair SC684 Comercial Vacuums Mosquito 10 Qt. Back Pack Vacuums
Viper Wolf Carpet Spotter
44 Gal Trash Barrel / Gondola
Janitorial Carts
Divided Mop Buckets
Mop Sticks
Micro Fiber DustersMicro Fiber Rags
Micro Fiber Mops
Spray Bottles
Commercial Toilet Brushes
Brooms
Wet Floor Signs
Lobby Dustpan
Ettore Visa-Versa Squeegee/Strip Washer Combo
Dust Mops
Air Movers

Please see specification sheets on following pgs.

6 & 10 QUART BACKPACK VACUUMS

Vacuum 60% faster with the Mosquito HEPA. Extremely high air-flow speeds your cleaning, increasing productivity, reducing costs and effort. Great for use in schools, office buildings, hospitals and high traffic areas. Highly effective in removing fine dust and particulates embedded deep in the carpet fibers.

Mosquito's Ultra-Cool HEPA Backpack Just Got Cooler!

MOSQUITO 2.0 GOLD HEPA BACKPACK

Specifications

Super HEPA

10-Quart	6-Quart
Weight: 10.8 lbs	**Weight:** 9.8 lbs
Airflow: 152 CFM	**Airflow:** 152 CFM
Static Lift: 101 in	**Static Lift:** 101 in
Power: 1328w	**Power:** 1328w
Amperage: 11.4amp	**Amperage:** 11.4amp
Decibel: 67dB	**Decibel:** 67dB
Filtration: Quad with HEPA	**Filtration:** Quad with HEPA

Construction HEPA

10-Quart	6-Quart
Weight: 11.5 lbs	**Weight:** 10.5 lbs
Airflow: 129 CFM	**Airflow:** 129 CFM
Static Lift: 111 in	**Static Lift:** 111 in
Power: 1171w	**Power:** 1171w
Amperage: 10.7amp	**Amperage:** 10.7amp
Decibel: 66dB	**Decibel:** 66dB
Filtration: Quad with HEPA	**Filtration:** Quad with HEPA

Aviation / Transportation HEPA

10-Quart	6-Quart
Weight: 10.8 lbs	**Weight:** 9.8 lbs
Airflow: 150 CFM	**Airflow:** 150 CFM
Static Lift: 100 in	**Static Lift:** 100 in
Power: 1328w / 400Hz	**Power:** 1328w / 400Hz
Amperage: 9.9amp	**Amperage:** 9.9amp
Decibel: 66dB	**Decibel:** 66dB
Filtration: Quad with HEPA	**Filtration:** Quad with HEPA

NEW & IMPROVED

BACKPACK VACUUMS
REMOVE 46% MORE DIRT
IN HALF THE TIME!
TCM RESEARCH DATA

Standard Tool Kit

Standard 5-Piece Wand 7-Piece Tool Kit
Includes 54" 5-piece aluminum wand, 15" scalloped floor tool, 15" nylon floor tool, 3" natural fiber dusting brush, 5" upholstery tool, 15" crevice tool

Sidewinder Tool Kit

Sidewinder 7-Piece Tool Kit
Includes 54" 2-piece aluminum wand, 15" scalloped floor tool, 15 nylon floor tool, 15" crevice tool, 3" round brush natural fibers, 5" upholstery tool

MOSQUITO™
A MONTGOMERY DESIGNS COMPANY

PO Box 831 | Huntington Beach, CA 92648 | 714-374-1800 Fax 714-374-1822 | www.mosquito-america.com

MOSQUITO™ A MONTGOMERY DESIGNS COMPANY — 6 & 10 QUART BACKPACK VACUUMS

Mosquito's 2.0 Gold HEPA Backpack Vacuums are simply the finest Back Pack Vacuums available today. Our design team has set a new industry standard with the **Mosquito's 2.0 Gold**. Our new enhancement to the **Mosquito's 2.0 Gold** simply eliminated our competitors from the category. Compare Mosquito's features, benefits and warranty to any competitor and the decision is obvious. Designed, manufactured and assembled in the U.S.A.

2.0 GOLD HEPA BACKPACKS

Made in the USA: ~~84%~~ **NOW 92%** of the 38 parts in our vacuum are US made

Warranty: "BEST IN THE INDUSTRY" Lifetime on body, 7-year on motor, pigtail and switch

Power: Exceeds or meets all competitors vacuums

Quality: Our warranty says it all. The longest warranty in the industry

Value: American quality with offshore pricing

HEPA: Mosquito only sells HEPA filtered vacuums. Fine particulates are a carcinogen. Check your filter regularly

Private Labeling: Small or large quantities. No charge for special colors

Sizes: 6 and 10 quart

Models: Super, Construction and Aviation

Colors: Available in standard green or red

6 & 10 QUART FILTER BAGS

STANDARD	ULTRA	ULTIMATE-HEPA
Micro-Lined Filter Bags 2-Ply	Micro-Lined 2-Ply Green With Purple Band	Micro-Lined 3-Ply Sonic Sealed

Fits Mosquito, Sandia, Proteam (pre 2012), Perfect Vac, Bissel

Mosquito's Ultra-cool HEPA Backpack Just Got Cooler!

Mosquito 2.0 Gold Backpack

NEW HEPA Dome Label Adds awareness to our health features

NEW Pigtail Cord bulkhead for added protection

NEW Exhaust Filter now quieter with a hard neoprene cover. Stays cleaner and is washable

NEW Wider, Longer Shoulder Straps with added cushion for the ultimate in comfort

NEW Ultra HEPA Micro Ply Bag, stronger, sonic sealed

WHY BUY MOSQUITO ?

Hello, my name is Montgomery Bisson, founder and president of Mosquito. After 21 years designing and building floor care products, I've watched my competitors and myself succumb to the greed of off-shore manufacturing, often with the result of sub-standard products. Today our country is vulnerable, our talent unemployed and profits empowering foreign competition. If you care, buy American. If you want power, quality and the longest warranty in the industry buy an American-made Mosquito!

Wolf™ 130

Portable Carpet Spotter

Simple

- Easy-to-use controls
- Compact design for increased maneuverability
- Built-in transport wheels
- Removable tank for easy empty and fill
- Clear hand tool to view soil and solution removal

Rugged

- 5-year parts warranty
- 2-year warranty on labor
- Engineered to withstand heavy, daily use in schools, office buildings, medical facilities, and other commercial applications

Affordable

- Best value in the industry
- 3.5 inch hand tool and 8 foot vacuum and solution hoses are included
- Backed by the most extensive, hassle-free warranty in the business

Technical Specifications

Description	Wolf™ 130
Cleaning Path, Clear Hand Tool	3.5 in (9 cm)
Solution Tank	1 gal (3.8 L)
Recovery Tank	1 gal (3.8 L)
Solution Pump	30 psi (2.07 bar)
Solution and Vacuum Hoses	8 ft (2.4 m)
Wheels	8 in (25.4 cm)
Vacuum Motor	2-stage
Airflow at Orifice	95 cfm (161 m^3/hr)
Waterlift at Sealed Orifice	85 in (228.6 cm)
Amp Draw, Voltage	10.8 amps, 110 Volt
Power Cable, Safety Yellow	21.5 ft (6.5 m)
Sound Level	80 dB A
Weight	19 lbs (8.6 kg)
Shipping Weight	28 lbs (12.7 kg)
Dimensions (L x W x H)	21 in x 10.5 in x 16 in (53.3 cm x 26.7 cm x 40.6 cm)
Optional Accessories	8 in wand, 15 ft solution and vacuum hoses
Model Number	WOLF130

subject to chang

9435 Winnetka Avenue North
Brooklyn Park, MN 55445
Phone: 800.989.2235
Fax: 800.989.6566

240 Superior Boulevard
Mississauga, Ontario, Canada L5T 2L2
Phone: 800.668.8400
Fax: 800.263.5111

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PART OF THE NILFISK GROUP

VIPER

Key Features

- Stackable design
- Convenient built-in cable wrap
- Operates at 0, 45, or 90 degree angle

Markets/Applications

- Institutional
- Industrial
- Flooded areas
- Commercial
- Hospitality
- Carpets after extraction
- Hard floors after stripping
- Flooded areas
- Upholstery/carpeted walls after extraction
- Fresh paint
- Improved facility ventilation
- Advertising Balloons

General Overview

- Designed to create and channel airflow while maximizing CFM
- 1HP motor generates, cuts drying time in half
- Can be operated at 0 degrees or can be operated at a pitch of 45 or 90 degree angles to circulate airflow

Accessories/Options

- UL approved model available

Productivity

- Three different speeds to meet any need
- 1 HP motor gives optimum performance

Ease of Use

- Lightweight design for easy transport
- Multiple positions

Safety

- Protective screens at every opening
- Non-Conductive housing
- 3-Prong 14-gauge grounded cord
- Non-marking rotationally molded housing

Specifications	
Velocity	6,200 ft/min (1,889.8 m/min)
Motor	1 HP (.75 kw)
Housing Construction	Rotationally molded polyethylene
Fan Construction	Non-corrosive polypropylene
Angle Positions	0°, 45° and 90°
Stackable	Interlocking design
Speed Settings	3-Speed
Sound Level	72 Db
Cable Wrap	Built-In
Cable Length	120V - 25 ft (7.6 m) or 240V - 12.2 m
Dimensions (LxWxH)	15" x 17" x 20" (38 cm x 43 cm x 51 cm)
Shipping Weight	33 lbs (15 kg)

Specifications are subject to change without notice.

*Maximum rated CFM

Minuteman International Inc
14N845 U.S. Route 20
Pingree Grove, IL 60140
Phone: (847) 264-5400
Fax: (847) 683-5207

A Member of the Hako Group

Minuteman is a full line manufacturer of sweepers and scrubbers; as well as critical filter vacuums, industrial and commercial vacuums, floor and carpet machines, and litter vacuums for commercial and institutional facilities, whereas PowerBoss is a full line manufacturer of sweepers and scrubbers for industrial facilities.

Come Visit our Website at
www.minutemanintl.com

987360

Minuteman
Excellence Meets Clean

COVERS 20,000 SQ. FT. PER HOUR

LOW BRUSH DECK IS IDEAL FOR CLEANING AROUND & UNDERNEATH OBSTACLES

SMALL, COMPACT DESIGN FOR TIGHT SPACES

E20 | 20" DISC/CYLINDRICAL WALK-BEHIND SCRUBBER

E20 | PRODUCT FEATURES

The E20 is a compact scrubber with a 20" cleaning path and is available in the disc and cylindrical models. The disc model is offered in brush drive or traction drive and the cylindrical model is traction drive. Advanced technology makes the E20 a part of the innovative walk-behind scrubber line, the E Series. Easy-to-understand controls ensure that the machine is simple to operate. The compact and sleek design results in total operator comfort by focusing on ergonomics and provides an excellent line of sight to the area to be cleaned. The adjustable handle and ergonomic hand bails offer superior handling of the machine and the traction drive models offer ergonomic, adjustable speed regulation with the turn of a dial. The E20 contains an on-board charger that is convenient and allows the machine to be charged anywhere. When the on-board charger is plugged in, the machine is not operable. The brush loading/unloading is as easy as the turn of a switch and the operator never has to manually remove the brushes. A parabolic squeegee is standard on both models. The squeegees are designed so that no operator adjustment is necessary. This vacuum contains 12 gallon solution tank and a easy-to-clean, hygienic, 13 gallon recovery tank.

SPECIFICATIONS

MODEL	E20 DISC	E20 Cylindrical
Cleaning Path Width	20"	20"
Squeegee Width	33"	33"
Theoretical Productivity (BD)	15,000 ft2/hr	N/A
Theoretical Productivity (TD)	27,280 ft2/hr	27,280 ft2/hr
Working Speed (BD)	1.7 MPH	N/A
Working Speed (TD)	3.1 MPH	3.1 MPH
Rated Voltage	24 volts	24 volts
Vacuum Flow	65 cfm	65 cfm
Vacuum Waterlift	45 in	45 in
Vacuum Power	.60 hp	.60 hp
Drive Motor Power (TD)	1/5 hp	1/5 hp
Brush Type	Disc	Cylindrical
Brush Motor(s) Power	3/4 hp	3/4 hp
Number of Brushes	1	1
Brush RPM	180 RPM	600 RPM
Solution Capacity	12 gallon	12 gallon
Recovery Capacity	13 gallon	13 gallon
Weight with Batteries (BD)	313 lbs	N/A
Weight without Batteries (BD)	203 lbs	N/A
Weight with Batteries (TD)	372 lbs	360 lbs
Weight without Batteries (TD)	238 lbs	238 lbs

GREEN FEATURES

SOUND LEVEL < = 70dBs

TOOL FREE BRUSH REMOVAL

TOOL FREE SQUEEGEE REMOVAL

ONE BUTTON OPERATION

MAINTENANCE FREE GEL BATTERIES AVAILABLE

Minuteman is a division of three companies manufacturing a full line of maintenance products, industrial and commercial sweepers, scrubbers and chemicals for industrial, commercial and institutional facilities.

Minuteman
Excellence Meets Clean

1.800.323.9420
minutemanintl.com

Minuteman®
Excellence Meets Clean

50 Ft. heavy duty cord with durable steel strain relief spring

Dual metal switch levers, left or right hand operation

98 lbs - Optimum weight delivers more resistance against the floor to get the job done better and faster

All steel and stainless steel construction

Extremely durable & convenient handle adjustment mechanism is foot operated.

1.5HP 66 Frame Motor with Triple Planetary Gears

5" non-marking wheels

Non-marking PVC bumper prevents marking furniture or walls

"Single speed unit shown here"

Dual Capacitors

Optional 4 gallon shampoo tank

POWERFUL • DURABLE • RELIABLE

FRONTRUNNER SERIES

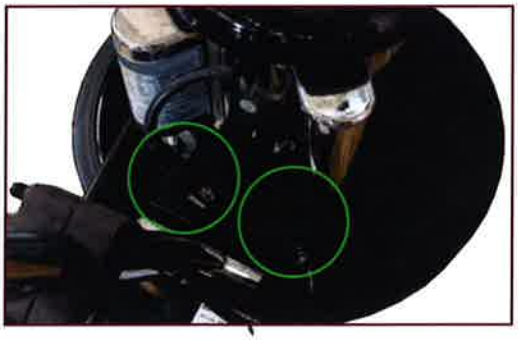
LOW SPEED & DUAL SPEED FLOOR MACHINES

Frontrunner Series Features & Specifications

"Single speed unit shown here"

Specifications:

	Frontrunner 17	Frontrunner 20	Frontrunner DS
Head Size	17" Head	20" Head	20" Head
Head Speed	175 RPM	175 RPM	180/320 RPM
Motor	1.5 HP 66 frame Motor	1.5 HP 66 frame Motor	1.5 HP 66 frame Motor
Gears	Triple planetary steel gears	Triple planetary steel gears	Triple planetary steel gears
Weight	95 lbs.	98 lbs.	92 lbs.
Brush Cover	Black Powder Coated	Black Powder Coated	Black Powder Coated
Shipping Weight	112 lbs.	115 lbs.	112 lbs.
Handle	Anti-fatigue Handle Grips	Anti-fatigue Handle Grips	Anti-fatigue Handle Grips
Power Cord	50'	50'	50'
Amperage Draw	14.4 Amps	14.4 Amps	14.4 Amps
Shipping Dimensions	48"H x 26.5"L x 23"W	48"H x 26.5"L x 23"W	48"H x 26.5"L x 23"W
Warranty	2 Year	2 Year	2 Year



Minuteman is a full line manufacturer of sweepers and scrubbers; as well as critical filter vacuums, industrial and commercial vacuums, floor and carpet machines, and litter vacuums for commercial and institutional facilities, whereas PowerBoss is a full line manufacturer of sweepers and scrubbers for industrial facilities.

AS710R™
Rider Scrubber

Reliable, simple and powerful **www.usviper.com**

Ease to use, one touch scrubbing and simple dash layout.

Maintenance-free AGM batteries and onboard charger standard.

Large recovery tank opening for easy clean out.

PART OF THE NILFISK GROUP

VIPER

AS710R™
Rider Scrubber

Simple

- Ease to use, one touch scrubbing and simple dash layout
- Four solution flow rates for a variety of applications
- Large recovery tank opening for easy clean out
- Maintenance-free AGM batteries and onboard charger standard

Rugged

- Squeegee and scrub deck lower mechanically
- Standard front bumper protects machine on impact
- Integrated squeegee hanging system for easy transport in tight areas

Affordable

- Ideal "first rider" for daily cleaning in a facility
- 28 inch cleaning path
- 26 gallon tanks
- Comes with 2 pad holders and
- 2 poly brushes
- Cleans most flooring types: VCT, concrete, and tile

Technical Specifications

Description	AS710R™
Solution Tank	26 gal (98 L)
Recovery Tank	26 gal (98 L)
Brush/Pad Diameter	14 in (355 mm)
Brush/Pad Pressure	77 lb (35 kg)
Squeegee Width	37 in (940 mm)
Sound Pressure Level	69 dB A
Brush Speed	204 rpm
Brush Motor	2 x 300 W
Vacuum Motor 3 Stages	500 W
Max Speed	3.7 mph (6 km/h)
Cleaning Width	28 in (710 mm)
Battery Type	6 V 245 Ah AGM (4 pcs.)
Battery Compartment Size	13.2 in x 19 in x 11.8 in (336 mm x 482 mm x 300 mm)
Net Weight (Empty Tanks, with Batteries)	771.6 lb (350 kg)
Max Loading Weight	959 lb (435 kg)
Packaging Size	68.11 in x 31.89 in x 55.5 in (1,730 mm x 810 mm x 1,410 mm)
Dimensions (L x W x H)	62.2 in x 29.9 in x 48.4 in (1,580 mm x 760 mm x 1,230 mm)
Model Number	56000318

Specifications are subject to change without notice.

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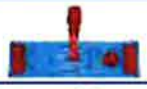
PART OF THE NILFISK GROUP

VIPER

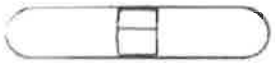
Floor Cleaning Tools

	NFTH40ALEA	Durable, adjustable aluminum telescopic handle for mopping; 60"
	NFTF18BLEA	Tab frame with swivel, collapsible for touch-free operation; 16" x 5"
	NFTM18BLEA	Blue Tab Mop; 18" (Also available in Green, Yellow and Red)
	NFPF18EA	Pocket Frame for touch-free operation; 16"x5"
	NFPM18BLEA	Blue Pocket Mop for general cleaning; 18" (Also available in green, yellow and red for specialized cleaning)
	NFJH40YLEA	Jaw clamp handle for NuFiber tube mops; 60"
	NFSMBLEA	NuFiber large blue tube mop (Available in various colors and sizes to meet any needs)
	NFDB05GYEA	Divided Bucket with down press wringer
	NFDBT2GYEA	Large capacity double bucket for mopping large areas
	NFSB06BLEA	Pretreat Bucket for pocket mops and pads
	NFMB02BLEA	Chemical Mixing Bucket to properly measure solution for pretreatment
	NFFLFINKIT	Yellow Bucket with lid and tamp tray, 18" pocket frame, telehandle and six each white microfiber pocket mops

Above-Floor Cleaning Tools

	NFTH40ALEA	Durable, adjustable aluminum telescopic handle for mopping and wall washing; 60"
	NFWW08BLEA	Wall wash frame with swivel, for NuFiber pads
	NFHT08BLEA	Hand trowel with handle for NuFiber pads
	NFPD10BLEA	NuFiber pad for hand trowel to clean desks, white boards and smart boards, and for wall wash heads; 10", Available in Blue or White
	NFSB03BLEA	Mini Sealed Bucket for pretreating pads and mops
	NFCL16BUEA	Blue NuFiber cloth for general purpose cleaning; 16" x 16", (Also available in green, yellow and red for specialized cleaning needs)
	NFCL16BLEA	NuFiber Glass Cleaning Cloth for reflective surfaces; 16"x16"

Tools for Dusting

	NFDUSTKIT	High Duster Kit with flex frame, extension handle, NuFiber duster sleeve and NuFiber chenille sleeve
	NFXTADEA	Adapter for 18' High Duster pole extension
	NFTH18ALEA	High Duster 18' High Duster pole extension
	NFDMHANDEA	Clip-on Dust Mop handle
	NFDM18BLEA	18" Dust Mop with blue backing
	NFDM24RDEA	24" Dust Mop with red backing
	NFDM36GREA	36" Dust Mop with green backing
	NFDM48YLEA	48" Dust Mop with yellow backing
	NFDM60BLEA	60" Dust Mop with blue backing
	NFDM72RDEA	72" Dust Mop with red backing
	NFDMFR18EA	18" Dust Mop frame
	NFDMFR24EA	24" Dust Mop frame
	NFDMFR36EA	36" Dust Mop frame
	NFDMFR48EA	48" Dust Mop frame
	NFDMFR60EA	60" Dust Mop frame
	NFDMFR72EA	72" Dust Mop frame

Is your current cleaning contract just words on paper?

How do you know if your facility is clean?

Are the services in your contract being delivered?

Are you getting good value for the price you're paying?

You can't know unless you have **proof.** We don't just promise quality. We **prove** it.

Proof using RNA:

Monitor the quality of our service in real-time as inspections are performed.

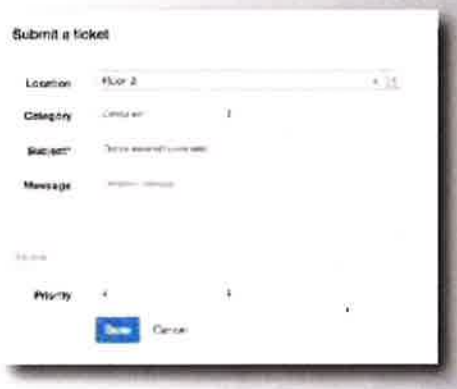
- ✓ Photos and GPS are included for additional verification
- ✓ Easily submit requests and complaints online
- ✓ Everything is documented, easily accessible, and you have a complete audit trail for future reference

Benefits to you:

- ✓ Receive our outstanding customer service
- ✓ Consistently improved cleanliness in your facility
- ✓ State of the art reports
- ✓ Free access to all our clients

Real-time inspections ensure transparency and accountability

Easily report issues and track our corrective action.



- You can report issues by email or directly into OrangeQC
- Our team is instantly notified and management is informed
- Our follow-up action is logged and you are notified when the issue has been resolved

RNA
FACILITIES MANAGEMENT

Reports quantify our performance and the effectiveness of our service

RNA
FACILITIES MANAGEMENT

Our quality control program puts YOU in control

- Know that services are completed as required
- Easily report issues and ensure that they are resolved
- All communication and inspections are logged

RNA

Getting started is easy...

- Nothing to install
- You'll receive a username and password for logging in with your web browser
- Instantly access the program from anywhere, anytime
- All data is secure and encrypted

RNA

We are committed to providing outstanding customer service.

1. Introduction

RNA Facilities Management is committed to preventing accidents and ensuring the safety and health of our employees. We will comply with all applicable federal and state health and safety rules. Under this program employees are informed of the contents of the OSHA Hazard Communications Standard, the hazardous properties of chemicals with which they work, safe handling procedures and measures to take to protect themselves from these chemicals. These hazards may be physical or health related. This written hazard communication plan will be available at our headquarters for review by all employees.

2. Identifying Hazardous Chemicals

A list is attached to this plan that identifies all hazardous chemicals with a potential for employee exposure at City of Novi Detailed information about the physical, health, and other hazards of each chemical is included in a Safety Data Sheet (SDS); the product identifier for each chemical on the list matches and can be easily cross-referenced with the product identifier on its label and on its Safety Data Sheet.

3. Identifying Containers of Hazardous Chemicals

The labeling system to be used by RNA Facilities Management follows the requirements in the latest revision of the OSHA Hazard Communication Standard to be consistent with the United Nations Globally Harmonized System (PSDR-1) of Classification of Labeling of Chemicals. The label on the chemical is intended to convey information about the hazards posed by the chemical through standardized label elements, including symbols, signal words and hazard statements.

All hazardous chemical containers used at this workplace will have:

1. The original manufacturer's label that includes a product identifier, an appropriate signal word, hazard statement(s), pictogram(s), precautionary statement(s) and the name, address, and telephone number of the chemical manufacturer, importer, or other responsible party

2. A label with the appropriate label elements just described along with a 24 hour emergency contact number in the event of an emergency.

3. Workplace labeling that includes the product identifier and words,

pictures, symbols, or combination that provides at least general information regarding the hazards of the chemicals.

The on-site supervisor will ensure that all containers are appropriately labeled. No container will be released for use until this information is verified. Workplace labels must be legible and in English. Information in other languages is available at our headquarters.

Small quantities intended for immediate use may be placed in a container without a label, provided that the individual keeps it in their possession at all times and the product is used up during the work shift or properly disposed of at the end of the work day. However, the container should be marked with its contents.

4. Keeping Safety Data Sheets (previously known as Material Safety Data Sheets)

The manufacturer or importer of a chemical is required by OSHA to develop a Safety Data Sheet (SDS) that contains specific, detailed information about the chemical's hazard using a specified format. The distributor or supplier of the chemical is required to provide this SDS to the purchaser.

SDS's are readily available to all employees during their work shifts. Employees can review SDS for all hazardous chemicals used at City of Novi in the appropriate informational binders on site.

The SDS's are updated and managed by the on-site supervisor. If an SDS is not immediately available for a hazardous chemical, employees can obtain the required information by calling the RNA headquarters directly.

5. Training Employees about Chemical Hazards

Before they start their jobs or are exposed to new hazardous chemicals, employees must attend a hazard communication training that covers the following topics:

- An overview of the requirements in OSHA's Hazard Communication Standard.
- Hazardous chemicals present in their workplace.
- Any operations in their work area where hazardous chemicals are used.
- The location of the written hazard communication plan and where it may be reviewed.
- How to understand and use the information on labels and in Safety Data Sheets.
- Physical and health hazards of the chemicals in their work areas.
- Methods used to detect the presence or release of hazardous chemicals in

the work area.

- Steps we have taken to prevent or reduce exposure to these chemicals.
- How employees can protect themselves from exposure to these hazardous chemicals through use of engineering controls/work practices andpersonal protective equipment.
- An explanation of any special labeling present in the workplace.
    - What are pictorgrams?
    - What are the signal words?
    - What are the hazard statements?
    - What are the precautionary statements?
- Emergency procedures to follow if an employee is exposed to these chemicals.

The site supervisor for each zone at the City of Novi is responsible to ensure that employees receive this training. After attending the training, employees will sign a form verifying that they understand the above topics and how the topics are related to our hazard communication plan.

Prior to introducing a new chemical hazard into any department , each employee in that department will be given information and training as outlined above for the new chemical hazard.

6. Informing Employees Who Complete Special Tasks

Before employees perform special (non-routine) tasks that may expose them to hazardous chemicals, their supervisors will inform them about the chemicals' hazards. Their supervisors also will inform them about how to control exposure and what to do in an emergency. The employer will evaluate the hazards of these tasks and provide appropriate controls including Personal
Protective Equipment all additional training as required.

Examples of special tasks that may expose employees to hazardous
chemicals include special requests from the contract administrator.

7. Informing contractors and other employers about our hazardous chemicals

If employees of other employer(s) may be exposed to hazardous chemicals at our workplace (for example, employees of a construction contractor working on-site) It is the responsibility of the site administrator and their employees to provide contractors with all information including the identity of the chemicals, where to find our SDS Sheets and safe work practices to prevent exposure.

Safety Data Sheet
Spartan Chemical Company, Inc.

Revision Date: 23-Dec-2019

1. PRODUCT AND COMPANY IDENTIFICATION

Product Identifier

Product Name: **M*95**
Product Number: 7115 , 7495, 7105
Recommended Use: Acid cleaner
Uses Advised Against: For Industrial and Institutional Use Only

Manufacturer/Supplier:
Spartan Chemical Company, Inc.
1110 Spartan Drive
Maumee, Ohio 43537 USA
800-537-8990 (Business hours)
www.spartanchemical.com

24 Hour Emergency Phone Numbers:
Medical Emergency/Information: 888-314-6171
Transportation/Spill/Leak: CHEMTREC 800-424-9300

2. HAZARDS IDENTIFICATION

GHS Classification
Acute Toxicity - Inhalation (Gases): Category 4
Skin Corrosion/Irritation: Category 1 Sub-category B
Serious Eye Damage/Eye Irritation: Category 1
Corrosive to Metals: Category 1

GHS Label Elements
Signal Word: **Danger**
Symbols:

Hazard Statements:
Harmful if inhaled.
Causes severe skin burns and serious eye damage.
May be corrosive to metals.

Precautionary Statements:
Prevention:
Use only outdoors or in a well-ventilated area
Do not breathe mist, vapors or spray.
Wash hands and any exposed skin thoroughly after handling.
Wear protective gloves. Wear eye / face protection. Wear protective clothing.
Keep in original or other corrosion resistant container.

Response: **IMMEDIATELY CALL A POISON CENTER OR PHYSICIAN.**
-Eyes IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.
-Skin IF ON SKIN (or hair): Take off immediately all contaminated clothing. Rinse skin with water or shower. Wash contaminated clothing before reuse.
-Inhalation: IF INHALED: Remove victim to fresh air and keep at rest in a position comfortable for breathing.
-Ingestion: IF SWALLOWED: Rinse mouth. Do NOT induce vomiting.

-Specific Treatment:	See Safety Data Sheet Section 4: "FIRST AID MEASURES" for additional information.
Spill:	Absorb spillage to prevent material damage.
Storage:	Store locked up. Store in corrosion resistant container.
Disposal:	Dispose of contents and container in accordance with local, state and federal regulations.
Hazards Not Otherwise Classified:	Not Applicable
Other Information:	• Corrosive. • Harmful if swallowed • Do not mix with hypochlorite-type bleach or other household chemicals as hazardous vapors or gases may be produced. • Keep out of reach of children. • NOTE TO PHYSICIAN: Probable mucosal damage may contraindicate the use of gastric lavage.

3. COMPOSITION / INFORMATION ON INGREDIENTS

Chemical Name	CAS No	Weight-%
Water	7732-18-5	60-100
Hydrochloric Acid	7647-01-0	5-10
C9-11 Pareth-6	68439-46-3	0.1-1
Polystyrene	9003-53-6	<0.1
Isobornyl Acetate	125-12-2	<0.1
Terpineol	98-55-5	<0.1
Fragrance	PROPRIETARY	<0.1
Acid Blue 9	3844-45-9	<0.1

Specific chemical identity and/or exact percentage of composition has been withheld as a trade secret.

4. FIRST AID MEASURES

-Eye Contact:	Rinse cautiously with water for at least 15 minutes. Remove contact lenses, if present and easy to do. Continue rinsing. IMMEDIATELY CALL A POISON CENTER OR PHYSICIAN.
-Skin Contact:	Take off immediately all contaminated clothing and shoes. Rinse with water or shower for at least 15 minutes. IMMEDIATELY CALL A POISON CENTER OR PHYSICIAN.
-Inhalation:	Remove victim to fresh air and keep at rest in a position comfortable for breathing. IMMEDIATELY CALL A POISON CENTER OR PHYSICIAN.
-Ingestion:	Rinse mouth. Do NOT induce vomiting. IMMEDIATELY CALL A POISON CENTER OR PHYSICIAN. Never give anything by mouth to an unconscious person.
Note to Physicians:	NOTE TO PHYSICIAN: Probable mucosal damage may contraindicate the use of gastric lavage.

5. FIRE-FIGHTING MEASURES

Suitable Extinguishing Media:	Product does not support combustion, Use extinguishing agent suitable for type of surrounding fire
Specific Hazards Arising from the Chemical:	Dried product is capable of burning. Combustion products are toxic. Contact with metals may evolve flammable hydrogen gas.
Hazardous Combustion Products:	May include Carbon monoxide Carbon dioxide and other toxic gases or vapors.
Protective Equipment and Precautions for Firefighters:	Wear MSHA/NIOSH approved self-contained breathing apparatus (SCBA) and full protective gear. Cool fire-exposed containers with water spray.

6. ACCIDENTAL RELEASE MEASURES

Personal Precautions:	Avoid contact with skin, eyes or clothing. Use personal protective equipment as required.

Environmental Precautions: Do not rinse spill onto the ground, into storm sewers or bodies of water.
Methods for Clean-Up: Prevent further leakage or spillage if safe to do so. Contain and collect spillage with non-combustible absorbent material, (e.g. sand, earth, diatomaceous earth, vermiculite) and place in container for disposal according to local / national regulations (see Section 13).

7. HANDLING AND STORAGE

Advice on Safe Handling: Handle in accordance with good industrial hygiene and safety practice. Wash thoroughly after handling.
Storage Conditions: Keep containers tightly closed in a dry, cool and well-ventilated place. Keep out of the reach of children. Keep from freezing.
Incompatible Materials: Sodium hypochlorite (or other hypochlorites). Strong bases. Reactive metals such as aluminum, zinc and tin.

Suggested Shelf Life: Minimum of 2 years from date of manufacture.

8. EXPOSURE CONTROLS / PERSONAL PROTECTION

Occupational Exposure Limits:

Chemical Name	ACGIH TLV	OSHA PEL	NIOSH
Hydrochloric Acid 7647-01-0	Ceiling: 2 ppm	(vacated) Ceiling: 5 ppm (vacated) Ceiling: 7 mg/m³ Ceiling: 5 ppm Ceiling: 7 mg/m³	IDLH: 50 ppm Ceiling: 5 ppm Ceiling: 7 mg/m³

Engineering Controls: Provide good general ventilation.
If work practices generate dust, fumes, gas, vapors or mists which expose workers to chemicals above the occupational exposure limits, local exhaust ventilation or other engineering controls should be considered.
Eye wash stations and shower facilities should be readily accessible in areas where the product is handled.

Personal Protective Equipment
Eye/Face Protection: Wear splash goggles.
Skin and Body Protection: Wear rubber or other chemical-resistant gloves. Use of impervious apron, boots and other protective equipment should be considered in order to prevent or minimize contact with this product.
Respiratory Protection: Not required with expected use.
If occupational exposure limits are exceeded or respiratory irritation occurs, use of a NIOSH/MSHA approved respirator suitable for the use-conditions and chemicals in Section 3 should be considered.
General Hygiene Considerations: Wash hands and any exposed skin thoroughly after handling.
See 29 CFR 1910.132-138 for further guidance.

9. PHYSICAL AND CHEMICAL PROPERTIES

Appearance/Physical State:	Liquid
Color:	Green
Odor:	Pine fragrance
pH:	< 1.0
Melting Point / Freezing Point:	No information available.
Boiling Point / Boiling Range:	100 °C / 212 °F
Flash Point:	> 100 °C / > 212 °F ASTM D56
Evaporation Rate:	< 1 (Butyl acetate = 1)
Flammability (solid, gas)	No information available.
Upper Flammability Limit:	No information available.
Lower Flammability Limit:	No information available.
Vapor Pressure:	No information available.
Vapor Density:	No information available.
Specific Gravity:	1.048
Solubility(ies):	Soluble in water
Partition Coefficient:	No information available.
Autoignition Temperature:	No information available.
Decomposition Temperature:	No information available.
Viscosity:	No information available.

10. STABILITY AND REACTIVITY

Reactivity: This material is considered to be non-reactive under normal conditions of use.
Chemical Stability: Stable under normal conditions.
Possibility of Hazardous Reactions: Contact with sodium hypochlorite (or other hypochlorites) releases chlorine gas.
Conditions to Avoid: Exposure to air or moisture over prolonged periods.
Incompatible Materials: Sodium hypochlorite (or other hypochlorites). Strong bases. Reactive metals such as aluminum, zinc and tin.
Hazardous Decomposition Products: May include carbon monoxide, carbon dioxide (CO_2) and other toxic gases or vapors.

11. TOXICOLOGICAL INFORMATION

Likely Routes of Exposure: Eyes, Skin, Ingestion, Inhalation.
Symptoms of Exposure:
-Eye Contact: Pain, redness, swelling of the conjunctiva and tissue damage. Eye contact may cause permanent damage.
-Skin Contact: Pain, redness, blistering and possible chemical burn.
-Inhalation: Irritation or damage to the mucus membranes of the respiratory tract. Nasal discomfort and coughing.
-Ingestion: Damage or chemical burns to mouth, throat and stomach. Pain, nausea, vomiting and diarrhea.

Immediate, Delayed, Chronic Effects
Product Information: Data not available or insufficient for classification.

Target Organ Effects: -Eyes. Respiratory System. -Skin.

Numerical Measures of Toxicity
The following acute toxicity estimates (ATE) are calculated based on the GHS document.

ATEmix (oral): 2574 mg/kg
ATEmix (dermal): 54181 mg/kg
ATEmix (inhalation-gas): 6092 mg/l

Component Acute Toxicity Information

Chemical Name	Oral LD50	Dermal LD50	Inhalation LC50
Water 7732-18-5	> 90 mL/kg (Rat)	Not Available	Not Available
Hydrochloric Acid 7647-01-0	238 - 277 mg/kg (Rat)	> 5010 mg/kg (Rabbit)	= 1.68 mg/L (Rat) 1 h

C9-11 Pareth-6 68439-46-3	= 1400 mg/kg (Rat)	Not Available	Not Available
Isobornyl Acetate 125-12-2	= 9050 mg/kg (Rat)	> 20000 mg/kg (Rabbit)	Not Available
Terpineol 98-55-5	= 5170 mg/kg (Rat)	Not Available	Not Available

Carcinogenicity: No components present at 0.1% or greater are listed as to being carcinogens by ACGIH, IARC, NTP or OSHA.

12. ECOLOGICAL INFORMATION

Ecotoxicity

Chemical Name	Algae/Aquatic Plants	Fish	Toxicity to Microorganisms	Crustacea
Isobornyl Acetate 125-12-2	Not Available	10.0 - 18.0: 96 h Brachydanio rerio mg/L LC50 static	Not Available	Not Available

Persistence and Degradability: No information available.
Bioaccumulation: No information available.

Other Adverse Effects: No information available.

13. DISPOSAL CONSIDERATIONS

Disposal of Wastes: This material, as supplied, is a hazardous waste according to federal regulations (40 CFR 261).
Contaminated Packaging: Dispose of in accordance with federal, state and local regulations.

14. TRANSPORT INFORMATION

DOT:
UN/ID No: UN1760
Proper Shipping Name: Corrosive liquids, n.o.s.,(contains hydrochloric (muriatic) acid)
Hazard Class: 8
Packing Group: II
Special Provisions: Shipping descriptions may vary based on mode of transport, quantities, package size, and/or origin and destination. Check with a trained hazardous materials transportation expert for information specific to your situation.

UN/ID No: UN 1760
Proper Shipping Name: Corrosive liquids, n.o.s.,(contains hydrochloric (muriatic) acid)
Hazard Class: 8
Packing Group: II

15. REGULATORY INFORMATION

TSCA Status: (Toxic Substance Control Act Section 8(b) Inventory)
All chemical substances in this product are included on or exempted from listing on the TSCA Inventory of Chemical Substances.

SARA 313
This product contains the following listed substances:
Hydrochloric Acid
CAS No 7647-01-0 acid aerosols including mists, vapors, gas, fog, and other airborne forms of any particle size

SARA 311/312 Hazard Categories
Acute Health Hazard: Yes
Chronic Health Hazard: No
Fire Hazard: No
Sudden release of pressure hazard: No

Reactive Hazard: No

California Proposition 65
This product is not subject to warning requirements under California Proposition 65.

16. OTHER INFORMATION

NFPA	**Health Hazards:** 3	**Flammability:** 0	**Instability:** 0	**Special:** N/A
HMIS	**Health Hazards:** 3	**Flammability:** 0	**Physical Hazards:** 0	

Revision Date: 23-Dec-2019
Reasons for Revision: Section, 3, 11, 12, 13, and, 14

Disclaimer:
The information provided in this Safety Data Sheet is correct to the best of our knowledge, information and belief at the date of its publication. The information given is designed only as a guidance for safe handling, use, processing, storage, transportation, disposal and release and is not to be considered a warranty or quality specification. The information relates only to the specific material designated and may not be valid for such material used in combination with any other materials or in any process, unless specified in the text.

End of Safety Data Sheet

On Dec 1, 2021 2:53 PM, "Conzen, Ida (ES)" <Ida.Conzen@adp.com> wrote:

As per your insurance carrier, your EMR is 1.00 for your 2021 policy.

Regards,

Automatic Data Processing Insurance Agency, Inc.
Ida Conzen | Licensed Agent in 50 States
CA License: 0H69217

800-524-7024 *office*
855-557-1317 *fax*
ida.conzen@adp.com

1.0 HEALTH, SAFETY & ENVIRONMENT

2019 ANNUAL HSE REPORT

Monthly PPE Inspections Performed, Monthly Safety Training Refresh Performed at each client site.

HOURS:	ANNUAL INCIDENTS:	TOTAL CLAIMS:
685,211 Approx. Man Hours	*000001*	1

2020 ANNUAL HSE REPORT

Monthly PPE Inspections Performed, Monthly Safety Training Refresh Performed at each client site.

HOURS:	ANNUAL INCIDENTS:	TOTAL CLAIMS:
906,759 Approx. Man Hours	*000001*	1

2021 ANNUAL HSE REPORT

Monthly PPE Inspections Performed, Monthly Safety Training Refresh Performed at each client site.

HOURS:	ANNUAL INCIDENTS:	TOTAL CLAIMS:
1,503,085 Approx. Man Hours	*000000*	0

RNA's Safety Handbook available upon request.

RNA FACILITIES MANAGEMENT

INSURANCE EXAMPLE

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh & McLennan (CLW) 101 N Starcrest Dr. Clearwater, FL 33765 727 447-6481	CONTACT NAME: PHONE (A/C, No, Ext): 727 447-6481 FAX (A/C, No): 727 449-1267 E-MAIL ADDRESS: clcerts@bouchardinsurance.com
INSURED RNA Facilities Management 4130 Varsity Rd, Ste A Ann Arbor, MI 48108-3320	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : Landmark American Ins Co — 33138 INSURER B : Burlington Insurance Co — 23620 INSURER C : Berkshire Hathaway Homestate Ins Co — 20044 INSURER D : Ohio Security Insurance Co — 24082 INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE / X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY / X PRO-JECT / LOC OTHER:	X	X	LHA112766	12/21/2021	12/21/2022	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$1,000,000 $100,000 $5,000 $1,000,000 $2,000,000 $2,000,000
D	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY / SCHEDULED AUTOS X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY	X	X	62431245BAS1Q8	12/21/2021	12/21/2022	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$1,000,000 $ $ $
B	UMBRELLA LIAB / X OCCUR X EXCESS LIAB / CLAIMS-MADE DED / RETENTION $			387BE00318	12/21/2021	12/21/2022	EACH OCCURRENCE AGGREGATE	$5,000,000 $5,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		RNWC125372	12/21/2021	12/21/2022	PER STATUTE / OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$1,000,000 $1,000,000 $1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

SAMPLE

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

RNA Facilities Management
Summary Audited Financial Statements

For the years ended December 31, 2021, 2020 and 2019

CONFIDENTIAL

RNA Facilities Management
Audited Income Statements

	For the year ended December 31, 2021	2020	2019
Revenues	$ 36,954,663	$ 37,646,787	$ 43,402,260
Cost of services	28,249,954	29,115,269	34,089,625
Gross Profit	8,704,709	8,531,518	9,312,635
Gross Margin	*23.6%*	*22.7%*	*21.5%*
General and Administrative	5,964,812	6,149,011	6,129,100
Income from Operations	2,739,897	2,382,507	3,183,535
Operating Margin	*7.4%*	*6.3%*	*7.3%*
Other Expense			
Interest expense	1,294,932	1,725,129	1,624,520
Gain / Loss on sale of assets	(3,000)	-	5,996
Litigation	-	-	(934,021)
Other income, net	(15,411)	(16,047)	(7,218)
Total Other Expense	1,276,521	1,709,082	689,277
Net Income (Loss)	1,463,376	673,425	2,494,258
EBITDA			
Depreciation	153,037	198,018	196,588
Interest and amortization expense	1,294,932	1,725,129	1,624,520
Legal costs	30,995	40,592	(833,563)
Taxes	20,310	21,255	21,346
Restructuring costs			-
EBITDA	**2,962,650**	**2,658,419**	**3,503,149**

RNA Facilities Management
Audited Balance Sheets

	As of December 31,		
	2021	2020	2019
Current Assets			
Cash	$ 1,276,186	$ 1,143,368	$ 2,083,825
Accounts receivable	4,938,527	3,338,631	3,954,362
Due from officer, net	13,992	13,992	13,992
Inventory, net	-	-	-
Prepaid expenses and other assets	229,133	142,987	139,630
Total current assets	6,457,838	4,638,978	6,191,809
Property & equipment, net	329,401	397,591	435,182
Goodwill	13,843,205	13,843,205	13,843,205
Total Assets	$ 20,630,444	$ 18,879,774	$ 20,470,196
Current Liabilities			
Accounts payable	4,341,967	3,247,735	4,575,064
Accrued expenses	2,325,013	2,102,130	2,543,173
Deferred revenue	23,132	23,132	23,132
Litigation reserve	-	-	-
Total current liabilities	6,690,112	5,372,997	7,141,369
Notes Payable	9,908,928	10,938,749	11,434,223
Total Liabilities	16,599,040	16,311,746	18,575,592
Members' capital	4,031,404	2,568,028	1,894,604
Total Liabilities and Members' Capital	$ 20,630,444	$ 18,879,774	$ 20,470,196

RNA Facilities Management
Audited Statement of Cash Flows

	For the year ended December 31, 2021	2020	2019
Cash Flows from Operating Activities			
Net Income (loss)	1,463,376	673,425	2,494,258
Adjustments to net income to net cash provided by operating activities:			
Provision for (recovery of) bad debts	-	-	-
Provision for (recovery of) obsolete inventory	-	-	-
Depreciation of property and equipment	153,037	198,018	196,588
Loss (gain) on disposal of assets	-	-	5,996
Amortization of deferred financing fees	-	300,000	193,216
Accretion of interest on notes payable	-	-	18,155
Payment in kind interest	-	286,776	76,930
Changes in assets and liabilities:			
Accounts receivable	(1,599,896)	615,731	(1,182,399)
Inventory	-	-	46,739
Prepaid expenses and other assets	(86,146)	(3,357)	7,348
Accounts payable	1,094,232	(1,327,330)	1,027,291
Accrued expenses	222,883	(81,043)	254,295
Deferred revenue	-	-	-
Litigation reserve	-	-	(1,740,000)
Net Cash Provided by Operating Activities	$ 1,247,486	$ 662,220	$ 1,398,417
Cash Flows from Investing Activities			
Purchases of property & equipment	(84,849)	(160,427)	(171,148)
Proceeds from sale of assets	-	-	12,600
	-	-	
Net Cash Flows from Investing Activities	$ (84,849)	$ (160,427)	$ (158,548)
Cash Flows from Financing Activities			
Payment of debt issuance costs	-	(360,000)	(90,000)
Principal repayments of notes payable	(1,029,819)	(1,082,250)	(2,100,000)
Net Cash Flows from Financing Activities	$ (1,029,819)	$ (1,442,250)	$ (2,190,000)
Net Increase/(Decrease) in Cash	**$ 132,818**	**$ (940,457)**	**$ (950,131)**

RNA
FACILITIES MANAGEMENT

RNA
FACILITIES MANAGEMENT

DISINFECTING CLEANING PROCESS

We ask that each facility be empty of all nonessential employees

IDENTIFY/PREP

Trained members of the RNA Team will arrive, suit-up with the recommended Personal Protective Equipent (PPE), and begin inspection of premises to identify areas that need cleaning and disinfecting.

PPE Needed:

- Hazmat Suits
- Goggles / Masks
- Gloves

READY SUPPLIES

The RNA Team will begin prepping the supplies needed to perform disinfecting cleaning on-site.

Supply Inventory / Prep:

- Task Checklist
- Buckets
- Multiple Spray Bottles
- Multiple Labels
- SDS Sheets
- Microfiber Rags
- Proper Dillution of EPA Approved Disinfectant
- Fill/Prep Buckets
- Fill/Prep Bottles
- Labeling

CLEANING STEPS

Team will begin and finalize disinfecting cleaning process of the interior office areas.

Cleaning Process Steps:

1. Pre-Cleaning of all identified areas to remove dirt, focusing on all touchpoints including, but not limited to: desktops, tabletops, high-touch edges, ledges, chair backs, desk legs, table legs, chair legs, door handles, door knobs, push-plates, trash can lids, drawers, drawer pulls, lids, controls, appliances, phones, grips, light switches, light switch plates, cupboard doors, knobs, etc.
2. Spray EPA Approved Disinfectant on above mentioned surfaces.
3. Let Chemical sit for 10 min. dwell time.
4. Wipe down / dry
5. Upon completion, we will repeat steps 2-4 for a second time.

10 MIN The disinfecting process includes a 10 min. dwell time once chemical is applied to said area

Pre-Clean Surface

Apply Dilluted Disinfectant *(2 OZ PER GAL)*

Let Disinfectant Dwell for 10 min.

Wipe Down / Dry

Advanced Focus on High Traffic Areas & All Touch Points

Disinfectants Used Are Proven Effective Against Human Coronaviruses

The Scientific community believes, based on its knowledge of the structure of Coronaviruses, that when an EPA protocol is established the results will show that if your surface disinfectant is effective for other Coronavirus's, it will be effective against the 2019 Novel Coronavirus (2019-nCoV).

CORONAVIRUS PREPAREDNESS

COVID-19 GUIDELINES / PROCEDURES

These guidelines and procedures are enforced by all custodial employees, at all client sites.

1. BUILDING ACCESS QUESTIONNAIRE MUST BE COMPLETED BY ALL WORKERS DAILY

2. COVID-19 EMPLOYEE HEALTH PROTECTION GUIDELINES AND PREVENTION

- Workers should follow the general on the job guidance to prevent exposure and limit transmission of the virus of the Covid-19 employee health protection guidance and prevention guide.
- In addition, Supervisors should advise workers of best practice for limit exposures off the custodial site.
- When leaving a custodial site for breaks, lunch, or other reasons, workers are required to wash hands with soap for at least 20 seconds or use an alcohol base hand sanitizer with at least 60% ethanol or 70% isopropanol before leaving the site. And must maintain social distancing if traveling to other locations off the custodial site.
- Frequent use of hand washing, or alcohol-based hand sanitizers should be encouraged, and handwashing sites should be made readily at client sites.

3. WORKER INFECTION PROTOCOL

- Zero tolerance for sick workers reporting to work.
- Employees should be instructed that even those with mild symptoms of respiratory infection (Cough, shortness of breath, sore throat) or fever should stay off work for 14 days.
- Supervisors shall take immediate steps to limit infection at the job site in the event a worker discovers to have tested positive for Covid-19 or has Covid-19 related symptoms.
- Prompt identification and isolation of potentially infectious individuals, workers, vendors, visitors, and others at work site.

4. IDENTIFICATION OF EXPOSURE

- The Supervisor shall direct workers with Covid-19 related symptoms to leave job site immediately and contact their healthcare provider.
- The Supervisor shall work with identifying site exposures including: Other workers, vendors, Inspectors, or visitors to the work site with close contact to the individuals.
- RNA will sanitize all work areas, common break rooms, tables, and equipment.

5. NOTIFICATION AND QUARANTINE REQUIREMENTS

- As provided by law the identity of custodial workers MUST be kept confidential.

6. RETURNING TO WORK

- All impacted workers should follow CDC and Michigan recommended guidelines concerning return to work.
- Workers should not return to work for 14 days after Covid-19 symptoms appear.
- Workers who leave during the work day due to Covid-19 symptoms, and develop Covid-19 as confirmed by a laboratory testing or diagnosis by a healthcare provider, shall not return to the site until either release from isolation by health care provider, or public health and 2 positive tests have been provided.

STOP! DO NOT Enter this worksite until these responses are reviewed and your entry has been approved.

RNA FACILITIES MANAGEMENT

BUILDING ACCESS QUESTIONNAIRE

The safety of everyone on this site is our overriding priority. As the coronavirus (COVID-19) pandemic continues, we are monitoring the situation closely and following the guidance from the Centers for Disease Control and Prevention, and local health authorities. In order to prevent the spread of the coronavirus and reduce the potential risk of exposure to our workforce, contractors and patrons here we are requiring everyone to complete and submit this questionnaire prior to entering the building.

PLEASE RESPOND TO EACH OF THE FOLLOWING QUESTIONS TRUTHFULLY AND TO THE BEST OF YOUR ABILITY.
Your participation is important to help us take precautionary measures to protect you and others.

1 **What is your current temperature?** _____

2 **Are you currently experiencing, or have you experienced in the past 14 days, any of the following symptoms?**

- ☐ YES ☐ NO **Fever (100.4° F / 37.8° C or greater as measured by an oral thermometer)**
- ☐ YES ☐ NO **Cough**
- ☐ YES ☐ NO **Shortness of breath or difficulty breathing**
- ☐ YES ☐ NO **Sore throat**
- ☐ YES ☐ NO **New loss of taste or smell**
- ☐ YES ☐ NO **Chills**
- ☐ YES ☐ NO **Head or muscle aches**
- ☐ YES ☐ NO **Nausea, diarrhea, vomiting**

CITY OF NOVI

3 **In the past 14 days:**

- ☐ YES ☐ NO **Have you had contact with anyone that tested positive for Covid-19?**
- ☐ YES ☐ NO **Have you traveled by airplane (domestic or internationally)?**

If you answered YES to any of the questions in sec. 2 or 3, you are NOT ALLOWED TO WORK. Please notify your Supervisor to discuss your future work plan.

Circle One: ☑ **APPROVED** ☒ **DENIED**	**Date:**
	Supervisor:

RNA
FACILITIES MANAGEMENT

INFECTION CONTROL PROCEDURES

These procedures are in addition to our standard cleaning procedures to ensure public safety.

1. SECURING THE SITE IN RESPONSE TO A POSSIBLE THREAT OF INFECTION

- ____ Building(s) are locked down, Health Dept. is notified by client, RNA's Coronavirus Response Team arrives
- ____ Verify badge records of employees to identify what buildings/areas that person came in contact with
- ____ Have our trained Coronavirus Response Team on-site, ready to go
- ____ Product used: For disinfecting an outbreak Clorox Germicidal Bleach Wipes are used or equivalent
- ____ Safety PPE gear prepped and properly worn: Gloves, goggles, gowns, masks, booties
- ____ Gowning: All gowns are 1x use. If an employee needs to take a break or get lunch and must un-gown, they will need to put a new gown on
- ____ All employees are to thoroughly wash their hands before and after entering site
- ____ All employees are to carefully disinfect their shoes by wiping down with disinfectant after working
- ____ All high touchpoint surfaces are to be cleaned and verified after cleaning is done with a QA audit

2. DESK, TABLE, COUNTERTOP PROCEDURES

- ____ Remove any items from desks or clean around/underneath
- ____ Ensure all keyboards, mouse, edges/sides of computer monitors, stands, desk cabinets, desks, knobs, pulls, handles, buttons, control panels, etc. are all wiped down
- ____ All desk chair arms, hard backs, and legs are disinfected
- ____ All horizontal surfaces of desks, tables, credenzas, countertops will be wiped clean using disinfectant
- ____ All phones will be wiped clean using disinfectant
- ____ Any open food/drinks/snacks will be tossed out

3. RESTROOM CLEANING PROCEDURES

- ____ In preparation of cleaning, ensure door remains open for ventilation
- ____ Remove any TP, paper towels, seat covers, feminine products, specialty products
- ____ Prep fogger by filling for spraying (***Do not spray fire alarm area or into any vents)
- ____ Start from back of restroom moving top down and forward towards door and fog all stalls, urinals, toilets, partitions, fixtures, handles, brightwork, sinks, walls, mirrors, dispensers
- ____ Let Disinfectant sit for the recommended 10 minute dwell time
- ____ Put back TP, paper towels, seat covers, feminine products, and specialty products
- ____ Wipe clean: Partition walls, mirrors, stainless steel/brightwork

4. BREAK ROOM / KITCHEN / CAFETERIA AREAS

- ____ All counters, faucets, sinks, fridge handles, appliance control panels, cabinets, knobs, and exterior of appliances should be wiped using disinfectant (***Be sure to keep away from any food products)
- ____ All dishware, cups, utensils should be rinsed through dishwasher and put back on disinfected shelf
- ____ All tables, chairs should be disinfected
- ____ Disinfect all light switches/plates/push plates/door knobs
- ____ Remove all trash bags and Disinfect all trash cans
- ____ All open items that would be used in future food items should be tossed out (ie: coffee stirs, etc)

5. COMMON / OFFICE / SITTING AREA CLEANING PROCEDURES

- ____ Wipe clean all office/seating area furniture arms, hard backs, legs, and tabletops using Clorox wipes
- ____ Disinfect all light switches/plates/push plates/door knobs using Clorox wipes
- ____ Remove all trash bags and Disinfect all trash cans

6. CONFERENCE ROOM CLEANING PROCEDURES

- ____ Disinfect all conference room tables and credenzas utilizing disinfectant
- ____ Disinfect all doors, door handles, push plates, door knobs using disinfectant
- ____ Disinfect all chair arms, hard chair backs using disinfectant
- ____ Disinfect all TV monitor edges/sides only utilizing disinfectant
- ____ Disinfect all iPad screens/edges/sides only utilizing disinfectant
- ____ Disinfect all light switches/plates and using disinfectant
- ____ All phones will be wiped clean using disinfectant
- ____ Wipe clean all white board markers, pens, trays using disinfectant
- ____ Remove all trash bags and disinfect all trash cans

7. SPECIAL "CLEAN ROOM" CLEANING PROCEDURES

- ____ Ensure a full gown is worn including booties, beard/hair cover, gloves, goggles
- ____ Clean room area(s) affected will be disinfected using approved clean room disinfectant product
- ____ Clean room will be disinfected using a "Super Clean" method –including walls, floors, horizontal and vertical surfaces
- ____ Sign off on appropriate cleaning log

8. GENERAL - ALL AREA CLEANING PROCEDURES

- ____ All doors and door handles, stairwell railings in facility should be cleaned using disinfectant
- ____ All elevator related control panel / buttons should be cleaned using disinfectant
- ____ All lobby and seating area furniture should be disinfected
- ____ All phones, tables, posts and any other high touch use areas should be disinfected

POST INFECTION CONTROL CLEANING

These procedures are in addition to our standard cleaning procedures to ensure public safety.

9. INFECTION CONTROL CLEANING QUALITY ASSURANCE

- ____ After all disinfecting is completed, remove Clorox residue using PH7Q neutral disinfectant, hydrogen peroxide wipes/cleaner, peroxide cleaner
- ____ After all disinfecting is completed, remove Clorox residue for monitors, screens use #19 Betco green earth glass cleaner
- ____ After completion of full disinfecting processes throughout facility, conduct QA walk to review Clorox residue, inspect for any areas that may have been missed, and re-clean with same process

RNA
FACILITIES MANAGEMENT

CITY OF NOVI

CONTRACTOR QUALIFICATIONS QUESTIONNAIRE

JANITORIAL SERVICES

Failure to answer all questions could result in rejection of your proposal.

Name of Firm RNA FACILITIES MANAGEMENT

Address: 4130 Varsity Drive, Ste A

City, State Zip Ann Arbor, MI 48108

Telephone 734-260-3395 Fax 888-762-8541

24 Hour/7-Day Emergency Telephone Number 734-260-3395

Agent's Name (please print) Mike Farha

Agent's Title CEO

Email Address: mfarha@rnafm.com

Website www.rnafm.com

1. Organizational structure: Corporation, Partnership, etc. Partnership
2. Firm established: 1991 Years in business: 30+
3. Has your firm filed for Chapter 7 or Chapter 11 within the last ten (10) years?

   No X Yes _____ Reason: _____
4. Under what other or former names has your organization operated?

   RNA Michigan Holdings, LLC dba RNA Facilities Management
5. How many full time employees? 350 Part time? 700
6. Please describe your employee hiring and training procedures.

   In addition to our extensive standard employee training, we have mandatory monthly training sessions that revisit all relevant safety and standard cleaning topics to regularly refresh our standards and practices throughout a 12-month period such as high touch areas, restrooms, flooring, chemicals, frequency and seasonal hazards. Operating costs are well documented and compared each quarter to ensure energy efficiency practices, streamlined and standardized cleaning processes, tools, and frequencies are appropriate per site. Please see previous pages noting more details on hiring and training procedures.
7. Please describe your background check procedures and qualifications for employment.

   RNA follows a strict vetting process prior to hiring potential employees. We conduct very thorough background checks to ensure peace of mind on site. Please see

also the hiring and qualifications information on the previous pages. Our HR department is trained to pay close attention when reviewing applications and during interviews, looking for tell tale signs that the person they are meeting is in fact the person they are claiming to be on their resume.

8. Please describe your background check procedures on current employees.
   RNA performs mandatory background and drug testing at random intervals on all current employees to ensure we continue to provide the safest and most engaged workforce possible.

9. Address of facility that will service this account. Include office and any equipment/storage locations.
   4130 Varsity Dr, Ste A, Ann Arbor, MI 48108

10. Distance of this facility from Novi Civic Center. 29 Miles
11. Are you able to provide insurance coverage as required by this RFP? Yes
12. Provide information relative to the experience your company has had working with municipalities. Please provide the names of municipalities where service was provided, whether all available contract renewals were awarded, and if you are still continuing services for that agency. Include additional sheet, if necessary.

    Please see references on previous pages. Thank you.

13. Provide information relative to the experience your company has had working with Police Departments. Please provide the names of sites where service was provided.

RNA has locally serviced the Southfield Police Department, along with a long-term contract with Washtenaw County. Further details available upon request.

14. Provide information relative to the experience and financial capability of your company to carry out the terms of this contract.

RNA is well established, financially sound, and carries a revolving credit line of $5,000,000 of which approximately $4,879,000 is available for use.

15. Identify the number of employees in your firm who would be assigned to clean each facility during a scheduled cleaning shift for each of the facilities below. All shift supervisors/managers should be specially noted.

Location	Number of employees to be assigned to **clean** each building each night		Number of hours to be worked by **each** employee **each** night		Total number of "cleaning" hours each night	Are any of the cleaning people considered supervisors or managers? If so, how many?	Will there be any additional managers on site each night? If so, how many hours per night?
City Hall	2	X	4	=	8	0	1
Community Center/ Atrium	2	X	4	=	8	0	1
Police Department	1	X	6	=	6	0	1
DPW	1	X	5	=	5	0	1
Indoor Gun Range	1	X	2	=	2	0	1

Township Hall	1	X	1	=	1	0	1
Lakeshore Park	2	X	4	=	8	0	1

Describe the assignment of managers here, if necessary, to clarify the table above:

RNA's Manager is responsible for participating in and management of the cleaning process on site as well as supervision of staff in the routine cleaning of all areas of the building and policing of grounds. They also plan, participate in and oversee work, by maintaining a high standard of safety, cleanliness, and efficiency. Managers provide training for employees assigned locations and ensure compliance of laws and procedures of RNA. Management of equipment reports for proper operation, any necessary inventory or repair work needed, while modeling non-discriminatory practices in all activities. Quality Assurance inspections with periodic walk-throughs are another large part of their duties, along with direct follow-up with key client administrators.

16. How many clients does your company currently serve with the type of services described? Provide a list.

RNA currently services 1,000+ clients with over 1 billion sq. ft. cleaned daily. Please see also references.

17. Provide a list of equipment that will be on site and available for use by the crew performing the cleaning (including vacuums, scrubbers, buffers, etc). Provide an additional sheet if necessary.

Equipment to be kept on site A ride on for the Civic Center, a walk-behind for the Police Department and DPW. All other sites require the standard equipment included on the equipment list previously noted. Thank you.

Equipment available Please see the equipment information on the previous pages. Thank you.

18. Based on your company resources, are you able to perform all janitorial expectations outlined in this contract within the timeframe allocated?

Yes.

19. Provide the company's method of approach or work plan to meet the City's needs for the scope of work specified, **including start-up timeline** and start-up procedures. Use an additional sheet if necessary.

Please see proposed methods, transition, and implementation pages included.

20. Provide a description of your company's philosophy relative to customer satisfaction (handling complaints, offering suggestions, etc) and the implementation of environmentally friendly cleaning solutions.

RNA utilizes quantitative measurement tools to monitor performance, amongst other tools. These support RNA's ability to deliver agreed-upon objectives. These performance measurements ultimately fall within four basic categories: labor productivity, service responsiveness and customer satisfaction, budget integrity and benchmarking / comparative indices. RNA will provide a monthly operational report that will grade employee performance and provide an accurate reading of that employee's job performance for that period with an emphasis on customer satisfaction. See also our Sustainability pages included.

21. As part of your proposal, your company is requested to provide a Quality Assurance Plan. Please explain how similar plans offered through your company have been effective with other clients.

We know regular communication is key. Quality Assurance is a high priority of RNA's, and we do everything we can so that you can rest assured that everything is taken care of. We developed our own user-friendly Quality Assurance App, compatible with any mobile device. Each of your zones will be assigned a unique username and password allowing you to make instant requests via the app. Every report goes into a single database with a touch of the screen saving valuable corresponding time and allowing for RNA's quick responses. This process has been proven successful for several years.

22. **References**: Provide at least three (3) references for projects that are comparable in scope to this RFP. Several references from municipalities would be desirable.

Company Please see references on the previous pages.

Address _____

Phone _____ Contact name _____

Scope of work _____

Contract dates _____

Company _____

Address _____

Phone _____ Contact name _____

Scope of work _____

Contract dates _____

Company _____

Address _____

Phone _____ Contact name _____

Scope of work _____

Contract dates _____

23. Claims & Suits: Does your firm have any litigation pending or outstanding against your organization or its officers? If yes, please provide details.
No X Yes _____

_____

_____

24. Provide any additional information you would like to include which may not be included within this Questionnaire. You may attach additional sheets.

THE FOREGOING QUESTIONNAIRE IS A TRUE STATEMENT OF FACTS:

Signature of Authorized Company Representative: Mike Farha

Representative's Name (please print) Mike Farha, CEO

Date November 20, 2022

RNA
FACILITIES MANAGEMENT

BID BOND

Argonaut Insurance Company
Deliveries Only: 225 W. Washington, 24th Floor, Chicago, IL 60606
United States Postal Service: P.O. Box 469011, San Antonio, TX 78246

KNOW ALL MEN BY THESE PRESENTS: That we RNA Michigan Holdings, called the Principal, and Argonaut Insurance Company, an Illinois corporation, called the Surety, are held and firmly bound unto City of Novi, called the Obligee, in the sum of Seventeen Thousand Ninety One Dollars and 00/100 U.S. Dollars ($ $17,091.00), for the payment of which we bind ourselves, and our successors and assigns, jointly and severally, as provided herein.

WHEREAS, Principal has submitted or is about to submit a bid to the Obligee on a contract for Janitorial Services ("Project").

NOW, THEREFORE, the condition of this bond is that if Obligee accepts Principal's bid, and Principal enters into a contract with Obligee in conformance with the terms of the bid and provides such bond or bonds as may be specified in the bidding or contract documents, then this obligation shall be void; otherwise Principal and Surety will pay to Obligee the difference between the amount of Principal's bid and the amount for which Obligee shall in good faith contract with another person or entity to perform the work covered by Principal's bid, but in no event shall Surety's and Principal's liability exceed the penal sum of this bond.

Signed this 22nd day of November, 2022.

RNA Michigan Holdings
PRINCIPAL

By: Mike Farha
COO, Title

ARGONAUT INSURANCE COMPANY

By:
Kayla Plowman, Attorney-in-Fact

ARGONAUT INSURANCE COMPANY CORPORATE SEAL 1948 ILLINOIS

Argonaut Insurance Company
Deliveries Only: 225 W. Washington, 24th Floor
Chicago, IL 60606
United States Postal Service: P.O. Box 469011, San Antonio, TX 78246
POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That the Argonaut Insurance Company, a Corporation duly organized and existing under the laws of the State of Illinois and having its principal office in the County of Cook, Illinois does hereby nominate, constitute and appoint: **Kayla Plowman**

Surety Bond No.: Bid Bond
Principal: RNA Michigan Holdings
Obligee: City of Novi

Their true and lawful agent(s) and attorney(s)-in-fact, each in their separate capacity if more than one is named above, to make, execute, seal and deliver for and on its behalf as surety, and as its act and deed any and all bonds, contracts, agreements of indemnity and other undertakings in suretyship provided, however, that the penal sum of any one such instrument executed hereunder shall not exceed the sum of:

$97,550,000.00

This Power of Attorney is granted and is signed and sealed under and by the authority of the following Resolution adopted by the Board of Directors of Argonaut Insurance Company:

"RESOLVED, That the President, Senior Vice President, Vice President, Assistant Vice President, Secretary, Treasurer and each of them hereby is authorized to execute powers of attorney, and such authority can be executed by use of facsimile signature, which may be attested or acknowledged by any officer or attorney, of the Company, qualifying the attorney or attorneys named in the given power of attorney, to execute in behalf of, and acknowledge as the act and deed of the Argonaut Insurance Company, all bond undertakings and contracts of suretyship, and to affix the corporate seal thereto."

IN WITNESS WHEREOF, Argonaut Insurance Company has caused its official seal to be hereunto affixed and these presents to be signed by its duly authorized officer on the 19th day of November, 2021.

Argonaut Insurance Company

ARGONAUT INSURANCE COMPANY CORPORATE SEAL 1948 ILLINOIS

by: _____

Gary E. Grose , President

STATE OF TEXAS
COUNTY OF HARRIS SS:

On this 19th day of November, 2021 A.D., before me, a Notary Public of the State of Texas, in and for the County of Harris, duly commissioned and qualified, came THE ABOVE OFFICER OF THE COMPANY, to me personally known to be the individual and officer described in, and who executed the preceding instrument, and he acknowledged the execution of same, and being by me duly sworn, deposed and said that he is the officer of the said Company aforesaid, and that the seal affixed to the preceding instrument is the Corporate Seal of said Company, and the said Corporate Seal and his signature as officer were duly affixed and subscribed to the said instrument by the authority and direction of the said corporation, and that Resolution adopted by the Board of Directors of said Company, referred to in the preceding instrument is now in force.

IN TESTIMONY WHEREOF, I have hereunto set my hand, and affixed my Official Seal at the County of Harris, the day and year first above written.

KATHLEEN M MEEKS
NOTARY PUBLIC
STATE OF TEXAS
MY COMM. EXP. 07/15/25
NOTARY ID 557902-8

_____
(Notary Public)

I, the undersigned Officer of the Argonaut Insurance Company, Illinois Corporation, do hereby certify that the original POWER OF ATTORNEY of which the foregoing is a full, true and correct copy is still in full force and effect and has not been revoked.

IN WITNESS WHEREOF, I have hereunto set my hand, and affixed the Seal of said Company, on the 22nd day of November, 2022.

ARGONAUT INSURANCE COMPANY CORPORATE SEAL 1948 ILLINOIS 22nd

_____
Austin W. King , Secretary

IF YOU HAVE QUESTIONS ON AUTHENTICITY OF THIS DOCUMENT CALL (833) 820 - 9137.

ARGO POWER OF ATTORNEY

ARGO SURETY

Member Argo Group

November 29, 2022

Re: RNA Michigan Holdings, LLC

To Whom It May Concern:

We understand that RNA Michigan Holdings, LLC is being considered for a project with your company. Please be advised that Ironwood Insurance Services, LLC and Argonaut Insurance Company have supported RNA Michigan Holdings, LLC in their surety bond needs since 2021. RNA Michigan Holdings, LLC is an excellent contractor and held in high regard. We feel extremely confident in their ability.

At the present time, Argonaut provides $5,000,000 single project / $10,000,000 aggregate surety program for RNA Michigan Holdings, LLC. Argonaut reserves the right to perform normal underwriting at the time of any bond request, including, without limitation, prior review and approval of relevant contract documents, bond forms, and project financing.

Argonaut Insurance Company is listed on the U.S. Treasury Department's Listing of Approved Sureties (Department Circular 570), and it is rated A-, XIV by A.M. Best Company.

If you should have any further questions, please contact me at 404-503-9145.

Sincerely,
Argonaut Insurance Company

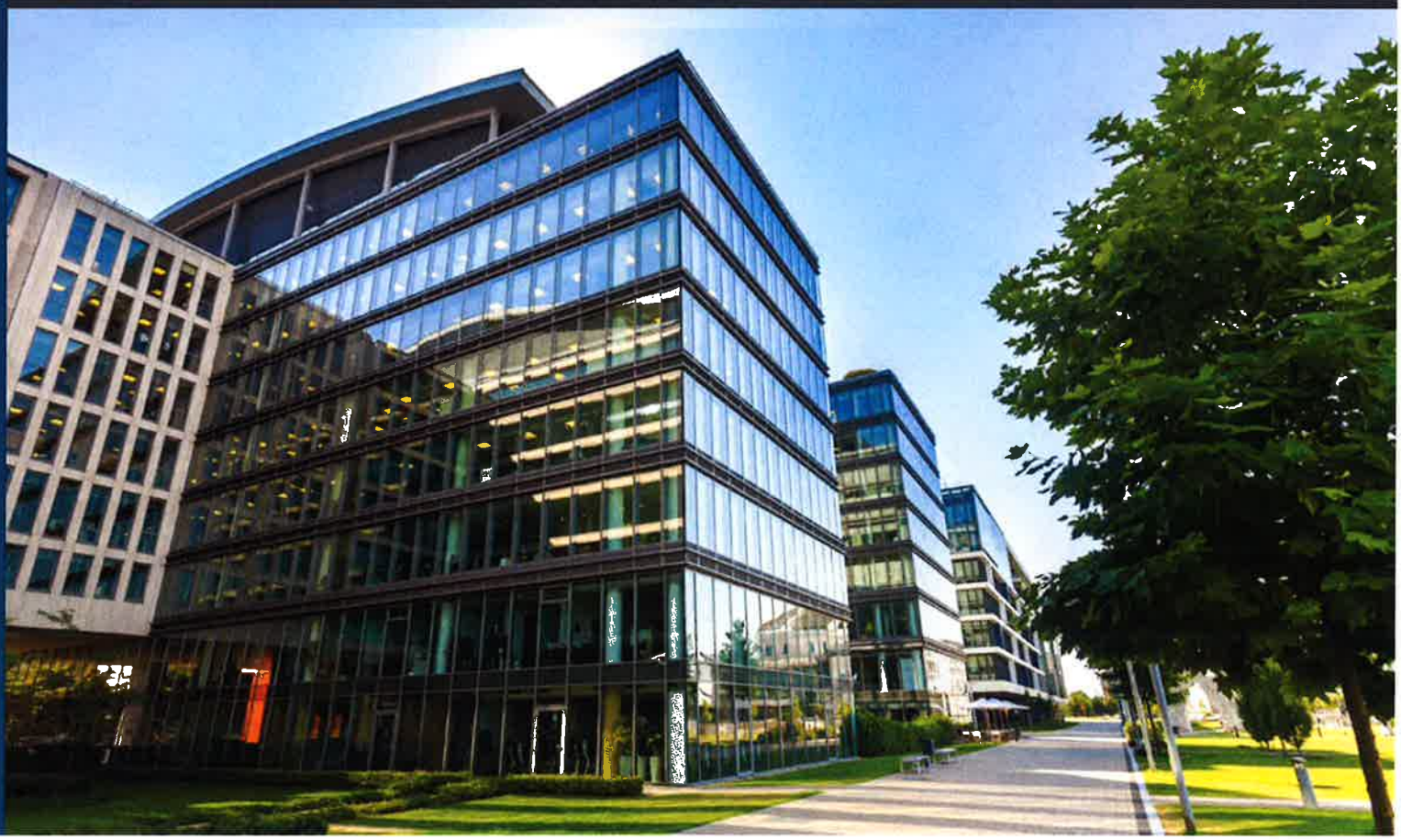
Kayla Plowman

Kayla Plowman, Attorney-in-Fact

SUSTAINABILITY MADE SIMPLE™

Because you world is busy enough.

RNA
FACILITIES MANAGEMENT



BIORENEWABLES®

RNA FACILITIES MANAGEMENT

BioRenewables® Glass Cleaner pH 8.0–9.0

This versatile and easy-to-use product contains 84% bio-based material. It removes tough soils such as grease, smoke, oils, tape residue, food stains, dust and dirt from window glass and sills, mirrors, countertops, chrome, fluorescent lights and tubing, and any other glass or mirror finish.

BioRenewables® Glass Cleaner RTU pH 7.5–8.5

A convenient, ready-to-use version of BioRenewables Glass Cleaner. Ideal for work environments where dispensers are not readily available or an RTU product is desired.

BioRenewables® Restroom Cleaner pH 1.5–2.5

A citric acid-based, toilet, urinal and shower room cleaner/deodorizer that contains 83% bio-based material. It removes soap scum, water spots, light rust, and is safe to use in urinals, shower rooms, and other similar hard, non-porous restroom surfaces.

BioRenewables® Industrial Degreaser pH N/A

Formulated with soybean oil technology and boosted with d-Limonene, it contains 57% bio-based material. Removes grease, dirt, cosmoline, tar, many inks, most adhesives, and industrial oils. Safe to use on ferrous and non-ferrous metal, concrete, and ceramic.

BioRenewables® Waterless & Waterless Plus Hand Cleaners pH 7.0–8.0

These hand cleaners are made with a soybean-solvent base to remove heavy-duty soils safely and easily. Produced with 80% bio-based material, they also contain a unique blend of surfactants to emulsify soils. Waterless Plus has pumice to life away ground-in grime.

In the six categories of **RNA's Approved** Sustainable Products, we offer many environmentally preferable options that enable you to clean for health.

Contrary to the myths of the past, these products work just as well as traditional cleaning products. Using sustainable products is not more expensive than a traditional cleaning program either, that is just another misconception.

Keeping facilities clean without negatively affecting the health of its occupants and custodial staff is the primary goal of a "green" or sustainable program.

Lite'n Foamy · GREEN SOLUTIONS · CLEAN by Peroxy · BIORENEWABLES · Consume Nature's Way · Clothesline FRESH

GENERAL HOUSEKEEPING SOLUTIONS

RNA FACILITIES MANAGEMENT

TriBase® Multi Purpose Cleaner pH 8.0–9.0

A 74% bio-based product, formulated with corn, coconut and palm kernel surfactants. TriBase cleans with a multitude of soils with no VOCs. It is biodegradable and works on glass, mirrors, floors, walls, restroom and kitchen surfaces and tile; almost any surface not harmed by water.

Graffiti Remover SAC® pH N/A

A ready-to-use product of soybean and corn esters. A safer solvent alternative to petroleum-based solvents, such as toluene. Removes graffiti as well as scuff marks, wax residue, and adhesive. Safe to use on glazed tile, stainless steel, fiberglass, metal, marble, chrome, aluminum, glass, Formica®, Lexan®, and porcelain.

Xcelenté™ pH 7.0–8.0

Enjoy the fresh, clean fragrance of lavender while you clean with Xcelenté multi-purpose, hard surface cleaner. The phosphate-free formula is great for floors, and other surfaces where a bright, shiny, streak free finish is desired. With a long-lasting, fragrant bloom of lavender, Xcelenté will delight building residents and visitors throughout the day.

Clean by Peroxy® pH 2.0–3.0

Clean by Peroxy is a proprietary surfactant blend combined with hydrogen peroxide. This all-purpose cleaner is formulated to quickly remove everyday soils, including greasy residues.

FloorFront™ pH 7.5–8.5

FloorFront is a high-gloss, low-maintenance floor finish that is also environmentally responsible. It needs half the burnishing, re-coating, and stripping necessary with other zinc-free finishes.

SUSTAINABILITY INITIATIVES

BRIDGING THE GAP BETWEEN CHEMISTRY & SUSTAINABILITY

RNA is focused on continuing our leadership role within the sustainability movement. While we continue to make advancements in sustainable products, we are making adjustments in our operations to reduce our carbon footprint as well. At **RNA**, we are active sustainability participants, not just a **facilities management corporation.** Below are some of the steps we are taking to decrease our environmental impact and enhance our corporate responsibility.

RESOURCE & MATERIAL USAGE

- **Supplier utilizes on-site ponds to** supply automated irrigation management
- 75% of **RNA's supplier** property remains naturally vegetated **on supplier site**
- 71 acres agriculturally farmed **on supplier site**
- Landscape debris is composted **at supplier site**
- Facility-wide Green Cleaning Program with Green Solutions and BioRenewables
- All literature contains 10–30% recycled paper

CONSUME® NATURE'S WAY

RNA FACILITIES MANAGEMENT

Consume® pH 8.0–9.0

Multi-functional at its best! Consume is a cleaner, odor eliminator, stain remover, and drain maintainer. It naturally removes difficult organic soils from many surfaces including tile, concrete, steel and carpet. Regular use of Consume eliminates organic build-up in drains, keeping them clear and odor-free. Cleans and eliminates odors on floors, in dumpsters, recycling containers, and portable toilets. Ideal for cleaning and odor control in many areas, such as carpets, drains, dumpsters, and more!

Consume Eco-Lyzer® pH 6.0–7.0

All-in-one, Consume Eco-Lyzer is a neutral disinfectant cleaner with residual odor control. EPA Reg. No. 5741-24. Patented cleaning technology (US Patent #6,165,965 & #6,180,585) that reduces janitorial labor by cleaning, disinfecting, and digesting residual organic soils with one product. Multi-surface safe with a neutral pH, Eco-Lyzer is safe to use on most floors, including concrete, ceramic, terrazzo, marble, slate, rubber, VCT, and painted surfaces. Use in bathrooms, stadiums, zoos, kennels, dumpsters, trash bins, loading docks, and portable toilets.

Consume Bio-Bowl® pH 1.5–2.5

A natural acid toilet, urinal, and shower room cleaner with organic digesters and bio-based cleaning agents to effectively remove hard water, urine deposits, and related odors. The unique blend of digesters and bio-based acid controls foul odors, digesting urine build-up in pipes to keep them free-flowing and odor-free. Consume Bio-Bowl is a ready-to-use products, so there is no mixing necessary. Bio-Bowl can be used in urinals, toilets, and drains.

Consume® FWD pH N/A

Consume FWD is a farm waste digester that effectively controls foul odors at their source, reduces sludge build-up, and breaks down manure in lagoons. FWD is ideal for use in poultry, swine, dairy, and equine farms. The unique digesters efficiently control odor-causing materials such as ammonia, hydrogen sulfide, and volatile fatty acids. Consume FWD provides digesting activity even in cold weather, maintaining the waste system year-round. Use of Consume FWD speeds up the composting process, making fertilizer more readily available.

SUSTAINABILITY INITIATIVES

- Save 60 tons of virgin plastic resin annually through use of a lower weight plastic container
- 100% recyclable corrugated containers
- 2/3 corrugated containers made from sustainable sources
- Recycled office paper creates white cartons—NOT bleach

CONSUME® NATURE'S WAY

RNA FACILITIES MANAGEMENT

Consume® LIQ pH 8.0–9.0

Liquid wastewater treatment naturally digests organic soils (sugars, carbohydrates, proteins, and fats) in drains, grease interceptors, septic tanks, lift stations, and wastewater systems. It maximizes efficiency of grease interceptors and septic tanks to minimize operating costs.

Consume® POW pH N/A

A powdered wastewater treatment that naturally cleans by assisting in the removal of organic soils in grease interceptors, septic tanks, drain fields, lift stations, and wastewater systems. Consume POW digesters speed up the natural digestion process of organic soils and difficult compounds including phenols and cellulose, saving time.

Consume Micro-Muscle® pH 8.5–9.5

Featuring organic digesters for odor control, Consume Micro-Muscle quickly penetrates and digests petroleum-based soils such as motor oil, hydraulic fluid, stamping oils, and lubricants.

Consume Drop-in-a-Drain® pH 6.5–8.5

A convenient, single-dose natural drain treatment, Drop-in-a-Drain naturally digests drain line build-up and blockage. Its unique single dose comes in water soluble dosing packets. Drop-in-a-Drain is easy to use and great for showers, sinks, septic systems, and floor, beer, and soda tap drains.

CX3 Bio-Assist® pH 8.0–9.0

A heavy-duty soil extraction carpet cleaner with Consume® digestive power, CX3 has organic digesters that stay behind for residual odor control and waste removal. It is low-foaming, non-corrosive, phosphate-free, biodegradable, and non-flammable. Ideal for nursing homes, day cares, schools, restaurants, casinos, food handling areas, pet facilities, or anywhere carpet odor problems may be a nuisance.

WOOLSAFE APPROVED

ESTIMATED ENVIRONMENTAL SAVINGS BASED ON ONE YEAR FOR CORRUGATED CARDBOARD PRODUCTION:

- Trees conserved: 14,185
- GHG conserved: 1087 metric tons
- Energy conserved: 7444 million BTUs
- Water conserved: 5,840,800 gallons
- Wastewater creation avoided: 7,429,929 gallons
- Landfill space saved: 2754 cubic yards

GREEN SOLUTIONS®

RNA FACILITIES MANAGEMENT

Green Solutions® All Purpose Cleaner pH 7.0–8.0

Quickly penetrates and emulsifies soils. Removes light to medium soils. No fragrance, dye or VOCs. Versatile—use on any surface not harmed by water. Spray, wipe, or mop.

Green Solutions® Floor Seal & Finish pH 7.8–8.2

Superior leveling for faster re-coat and fewer errors. Exceptional clarity, depth of gloss, and superior durability without yellowing. No heavy metals, no unpleasant odors. Save time with this easy-to-maintain finish.

Green Solutions® Carpet Cleaner pH 8.0–9.0

Penetrates quickly for fast and easy soil removal. Use in all types of extraction equipment. Dries to a crystal for easy vacuum removal. Non-residual formula prevents re-soiling. No fragrance, dye, VOCs, or solvents. Safe to use on stain-resistant, untreated, and wool carpets.

Green Solutions® Glass Cleaner pH 7.5–8.5

Penetrates soil for fast and easy removal. Dries quickly without streaking. No fragrance, no dye, no VOCs, no ammonia. Ideal for use on glass, windows, mirrors, countertops, chrome trim, display cases, fluorescent lights, and salad bar/deli/fast food sneeze guards.

Green Solutions® Floor Finish Remover pH 10.5–11.5

Use 24 hours a day—anytime and anywhere. Low VOCs and low odor—ideal for confined areas and where strong odors are a problem. Easily removes Green Solutions Floor Seal & Finish and other cross-linked finishes.

Green Solutions® Industrial Cleaner pH 9.0–10.0

Quickly penetrates and removes petroleum-based soils. No fragrance, dye or VOCs. Works effectively to clean up motor oil, hydraulic fluid, stamping oils, and lubricant. Ideal for use in manufacturing plants, printing houses, auto repair shops, dumpsters, loading docks, and mass transit systems.

SUSTAINABILITY INITIATIVES

ENERGY USE & GREENHOUSE GAS (GHG) EMISSIONS

- > 25% reduction in energy usage
- > 20% reduction in annual Greenhouse Gas (GHG) Emissions:
  - GHG emissions of 144 passenger cars
  - CO^2 emissions of 1753 barrels of oil
  - Annual energy usage of 91.5 homes
- 18–21% reduction in the GHG Emissions embedded in each gallon of product
- 54% reduction in vending machine energy usage

WASTE DISPOSAL

- Over 65% of our waste is recycled, rather than landfilled
- Over 250 tons of materials recycled annually
- Recycling Program for production, office and employee waste

LITE'N FOAMY®

RNA FACILITIES MANAGEMENT

Lite'n Foamy® Sunflower Fresh pH 5.5-6.5

Lite'n Foamy Sunflower Fresh is a biobased foaming hand wash, formulated with ingredients made from renewable resources. The biobased raw materials used in Lite'n Foamy Sunflower Fresh produce a luxurious foam that leaves the skin clean and soft after each use. Lite'n Foamy Sunflower Fresh contains Aloe Vera to prevent the skin from drying out.

Lite'n Foamy® Citrus Fresh pH 5.5-6.5

Lite'n Foamy Citrus Fresh is a biobased foaming hand wash, formulated with ingredients made from renewable resources. With a refreshing citrus fragrance, Lite'n Foamy Sunflower Fresh produces luxurious foam and leaves the skin clean and soft after each use.

Lite'n Foamy® Fruit Burst pH 5.0-7.0

Formulated with environmentally-preferred components, Lite'n Foamy Fruit Burst is a great choice for LEED buildings or green cleaning programs. Combined with its fantastic fruity mandarin fragrance, Fruit Burst is guaranteed to be a crowd favorite. The Lite'n Foamy system is the economical choice for end-users. With reduced packaging, it is also the sustainable choice to reduce landfill waste.

REDUCE WASTE AND SAVE MONEY

Bulk packaging means less waste in the landfill and more savings in your pocket. One Lite'n Foamy® gallon is equal to 3 refill cartridges from competitive systems, and the gallon is 100% recyclable, while cartridge refills are not.

66% REDUCTION
in plastic[1]

75% REDUCTION
in corrugate[2]

OR

1 gallon =
7,500 washes

1 X 4 CASE OF GALLONS **12 REFILL CARTRIDGES**

[1] 4 PCR gallons is equivalent to 12 cartridge refills, requiring 1/3 of the plastic packaging content, or 66% reduction.

[2] Refills packed 3 per carton is equivalent to 4 cartons for every 1 case of gallons, requiring only 25% corrugate or 75% reduction.

RNA
FACILITIES MANAGEMENT

SUSTAINABLE

DESIGNED AND FORMULATED WITH SUSTAINABILITY IN MIND

RNA sought to identify **suppliers who offer** ingredients that fit environmentally preferable profiles established for green cleaning applications. We utilized them in our laundry care products, without compromising product performance.

SUSTAINABLE CHARACTERISTICS OF CLOTHESLINE FRESH

- All surfactants are on EPA's Safer Choice CleanGredients® list
- Readily biodegradable
- Bio-based surfactants are used whenever possible and when petroleum-derived surfactants are used; they are readily biodegradable as well
- Bio-based surfactants are derived from soy, corn, and coconut oil
- Formulated with the EPA's Presidential Green Chemistry Challenge award winning chelants
- Polymeric chelant and anti-encrustation aide entirely derived from chicory root
- Natural bio-based acids as neutralization aides (citric acid)

CLOTHESLINE FRESH®

Clothesline Fresh® Color Safe Bleach 5 pH 12.5-13.5

Formulated in partnership with the Environmental Protection Agency's Safer Choice Program, Clothesline Fresh Color Safe Bleach brightens colors and whitens whites using the environmentally-preferred power of active oxygen.

Clothesline Fresh® Softener EP 19 pH 4.0-5.0

Furthering your sustainable laundry efforts with a product formulated in partnership with the Environmental Protection Agency's Safer Choice Program. Clothesline Fresh Softener EP is a readily biodegradable, liquid fabric softener that teams a Fresh April Air scent with superior softness.

Clothesline Fresh® Oxygen Bleach EP 20 pH 4.0-5.0

An environmentally preferable oxygen-based bleach. Keeps whites white and colors bright. 85% more active than Clothesline Fresh Color Safe Bleach.

RNA
FACILITIES MANAGEMENT

LAUNDRY

CLOTHESLINE FRESH PRODUCTS CONTAIN

- No or low VOCs
- No Phosphates
- No Silicates
- No Harsh Solvents
- No Alkylphenol Ethoxylates
- No Nitrilotriacetic Acid (NTA)
- No Toxic/Persistent Components or By-products
- No Ozone-Depleting Chemicals

HIGH EFFICIENCY FORMULATIONS

- Use high efficiency equipment
- Automatic dispensing
- Cool and cold-water temperatures
- Decreased wash cycle time
- Increase use of ozone injection systems

CLOTHESLINE FRESH®

Clothesline Fresh® No Dye-No Fragrance Laundry Detergent 13 pH 8.0–9.0

Formulated in partnership with the Environmental Protection Agency's Safer Choice Program, Clothesline Fresh No Dye - No Fragrance Laundry Detergent contains no phosphates or nonylphenol ethoxylates, both of which can have a negative environmental impact. Formulated with zero dye or fragrance components, this product is ideal for customers who may be sensitive or allergic to dyes or fragrances.

Clothesline Fresh® Detergent EP 18 pH 7.0–8.0

An Environmentally Preferable detergent option that will help you meet your sustainability goals. Clothesline Fresh Detergent EP was formulated in partnership with the Environmental Protection Agency's Safer Choice Program. Clothesline Fresh Detergent EP does not contain phosphates, silicates, solvents or nonylphenol ethoxylates, all of which can have a negative environmental impact.

What Do These Symbols Mean?

GREEN SEAL CERTIFIED

The Green Seal mark represents compliance with a rigorous set of criteria designed to achieve leadership levels in sustainability. Certified products have met the same performance and quality requirements you would expect from a traditional, non-green counterpart based on performance criteria. While having reduced toxicity to people and the environment.

SAFER CHOICE

Products with the Safer Choice label help consumers and commercial buyers identify and select products with safer chemical ingredients, without sacrificing quality or performance.

CERTIFIED BIOBASED

This symbol indicates that a product has earned USDA certification and approval to display the USDA Certified Biobased Product label. Biobased products are derived from plants and other renewable agricultural, marine, and forestry materials and provide an alternative to conventional petroleum-derived products.

KOSHER

Kosher Certification means the highest standard of kosher, built on a deep level of trust between manufacturers, producers and consumers.

WOOL SAFE APPROVED

This product has been independently tested for use on wool and meets the highest standards for performance and safety.

HIGH EFFICIENCY

Detergents bearing the HE logo are formulated to be used in high efficiency washing machines that use less water, less energy, and less detergent.

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SUSTAINABILITY AT A GLANCE

BIORENEWABLES®

○ BioRenewables® Glass Cleaner	3835
○ Clean on the Go® BioRenewables® Glass Cleaner	4835
○ BioRenewables® Glass Cleaner RTU	3239
○ BioRenewables® Restroom Cleaner	3530
○ BioRenewables® Industrial Degreaser	2310
○ BioRenewables® Waterless Hand Cleaner	2960
○ BioRenewables® Waterless Plus Hand Cleaner	2974

GENERAL HOUSEKEEPING SOLUTIONS

○ Tribase® Multi Purpose Cleaner	3830
○ Clean on the Go® Tribase® Multi Purpose Cleaner	4830
○ Graffiti Remover SAC®	3071
○ Xcelenté™	0019
○ Clean on the Go® Xcelenté™	4803
○ Clean by Peroxy®	0035
○ Clean on the Go® Clean by Peroxy®	4820
○ FloorFront™	4047

CONSUME® NATURE'S WAY

○ Consume®	3097
○ Consume Eco-Lyzer®	3297
○ Consume Bio-Bowl®	3397
○ Consume® FWD	3106
○ Consume® LIQ	3102
○ Consume® POW	3104
○ Consume Micro-Muscle®	3497
○ Consume Drop-in-a-Drain®	3205
○ CX3 Bio-Assist®	3110

GREEN SOLUTIONS®

○ Green Solutions® All Purpose Cleaner	3501
○ Green Solutions® All Purpose Cleaner (2 Liter)	3511
○ Green Solutions® Floor Seal & Finish	3504
○ Green Solutions® Carpet Cleaner	3509
○ Green Solutions® Carpet Cleaner (2 Liter)	3514
○ Green Solutions® Glass Cleaner	3507
○ Green Solutions® Glass Cleaner (2 Liter)	3512
○ Green Solutions® Floor Finish Remover	3505
○ Green Solutions® Industrial Cleaner	3506
○ Green Solutions® Industrial Cleaner (2 Liter)	3515

LITE'N FOAMY®

○ Lite'n Foamy® Sunflower Fresh	3305
○ Lite'n Foamy® Citrus Fresh	3308
○ Lite'n Foamy® Fruit Burst	3342

CLOTHESLINE FRESH®

○ Clothesline Fresh® Color Safe Bleach 5	7005
○ Clothesline Fresh® No Dye-No Fragrance Laundry Detergent 13	7013
○ Clothesline Fresh® Detergent EP 18	7018
○ Clothesline Fresh® Softener EP 19	7019
○ Clothesline Fresh® Oxygen Bleach 20	7020

RNA
FACILITIES MANAGEMENT

SUSTAINABILITY MADE SIMPLE™

Renewable Resources

Environmentally Preferred Chemistry

Concentrated Formulas

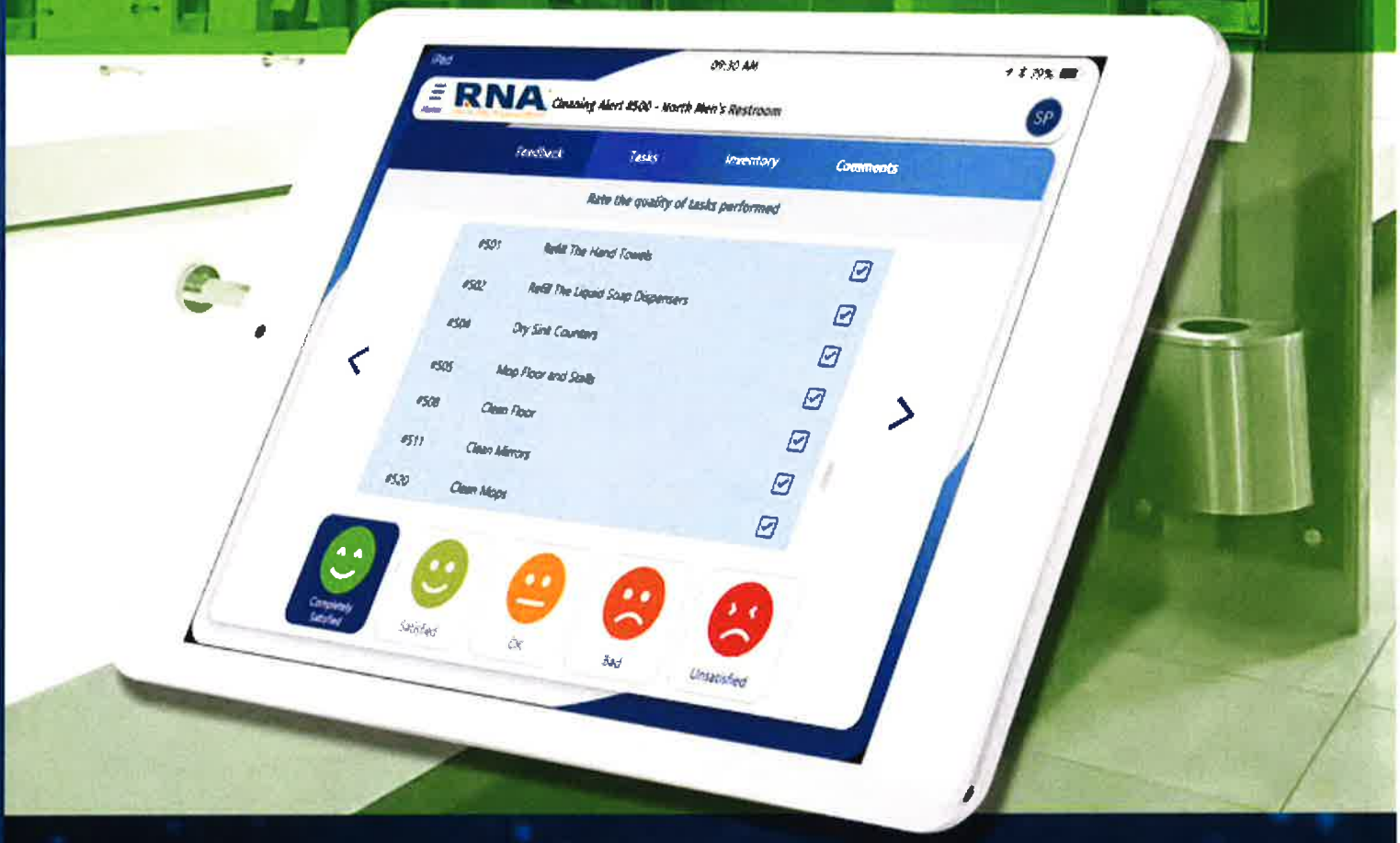
Recycled Materials

Reduced Packaging

RNA
FACILITIES MANAGEMENT

Clean + Inspect

RNA's Clean + Inspect is a mobile tool used to manage custodial activity and measure performance – delivering effective, efficient, and sustainable results.



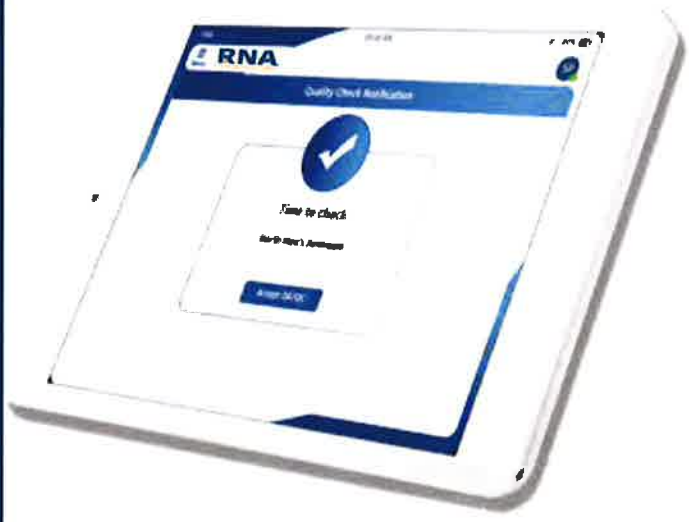
Improving operational efficiency and guest experiences through the power of data analytics

RNA
FACILITIES MANAGEMENT

Clean+

- No sign-in sheets – passively monitor arrivals and departures and clean time
- Input tasks performed
- Input the quantity of replenished consumables
- Provide real-time restroom feedback
- Receive real-time cleaning alerts for areas in need of service
- View schedules of locations in need of service and monitor activities on task logs

Inspect



- Quality inspection reports based on custodian tasks and environment
- Schedule inspections
- Snap photos and provide feedback to staff
- Receive real-time cleaning alerts based on inspection results
- Assign tasks and work orders to custodians
- Pull reports and analytics – weighted reports
- Integrated with work order management systems

About RNA Analytics

RNA offers a facility analytics platform with a unique blend of data analysis and technology that monitors the movement of people and assets. Dedicated to helping facilities improve operations and the overall customer experience, the areas of application for Analytics solutions are pivotal points in a patron's experience and their experience at each of these points can influence whether they choose to return in the future. Equipped with a state-of-the-art technology, and a business intelligence platform, our Analytics app is changing the way clients manage their facilities and how customers feel about facilities.

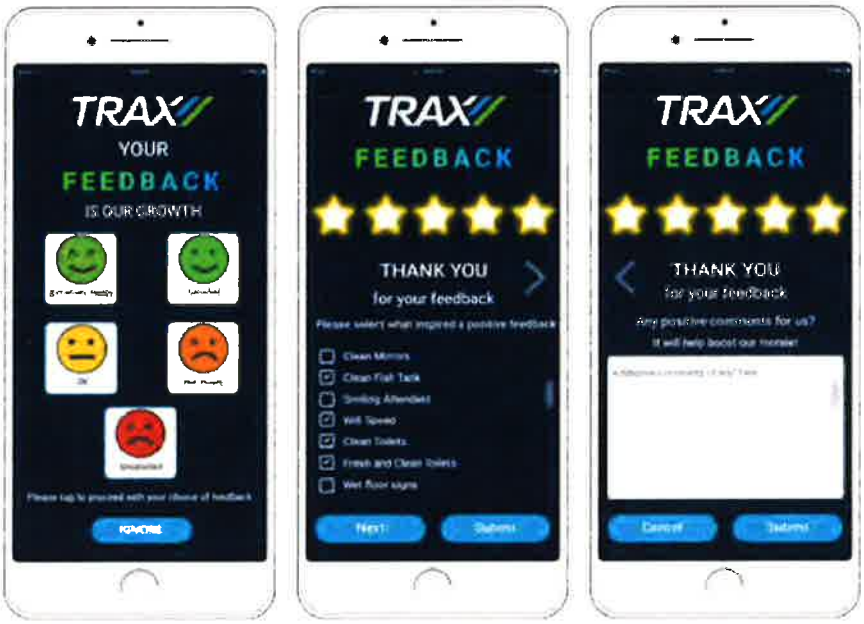
RNA
FACILITIES MANAGEMENT

RNA Touchless Feedback

RNA FACILITIES MANAGEMENT

A customizable solution created to gather important information about facility performance from guests to improve operations, return rate, and overall guest experience.

Retrieve real-time feedback while engaging your customers to improve customer experience.



Thank your guests for their contribution to improving their future experience.

Configuration Options

Custom QR codes decals and/or NFC tags will be placed in key points of a facility to prompt opening the application for guest feedback.

RNA FACILITIES MANAGEMENT

RNA
FACILITIES MANAGEMENT

Top Rated Local Janitorial Service
We are your Experts.

RNA Facilities Management
4130 Varsity Dr, Ste A, Ann Arbor, MI 48108
www.rnafm.com

RNA
FACILITIES MANAGEMENT

4130 VARSITY DR, STE A
ANN ARBOR, MI 48108
734-260-3395

SEALED BID RESPONSE

11-30-22
11:13am
Rec'd by dle

Deliver to:

CITY OF NOVI
FINANCE DEPARTMENT – SECOND FLOOR
45175 Ten Mile Rd.
Novi, MI 48375-3024

JANITORIAL SERVICES

NOTICE - CITY OF NOVI

REQUEST FOR PROPOSALS

JANITORIAL SERVICES

The City of Novi will receive sealed proposals for **Janitorial Services** according to the specifications of the City of Novi.

A mandatory pre-proposal meeting and walk-through of all facilities will be held Tuesday, November 15, 2022 promptly at 10:00 a.m. beginning at the Novi Civic Center, 45175 Ten Mile Rd., Novi, MI 48375-3024.

Sealed proposals, *with fee proposals in a separate sealed envelope*, will be received until **2:00 P.M.** prevailing Eastern Time, **Wednesday, November 30, 2022.** Fee proposals will not be opened at this time.

All proposals shall be addressed as follows and delivered to:

CITY OF NOVI
FINANCE DEPARTMENT – SECOND FLOOR
45175 Ten Mile Rd.
Novi, MI 48375-3024

OUTSIDE OF MAILING ENVELOPE/PACKAGE MUST BE PLAINLY MARKED **"JANITORIAL SERVICES RFP"** AND MUST BEAR THE NAME OF THE PROPOSER.

The City reserves the right to accept any or all alternative proposals and award a contract to other than the lowest proposer, to waive any irregularities or informalities or both; to reject any or all proposals; to subdivide the award, and in general to make the award of the contract in any manner deemed by the City, in its sole discretion, to be in the best interest of the City of Novi.

Tracey Marzonie
Purchasing

Notice Dated: October 28, 2022

NOTICE TO PROPOSERS:
The City of Novi officially distributes RFP documents through the Michigan Intergovernmental Trade Network (MITN). **Copies of RFP documents obtained from any other source are not considered official copies**. The City of Novi cannot guarantee the accuracy of any information not obtained from the MITN website and is not responsible for any errors contained by any information received from alternate sources. Only those contractors who obtain RFP documents from the MITN system are guaranteed access to receive addendum information, if such information is issued. If you obtained this document from a source other than the source indicated, it is recommended that you register on the MITN site, www.mitn.info and obtain an official copy.

CITY OF NOVI

JANITORIAL SERVICES

INSTRUCTIONS TO PROPOSERS

This RFP is issued by the Purchasing Office of the City of Novi.

IMPORTANT DATES

RFP Issue Date	October 28, 2022
Mandatory Pre-proposal Meeting/Walk Through	**Tuesday, November 15, 2022, promptly at 10:00 a.m.** City of Novi 45175 Ten Mile Road Novi, MI 48375
Last Date for Questions	Tuesday, November 22, 2022 by 12:00 p.m. Please submit all questions via email to: Tracey Marzonie, Purchasing Accountant tmarzonie@cityofnovi.org
Response Due Date	**Thursday, November 30, 2022 by 2:00 p.m.**

MANDATORY PRE-PROPOSAL MEETING/WALK-THROUGHS

The mandatory pre-proposal meeting & walk-through begins promptly at the time listed above and will be closed thereafter to latecomers. It is the contractor's responsibility to take traffic, weather, etc. into consideration in order to arrive at the pre-proposal meeting/walk-throughs on time. All proposers MUST participate in the walk through inspection tour conducted by City personnel on the date specified above and familiarize themselves with any conditions which may affect performance & proposed prices. The walk-through tour will begin immediately following the pre-proposal meeting.

PROPOSAL SUBMITTALS

Provide **one (1)** original proposal, signed in ink. Original proposal may be clipped but should not be stapled or bound. **FEE PROPOSAL FORMS MUST BE SEALED IN A SEPARATE ENVELOPE. DO NOT INCLUDE ANY PRICING OR FEES IN YOUR TECHNICAL PROPOSAL.** No other distribution of the proposal will be made by the Contractor. Proposal must be signed by an official authorized to bind the Contractor to its provisions.

FAILURE TO SUBMIT PRICING ON THE PROPOSAL FORM PROVIDED BY THE CITY OF NOVI MAY CAUSE THE PROPOSAL TO BE CONSIDERED NON-RESPONSIVE AND INELIGIBLE FOR AWARD.

YOUR PROPOSAL SHOULD CONSIST OF THE FORMS REQUIRING YOUR COMPLETION (ie Proposal Form and Contractor Questionnaire), OTHER DOCUMENTATION WHICH MAY BE REQUESTED, AND ANY OTHER INFORMATION YOU WOULD LIKE TO SUBMIT IN ORDER TO DOCUMENT YOUR QUALIFICATIONS. PLEASE DO NOT SUBMIT THE ENTIRE RFP DOCUMENT PACKAGE AS PART OF YOUR PROPOSAL.

CHANGES TO THE RFP/ADDENDUM

Should any prospective Proposer be in doubt as to the true meaning of any portion of the RFP, or should the Proposer find any patent ambiguity, inconsistency, or omission therein, the Proposer shall make a written request (via email) for official interpretation or correction. Such request shall be submitted to the staff member indicated above. The individual making the request shall be held responsible for its prompt delivery.

Such interpretation or correction, as well as any additional RFP provisions that the City may decide to include, will be made as an addendum, which will be posted on the MITN website at www.mitn.info . Any addendum issued by the City shall become part of the RFP and subsequent contract and shall be taken into account by each proposer in preparing its proposal. Only written addenda are binding. It is the Proposer's responsibility to be sure they have obtained all addenda. Receipt of all addenda must be acknowledged on proposal form.

SUBMISSION OF PROPOSAL

Proposals must be submitted in a sealed envelope. Outside of mailing envelope must be labeled with name of contractor and name of proposal. Failure to do so may result in a premature opening or failure to open such proposal.

To be considered, sealed proposals must arrive at City Clerk's Office, on or before the specified time and date. There will be no exceptions to this requirement. Proposal is considered received when in the possession of the City Clerk. Contractors mailing proposals should allow ample time to ensure the timely delivery of their proposal. Proposals received after the closing date and time will not be accepted or considered. Faxed, emailed, or telephone proposals are not acceptable. The City of Novi shall not be held responsible for lost or misdirected proposals. The City reserves the right to postpone a proposal opening for its own convenience.

Proposals must be clearly prepared and legible and must be signed by an Authorized Representative of the submitting Company on the enclosed form. **Proposals must show unit and total prices if requested. In case of mistakes in price extension, unit pricing shall govern.** ANY CHANGES MADE ON PROPOSAL FORMS MUST BE INITIALED OR YOUR PROPOSAL MAY BE CONSIDERED NON-RESPONSIVE.

A proposal may be withdrawn by giving written notice to the Purchasing Manager before the stated due date/closing time. After the stated closing time, the proposal may not be withdrawn or canceled for a period of One Hundred and Twenty (120) days from closing time.

Failure to include in the proposal all information requested may be cause for rejection of the proposal.

Proposers are expected to examine all specifications and instructions. Failure to do so will be at the proposer's risk.

No proposal will be accepted from, or contract awarded to any person, firm, or corporation that is in arrears or is in default to the City Novi upon any debt or contract, or that is in default as surety or otherwise, or failed to perform faithfully any previous contract with the City.

RESPONSIVE PROPOSALS

All pages and the information requested herein shall be furnished completely in compliance with instructions. The manner and format of submission is essential to permit prompt evaluation of all proposals on a fair and uniform basis. Unit prices shall be submitted if space is provided on proposal form. In cases of mistakes in extension, the unit price shall govern. Accordingly, the City reserves the right to declare as non-responsive, and reject an incomplete proposal if material information requested is not furnished, or where indirect or incomplete answers or information is not provided. Any exceptions to the specifications must be noted on the proposal form.

EXCEPTIONS

The City will not accept changes or exceptions to the RFP documents/specifications unless Contractor indicates the change or exception in the "Exceptions" section of the proposal form. If Contractor neglects to make the notation on the proposal form but writes it somewhere else within the RFP documents and is awarded the contract, the change or exception will not be included as part of the contract. The original terms, conditions and specifications of the RFP documents will be applicable during the term of the contract.

CONTRACT AWARD

The contract that will be entered into will be that which is most advantageous to the City of Novi, prices and other factors considered. The City reserves the right to accept any or all alternative proposals and to award the contract to other than the lowest proposer, waive any irregularities or informalities or both, to reject any or all proposals, and in general, to make the award of the contract in any manner deemed by the City, in its sole discretion, to be in the best interests of the City of Novi.

After contract award, notification will be posted on the MITN website at www.mitn.info.

SELECTION PROCESS

This document is a Request for Proposals. It differs from an Invitation to Bid in that the City is seeking a solution as described herein, and not a bid meeting firm specifications for the lowest price. As such the lowest price will not guarantee an award recommendation.

Competitive sealed proposals will be evaluated based on criteria formulated around the most important features of the service, of which qualifications, experience, references, capacity, methodology, references, and previous experience with the contractor may be overriding factors, and price may not be determinative in the issuance of a contract or award.

The proposal evaluation criteria should be viewed as standards that measure how well a contractor's approach meet s the desired requirements of the city. Those criteria that will

be used and considered in evaluation for award are set forth in this document. The City will thoroughly review all proposals received. A contract will be awarded to a qualified contractor submitting the best proposal.

The City will thoroughly review all proposals received. After an initial review of all proposals, a select few of the highest scored proposals will receive further consideration at the sole discretion of the City.

Do not assume the City has any knowledge about your organization and the services you have to offer, nor should you assume the City will conduct any preliminary research into your organization. It is the proposer's responsibility to completely and thoroughly document their proposal.

The City of Novi reserves the right to accept any or all alternative proposals and award a contract to other than the lowest proposer, to waive any irregularities or informalities or both; to reject any or all proposals; to subdivide the award, and in general to make the award of the contract in any manner deemed by the City, in its sole discretion, to be in the best interest of the City of Nov

SELECTION CRITERIA

For proposals that receive further consideration, the successful contractor will be chosen on the basis of the apparent greatest benefit to the City, including but not limited to the following:

1. Experience and qualifications
2. Capacity to perform the work
3. References and past performance
4. Methodology/Work plan
5. Cost / Fees for services rendered
6. Possible Site Visit to a building currently being cleaned by Contractor (for short-listed firms only)
7. Interviews with one or more short-listed firms may be conducted

BID BOND (please include bid bond with technical proposal, not fee proposal)

A Bid must be accompanied by Bid security made payable to OWNER (City of Novi) in an amount of 5% of Bidder's maximum Bid price. The required security must be in the form of a Bid bond by a surety licensed to conduct business in the State of Michigan and named in the current list of "Surety Companies Acceptable on Federal Bonds" as published in the Federal Register by the Audit Staff Bureau of Accounts, U.S. Treasury Department or a certified or bank cashier's check made payable to the City of Novi. Attorneys-in-fact who execute the Bid Security or Bid Bond on behalf of the Surety shall affix to the bond a certified copy of the power of attorney. The Bid security of the successful Bidder will be retained until the Agreement has been executed and the successful bidder has furnished the required Contract security, whereupon Bid Security will be returned. If Bidder fails to execute and deliver the Agreement and furnish the required Contract security within ten days of Award, Owner may annul the Award and the Bid security of that Bidder will be forfeited. The Bid Security of any bidder whom owner believes to have a reasonable chance of receiving the Award may be retained by the OWNER until the earlier of the seven (7) days after the effective date of the Agreement or 90 days after the RFP is due.

PERFORMANCE BOND

A Performance Bond shall be provided by the successful contractor within five (5) days from the date of award in an amount at least equal to 100% of the initial year contract price as security for the faithful performance of this contract. After the initial contract year, Contractor shall provide a performance bond for each contract renewal. The value of the bond shall be equal to the annual price total of the active buildings.

Please note that the City of Novi requires some very specific language as indicated in the sample bond attached as part of this RFP document. There will be no exceptions. If the awarded contractor is not able to provide a bond with this exact language, the award will be rescinded. It is in the Contractor's best interest to make sure they can provide a bond with our required language. **The City will not accept a check as performance surety.**

CITY OF NOVI

GENERAL CONDITIONS

INSURANCE
A certificate of insurance naming the City of Novi as additional insured must be provided by the successful proposer prior to commencement of work. A current certificate of insurance meeting the requirements in Attachment A is to be provided to the City and remain in force during the entire contract period.

TAX EXEMPTION
It is understood that the City of Novi is a governmental unit, and as such, is exempt from the payment of all Michigan State Sales and Federal Excise taxes. Do not include such taxes in the proposal prices. The City will furnish the successful proposer with tax exemption certificates when requested. The City of Novi's tax exempt number is 38-6032551.

DOWN-PAYMENTS OR PRE-PAYMENTS
Any proposal submitted which requires a down-payment or prepayment prior to delivery and full acceptance of the item(s) as being in conformance with specifications will not be considered for award.

CONTRACT TERMINATION
The City may terminate and/or cancel this contract (or any part thereof) at any time during the term, any renewal, or any extension of this contract, upon thirty days (30) days written notice to the Contractor, for any reason, including convenience without incurring obligation or penalty of any kind. The effective date for termination or cancellation shall be clearly stated in the written notice.

INVOICING
Invoices for the City of Novi may be mailed to City of Novi, Attn: Finance Department, 45175 Ten Mile Road, Novi, MI 48375, or emailed to: invoices@cityofnovi.org.

TRANSFER OF CONTRACT/SUBCONTRACTING
The successful proposer will be prohibited from assigning, transferring, converting or otherwise disposing of the contract agreement to any other person, company or corporation without the expressed written consent of the City of Novi. Any subcontractor, so approved, shall be bound by the terms and conditions of the contract. The contractor shall be fully liable for all acts and omissions of its subcontractor(s) and shall indemnify the City of Novi for such acts or omissions.

CONTRACT RENEWAL
No contract shall be automatically renewed at the end of any contract term.

NO EXCLUSIVE CONTRACT

Contractor agrees and understands that the contract shall not be construed as an exclusive agreement and further agrees that the City may, at any time, secure similar or identical products/services at its sole option.

NON-DISCRIMINATION

In the hiring of employees for the performance of work described in this ITB and subsequent contract, neither the contractor, subcontractor, nor any person acting in their behalf shall by reason of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status discriminate against any person qualified to perform the work required in the execution of the contract.

ACCEPTANCE OF PROPOSAL CONTENT

Should a contract ensue, the contents of the proposal of the successful Proposer may become contractual obligations. Failure of a contractor to accept these obligations may result in cancellation of the award.

DISCLOSURE

All documents, specifications, and correspondence submitted to the City of Novi become the property of the City of Novi and are subject to disclosure under the provisions of Public Act No. 442 of 1976 known as the "Freedom of Information Act". This Act also provides for the complete disclosure of contracts and attachments hereto. This means that any informational material submitted as part of this ITB is available without redaction to any individual or organization upon request.

ECONOMY OF PREPARATION

Proposals should be prepared simply and economically, providing a straightforward and concise description of the proposer's ability to meet the requirements of the RFP. Emphasis should be on completeness and clarity of content. Included in the response must be a point by point response to the Requirements and other sections of the RFP.

The City of Novi is not liable for any costs incurred by proposer's prior to issuance of a contract.

MATERIAL SAFETY DATA SHEETS (MSDS)

All City of Novi purchases require a Material Safety Data Sheet, ("MSDS"), where applicable, in compliance with Miosha "Right To Know" law. The MSDS must include the following information:

1. The chemical name and the common name of the toxic substance.
2. The hazards or other risks in the use of the toxic substance, including:
    a) The potential for fire, explosion, corrosivity, and reactivity;
    b) The known acute and chronic health effects of risks from exposure, including the medical conditions which are generally recognized as being aggravated by exposure to the toxic substance; and
    c) The primary routes of entry and symptoms of overexposure.

3. The proper precautions, handling practices, necessary personal protective equipment, and other safety precautions in the use of or exposure to the toxic substances, including appropriate emergency treatment in case of overexposure.
4. The emergency procedure for spills, fire, disposal, and first aid.
5. A description in lay terms of the known specific potential health risks posed by the toxic substance intended to alert any person reading this information.
6. The year and month, if available, that the information was compiled and the name, address, and emergency telephone number of the manufacturer responsible for preparing the information.

INDEPENDENT PRICE DETERMINATION

By submission of a proposal, the proposer certifies, and in case of a joint proposal, each party hereto certifies as to its own organization, that in connection with the proposal:

(a) The prices in the proposal have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any other Competitor; and
(b) No attempt has been made or will be made by the proposer to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

Each person signing the proposal certifies that:

(c) He is the person in the proposer's organization responsible within that organization for the decision as to prices being offered in the proposal and that he has not participated and will not participate in any action contrary to (a) and (b) above; or
(d) He is not the person in the proposer's organization responsible within that organization for the decision as to prices being offered in the proposal but that he has been authorized in writing to act as agent for the persons responsible for such decisions in verifying that such persons have not participated, and will not participate, in any action contrary to (a) and (b) above , and that as their agent, does hereby so certify; and that he has not participated, and will not participate in any action contrary to (a) and (b) above.

A proposal will not be considered for award if the sense of the statements required in the proposal has been altered so as to delete or modify the above.

CITY OF NOVI
JANITORIAL SERVICES

SPECIFICATIONS

A. GENERAL SCOPE OF WORK – ALL LOCATIONS

1. It is the intention of City of Novi to contract for the services of one or more qualified custodial service providers to provide cleaning/custodial services at various City buildings. The Contractor shall employ trained, reliable, quality conscious custodians and supervisors.

2. It is the objective of the City to obtain the full cleaning performance in accordance with the terms of the specifications, general cleaning standards, and the quality of work requirements in this Contract. Clean and well-maintained buildings are the City's goals, and while deduction provisions for work omitted or improperly performed is designed to protect the City's interest, it is not ordinarily a desirable substitute for getting the job accomplished. The City is contracting for the complete performance of each cleaning job as identified in the Specifications, and deductions will, therefore, be made as stipulated.

3. The successful contractor shall furnish and administer all supervision, labor, and equipment.

4. Water and electricity shall be supplied by the City. Hand soap, toilet paper, paper towels, feminine hygiene products, toilet seat protectors, and trash can liners shall be furnished by the City of Novi as required for the satisfactory performance of work of this Contract.

    a) Water access locations:
        1) City Hall: On first floor in hallway next to Council chambers
        2) Community Center/Atrium: located in loading dock area
        3) Police Department: located in janitor's storage closet
        4) DPW: located near restrooms In Janitors closet
        5) Township Hall: restroom faucets
        6) Lakeshore Park: located in janitor's storage closet

5. It is intended that the services include all functions normally considered a part of workmanlike, satisfactory custodial maintenance whether or not they are specifically listed herein.

6. This contract does not include window washing of windows on the exterior walls of the building (neither inside nor outside) or the atrium windows. Glass doors and glass panels that are part of an entrance and glass within the buildings are included in this contract.

7. Services to be performed under this Contract shall be subject to inspection and approval by the Facilities Management Specialist or his designated representative. There shall be no deviations from any part of the Contract or from any approved schedule without prior written approval from the City. *Deductions will be an indication that work is not being performed per the Contract Specifications.* The City reserves the right to terminate this Contract for non-performance at any time it feels such termination is warranted.

8. The City reserves the option to change required days, hours, add, or delete locations to this contract.

9. The Contractor shall provide and maintain a manual listing of all cleaning products to be used on this Contract, as well as, M.S.D.S. sheets for those products, sign-in sheets, timesheets, and work requirements for that location. M.S.D.S sheets shall be kept in the same location as the chemicals.

B. CONTRACT PERIOD

1. If a contract is executed as a result of the proposal, it stipulates a fixed price for services. The contract period will be for one (1) year. Upon mutual consent of the City and the successful proposer, the contract may be renewed two (2) times in one (1) year increments at the same terms and conditions of the original contract.

2. The City may, from time to time, find it necessary to continue this contract on a month-to-month basis only, not to exceed a six (6) month period. Such month-to-month extended periods shall be by mutual agreement of both parties, with all provisions of the original contract or any extension thereof remaining in full force and effect.

C. SAFETY

1. The Contractor shall take all necessary precautions for the safety of their employees performing the work under this Contract. The Contractor shall direct and properly maintain at all times, as required by job conditions and work progress, all necessary safeguards for the protection of the workmen and the public.

2. The contractor will be familiar with and operate within the guidelines set forth by the Occupational Safety and Health Act (OSHA) and Michigan Occupational Safety and Health Act (MOSHA) which affect custodial and housekeeping operations.

3. All of the Contractor's employees who are assigned to the City of Novi shall be able to read, write, and speak American English.

D. FIRE PROTECTION AND PREVENTION

1. The Contractor shall comply with fire protection measures as described in the all fire prevention Codes.

2. The Contractor shall not store combustible supplies of any kind in any City building. The Contractor shall consider contaminated buckets, mops, cloths, and brushes as potentially subject to spontaneous heating and shall not store such items in City buildings. All buckets shall be emptied and cleaned after each use and all used materials shall be thoroughly cleaned or properly bagged and removed from the premises.

E. BUILDING SECURITY

1. At no time will the Contractor block open exterior doors or impede the function of their latching.

2. The Contractor or their employees shall not grant access to the buildings to any persons who are not a member of the Contractor's staff.

3. Keys/ID badges will be provided as required for access to the building at time of assignment. The Contractor shall be responsible for the safekeeping of building keys and return keys at expiration of the Contract. No additional keys will be furnished for locks. The Contractor shall be charged for any locksmithing services due to loss of keys/badges. Contractor shall be charged for replacement for loss of any ID badges.

4. Any and all interior doors unlocked by contractor employees for cleaning purposes shall be relocked after completion of services.

5. All interior doors shall be closed unless otherwise indicated by special instructions.

6. Prior to leaving the building and/or completed section of building, it shall be the responsibility of the Contractor to close and lock all windows, extinguish all non-automated lights, except as otherwise directed and to securely fasten and/or lock all doors.

F. ENERGY CONSERVATION

1. Energy conservations shall be practiced. Lights in unoccupied areas should be turned off, except where automatically controlled, and windows and doors are to be kept closed.

G. INSPECTIONS

1. Each day prior to opening, the Facilities Management Specialist, or designee, shall inspect the previous day's work to ensure that each task has been completed in a good and workmanlike manner and to the satisfaction of the City agency. The Contractor shall fill in the cleaning service checklist, noting any incomplete task(s), and sign and date the form. The Facilities Management Specialist, or designee, will review and verify the checklist. The Facilities Management Specialist, or designee, will note the date, time, and sign the checklist after inspecting, and will notify the Contractor of any deficiencies. The Contractor shall sign the checklist and note the date and time as acceptance of the deficiencies that need to be corrected.

H. CORRECTIONS

1. When the Contractor is advised by the Facilities Management Specialist, or designee, of an incomplete task, the deficiency shall be corrected by the Contractor's employees completing the task(s) in question within twenty-four (24) hours of the notification.

I. STORAGE SPACE, JANITOR'S CLOSET AND LOCKER ROOM

1. Space available in the building will be assigned to the Contractor for the storage of bulk supplies and the equipment to be used in the performance of the work of the Contract. The Contractor's employees shall keep this space in a neat and orderly condition.

2. The Contractor shall be responsible for all spills caused by their employees. Spills caused by leaky trash bags or spills outside of janitor's closets shall be especially noted. When necessary, the Contractor shall be responsible for the cleanup of those spills and shampoo carpets in areas needed as a result of Contractor's employee negligence. If the Contractor does not correct the spill to the satisfaction of the City, the City reserves the right to hire another contractor to correct the spills. The cost to hire the additional contract will be deducted from the Contractor's monthly invoice.

J. CLEANING CHEMICAL PRODUCTS & SUPPLIES

1. The City requires that the Contractor uses good quality products. The products used under this Contract shall be approved prior to use during the Contract. The Contractor shall supply a list of all products to be used and MSDS sheets for all chemicals to be used in City Buildings while providing this Contract's services. Each Proposer shall include MSDS sheets with the Proposal Response for products known to be used by the Proposer for these services.

2. The Contractor shall furnish all equipment and materials, not provided by the City. Water and electricity shall be provided by the City. Hand soap, toilet paper, paper towels, toilet seat protectors, feminine hygiene products and trash liners will be furnished by the City of Novi as required for the satisfactory performance of the work of this Contract.

K. EQUIPMENT REQUIREMENTS

1. The Contractor shall provide floor vacuums compliant with the following minimum Specifications and provide the City with validation of compliance. The vacuum system's minimum requirements include filtration efficiency capable of trapping 99% of contaminants as small as 0.3 micron. The Contractor shall comply with the manufacturer's specifications for filter bag replacement and follow the manufacturer's recommendation for filter change frequency.

2. The Contractor shall furnish supplies meeting the Specifications. These supplies and equipment include, but are not limited, to the following:

- Vacuum cleaners
- Floor buffing machines
- Clean, mop heads
- Brushes and rags
- Buckets
- Brooms
- Dusters

L. QUALIFICATION OF PROPOSERS

1. The successful proposer shall meet the requirements below in order to be considered for an award of Contract:

a) Shall have a satisfactory record of past performance. Past performance on City contracts will be considered as well as reference recommendations.

b) Shall have successfully performed Contracts similar in nature and dollar value within the past three (3) years. Proposers shall provide a list including contact information of three (3) most recent contracts of same scope and size. Failure to do so may be cause for rejection of the Proposal Response.

c) Shall have been in business under the same business name for a period of not less than three (3) years.

d) Shall demonstrate methodology/work plan and provide samples of sign-in sheets, time sheets, and work checklists with their proposal.

e) Shall have the ability to obtain background investigations on their employees at no additional cost to the City. All background investigations shall be submitted to the City prior to commence of contract, for all new employees added to the contract, at all contract renewals, and as requested by the City during the term of the Contract.

f) A site visit by the City designee of a building presently being cleaned by the short-listed list of contractors may be requested prior to award.

M. LABOR AND WAGE REQUIREMENTS

1. The Contractor is responsible for the payment of all salaries, wages, bonuses, Social Security, Worker's Compensation, taxes, Federal and State Unemployment Insurance, and any and all taxes relating to the personnel furnished under this Contract.

2. The Contractor is responsible for withholding State and Federal Income Taxes and F.I.C.A. Taxes shall also comply with all other laws relating to employees, such as wage and hourly laws, safety and health requirements, and collective bargaining laws.

N. BACKGROUND INVESTIGATIONS

1. Contractor will provide a background check on each employee including, employee's full name, date of birth, social security number, and copy of valid driver's license or Michigan ID card.

2. The Contractor shall assume the cost and responsibility to have background checks done for each employee assigned to each facility.

3. The Contractor shall guarantee that the background check and required documentation is completed and provided to the City prior to assignment of the employee(s) to a City building.

4. Background checks shall be repeated for each employee assigned at the commencement of each Contract renewal period unless a new employee has been investigated within thirty (30) days prior to the end of the previous Contract period and is deemed acceptable. The City may require confirmation at any time during the Contract that all employees working at City locations have received favorable background investigations.

5. The Contractor shall not assign any individual convicted of the following offenses: Abduction, Homicide, Rape, Aggravated Assault, Assault with Intent to Murder, or Assault with Intent to Rob.

6. The Contractor shall not assign any individual convicted, or having uncompleted probation for the following offenses: Burglary, Breaking and Entering, Carrying or Wearing a Weapon, Destruction of Property, Possession or Possession of a Controlled Dangerous Substance with Intent to Distribute, Explosives, Kidnapping, Theft/Larceny, Maiming, Manslaughter, Sexual Assault, Robbery, Shoplifting, Distribution of a Controlled Substance, or Theft.

7. The Contractor may seek exception to the above guidelines governing acceptability for assignment to the facility by providing documented specifics pertaining to convictions of the employee in question. The City will, at its sole discretion, accept or reject the requested exception.

O. HOLIDAYS

For providing custodial services under this contract, the work week shall be as indicated on the Building Information Summary Chart. In buildings that require a five-day work week, the following holidays will be observed by the contractor.

Any work necessary to be performed on Saturdays, Sundays or legal City holidays in areas scheduled for seven-day work weeks shall be performed **without** additional expense to the City.

1. New Year Day, January 1
2. Martin Luther King's Birthday
3. Presidents Day, February
4. Good Friday, last Friday before Easter
5. Memorial Day, last Monday in May
6. Independence Day, July 4
7. Labor Day, 1st Monday in September
8. Veteran's Day, November 11
9. Thanksgiving Day, 4th Thursday in November
10. Day after Thanksgiving, 4th Friday in November
11. Christmas Eve, December 24
12. Christmas Day, December 25
13. New Year's Eve, December 31

P. CONTRACTOR RESPONSIBILITIES

1. The Contractor shall assume all administrative and supervision responsibilities for own staff and ensure all work performed is of high quality in accordance with good practices, procedures, and industry standards. The Contractor shall conform to all Federal, State, and Local Laws and Governmental Regulations.

2. The Contractor will designate an individual to act as project supervisor. The project supervisor shall be available to the contractor's employees and to the Facilities Management Specialist, or his designee, at all times by use of a cell phone or other reliable means. The project supervisor shall monitor employee performance, attendance, and punctuality and

work closely with the Facilities Management Specialist, or his designee in assuring contract compliance.

3. Contractor shall provide for the City a registry of employees approved and assigned to work at the work site locations and ensure the registry is updated prior to new employee assignments. New employees (assigned at the beginning of the contract, or at any time during the contract or any renewals) may not be begin work at a City facility until they have passed a background check, all information has been provided to the City, and they have been approved by the Facilities Management Specialist or his designee.

4. All employees assigned to the City must be fluent enough in the American English language to read and understand chemical labels and signs, as well as converse understandably with City management and other City personnel. The contractor's project supervisor must be fluent in American English.

5. The Contractor shall take all necessary precautions for the safety of the employees performing the work under this Contract. The Contractor shall direct and properly maintain at all times, as required by job conditions and work progress, all necessary safeguards for the protection of workmen and the public.

6. The Contractor's employees shall not have family members or non-employees present at the assignment location.

7. The Contractor's employees shall not engage in cell phone conversations during the course of work.

8. The Contractor's employees shall vacate the City premises promptly upon completion of the assignment.

9. Employees of the contractor will eat and take work breaks in specific areas and will not be allowed to eat or take breaks in offices.

10. The Contractor shall require all their employees to wear a badge with photo identification and a uniform stating the company name as identification for admittance into the building and as means of identification during the time their employees are in the building. This is mandatory.

11. The Contractor will not allow any of their employees to use the City of Novi ID badge of another one of the contractor's employees. This is strictly prohibited.

12. The Contractor will not allow their employees to smoke within any City facility or within 100 feet from any entrance. Smoking is prohibited per ordinance.

13. The Contractor shall carefully screen, train, and supervise each employee providing services under this Contract. Employees shall comply with all requirements as stated in this solicitation.

14. The Contractor shall report promptly to the Facilities Management Specialist, or his designated representative, any building deficiencies such as leaky faucets, stopped toilets or drains, broken fixtures, or any unsafe conditions.

15. The City may require the dismissal of any employee who the City determines, at its sole discretion, as incompetent, careless, insubordinate, or who violates any governmental law, rule, or regulation in a City facility. Additionally, the City may require the reassignment of any employee whose continued employment is contrary to consistently good relationships with City staff. The City may require, at its sole discretion, reassignment and restricted access of any employee the City believes may be a safety and/or security risk.

16. The City, at its discretion and authority, may require the departure from the premises of any employee(s) found to be noncompliant with uniform and badge requirements as set forth in this Contract.

17. The Contractor shall provide and update as necessary for the City 's on-site records an affirmation of background investigations performed and the employee(s)' acceptability for assignment to the work location. Background investigations of Contractor's employees may be verified by the City at any time during this Contract.

18. The Contractor shall require their employees to comply with the instructions pertaining to conduct and building regulations. All employees shall sign in and sign out in the facility's security log book upon entering and leaving the building. Sign in and sign out shall be in accordance with the set schedule agreed upon by both the Contractor and the City. Copies of log in sheets shall be submitted with the Contractor's invoice.

19. Once trash has been disposed of in the dumpsters, employees shall ensure the gates to the containment area are closed and latched. Employees may be required to set alarms at some locations. This information shall be provided to the Contractor prior to commencing work.

20. Assure that the Contractor's employees shall not disturb papers on desks, open drawers in any desks or other furniture, use City telephones or any other City equipment or appliances in the building (such as radios, coffee pots, microwave ovens, or televisions), or use equipment or appliances belonging to City employees.

21. While performing services under this Contract, the Contractor's employees shall not use illegal drugs or alcohol, or be under the influence of illegal drugs or alcohol.

22. The Contractor shall assume full responsibility for any and all damage or claim for damage, injury to persons, property, and equipment that may result from any services performed under this Contract. The Contractor shall be held liable by the City for damages caused by its employees to any equipment, apparatus, or installed property in the City facilities in which work in performed in accordance with this RFP.

23. Contractor must commit to a number of qualified staff dedicated to accomplishing all of the tasks required on the attached list. If at any time the number of staff service falls off and staff is determined to be less than what was committed in the RFP, the City of Novi reserves the right to cancel the contract for non-performance.

24. Performance evaluation meetings will be scheduled during regular business hours as needed to keep services compliant with specifications.

Q. CALL BACKS AND DEDUCTIONS

For all work that is performed in an unsatisfactory manner, the contractor shall be given a "call-back". A "call-back" shall be defined as an unscheduled call to the contractor to complete or correct any portion of work not completed satisfactorily during the regularly scheduled time the work should have been done. All "call-backs" shall be answered and the work completed or corrected within the next regularly scheduled work period or at the direction of the Facilities Management Specialist or his designee, the unsatisfactory work shall be completed immediately.

Examples of unsatisfactory performance, as it relates to "call-backs", include but are not limited to the following:

- Nonperformance of or unsatisfactory performance of any portion of the work as specified and scheduled.
- Non-responsive to "call-backs"

Results of unsatisfactory performance:

- "Call-backs" in excess of two (2) within an invoice period shall result in a deduction of fifty ($50.00) dollars from that period's invoice with fifty ($50.00) dollars deducted for each "callback" thereafter.
- Two (2) "call-backs" during a one (1) month period or more than six (6) times in a year constitutes grounds for contract termination.

Deduction for no-show: one twentieth (1/20) of the monthly service cost will be deducted from each invoice period for failure to perform cleaning service on any given day. Two (2) no shows during a one (1) month period or more than six (6) times in a year constitutes grounds for contract termination.

R. EMPLOYEE CONDUCT

The City reserves the right to request the removal of any contractor's employee for reasonable cause. Such causes shall include, but are not limited to, the following:

- Wearing of inappropriate clothing and/or uniform
- Engaging in loud, boisterous and unprofessional conduct
- Unauthorized use, disposition and/or misappropriation of City and/or City employee's personal property
- Use of City telephones for personal calls is prohibited
- Engaging in unlawful and unauthorized acts
- Misrepresentation of facts
- Failure to meet acceptable standards of personal cleanliness and neatness, bearing and demeanor.
- Not following procedures or doing job correctly.
- Smoking within any City facility or within 100 feet of any entrance.

S. WORK STANDARDS

Detailed work standards are listed in Appendix A.

BUILDING NAME: **CITY HALL** (2 story section of Civic Center building)
45175 Ten Mile Road, Novi, MI 48375

Clean throughout the 2-story section of the building, including but not limited to offices, conference rooms, copy room, lunch rooms/breakrooms, stairways, hallways. Council Chambers is included with the City Hall cleaning.

Facility Hours: Monday – Friday, 8 am – 5 pm

Cleaning Hours: Monday – Friday after 5 p.m.

Restricted area: Server Room

Special Instructions: Must adjust schedule to clean Council Chambers after the meetings are over. Server room is cleaned only at the request of the Facility Operations Manager.

GENERAL CLEANING - THROUGHOUT BUILDING	**Frequency of Service**
- Empty trash receptacles throughout building and replace liners (does not include emptying of blue recycling receptacles or recycling bins in lunchroom)	Daily
- Empty outside trash receptacles at all entrances and replace liners	Daily
- Remove all trash collected to designated area	Daily
- Clean cobwebs	Daily
OFFICES/CONFERENCE ROOMSCOMMON AREAS/COPY ROOM/HALLWAYS/COUNCIL CHAMBERS	
- Dust horizontal surfaces including tables, counters, tops of cubicle walls, tops of file cabinets (does not include office desks)	Daily
- Clean and disinfect counters, including Council dais	Daily
- Spot vacuum carpets and sweep floors where debris is noticeable	Daily
- Clean and disinfect door handles	Daily
- Wash and clean inside and outside of security glass with approved cleaner	Daily
- Sweep, wet mop, and disinfect vinyl floors Including luxury vinyl tile	Daily
- Clean both sides of glass partitions and transom glass with approved cleaner	Weekly
- Dust high reach areas	Weekly
- Fully vacuum carpets from wall to wall, including rugs/mats and under desks	Weekly
- Clean smudges from all glass and tabletops	Weekly
- Spot clean doors, door frames, light switches	Weekly
- Dust window blinds	Quarterly
- Strip, seal, wax vinyl floor area	Quarterly
- Vacuum ceiling air vents	Monthly
KITCHEN/LUNCHROOM/BREAKROOM	
- Scour/clean and disinfect sink	Daily

- Clean and disinfect kitchen counters and tables	Daily
- Clean and disinfect door handle	Daily
- Dust mop hard surface floors with treated dust mop	Daily
- Spot vacuum carpets and sweep floors when debris is noticeable	Daily
- Sweep, wet mop, and disinfect Luxury vinyl floors (LVT)	Daily
- Fully vacuum carpets from wall to wall, including rugs/mats	Weekly
- Dust high reach areas	Weekly
- Spot clean doors, door frames, light switches	Weekly
- Clean and disinfect appliances and cabinets	Monthly
- Strip, seal, wax vinyl floor area	Quarterly
- Vacuum ceiling air vents	Monthly

RESTROOMS

- Clean and disinfect all restroom fixtures, sinks, commodes, and urinals	Daily
- Clean and disinfect counters, trash containers, dispensers, hand dryers, baby changing stations	Daily
- Clean and disinfect entrance door(s), wall surfaces, all partition walls between commodes and urinals, wainscoting, wipe off all soap residue from walls & floor below soap dispensers.	Daily
- Clean mirrors	Daily
- Replenish toilet paper, hand soap, seat protectors, feminine hygiene products (in vending machines), and paper towels in all dispensers	Daily
- Sweep, wet mop, and disinfect floors	Daily
- Machine scrub floors that can't be completely cleaned with wet mopping	Daily
- Clean and disinfect interior and exterior surfaces of sanitary napkin receptacles, and replace bag liner with new liner	Daily
- Clean and flush floor drain with germicidal detergent, followed by a second flushing with clean rinse water.	Weekly
- Spot clean doors, door frames, light switches	Weekly
- Vacuum ceiling air vents	Monthly

ENTRANCES/VESTIBULES

- Clean glass doors, inside and outside	Daily
- Sweep debris. Vacuum mats/floors within vestibule and inside atrium.	Daily
- Straighten mats	Daily
- Sweep debris 10 feet away from door. No debris is to be left on the sidewalk.	Daily
- Remove salt stains (seasonal)	Daily
- Clean walls when smudges noticed	Weekly

STAIRS, STAIRWELLS, AND LANDINGS

- Clean and disinfect railings	Daily
- Sweep/dust mop stairs and landings	Daily
- Wet mop stairs and landings	Every other day
- Vacuum corners and hard to reach areas	Weekly
- Dust high surfaces, walls, woodwork, window sills, ledges and vents	Weekly

BUILDING NAME: **COMMUNITY CENTER / ATRIUM** (in the Civic Center Building)
45175 Ten Mile Road, Novi, MI 48375

Includes but is not limited to: atrium; atrium restrooms (first floor and second floor); balcony area on 2nd floor overlooking atrium, including short hallways leading to offices; drinking fountain in 2nd floor hallway; Mayor's conference room, hallway & restroom next to Council chambers, and Council conference room (behind Council chambers), office & conference space in Parks, Recreation, and Cultural Services, Older Adult Services, and Youth Assistance; Information desk; conference tables/chairs & seating areas in atrium. Does not include the Council chambers, which is part of City Hall cleaning. Facilities Office M-F only.

Facility Hours: Monday – Friday 6 am - 10 pm
Saturday 7 am - Midnight
Sunday 8 am - Midnight

Frequency of cleaning: 7 days/week

Cleaning Hours: Sunday - Saturday, 8 P.M. until finish

Restricted Areas: Parks & Recreation Storage Room

SPECIAL INSTRUCTIONS: Must adjust schedule to clean after the meetings and activities are completed at night. Parks offices and meeting rooms must be cleaned on Friday nights. Do not clean the Parks & Recreation storage room. Do not clean the kiosk near the stairway in the atrium.

GENERAL CLEANING - THROUGHOUT BUILDING	**Frequency of Service**
- Empty trash receptacles throughout building and replace liners (does not include emptying of blue recycling receptacles or recycling bins in atrium)	Daily
- Empty outside trash receptacles at all entrances and replace liners	Daily
- Remove all trash collected to designated area	Daily
- Clean cobwebs	Daily
OFFICES/CONFERENCE ROOMS/COMMON AREAS/COMMUNITY ROOMS	
- Dust horizontal surfaces including tables, counters, tops of cubicle walls, tops of file cabinets (does not include office desks)	Daily
- Clean and disinfect counters	Daily
- Pickup and dispose of any trash left on counters or floors in common areas.	Daily
- Spot vacuum carpets and sweep floors when debris is noticeable	Daily
- Clean and disinfect door handles	Daily
- Sweep, wet mop, and disinfect vinyl floors	Daily
- Sweep, machine scrub, and disinfect ceramic tile floors	Daily
- Dust mop hardwood floors	Daily
- Clean smudges from all glass and horizontal surfaces	Daily

- Clean glass partitions and transom glass with approved cleaner — Weekly
- Dust high reach areas — Weekly
- Fully vacuum carpets from wall to wall, including rugs/mats and under desks — Weekly
- Spot clean doors, door frames, light switches — Weekly
- Vacuum ceiling air vents — Monthly
- Dust window blinds — Quarterly
- Strip, seal, wax vinyl floor area — Quarterly

ATRIUM

- Dust horizontal surfaces including tables, piano cover, display cabinets — Daily
- Vacuum all floor mats. Straighten mats. — Daily
- Spot vacuum carpets and sweep floors where debris is noticeable — Daily
- Wash and clean plexiglass with approved cleaner (2nd floor railings) — Daily
- Sweep and machine scrub and disinfect ceramic tile floors — Daily
- Dust, clean and disinfect Information Desk in atrium — Weekly
- Clean glass doors and glass walls inside and outside of Council chambers — Weekly
- Dust window sills — Monthly
- Damp wipe all base moldings — Monthly

KITCHEN/LUNCHROOM/BREAKROOM

- Scour/clean and disinfect sink — Daily
- Clean and disinfect kitchen counters and tables — Daily
- Clean and disinfect door handles — Daily
- Sweep and wet mop/disinfect hard surface floors — Daily
- Spot vacuum carpets when debris is noticeable — Daily
- Damp wipe appliances and cabinets — Daily
- Fully vacuum carpets from wall to wall, including rugs/mats — Weekly
- Dust high reach areas — Weekly
- Spot clean doors, door frames, light switches — Weekly
- Clean and disinfect appliances and cabinets — Monthly
- Vacuum ceiling air vents — Monthly
- Clean and flush drains and grease traps with germicidal detergent, followed by a second flushing with clean rinse water. — Monthly
- Strip, seal, wax vinyl floors — Quarterly

RESTROOMS

- Clean and disinfect all restroom fixtures, sinks, commodes, and urinals — Daily
- Clean and disinfect counters, trash containers, dispensers, hand dryers, baby changing stations — Daily
- Clean and disinfect entrance door(s), wall surfaces, all partition walls between commodes and urinals, wainscoting, wipe off all soap residue from walls & floor below soap dispensers. — Daily
- Clean mirrors — Daily
- Replenish toilet paper, hand soap, seat protectors, feminine hygiene products (in vending machines), and paper towels in all dispensers — Daily
- Sweep floors — Daily

- Wet mop and disinfect floors	Daily
- Machine scrub floors that can't be completely cleaned with wet mopping	Daily
- Clean and disinfect interior and exterior surfaces of sanitary napkin receptacles, and replace bag liner with new liner	Daily
- Clean and flush floor drains with germicidal detergent, followed by a second flushing with clean rinse water.	Weekly
- Spot clean doors, door frames, light switches	Weekly
- Vacuum ceiling air vents	Monthly

HALLWAYS/DRINKING FOUNTAINS

- Clean, polish and disinfect drinking fountain fixtures	Daily
- Vacuum all floor mats. Straighten mats.	Daily
- Sweep and wet mop and disinfect vinyl floors	Daily
- Sweep and machine scrub and disinfect ceramic tile floors	Daily
- Spot clean doors, door frames, light switches	Weekly
- Vacuum ceiling air vents	Monthly
- Damp wipe all base moldings	Monthly
- Strip, seal, wax vinyl floor area	Quarterly

ENTRANCES/VESTIBULES

- Clean glass doors, inside and outside	Daily
- Sweep debris from vestibule and the first 10 feet outside of entrance door. No debris shall be left on the sidewalk	Daily
- Vacuum mats/floors within vestibule and inside atrium. Replace mats in proper position (straightened and do not block doors)	Daily
- Remove salt stains (seasonal)	Daily
- Damp wipe walls when smudges noticed	Weekly

ELEVATOR

- Spot vacuum carpets when debris is noticeable	Daily
- Spot clean and polish all stainless steel using stainless steel cleaner	Daily
- Spot clean walls	Daily
- Damp wipe and disinfect buttons (inside and outside)	Daily
- Clean door tracks and threshold plates (scrub brush or vacuum)	Daily
- Clean and polish inside and outside of elevator doors and fascia	Weekly
- Fully vacuum carpets from wall to wall, including rugs/mats	Weekly
- Fully clean interior walls	Weekly
- Vacuum ceiling grates	Quarterly

STAIRS, STAIRWELLS, AND LANDINGS

- Clean and disinfect railings	Daily
- Sweep/dust mop stairs and landings	Daily
- Wet mop stairs and landings	Every other day
- Vacuum corners and hard to reach areas	Weekly
- Dust high surfaces, walls, woodwork, window sills, ledges and vents	Weekly

BUILDING NAME: **POLICE DEPARTMENT**
45125 Ten Mile Road, Novi, MI 48375

Clean throughout the entire building, including but not limited to offices, restrooms, conference rooms, meeting rooms, lunch rooms/breakrooms, stairways, and hallways.

Frequency 5 days/week/2nd floor
7 days/week/1st floor

Facility Hours: 24/7

Cleaning Hours: see Special Instructions

Restricted Areas: Crime Lab

SPECIAL INSTRUCTIONS: Shift coverage needs to be approved by the Budget Analyst. Contractor cannot begin cleaning in the building until after 8:00 p.m. and everything needs to be completed by 6:00 a.m. There is no cleaning of locker rooms or floors on the 1st floor during shift changes (6:00 p.m. – 8:00 p.m.). The three (3) trash containers at the back doors need to be emptied on a daily basis. Jail cells need to be thoroughly cleaning on a daily basis. SRT Room and Crime Lab are to be cleaned upon request.

GENERAL CLEANING - THROUGHOUT BUILDING	**Frequency of Service**
- Empty trash receptacles throughout building and replace liners (does not include emptying of blue recycling receptacles or recycling bins in lunchroom)	Daily
- Empty outside trash receptacles at all entrances and replace liners	Daily
- Remove all trash collected to designated area	Daily
- Clean cobwebs	Daily
OFFICES/CONFERENCE ROOMS/COMMON AREAS	
- Dust horizontal surfaces including tables, counters, tops of cubicle walls, tops of file cabinets (does not include desks)	Daily
- Damp wipe and disinfect counters	Daily
- Spot vacuum carpets and sweep floors when debris is noticeable	Daily
- Clean and disinfect door handles	Daily
- Wash and clean inside and outside of security glass with approved cleaner	Daily
- Sweep and wet mop and disinfect vinyl floors	Daily
- Sweep and machine scrub and disinfect ceramic tile floors	Daily
- Wet mop non-carpeted floors	Daily
- Clean both sides of glass partitions and transom glass with approved cleaner	Weekly
- Dust high reach areas	Weekly
- Fully vacuum carpets from wall to wall, including rugs/mats and under desks	Weekly
- Clean smudges from all glass and tabletops	Daily

- Spot clean doors, door frames, light switches	Weekly
- Dust window blinds	Quarterly
- Strip, seal, wax vinyl floor area	Quarterly
- Vacuum ceiling air vents	Monthly

KITCHEN/LUNCHROOM/BREAKROOM/TRAINING CENTER

- Scour/clean and disinfect sink	Daily
- Clean and disinfect kitchen counters and tables	Daily
- Clean and disinfect door handles	Daily
- Dust mop hard surface floors with treated dust mop	Daily
- Spot vacuum carpets when debris is noticeable	Daily
- Sweep, wet mop, and disinfect hard surface floors	Daily
- Fully vacuum carpets from wall to wall, including rugs/mats	Daily
- Dust high reach areas	Weekly
- Spot clean doors, door frames, light switches	Weekly
- Damp wipe and disinfect appliances and cabinets	Monthly
- Strip, seal, wax vinyl floors	Quarterly
- Vacuum ceiling air vents	Monthly

RESTROOMS/SHOWERS/LOCKER ROOMS

- Clean and disinfect all restroom/shower fixtures, sinks, commodes, and urinals	Daily
- Clean and disinfect counters, trash containers, dispensers, hand dryers, baby changing stations, locker room benches	Daily
- Clean and disinfect entrance door(s), wall surfaces, all partition walls between commodes and urinals, wainscoting, wipe off all soap residue from walls & floor below soap dispensers.	Daily
- Clean mirrors	Daily
- Replenish toilet paper, hand soap, seat protectors, feminine hygiene products (in vending machines), and paper towels in all dispensers	Daily
Clean & disinfect bench	Daily
- Sweep floors	Daily
- Wet mop and clean/disinfect floors	Daily
- Machine scrub floors that can't be completely cleaned with wet mopping	Daily
- Clean and disinfect interior and exterior surfaces of sanitary napkin receptacles, and replace bag liner with new liner	Daily
- Damp clean and disinfect all surfaces of showers, including walls, curtains and doors.	Daily
- Clean and flush shower and floor drains with germicidal detergent, followed by a second flushing with clean rinse water.	Weekly
- Spot clean doors, door frames, light switches	Weekly
- Wipe front of lockers and dust top of lockers	Weekly
- Vacuum ceiling air vents	Monthly
- Replace shower curtain as needed when directed by Facilities Management Specialist (curtain to be provided by the City)	As needed

HALLWAYS/DRINKING FOUNTAINS

- Clean, polish and disinfect drinking fountain fixtures	Daily
- Vacuum all floor mats. Straighten mats.	Daily
- Sweep and wet mop hard surface floors	Daily
- Machine scrub hard surface floor surfaces	Weekly
- Spot clean doors, door frames, light switches	Weekly
- Vacuum ceiling air vents	Monthly
- Damp wipe all base moldings	Monthly
- Strip, seal, wax vinyl floor area	Quarterly

ENTRANCES/VESTIBULES

- Clean glass doors, inside and outside	Daily
- Sweep debris. Vacuum mats/floors within vestibule and inside entrance and replace in proper position (straightened and not blocking the door)	Daily
- Sweep debris 10 feet away from door on outside. No debris is to be left on the sidewalk.	Daily
- Remove salt stains (seasonal)	Daily

ELEVATOR

- Spot vacuum carpets when debris is noticeable	Daily
- Spot clean and polish all stainless steel using stainless steel cleaner	Daily
- Spot clean walls	Daily
- Damp wipe and disinfect buttons (inside and outside)	Daily
- Clean door tracks and threshold plates (scrub brush or vacuum)	Daily
- Clean and polish inside and outside of elevator doors and fascia	Weekly
- Fully vacuum carpets from wall to wall, including rugs/mats	Weekly
- Fully clean interior walls	Weekly
- Vacuum ceiling grates	Monthly

STAIRS, STAIRWELLS, AND LANDINGS

- Clean and disinfect railings	Daily
- Sweep/dust mop stairs and landings	Daily
- Wet mop stairs and landings	Every other day
- Vacuum corners and hard to reach areas	Weekly
- Dust high surfaces, walls, woodwork, window sills, ledges and vents	Weekly

JAIL CELLS/CELL BLOCK

- Clean and disinfect floors	Daily
- Clean and disinfect commodes	Daily
- Clean glass windows	Daily
- Clean and sanitize telephones	Daily

BOOKING AREA

- Sweep/dust mop floors	Daily
- Wet mop and disinfect floors	Daily
- Clean and disinfect sinks	Daily
- Clean and disinfect countertops and shelving	Daily

SALLY PORTS

- Sweep/dust mop floors — Daily
- Wet mop and disinfect floors — Weekly

BUILDING NAME: **DEPARTMENT OF PUBLIC WORKS**
26300 Lee BeGole Dr., Novi, MI 48375

Facility Hours: 7:30 A.M. - 5:00 P.M. Monday- Friday

Frequency of cleaning: 5 days per week

Cleaning Hours: 6 P.M. until finish

Restricted Areas: Server Room

SPECIAL INSTRUCTIONS: Includes Mechanic's office and Fleet Asset Managers office Park Maintenance Supervisor's office, main office, kitchen, and bathroom in the out building.

	Frequency of Service
GENERAL CLEANING - THROUGHOUT BUILDING	
- Empty trash receptacles throughout building and replace liners (does not include emptying of blue recycling receptacles or recycling bins in lunchroom)	Daily
- Empty outside trash receptacles at all entrances and at gas pumps and replace liners	Daily
- Remove all trash collected to designated area	Daily
- Clean cobwebs	Daily
OFFICES/CUBICLES/CONFERENCE ROOMS/COMMON AREA	
- Dust horizontal surfaces including tables, counters, tops of cubicle walls, tops of file cabinets (does not include desks)	Daily
- Damp wipe and disinfect counters	Daily
- Clean smudges from all glass and tabletops	Daily
- Spot vacuum carpets and sweep floors when debris is noticeable	Daily
- Clean and disinfect door handles	Daily
- Sweep, wet mop & disinfect painted concrete floors	Daily
- Clean both sides of glass partitions and transom glass with approved cleaner	Weekly
- Clean display cases	Weekly
- Dust high reach areas	Weekly
- Fully vacuum carpets from wall to wall, including rugs/mats and under desks	Weekly
- Spot clean doors, door frames, light switches	Weekly
- Vacuum ceiling air vents	Monthly
- Dust window blinds	Quarterly
KITCHEN/LUNCHROOM	
- Scour/clean and disinfect sink	Daily
- Clean and disinfect kitchen counters and tables	Daily
- Clean and disinfect door handle	Daily
- Dust mop hard surface floors with treated dust mop	Daily
- Wet mop hard surface floors	Daily
- Dust high reach areas	Weekly
- Spot clean doors, door frames, light switches	Weekly

- Damp wipe and disinfect appliances and cabinet, including ice maker	Monthly
- Vacuum ceiling air vents	Monthly

RESTROOMS, PERSONAL CARE ROOM, Including Locker Rooms

- Clean and disinfect all restroom fixtures, sinks, commodes, and urinals	Daily
- Clean and disinfect counters, trash containers, dispensers, hand dryers, baby changing stations	Daily
- Clean and disinfect entrance door(s), wall surfaces, all partition walls between commodes and urinals, wainscoting, wipe off all soap residue from walls & floor below soap dispensers.	Daily
- Clean mirrors	Daily
- Replenish toilet paper, hand soap, seat protectors, feminine hygiene products (in vending machines), and paper towels in all dispensers.	Daily
- Sweep floors	Daily
- Wet mop and clean/disinfect floors	Daily
- Machine scrub floors that can't be completely cleaned with wet mopping	Daily
- Clean and disinfect interior and exterior surfaces of sanitary napkin receptacles, and replace bag liner with new liner	Daily
- Damp clean and disinfect all surfaces of showers, including walls, curtains and doors.	Daily
- Clean and flush shower and floor drains with germicidal detergent, followed by a second flushing with clean rinse water.	Weekly
- Spot clean doors, door frames, light switches	Weekly
- Vacuum ceiling air vents	Monthly
- Replace shower curtain as needed when directed by Facilities Management Specialist (curtain to be provided by the City)	As needed

HALLWAYS/DRINKING FOUNTAINS

- Clean, polish and disinfect drinking fountain fixtures	Daily
- Vacuum all floor mats. Straighten mats.	Daily
- Sweep and wet mop ceramic tile floors	Daily
- Machine scrub hard surface floor surfaces (except hardwood floors)	Daily
- Spot clean doors, door frames, light switches	Weekly
- Vacuum ceiling air vents	Monthly
- Damp wipe all base moldings & walls	Monthly
- Strip, seal, wax vinyl floor area	Quarterly

ENTRANCES/VESTIBULES

- Clean glass doors, & windows inside and outside	Daily
- Sweep debris. Vacuum mats/floors within vestibule and inside entrance, and replace in proper position (straightened)	Daily
- Sweep debris 10 feet away from door. No debris is to be left on the sidewalk.	Daily
- Remove salt stains (seasonal)	Daily
- Damp wipe walls when smudges noticed	Weekly

ELEVATOR LIFT (IN MECHANICS BAY and Main Bay)

- Sweep and wet mop/disinfect floors	Quarterly
- Clean door tracks and threshold plates (scrub brush or vacuum)	Quarterly

- Damp wipe walls — Quarterly

STAIRWELLS

- Clean and disinfect railings — Bi-Weekly
- Sweep/dust mop stairs and landings — Bi-Weekly
- Wet mop stairs and landings — Bi-Weekly
- Vacuum corners and hard to reach areas — Bi-Weekly

BUILDING NAME: **INDOOR GUN RANGE and TRAINING CENTER**
26350 Lee BeGole Dr., Novi, MI 48375

Cleaning Frequency: three times per week

Cleaning Hours: In the evenings, Monday, Wednesday, Friday

Restricted Areas: Range Area and Ammunition Storage Room

SPECIAL INSTRUCTIONS: All areas will be cleaned except the actual shooting range. Contractor will access the building using the proximity card system. An officer does not need to be on site.

GENERAL CLEANING - THROUGHOUT BUILDING	**Frequency of Service**
- Empty trash receptacles throughout building and replace liners	Weekly
- Empty outside trash receptacles at all entrances and replace liners	Weekly
- Remove all trash collected to designated area	Weekly
- Clean cobwebs	Weekly
LOBBY/ALL ROOMS/SOUND LOCK ENTRANCE (DOES NOT INCLUDE THE RANGE)	
- Dust horizontal surfaces including tables, counters, etc.	Weekly
- Damp wipe and disinfect tables, counters, etc.	Weekly
- Damp wipe and disinfect door handles	Weekly
- Wash and clean inside and outside of security glass with approved cleaner	Weekly
- Sweep and wet mop and disinfect non-carpeted floors	Weekly
- Clean both sides of glass with approved cleaner	Weekly
- Wash and clean plexiglass with approved cleaner	Weekly
- Scrub and wash rubber mat in entrance to range with required solution	Weekly
- Fully vacuum carpets from wall to wall, including rugs/mats and under desks	Weekly
- Vacuum all floor mats. Straighten mats.	Weekly
- Sweep and wet mop ceramic tile floors	Weekly
- Clean, polish and disinfect drinking fountain fixtures	Weekly
- Spot clean doors, door frames, light switches	Weekly
- Damp wipe all base moldings	Monthly
- Machine scrub hard surface floor surfaces	Quarterly
- Dust window blinds	Quarterly
- Strip, seal, wax vinyl floor area	Quarterly
RESTROOMS	
- Clean and disinfect all restroom fixtures, sinks, commodes, and urinals	Weekly
- Clean and disinfect counters, trash containers, dispensers, hand dryers.	Weekly

- Clean and disinfect entrance door, wall surfaces, partition walls between commodes and urinals, wainscoting, wipe off all soap residue from walls & floor below soap dispensers. Weekly
- Clean mirrors Weekly
- Replenish toilet paper, hand soap, seat protectors, feminine hygiene products (in vending machines), and paper towels in all dispensers Weekly
- Sweep floors Weekly
- Wet mop and clean/disinfect floors Weekly
- Machine scrub floors that can't be completely cleaned with wet mopping Weekly
- Clean and disinfect interior and exterior surfaces of sanitary napkin receptacles, and replace bag liner with new liner Weekly
- Clean and flush shower and floor drains with germicidal detergent, followed by a second flushing with clean rinse water. Weekly
- Spot clean doors, door frames, light switches Weekly
- Dust/vacuum ceiling air vents Monthly

ENTRANCES/VESTIBULES

- Clean glass doors, inside and outside Weekly
- Sweep debris. Vacuum mats/floors within vestibule and inside atrium. Weekly
- Straighten mats Weekly
- Sweep debris 10 feet away from door. No debris is to be left on the sidewalk. Weekly
- Remove salt stains (seasonal) Weekly
- Damp wipe walls when smudges noticed Weekly

BUILDING NAME: **TOWNSHIP HALL**
45275 10 Mile Rd., Novi, MI 48375

Cleaning frequency: Restrooms: three days/week (Tuesday, Wednesday, & Thursday)
Entire building: once per week (Tuesday)

Cleaning Hours: after 7 p.m.

Restricted Areas: None

SPECIAL INSTRUCTIONS: Cleaning will only be required from May 1st to October 31st each year.

GENERAL CLEANING	**Frequency of Service**
- Empty trash receptacles throughout building and replace liners	3 times/week
- Remove all trash collected to designated area	3 times/week
- Clean cobwebs	3 times/week
ALL ROOMS	
- Dust horizontal surfaces including tables, counters, etc.	Weekly
- Damp wipe and disinfect counters	Weekly
- Spot vacuum carpets and sweep floors when debris is noticeable	Weekly
- Damp wipe and disinfect door handles	Weekly
- Dust mop and spot clean hardwood floors with approved cleaner	Weekly
- Vacuum all floor mats. Straighten mats.	Weekly
- Clean and disinfect sink	Weekly
- Clean and disinfect door handles &light switches	Weekly
- Spot clean doors, door frames	Weekly
- Dust window sills	Bi-Weekly
- Clean hardwood floors with approved cleaner	Quarterly
RESTROOMS	
- Clean and disinfect all restroom fixtures, sinks, commodes, and urinals	3 times/week
- Clean and disinfect counters, trash containers, dispensers, hand dryers	3 times/week
- Clean and disinfect door, door handles, light switches, wall surfaces, wainscoting, wipe off all soap residue from walls & floor below soap dispensers.	3 times/week
- Clean mirrors	3 times/week
- Replenish toilet paper, seat protectors, hand soap, feminine hygiene products (in vending machine) and paper towels	3 times/week
- Sweep, wet mop, and disinfect floor	3 times/week
- Clean and disinfect interior and exterior surfaces of sanitary napkin receptacles, and replace bag liner with new liner	3 times/week
- Spot clean doors, door frame	Weekly
- Clean and flush floor drains with germicidal detergent, followed by a second flushing with clean rinse water.	Monthly

DRINKING FOUNTAINS (LOCATED OUTSIDE THE BUILDING)

- Clean, polish and disinfect drinking fountain fixtures — 3 times/week

ENTRANCE

- Sweep debris off porch — 3 times/week
- Sweep debris 10 feet away from door. — 3 times/week

BUILDING NAME: **LAKESHORE PARK CAMP BUILDING**
601 South Lake Dr., Novi, MI 48377

Cleaning Frequency: 7 days/week May – October
3 days/week November - April

Cleaning Hours: 6PM until finish, Monday - Sunday

Restricted Areas: Boiler Room and Server Room

SPECIAL INSTRUCTIONS: All areas will be cleaned except the boiler room and IT closet. There is also three bathrooms accessed from the outside attached to this building that are part of the scope along with three bathrooms inside. Contractor will access the building using the proximity card system. A Novi employee does not need to be on site.

GENERAL CLEANING - THROUGHOUT BUILDING	**Frequency of Service**
- Empty trash receptacles throughout building and replace liners	Daily
- Empty outside trash receptacles at all entrances and replace liners	Daily
- Remove all trash collected to designated area	Daily
- Clean cobwebs	Daily
MAIN MEETING ROOM & SMALLER MEETING ROOM	
- Dust horizontal surfaces including tables, counters, etc.	Daily
- Damp wipe and disinfect tables, counters, etc.	Daily
- Damp wipe and disinfect door handles	Daily
- Sweep and wet mop and disinfect non-carpeted floors	Daily
- Clean both sides of glass with approved cleaner	Daily
- Wash and clean plexiglass with approved cleaner	Daily
- Vacuum all floor mats. Straighten mats.	Daily
- Sweep and wet mop ceramic tile floors	Daily
- Clean, polish and disinfect drinking fountain fixtures	Daily
- Spot clean doors, door frames, light switches	Weekly
- Damp wipe all base moldings	Monthly
- Machine scrub hard surface floor surfaces	Quarterly
- Dust window blinds	Quarterly
- Strip, seal, wax vinyl floor area	Quarterly
RESTROOMS	
- Clean and disinfect all restroom fixtures, sinks, commodes, and urinals	Daily
- Clean and disinfect counters, trash containers, dispensers, hand dryers.	Daily
- Clean and disinfect entrance door, wall surfaces, partition walls between commodes and urinals, wainscoting, wipe off all soap residue from walls & floor below soap dispensers.	Daily
- Clean mirrors	Daily

- Replenish toilet paper, hand soap, seat protectors, feminine hygiene products (in vending machines), and paper towels in all dispensers.	Daily
- Sweep floors	Daily
- Wet mop and clean/disinfect floors	Daily
- Machine scrub floors that can't be completely cleaned with wet mopping	Weekly
- Clean and disinfect interior and exterior surfaces of sanitary napkin receptacles, and replace bag liner with new liner	Weekly
- Clean and flush shower and floor drains with germicidal detergent, followed by a second flushing with clean rinse water.	Weekly
- Spot clean doors, door frames, light switches	Weekly
- Dust/vacuum ceiling air vents	Monthly

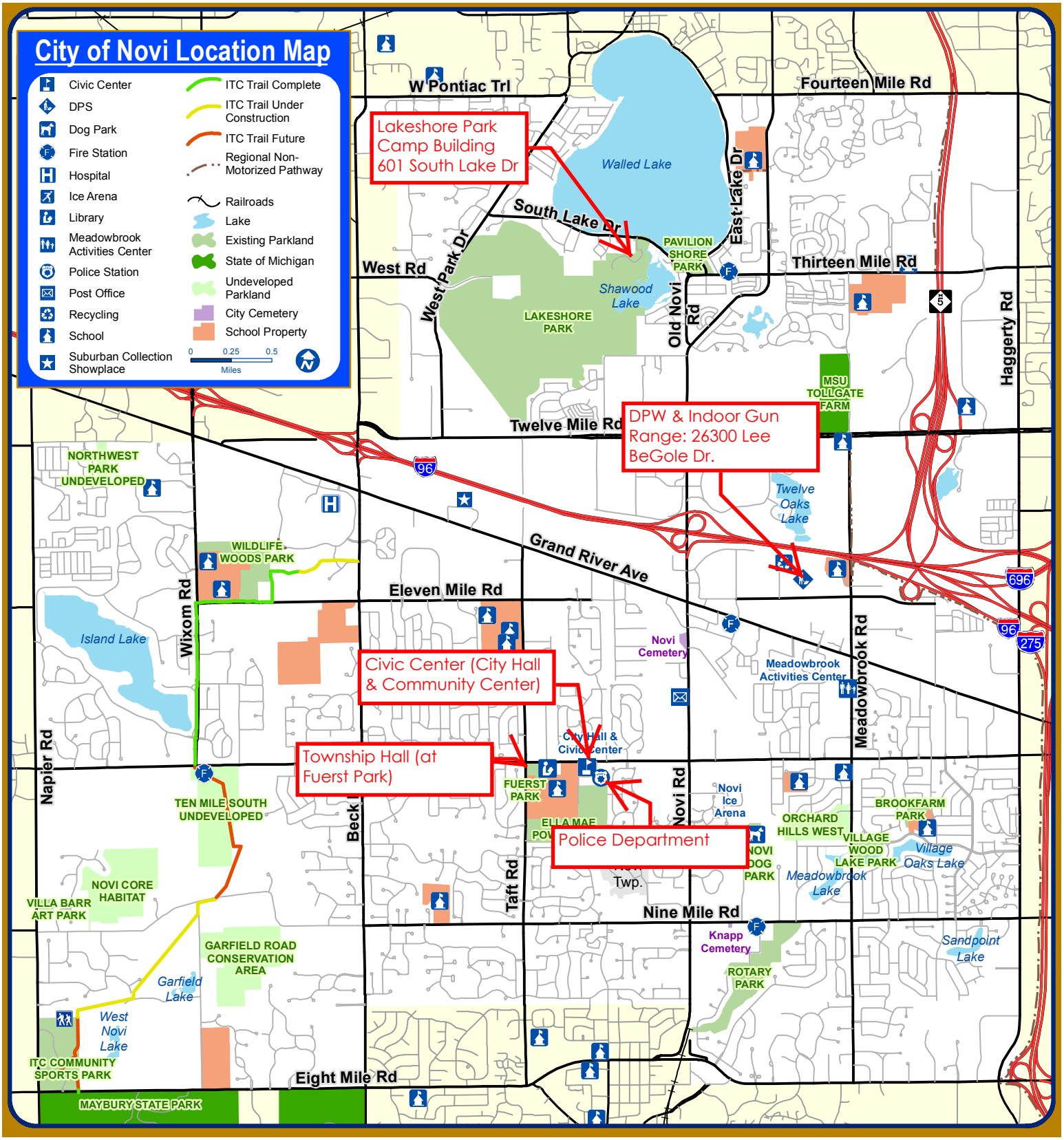
ENTRANCES/VESTIBULES

- Clean glass doors, inside and outside	Weekly
- Sweep debris. Vacuum mats/floors within vestibule and inside atrium.	Daily
- Straighten mats	Daily
- Sweep debris 10 feet away from door. No debris is to be left on the sidewalk.	Daily
- Remove salt stains (seasonal)	Daily
- Damp wipe walls when smudges noticed	Daily

CITY OF NOVI BUILDING INFORMATION SUMMARY SHEET - 2022

	City Hall	Community Center & Atrium	Police Department	DPW	Indoor Gun Range	Township Hall	Lakeshore Park
Address	45175 Ten Mile Rd.	45175 Ten Mile Rd.	45125 Ten Mile Rd.	26300 Lee BeGole Dr.	26350 Lee BeGole Dr.	45275 Ten Mile Rd.	601 South Lake Dr
Frequency of cleaning	5 days/week	7 days/week	2nd floor: 5 days/week; 1st floor: 7 days/week	5 days/week	Monday, Wednesday, Friday	Restrooms: 3 days/week; Entire building: once per week	7 days/week-May-Oct 3 days/week-Nov-Apr
Facility Hours	Monday-Friday 8 am - 5 pm	Monday-Friday 6 am - 10 pm; Saturday 7 am - Midnight; Sunday 8 am - Midnight	24/7	Monday-Friday 7:30 am - 5:00 pm	Monday - Sunday 7 am - 7 pm	Monday - Sunday 8 am - 6 pm	Monday-Sunday 8 am - 6 pm
Cleaning Hours	5 pm until finish	8 pm until finish	See special instructions	5 pm until finish	evenings	After 7 pm	After 6 pm
Restricted Areas	Server Room	Parks & Recreation storage room	Crime Lab	Server Room	Range area & ammunition storage room	None	Boiler Room & Server Room
Number of Floors	2	1	2	2	1	1	2
Total Square Feet of Floor To Be Cleaned*	22,000	35,300	32,000	15,000	2400	1,500	5,640
Carpeted (SF)*	21,000	4,000	12,000	6,100	1100	0	0
Vinyl Tile (SF)*	1,000	10,500	16,000	0	700	0	5,000
Ceramic Tile (SF)*	0	19,000	4,000	500	500	500	0
Hardwood Floor (SF)*	0	1,800	0	0	0	1,000	0
LVT (SF)*	0	0	0	2800	1000	0	0
Painted Concrete Floor (SF)*	0	0	0	5,600	0	0	640
Restrooms	0	7	8	6	3	2	3 inside & 3 outside
Stairwells	2	2	3	2	0	0	0
Elevators	0	1	1	2	0	0	0
Drinking Fountains	0	3	3	2	4	1	3
Entranceways	2	2	3	2	1	1	3
Cells	0	0	11	0	0	0	0

*All Square Footages are approximate.


City of Novi Location Map
Civic Center
DPS
Dog Park
Fire Station
Hospital
Ice Arena
Library
Meadowbrook Activities Center
Police Station
Post Office
Recycling
School
Suburban Collection Showplace
ITC Trail Complete
ITC Trail Under Construction
ITC Trail Future
Regional Non-Motorized Pathway
Railroads
Lake
Existing Parkland
State of Michigan
Undeveloped Parkland
City Cemetery
School Property
0 0.25 0.5
Miles
Lakeshore Park Camp Building 601 South Lake Dr
DPW & Indoor Gun Range: 26300 Lee BeGole Dr.
Civic Center (City Hall & Community Center)
Township Hall (at Fuerst Park)
Police Department
W Pontiac Trl
Fourteen Mile Rd
Walled Lake
South Lake Dr
East Lake Dr
West Park Dr
West Rd
PAVILION SHORE PARK
Shawood Lake
LAKESHORE PARK
Old Novi Rd
Thirteen Mile Rd
Haggerty Rd
MSU TOLLGATE FARM
Twelve Mile Rd
NORTHWEST PARK UNDEVELOPED
Twelve Oaks Lake
Grand River Ave
WILDLIFE WOODS PARK
Eleven Mile Rd
Wixom Rd
Island Lake
Novi Cemetery
Meadowbrook Activities Center
Meadowbrook Rd
Napier Rd
City Hall & Civic Center
FUERST PARK
Novi Ice Arena
ORCHARD HILLS WEST
BROOKFARM PARK
VILLAGE WOOD LAKE PARK
Village Oaks Lake
Meadowbrook Lake
TEN MILE SOUTH UNDEVELOPED
Beck
Novi Rd
Taft Rd
Twp.
Nine Mile Rd
NOVI CORE HABITAT
VILLA BARR ART PARK
GARFIELD ROAD CONSERVATION AREA
Garfield Lake
Knapp Cemetery
ROTARY PARK
Sandpoint Lake
West Novi Lake
ITC COMMUNITY SPORTS PARK
Eight Mile Rd
MAYBURY STATE PARK
96
696
275

CITY OF NOVI
JANITORIAL SERVICES

FEE PROPOSAL FORM
(MUST BE SEALED IN A SEPARATE ENVELOPE)

The undersigned, as proposer, declares that he has visited the building(s) to be cleaned and has familiarized himself with the type of services desired and has carefully examined the specifications and instructions to proposers, which he understands and accepts as sufficient for the purpose, and agrees he will furnish to the City the specified services and will accept in full payment therefore the following amounts:

ITEM #I – City Hall, 45175 Ten Mile Road

Item	Unit	Unit price	Total Annual Cost
Nightly cleaning 5 times/week	Month	$	$
Optional Nightly Cleaning	Saturday	$	NA

ITEM #2 – Community Center/Atrium, 45175 Ten Mile Road

Item	Unit	Unit price	Total Annual Cost
Nightly cleaning 7 times/week	Month	$	$

ITEM #3 - Novi Police Department, 45125 Ten Mile Road

Item	Unit	Unit price	Total Annual Cost
Nightly cleaning 5 days/week/2nd floor, 7 days/week/1st floor	Month	$	$

ITEM #4 – Department of Public Works, 26300 Lee BeGole Dr.

Item	Unit	Unit price	Total Cost
Nightly cleaning 5 times/week	Month	$	$

ITEM #5 – Indoor Gun Range, 26350 Lee BeGole Dr.

Item	Unit	Unit price	Total Annual Cost
3 days/week, as specified	Month	$	$

ITEM #6 – Township Hall, 45375 Ten Mile Rd.

Item	Unit	Unit price	Total Annual Cost (6 months)
3 days/week, as specified (May – Oct)	Month	$	$

ITEM #7 – Lakeshore Park, 601 South Lake Dr.

Item	Unit	Unit price	Total Annual Cost (6 months)
7 days/week, as specified (May – Oct)	Month	$	$
3 days/week, as specified (Nov-April)	Month	$	$

COMMENTS/EXCEPTIONS (all exceptions must be listed):

_____

_____

_____

_____

_____

_____

We have included a letter from our bonding company indicating that we are able to obtain a Performance Bond with the specific language & format as specified in the RFP documents.

Yes _____ No _____

We understand that if we are not able to get the required performance bond after the contract has been awarded, the contract award will be rescinded.

Yes _____ No _____

We acknowledge receipt of the following Addenda: _____
(please indicate numbers

NON-IRAN LINKED BUSINESS
By signing below, I certify and agree on behalf of myself and the company submitting this proposal the following: (1)that I am duly authorized to legally bind the company submitting this proposal; and (2) that the company submitting this proposal is not an "Iran linked business," as that term is defined in Section 2(e) of the Iran Economic Sanctions Act, being Michigan Public Act No. 517 of 2012; and (3) That I and the company submitting this proposal will immediately comply with any further certifications or information submissions requested by the City in this regard.

THIS PROPOSAL SUBMITTED BY:

Company (Legal Registration) _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Representative's Name _____

Representative's Title _____

Authorized Signature _____

E-mail _____

Date _____

CITY OF NOVI

CONTRACTOR QUALIFICATIONS QUESTIONNAIRE

JANITORIAL SERVICES

Failure to answer all questions could result in rejection of your proposal.

Name of Firm _____

Address: _____

City, State Zip _____

Telephone _____ Fax _____

24 Hour/7-Day Emergency Telephone Number _____

Agent's Name (please print) _____

Agent's Title _____

Email Address: _____

Website _____

1. Organizational structure: Corporation, Partnership, etc. _____
2. Firm established:_____ Years in business: _____
3. Has your firm filed for Chapter 7 or Chapter 11 within the last ten (10) years?
   No _____ Yes _____ Reason: _____
4. Under what other or former names has your organization operated?
   _____
5. How many full time employees? _____ Part time? _____
6. Please describe your employee hiring and training procedures.
   _____
   _____
   _____
   _____
   _____
   _____
7. Please describe your background check procedures and qualifications for employment.
   _____

_____

_____

_____

_____

_____

8. Please describe your background check procedures on current employees.

_____

_____

_____

_____

_____

9. Address of facility that will service this account. Include office and any equipment/storage locations.

_____

_____

_____

_____

10. Distance of this facility from Novi Civic Center. _____
11. Are you able to provide insurance coverage as required by this RFP? _____
12. Provide information relative to the experience your company has had working with municipalities. Please provide the names of municipalities where service was provided, whether all available contract renewals were awarded, and if you are still continuing services for that agency. Include additional sheet, if necessary.

_____

_____

_____

_____

_____

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13. Provide information relative to the experience your company has had working with Police Departments. Please provide the names of sites where service was provided.

_____

_____

_____

_____

_____

_____

14. Provide information relative to the experience and financial capability of your company to carry out the terms of this contract.

_____

_____

_____

_____

_____

15. Identify the number of employees in your firm who would be assigned to clean each facility during a scheduled cleaning shift for each of the facilities below. All shift supervisors/managers should be specially noted.

Location	Number of employees to be assigned to **clean** each building each night		Number of hours to be worked by **each** employee **each** night		Total number of "cleaning" hours each night	Are any of the cleaning people considered supervisors or managers? If so, how many?	Will there be any additional managers on site each night? If so, how many hours per night?
City Hall		X		=			
Community Center/ Atrium		X		=			
Police Department		X		=			
DPW		X		=			
Indoor Gun Range		X		=			

Township Hall		X		=			
Lakeshore Park		X		=			

Describe the assignment of managers here, if necessary, to clarify the table above:

_____

_____

_____

_____

_____

16. How many clients does your company currently serve with the type of services described? Provide a list.

_____

_____

_____

_____

_____

17. Provide a list of equipment that will be on site and available for use by the crew performing the cleaning (including vacuums, scrubbers, buffers, etc). Provide an additional sheet if necessary.

Equipment to be kept on site _____

_____

_____

_____

_____

Equipment available _____

_____

_____

_____

18. Based on your company resources, are you able to perform all janitorial expectations outlined in this contract within the timeframe allocated?

_____

_____

_____

_____

_____

19. Provide the company's method of approach or work plan to meet the City's needs for the scope of work specified, **including start-up timeline** and start-up procedures. Use an additional sheet if necessary.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

20. Provide a description of your company's philosophy relative to customer satisfaction (handling complaints, offering suggestions, etc) and the implementation of environmentally friendly cleaning solutions.

_____

_____

_____

_____

_____

21. As part of your proposal, your company is requested to provide a Quality Assurance Plan. Please explain how similar plans offered through your company have been effective with other clients.

_____

_____

_____

_____

_____

22. **References**: Provide at least three (3) references for projects that are comparable in scope to this RFP. Several references from municipalities would be desirable.

    Company _____

    Address _____

    Phone _____ Contact name _____

    Scope of work _____

    Contract dates _____

    Company _____

    Address _____

    Phone _____ Contact name _____

    Scope of work _____

    Contract dates _____

    Company _____

    Address _____

    Phone _____ Contact name _____

    Scope of work _____

    Contract dates _____

23. Claims & Suits: Does your firm have any litigation pending or outstanding against your organization or its officers? If yes, please provide details.
    No _____ Yes _____

    _____

    _____

24. Provide any additional information you would like to include which may not be included within this Questionnaire. You may attach additional sheets.

THE FOREGOING QUESTIONNAIRE IS A TRUE STATEMENT OF FACTS:

Signature of Authorized Company Representative: _____

Representative's Name (please print) _____

Date _____

CITY OF NOVI

INSURANCE REQUIREMENTS
ATTACHMENT A

1. The Contractor shall maintain at its expense during the term of this Contract, the following insurance:

   a. **Worker's Compensation** insurance with the Michigan statutory limits and Employer's Liability insurance with minimum limits of **$100,000** (One Hundred Thousand Dollars) each accident.

   b. **Commercial General Liability Insurance –** The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance, Personal Injury, Bodily Injury and Property Damage on an "Occurrence Basis" with limits of liability not less than **$1,000,000** (One Million Dollars) per occurrence combined single limit.

   c. **Automobile Liability** insurance covering all owned, hired and non-owned vehicles with Personal Protection insurance to comply with the provisions of the Michigan No Fault Insurance Law including Residual Liability insurance with minimum bodily injury limits of **$1,000,000** (One Million Dollars) each person and **$1,000,000** (One Million Dollars) each occurrence and minimum property damage limits of **$1,000,000** (One Million Dollars) each occurrence.

2. All policies shall name the Contractor as the insured and shall be accompanied by a commitment from the insurer that such policies shall not be canceled or reduced without at least thirty (30) days prior notice date to the City; alternately, contractor may agree to provide notice of such cancellation or reduction.

3. The City of Novi shall be named as Additional Insured for General Liability and Auto Liability. Certificates of Insurance evidencing such coverage shall be submitted to City of Novi, Purchasing Department, 45175 Ten Mile Road, Novi, Michigan 48375-3024 prior to commencement of performance under this Contract and at least fifteen (15) days prior to the expiration dates of expiring policies. A current certificate of insurance must be on file with the City for the duration of the contract. Said coverage shall be primary coverage rather than any policies and insurance self-insurance retention owned or maintained by the City. Policies shall be issued by insurers who endorse the policies to reflect that, in the event of payment of any loss or damages, subrogation rights under those contract documents will be waived by the insurer with respect to claims against the City

4. The Contractor shall be responsible for payment of all deductibles contained in any insurance required hereunder.

5. If, during the term of this Contract, changed conditions or other pertinent factors should in the reasonable judgment of the City render inadequate insurance limits, the Contractor will furnish on demand such additional coverage as may reasonably be required under the circumstances. All such insurance shall be effected at the

Contractor's expense, under valid and enforceable policies, issued by the insurers of recognized responsibility which are well-rated by national rating organizations and are acceptable to the City.

6. If any work is sublet in connection with this Contract, the Contractor shall require each subcontractor to effect and maintain at least the same types and limits of insurance as fixed for the Contractor.

7. The provisions requiring the Contractor to carry said insurance shall not be construed in any manner as waiving or restricting the liability of the Contractor under this contract.

8. The City has the authority to vary from the specified limits as deemed necessary.

ADDITIONAL REQUIREMENTS

HOLD HARMLESS/INDEMNITY

1. The Contractor agrees to fully defend, indemnify and hold harmless the City, its City Council, its officers, employees, agents, volunteers and contractors from any claims, demands, losses, obligations, costs, expenses, verdicts, and settlements (including but not limited to attorney fees and interest) resulting from:

   A. Acts or omissions by the Contractor, its agents, employees, servants and contractors in furtherance of execution of this Agreement, unless resulting from the sole negligence and tort of the City, its officers, employees, agents and contractors.

   B. Violations of state or federal law involving whether administrative or judicial, arising from the nature and extent of this Agreement.

   C. The Contractor agrees to defend the City from and against any and all actions or causes of action, claims, demands or whatsoever kind or nature arising from the operations of the Contractor and due to the acts or omissions of the Contractor or its agents, including, but not limited to, acts of omissions alleged to be in the nature of gross negligence or willful misconduct. The Contractor agrees to reimburse the City for reasonable attorney fees and court costs incurred in the defense of any actions, suits, claims or demands arising from the operations of the Contractor under this Agreement due to the above-referenced acts or omissions.

2. The Contractor agrees that it is its responsibility and not the responsibility of the City of safeguard the property and materials used in performing this Contract. Further the Contractor agrees to hold the City harmless for any loss of such property and materials used in pursuant to the Contractor's performance under this Contract.

3. The Contractor shall not discriminate against any employee, or applicant for employment because of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status. The Contractor further covenants that it will comply with the Civil Rights Act of 1973, as amended; and the Michigan Civil Rights Act of 1976 (78. Stat. 252 and 1976 PA 453) and will require a similar covenant on the part of any consultant or subcontractor employed in the performance of this contract.

CONTRACT FOR JANITORIAL SERVICES

THIS CONTRACT FOR SERVICES AND MATERIALS ("Contract"), shall be considered as made and entered into as of the date of the last signature ("Effective Date"), and is between the City of Novi, a Michigan municipal corporation, whose address is 45175 Ten Mile, Novi, Michigan 48375, (hereinafter referred to as "Client"), and _____, whose address is _____, (hereinafter referred to as "Contractor").

THE CLIENT AND CONTRACTOR AGREE AS FOLLOWS:

Article I. Statement and Performance of Work.

For payment by the Client as provided under this Contract, Contractor shall provide the materials and perform the services described on and in Schedule A (the "Work"), which is attached hereto and made a part of this Contract by this reference, in a competent, accurate, efficient, timely, good, professional, thorough, complete and responsible manner, and in compliance with the terms and conditions set forth below.

Article II. Timing of Performance.

Performance of this Contract shall commence on _____ and end on _____. Upon mutual consent of the Client and the Contractor, the contract may be renewed two (2) additional years in one (1) year increments.

Article III. Contract Price and Payment.

Subject to the terms and conditions of this Contract, the Client agrees to pay Contractor an amount services and materials as specifically set forth in the completed Proposal attached which is part of the attached Schedule A. Such payments are in exchange for and consideration of the timely and satisfactory performance and completion of the work required under and pursuant to this Contract. The Client agrees to pay Contractor amounts due within thirty (30) days of receipt of an itemized billing/invoice from Contractor detailing all materials provided and work performed in connection with the billing and the hours and charges applicable to each such item. Such itemized billings shall be submitted and shall be paid only upon satisfactory completion of the work itemized in the billing.

All costs and expenses incurred by Contractor under this Contract are deemed to be included in the amounts set forth in Schedule A. Contractor will obtain written approval of the Client prior to proceeding with any work that is not stated on Schedule A; otherwise, the Client will not be billed for such extra/additional work.

Payments shall be made upon verification of invoices received by the Client. All payments to Contractor shall be submitted by mail at Contractor's address first listed above, unless Contractor provides written notice of a change in the address to which such payments are to be sent.

Article IV: Termination.

A. 1. For cause: In the event that either party shall breach the terms and conditions of this Contract, the aggrieved party may notify the other party, in writing via certified mail, of such breach and demand that the same be remedied within ten (10) days. If the defaulting party fails to remedy the breach as demanded, the aggrieved party shall then have the right to terminate by giving the defaulting party thirty (30) days written notice. In addition, if at any time a voluntary petition in bankruptcy shall be filed against either party and shall not be dismissed within thirty (30) days, or if either party shall take advantage of any insolvency law, or if a receiver or trustee of any of a party's property shall be appointed and such appointments shall not be vacated within thirty (30) days, the other party shall have the right, in addition to any other rights of whatsoever nature that it may have at law or in equity, to terminate by giving thirty (30) days' notice in writing of such termination.

2. For convenience: The Client may terminate the agreement, in whole or in part, without showing cause upon giving thirty (30) days written notice to the Contractor. The Client shall pay all reasonable costs incurred by the Contractor up to the date of notice of termination. The Contractor will not be reimbursed for any anticipatory profits that have not been earned up to the date of notice of termination.

B. In the event this Contract is terminated before completion, the Client shall not be responsible to make any further payments for work performed after the effective date of such termination, and shall pay Contractor for such materials as have been delivered and for such work as has been completed and is eligible for payment under the terms of this Contract through the date of such termination. In all events, the Client shall only be responsible to make the payments described in the preceding sentence if, at the Client's request, Contractor continues to fully perform its duties and obligations in full compliance with the terms of this Contract through the effective date of the termination.

Article V: Independent Contractor Relationship.

A. In the performance of this Contract, the relationship of Contractor to the Client shall be that of an independent contractor and not that of an employee or agent of Client. Contractor is and shall perform under this Contract as an independent contractor, and no liability or responsibility with respect to benefits of any kind, including without limitation, medical benefits, worker's compensation, pension rights, or other rights or liabilities arising out of or related to a contract for hire or employer/employee relationship shall arise or accrue to either party as a result of the performance of this Contract.

Contractor, as an independent contractor, is not authorized to enter into or sign any agreements on behalf of the Client or to make any representations to third parties that are binding upon the Client.

B. Contractor represents that it will dedicate sufficient resources and provide all necessary personnel required to perform the work described in Schedule A in accordance with the terms and conditions of this Contract. Except as may be specifically stated and agreed to in Schedule A, Contractor shall perform all of the work under this Contract

and no other person or entity shall be assigned or sub-contracted to perform the work, or any part thereof, unless approved by the Client in advance.

Article VI: Liability and Insurance.

A. Contractor agrees to indemnify and hold harmless the Client, its elected and appointed officials and employees, from and against any and all claims, demands, suits, losses and settlements, including actual attorney fees incurred and all costs connected therewith, for any damages which may be asserted, claimed or recovered against the Client by reason of (i) personal injury, death and/or property damages which arises out of or is in any way connected or associated with the actions or inactions of Contractor in performing or failing to perform the work; or (ii) civil damages which arise out of any dispute between Contractor and its subcontractors, affiliates, employees or other private third parties in connection with this Contract. Contractor specifically agrees that it is Contractor's responsibility, and not the responsibility of the Client, to safeguard the property and materials used in performing this Contract. Contractor agrees to hold the City harmless from any loss of or damage to such property and materials used in connection with Contractor's performance of this Contract.

B. Contractor shall provide evidence of adequate insurance coverage in the types and amounts set forth on Schedule A, which is attached hereto and incorporated herein by this reference. Such insurance shall be maintained at the specified level of coverage throughout the term of this Contract, including any extension of such term, and will cover all work, acts and omissions by and on behalf of Contractor in connection with this Contract, with the Client as named additional insureds, but with such coverage being primary and non-contributory as described in the attached Schedule A.

Article VII: Information.

It is expressly acknowledged and agreed that all reports, opinions, compilations, research work, studies, data, materials, artifacts, samples, documents, plans, drawings, specifications, correspondence, ledgers, permits, manuals, applications, contracts, accountings, schedules, maps, logs, invoices, billings, photographs, videotapes and all other materials generated by and/or coming into the possession of Contractor during the term of this Contract, and any extension thereof, that in any way relate to the performance of work by Contractor under this Contract or that are otherwise related or relevant to the work, belong exclusively to the Client and shall be promptly delivered to the Client upon the termination of this Contract or, at any time, upon the Client's request.

Article VIII: General Provisions.

A. *Entire Agreement*. This instrument, together with the attached Schedules, contains the entire Contract between the Client and Contractor. No verbal agreement, conversation, or representation by or between any officer, agent, or employee of the parties hereto, either before or after the execution of this Contract, shall affect or modify any of the terms or obligations herein contained.

B. *Compliance with Laws*. This Contract and all of Contractor's work and practices shall be subject to all applicable state, federal and local laws, ordinances, rules or regulations, including without limitation, those which apply because Client is a public

governmental agency or body. Contractor represents that it is in compliance with all such laws and eligible and qualified to enter into this Contract.

C. *Governing Law*. This Contract shall be governed by the laws of the State of Michigan.

D. *Assignment*. Contractor shall not assign this Contract or any part thereof without the written consent of the Client. This Contract shall be binding on the parties, their successors, assigns and legal representatives.

E. *Third Parties*. It is the intention of the parties hereto that this Agreement is not made for the benefit of any private third party. It is acknowledged that Client may receive a portion of the funding for the payments under this Contract from one or more private sources, and it is understood by Contractor that it is hired by Client to work exclusively for Client (and by extension for the Township should the work be accepted and implemented by the Township) and Contractor agrees that no private party or parties will be allowed to hold sway or influence, in any way, over Contractor's performance of the work.

F. *Notices*. Written notices under this Contract shall be given to the parties at their addresses contained in this Contract by personal or registered mail delivery to the attention of the following persons:

Client: City Manager Peter E. Auger and City Clerk Cortney Hanson
Contractor:

G. *Changes*. Any changes in the provisions of this Contract must be in writing and signed by the Client and Contractor.

H. *Waivers*. No waiver of any term or condition of this Contract shall be binding and effective unless in writing and signed by all parties, with any such waiver being limited to that circumstance only and not applicable to subsequent actions or events.

I. *Jurisdiction and Venue of Contract*. This Contract shall be considered for all purposes, including the establishment of jurisdiction and venue in any court action between the parties, as having been entered into and consummated in the City of Novi, Oakland County, Michigan.

J. *Conflict*. In the event of any conflict or inconsistency between the above provisions of this Contract and either or both of the attached Schedules, the provisions in the above text shall govern.

K. *Anti-Discrimination*. The Contractor shall not discriminate against any employee, or applicant for employment because of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status. The Contractor further covenants that it will comply with the Civil Rights Act of 1973, as amended; and the Michigan Civil Rights Act of 1976 (78. Stat. 252 and 1976 PA 453) and will require a similar covenant on the part of any consultant or subcontractor employed in the performance of this contract.

IN WITNESS WHEREOF, the Client and the Contractor have executed this Contract in Oakland County, Michigan, as of the date first listed above.

WITNESS AND DATES
OF SIGNATURES:

CITY OF NOVI

_____ _____

By: Robert J. Gatt

Date: _____ Its: Mayor

_____ _____

By: Cortney Hanson

Date: _____ Its: Clerk

WITNESS AND DATES
OF SIGNATURES:

CONTRACTOR

_____ _____

By:

Its:

Date: _____

SCHEDULE A will be attached to and become part of the contract. Schedule A consists of the contractor's proposal and the RFP documents.

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS THAT _____
as Principal, hereinafter called the CONTRACTOR, and _____

_____
as Surety, hereinafter called Surety, and held and firmly bound unto

CITY OF NOVI, MICHIGAN

as Oblige, hereinafter called the OWNER, in the amount of _____
_____Dollars ($ _____)
for the payment of which the CONTRACTOR and SURETY bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the CONTRACTOR has been awarded a Contract by the OWNER for the construction of

Janitorial Services

in accordance with specifications prepared by *City of Novi,* which award was conditioned on the CONTRACTOR providing this Performance Bond and which Contract upon being fully executed by the OWNER and the CONTRACTOR shall by reference automatically be made a part hereof, and is hereinafter referred to as "the Contract."

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that, if the CONTRACTOR shall promptly and faithfully perform said Contract, in accordance with the terms and conditions of the Contract, then the CONTRACTOR and SURETY shall have no further obligation under this bond; otherwise it shall remain in full force and effect, subject, however, to the following conditions.

1. The SURETY hereby waives notice of any alteration or extension of time under the Contract made by the OWNER.

2. SURETY'S obligation under this Performance Bond shall arise after the OWNER has declared a Contractor Default as defined below, formally terminated the Contract or the CONTRACTOR'S right to complete the Contract, and notified the SURETY of the OWNER'S claim under this Performance Bond.

3. When the OWNER has satisfied the conditions of Paragraph 2 above, the SURETY shall, at the SURETY'S sole cost and expense, undertake one or more of the following actions:

    a. Arrange for the CONTRACTOR to perform and complete the Contract; provided, however, that the SURETY may not proceed with this option, except upon the express written consent of the OWNER, which consent may be withheld by the OWNER for any reason; or
    b. Perform and complete the Contract itself, through qualified contractors who are acceptable to the OWNER, through a contract between the SURETY and

qualified contractors, performance and completion of which shall be undertaken in strict accordance with the terms and conditions of the Contract, including (but not limited to) time for completion; or

c. Tender payment to the OWNER in the amount of all losses incurred by the OWNER as a result of the Contractor Default, as determined by the OWNER, for which the SURETY is liable to the OWNER, including all costs of completion of the Contract and all consequential losses, costs, and expenses incurred by the OWNER as a result of the Contractor Default, and including all unpaid fees or payments owed to the OWNER by the CONTRACTOR under the Contract, except that SURETY'S payment under this option shall in no event exceed the limit of the Bond Amount. The SURETY may not proceed with this option, in lieu of the options set forth in paragraphs (a) or (b) above, except upon the express written consent of the OWNER, which consent may be withheld by the OWNER for any reason.

4. The SURETY shall proceed under Paragraph 3, above, within fourteen (14) business days after notice from the OWNER to the SURETY of the Contractor Default, of the formal termination of the Contract or the CONTRACTOR'S right to complete the Contract, and of the OWNER'S intention to have SURETY complete the Contract, except that SURETY shall proceed within twenty-four (24) hours after notice where the notice states that immediate action by SURETY is necessary to safeguard life or property.

5. If SURETY fails to proceed in accordance with Paragraphs 3 and 4, above, then SURETY shall be deemed to be in default on this Performance Bond three (3) business days after receipt of written notice from OWNER to SURETY demanding that SURETY perform its obligations under this Performance Bond. Thereafter, if notice to SURETY is without effect, OWNER shall be entitled to enforce any legal or equitable remedies available to OWNER, including completion of the Contract by contractors of its own choosing or OWNER'S employees or agents, and CONTRACTOR and SURETY shall, jointly and severally, be liable for all costs of such completion and all consequential losses, costs, and expenses so incurred (including all unpaid fees and expenses owed to the OWNER by the CONTRACTOR as a result of the CONTRACTOR'S default).

6. After OWNER has terminated the Contract or the CONTRACTOR'S right to complete the Contract, and if SURETY is proceeding under subparagraphs 3(a) or 3)b) above, then the responsibilities of SURETY to the OWNER shall not be greater than those of the CONTRACTOR under the Contract, and the responsibilities of the OWNER to the SURETY shall not be greater than those of the OWNER under the Contract. SURETY shall be obligated to the limit of Bond Amount as set forth on the front page; subject, however, to a commitment by the OWNER for payment to the SURETY of the Balance of the Contract Price in mitigation of costs and damages on the Contract. SURETY shall be obligated, without duplication, for:

   a. The responsibilities of CONTRACTOR for correction of defective or unsuitable work and performance and completion of the Contract.

b. Additional legal, design professional, and delay costs incurred by the OWNER as a result of the Contractor's Default, and as a result of SURETY'S actions or failures to act under Paragraph 5, above;

c. Liquidated damages as specified in the Contract, or, if no liquidated damages are specified in the Contract, actual damages and consequential damages incurred by the OWNER as a result of delayed performance or nonperformance of Contract by the CONTRACTOR or the SURETY; and

d. Payment of all unpaid and due and owing fees or payments owed to the OWNER under the Contract at the time of the Contractor Default.

7. To the extent of payment to the SURETY of the Balance of the Contract Price, SURETY shall defend, indemnify, and hold harmless OWNER from all claims, suits, causes of actions, and demands (including all costs of litigation and a reasonable attorney's fee), which are brought against the OWNER by the CONTRACTOR or by any other party and which arise from or by reason of payment to the SURETY the Balance of the Contract Price.

8. All notices to SURETY or CONTRACTOR shall be mailed or delivered to the respective addresses shown on the signature page. In the event of a change in address of SURETY or CONTRACTOR, such party shall promptly provide notice to the OWNER and the other party, with such notice to include the Contract number and this Performance Bond number.

9. Any provision of this Performance Bond that conflicts with the statutory or legal requirements of Michigan Public Act 213 of 1963 shall be deemed deleted here from and the provisions of such statutory or other legal requirements shall be deemed incorporated herein.

10. The law controlling the interpretation or enforcement of this Performance Bond shall be Michigan law.

11. Definitions

    a. Balance of the Contract Price: The total amount payable by the OWNER to the CONTRACTOR under the Contract after all proper adjustments have been made, including change orders and credits due the OWNER, reduced by all valid and proper payments made to or on behalf of the CONTRACTOR under the Contract and reduced further by all direct costs and expenses incurred by the OWNER as a result of the Contractor Default, including cots of additional supervision or inspection by OWNER of the CONTRACTOR'S work under the Contract and fees and expenses paid to consultants or others hired by the OWNER for purposes of monitoring or investigating the CONTRACTOR'S work under the Contract.
    b. Contract: The agreement between the OWNER and the CONTRACTOR identified on the front page.

c. Contractor Default: "Contractor Default" shall mean the failure or refusal of the CONTRACTOR, after written notice from the OWNER, to cure or remedy, or commence to sure or remedy, a violation of the contract within the time for such cure or remedy under the Contract. "Contractor Default" shall also mean the occurrence of an "event of default" or a "termination for cause" as those or similar terms are defined or provided for in the Contract's terms, conditions, and provisions.

Signed and Sealed This_____day of_____,20_____

In the Presence of: *(fill-in name of contractor)*

WITNESS

_____ _____
Principal

_____ _____
Title

WITNESS

_____ _____
Surety

_____ _____
Title

_____ _____
Address of Surety

_____ _____
Bond No. City Zip Code

CITY OF NOVI CITY COUNCIL
JANUARY 23, 2023

SUBJECT: Consideration of approval to award the construction contract to Fonson Company, Inc., the low bidder, for the Lakeshore Park Tunnel Replacement project, in the amount of $601,961 and amend the budget.

SUBMITTING DEPARTMENT: Department of Public Works, Engineering Division

EXPENDITURE REQUIRED	**$ 601,961.00**
AMOUNT BUDGETED	**$ 507,530.00 CIP FUND** **$ 0.00 DRAIN FUND** **$ 507,530.00 TOTAL**
APPROPRIATION REQUIRED	**$ 505,580.00**
LINE ITEM NUMBER	**400-691.00-977.038 CIP FUND** **210-691.00-977.038 DRAIN FUND**

BACKGROUND INFORMATION:

The pedestrian tunnel, which crosses under South Lake Drive to the beach at Lakeshore Park, needs replacement. The project will consist of removing the existing tunnel and replacing it with a new precast concrete culvert with headwalls and cast in place wingwalls. The project will require reconstruction of the road and elements immediately surrounding the tunnel, such as fence, retaining wall, guardrail, and sidewalk. Lockable gates will be installed on either side of the tunnel. To avoid long lead times, the precast concrete culvert was ordered in conjunction with the design award that went to City Council on June 20, 2022. Construction will begin in late February/early March, pending a temporary line relocation by DTE, and is expected to be substantially complete by May 25, 2023, to allow for beach re-opening Memorial Day weekend. South Lake Drive at the tunnel will be closed to traffic during construction. Traffic will be detoured to Old Novi Rd/12 Mile Rd/West Park Dr.

AECOM assisted the Engineering Division with developing engineering design plans for the project. The plans were advertised for public bids on November 29, 2022. Eleven (11)

bids were received and opened on December 20, 2022, following the solicitation period. Fonson Company, Inc., the low bidder, is recommended in the best interest of the City, as it is responsive and complies with all requirements of the bidding instructions. The award recommendation letter including the bid tabulation is attached. A summary of the five lowest bids is as follows:

Contractor	**Total Program Bid (includes Crew Days) ***
Fonson Company, Inc.	$ 657,961.00
Anglin Civil, LLC	$ 866,124.00
Z Contractors, Inc.	$ 893,715.75
DiPonio Contracting, LLC	$ 905,926.45
V.I.L. Construction, Inc.	$ 921,680.00

***Crew Days are included to compare bids, but not included in the award**

Staff received bids on December 20, 2022, for the project. The lowest qualified bid was construction was approximately double of the original engineer's estimate(see attached memo of overages for detail). Staff recommends utilizing the Drain Fund since half of the project addresses roadway and site drainage improvements.

The contract administration and geotechnical engineering services related to this project will be awarded to the following pre-qualified firms using the fee percentages in the Agreements for Professional Engineering Services and Geotechnical Engineering Services for Public Projects.

AECOM		
Contract Administration	8% of the construction award ($601,961 X 0.08)	$ 48,156.88
Crew Days	$800 daily inspection fee x 70 days	$ 56,000.00

Geotech		
Material testing services	2% of the construction award ($601,961 X 0.02)	$ 12,039.22

RECOMMENDED ACTION: Approval to award the construction contract to Fonson Company, Inc., the low bidder, for the Lakeshore Park Tunnel Replacement project, in the amount of $601,961, and amend the budget.

RESOLUTION

NOW, THEREFORE BE IT RESOLVED
that the following Budget Amendment for the construction contract to Fonson Company, Inc. for the Lakeshore Park Tunnel replacement project is authorized:

	INCREASE (DECREASE)
DRAIN FUND	
APPROPRIATIONS	
Capital Outlay	505,580
TOTAL APPROPRIATIONS	**$ 505,580**
Net Increase (Decrease) to Fund Balance	**$ (505,580)**

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Novi at a regular meeting held on January 23, 2023.

Cortney Hanson
City Clerk

Lakeshore Park Tunnel

Location Map

Map Author: Jokic
Date: 06/08/2022
Project: Lakeshore Park Tunnel
Version #: 1.0

MAP INTERPRETATION NOTICE

Map information depicted is not intended to replace or substitute for any official or primary source. This map was intended to meet National Map Accuracy Standards and use the most recent, accurate sources available to the people of the City of Novi. Boundary measurements and area calculations are approximate and should not be construed as survey measurements performed by a licensed Michigan Surveyor as defined in Michigan Public Act 132 of 1970 as amended. Please contact the City GIS Manager to confirm source and accuracy information related to this map.

City of Novi

Engineering Division
Department of Public Works
26300 Lee BeGole Drive
Novi, MI 48375
cityofnovi.org

0 5 10 20 30
Feet
1 inch = 42 feet

MEMORANDUM

TO: VICTOR CARDENAS, INTERIM CITY MANAGER

FROM: JEFF MUCK, PRCS DIRECTOR

JEFF HERCZEG, DIRECTOR OF PUBLIC WORKS

SUBJECT: LAKESHORE TUNNEL UPDATE

DATE: JANUARY 12, 2023

The pedestrian tunnel under South Lake Drive which connects Lakeshore Park to the beach requires improvements. The project scope includes removing the existing tunnel and replacing it with a new precast 7'x 10'concrete tunnel, improved drainage with an outlet to Walled Lake and reconstruction of the road. Additional site improvements include new fence, guardrail, sidewalk, and lockable gates on both sides of the tunnel.

Staff received bids on December 20, 2022, for the project. The lowest qualified bid was ~$600K for construction, which is about double of the original engineer's estimate(see attached letter of explanation on overages). Additional cost to relocate DTE power lines, a modified project scope, and construction engineering puts the current out-the-door budget at ~$1M (see out-the-door attached).

The budget for the project at the time of design award was around $500K, therefore, a budget amendment for and additional ~$500K will be required to execute the project. The construction award and budget amendment will be on the January 23, 2023, City Council agenda for consideration.

Construction is now expected to start in early spring of 2023 with completion no later than Memorial Day to minimize the impact on usage of the park and beach. Please let staff know if additional information on the project is required.

AECOM

January 10, 2023

Ms. Rebecca Runkel
City of Novi
26300 Lee Begole Drive
Novi, MI 48375

Reference: Cost Differences for Lakeshore Park Tunnel Replacement

Dear Ms. Runkel,

The primary reason for the higher costs is the current state of industry variability, which makes it difficult to accurately estimate how contractors will bid. MDOT, GLWA and the city have all experienced similar problems with bid prices regularly coming in 20-40% higher than the engineer's estimate. On this project, for example, among the contractors bidding, the highest bid received was more than twice the winning bid. While eleven Contractors submitted bids for this project (very competitive), it still resulted in higher than expected unit prices. A few items that accounted for the majority of the difference between the engineer's estimate and the winning bid are as follows:

- Hot Mix Asphalt – Prices for HMA have been rapidly increasing. The unit price included on the engineer's estimate are higher than recent prices, however, it appears as though the small quantity of asphalt required on this project resulted in bid prices being higher than expected.
- Culvert, Precast Conc Box, 10 foot by 8 foot, Install – The winning bid price for the culvert that was installed on Flint Street in 2019 was the starting point for the estimated unit price on this project. The estimated price per foot to install the culvert was 1.5 times the unit price of the winning bid for the Flint Street project, which was for the installation of a larger cross section than the Lakeshore Tunnel project. The winning bid for this project (same contractor who constructed Flint Street) was almost double the engineer's estimate.
- The estimated cost for the box culvert itself was higher than originally estimated. This was not part of the bid package as the city purchased the box culvert in advance of the start of the project to avoid delays due to lead times. This was largely a function of the availability of materials and backlog of work amongst fabricators. As above, the box culvert for this project was 50% more expensive than the larger and longer box culvert from the same fabricator as with the Flint Street project three years prior.
- Another specific item with a significantly higher cost was the concrete for the retaining walls. The unit price of the winning bid was over twice as expensive as the engineer's estimate. The engineer's estimate for this unit price, as with others, was based off the MDOT average unit prices with an effort to adjust based on the total quantity needed for the project.
- Finally, the condensed timeline for installation and additional costs to move DTE power lines increased overall project scope and contributed to higher bid prices.

Sincerely,

AECOM Great Lakes, Inc.

Sean Kelsch, PE
Vice-President

AECOM Great Lakes, Inc.
27777 Franklin Road, Suite 2150
Southfield, MI 48034
Tel: 248.204-5900
Fax:248.204.5901

"OUT-THE-DOOR" PUBLIC PROJECT BUDGETING

PROJECT NAME: Lakeshore Park Tunnel Replacement

DESIGN		**Estimated Cost**	**Notes**
Design Engineering		$39,644.10	AECOM PO 97044
ROW Acquisition		$0.00	
Geotechnical	1%	$7,965.00	TEC PO 97108
Contingency	10%	$0.00	
Sub-Total		**$47,609.10**	

CONSTRUCTION			
Construction Contractor		$601,961.00	Fonson PO
Construction Engineering		$48,156.88	AECOM
Crew Days	70	$56,000.00	AECOM
Material Testing	2%	$12,039.22	TEC PO
DTE Pole Relocation		$80,550.87	DTE- Executed
Box Culvert		$94,978.00	PO 97081 - Northern Concrete
Contingency	10%	$71,815.71	Estimated
Sub-Total		**$965,501.68**	

Grand Total	***$1,013,110.78***

AECOM

January 3, 2023
Mr. Ben Croy, PE
City of Novi
Engineering Department
26300 Lee BeGole Drive
Novi, MI 48375

Reference: Bid Analysis and Contract Award Recommendation
Lakeshore Park Tunnel Replacement
AECOM Project Number 60689147

Dear Mr. Croy:

Attached is the Bid Tabulation for the above referenced project. Eleven bids were received and opened on December 20, 2022. Competition appears to have been very good. Mathematical errors were noted in the second, seventh, and eighth highest bidders. The errors did not impact the order of the bidders. None of the errors impacted the lowest bidder.

The low bid is higher than the Engineer's Estimate for the Project.

Fonson Company, Inc., the low bidder for the project, has completed similar projects for the city and has performed well. The bonding company listed in the Statement of Qualifications has an AM Best rating that exceeds the minimum requirements.

We recommend award of contract for the contract work to Fonson Company, Inc. for $601,961.00. The amount bid for Inspection (Crew Days) is not included in the award amount.

Please feel free to contact me if you need anything else or wish to discuss the project.

Sincerely,

Sean Kelsch, P.E.
Project Manager

cc: Mark Koskinen, AECOM

AECOM Corporation
39575 Lewis Drive, Suite 400
Novi, Michigan 48377
Tel: 248.204.5900
Fax: 248.204.5901

City of Novi
Lakeshore Tunnel Replacement
Reconstruction
Tabulation of Bids
Bid Opening: 12/20/2022

Item No.	Item Description	Unit	Total Bid Quantity	Engineers Estimate		Fonson Company, Inc.		Anglin Civil, LLC		Z Contractors, Inc.		DiPonio Contracting, LLC		V.I.L. Construction, Inc.		Blaze Contracting, Inc.		M-K Construction Co., Inc.		C.I. Contracting, Inc.		F.H. Paschen S.N. Nielsen & Associates		Major Contracting Group, Inc.		L. D'Agostini and Sons, Inc.	
				Unit Price	Total Bid Cost	Unit Price	Total Bid Cost	Unit Price	Total Bid Cost	Unit Price	Total Bid Cost	Unit Price	Total Bid Cost	Unit Price	Total Bid Cost	Unit Price	Total Bid Cost	Unit Price	Total Bid Cost	Unit Price	Total Bid Cost	Unit Price	Total Bid Cost	Unit Price	Total Bid Cost	Unit Price	Total Bid Cost
1	Mobilization (10%)	LSUM	1	$48,544.90	$48,544.90	$ 59,763.79	$ 59,763.79	$ 81,700.00	$ 81,700.00	$ 88,000.00	$ 88,000.00	$ 85,000.00	$ 85,000.00	$ 75,000.00	$ 75,000.00	$ 90,042.85	$ 90,042.85	$ 68,282.26	$ 68,282.26	$ 104,458.00	$ 104,458.00	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ 130,000.00	$ 130,000.00
2	Pre-Construction Audio Visual	LSUM	1	$ 3,000.00	$3,000.00	$ 725.00	$ 725.00	$ 2,860.00	$ 2,860.00	$ 725.00	$ 725.00	$ 1,250.00	$ 1,250.00	$ 1,400.00	$ 1,400.00	$ 2,490.00	$ 2,490.00	$ 5,500.00	$ 5,500.00	$ 725.00	$ 725.00	$ 725.00	$ 725.00	$ 1,500.00	$ 1,500.00	$ 2,763.50	$ 2,763.50
3	Maintaining Traffic	LSUM	1	$ 25,000.00	$25,000.00	$ 11,413.00	$ 11,413.00	$ 16,000.00	$ 16,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 100,000.00	$ 100,000.00	$ 18,600.00	$ 18,600.00	$ 27,500.00	$ 27,500.00	$ 14,230.00	$ 14,230.00	$ 21,371.00	$ 21,371.00	$ 60,000.00	$ 60,000.00	$ 48,733.50	$ 48,733.50
4	Tree and Stump, Rem, 6 inch to 18 inch	Ea	2	$ 2,500.00	$5,000.00	$ 500.00	$ 1,000.00	$ 2,667.00	$ 5,334.00	$ 500.00	$ 1,000.00	$ 650.00	$ 1,300.00	$ 600.00	$ 1,200.00	$ 3,270.00	$ 6,540.00	$ 2,750.00	$ 5,500.00	$ 500.00	$ 1,000.00	$ 2,125.00	$ 4,250.00	$ 750.00	$ 1,500.00	$ 393.00	$ 786.00
5	Structures, Rem	LSUM	1	$ 40,000.00	$40,000.00	$ 17,632.91	$ 17,632.91	$ 25,050.00	$ 25,050.00	$ 158,000.00	$ 158,000.00	$ 50,000.00	$ 50,000.00	$ 35,000.00	$ 35,000.00	$ 45,600.00	$ 45,600.00	$ 179,493.26	$ 179,493.26	$ 44,663.00	$ 44,663.00	$ 304,296.98	$ 304,296.98	$ 275,000.00	$ 275,000.00	$ 120,000.00	$ 120,000.00
6	HMA Surface, Rem	Syd	243	$ 7.00	$1,701.00	$ 12.00	$ 2,916.00	$ 16.00	$ 3,888.00	$ 30.00	$ 7,290.00	$ 17.00	$ 4,131.00	$ 15.00	$ 3,645.00	$ 25.00	$ 6,075.00	$ 49.78	$ 12,096.54	$ 28.00	$ 6,804.00	$ 21.00	$ 5,103.00	$ 21.00	$ 5,103.00	$ 36.50	$ 8,869.50
7	Sidewalk, Rem	Syd	102	$ 20.00	$2,040.00	$ 16.00	$ 1,632.00	$ 15.00	$ 1,530.00	$ 40.00	$ 4,080.00	$ 20.00	$ 2,040.00	$ 15.00	$ 1,530.00	$ 24.75	$ 2,524.50	$ 29.64	$ 3,023.28	$ 39.00	$ 3,978.00	$ 21.00	$ 2,142.00	$ 21.00	$ 2,142.00	$ 29.50	$ 3,009.00
8	Curb and Gutter, Rem	Ft	86	$ 20.00	$1,720.00	$ 8.00	$ 688.00	$ 21.00	$ 1,806.00	$ 40.00	$ 3,440.00	$ 20.00	$ 1,720.00	$ 15.00	$ 1,290.00	$ 18.75	$ 1,612.50	$ 45.05	$ 3,874.30	$ 35.00	$ 3,010.00	$ 27.00	$ 2,322.00	$ 17.00	$ 1,462.00	$ 30.00	$ 2,580.00
9	Guardrail, Rem	Ft	94	$ 20.00	$1,880.00	$ 12.00	$ 1,128.00	$ 27.00	$ 2,538.00	$ 9.50	$ 893.00	$ 9.50	$ 893.00	$ 7.00	$ 658.00	$ 11.00	$ 1,034.00	$ 32.23	$ 3,029.62	$ 62.00	$ 5,828.00	$ 6.00	$ 564.00	$ 10.00	$ 940.00	$ 12.00	$ 1,128.00
10	Fence, Rem	Ft	180	$ 4.00	$720.00	$ 12.00	$ 2,160.00	$ 14.00	$ 2,520.00	$ 8.25	$ 1,485.00	$ 8.25	$ 1,485.00	$ 7.00	$ 1,260.00	$ 9.60	$ 1,728.00	$ 52.75	$ 9,495.00	$ 32.00	$ 5,760.00	$ 6.00	$ 1,080.00	$ 10.00	$ 1,800.00	$ 10.50	$ 1,890.00
11	Fence, Decorative, Salv	Ft	73	$ 25.00	$1,825.00	$ 31.00	$ 2,263.00	$ 39.00	$ 2,847.00	$ 29.00	$ 2,117.00	$ 29.00	$ 2,117.00	$ 10.00	$ 730.00	$ 33.75	$ 2,463.75	$ 26.71	$ 1,949.83	$ 31.00	$ 2,263.00	$ 8.00	$ 584.00	$ 30.00	$ 2,190.00	$ 37.50	$ 2,737.50
12	Fence, Decorative, Replace	Ft	73	$ 35.00	$2,555.00	$ 88.00	$ 6,424.00	$ 140.00	$ 10,220.00	$ 105.00	$ 7,665.00	$ 105.00	$ 7,665.00	$ 45.00	$ 3,285.00	$ 122.00	$ 8,906.00	$ 147.89	$ 10,795.97	$ 88.00	$ 6,424.00	$ 40.00	$ 2,920.00	$ 110.00	$ 8,030.00	$ 135.50	$ 9,891.50
13	Retaining Wall, Wooden, Rem	Ft	111	$ 40.00	$4,440.00	$ 19.00	$ 2,109.00	$ 30.00	$ 3,330.00	$ 100.00	$ 11,100.00	$ 20.00	$ 2,220.00	$ 35.00	$ 3,885.00	$ 65.00	$ 7,215.00	$ 72.05	$ 7,997.55	$ 50.00	$ 5,550.00	$ 86.00	$ 9,546.00	$ 150.00	$ 16,650.00	$ 61.00	$ 6,771.00
14	Hand Rail, Rem	Ft	104	$ 50.00	$5,200.00	$ 9.00	$ 936.00	$ 11.00	$ 1,144.00	$ 10.00	$ 1,040.00	$ 20.00	$ 2,080.00	$ 9.00	$ 936.00	$ 7.65	$ 795.60	$ 5.00	$ 520.00	$ 6.00	$ 624.00	$ 8.00	$ 832.00	$ 150.00	$ 15,600.00	$ 13.50	$ 1,404.00
15	Excavation, Earth	Cyd	176	$ 15.00	$2,640.00	$ 28.00	$ 4,928.00	$ 47.00	$ 8,272.00	$ 30.00	$ 5,280.00	$ 60.00	$ 10,560.00	$ 35.00	$ 6,160.00	$ 63.00	$ 11,088.00	$ 108.80	$ 19,148.80	$ 87.00	$ 15,312.00	$ 58.00	$ 10,208.00	$ 75.00	$ 13,200.00	$ 59.00	$ 10,384.00
16	Subgrade Undercutting, Special (1 x 3)	Cyd	100	$ 50.00	$5,000.00	$ 67.00	$ 6,700.00	$ 105.00	$ 10,500.00	$ 95.00	$ 9,500.00	$ 60.00	$ 6,000.00	$ 50.00	$ 5,000.00	$ 148.00	$ 14,800.00	$ 78.00	$ 7,800.00	$ 157.00	$ 15,700.00	$ 95.00	$ 9,500.00	$ 80.00	$ 8,000.00	$ 145.50	$ 14,550.00
17	Roadway Grading	Sta	0.83	$ 12,000.00	$9,960.00	$ 4,923.00	$ 4,086.09	$ 4,700.00	$ 3,901.00	$ 8,000.00	$ 6,640.00	$ 10,000.00	$ 8,300.00	$ 7,500.00	$ 6,225.00	$ 4,350.00	$ 3,610.50	$ 11,441.50	$ 9,496.45	$ 6,168.00	$ 5,119.44	$ 4,248.00	$ 3,525.84	$ 8,200.00	$ 6,806.00	$ 8,500.00	$ 7,055.00
18	Erosion Control, Silt Fence	Ft	500	$ 5.00	$2,500.00	$ 3.00	$ 1,500.00	$ 8.00	$ 4,000.00	$ 3.00	$ 1,500.00	$ 3.00	$ 1,500.00	$ 2.50	$ 1,250.00	$ 9.25	$ 4,625.00	$ 6.50	$ 3,250.00	$ 4.00	$ 2,000.00	$ 7.00	$ 3,500.00	$ 6.00	$ 3,000.00	$ 4.50	$ 2,250.00
19	Aggregate Base, 21AA, Limestone, 9 inch	Syd	288	$ 25.00	$7,200.00	$ 18.00	$ 5,184.00	$ 26.00	$ 7,488.00	$ 27.00	$ 7,776.00	$ 35.00	$ 10,080.00	$ 25.00	$ 7,200.00	$ 30.25	$ 8,712.00	$ 33.15	$ 9,547.20	$ 48.00	$ 13,824.00	$ 20.00	$ 5,760.00	$ 39.00	$ 11,232.00	$ 48.00	$ 13,824.00
20	Aggregate Base, 8 inch (Class II Granular)	Syd	69	$ 13.00	$897.00	$ 44.00	$ 3,036.00	$ 19.00	$ 1,311.00	$ 70.00	$ 4,830.00	$ 80.00	$ 5,520.00	$ 20.00	$ 1,380.00	$ 72.25	$ 4,985.25	$ 147.05	$ 10,146.45	$ 34.00	$ 2,346.00	$ 73.00	$ 5,037.00	$ 36.00	$ 2,484.00	$ 71.00	$ 4,899.00
21	Aggregate Base, 4 inch (Class II Granular)	Syd	137	$ 20.00	$2,740.00	$ 13.00	$ 1,781.00	$ 10.00	$ 1,370.00	$ 17.00	$ 2,329.00	$ 60.00	$ 8,220.00	$ 16.00	$ 2,192.00	$ 69.00	$ 9,453.00	$ 73.95	$ 10,131.15	$ 14.00	$ 1,918.00	$ 20.00	$ 2,740.00	$ 26.00	$ 3,562.00	$ 54.50	$ 7,466.50
22	Aggregate, 6A	Cyd	8	$ 150.00	$1,200.00	$ 160.00	$ 1,280.00	$ 78.00	$ 624.00	$ 100.00	$ 800.00	$ 140.00	$ 1,120.00	$ 60.00	$ 480.00	$ 71.25	$ 570.00	$ 1,300.00	$ 10,400.00	$ 296.00	$ 2,368.00	$ 110.00	$ 880.00	$ 180.00	$ 1,440.00	$ 75.00	$ 600.00
23	Tensar TX5 Geogrid	Syd	288	$ 5.00	$1,440.00	$ 9.00	$ 2,592.00	$ 6.00	$ 1,728.00	$ 6.50	$ 1,872.00	$ 7.00	$ 2,016.00	$ 6.00	$ 1,728.00	$ 5.35	$ 1,540.80	$ 6.77	$ 1,949.76	$ 20.00	$ 5,760.00	$ 9.00	$ 2,592.00	$ 18.00	$ 5,184.00	$ 13.00	$ 3,744.00
24	HMA, 3EML	Ton	45	$ 150.00	$6,750.00	$ 240.00	$ 10,800.00	$ 314.00	$ 14,130.00	$ 315.00	$ 14,175.00	$ 360.00	$ 16,200.00	$ 250.00	$ 11,250.00	$ 366.00	$ 16,470.00	$ 436.37	$ 19,636.65	$ 370.00	$ 16,650.00	$ 314.84	$ 14,167.80	$ 240.00	$ 10,800.00	$ 443.00	$ 19,935.00
25	HMA, 5EML	Ton	45	$ 150.00	$6,750.00	$ 380.00	$ 17,100.00	$ 332.00	$ 14,940.00	$ 325.00	$ 14,625.00	$ 360.00	$ 16,200.00	$ 250.00	$ 11,250.00	$ 377.00	$ 16,965.00	$ 436.30	$ 19,633.50	$ 413.00	$ 18,585.00	$ 314.84	$ 14,167.80	$ 380.00	$ 17,100.00	$ 443.00	$ 19,935.00
26	Shld, Cl II, 6 inch	Syd	11	$ 40.00	$440.00	$ 67.00	$ 737.00	$ 91.00	$ 1,001.00	$ 104.00	$ 1,144.00	$ 120.00	$ 1,320.00	$ 35.00	$ 385.00	$ 439.00	$ 4,829.00	$ 59.09	$ 649.99	$ 119.00	$ 1,309.00	$ 166.00	$ 1,826.00	$ 43.00	$ 473.00	$ 91.50	$ 1,006.50
27	Fence, Chain Link, 72 inch	Ft	181	$ 60.00	$10,860.00	$ 55.00	$ 9,955.00	$ 53.00	$ 9,593.00	$ 137.00	$ 24,797.00	$ 137.00	$ 24,797.00	$ 52.00	$ 9,412.00	$ 159.00	$ 28,779.00	$ 71.82	$ 12,999.42	$ 54.00	$ 9,774.00	$ 50.00	$ 9,050.00	$ 140.00	$ 25,340.00	$ 176.50	$ 31,946.50
28	Lockable Gate	Ea	2	$ 5,000.00	$10,000.00	$ 1,750.00	$ 3,500.00	$ 1,600.00	$ 3,200.00	$ 3,970.00	$ 7,940.00	$ 3,970.00	$ 7,940.00	$ 2,350.00	$ 4,700.00	$ 4,610.00	$ 9,220.00	$ 2,925.00	$ 5,850.00	$ 1,750.00	$ 3,500.00	$ 2,250.00	$ 4,500.00	$ 3,970.00	$ 7,940.00	$ 5,115.00	$ 10,230.00
29	Excavation, Fdn	Cyd	1,911	$ 15.00	$28,665.00	$ 19.00	$ 36,309.00	$ 29.00	$ 55,419.00	$ 20.00	$ 38,220.00	$ 50.00	$ 95,550.00	$ 21.00	$ 40,131.00	$ 43.00	$ 82,173.00	$ 88.50	$ 169,123.50	$ 35.00	$ 66,885.00	$ 47.00	$ 89,817.00	$ 50.00	$ 95,550.00	$ 45.50	$ 86,950.50
30	Backfill, Structure, CIP	Cyd	1,061	$ 30.00	$31,830.00	$ 46.00	$ 48,806.00	$ 46.00	$ 48,806.00	$ 30.00	$ 31,830.00	$ 60.00	$ 63,660.00	$ 26.00	$ 27,586.00	$ 66.00	$ 70,026.00	$ 60.02	$ 63,681.22	$ 64.00	$ 67,904.00	$ 45.00	$ 47,745.00	$ 56.00	$ 59,416.00	$ 69.50	$ 73,739.50
31	Culv, Precast Conc Box, 10 foot by 8 foot, Install	Ft	62	$ 1,250.00	$77,500.00	$ 2,310.00	$ 143,220.00	$ 3,175.00	$ 196,850.00	$ 2,500.00	$ 155,000.00	$ 3,325.00	$ 206,150.00	$ 4,250.00	$ 263,500.00	$ 2,690.00	$ 166,780.00	$ 374.94	$ 23,246.28	$ 4,464.00	$ 276,768.00	$ 2,710.00	$ 168,020.00	$ 2,000.00	$ 124,000.00	$ 6,300.00	$ 390,600.00
32	Culv, Bedding, Box Culv	Cyd	86	$ 110.00	$9,460.00	$ 106.00	$ 9,116.00	$ 120.00	$ 10,320.00	$ 120.00	$ 10,320.00	$ 100.00	$ 8,600.00	$ 70.00	$ 6,020.00	$ 123.00	$ 10,578.00	$ 536.46	$ 46,135.56	$ 170.00	$ 14,620.00	$ 106.00	$ 9,116.00	$ 200.00	$ 17,200.00	$ 154.50	$ 13,287.00
33	Water Main Protection Cradle	LSUM	1	$ 7,500.00	$7,500.00	$ 4,452.00	$ 4,452.00	$ 6,700.00	$ 6,700.00	$ 18,000.00	$ 18,000.00	$ 5,000.00	$ 5,000.00	$ 1,500.00	$ 1,500.00	$ 13,700.00	$ 13,700.00	$ 12,746.45	$ 12,746.45	$ 3,800.00	$ 3,800.00	$ 5,649.00	$ 5,649.00	$ 5,000.00	$ 5,000.00	$ 26,000.00	$ 26,000.00
34	Membrane, Preformed Waterproofing	Sft	1,922	$ 5.00	$9,610.00	$ 4.75	$ 9,129.50	$ 11.00	$ 21,142.00	$ 4.00	$ 7,688.00	$ 10.00	$ 19,220.00	$ 5.00	$ 9,610.00	$ 7.70	$ 14,799.40	$ 6.24	$ 11,993.28	$ 6.00	$ 11,532.00	$ 4.75	$ 9,129.50	$ 10.00	$ 19,220.00	$ 6.00	$ 11,532.00
35	Joint Waterproofing	Sft	45	$ 15.00	$675.00	$ 60.00	$ 2,700.00	$ 74.00	$ 3,330.00	$ 6.00	$ 270.00	$ 15.00	$ 675.00	$ 25.00	$ 1,125.00	$ 51.50	$ 2,317.50	$ 5.77	$ 259.65	$ 47.00	$ 2,115.00	$ 154.00	$ 6,930.00	$ 52.00	$ 2,340.00	$ 23.50	$ 1,057.50
36	Underdrain, Fdn, 4 inch	Ft	272	$ 8.00	$2,176.00	$ 10.00	$ 2,720.00	$ 18.00	$ 4,896.00	$ 7.00	$ 1,904.00	$ 10.00	$ 2,720.00	$ 25.00	$ 6,800.00	$ 9.65	$ 2,624.80	$ 41.41	$ 11,263.52	$ 17.00	$ 4,624.00	$ 19.00	$ 5,168.00	$ 40.00	$ 10,880.00	$ 31.00	$ 8,432.00
37	Pipe Sleeve, 8 inch	Ft	2	$ 500.00	$1,000.00	$ 137.00	$ 274.00	$ 675.00	$ 1,350.00	$ 240.00	$ 480.00	$ 20.00	$ 40.00	$ 500.00	$ 1,000.00	$ 207.00	$ 414.00	$ 650.00	$ 1,300.00	$ 281.00	$ 562.00	$ 1,186.00	$ 2,372.00	$ 300.00	$ 600.00	$ 275.00	$ 550.00
38	Dr Structure, 60 inch dia, Special	Ea	1	$ 8,000.00	$8,000.00	$ 5,560.00	$ 5,560.00	$ 6,800.00	$ 6,800.00	$ 5,500.00	$ 5,500.00	$ 7,000.00	$ 7,000.00	$ 8,500.00	$ 8,500.00	$ 13,000.00	$ 13,000.00	$ 10,796.45	$ 10,796.45	$ 7,481.00	$ 7,481.00	$ 5,419.00	$ 5,419.00	$ 11,000.00	$ 11,000.00	$ 8,200.00	$ 8,200.00
39	Dr Structure Cover, Type Q	Ea	1	$ 900.00	$900.00	$ 665.00	$ 665.00	$ 1,816.00	$ 1,816.00	$ 900.00	$ 900.00	$ 600.00	$ 600.00	$ 600.00	$ 600.00	$ 612.00	$ 612.00	$ 585.00	$ 585.00	$ 626.00	$ 626.00	$ 1,229.00	$ 1,229.00	$ 1,200.00	$ 1,200.00	$ 1,200.00	$ 1,200.00
40	DPS Structure Cover, Adj, Case 1	Ea	1	$ 300.00	$300.00	$ 872.00	$ 872.00	$ 1,250.00	$ 1,250.00	$ 1,050.00	$ 1,050.00	$ 1,500.00	$ 1,500.00	$ 800.00	$ 800.00	$ 1,810.00	$ 1,810.00	$ 3,024.11	$ 3,024.11	$ 985.00	$ 985.00	$ 2,166.00	$ 2,166.00	$ 1,100.00	$ 1,100.00	$ 1,000.00	$ 1,000.00
41	DPS Structure Cover, Adj, Case 2	Ea	1	$ 300.00	$300.00	$ 254.00	$ 254.00	$ 1,250.00	$ 1,250.00	$ 650.00	$ 650.00	$ 1,000.00	$ 1,000.00	$ 600.00	$ 600.00	$ 1,430.00	$ 1,430.00	$ 2,699.11	$ 2,699.11	$ 967.00	$ 967.00	$ 849.00	$ 849.00	$ 800.00	$ 800.00	$ 750.00	$ 750.00
42	Slotted Drain	Ft	21	$ 425.00	$8,925.00	$ 156.00	$ 3,276.00	$ 530.00	$ 11,130.00	$ 300.00	$ 6,300.00	$ 365.00	$ 7,665.00	$ 600.00	$ 12,600.00	$ 460.00	$ 9,660.00	$ 829.71	$ 17,423.91	$ 319.00	$ 6,699.00	$ 463.00	$ 9,723.00	$ 400.00	$ 8,400.00	$ 238.50	$ 5,008.50
43	Underdrain, Subgrade, Open-Graded, 6 inch	Ft	183	$ 25.00	$4,575.00	$ 21.00	$ 3,843.00	$ 23.00	$ 4,209.00	$ 40.00	$ 7,320.00	$ 25.00	$ 4,575.00	$ 25.00	$ 4,575.00	$ 32.25	$ 5,901.75	$ 36.34	$ 6,650.22	$ 19.00	$ 3,477.00	$ 47.00	$ 8,601.00	$ 40.00	$ 7,320.00	$ 25.00	$ 4,575.00
44	Underdrain, Subbase, 6 inch	Ft	203	$ 6.00	$1,218.00	$ 15.00	$ 3,045.00	$ 22.00	$ 4,466.00	$ 25.00	$ 5,075.00	$ 20.00	$ 4,060.00	$ 25.00	$ 5,075.00	$ 17.75	$ 3,603.25	$ 53.28	$ 10,815.84	$ 22.00	$ 4,466.00	$ 10.00	$ 2,030.00	$ 32.00	$ 6,496.00	$ 38.00	$ 7,714.00
45	Conc, Grade 3500	Cyd	50	$ 550.00	$27,500.00	$ 1,230.00	$ 61,500.00	$ 1,640.00	$ 82,000.00	$ 2,000.00	$ 100,000.00	$ 1,500.00	$ 75,000.00	$ 2,000.00	$ 100,000.00	$ 1,430.00	$ 71,500.00	$ 1,951.29	$ 97,564.50	$ 1,230.00	$ 61,500.00	$ 1,230.00	$ 61,500.00	$ 1,700.00	$ 85,000.00	$ 1,585.00	$ 79,250.00
46	Reinforcement, Steel, Epoxy Coated	Lb	7,853	$ 3.00	$23,559.00	$ 2.65	$ 20,810.45	$ 4.00	$ 31,412.00	$ 2.25	$ 17,669.25	$ 2.65	$ 20,810.45	$ 3.00	$ 23,559.00	$ 3.10	$ 24,344.30	$ 1.62	$ 12,721.86	$ 3.00	$ 23,559.00	$ 2.65	$ 20,810.45	$ 6.00	$ 47,118.00	$ 3.50	$ 27,485.50
47	Curb and Gutter, Conc, Det F2	Ft	86	$ 30.00	$2,580.00	$ 65.00	$ 5,590.00	$ 87.00	$ 7,482.00	$ 40.00	$ 3,440.00	$ 40.00	$ 3,440.00	$ 70.00	$ 6,020.00	$ 75.50	$ 6,493.00	$ 83.13	$ 7,149.18	$ 52.00	$ 4,472.00	$ 65.00	$ 5,590.00	$ 65.00	$ 5,590.00	$ 67.00	$ 5,762.00
48	Sidewalk, Conc, 4 inch	Sft	1,703	$ 6.00	$10,218.00	$ 10.00	$ 17,030.00	$ 14.00	$ 23,842.00	$ 6.00	$ 10,218.00	$ 6.00	$ 10,218.00	$ 11.00	$ 18,733.00	$ 11.50	$ 19,584.50	$ 11.00	$ 18,733.00	$ 14.00	$ 23,842.00	$ 10.00	$ 17,030.00	$ 10.00	$ 17,030.00	$ 13.50	$ 22,990.50
49	Galvanized Hand Rail	Ft	91	$ 550.00	$50,050.00	$ 205.00	$ 18,655.00	$ 200.00	$ 18,200.00	$ 150.00	$ 13,650.00	$ 150.00	$ 13,650.00	$ 235.00	$ 21,385.00	$ 174.00	$ 15,834.00	$ 285.71	$ 25,999.61	$ 500.00	$ 45,500.00	$ 219.35	$ 19,960.85	$ 150.00	$ 13,650.00	$ 193.50	$ 17,608.50
50	Guardrail Approach Terminal, Type 2M	Ea	1	$ 3,500.00	$3,500.00	$ 6,475.00	$ 6,475.00	$ 6,225.00	$ 6,225.00	$ 4,669.00	$ 4,669.00	$ 4,669.00	$ 4,669.00	$ 7,200.00	$ 7,200.00	$ 5,420.00	$ 5,420.00	$ 6,500.00	$ 6,500.00	$ 4,000.00	$ 4,000.00	$ 6,800.00	$ 6,800.00	$ 4,669.00	$ 4,669.00	$ 6,016.00	$ 6,016.00
51	Guardrail, Type MGS-8	Ft	35	$ 50.00	$1,750.00	$ 111.00	$ 3,885.00	$ 43.00	$ 1,505.00	$ 32.00	$ 1,120.00	$ 32.00	$ 1,120.00	$ 50.00	$ 1,750.00	$ 37.25	$ 1,303.75	$ 371.42	$ 12,999.70	$ 110.00	$ 3,850.00	$ 48.00	$ 1,680.00	$ 32.00	$ 1,120.00	$ 41.00	$ 1,435.00
52	Surface Restoration	LSUM	1	$ 6,000.00	$6,000.00	$ 7,504.76	$ 7,504.76	$ 9,300.00	$ 9,300.00	$ 10,000.00	$ 10,000.00	$ 20,000.00	$ 20,000.00	$ 12,500.00	$ 12,500.00	$ 17,400.00	$ 17,400.00	$ 16,500.00	$ 16,500.00	$ 83,080.00	$ 83,080.00	$ 11,545.00	$ 11,545.00	$ 35,000.00	$ 35,000.00	$ 25,000.00	$ 25,000.00
53	Sign, Type III, Erect, Salv	Ea	4	$ 100.00	$400.00	$ 75.00	$ 300.00	$ 302.00	$ 1,208.00	$ 100.00	$ 400.00	$ 100.00	$ 400.00	$ 125.00	$ 500.00	$ 522.00	$ 2,088.00	$ 825.00	$ 3,300.00	$ 300.00	$ 1,200.00	$ 100.00	$ 400.00	$ 250.00	$ 1,000.00	$ 1,163.00	$ 4,652.00
54	Pavt Mrkg, Sprayable Thermopl, 4 inch, White	Ft	165	$ 10.00	$1,650.00	$ 5.15	$ 849.75	$ 3.00	$ 495.00	$ 5.15	$ 849.75	$ 1.00	$ 165.00	$ 1.00	$ 165.00	$ 6.00	$ 990.00	$ 6.50	$ 1,072.50	$ 5.00	$ 825.00	$ 5.15	$ 849.75	$ 5.15	$ 849.75	$ 6.50	$ 1,072.50
55	Pavt Mrkg, Sprayable Thermopl, 4 inch, Yellow	Ft	165	$ 10.00	$1,650.00	$ 5.15	$ 849.75	$ 3.00	$ 495.00	$ 5.15	$ 849.75	$ 1.00	$ 165.00	$ 1.00	$ 165.00	$ 6.00	$ 990.00	$ 6.50	$ 1,072.50	$ 5.00	$ 825.00	$ 5.15	$ 849.75	$ 5.15	$ 849.75	$ 6.50	$ 1,072.50
56	Pavt Mrkg, Waterborne, Bike Thru Arrow Sym	Ea	1	$ 200.00	$200.00	$ 100.00	$ 100.00	$ 467.00	$ 467.00	$ 100.00	$ 100.00	$ 200.00	$ 200.00	$ 150.00	$ 150.00	$ 116.00	$ 116.00	$ 650.00	$ 650.00	$ 500.00	$ 500.00	$ 100.00	$ 100.00	$ 100.00	$ 100.00	$ 129.00	$ 129.00
57	Pavt Mrkg, Waterborne, Bike, Small Sym	Ea	1	$ 150.00	$150.00	$ 100.00	$ 100.00	$ 467.00	$ 467.00	$ 100.00	$ 100.00	$ 200.00	$ 200.00	$ 150.00	$ 150.00	$ 116.00	$ 116.00	$ 650.00	$ 650.00	$ 500.00	$ 500.00	$ 100.00	$ 100.00	$ 100.00	$ 100.00	$ 129.00	$ 129.00
58	Pavt Mrkg, Waterborne, Bike Dedicated Lany Sym	Ea	1	$ 150.00	$150.00	$ 100.00	$ 100.00	$ 467.00	$ 467.00	$ 100.00	$ 100.00	$ 200.00	$ 200.00	$ 150.00	$ 150.00	$ 116.00	$ 116.00	$ 650.00	$ 650.00	$ 500.00	$ 500.00	$ 100.00	$ 100.00	$ 100.00	$ 100.00	$ 129.00	$ 129.00
	Construction Subtotal				$533,993.90		$601,961.00		$806,124.00		$853,715.75		$869,926.45		$880,880.00		$897,000.00		$1,077,003.93		$1,047,146.44		$1,064,469.72		$1,191,176.50		$1,321,716.50
59	Crew Days	Day	60	$ 800.00	$48,000.00	70	$ 56,000.00	75	$ 60,000.00	50	$ 40,000.00	45	$ 36,000.00	51	$ 40,800.00	75	$ 60,000.00	46	$ 36,800.00	100	$ 80,000.00	91	$ 72,800.00	80	$ 64,000.00	90	$ 72,000.00
	Total Construction Cost				**$581,993.90**		$657,961.00		$866,124.00		$893,715.75		$905,926.45		$921,680.00		$957,000.00		$1,113,803.93		$1,127,146.44		$1,137,269.72		$1,255,176.50		$1,393,716.50
					Award Amount (Excludes Crew Days)		**$ 601,961.00**																					

indicates corrected entry

BID
For
Lakeshore Park Tunnel Replacement

Bid of Fonson Company, Inc. hereinafter called Bidder, organized and existing under the laws of or a resident of the State of Michigan, doing business as A Corporation *.

*Insert as applicable: "a corporation", "a partnership" or "an individual".

TO THE CITY OF NOVI, MICHIGAN, hereinafter called OWNER:

The undersigned as Bidder hereby declares: that this Bid is made in good faith without fraud or collusion with any person or persons bidding on the same Contract; that the Bidder has read and examined the Advertisement for Bids, Instructions to Bidders, Bid, General Conditions, Supplementary Conditions, Agreement, Forms of Bond, Specifications and Drawings, as prepared by the ENGINEER, and understands all of the same; that the Bidder of its representative has made personal investigation at the sites of the work and has become fully familiar with regard to the conditions to be met in the execution of this Contract, and the undersigned proposes to furnish all labor, materials, tools, power, transportation, and construction equipment necessary for the construction of the Project and performing related work in full accordance with the aforesaid Contract Documents, including any and all Addenda officially issued, their receipt of which is hereby acknowledged:

Addendum No.	Addendum Date
#1	December 9, 2022

The Contract will be awarded to the lowest responsive, responsible Bidder based on the unit prices for all Work specified.

The Bidder agrees to complete the Project for the following unit prices:

BASE BID					
Item No.	**Item Description**	**Unit**	**Quantity**	**Unit Price**	**Total Price**
1	Mobilization (10% Max.)	LSUM	1	$ 59,763.79	$ 59,763.79
2	Pre-Construction Audio Visual	LSUM	1	$ 725.00	$ 725.00
3	Maintaining Traffic	LSUM	1	$ 11,413.00	$ 11,413.00
4	Tree and Stump, Rem, 6 inch to 18 inch	Ea	2	$ 500.00	$ 1,000.00
5	Structures, Rem	LSUM	1	$ 17,632.91	$ 17,632.91
6	HMA Surface, Rem	Syd	243	$ 12.00	$ 2,916.00

BASE BID					
Item No.	**Item Description**	**Unit**	**Quantity**	**Unit Price**	**Total Price**
7	Sidewalk, Rem	Syd	102	$ 16.00	$ 1,632.00
8	Curb and Gutter, Rem	Ft	86	$ 8.00	$ 688.00
9	Guardrail, Rem	Ft	94	$ 12.00	$ 1,128.00
10	Fence, Rem	Ft	180	$ 12.00	$ 2,160.00
11	Fence, Decorative, Salv	Ft	73	$ 31.00	$ 2,263.00
12	Fence, Decorative, Replace	Ft	73	$ 88.00	$ 6,424.00
13	Retaining Wall, Wooden, Rem	Ft	111	$ 19.00	$ 2,109.00
14	Hand Rail, Rem	Ft	104	$ 9.00	$ 936.00
15	Excavation, Earth	Cyd	176	$ 28.00	$ 4,928.00
16	Subgrade Undercutting, Special (1 x 3)	Cyd	100	$ 67.00	$ 6,700.00
17	Roadway Grading	Sta	0.83	$ 4,923.00	$ 4,086.09
18	Erosion Control, Silt Fence	Ft	500	$ 3.00	$ 1,500.00
19	Aggregate Base, 21AA, Limestone, 9 inch	Syd	288	$ 18.00	$ 5,184.00
20	Aggregate Base, 8 inch (Class II Granular)	Syd	69	$ 44.00	$ 3,036.00
21	Aggregate Base, 4 inch (Class II Granular)	Syd	137	$ 13.00	$ 1,781.00
22	Aggregate, 6A	Cyd	8	$ 160.00	$ 1,280.00
23	Tensar TX5 Geogrid	Syd	288	$ 9.00	$ 2,592.00
24	HMA, 3EML	Ton	45	$ 240.00	$ 10,800.00
25	HMA, 5 EML	Ton	45	$ 380.00	$ 17,100.00
26	Shld, Cl II, 6 inch	Syd	11	$ 67.00	$ 737.00
27	Fence, Chain Link, 72 inch	Ft	181	$ 55.00	$ 9,955.00
28	Lockable Gate	Ea	2	$ 1,750.00	$ 3,500.00
29	Excavation, Fdn	Cyd	1,911	$ 19.00	$ 36,309.00
30	Backfill, Structure, CIP	Cyd	1,061	$ 46.00	$ 48,806.00
31	Culv, Precast Conc Box, 10 foot by 8 foot, Install	Ft	62	$ 2,310.00	$ 143,220.00
32	Culv, Bedding, Box Culv	Cyd	86	$ 106.00	$ 9,116.00
33	Water Main Protection Cradle	LSUM	1	$ 4,452.00	$ 4,452.00
34	Membrane, Preformed Waterproofing	Sft	1,922	$ 4.75	$ 9,129.50
35	Joint Waterproofing	Sft	45	$ 60.00	$ 2,700.00
36	Underdrain, Fdn, 4 inch	Ft	272	$ 10.00	$ 2,720.00
37	Pipe Sleeve, 8 inch	Ft	2	$ 137.00	$ 274.00
38	Dr Structure, 60 inch dia, Special	Ea	1	$ 5,560.00	$ 5,560.00

BASE BID					
Item No.	**Item Description**	**Unit**	**Quantity**	**Unit Price**	**Total Price**
39	Dr Structure Cover, Type Q	Ea	1	$ 665.00	$ 665.00
40	DPS Structure Cover, Adj, Case 1	Ea	1	$ 872.00	$ 872.00
41	DPS Structure Cover, Adj, Case 2	Ea	1	$ 254.00	$ 254.00
42	Slotted Drain	Ft	21	$ 156.00	$ 3,276.00
43	Underdrain, Subgrade, Open-Graded, 6 inch	Ft	183	$ 21.00	$ 3,843.00
44	Underdrain, Subbase, 6 inch	Ft	203	$ 15.00	$ 3,045.00
45	Conc, Grade 3500	Cyd	50	$ 1,230.00	$ 61,500.00
46	Reinforcement, Steel, Epoxy Coated	Lb	7,853	$ 2.65	$ 20,810.45
47	Curb and Gutter, Conc, Det F2	Ft	86	$ 65.00	$ 5,590.00
48	Sidewalk, Conc, 4 inch	Sft	1,703	$ 10.00	$ 17,030.00
49	Galvanized Hand Rail	Ft	91	$ 205.00	$ 18,655.00
50	Guardrail Approach Terminal, Type 2M	Ea	1	$ 6,475.00	$ 6,475.00
51	Guardrail, Type MGS-8	Ft	35	$ 111.00	$ 3,885.00
52	Surface Restoration	LSUM	1	$ 7,504.76	$ 7,504.76
53	Sign, Type III, Erect, Salv	Ea	4	$ 75.00	$ 300.00
54	Pavt Mrkg, Sprayable Thermopl, 4 inch, White	Ft	165	$ 5.15	$ 849.75
55	Pavt Mrkg, Sprayable Thermopl, 4 inch, Yellow	Ft	165	$ 5.15	$ 849.75
56	Pavt Mrkg, Waterborne, Bike Thru Arrow Sym	Ea	1	$ 100.00	$ 100.00
57	Pavt Mrkg, Waterborne, Bike, Small Sym	Ea	1	$ 100.00	$ 100.00
58	Pavt Mrkg, Waterborne, Bike, Small Sym	Ea	1	$ 100.00	$ 100.00
59	Crew Day	Day	70.00	$800.00	$ 56,000.00
TOTAL BASE BID PRICE:				**$** 657,961.00	

If the foregoing Bid shall be accepted by the OWNER, the undersigned agrees to enter into the attached form of Agreement within ten (10) days after receiving notice of such acceptance, will furnish the OWNER satisfactory bonds and certificates of insurance coverage, and will complete the Project, at the price and within the time stated in this Bid.

The undersigned further agrees that if the foregoing Bid shall be accepted, work will commence immediately after the Contract has been awarded, the Agreement executed, and a Notice to Proceed received.

Substantial Completion shall be by May 25, 2023.

Final Completion shall be by June 9, 2023.

CITY OF NOVI

Substantial completion shall include all work, excepting final surface restoration.

The undersigned attaches hereto its Bid security, as required by the Advertisement for Bids and Instructions to Bidders. The undersigned agrees that in case it shall fail to fulfill its obligations under the foregoing Bid, and/or shall fail to furnish bonds, as specified, the OWNER may, at its option determine that the undersigned has abandoned its rights and interests in such Contract and that its Bid security accompanying its Bid; has been forfeited to the said OWNER, but otherwise the Bid security shall be returned to the undersigned upon the execution of the Contract and the acceptance of the bonds.

The undersigned also agrees that for each and every calendar day that he may be in default of any of the completion times listed above, the OWNER will suffer a damage of One Thousand Three Hundred Dollars ($1,300.00) per calendar day, and said OWNER shall be compensated therefore at the rate as liquidated damages in accordance with the Agreement.

In submitting this Bid, it is understood that the right is reserved by the OWNER to accept any bid, to reject any or all Bids, and to waive irregularities in bidding in the interest of the OWNER.

SUBMITTED on 12/20/2022
Date*

7644 Whitmore Lake
Street*

Brighton, MI 48116
City, State, ZIP*

810-217-4528
Telephone Number*

810-231-5404
Facsimile Number*

BY: Fonson Company Inc.
Name of Bidder*

Signature

Kirk Cooley, General Manager
Name and Title of Signatory*

*Typed or printed in ink.

CITY OF NOVI CITY COUNCIL
JANUARY 23, 2023

SUBJECT: Consideration of a resolution to create a Public Safety Building Needs Committee.

SUBMITTING DEPARTMENT: City Manager

BACKGROUND INFORMATION:
City Council has previously discussed issues pertaining to the aging and antiquated Public Safety buildings in the City of Novi, including the Police Station and Fire Stations One, Two, and Three. A Public Safety Building Needs Committee would help the City Council make a plan for the funding, location, and facility requirements to bring the City's Public Safety Buildings into the current century, better meeting the needs of both residents and City staff. This resolution accommodates the creation of a temporary task force and Mayoral appointments to carry out the task force's objectives and goals.

The Mayoral appointments to the Committee would consist of the following seven voting members:

Bob Gatt, Mayor
Dave Staudt, Mayor Pro-Tem
Justin Fischer, Councilmember
Scott Olson, Resident
Ted Zuchlewski, Resident
David Landry, Resident, and former Mayor
David Molloy, Resident, and former Public Safety Director/ Chief of Police

Interim City Manager Victor Cardenas will appoint any necessary staff liaison/consultants to the Committee, include:

Victor Cardenas, Interim City Manager
Eric Zinser, Public Safety Director/ Chief of Police
Jeff Johnson, Fire Chief

RECOMMENDED ACTION: Approval to adopt the attached resolution and Mayoral appointments to the resulting Committee or task force.

RESOLUTION ESTABLISHING PUBLIC SAFETY BUILDING NEEDS COMMITTEE

City of Novi
County of Oakland, Michigan

Minutes of a Meeting of the City Council of the City of Novi, County of Oakland, Michigan, held in the City Hall of said City on January 23, 2023, at 7:00 P.M. Prevailing Eastern Time.

PRESENT: Councilmembers_____

ABSENT: Councilmembers_____

The following preamble and Resolution were offered by Councilmember _____ and supported by Councilmember _____.

RECITALS:

WHEREAS, City Council has over the last several years, discussed issues pertaining to the inadequacy of the existing public safety buildings, including the lack of space for additional women's locker rooms in the City, and the overall aged state of the Police Station, Fire Stations One, Two, and Three. All of those facilities are in need of modernization, whether through a renovation of existing facilities or full redevelopment.

WHEREAS, in order to further explore the issues surrounding the adequacy of current facilities and the possibilities for addressing them, Council desires to create a temporary task force having the specific purposes, objectives, membership, and duties set forth in this Resolution.

NOW, THEREFORE, BE IT RESOLVED that:

1. The Novi Public Safety Building Needs Committee is hereby established. This Committee is established for the purposes and with the objectives of:

    a) Studying and reporting to City Council any available options and the necessary undertakings in order to renovate or rebuild the City Public Safety buildings.
    b) Identifying potential obstacles or issues, both positive and negative, involved with doing so.
    c) Investigating projected costs of architectural, engineering and construction services and materials to the City, as well as possible sources of funding or financing.

2. The Public Safety Building Needs Committee shall consist of seven (7) voting members, including three (3) City Council members, and four (4) members of the

public. One (1) or more members of City staff will also be assigned as consultant/liaison. The Councilmembers and the members of the public shall be appointed by the Mayor; the staff member(s) shall be appointed by the City Manager.

3. The Committee shall have the ability and is encouraged to seek information and input from all possible sources, including members of the public (both residents and businesses within the City of Novi), members of Public Safety Administration, Police, and Fire Departments, and other technical/subject matter experts. The Committee may request, or the City Manager may assign, additional staff resources in connection with the undertaking of its duties.

4. All meetings of the Committee shall be open to the public, in compliance with the Michigan Open Meetings Act. The Committee shall, at its first meeting following adoption of this resolution, choose a chairperson and secretary from among its members, and shall meet regularly as necessary to complete its task within the time frame established under this Resolution, and shall keep a record of its meetings, information, findings, and determinations.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

_____
Cortney Hanson, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Novi at a regular meeting held this 23rd day of January 2023.

_____
Cortney Hanson, City Clerk
City of Novi

CITY OF NOVI CITY COUNCIL
JANUARY 23, 2023

SUBJECT: Consideration of a resolution to create an Older Adults Needs Committee.

SUBMITTING DEPARTMENT: City Manager

BACKGROUND INFORMATION:

Before his retirement, City Manager Pete Auger updated City Council on an evaluation of the services and programs offered by the City of Novi to its senior population. The goal of this committee is to continue those efforts and dive deeper into the needs, expectations, and aspirations of our aging community members.

Upon consideration of the attached resolution, Mayor Gatt will propose membership of the committee, comprised of three (3) council members and four (4) members of the community.

RECOMMENDED ACTION: Consideration of a resolution to create an Older Adults Needs Committee.

CITY OF NOVI
COUNTY OF OAKLAND, MICHIGAN

RESOLUTION ESTABLISHING
A CITY COUNCIL OLDER ADULT NEEDS COMMITTEE

Minutes of a Meeting of the City Council of the City of Novi, County of Oakland, Michigan, held in the City Hall of said City on _____, 2023, at 7:00 P.M. Prevailing Eastern Time.

PRESENT: Councilmembers_____

ABSENT: Councilmembers _____

The following preamble and Resolution were offered by Councilmember _____ and supported by Councilmember _____.

RECITALS:

WHEREAS, older residents of the City of Novi are valued members of the community; and

WHEREAS, older adults are a diverse group of homeowners, taxpayers, employees, civic leaders, artists, and more; and

WHEREAS, ageism and social isolation experienced by seniors can lead to increased mortality and poor health outcomes; and

WHEREAS, the City can help to address those and other issues by providing opportunities for education, physical activity, and social participation throughout the community; and

WHEREAS, the City Council finds it advisable to consider all of its options for addressing needs and issues faced by older adults in the City, from health to security to housing; and

WHEREAS, the City Council previously established (2013) an Older Adult Services Advisory Board to advise and assist and report to the Parks Recreation & Cultural Services (PCRS) Commission and Department; and

WHEREAS, the Board has over ensuing years provided such advice and service in exemplary fashion, but the City Council now finds that establishing an Older Adults Needs Advisory Committee to report directly to the City Council as an advisory body would help the Council and the City empower seniors, create more opportunities for their input into City programs, understand senior needs, projects, and events, and would provide a

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broader means by which seniors can comment upon and be involved in issues and decisions that affect them; and

WHEREAS, the responsibilities of the Committee would be to assess and understand necessities by, for, and with seniors throughout the City and to provide input to the City on matters involving older adults while reporting to the City Council; and

WHEREAS, the Committee shall be established in the first instance for a period of one years. It may be renewed thereafter as deemed necessary by the City Council.

NOW, THEREFORE, BE IT RESOLVED that:

1. The Committee to be known as the "Older Adult Needs Committee" is hereby established.

2. The Committee shall have seven (7) members, appointed by the Mayor with the approval of City Council:

    - Three (3) Members of City Council
    - Four (4) Members of the Community

    A Staff liaison(s) to the Committee shall appointed by the City Manager.

3. The Committee's term of existence shall be for a period of one (1) year commencing on the date of this Resolution.

4. The Committee shall determine the number of times it shall meet regularly, and shall be charged with performing the following functions:

    - To advise the City Council regarding activities, needs, and volunteer community opportunities for older individuals and groups in Novi.
    - To discuss programs, projects, and facilities as they pertain to Novi older adults.
    - To focus on dissemination of information and advocacy regarding recommended services for older adults in the areas of health information and referral, volunteer services, counseling, outreach to the home-bound, recreation, education, and other needs.
    - To identify best practices for programs and service delivery needs for Novi older adults.
    - To formulate and recommend plans to assist in meeting the critical needs of older adults and adults with disabilities.

5. The Committee shall, at its first meeting following adoption of this resolution, choose a chairperson and secretary from among its members. All meetings of the Committee shall be open to the public, in compliance with the Michigan Open Meetings Act.

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AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

_____

Cortney Hanson, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Novi, County of Oakland, and State of Michigan, at a regular meeting held this _____ day of _____, 2023, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, and that the minutes of said meeting have been kept and made available to the public as required by said Act.

_____

Cortney Hanson, City Clerk

City of Novi

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REGULAR MEETING OF THE COUNCIL OF THE CITY OF NOVI
MONDAY, JANUARY 9, 2023 AT 7:00 P.M.

Mayor Pro Tem Staudt called the meeting to order at 7:00 P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL: Mayor Gatt, (absent, excused) Mayor Pro Tem Staudt, Council Members Casey, Crawford, Fischer, Smith, Thomas

ALSO PRESENT: Victor Cardenas, Interim City Manager
Tom Schultz, City Attorney

APPROVAL OF AGENDA:

CM 23-01-001 **Moved by Crawford, seconded by Casey; MOTION CARRIED: 6-0**

To approve the Agenda as presented.

Roll call vote on CM 23-01-001

Yeas: Staudt, Casey, Crawford, Fischer, Smith, Thomas
Nays: None
Absent: Gatt

PUBLIC HEARINGS: None

PRESENTATIONS:

1. **Michigan State Fair – Blair Bowman**

Mayor Pro Tem Staudt said we have a very nice contribution on behalf of the Michigan State Fair and Blair Bowman for the Jessica Starr Splashpad.

Blair Bowman stated each year, they like to come and give their Annual Report. He said they are very proud of the fact that they are the only privately produced State Fair in the country, and still being able to give back to the community, that is our number one focus. He said they were pleased last year to be there and contribute $15,000 to the splashpad, and this year, they are adding an additional $10,000 for a total of $25,0000. He said they were going to continue to support that effort until they see that built. He said that was their promise and their goal.

David Landry said he was there on behalf of the Parks and Recreation Foundation along with Administrative Director, Melissa Agosta and they were happy to be the recipient and to assist with the Jessica Starr Splashpad. He said they looked forward to meeting all the goals and running through the splashpad.

Mayor Pro Tem Staudt thanked them on behalf of the Novi City Council, and the Novi Parks Foundation. He thanked him for the contribution and they are looking forward to getting production and construction of the splashpad going this spring. He said he was excited for the future with this.

MANAGER/STAFF REPORT: None

ATTORNEY REPORT: None

AUDIENCE COMMENTS:

Vijay Venugopal, 43364 Ashbury Drive, Novi wished everyone a Happy New Year. He said he has been a Novi resident for the past six years and he was also a member of Hindu Swayamsevak Sangh which is in short, they call HSS. He was there that evening to thank on their behalf for providing this Proclamation for the Surya Namaskar Yajna Yogathon that they conduct year after year. He stated the City has been supporting this event for many years and they have been successful in conducting the Yogathon, reaping the benefits through improving their health. On this behest, we have seen that there has been some deformation smear campaign and Hindu phobic attacks in the social media. He wanted to present and give an overview of what Hindu Swayamsevak Sangh is all about. He said they have presented multiple times, but also for the benefit of the residents they wanted to present it again. He said for this, they thought why not someone who has been part of this organization throughout her life, young, a volunteer of the organization could present his. He said during the next public comment, you will hear that from their colleague. He also said feel free to reach out to them if there are any questions regarding their activities that they do. He said they are also conducting week sessions every Sunday, they have sessions that are happening in the SV Temple, which is right across the corner from here. He said they would be very happy if you would like to witness that and come over and participate in one of these sessions as well. He said they would like to see if they could provide a travel exhibition, if you will, right here in the Novi Civic Center to give more about what they do and who they are. He said he would conclude his audience comment and let them hear from one of their younger volunteers. Thank you.

Avya Pappuri, 42210 Park Ridge Road, Novi said dear Mayor and City Councilmembers of Novi, Namaste. She stated she was a 10th grader at Novi High School, and she was there to give you a brief overview of Hindu Swayamsevak Sangh or HSS. She explained this is a Hindu faith-based socio-cultural nonprofit organization where the primary objective is to import good virtues in children through storytelling and play methods. She said HSS is open to any community member, including any other faiths who are interested in learning Hindu heritage, ancient culture, and history. She was going to go over a few of the programs that they conduct as a community. She said the first is called the Surya Namaskar Yajna, where they received a Proclamation for the Yogathon, where they encourage people to perform the tensor of Namaskar poses for 13 rounds. She said this Yogathon is conducted to promote health for humanity. She said these yoga posters are extremely beneficial for the body because it improves blood circulation and strengthens many different muscles. She stated another program which they celebrate is call Guru Vandana where they celebrate our guru's or teachers and they invite them to join them for the occasion where they show them the different customs that they have,, and they give thanks for all that they have done for us. She explained Raksha Bandhan was a festival that shows the bond that a brother and sister have when they tie Rakhi (a string bracelet) around the wrists of their honorees, we say that we will protect each other and

Raksha Bandhan isn't only celebrated with siblings or relatives. She said they went to different police stations to tie Rakhi on their fellow police officers and firefighters She said this basically represents the protection that they offered. Sewa Diwali is a food and clothes drive that they conducted on the time of the Festival of Lights, which is the Diwali, they collected and donated hundreds of thousands of pounds of food to a variety of shelters and food centers. She said this drive was aimed to foster and promote the concept of service to the community. She said they also organized many blood drives with the Red Cross and reached out to many people to stimulate the decision to donate blood, because donating blood can save a life or several others. She stated another way they contributed to the community around us is through highway cleanups that they oversee each season. She said once during the fall, summer, and spring, they go to a lot of highways they have chosen, and they walk around and pick up the trash around the highways, they do this because they want to keep the environment healthy and safe. She said another thing that they do is a Darshana Exhibit which is a way to showcase the different independent topics that they value under Hinduism. They give a preview and explanation of topics like science, Aveda, or yoga, etc. She said lastly, during COVID-19 they made mass pack lunches and volunteered at different clinics and centers to support the firsthand responders who were working day in and day out. She said they always looked to sustain and better the society not to harm or offend anyone in any way and Hindu Swayamsevak Sangh has always put people first and on behalf of HSS she wanted to thank the Mayor and City Council for supporting them and protecting their beliefs. Thank you and Namaste.

CONSENT AGENDA REMOVALS AND APPROVALS:

CM 23-01-002 Moved by Casey, seconded by Crawford; MOTION CARRIED: 6-0

To approve the Consent Agenda as presented.

A. Approve Minutes of:
December 19, 2022 - Regular Meeting

B. Approval to purchase twenty-four (24) modems for the Novi Police Department patrol vehicles from CDW Government, sole source provider for Oakland County Courts and Law Enforcement Management Information System (CLEMIS), at the cost of $34,920, and amend the budget.

C. Approval of the final payment to Merlo Construction Company for the Segment 51 Ten Mile Road Sidewalk (North side, between Dinser Drive and Woodham Road) project, in the amount of $9,667.72, plus interest earned on retainage.

D. Approval to accept the residential streets as part of Bolingbrooke and adoption of Act 51 New Street Resolution accepting Bolingbrooke Lane, Ellesmere Circle, and Yardley Drive as public, adding 0.52 miles of roadway to the City's public street system.

E. Approval of claims and warrants – Warrant 1123

Roll call vote on CM 23-01-002 **Yeas: Casey, Crawford, Fischer, Smith, Thomas, Staudt**
Nays: None
Absent: Gatt

MATTERS FOR COUNCIL ACTION:

1. **Consideration of tentative approval of the request of Leon's of Novi, JZ21-22, with Zoning Map Amendment 18.738, to rezone the property from Local Business (B-1) to General Business (B-3). The property is located on the south side of Ten Mile Road, west of Haggerty Road. FIRST READING**

Interim City Manager Cardenas stated this item concerns the legendary Novi restaurant that has been in existence for nearly 40 years, Moe's on Ten. Rezoning this property is consistent with the Master Plan, ultimately converting it to community commercial mirroring the uses that surround it. He said when it came before the Planning Commission there were no objections at the Public Hearing, and it was unanimously approved by the Planning Commission. He said it is now before City Council for approval, the owners and the lawyers are here to address any questions if they arise.

David Landry said he was there on behalf of the Leon's of Novi which we all know as Moe's on Ten. He said the first thing he wanted to make clear is that this request is made not with the intent to make any physical changes to the property or the building and make no changes in the use itself. He stated they merely wanted to change from a legal non-conforming use to a legal conforming use. He stated Moe's on Ten has operated at this location since 1983, that is 40 years. He said even before that, it was a restaurant before the current zoning ordinance made it be one. He said it is now a non-conforming, legal non-conforming because of change. He stated that is always scary for the business owner because if it burns down, you cannot rebuild it, so everything you have worked for you whole life you have lost. He thought it was safe to say from a zoning perspective, after 40 years, it is a pretty good place to locate a restaurant. He said after all these years, Moe and Debbie Leon have proven their commitment to the City. He said they have employed residents, upgraded that facility constantly, and Moe and Debbie are personally there every day. He said this is not a conglomerate that is owned five states over and the owners are never there, they are there every single day. He said the second generation is there, Michael is there this evening. They have made a significant investment in the community; they have been active in every possible way. He said you are hard pressed to find any other business more active or more generous. He said they are merely wishing to be a conforming use, no physical changes, positive recommendation from the Planning Commission, planning, engineering, fire, traffic, we ask that you simply approve the rezoning. Thank you.

Member Fischer said it appeared that in the information packet, there are no changes proposed at this time with this rezoning. Mr. Landry said, yes, that is an accurate statement.

Member Fischer asked Interim City Manager Cardenas if there were to be changes in the future would that go through the normal planning process? Mr. Cardenas said he believed that is all correct.

CM 23-01-003 **Moved by Fischer, seconded by Crawford; MOTION CARRIED: 6-0**

Tentative approval of the request of Leon's of Novi, JZ21-22, with Zoning Map Amendment 18.738, to rezone the property from Local Business (B-1) to General Business (B-3), as recommended by the Planning Commission. FIRST READING. This motion is made for the following reasons:

1. **The proposed General Business (B-3) Zoning District meets the intent of the 2016 Master Plan for the Community Commercial future land use, and if approved will allow the use to be a legal conforming use as a sit-down restaurant in the General Business zoning district;**

2. **The Master Plan for Land Use objective to support and strengthen existing businesses is fulfilled by allowing an existing business to continue its use;**

3. **The Master Plan for Land Use objective to maintain quality architecture and design throughout the City is fulfilled because Moe's on Ten is a long-term, identifiable and unique business in Novi;**

4. **There will be no negative impact on public utilities as a result of the rezoning request as stated in the Engineering memo, and no anticipated changes to the traffic patterns as a result of the rezoning request;**

5. **A waiver of the Rezoning Traffic Study as the proposed rezoning is not expected to result in additional trips**

Roll call vote on CM 23-01-003
Yeas: Crawford, Fischer, Smith, Thomas, Staudt, Casey
Nays: None
Absent: Gatt

CONSENT AGENDA REMOVALS FOR COUNCIL ACTION: None

AUDIENCE COMMENT: None

COMMITTEE REPORTS: None

MAYOR AND COUNCIL ISSUES: None

ADJOURNMENT – There being no further business to come before Council, the meeting was adjourned at 7:15 P.M.

_____
Cortney Hanson, City Clerk

_____
Robert J. Gatt, Mayor

_____
Transcribed by Deborah S. Aubry

Date approved: January 23, 2023

CITY OF NOVI CITY COUNCIL
JANUARY 23, 2023

SUBJECT: Approval to award Great Lakes Power and Lighting the Civic Center LED lighting retrofit project in the amount of $65,594.16.

SUBMITTING DEPARTMENT: Integrated Solutions, Facilities Management

EXPENDITURE REQUIRED	**$ 65,594.16**
AMOUNT BUDGETED	**$ 66,000**
APPROPRIATION REQUIRED	**$ 0**
LINE ITEM NUMBER	**101-265.00-976.086**

BACKGROUND INFORMATION:
The current fluorescent lighting fixtures in the Civic Center include 560 units in offices, workspaces, stairwells, and conference rooms. These fluorescent fixtures are not energy efficient and often burn out, requiring continuous replacements and increased costs.

This retrofitting project would replace the existing fluorescent bulbs with updated LED bulbs in all 560 fixtures; with project costs includes wiring, bulbs, conduit, fittings, and labor. The operational impact would be a reduction in electricity usage, increased efficiency, and improved longevity resulting in overall lower utility costs.

Estimated operating savings from converting to LED is $5,204.44 per 100 fixtures annually and estimated energy savings is 47,304 kWh per 100 fixtures annually. Overall, switching to LED lighting will reduce energy usage at the Civic Center by 25%-35% on average and upwards of 75% energy costs savings over 25 years, depending on rates and usage.

<u>Fluorescent Operation (100 fixtures w/2 tubes per fixture)</u>
Annual Energy Consumption: 75,336 kWh
Annual Operating Costs: $8,286.96

LED Operation (100 fixtures w/2 tubes per fixture)
Annual Energy Consumption: 28,032 kWh
Annual Operating Costs: $3,082.52

RECOMMENDED ACTION: Aproval to award Great Lakes Power and Lighting the Civic Center LED lighting retro fit project in the amount of $65,594.16.

Quotation

Date: January 4, 2023

To: City of Novi

Attn. Marcus

Project: Lighting retro fit at the Civic center

In accordance with your request we are pleased to quote the electrical installation required for the above referenced project as follows:

18 retro trims included
1140 4’ Led tubes included
28 3’ LED tubes included
183 2’ tubes included
30 U LED tube lighting included
12 2x2 flat panel lights included
6 stair lights included
30 new sconces included
All wire, fittings, and conduit included

Total Price $65,594.16

Thank you for the opportunity. If you require additional information please do not hesitate to contact me.

Sincerely,
Alan Thueme
Purchasing agent
Great Lakes Power & Lighting, Inc.
E-mail: athueme@greatlakespwr.com
Cell Ph: 586-855-0960

CITY OF NOVI CITY COUNCIL
JANUARY 23, 2023

SUBJECT: Approval to award an Agreement for Geotechnical Engineering Services for Public Projects to G2 Consulting Group, LLC, for a period of five years, with an effective date of January 23, 2023.

SUBMITTING DEPARTMENT: Department of Public Works, Engineering Division

BACKGROUND INFORMATION:

Since December 2018, the City has contracted with two pre-qualified geotechnical consultants for the geotechnical investigations and material testing services needed during design and construction of public infrastructure projects, Intertek PSI and Testing Engineers and Consultants. These contracts are set to expire in December 2023. Due to poor performance, the Engineering Division has opted to end the contracts early and seek a new firm for the City's geotechnical needs. Going forward, the City would contract with one geotechnical consultant and retain Intertek PSI's services for the remaining contract period to serve as backup, if needed.

The Engineering Division completed the review and recommendation process to utilize one pre-qualified geotechnical consultant for the planning and construction phases of public infrastructure projects. The attached Request for Qualifications and Fee Proposal was advertised on November 30, 2022. The qualification packages were reviewed and scored using the Qualification Based Selection (QBS) process. The firm with the top score was G2 Consulting Group, LLC.

The consultants also submitted fee proposals on the City's fee proposal table attached in the Request for Qualifications and Fee Proposals which asked for a straight percentage of the estimated construction cost under each infrastructure category for design investigation and material testing, which was successfully used in the last contract period. G2's fee proposal in included at the end of the proposal package. The fee percentages align with the City's expectations, which are relatively small for typical City projects at approximately 1.25% of the estimated construction cost for design investigation and approximately 2% of the awarded construction cost for material testing.

The attached Agreement for Geotechnical Engineering Consulting Services for Public Projects was provided to G2 and executed as a general agreement. G2 may execute an Authorization of Additional Services if staff agrees the project scope is considerably different from the expected fee percentage.

RECOMMENDED ACTION: Approval to award an Agreement for Geotechnical Engineering Services for Public Projects to G2 Consulting Group, LLC, for a period of five years, with an effective date of January 23, 2023.

This proposal submitted by:

Company (Legal Registration) G2 Consulting Group, LLC

Address 1866 Woodslee Street

City Troy State MI Zip 48083

Telephone 248-680-0400 Fax 248-680-9745

Representative's Name Jason B. Stoops, P.E.

Representative's Title Associate

Authorized Signature Jason B. Stoops

E-mail jstoops@g2consultinggroup.com

Date 12/13/22

CONSULTING
GROUP

December 13, 2022

Mr. Ben Croy, P.E.
City Engineer
City of Novi
45175 Ten Mile Road
Novi, Michigan 48375

Re: Proposal for Geotechnical Engineering Consultant Services for Public Projects
City of Novi, Michigan
G2 Project No. 223812

Dear Mr. Croy:

G2 Consulting Group, LLC (G2) is pleased to provide the City of Novi with this Proposal for Geotechnical Engineering Consultant Services for Public Projects. G2 has reviewed both the City of Novi Request for Qualifications / Request for Fee Proposals dated December 2022, as well as Addendum #1. We understand that the City of Novi will require geotechnical engineering services and materials testing on an as-needed basis, for various water, sanitary sewer, storm sewer, roadway and pathway related projects. Our firm representative for the duration of this contract will be Jason Stoops. Mr. Stoops is authorized to sign on behalf of the firm

Project Contact: Jason B. Stoops, P.E.
1350 Eisenhower Place
Ann Arbor, Michigan 48108
P. (734) 390-9330
C. (248) 640-4408
jstoops@g2consultinggroup.com

We appreciate the opportunity to be of service to City of Novi and look forward to working with you. If you have any questions, please call us.

Sincerely,

G2 Consulting Group, LLC

Mohamad K. Khalil
Project Engineer

Jason B. Stoops, P.E.
Associate / Project Manager

MKK/JBS/jbs

Enclosures: Service Provider Information
Personnel Resumes

FIRM IDENTIFICATION

G2 Consulting Group, LLC (G2) is a consulting engineering firm providing geotechnical engineering, environmental, and construction engineering, design and testing services. G2 was established in 1994, is headquartered in Troy, Michigan, and has additional offices in Ann Arbor, Michigan and Lake Zurich (Chicago area), Illinois.

Corporate Office: G2 Consulting Group, LLC (Corporate Office)
1866 Woodslee Street
Troy, Michigan 48043
P. (248) 680-0400
F. (248) 680-9745

Federal ID Number: 38-3190422

Approved Negotiator: Jason B. Stoops, P.E.

Ownership: Limited Liability Company
Licensed in the State of Michigan since 1994

FIRM REPUTATION

MDOT Prequalifications

G2 has been **MDOT prequalified** to provide geotechnical, environmental, and materials testing services since 1998 in the following service categories:

- Design - Geotechnical
- Design – Geotechnical: Advanced
- Environmental: Contamination
- Construction Engineering: Assistance
- Construction Testing: Aggregates
- Construction Testing: Concrete
- Construction Testing: Density
- Construction Testing: HMA
- Construction Testing: HMA Assistance

G2 also participates in the MDOT Lansing CFS annual statewide proficiency or "Round Robin" program for HMA QA & QC testing and for concrete cylinder compression strength evaluation.

Laboratory Accreditation

G2's materials laboratories in Troy and Ann Arbor are **AASHTO accredited** since 2012 and 2016, respectively, and continue to comply with the program requirements. Accredited categories include Quality Management System, Asphalt Mixture, Soil, Aggregate, and Concrete. G2 is one of the few firms that is MDOT approved to perform Pile Dynamic Analyses (PDA) testing and evaluation. G2 also owns vibration monitoring equipment and provides vibration monitoring during construction activities. G2's NRC License is 21-26593-01 and expires 5/31/25.

FIRM EXPERIENCE AND FAMILIARITY

G2 has provided consulting, design and testing services on over 18,000 projects throughout Michigan and 34 other states. These successful projects include approximately 2,000

transportation projects, including new and rehabilitated bridges, evaluation of existing bridges, culverts, flexible and rigid pavements, embankments, cable barriers, slope restoration/stabilization, railroads, traffic signals and signs, and temporary and permanent earth retention systems.

Approximately 90 percent of G2's annual work is completed in the State of Michigan. G2 has worked on transportation projects directly or as a design team member within the surrounding Metro Detroit counties, including Macomb, Wayne, Oakland, Livingston, Genesee, Lapeer and St Clair.

G2 is currently providing municipal testing services, including MDOT local agency projects, for the following communities:

Ecorse	Livonia	Plymouth Twp	Canton Twp
Ypsilanti	Ypsilanti Twp	Milan	City of St. Clair Shores
City of Grosse Pointe	Grosse Pointe Woods	Fraser	Roseville
Lathrup Village	Ferndale	Southfield	Farmington
Farmington Hills	Milford	Brighton	Pontiac
Center Line	Clinton Twp	Scio Twp	Saline
Wayne County Road Commission	Oakland County Road Commission	Washtenaw County Road Commission	City of Northville
Birmingham	Fenton	Independence Twp	Westland
Chesterfield Twp	Romulus	Superior Twp	Grosse Pointe Farms
Auburn Hills	Shelby Twp	Eastpointe	Warren
Harper Woods	Washington Twp	Orion Twp	Van Buren Twp
Allen Park	Pontiac	Flat Rock	Northville Twp

Projects within Southeast Michigan

Geotechnical Engineering services for projects have included evaluations of pavements, embankments, bridges, culverts, pathways, pipelines, traffic signals, retaining walls, and shoring. Construction Materials Testing services for projects have included testing for roadways, bridges, culverts, pipelines, and pathways. A few of the recent multi-phase Geotechnical Engineering and Construction Materials Testing projects include the following:

Project	Consultant Cost	Completion Date
City of Livonia Concrete Road Program	$50,000	November 2022
YCUA 2021 Water Infrastructure – Ypsilanti	$60,000 to date	On Going
Grove Road Slope Stability	$53,000	December 2021
Salem Township USD – Water Main and Sewer Improvements	$106,500	April 2021
West Cross Street Water Main and Reconstruction – Ypsilanti (MDOT LA)	$26,000	August 2020
Allen Van Horn Road Intersection – Woodhaven (MDOT LA County)	$43,575	May 2022
9th Street Reconstruction - Ecorse	$16,500	November 2021
City of Ferndale 2022 Pavement Program	$40,000	November 2022
City of Northville 2022 Street and Watermain Program	$30,000	November 2022

Other Recent Transportation Projects

G2 has performed geotechnical subsurface explorations and prepared geotechnical analyses and recommendations in accordance with the current AASHTO LRFD Bridge Design

Specifications directly for MDOT, various County Road Commissions, or as a sub-consultant to other engineering firms. Some of the geotechnical engineering projects G2 is working on or has completed in the last several years, many of which required AASHTO LRFD designs, include the following:

Project	Consultant Cost	Completion Date
Avon Road and Dequindre Road Roundabout and Bridge over Clinton River	$37,874	June 2021
Replacement of W. Jefferson Avenue Bridge over Huron River	$34,000	January 2021
Dennison Road Bridge Replacement over Saline River	$28,500	October 2020
2023 City of Milford Road and Utility Improvements	$4,000	October 2022
Zeeb Road Phase IV Pathway	$8,000	October 2021
Wayne County Denton-Saltz Ridge Rd Intersection Traffic Signals	$8,600	May 2021
Paint Creek Trail Bridge Replacement	$5,650	November 2022

LOCATION, AVAILABILITY, AND RESPONSIVENESS

Services will be managed and performed by personnel living in Michigan and based out of our Ann Arbor, Michigan office. The G2 Ann Arbor office maintains a full-time staff of thirty-four (34), which includes eight (8) licensed professional engineers, and twenty-five (25) degreed engineers and certified engineering technicians.

G2 has capacity out of our Ann Arbor office to provide full service for municipal projects. Employees have cell phones and iPads with data plans; therefore, an experienced engineer or technician is just a phone call/email away. Engineering assistance is typically available anytime. On-site testing or engineering services are usually scheduled at least a day in advance.

TRANSPORTATION CLIENTS

A few references of state, local agency and design firm contacts for which G2 has provided similar services to those being requested by the City of Novi are listed as follows:

- Chris Rayes – City of St. Clair Shores - (586) 447-3340 chris@scsmi.net
- Todd Zilincik, P.E. – City of Livonia - (734) 466-2200 tzilincik@ci.livonia.mi.us
- Aaron Berkholz, P.E. - Washtenaw County Road Commission – (734) 327-6648 berkholza@wcroads.org
- Matt Parks, P.E. – OHM Advisors – (248) 444-8984 matt.parks@ohm-advisors.com
- Kamran Qadeer, P.E. – Fishbeck, Thompson, Carr & Huber – (248) 324-4798 kqadeer@fishbeck.com
- Justin Wellman, P.E. – Giffels Webster – (231) 350-8920 jwellman@giffelswebster.com
- Mike Vigneron, P.E. – Anderson, Eckstein & Westrick - (586) 726-1234 mvigneron@aewinc.com

TESTING EQUIPMENT AND ENGINEERING SOFTWARE

Equipment

G2 has the equipment necessary or available to provide services ranging from relatively basic laboratory or field tests and measurements to the most technologically advanced techniques or analytical processes necessary for geotechnical engineering and construction materials inspection and testing projects. G2 has multiple core rigs/auger assembly to rapidly perform

pavement cores and shallow borings for pavement and aggregate evaluation. G2's resources include the equipment necessary to perform the following:

Soil Testing - Per applicable ASTM, AASHTO and MDOT Michigan Test Methods, including:

Atterberg Limits (LL & PI)	Standard and Modified Proctor
Sieve and Hydrometer Analyses	California Bearing Ratio C.B.R. (lab or field)
Moisture Content and Dry Density	Expansion Index
Organic Content	Unconfined Compressive Strength
Specific Gravity	Direct Shear Strength
Permeability	Consolidation (to 16 ksf)
pH	Swell or Collapse Potential

Aggregate Testing - Per Sections 205 and 301 through 307 of the 2020 MDOT Standard Specifications for Construction, all applicable Frequently Used Special Provisions (FUSP's), and the MDOT Materials Quality Assurance Procedures Manual (MMQAPM), including:

Sand Equivalent	Clay Lumps and Friable Particles
Sieve Analysis (fine/coarse)	Lightweight Pieces
Unit Weight & Voids (fine/coarse)	Fractured Faces
Specific Gravity & Absorption (fine/coarse)	Flatness & Elongation
Soundness (5-cycle sodium sulfate)	L.A. Abrasion Resistance
Organic Impurities	Fine Aggregate Angularity

Density Testing - Per the MDOT Density Control Handbook (Sections 205 and 301 through 307 of the 2020 MDOT Standard Specifications for Construction), all applicable FUSP's, and the MMQAPM. In accordance with the MDOT Density Control Handbook, G2 has the following equipment necessary to perform density testing:

4-inch diameter Standard Proctor Sets	Soil Sample Splitters
4-inch diameter Modified Proctor Sets	Sieve Shakers
6-inch diameter Standard Proctor Sets	Sieve Sets
6-inch diameter Modified Proctor Sets	Michigan Modified Marshall Sets
Troxler Nuclear Moisture Density Gauges	Speedy Moisture Tester Sets
InstroTek Nuclear Moisture Density Gauges	Michigan Cone Sets

Bituminous Pavement Testing - Per Sections 501 through 504 of the 2020 MDOT Standard Specifications for Construction, all applicable FUSP's, the MDOT Hot Mix Asphalt QC/QA Procedures Manual of Field Testing, and the MMQAPM, including:

Superpave Gyratory Compactor evaluation methods
Bituminous Mix Design (3-point Marshall method)
Bulk Specific Gravity (Density) of Compacted Core Sample
Marshall Properties of Job Mix (unit weight, stability, flow, air voids, VMA)
Bitumen Extraction and Aggregate Gradation
Theoretical Maximum (Rice) Specific Gravity
Effect of Moisture (freeze-thaw durability)
Effect of Water on Cohesion of Mixture
Asphalt Penetration Grading

Portland Cement Concrete Testing - Per Sections 601 through 605 of the 2020 MDOT Standard Specifications for Construction, all applicable FUSP's, and the MMQAPM, including:

Concrete Mix Design
Concrete Cylinder Compressive Strength
Drilled Concrete Cores Compressive Strength
Concrete Beams Flexural Strength
Splitting Tensile Strength

Pile Dynamic Analysis - per MDOT Pile Dynamic Analysis Special Provision, including:

Pile Dynamic, Inc. Model 8G Pile Driving Analyzer - Serial No. 3792L
Smart PR Accelerometers - Serial Nos. K1878, K1875, K1872
Smart Strain Transducers - Serial Nos. D119, D710, D719, D749, D784
PDA Wireless Box, Model PR - Serial Nos. 10216W, 10207W, 10208W

Vibration Monitoring - Per MDOT Vibration Monitoring Special Provision, including:

Instatel, Inc. Blastmate III and Micromate Vibration and Overpressure Monitor
Multiple geophones, accelerometers and hydrophones

Software

G2 uses many engineering programs that we have developed in house based on accepted geotechnical engineering methodologies and uses several engineering programs that are available as freeware. In addition, G2 has purchased the following engineering software applications:

Software	Version	Manufacturer	Analysis
SLIDE	6.0	RocScience	Slope stability
GRLWeap	2010	Pile Dynamics	Wave equation analysis of piles
CAPWAP	2014	Pile Dynamics	Case Pile Wave Analysis Program
GINT	10	Gint Software, Inc.	Soil boring logs
SupportIT	2.37	GTSoft	Earth retention
LPile	9.0	Ensoft, Inc.	Lateral pile capacity
SRWall	4.0.5	NCMA	Segmental block retaining wall
MicroStation	V8i	Bentley	Drafting
AutoCAD	2019	Autodesk	Drafting

KEY PERSONNEL

G2's engineers are experienced and fully capable of investigating, testing, analyzing, and preparing geotechnical recommendations and providing construction materials testing in accordance with current industry, City of Novi, MDOT, and AASHTO requirements. The proposed G2 team includes the following key personnel in the indicated role. Resumes of these key personnel are attached.

Jason B. Stoops, P.E. - Associate / Project Manager (G2 Point of Contact)
Jason will serve as a Project Manager and the G2 Point of Contact.

Tyler Hesse, P.E. - Project Engineer
Tyler will serve as a Project Engineer on geotechnical engineering phases of a project.

Mohamad K. Khalil - Project Engineer
Mohamad will serve as a Project Engineer on materials testing phase of a project.

Joseph W. Bowles - Staff Engineer / Field Coordinator
Joseph will serve as a Staff Engineer / Field Coordinator and will provide on-site field coordination and field engineering as required during this contract.

Steven Mizse- Senior Engineering Technician
Steven will serve as an Engineering Laboratory Technician.

The G2 Ann Arbor office has technicians that hold the following certifications for materials testing: NRC Nuclear Density Gauge License, Radiation Safety Training, MDOT Density Technology Certification, MDOT Bituminous Paving/Bit Paving Operations, Michigan Certified Bituminous Laboratory Technician Level 1, Michigan Bituminous QC/QA Level 2, Michigan Concrete Field Testing Level 1, and Michigan Certified Aggregate Technician

EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND DISADVANTAGED BUSINESS ENTERPRISE

G2 does not qualify as a Disadvantaged, Minority, or Women Business Enterprise (DBE) by MDOT. G2 does, however, strongly support and implement Equal Employment Opportunity (EEO) programs.

Résumé

Jason B. Stoops, P.E.
Associate / Project Manager

Jason is G2's Ann Arbor office manager. Over his 21-year career, he has provided geotechnical engineering for many new construction projects in the Greater Detroit / Ann Arbor area including office buildings, distribution centers, retail developments, schools, residential developments and building additions.

Some of his signature projects include:

- **Amazon Fulfillment Center, Romulus, MI** – special inspections and materials testing for $140 million, 850,000 square foot facility.
- **Dexter Community Schools Bond Program, Dexter, MI** – $71.7 million school improvements, including new elementary school, athletic campus, and building additions.
- **Oakland University Upper Fields Athletic Complex and Student Housing # 9, Rochester, MI.**
- **Arbor Hills Shopping Center, Ann Arbor, MI.**
- **Pavement investigation, condition evaluations, and design of repair programs** for city streets in Commerce Township, Ferndale, Eastpointe, Grosse Pointe, Grosse Pointe Woods, Roseville, Clawson, Saline, Dexter, Ypsilanti, Milan, Romulus, Brighton Twp., Novi, Farmington, and Harper Woods.
- **ITC Headquarters, Novi, MI** - Project Manager overseeing construction observation and testing for a six-story, 188,000 square foot new headquarters.
- **Apostolic Church, Auburn Hills, MI** - Field Engineer QA / QC testing during construction of new facility.
- **Waterford Mott High School, Waterford, MI** – Field Engineer QA / QC testing during construction of new additions.

Education

Bachelor of Science, Civil and Environmental Engineering – University of Michigan
Master of Science, Civil Engineering – University of Michigan

Professional Affiliations

- American Society of Civil Engineers (ASCE): Past President SE Branch
- Geo-Institute Legislative Committee Chair
- Geoprofessional Business Association (GBA) – Business Practice Committee Vice-Chair
- Urban Land Institute (ULI) of Michigan
- Engineering Society of Detroit
- American Council of Engineering Companies Michigan

Areas of Specialization

- Geotechnical Engineering
- Pavement Engineering
- Construction Quality Control Observation and Testing

Résumé

Mohamad K. Khalil
Project Engineer

For more than eleven years, Mohamad has provided clients with professional geotechnical engineering, construction materials engineering, and pavement engineering in the Greater Detroit/ Ann Arbor area, and Sydney, Australia. His area of work includes bridges, concrete and bituminous roadways, tunnel construction, rail corridor construction, commercial and residential buildings, schools, hospitals, earth-retention structures and building additions.

Mohamad's project experience includes:

- Commerce Road Reconstruction
- Newburgh Road Reconstruction
- Hilton Road Resurfacing
- Second Street Reconstruction
- North Adams Street Reconstruction
- Beacon Square Senior Living Development
- Wellbridge Genesys Assisted Living Development
- Risdon Heights Development
- Dove Academy Elementary School

Education

Bachelor of Engineering in Civil Engineering – University of Technology Sydney

Professional Registration and Certifications

- MDOT/FSU Density Technology Certification – Michigan
- APNGA Portable Nuclear Safety Certification Class – Michigan
- MCA Concrete Field Testing Technician – Level I Certification – Michigan
- ACI Aggregate Testing Technician – Level I
- ACI Concrete Laboratory Testing Technician – Level I Certification
- ACI Concrete Strength Testing Technician
- ACI Concrete Field Testing Technician

Areas of Specialization

- Implementation, Coordination, and Project Management for Quality Control Observation and Testing
- Construction Quality Control Observation and testing
- Earthwork Operations including Site Preparation and Fill Placement
- Laboratory and Field Evaluation of Soil Density
- Bearing Capacity Evaluation
- Compressive Strength Evaluation of Concrete Specimens
- Sampling and Evaluation of Concrete, Plastic State
- Reinforcing Steel Inspection
- Density of Bituminous Materials

2G CONSULTING GROUP

Résumé

Tyler Hesse, P.E.

Project Engineer / Geotechnical Design Engineer

Tyler has more than seven years of professional engineering experience in construction materials testing, geotechnical engineering and design, and pavement engineering. Projects include concrete and bituminous roadways, bridges, commercial and residential developments, hospitals, schools, temporary and long-term earth retention structures, segmental retaining walls, slope stability, geotechnical instrumentation monitoring, solar farms, and deep foundation systems.

Tyler's inspection experiences include: sampling and evaluation of concrete plastic state; compressive strength evaluation of concrete specimens; bearing capacity evaluation; reinforcing steel; density of bituminous materials; earthwork operations including site preparation and fill placement; laboratory and field evaluation of soil density; structural masonry evaluation; structural steel evaluation; fireproofing; field and laboratory soil classification; laboratory soil testing; pile load testing; thermal and electrical resistivity; segmental and temporary retaining wall design; slope stability design; anchor design; deep foundation design; dewatering design vibrating wire piezometer, inclinometer, telltale, ground monitoring point, and vibration monitoring geotechnical instrumentation installation and monitoring.

Tyler's project experience includes:

- **Collegiate Residence**, Ann Arbor, MI - This project consisted of constructing a 6-story apartment complex, which included extensive structural steel inspection, foundation inspection, post-tension cable evaluation, and dewatering procedures.
- **Post Cereal Helical Pile Design**, Battle Creek, MI - This project consisted of LRFD of a helical deep foundation system for an elevated walkway.
- **St. Clair Community College Helical Pile Design**, St. Clair Shores, MI – This project consisted of ASD of a helical pile deep foundation system.
- **MDOT 1806-031, I-94 Jackson**, Jackson, MI - This project included the design of various cofferdams and earth retaining walls, as well as extensive tension and compression pile load testing.
- **Belle River Slope Stability**, China Township, MI – This project involved slope stability evaluation, recommendations for slop reconfiguration, as well as segmental retaining wall design.
- **Detroit Revere Dock**, Detroit, MI – This project involved geotechnical instrumentation installation and monitoring, slope stability evaluation, and deep foundation design.
- **Hudson Tower**, Detroit, MI – This project involved utilizing a shaft inspection device to inspect drilled shafts for a caisson deep foundation system.
- **South County Water Main**, Monroe. MI – This project involved utility design for several miles for force main, including directional drilling operation recommendations.
- **Tri-State I and II Solar**, Bainbridge, GA – This project involved design of a solar farm over several hundred acres of land. This involved lateral and compressive pile load testing, as well as electrical and thermal resistivity field testing.
- **Great Lakes Water Authority Underground Storage Tanks,** Michigan – This project involves installing vibrating wire piezometer geotechnical instrumentation and monitoring.

Education

Bachelor of Science, Civil Engineering – Michigan State University
Master of Science, Civil Engineering – Lawrence Technological University

2G CONSULTING GROUP

Résumé

Professional Registration and Certifications

- Professional Engineer – State of Michigan
- MCA / ACI Concrete Field Testing Technician – Grade I Certification
- Radiological Training for Nuclear Density Gauge Operation and Transportation
- MDOT / FSU Density Technology Certification

Résumé

Joseph W. Bowles
Staff Engineer

Joe is based out of the Ann Arbor office. With more than nine years of experience, he has provided construction testing and inspection on various state, commercial, and private projects over all of southeast Michigan. He has performed pavement coring and pavement distress evaluation for numerous projects.

Joe's project experience includes:

- Earth retention wall construction at **Magna Engineering in Novi, MI**
- **Canton Township's water storage tank** and booster pump construction
- Pavement investigation and coring for various school pavement projects including **Livonia Public Schools** and **Southgate Public Schools**
- Thomson Reuters Parking Lot Reconstruction in Dexter, MI
- Concrete pit construction within the **Sterling Stamping Chrysler** plant
- Concrete road construction on **Central City Parkway in Westland, MI**

Education

Bachelor of Science, Civil Engineering – Lawrence Technological University

Professional Registration and Certifications

- ACI / MCA Concrete Field Testing Technician Grade 1 – Michigan
- MCA Concrete Construction Inspector – Michigan
- MDOT / FSU Density Technology – Michigan
- Radiological Training for Nuclear Density Gauge Operation and Transportation

Areas of Specialization

- Inspection of bituminous concrete placement
- Construction quality control observation and testing
- Pavement coring and engineering
- Deep foundation construction
- Structural steel framing, bolted connections, and weld evaluation

Résumé

Steve Misze
Staff Engineer

Steve is a graduate of Wayne State University that has a wide scope of work both in the field and in the lab. Lab testing includes a wide range of tests on Aggregates, Asphalt, Concrete, and Soils. Field Testing has included inspecting telecommunication sites, asphalt acceptance, and relative humidity testing. Currently, Steve works in G2's AASHTO accredited laboratory and provides inventory and calibrations services.

Education
Bachelor of Science in Civil and Environmental Engineering, Wayne State University, Detroit MI

Professional Registration and Certifications
- ACI Aggregate Testing Technician – Level I – 01637989
- ACI Aggregate Base Testing Technician - 01637989
- ACI Concrete Laboratory Testing Technician – Level I - 01637989
- ACI Concrete Strength Testing Technician – Level I – 01637989
- ACI Concrete Field Testing Technician – Grade I - 01637989
- Michigan Certified Hot Mix Asphalt - Level I - 101973
- MDOT Michigan Certified Aggregate Technician – Level I - 103602-0424
- MDOT Michigan Certified Aggregate Technician – Level II - 103602-0227
- MDOT / LTU Density Technology Certification - 32061-0124
- MDOT Michigan HMA QC/QA Technician - 0757-0623

Areas of Specialization
- Laboratory Inventory and Calibrations
- Quality Management System
- MDOT QC/QA Testing
- Telecommunication Sites
- Staff Training Program

1350 Eisenhower Pl Ann Arbor, MI 48108

Geotechnical Engineering Consultant
Services for Public Projects 2022-2027

Received 12.14.22
12:45pm
A. Parrinello

art.Results.Fast.

G2 Consulting Group, LLC

FIRM NAME: _____

ATTACHMENT 'A'
GEOTECHNICAL ENGINEERING FEES

COST OF CONSTRUCTION From		ROAD RECONSTRUCTION		ROAD RECLAMATION		ROAD REHABILITATION		NON-MOTORIZED (SIDEWALKS, PATHWAYS & TRAILS)	
		Design Phase (% Construction)	Material Testing (% Construction)	Design Phase (% Construction)	Material Testing (% Construction)	Design Phase (% Construction)	Material Testing (% Construction)	Design Phase (% Construction)	Material Testing (% Construction)
$ -	$ 50,000	4.00%	3.00%	4.00%	3.00%	4.00%	3.00%	4.00%	3.00%
$ 50,001	$ 75,000	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
$ 75,001	$ 100,000	2.50%	3.00%	2.50%	3.00%	2.50%	3.00%	2.50%	3.00%
$ 100,001	$ 125,000	2.00%	3.00%	2.00%	3.00%	2.00%	3.00%	2.00%	3.00%
$ 125,001	$ 150,000	2.00%	3.00%	2.00%	3.00%	2.00%	3.00%	2.00%	3.00%
$ 150,001	$ 200,000	1.50%	3.00%	1.50%	3.00%	1.50%	3.00%	1.50%	3.00%
$ 200,001	$ 300,000	1.50%	3.00%	1.50%	3.00%	1.50%	3.00%	1.50%	3.00%
$ 300,001	$ 400,000	1.25%	2.00%	1.25%	2.00%	1.25%	2.00%	1.25%	2.00%
$ 400,001	$ 500,000	1.25%	2.00%	1.25%	2.00%	1.25%	2.00%	1.25%	2.00%
$ 500,001	$ 750,000	1.25%	2.00%	1.25%	2.00%	1.25%	2.00%	1.25%	2.00%
$ 750,001	$ 1,000,000	1.10%	2.00%	1.10%	2.00%	1.10%	2.00%	1.10%	2.00%
$ 1,000,001	$ 2,000,000	1.00%	1.90%	1.00%	1.90%	1.00%	1.90%	1.00%	1.90%
$ 2,000,001	and greater	0.90%	1.90%	0.90%	1.90%	0.90%	1.90%	0.90%	1.90%

COST OF CONSTRUCTION From		WATER MAIN CONSTRUCTION		SANITARY/STORM SEWER CONSTRUCTION		UNDERGROUND UTILITY REHABILITATION		TRAFFIC SIGNALS	
		Design Phase (% Construction)	Material Testing (% Construction)	Design Phase (% Construction)	Material Testing (% Construction)	Design Phase (% Construction)	Material Testing (% Construction)	Design Phase (% Construction)	Material Testing (% Construction)
$ -	$ 50,000	4.00%	3.00%	4.00%	3.00%	4.00%	3.00%	4.00%	3.00%
$ 50,001	$ 75,000	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
$ 75,001	$ 100,000	2.50%	3.00%	2.50%	3.00%	2.50%	3.00%	2.50%	3.00%
$ 100,001	$ 125,000	2.00%	3.00%	2.00%	3.00%	2.00%	3.00%	2.00%	3.00%
$ 125,001	$ 150,000	2.00%	3.00%	2.00%	3.00%	2.00%	3.00%	2.00%	3.00%
$ 150,001	$ 200,000	1.50%	3.00%	1.50%	3.00%	1.50%	3.00%	1.50%	3.00%
$ 200,001	$ 300,000	1.50%	3.00%	1.50%	3.00%	1.50%	3.00%	1.50%	3.00%
$ 300,001	$ 400,000	1.25%	2.00%	1.25%	2.00%	1.25%	2.00%	1.25%	2.00%
$ 400,001	$ 500,000	1.25%	2.00%	1.25%	2.00%	1.25%	2.00%	1.25%	2.00%
$ 500,001	$ 750,000	1.25%	2.00%	1.25%	2.00%	1.25%	2.00%	1.25%	2.00%
$ 750,001	$ 1,000,000	1.10%	2.00%	1.10%	2.00%	1.10%	2.00%	1.10%	2.00%
$ 1,000,001	$ 2,000,000	1.00%	1.90%	1.00%	1.90%	1.00%	1.90%	1.00%	1.90%
$ 2,000,001	and greater	0.90%	1.90%	0.90%	1.90%	0.90%	1.90%	0.90%	1.90%

Other types of Work:

	Per/Costs	
Pavement Core Samples (for miscellaneous work)	$500	per pavement core
Subbase Pavement Soil Borings (for miscellaneous work)	$250	per soil boring (max. 5-feet in depth)
Environmental Site Assessments (Phase I)	$2500	per acre
Environmental Site Assessments (Phase II & III)	$2500	per acre
Environmental Site Assessments (Phase IV)	$2500	per acre
General Consulting (for miscellaneous work)	$200	per hour all inclusive

Notes:

1. Design (or Geotechnical Investigation) fees are determined by multiplying the construction cost estimate by the % fee shown in the above tables.
2. Material Testing fees are determined by multiplying the contractor's bid by the % fee shown in the above tables.
3. See the Request for Proposals and Request for Qualifications regarding the specific scope of services included under each fee and for any exclusions (i.e. work performed by City staff as part of the project).
4. All percentages and fees shall be considered 'all-inclusive'.
5. **All MDOT Local Agency projects will include an additional 1% fee.**

1350 Eisenhower Pl Ann Arbor, MI 48108

Geotechnical Engineering Consultant Services for Public Projects 2022-2027

Received 12.14.22
12:45pm
A Pannello

Smart.Results.Fast.

STATE OF MICHIGAN

COUNTY OF OAKLAND

CITY OF NOVI

AGREEMENT FOR GEOTECHNICAL ENGINEERING CONSULTANT SERVICES FOR PUBLIC PROJECTS

BETWEEN

CITY OF NOVI

AND

G2 CONSULTING GROUP, LLC

This Agreement is effective this 23rd day of January, 2023, and is between the **City of Novi**, 45175 Ten Mile Road, Novi, Michigan 48375 (hereafter "**City**") and G2 Consulting Group, LLC, 1866 Woodslee Street, Troy, Michigan 48083 (hereafter "**Consultant**").

RECITALS:

The City desires to engage the professional services of the Consultant to perform geotechnical engineering services for public projects on behalf of the City.

The Consultant desires to provide such services, as set forth below and in the attached and incorporated Exhibits, under the terms and conditions hereof.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. **General Scope of Services and Term of Agreement:**

   a. For and in consideration of payment by the City as provided in this Agreement, Consultant shall perform the services described herein, including the services described in Exhibit A—*Geotechnical Engineering Consultant Services For Public Projects*, if and when such services are assigned by the City to Consultant, in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances, and in compliance with all terms and conditions of this Agreement.

b. For geotechnical engineering services for individual projects, if and when assigned to Consultant, including roadway construction and rehabilitation work, sidewalk and pathway construction, water main construction, sanitary sewer/storm sewer construction, underground utility rehabilitation, and traffic signal construction, consultant shall submit an individual work plan and schedule for each project assigned to Consultant by the City based upon the scope of the particular project as described in accordance with Exhibit B— *Geotechnical Engineering Fee Schedule* for that particular type of project. Services shall be assigned to Consultant by approval by the City of a *Work Plan and Schedule,* which shall be prepared for each individual project assigned to Consultant setting forth the specific scope and cost of the particular project. Consultant shall comply with the work description, insurance requirements, and other terms applicable to each individual project as set forth in the *Work Plan and Schedule*.

c. The term of this Agreement shall be five (5) years from the date set forth above, and will be open for review and negotiation by mutual agreement of Consultant and the City of Novi for any additional terms. However, either party may terminate this Agreement for any reason upon ninety (90) days' written notice to the other party. This Agreement may be terminated by either party upon 7 days' prior written notice to the other party in the event of substantial failure by the other party to fulfill its obligations under this agreement through no fault of the terminating party. Payments shall be made for work completed up to the termination date.

d. This Agreement is based on the ordinances, policies, procedures, or requirements in effect on the date of the Agreement. Any additional office or field services required as a direct and apparent result of the change of such ordinances, policies, procedures, or requirements shall be negotiated to the mutual consent of the City and Consultant.

e. City agrees that the plans, drawings, or other contracted services are primarily for the use of City. All documents prepared by the Consultant, including tracings, drawings, estimates, specifications, field notes, investigations, studies, reports, computer files, field data, notes, etc., in connection with the performance of its duties under this agreement shall become the property of the City upon completion of the services and payment in full of all monies due to the Consultant with respect to the preparation of such document. Reuse of any such materials by City on any extension of any project or any other project without the written authorization of Consultant shall be at City's sole risk. Consultant shall have the right to retain copies of all such materials.

f. The parties to this Contract intend that the relationship between them created by this Contract is that of service provider and service purchaser. It is expressly agreed, understood and intended that no employee-employer relationship shall exist or be established and that Consultant is an independent contractor who has been retained to render services to the City to achieve specific results in exchange for specified recompense. As an independent contractor, Consultant expressly agrees

that: (a) In the performance of this Contract, the relationship of Consultant to the City shall be that of an independent contractor and not that of an employee or agent of the City, and neither Consultant, nor any agent, employee or permitted subcontractor of Consultant, shall be or may be deemed to be the employee or agent of, or a servant to, the City; (b) Consultant will be solely responsible for payment of salaries, wages, and other compensation for its employees and agents; (c) Neither the Consultant nor any officer, agent, employee or subcontractor of the Consultant shall be eligible for coverage under or eligible to receive the benefits of the City's Workers' compensation, unemployment or health insurance, pension plans or other benefit plans; (d) Consultant is and shall perform under this Contract as an independent contractor, and no liability or responsibility with respect to benefits of any kind, including without limitation, medical/health benefits, Worker's compensation, pension rights, or other rights or liabilities arising out of or related to a contract for hire or employer/employee relationship shall arise or accrue to either party as a result of the performance of this Contract; and (e) Consultant, as an independent contractor, is not authorized to enter into or sign any agreements on behalf of the City.

2. Payment for Services:

a. Consultant shall invoice City monthly on account of Consultant's services. City shall pay Consultant within thirty (30) calendar days of the time of receipt of invoice from Consultant on account. Subject to sub-paragraph 2(b) below, the City shall pay the undisputed portions of each progress invoice within thirty (30) days of the date of the invoice. If payment is not maintained on a thirty (30) day current basis, Consultant may suspend further performance until payments are current.

b. City agrees that the periodic billing from Consultant to City are presumed to be correct, conclusive with regard to the services provided, and binding on City unless City, within thirty (30) calendar days from the date of receipt of such billing, notifies Consultant in writing of alleged disagreements with regard to the billing. Errors or discrepancies in a billing recognized after 30 calendar days but not more than 180 calendar days after receipt of invoice from Consultant shall be resolved to the mutual satisfaction of both parties. After 180 calendar days after receipt of invoice from Consultant, the professional services provided by Consultant shall be viewed as acceptable and closed.

c. All fees and/or costs associated with or due to any governmental or review agencies arising from the services are the sole responsibility of the City.

d. For individual projects assigned to Consultant in accordance with Section 1(b) above, a more specific procedure for submission and approval of billing statements may be set forth in the *Work Plan and Schedule* for each project. The City shall confirm the correctness of any progress estimates made for billing purposes, and may use City staff for such purposes. Monthly statements for services shall be

accompanied by such properly completed reporting forms and such other evidence of progress as may be required by the City.

e. In the event of termination for a substantial failure by the Consultant to fulfill its obligations under this agreement through no fault of the City, Consultant shall be paid as compensation in full for services performed to that date an amount calculated in accordance with the *Work Plan and Schedule* for that particular project. Such amount shall be paid by the City upon Consultant's delivering or otherwise making available to the City all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been prepared and/or accumulated by Consultant in performing the services up to the date of termination.

3. Indemnification and Liability:

a. The Consultant agrees to hold harmless and indemnify the City, its officers, agents, employees from and against all claims, demands, suits liability, losses, damages or costs (including reasonable attorney fees and costs) to the extent arising out, of or resulting from the Consultant's tortious or negligent acts, errors, or omissions in performing this Agreement and all Supplemental Agreements.

b. The City and Consultant acknowledge that the Consultant's Scope of Services does not include any services related to the presence of any hazardous or toxic materials. In the event the Consultant or any other party encounters any hazardous or toxic materials, or should it become known to the Consultant that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of the Consultant's services, the Consultant may, at its option and without liability for consequential damages, suspend performance of its services under this Agreement until such time as the City retains appropriate Consultants or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the jobsite is in full compliance with all applicable laws and regulations.

c. Consultant shall not be liable for damages resulting from the actions or inactions of any governmental agencies, including, but not limited to, plan processing; provided, however, that this provision shall not relieve Consultant of its obligations under this Agreement, including all Exhibits hereto, with respect to its securing, or assisting the City in securing, various governmental permits and appraisals in a manner consistent with the standard of care set forth in Paragraph 1.a. above.

d. Except as specifically set forth in the applicable *Work Plan and Schedule*, the City acknowledges that Consultant is not responsible for the performance or work by third parties, including, but not limited to, construction contractors or their subcontractors.

4. Insurance:

a. During the term of this Agreement, Consultant shall obtain and maintain in full force, at its own expense, the following insurance coverage in not less than the following amounts:

i. Worker's Compensation insurance relative to all Personnel engaged in performing services pursuant to this Agreement, with coverage not less than that required by applicable law,

ii. Comprehensive General Liability Public Liability, for occurrences while engaged in performing services pursuant to this Agreement, with coverage not less than the amount of $1,000,000 per occurrence;

iii. Professional Liability (Including Errors and Omissions) Insurance in the amount of $1,000,000 per claim

iv. Automotive Insurance covering all owned, hired, and non-owned vehicles with insurance to comply with the Michigan No-Fault Insurance Law, including Regional Liability Insurance with minimum bodily injury limits of $1,000,000 each occurrence and minimum property damage of $1,000,000 per occurrence.

b. Consultant shall be responsible for all deductibles contained in any insurance required hereunder.

c If during the term of this Agreement changed conditions or other pertinent factors should in the reasonable judgment of the City render inadequate existing insurance limits, the Consultant will furnish on demand such additional coverage as may reasonably be required under the circumstances. All such reasonable additional insurance coverage cost shall be paid for by the City of Novi, under valid and enforceable policies, issued by the insurers of recognized responsibility which are well-rated by national rating organizations and are acceptable to the City. The cost of insurance for individual projects shall be factored into the established fee curves in Exhibit B—*Geotechnical Engineering Fee Schedule* for each particular type of project

e. All policies shall name the Consultant as the insured and shall be accompanied by a commitment from the insurer that such policies shall not be canceled or reduced without at least thirty (30) days prior notice to the City.

f. With the exception of Professional Liability, all insurance policies shall name the City of Novi, its officers, agents, and employees as additional insured. Certificates of Insurance and required endorsements evidencing such coverage shall be submitted to Tracey Marzonie, Purchasing Manager, City of Novi, 45175 Ten Mile Road, Novi, MI 48375-3024 prior to the commencement of performance under this

Agreement and at least fifteen (15) days prior to the expiration dates of expiring policies.

g. If any service is sublet in connection with this Agreement, the Consultant shall require each subcontractor to effect and maintain at least the same types and limits of insurance as fixed for the Consultant.

h. The provisions requiring the Consultant to carry said insurance shall not be construed in any manner as waiving or restricting the liability of the Consultant under this Agreement.

i. Coverage under the general and auto liability policies shall be considered to be the primary coverage rather than any policies and insurance or self-insurance retention owned or maintained by the City of Novi. This coverage shall be primary to the Additional Insureds, and not contributing with any other insurance or similar protection available to the Additional Insureds, whether other available coverage is primary, contributing or excess.

j. The Policies shall be endorsed to provide the City with thirty (30) days prior written notice of cancellation or nonrenewal.

5. Entire Agreement

a. Except for the terms of each *Work Plan and Schedule*, which shall be deemed additional terms to this Agreement, this Agreement contains the entire agreement between the City and Consultant relating to services to be provided by Consultant to the City. Any prior agreements, promises, negotiations, and representations not expressly set forth in this Agreement are of no force or effect. Subsequent modifications to this Agreement shall be in writing and signed by both City and Consultant.

b. With respect to any direct conflict between the terms of this Agreement and any *Work Plan and Schedule* as defined in Section 1(b) above, the terms of the *Work Plan and Schedule* shall control with respect to that individual project.

c. This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan.

6. Assignment:

Neither City nor Consultant shall assign this Agreement without the prior written consent of the other.

7. Severability:

Waiver of any term, condition, or covenant, or breach of any term, condition, or covenant, shall not constitute the waiver of any other term, condition, or covenant, or the breach of any other term, condition, or covenant. If any term, condition, or covenant of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of this Agreement shall be valid and binding on City and Consultant, unless the court's action or holding has the effect of frustrating the purpose of this Agreement.

8. Delays:

It is expected that the Consultant will perform the work in a timely fashion in accordance with the schedule that is agreed upon at the commencement of each project. The Consultant shall provide requested items within ten (10) working days of the request. Deliverables (engineering reports, test results, boring logs, approval letters, rejection letters, inspection reports, etc.) shall be submitted to appropriate City staff no later than ten (10) working days after the work is performed.

Consultant is not responsible for delay caused by activities or factors beyond the Consultant's reasonable control, including but not limited to, delays by reason of strikes, lockouts, except with respect to Consultant's own employees, service slowdowns or stoppages, accidents, acts of God, failure of Client to furnish timely information or approve or disapprove of Consultant's services or product promptly, faulty performance by the City or the City's other contractors or government agencies. When such delays beyond the Consultant's reasonable control occur, City agrees Consultant is not responsible for damages nor shall Consultant be deemed to be in default of this Agreement.

No charges or claims for damages shall be made by the Consultant for delays or hindrances from any cause whatsoever during the progress of any portions of the services specified in this Agreement, except as hereinafter provided.

In case of a substantial delay on the part of the City in providing to the Consultant either the necessary information or approval to proceed with the service resulting through no fault of the Consultant, in delays of such extent as to require the Consultant to perform its services under changed conditions not contemplated by the parties, the City will be responsible for supplemental compensation limited to increased costs incurred as a direct result of such delays. Any claim for supplemental compensation must be in writing and accompanied by substantiating data.

When delays are caused by circumstances or conditions beyond the control of the Consultant as determined by the City, the Consultant shall be granted an extension of time for such reasonable period as may be mutually agreed upon between the parties, it being understood, however, that the permitting of the Consultant to proceed to complete the services, or any part of them, after the date to which the time of completion may have been

extended, shall in no way operate as a waiver on the part of the City of any of its rights herein set forth.

9. Disclosure:

Consultant affirms that it has not made or agreed to make any valuable gift whether in the form of service, loan, thing, or promise to any person or any of the person's immediate family, having the duty to recommend, the right to vote upon, or any other direct influence on the selection of consultants to provide professional design services to the City within the two years preceding the execution of this Agreement. A campaign contribution, as defined by Michigan law shall not be considered as a valuable gift for the purposes of this Agreement.

10. Nondiscrimination:

The Consultant shall not discriminate against any employee, or applicant for employment because of race, color, sex, age or handicap, religion, ancestry, marital status, national origin, place of birth, or sexual preference. The Consultant further covenants that it will comply with the Civil Rights Act of 1973, as amended; and the Michigan Civil Rights Act of 1976 (78 Stat. 252 and 1976 PA 4563) and will require a similar covenant on the part of the consultant or subcontractor employed in the performance of this Agreement.

11. Approval; No Release:

Approval of the City shall not constitute nor be deemed release of the responsibility and liability of Consultant, its employees, associates, agents and consultants for the accuracy and competency of their designs, drawings, and specifications, or other documents and services; nor shall that approval be deemed to be an assumption of that responsibility by the City for any defect in the designs, drawings and specifications or other documents prepared by Consultant, its employees, subcontractor, agents and consultants.

12. Compliance With Laws:

This Contract and all of the Consultant’s Professional Services and practices shall be subject to all applicable state, federal and local laws, rules or regulations, including without limitation, those which apply because the City is a public governmental agency or body. Consultant represents that it is in compliance with all such laws and eligible and qualified to enter into this Agreement.

13. Notices:

Written notices under this Agreement shall be given to the parties at their addresses on page one by personal or registered mail delivery to the attention of the following persons:

City of Novi: **Jeff Herczeg, Director of Public Works and Cortney Hanson, Clerk, with a copy to Thomas R. Schultz, City Attorney**

Consultant: **Jason B. Stoops, P.E., G2 Consulting Group, LLC**

CITY OF NOVI

By _____
Robert J. Gatt, Mayor

By _____
Cortney Hanson, Clerk

CONSULTANT

By Jason B. Stoops
Jason B. Stoops, P.E.

CITY OF NOVI, MICHIGAN
REQUEST FOR QUALIFICATIONS (RFQ) / REQUEST FOR FEE PROPOSALS (RFP)

DECEMBER 2022

GEOTECHNICAL ENGINEERING CONSULTANT SERVICES FOR PUBLIC PROJECTS

Section 1: General Information

The City of Novi (population 59,395) is seeking to develop a list of two (2) qualified geotechnical engineering consultants to perform geotechnical investigation and material testing services for water, sanitary sewer, storm sewer, roadway, and pathway related projects as they are completed by the City. Once the list of qualified consultants is selected and approved by City Council, projects are awarded on a rotating basis to the selected firms.

Beginning at the date of Council approval, the qualification for geotechnical investigation and material testing services for public projects will remain in effect for a period up to five (5) years. The qualifications period may be extended beyond five years at the discretion of City Council. During the last two-year period, approximately thirty (30) public projects, on an average of $330,000 in fees were awarded to geotechnical consultants each year.

The Request for Qualifications and Request for Fee Proposals shall be submitted simultaneously in separate envelopes. The qualifications submittal will be reviewed, and the firms with the highest rating following the review process will be selected for a short list. Finally, the selected firm's RFP's will be reviewed, and a firm or two will be chosen.

Section 2: Qualifications

Firms interested in submitting qualifications shall meet the following minimum requirements:

A. Minimum Qualifications

a. The firm shall have an established local office with an AASHTO certified laboratory, prior to the date of this RFQ, within thirty-five (35) miles of the Novi Civic Center (45175 Ten Mile Road, Novi MI) that is staffed with personnel who will provide geotechnical engineering services to the City of Novi.

b. The firm shall demonstrate that an adequate number of professionals are employed in the various fields required to complete the amount of work and the type of work contemplated in this RFQ.

c. The firm shall employ a minimum of two (2) licensed professional engineers registered in the State of Michigan, and located in the local office, as outlined above.

B. Format Requirements for Qualifications Submittal

a. Background of firm - History, areas of expertise, locations, size and resource capabilities (especially of the local office) to perform the required services and meet the minimum qualification requirements.

b. Statement of understanding of the general scope of services.

c. Staffing Section – Provide résumés of individuals who provide oversight during the investigation and testing. (During the contract period, if the firm chooses to assign different personnel, then the firm must submit their names and qualifications, including information listed above, to the City for advanced approval). The firm's field technicians shall maintain their Level 1 Concrete Field-Testing Certification (MCA) and their MDOT Density Technology Certification.

d. Qualifications Section – This section shall describe the qualifications of the firm regarding experience with each type of project (roads, pathways, city utilities) within the past two (2) years. Information presented in this section shall include the following for each type of project:

I. A general summary of the firm's demonstrated capabilities and experience.

II. Detailed descriptions of projects similar in nature to the services described in the RFQ.

III. Names of key staff who participated in referenced projects and their specific responsibilities with respect to the services described in the RFQ.

IV. A minimum of three (3) references from municipalities, or municipal engineering firms that received similar services from the firm. The City of Novi reserves the right to contact any of the organizations or individuals listed. Information provided shall include: 1) client name, 2) project description, 3) project start and end dates, and 4) client contact name, telephone number and e-mail address.

Section 3: Qualification Submittal Evaluation

The City's geotechnical consultant evaluation and selection process is based on the Qualifications Based Selection (QBS) process for professional services.

The City may contact and evaluate the firm's references; contact the firm to clarify any response; contact any of the firm's current clients; solicit any information from any available source concerning any aspect of a submittal; and seek and review any other information deemed pertinent to the evaluation process.

Section 4: Cost Proposal

A. Award of Contracts

The selected consultants will enter a general agreement with the City (see agreement draft in Exhibit A) for a period of five (5) years. Each project will be awarded to a consultant administratively under the terms of the general agreement. Projects will be awarded on a rotating basis or as determined to be in the best interests of the City. The order of award to consultants will initially be chosen at random and projects will generally be awarded in order with the intent to award comparable fee amounts to each consultant during the 5-year term of the general agreement. It is possible, based on varying contract amounts that the award order could change from the initial order.

B. Fee Structure

The fees for standard projects will follow the tabulated fee structure provided in Attachment A. Other Considerations are as follows:

a. A completed Attachment A shall be submitted as the fee proposal for consideration of future contracts. Following receipt of all fee proposals, the City will work with the qualified consultants to develop a uniform fee structure, if necessary.

b. The fee percentages shall be all-inclusive of all expenses required to complete the scope of services described herein, including but not limited to costs related to mileage, vehicles, reproduction, mobilization, traffic control, computer use, etc., unless otherwise indicated on proposal form.

c. If the City and the selected consultant are unable to agree upon a standard fee percentage schedule, the City at its own discretion may choose to select the next highest scoring firm as a pre-qualified consultant for submittal of a proposal.

d. When submitting the proposal, include a fee sheet of all the testing, boring, equipment, and staff prices for any miscellaneous projects that do not fit the normal project categories stated in the Scope of Work, below.

Section 5: Scope of Work

General Investigation and Material Testing Scope of Services for Public Projects:

The following project categories with geotechnical investigations or material testing are included as general projects under this contract; therefore, a standard fee and scope would be developed:

- Road Rehabilitation/Reclamation/Reconstruction
- Traffic Signal Replacement
- Sidewalk/Pathway Construction
- Water Main Construction or Replacement
- Sanitary/Storm Sewer Rehabilitation and/or Construction

The scope of services for design and construction phase projects will generally include the following scope of services:

A. At the beginning of each project, discuss the project needs with the City and/or the City's engineering consultant to determine the location and number of soil borings or pavement cores needed for the project. Once awarded by the City, perform the field work agreed upon in the scope of services for each project and provide reports as necessary to the City and the City's engineering consultant to assist in the design phase of the project.

B. Prior to the construction phase of each project, discuss and/or meet with the City and/or the City's engineering consultant to determine the scope of services for material testing in the construction phase of the project.

C. Once awarded by the City, perform the field work agreed upon in the scope of services for each project and provide routine reports as necessary to the City and the City's engineering consultant within one week of each site visit. All reports or test results should be submitted electronically to the individuals identified by the City.

D. Any failing tests in the field shall be documented and immediately brought to the attention of the City and/or the City's engineering consultant.

E. Attendance at the pre-construction meeting shall be required.

F. Coordinate with Miss Dig before any investigation work is started.

G. Consultants must be available with twenty-four (24) hour notice for material testing.

Section 6: Instructions to Proposers

Questions

Questions regarding this Request for Qualifications may be directed to: Construction Engineer, Aaron Staup at astaup@cityofnovi.org or (248) 347-3270, or City Engineer, Ben Croy at bcroy@cityofnovi.org or (248) 735-5635.

Important Dates

RFQ Issue Date: **November 30, 2022**
Last Date for Questions: **December 7, 2022**
Response Due Date: **December 14, 2022**

Proposal Submittals

To be considered, sealed RFQ (five paper copies (bound) and one flash drive containing the complete proposal in pdf format) **and** one sealed Fee Proposal (one paper copy, separately) must arrive at the City Clerk's Office, 45175 Ten Mile Road, Novi, Michigan 48375 on or before **3:00 P.M., Wednesday, December 14, 2022**, and clearly labeled "Geotechnical Engineering Consultant Services for Public Projects 2022-2027". There will be no exceptions to this requirement and the City of Novi shall not be held responsible for late, lost, or misdirected proposals. No other distribution of the proposals will be made by the Consultant. Proposals must be signed by an official, authorized to bind the Consultant to its provisions.

FAILURE TO SUBMIT PERCENTAGE PRICING ON THE PROPOSAL FORM PROVIDED BY THE CITY OF NOVI MAY CAUSE THE BID TO BE CONSIDERED NON-RESPONSIVE AND INELIGIBLE FOR AWARD.

Proposals must be submitted in a sealed envelope. Outside of mailing envelope must be labeled with name of consultant and name of RFQ. Failure to do so may result in a premature opening or failure to open such proposal.

To be considered, sealed proposals must arrive at City Clerk's Office, on or before the specified time and date. There will be no exceptions to this requirement. Proposal is considered received when in the possession of the City Clerk. Consultants mailing proposals should allow ample time to ensure the timely delivery of their proposal. Proposals received after the closing date and time will not be accepted or considered. Faxed, emailed, or telephone bids are not acceptable. The City of Novi shall not be held responsible for lost or misdirected proposals. The City reserves the right to postpone an RFP opening for its own convenience.

A proposal may be withdrawn by giving written notice to the Purchasing Manager before the stated due date/closing time. After the stated closing time, the bid may not be withdrawn or canceled for a period of One Hundred and Twenty (120) days from closing time.

- Proposers are expected to examine all information and instructions. Failure to do so will be at the proposer's risk.
- Failure to include in the proposal all information requested may be cause for rejection of the proposal.
- Any samples, CDs, DVDs or any other items submitted with your bid will not be returned to the consultant.

No proposal will be accepted from, or contract awarded to any person, firm, or corporation that is in arrears or is in default to the City Novi upon any debt or contract, or that is in default as surety or otherwise, or failed to perform faithfully any previous contract with the City.

USE OF THE CITY LOGO IN YOUR PROPOSAL IS PROHIBITED.

Changes to the RFQ/Addenda

Should any prospective Proposer be in doubt as to the true meaning of any portion of the Request for Qualifications (RFQ) or Request for Fee Proposal (RFP), or should the Proposer find any patent ambiguity, inconsistency, or omission therein, the Proposer shall make a written request (via email) for official interpretation or correction. Such request shall be submitted to the specified person by the date listed above. The individual making the request shall be held responsible for its prompt delivery.

Such interpretation or correction, as well as any additional RFQ provisions that the City may decide to include, will be made as an addendum, which will be posted on the MITN website at www.mitn.info. Any addendum issued by the City shall become part of the RFQ and shall be taken into account by each proposer in preparing their proposal. Only written addenda are binding. It is the Proposer's responsibility to be sure they have obtained all addenda. Receipt of all addenda must be acknowledged on proposal form.

Responsive Proposals

All pages and the information requested herein shall be furnished completely in compliance with instructions. The manner and format of submission is essential to permit prompt evaluation of all proposals on a fair and uniform basis. The City reserves the right to declare as non-responsive, and reject an incomplete proposal if material information requested is not furnished, or where indirect or incomplete answers or information is not provided.

Contract Award

The contract that will be entered into will be that which is most advantageous to the City of Novi, prices and other factors considered. The City reserves the right to accept any or all alternative proposals and to award the contract to other than the lowest proposer, waive any irregularities or informalities or both, to reject any or all proposals, and in general, to make the award of the contract in any manner deemed by the City, in its sole discretion, to be in the best interests of the City of Novi.

After contract award, notification will be posted on the MITN website at www.mitn.info

This proposal submitted by:

Company (Legal Registration) _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Representative's Name _____

Representative's Title _____

Authorized Signature _____

E-mail _____

Date _____

FIRM NAME: _____

ATTACHMENT 'A'
GEOTECHNICAL ENGINEERING FEES

COST OF CONSTRUCTION From		ROAD RECONSTRUCTION		ROAD RECLAMATION		ROAD REHABILITATION		NON-MOTORIZED (SIDEWALKS, PATHWAYS & TRAILS)	
		Design Phase (% Construction)	Material Testing (% Construction)	Design Phase (% Construction)	Material Testing (% Construction)	Design Phase (% Construction)	Material Testing (% Construction)	Design Phase (% Construction)	Material Testing (% Construction)
$ -	$ 50,000								
$ 50,001	$ 75,000								
$ 75,001	$ 100,000								
$ 100,001	$ 125,000								
$ 125,001	$ 150,000								
$ 150,001	$ 200,000								
$ 200,001	$ 300,000								
$ 300,001	$ 400,000								
$ 400,001	$ 500,000								
$ 500,001	$ 750,000								
$ 750,001	$ 1,000,000								
$ 1,000,001	$ 2,000,000								
$ 2,000,001	and greater								

COST OF CONSTRUCTION From		WATER MAIN CONSTRUCTION		SANITARY/STORM SEWER CONSTRUCTION		UNDERGROUND UTILITY REHABILITATION		TRAFFIC SIGNALS	
		Design Phase (% Construction)	Material Testing (% Construction)	Design Phase (% Construction)	Material Testing (% Construction)	Design Phase (% Construction)	Material Testing (% Construction)	Design Phase (% Construction)	Material Testing (% Construction)
$ -	$ 50,000								
$ 50,001	$ 75,000								
$ 75,001	$ 100,000								
$ 100,001	$ 125,000								
$ 125,001	$ 150,000								
$ 150,001	$ 200,000								
$ 200,001	$ 300,000								
$ 300,001	$ 400,000								
$ 400,001	$ 500,000								
$ 500,001	$ 750,000								
$ 750,001	$ 1,000,000								
$ 1,000,001	$ 2,000,000								
$ 2,000,001	and greater								

Other types of Work:	**Per/Costs**	
Pavement Core Samples (for miscellaneous work)	$	**per pavement core**
Subbase Pavement Soil Borings (for miscellaneous work)	$	**per soil boring (max. 5-feet in depth)**
Environmental Site Assessments (Phase I)	$	**per acre**
Environmental Site Assessments (Phase II & III)	$	**per acre**
Environmental Site Assessments (Phase IV)	$	**per acre**
General Consulting (for miscellaneous work)	$	**per hour all inclusive**

Notes:
1. Design (or Geotechnical Investigation) fees are determined by multiplying the construction cost estimate by the % fee shown in the above tables.
2. Material Testing fees are determined by multiplying the contractor's bid by the % fee shown in the above tables.
3. See the Request for Proposals and Request for Qualifications regarding the specific scope of services included under each fee and for any exclusions (i.e. work performed by City staff as part of the project).
4. All percentages and fees shall be considered 'all-inclusive'.

EXHIBIT A

STATE OF MICHIGAN

COUNTY OF OAKLAND

CITY OF NOVI

AGREEMENT FOR GEOTECHNICAL ENGINEERING CONSULTANT SERVICES FOR PUBLIC PROJECTS

BETWEEN

CITY OF NOVI

AND

_____

This Agreement is effective this __ day of _____, 2014, and is between the **City of Novi**, 45175 Ten Mile Road, Novi, Michigan 48375 (hereafter "**City**") and _____, _____, _____, Michigan _____(hereafter "**Consultant**").

RECITALS:

The City desires to engage the professional services of the Consultant to perform geotechnical engineering services for public projects on behalf of the City.

The Consultant desires to provide such services, as set forth below and in the attached and incorporated Exhibits, under the terms and conditions hereof.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. **General Scope of Services and Term of Agreement:**

   a. For and in consideration of payment by the City as provided in this Agreement, Consultant shall perform the services described herein, including the services described in Exhibit A—*Geotechnical Engineering Consultant Services For Public Projects*, if and when such services are assigned by the City to Consultant, in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances, and in compliance with all terms and conditions of this Agreement.

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b. For geotechnical engineering services for individual projects, if and when assigned to Consultant, including roadway construction and rehabilitation work, sidewalk and pathway construction, water main construction, sanitary sewer/storm sewer construction, underground utility rehabilitation, and traffic signal construction, consultant shall submit an individual work plan and schedule for each project assigned to Consultant by the City based upon the scope of the particular project as described in accordance with Exhibit B— *Geotechnical Engineering Fee Schedule* for that particular type of project. Services shall be assigned to Consultant by approval by the City of a *Work Plan and Schedule*, which shall be prepared for each individual project assigned to Consultant setting forth the specific scope and cost of the particular project. Consultant shall comply with the work description, insurance requirements, and other terms applicable to each individual project as set forth in the *Work Plan and Schedule*.

c. The term of this Agreement shall be five (5) years from the date set forth above, and will be open for review and negotiation by mutual agreement of Consultant and the City of Novi for any additional terms. However, either party may terminate this Agreement for any reason upon ninety (90) days' written notice to the other party. This Agreement may be terminated by either party upon 7 days' prior written notice to the other party in the event of substantial failure by the other party to fulfill its obligations under this agreement through no fault of the terminating party. Payments shall be made for work completed up to the termination date.

d. This Agreement is based on the ordinances, policies, procedures, or requirements in effect on the date of the Agreement. Any additional office or field services required as a direct and apparent result of the change of such ordinances, policies, procedures, or requirements shall be negotiated to the mutual consent of the City and Consultant.

e. City agrees that the plans, drawings, or other contracted services are primarily for the use of City. All documents prepared by the Consultant, including tracings, drawings, estimates, specifications, field notes, investigations, studies, reports, computer files, field data, notes, etc., in connection with the performance of its duties under this agreement shall become the property of the City upon completion of the services and payment in full of all monies due to the Consultant with respect to the preparation of such document. Reuse of any such materials by City on any extension of any project or any other project without the written authorization of Consultant shall be at City's sole risk. Consultant shall have the right to retain copies of all such materials.

f. The parties to this Contract intend that the relationship between them created by this Contract is that of service provider and service purchaser. It is expressly agreed, understood and intended that no employee-employer relationship shall exist or be established and that Consultant is an independent contractor who has

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been retained to render services to the City to achieve specific results in exchange for specified recompense. As an independent contractor, Consultant expressly agrees that: (a) In the performance of this Contract, the relationship of Consultant to the City shall be that of an independent contractor and not that of an employee or agent of the City, and neither Consultant, nor any agent, employee or permitted subcontractor of Consultant, shall be or may be deemed to be the employee or agent of, or a servant to, the City; (b) Consultant will be solely responsible for payment of salaries, wages, and other compensation for its employees and agents; (c) Neither the Consultant nor any officer, agent, employee or subcontractor of the Consultant shall be eligible for coverage under or eligible to receive the benefits of the City's Workers' compensation, unemployment or health insurance, pension plans or other benefit plans; (d) Consultant is and shall perform under this Contract as an independent contractor, and no liability or responsibility with respect to benefits of any kind, including without limitation, medical/health benefits, Worker's compensation, pension rights, or other rights or liabilities arising out of or related to a contract for hire or employer/employee relationship shall arise or accrue to either party as a result of the performance of this Contract; and (e) Consultant, as an independent contractor, is not authorized to enter into or sign any agreements on behalf of the City.

2. Payment for Services:

a. Consultant shall invoice City monthly on account of Consultant's services. City shall pay Consultant within thirty (30) calendar days of the time of receipt of invoice from Consultant on account. Subject to sub-paragraph 2(b) below, the City shall pay the undisputed portions of each progress invoice within thirty (30) days of the date of the invoice. If payment is not maintained on a thirty (30) day current basis, Consultant may suspend further performance until payments are current.

b. City agrees that the periodic billing from Consultant to City are presumed to be correct, conclusive with regard to the services provided, and binding on City unless City, within thirty (30) calendar days from the date of receipt of such billing, notifies Consultant in writing of alleged disagreements with regard to the billing. Errors or discrepancies in a billing recognized after 30 calendar days but not more than 180 calendar days after receipt of invoice from Consultant shall be resolved to the mutual satisfaction of both parties. After 180 calendar days after receipt of invoice from Consultant, the professional services provided by Consultant shall be viewed as acceptable and closed.

c. All fees and/or costs associated with or due to any governmental or review agencies arising from the services are the sole responsibility of the City.

d. For individual projects assigned to Consultant in accordance with Section 1(b) above, a more specific procedure for submission and approval of billing statements may be set forth in the *Work Plan and Schedule* for each project. The

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City shall confirm the correctness of any progress estimates made for billing purposes, and may use City staff for such purposes. Monthly statements for services shall be accompanied by such properly completed reporting forms and such other evidence of progress as may be required by the City.

e. In the event of termination for a substantial failure by the Consultant to fulfill its obligations under this agreement through no fault of the City, Consultant shall be paid as compensation in full for services performed to that date an amount calculated in accordance with the *Work Plan and Schedule* for that particular project. Such amount shall be paid by the City upon Consultant's delivering or otherwise making available to the City all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been prepared and/or accumulated by Consultant in performing the services up to the date of termination.

3. Indemnification and Liability:

a. The Consultant agrees to hold harmless and indemnify the City, its officers, agents, employees from and against all claims, demands, suits liability, losses, damages or costs (including reasonable attorney fees and costs) to the extent arising out, of or resulting from the Consultant's tortious or negligent acts, errors, or omissions in performing this Agreement and all Supplemental Agreements.

b. The City and Consultant acknowledge that the Consultant's Scope of Services does not include any services related to the presence of any hazardous or toxic materials. In the event the Consultant or any other party encounters any hazardous or toxic materials, or should it become known to the Consultant that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of the Consultant's services, the Consultant may, at its option and without liability for consequential damages, suspend performance of its services under this Agreement until such time as the City retains appropriate Consultants or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the jobsite is in full compliance with all applicable laws and regulations.

c. Consultant shall not be liable for damages resulting from the actions or inactions of any governmental agencies, including, but not limited to, plan processing; provided, however, that this provision shall not relieve Consultant of its obligations under this Agreement, including all Exhibits hereto, with respect to its securing, or assisting the City in securing, various governmental permits and appraisals in a manner consistent with the standard of care set forth in Paragraph 1.a. above.

d. Except as specifically set forth in the applicable *Work Plan and Schedule*, the City acknowledges that Consultant is not responsible for the performance or work by

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third parties, including, but not limited to, construction contractors or their subcontractors.

4. Insurance:

a. During the term of this Agreement, Consultant shall obtain and maintain in full force, at its own expense, the following insurance coverage in not less than the following amounts:

i. Worker's Compensation insurance relative to all Personnel engaged in performing services pursuant to this Agreement, with coverage not less than that required by applicable law,

ii. Comprehensive General Liability Public Liability, for occurrences while engaged in performing services pursuant to this Agreement, with coverage not less than the amount of $1,000,000 per occurrence;

iii. Professional Liability (Including Errors and Omissions) Insurance in the amount of $1,000,000 per claim

iv. Automotive Insurance covering all owned, hired, and non-owned vehicles with insurance to comply with the Michigan No-Fault Insurance Law, including Regional Liability Insurance with minimum bodily injury limits of $1,000,000 each occurrence and minimum property damage of $1,000,000 per occurrence.

b. Consultant shall be responsible for all deductibles contained in any insurance required hereunder.

c If during the term of this Agreement changed conditions or other pertinent factors should in the reasonable judgment of the City render inadequate existing insurance limits, the Consultant will furnish on demand such additional coverage as may reasonably be required under the circumstances. All such reasonable additional insurance coverage cost shall be paid for by the City of Novi, under valid and enforceable policies, issued by the insurers of recognized responsibility which are well-rated by national rating organizations and are acceptable to the City. The cost of insurance for individual projects shall be factored into the established fee curves in Exhibit B—*Geotechnical Engineering Fee Schedule* for each particular type of project

e. All policies shall name the Consultant as the insured and shall be accompanied by a commitment from the insurer that such policies shall not be canceled or reduced without at least thirty (30) days prior notice to the City.

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f. With the exception of Professional Liability, all insurance policies shall name the City of Novi, its officers, agents, and employees as additional insured. Certificates of Insurance and required endorsements evidencing such coverage shall be submitted to Sue Morianti, Purchasing Manager, City of Novi, 45175 Ten Mile Road, Novi, MI 48375-3024 prior to the commencement of performance under this Agreement and at least fifteen (15) days prior to the expiration dates of expiring policies.

g. If any service is sublet in connection with this Agreement, the Consultant shall require each subcontractor to effect and maintain at least the same types and limits of insurance as fixed for the Consultant.

h. The provisions requiring the Consultant to carry said insurance shall not be construed in any manner as waiving or restricting the liability of the Consultant under this Agreement.

i. Coverage under the general and auto liability policies shall be considered to be the primary coverage rather than any policies and insurance or self-insurance retention owned or maintained by the City of Novi. This coverage shall be primary to the Additional Insureds, and not contributing with any other insurance or similar protection available to the Additional Insureds, whether other available coverage is primary, contributing or excess.

j. The Policies shall be endorsed to provide the City with thirty (30) days prior written notice of cancellation or nonrenewal.

5. Entire Agreement

a. Except for the terms of each *Work Plan and Schedule,* which shall be deemed additional terms to this Agreement, this Agreement contains the entire agreement between the City and Consultant relating to services to be provided by Consultant to the City. Any prior agreements, promises, negotiations, and representations not expressly set forth in this Agreement are of no force or effect. Subsequent modifications to this Agreement shall be in writing and signed by both City and Consultant.

b. With respect to any direct conflict between the terms of this Agreement and any *Work Plan and Schedule* as defined in Section 1(b) above, the terms of the *Work Plan and Schedule* shall control with respect to that individual project.

c. This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan.

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6. Assignment:

Neither City nor Consultant shall assign this Agreement without the prior written consent of the other.

7. Severability:

Waiver of any term, condition, or covenant, or breach of any term, condition, or covenant, shall not constitute the waiver of any other term, condition, or covenant, or the breach of any other term, condition, or covenant. If any term, condition, or covenant of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of this Agreement shall be valid and binding on City and Consultant, unless the court's action or holding has the effect of frustrating the purpose of this Agreement.

8. Delays:

It is expected that the Consultant will perform the work in a timely fashion in accordance with the schedule that is agreed upon at the commencement of each project. The Consultant shall provide requested items within ten (10) working days of the request. Deliverables (engineering reports, test results, boring logs, approval letters, rejection letters, inspection reports, etc.) shall be submitted to appropriate City staff no later than ten (10) working days after the work is performed.

Consultant is not responsible for delay caused by activities or factors beyond the Consultant's reasonable control, including but not limited to, delays by reason of strikes, lockouts, except with respect to Consultant's own employees, service slowdowns or stoppages, accidents, acts of God, failure of Client to furnish timely information or approve or disapprove of Consultant's services or product promptly, faulty performance by the City or the City's other contractors or government agencies. When such delays beyond the Consultant's reasonable control occur, City agrees Consultant is not responsible for damages nor shall Consultant be deemed to be in default of this Agreement.

No charges or claims for damages shall be made by the Consultant for delays or hindrances from any cause whatsoever during the progress of any portions of the services specified in this Agreement, except as hereinafter provided.

In case of a substantial delay on the part of the City in providing to the Consultant either the necessary information or approval to proceed with the service resulting through no fault of the Consultant, in delays of such extent as to require the Consultant to perform its services under changed conditions not contemplated by the parties, the City will be responsible for supplemental compensation limited to increased costs incurred as a direct result of such delays. Any claim for supplemental compensation must be in writing and accompanied by substantiating data.

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When delays are caused by circumstances or conditions beyond the control of the Consultant as determined by the City, the Consultant shall be granted an extension of time for such reasonable period as may be mutually agreed upon between the parties, it being understood, however, that the permitting of the Consultant to proceed to complete the services, or any part of them, after the date to which the time of completion may have been extended, shall in no way operate as a waiver on the part of the City of any of its rights herein set forth.

9. Disclosure:

Consultant affirms that it has not made or agreed to make any valuable gift whether in the form of service, loan, thing, or promise to any person or any of the person's immediate family, having the duty to recommend, the right to vote upon, or any other direct influence on the selection of consultants to provide professional design services to the City within the two years preceding the execution of this Agreement. A campaign contribution, as defined by Michigan law shall not be considered as a valuable gift for the purposes of this Agreement.

10. Nondiscrimination:

The Consultant shall not discriminate against any employee, or applicant for employment because of race, color, sex, age or handicap, religion, ancestry, marital status, national origin, place of birth, or sexual preference. The Consultant further covenants that it will comply with the Civil Rights Act of 1973, as amended; and the Michigan Civil Rights Act of 1976 (78 Stat. 252 and 1976 PA 4563) and will require a similar covenant on the part of the consultant or subcontractor employed in the performance of this Agreement.

11. Approval; No Release:

Approval of the City shall not constitute nor be deemed release of the responsibility and liability of Consultant, its employees, associates, agents and consultants for the accuracy and competency of their designs, drawings, and specifications, or other documents and services; nor shall that approval be deemed to be an assumption of that responsibility by the City for any defect in the designs, drawings and specifications or other documents prepared by Consultant, its employees, subcontractor, agents and consultants.

12. Compliance With Laws:

This Contract and all of the Consultant’s Professional Services and practices shall be subject to all applicable state, federal and local laws, rules or regulations, including without limitation, those which apply because the City is a public governmental agency or body. Consultant represents that it is in compliance with all such laws and eligible and qualified to enter into this Agreement.

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13. Notices:

Written notices under this Agreement shall be given to the parties at their addresses on page one by personal or registered mail delivery to the attention of the following persons:

City of Novi: **Jeff Herczeg, Director of Public Works and Cortney Hanson, Clerk, with a copy to Thomas R. Schultz, City Attorney**

Consultant: _____

CITY OF NOVI

By _____
Robert J. Gatt, Mayor

By _____
Cortney Hanson, Clerk

CONSULTANT

By _____

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CITY OF NOVI CITY COUNCIL
JANUARY 23, 2023

SUBJECT: Approval of a request to transfer ownership of escrowed 2021 Resort Class C Liquor License & SDM license with Sunday Sales Permit (PM) with New Outdoor Service Area, Sunday Sales Permit (AM) and Sunday Sales Permit (PM) SDM- Mixed Spirit Drink from Sip Bay Harbor LLC., to KHP Novi, LLC., 44375 W. 12 Mile Rd, #G-147, Novi, MI.

SUBMITTING DEPARTMENT: City Clerk

BACKGROUND INFORMATION:
KHP Novi, LLC requests to transfer ownership of an escrowed Class C Resort license from Sip Bay Harbor, LLC. KHP (Korean Hot Pot) is a Korean BBQ themed restaurant that is being developed in Fountain Walk. Hot Pot is an Asian cooking method, prepared with a simmering pot of soup stock at the dining table, containing a variety of East Asian foodstuffs and ingredients. While the hot pot is kept simmering, ingredients are placed into the pot and are cooked in a manner similar to fondue.

The general licensing policy as stated in Chapter 3 of the City Code states, at Section 3-13, that an applicant must demonstrate in particular that the proposed facility:

a) Will provide a service, product, or function that is not presently available within the city or that would be unique to the city or to an identifiable area within the city.
b) Is of a character that will foster or generate economic development or growth within the city, or an identifiable area of the city, in a manner consistent with the city's policies.
c) Represents an added financial investment on the part of a long-term business or resident with recognized ties to the city and the local community.

More specific review criteria are set forth at subsection 3-15(g), and in addition to the general information regarding the applicant and the facility or building at issue, they require a review of the benefits to the community of the proposed use:

(3) Benefits to community:

a) The effects that the issuance of a license would have upon the economic development of the city or the surrounding area.
b) The effects that the issuance of a license would have on the health, welfare, and safety of the general public.

c) Whether the applicant has demonstrated a public need or convenience for the issuance of the liquor license for the business facility at the location proposed, taking into consideration the following, together with other factors deemed relevant by the council:
    1. The total number of licenses for similar establishments and/or operations in the city, considered both in terms of whether such number of similar establishments is needed and whether there may be a need for other types of establishments that could go unmet if the requested license were granted.
    2. The proximity of the establishment to other licensed liquor establishments, the type of such establishments, whether such other establishments are similar to that proposed, and the anticipated impact of all such determinations.
    3. Whether the proposed location is in an area characterized as developed, redeveloping, or undeveloped, and the anticipated impact of approving the newly proposed establishment in light of such character, taking into consideration the need for any type of additional licensed establishment in the area, and the need the particular type of establishment proposed.
    4. The impact of the establishment on city policing and code enforcement activities;
    5. The overall benefits of the proposed establishment to the city;
    6. The overall detriments of the proposed establishment to the city; and
    7. Any other factors that may affect the health, safety, and welfare relative to the need for and/or the convenience of the proposed establishment in the city.
d) The uniqueness of the proposed facility when contrasted against other existing or proposed facilities, and the compatibility of the proposed facility to surrounding architecture and land use.
e) The permanence of the establishment in the community, as evidenced by the prior or proposed contributions to the city or community by the applicant or business, and the extent to which the issuance of the license will assist in the further investment of the applicant or business in the city or the community.
f) The character and extent of investment in improvements to the building, premises, and general area.
g) Such other considerations as the council may deem proper, provided such considerations are reasonable under all of the circumstances.

RECOMMENDED ACTION:
Approval of request to transfer ownership of escrowed 2021 Resort Class C from Sip Bay Harbor LLC., to KHP Novi, LLC., 44375 W. 12 Mile Rd, #G-147, Novi, as requested because the surrounding neighborhood is commercially zoned, with numerous dining and entertainment businesses. KHP Novi would compliment the area and provide residents and visitors another unique dining option which will foster or generate economic development or growth within the city, or an identifiable area of the city, in a manner consistent with the city's policies.

CITY OF NOVI, MICHIGAN

Liquor License Application

Questionnaires A and B

Questionnaires A and B are to be completed and returned to the Novi City Clerk's Office

Licensing Policy

This article establishes an application and review process for the issuance of both new licenses and the transfer of existing licenses into the city or between or among applicants. The process is intended to ensure that the individuals and entities seeking licenses from, or charged with operating licensed establishments within, the city meet certain minimum requirements as to criminal history, past conduct, and ongoing business operation standards. It requires city council review of application information in light of certain criteria that is established for purposes of identifying the kinds of facilities that qualify for a license. It reserves to the city any and all discretion afforded it under applicable law relating to the issuance of licenses.

As a general matter of policy, applicants for a license will need to demonstrate an identifiable benefit to the city and its inhabitants resulting from the granting of the license. While all of the criteria set forth in this article are relevant to the decision whether to grant a license, an applicant must demonstrate in particular that the proposed facility:

(a) Will provide a service, product, or function that is not presently available within the city or that would be unique to the city or to an identifiable area within the city;

(b) Is of a character that will foster or generate economic development or growth within the city, or an identifiable area of the city, in a manner consistent with the city's policies; or,

(c) Represents an added financial investment on the part of a long-term business or resident with recognized ties to the city and the local community.

The weight to be given to each item of the criteria identified in this article, and the determination whether a particular applicant meets or satisfies those criteria is intended to be within the sole discretion of the city council.

Administrative Special Land Use

In addition to the Liquor License procedures noted above, any new establishment serving alcoholic beverages, and/or any expansion or significant change of site plan for an existing establishment, will need to follow the administrative Special Land Use public hearing process through the Community Development Department. The following must be submitted directly to the Community Development Department when a Liquor License application is submitted.

- **Application for Site Plan and Land Use Approval** form.
- Completed **Service of Alcoholic Beverages Special Land Use Application Checklist,** along with four sets of site plans and narratives as described in the checklist.
- Special Land Use **fees** (and possibly Site Plan review fees) will be assessed to the applicant.

The applicant is asked to contact the Community Development Department Planning Division at (248) 347-0475 to determine exactly what is needed for the Special Land Use application and site plan.

The Special Land Use and public hearing process will be handled by a committee represented by members of the Community Development Department, Public Services, and Assessing Departments for any new liquor license application, or for those applications that request an amendment to a site plan. The results of the special land use consideration and the public hearing process will be forwarded to the City Council for consideration along with the consideration of the Liquor License.

Requirements and Procedures

1. Complete the Michigan Liquor Control Commission Application. Contact M.L.C.C. in Lansing at 517-322-1400 or toll free 1-866-813-0011.

2. Fully complete the **Novi Liquor License Application Questionnaires A and B** and return them to the City of Novi Clerk's Office within 30 days. Complete **Questionnaire C** and return it to the Novi Police Department within 30 days.

3. Please review and include with the applicant's initial **cover letter**, a response to the Novi Alcoholic Liquor Ordinance, Article II, Section 3.14 (a) *Facilities for which new licenses may be granted.*

4. Attach a non-refundable **application fee** of $1,000.00, plus $210.00 for each person with a financial or management interest in the application including, but not limited to, partnership partners, corporate officers and directors. Please make the check payable to the City of Novi.

5. ***Site Plan** (1 copy - signed and sealed by a registered architect/engineer). If the facility is to be located in a proposed building for which site plan approval has not yet been obtained, or in an existing building that is to be remodeled, you must submit a conceptual site plan showing the proposed building and the relationship of the building to the surrounding properties and their uses.

6. ***Building Façade Plan** (1 copy - signed and sealed by a registered architect/engineer) – all sides, including signage. If the proposed building final site plan has been previously approved by the Novi Planning and Community Development Department and there are no changes, then please submit a letter of verification stating there will be no such changes along with this application.

7. ***Interior Plan with seating arrangement** (1 copy - signed and sealed by a registered architect/engineer). If the proposed interior has been previously approved by the City of Novi Building Department and there are no changes, then please submit a letter of verification stating there will be no such changes along with this application.

8. One full copy of the **menu**.

9. **Administrative Special Land Use** (see next page).

10. Provide any other information pertinent to the applicant and operation of the proposed facility that may be required by the Novi Alcoholic Liquor Ordinance, Article II.

*No site plan, building façade plan, interior plan or any part thereof, may be changed by the applicant once they have received approval in conjunction with the liquor licensing process. Applicant must submit separate plans and fees as required by other City of Novi departments and consultants in accordance with standard review procedures, if applicable.

Special Circumstances

Transfers that involve the following circumstances may be placed on a City Council agenda for consideration without payment of a fee and without the necessity of furnishing the information required for new licenses:

(1) The exchange of the assets of a licensed sole proprietorship, licensed general partnership, or licensed limited partnership for all outstanding shares of stock in a corporation in which the sole proprietor, all members of the general partnership, or all members of the limited partnership are the only stockholders of that corporation.

(2) The removal of a member of a firm, a stockholder, a member of a general partnership or limited partnership, or association of licensees from a license.

(3) The occurrence of any of the following events:

(a) A corporate stock split of a licensed corporation.

(b) The issuance to an existing stockholder of a licensed corporation of previously unissued stock as compensation for services performed.

(c) The redemption by a licensed corporation of its own stock.

(d) A corporate public offering.

Questionnaire A – Applicant Cover Information and Procedures for Liquor License

The Novi City Council will consider whether an applicant's proposal for a liquor license is reasonable when measured against the information contained within this completed application. Please answer each question thoroughly. All answers should be typed or printed legibly and neatly in black ink. If the space provided is insufficient for a complete answer, use additional sheets of paper, following the same format used in the questionnaire and attach to that part of the application. Failure to provide all required information or attachments could result in delay or denial of liquor license. All liquor license applications are subject to final approval by the Novi City Council. Please refer to Novi Alcoholic Liquor Ordinance, Articles I-II.

1(a). **Applicant's personal information:**

Name: Angi Lin

Address:

Phone:

1(b). **Business location information:**

Name: KHP NOVI LLC

Address: 44375 WEST 12 MILE RD #G147 NOVI MI 48377

Phone:

NOTE: If the applicant is a partnership, you must include the name and address of each partner and attach a copy of the partnership agreement. If the applicant is a privately held corporation, you must include the name and address of each corporate officer, member of the board of directors and/or stockholders. Attach a copy of the articles of incorporation.

2. Type of liquor license applying for (circle all those that apply):

☒ Class C ☐ Resort ☐ Tavern ☐ Club ☐ Hotel A B ☐ Quota ☐ Transfer ☐ Microbrewery/Brewpub

Theme of Proposed Business: BBQ

3. Street address and legal description of the property where liquor license is to be located:

44375 WEST 12 MILE RD #G147 NOVI MI 48377

Questionnaire B – Administrative Background Information for Liquor License

The Novi City Council will consider whether an applicant's proposal for a liquor license is reasonable when measured against the information contained within this completed application. Please answer each question thoroughly. All answers should be typed or printed legibly and neatly in black ink. If the space provided is insufficient for a complete answer, use additional sheets of paper, following the same format used in the questionnaire and attach to that part of the application. Failure to provide all required information or attachments could result in delay or denial of liquor license. All liquor license applications are subject to final approval by the Novi City Council.

1. What is the applicant's management experience in the alcohol/liquor business? 3 years experience

2. What is the applicant's general business management experience? 3 years experience

3. What is the applicant's general business reputation? Good

4. What is the applicant's financial status and ability to build and/or operate the proposed facility on which the proposed liquor license is to be located? Good

5. What are the applicant's past criminal convictions involving moral turpitude, violence or alcoholic liquors? No

6. Does the applicant use alcoholic beverages to excess? No

7. What is the effect that the issuance of a license would have upon the economic development of the surrounding area?
Promote economic developement

8. What effect would the issuance of a license have on the health, welfare and safety of the general public?
Alcohol has a negative impact on people.
but a positive impact on the economy

9. Has the applicant received responses from the Police Department, Building Department and/or Fire Department with regard to the proposed facility? Approved
Building Department.

10. What is the public need or convenience for issuance of a liquor license for this facility at the proposed location?
The public have more Leisure activies

11. What is the uniqueness of the proposed facility when contrasted against other existing or proposed facilities and the compatibility of the proposed facility to surrounding architecture and land use?
Diversification of Restarnts allowing people to
integrate into different eating ~~ha~~ habits.

12. Does the facility to which the proposed liquor license is to be issued comply with the applicable building, plumbing, electrical and fire prevention codes and zoning statutes and ordinances applicable to the City of Novi? Has applicant received information from the appropriate departments? ~~yes~~ ~~yes~~ ~~yes~~ yes

13. What effect will the facility to which the proposed liquor license is to be issued have upon vehicular and pedestrian traffic in the area? No effect

14. What is the proximity of the proposed business facility to other similarly situated licensed liquor facilities? Similar.

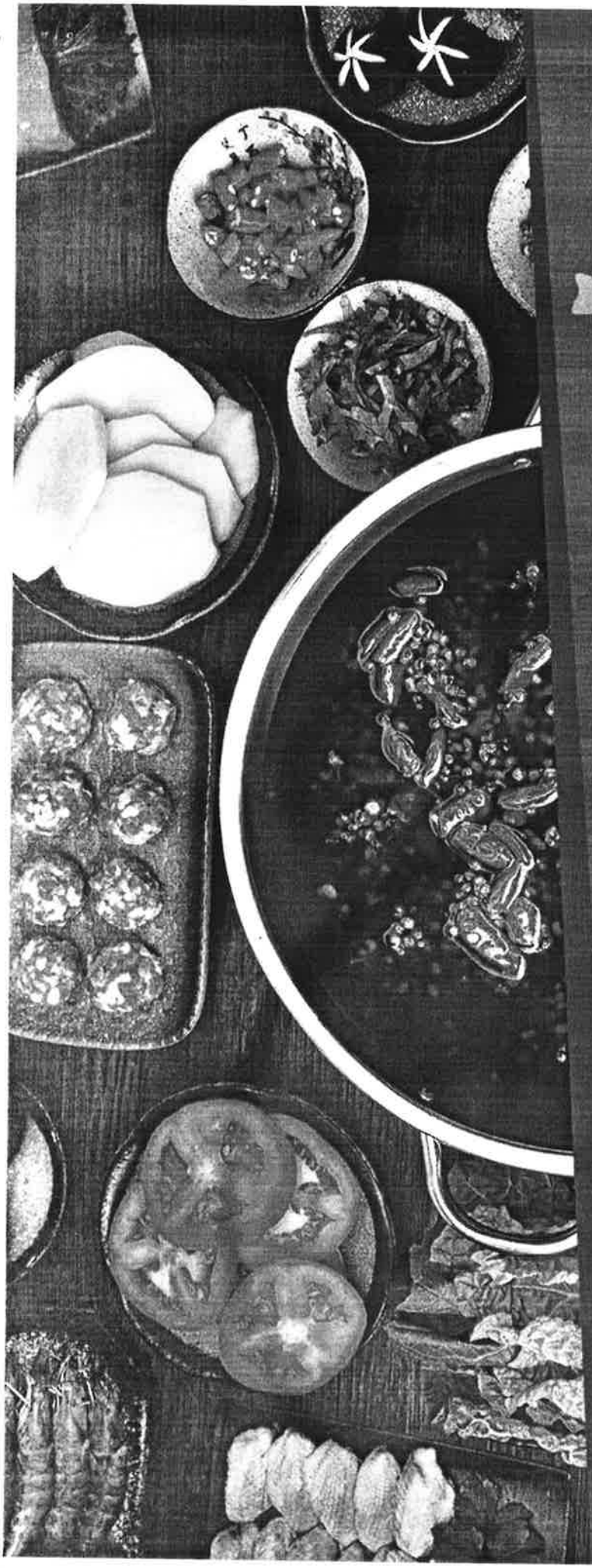
15. What is the proximity of the proposed facility to complimentary uses such as office and commercial development? it is close range.

16. What effect would the proposed facility have upon the surrounding neighborhood and/or business establishments, including impacts upon residential areas, church and school districts? it is positive impact

17. What proposed or actual commitments are being made by the applicant to establish permanency in the community? do the best to serve the community.

18. What utilities are available to serve the facility? Kream Food

19. What other factors should the Novi City Council consider? no other factors should be consident.



KPOT
KOREAN BBQ & HOT POT

샤브샤브

뜨거운 냄비

Hot pot is a Asian cooking method, prepared with a simmering pot of soup stock at the dining table, containing a variety of East Asian foodstuffs and ingredients. While the hot pot is kept simmering, ingredients are placed into the pot and are cooked at the table, in a manner similar to fondue. Typical hot pot dishes include thinly sliced meat, leaf vegetables, mushrooms, wontons, egg dumplings, tofu, and seafood. The cooked food is usually eaten with a dipping sauce.

Drinks (Non-Alcoholic)

Fountain Drinks (Free Refills) $3.00
- Pepsi
- Diet Pepsi
- Sierra Mist
- Brisk Iced Tea
- Fruit Punch
- Lemonade
- Ginger Ale

Favored Lemonade / Soda $3.50
(Peach / strawberry / Mango / Lychee)

Juice $3.00
(Orange / Cranberry / Pineapple/ Apple)

Mango Pineapple Orange Juice $3.50

Strawberry Peach Orange Juice $3.50

Peachy Pineapple Juice $3.50

Virgin Pina Colada $4.50

Virgin Strawberry Daiquiri $4.50

Drinks (Alcoholic)

Draft Beer — Glass / Pitcher

- Yuengling $4 / $12.5
- Coors Light $4 / $12.5
- Sam Adams Seasonal $5 / $15
- Goose IPA $5 / $15
- Kirin Ichiban $5 / $15
- Stella Artois $5 / $15

Bottled Beer

- Heineken $5
- Tsingtao $5
- Kloud $5
- Guinness $5
- Budweiser $4
- Sapporo $5

Wine — Glass / Bottle

Red $8 / 24
- CK Mondavi Cabernet Sauvignon
- CK Mondavi Merlot
- Sartori Family Pinot Noir

White $8 / 24
- CK Mondavi Pinot Grigio
- CK Mondavi Chardonnay
- CK Mondavi Moscato

Drinks (Alcoholic)

Soju

Soon Hari Mango	$13
Soon Hari Original	$13
Soon Hari Peach	$13
Soon Hari Apple	$13
Soon Hari Strawberry	$13
Soon Hari Yogurt	$13
Jinro Classic	$13
Jinro Green Grape	$13
Hwayo 23	$35

Sake

Hot Sake (Sho Chiku Bai)	$10
Nikko Oni	$12
Kome Uma	$12
Junmai Ginjo	$17

Classic Favorites

Classic Margarita	$8
Classic Mojito	$8
Classic Martini	$10
Manhattan	$10
Long Island Iced Tea	$10
Whiskey Sour	$6

KPOT Favorites

Pineapple Painkiller $9
(Rum, pineapple & orange juice, coconut puree)

Mango Long Island	$11
Peachy Sangria	$8 / Glass
(Red / White)	$24 / Pitcher
Strawberry Hennessy	$14

Mojitos

Island Coconut $10
(Rum / Coconut puree / Mint / Lime / Simple Syrup / Seltzer)

Berry Straw $10
(Rum / Strawberry Puree / Mint / Lime / Simple Syrup / Seltzer)

Peachy Keen $10
(Rum / Peach Puree / Mint / Lime / Simple Syrup / Seltzer)

Margaritas

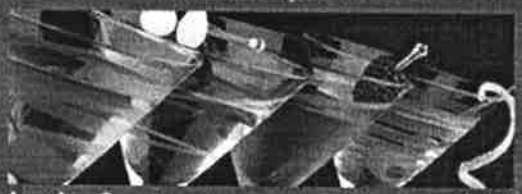
Blue Lagoon $10
(Tequila / Blue Curacao / Sour Mix / Lime Juice)

Mad Melon $10
(Tequila / Midori Liqueur / Triple Sec / Sour Mix / Lime Juice)

1800 Coconut $12
(1800 Coconut / Coconut Puree / Triple Sec / Sour Mix / Lime Juice)

Ultimate Margarita $14
(Casamigos Blanco / Cointreau / Sour Mix / Lime Juice)

Martinis



Lucky Coconut $13
(Tito's / Malibu / Midori Liqueur / Coconut Puree / Pineapple Juice)

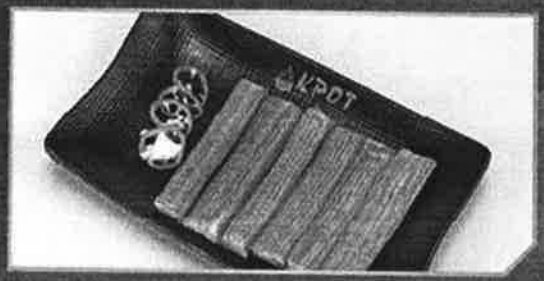
Lazy Lychee $12
(Absolut Pear / Simple Syrup / Lychee Syrup)

Watermelon Martini $10
(Vodka / Watermelon liqueur / Watermelon Puree / Cranberry Juice)

Ultimate Cosmo $14
(Ciroc / Cointreau / Lime Juice / Cranberry Juice)

TABLE MUST MATCH OPTION
LIMITED DINING TIME 2 HOURS. DON'T WASTE FOOD
WE RESERVE THE RIGHT TO IMPOSE A SURCHARGE OF $13.99 / LB OF FOOD WASTE

Meat / Sides



Crab Meat

Spam

Mini Sausages

Shrimp Dumplings

Cattle Tripe

Quail Eggs

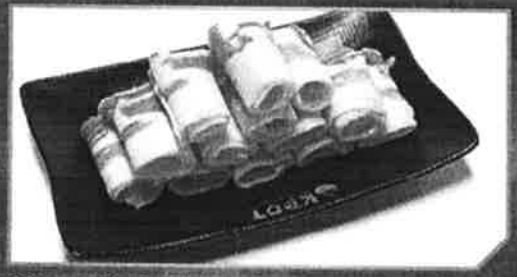
Tempura

Gyoza

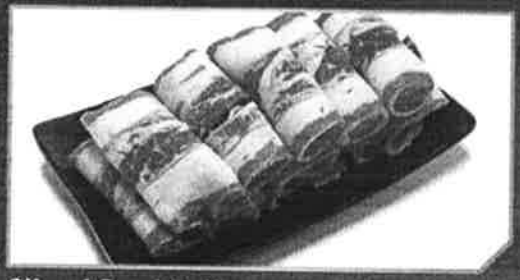
LIMITED DINING TIME 2 HOURS. DON'T WASTE FOOD
WE RESERVE THE RIGHT TO IMPOSE A SURCHARGE OF $13.99 / LB OF FOOD WASTE

LIMITED DINING TIME 2 HOURS. DON'T WASTE FOOD
WE RESERVE THE RIGHT TO IMPOSE A SURCHARGE OF $13.99 / LB OF FOOD WASTE

Sliced Pork



Sliced Pork Belly

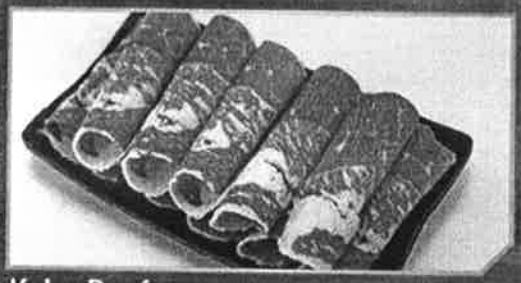


Sliced Beef Belly

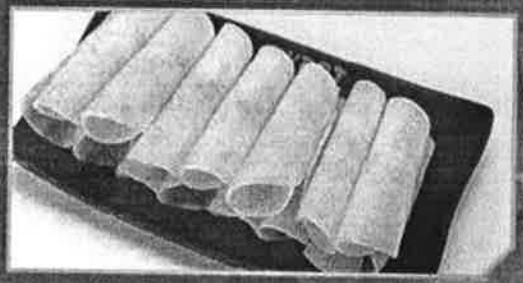
Prime Brisket

Sliced Lamb

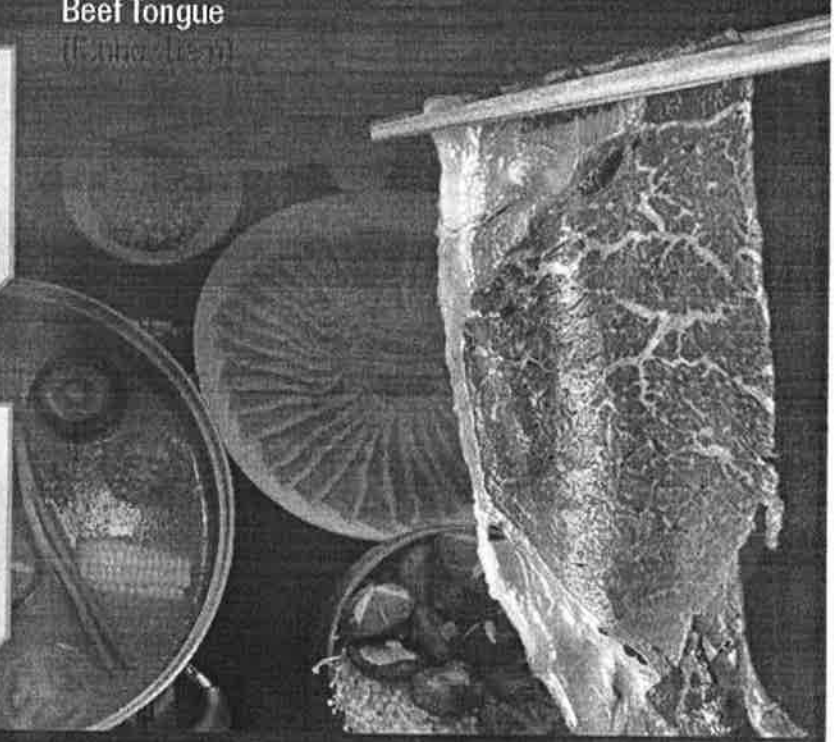
Beef Tongue



Kobe Beef



Sliced Chicken



ALL PICTURES SHOWN ARE FOR ILLUSTRATION PURPOSES ONLY

18% tip will add to party of 6 & up

LIMITED DINING TIME 2 HOURS. DON'T WASTE FOOD
WE RESERVE THE RIGHT TO IMPOSE A SURCHARGE OF $13.99 / LB OF FOOD WASTE

Meat / Sides

Lobster Balls

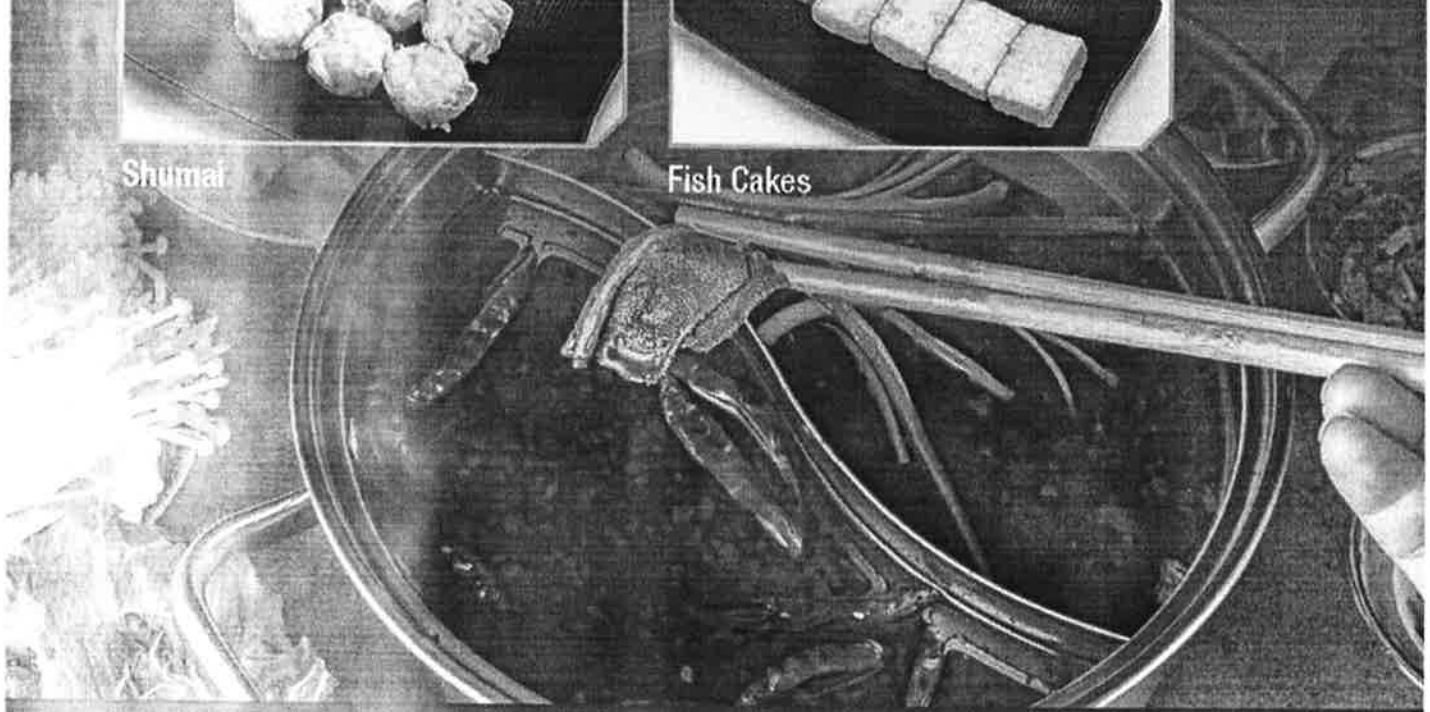
Beef Meatballs

Fish Meatballs

Fish Roe Balls

Shumai

Fish Cakes



ALL PICTURES SHOWN ARE FOR ILLUSTRATION PURPOSES ONLY
18% tip will add to party of 6 & up

LIMITED DINING TIME 2 HOURS. DON'T WASTE FOOD
WE RESERVE THE RIGHT TO IMPOSE A SURCHARGE OF $13.99 / LB OF FOOD WASTE

Spinach

Crown Daisy

Watercress

Broccoli

Napa

King Oyster Mushroom

Shiitake Mushroom

Sliced Pumpkins

Enoki Mushroom

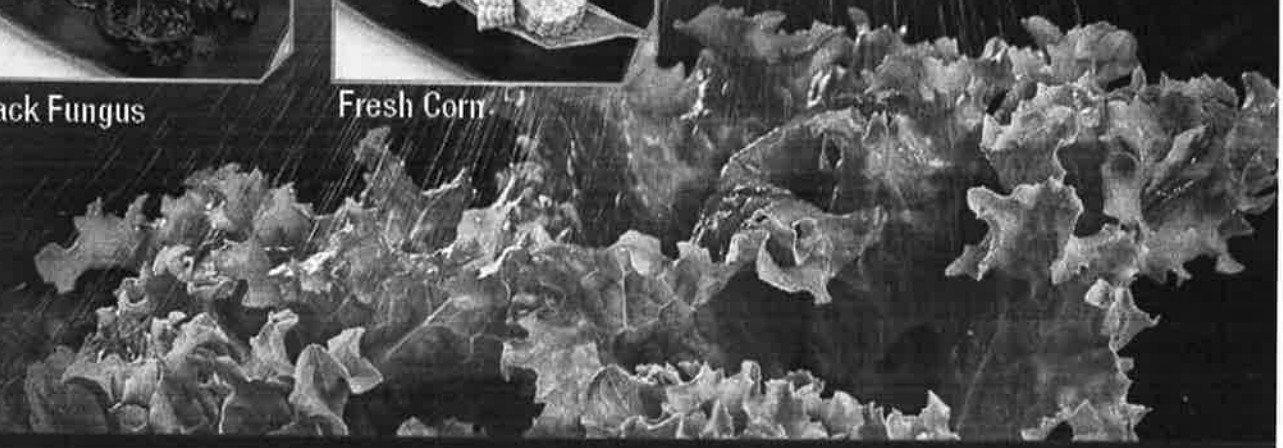
White Mushroom

Seaweed Knots

Daikon

Black Fungus

Fresh Corn



ALL PICTURES SHOWN ARE FOR ILLUSTRATION PURPOSES ONLY
18% tip will add to party of 6 & up

TABLE MUST MATCH OPTION
LIMITED DINING TIME 2 HOURS. DON'T WASTE FOOD
WE RESERVE THE RIGHT TO IMPOSE A SURCHARGE OF $13.99 / LB OF FOOD WASTE

Vegetable

Fried Taro

Bok Choy

Lotus Root

Potato

Green Leaf Lettuce

Yam

Noodles

Vermicelli

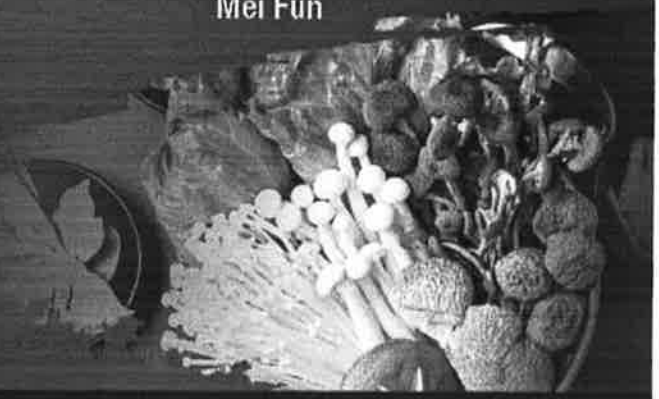
Udon

Ramen Noodle

White Rice

Rice Cake

Mei Fun



LIMITED DINING TIME 2 HOURS. DON'T WASTE FOOD
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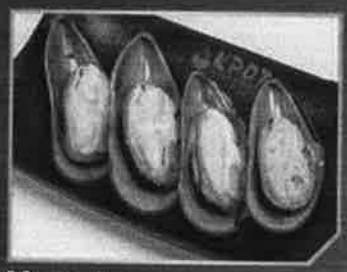
TABLE MUST MATCH OPTION
LIMITED DINING TIME 2 HOURS. DON'T WASTE FOOD
WE RESERVE THE RIGHT TO IMPOSE A SURCHARGE OF $13.99 / LB OF FOOD WASTE

Seafood

Jumbo Shrimp

Swai Fish



Mussel

Clam

Squid

Soy Bean

Fried Tofu

Soft Tofu

Fried Tofu Skin

Bean Curd Stick

LIMITED DINING TIME 2 HOURS. DON'T WASTE FOOD
WE RESERVE THE RIGHT TO IMPOSE A SURCHARGE OF $13.99 / LB OF FOOD WASTE

OAKLAND COUNTY MICHIGAN
HEALTH DIVISION

OAKLAND COUNTY EXECUTIVE DAVID COULTER

Leigh-Anne Stafford, Health Officer
(248) 858-1280 | health@oakgov.com

NAME OF ESTABLISHMENT: K POT
STREET ADDRESS: **44375 W 12 MILE RD UNIT G-147**
TOWNSHIP, CITY, OR VILLAGE: NOVI

PRIMARY CONTACT: YUN FENG WU
PRIMARY CONTACTS ADDRESS:

CERTIFICATION OF PLAN REVIEW

☐ **NEW ESTABLISHMENT** ☒ **REMODELED ESTABLISHMENT** ☐ **PARTIAL REMODEL**

The plans and specifications for the food establishment as described above have been reviewed and approved by this Division.

Michael J Cox
Environmental Sanitarian

4/6/2022
Date

Approval of plans and specifications does not constitute endorsement or acceptance of the completed establishment (structure or equipment). A final inspection of each completed establishment with equipment installed will be necessary to determine if it complies with local or state laws applying to such establishments. Documentation of final plumbing and mechanical approval, if applicable, shall be provided at least twenty-four (24) hours in advance of scheduled field visit.

A request for the pre-opening inspection must be received by this office. This should be made at least five (5) working days in advance of the anticipated inspection date. Your failure to request the inspection or to provide the required documentation may result in delays of Health Division approval for opening.

Please be advised that prior to receiving a permit to operate a new food service business in Oakland County, each business applicant shall have at least one (1) employee/staff member per business site who has successfully completed an approved Food Service Manager Certification Program. Additionally, it is recommended that all food service employees attend a basic food safety class, which this Division offers free of charge. Please make arrangements with your area sanitarian for scheduling the class.

The issuance of this certification in no way relieves you from obtaining all other necessary permits from the local unit of government.

This certificate expires one (1) year from date of issue.

OAKLAND COUNTY MICHIGAN
HEALTH DIVISION

OAKLAND COUNTY EXECUTIVE DAVID COULTER

Leigh-Anne Stafford, Health Officer
(248) 858-1280 | health@oakgov.com

April 6, 2022

YUN FENG WU

ROCHESTER HILLS, MI 48307

RE: APPROVED FOOD SERVICE PLANS FOR K POT – 44375 W 12 MILE RD UNIT G-147, NOVI, MICHIGAN (EST ID 993608)

Dear Mr. Wu:

This letter will serve to confirm this Division's Plan Review of the above referenced food establishment. The submitted plans and specifications have been reviewed and approved on **April 6, 2022,** in accordance with the Michigan Food Law, Public Act 92 of 2000, as amended. This approval authorizes you to **remodel a previously licensed food service establishment** per plans and specifications received by the Oakland County Health Division (OCHD) on **March 21, 2022,** including plans by **LSA Architects** dated **March 7, 2022,** and additional information received on **April 5, 2022**.

This approval is given with the following stipulations:

Item 1 A new food service establishment must have at least one (1) full time employee that has successfully completed a Food Service Manager Certification Program that meets Michigan criteria for Food Service Manager Certification. **Proof of Required Certification(s) must be provided before final operating approval is issued.**

Item 2 It is recommended that all food service employees receive basic food safety training prior to opening the establishment for business. A free basic food safety class is offered twice each month by this Division. You may contact our offices to schedule the class.

Item 3 Provide all applicable standard operating procedures (SOP's) that are specific and appropriate to your operation. **SOP's must be submitted to this Division and approved before final operating approval is issued.**

Item 4 Once construction is complete, submit a State of Michigan Food Service License Application form along with the appropriate fee, in person or via mail, to this Division. This application may not be submitted on-line and must be received prior to a pre-opening inspection. **This item must be verified as complete before final operating approval is issued.**

Item 5 Provide documentation of final mechanical approval from the local authority.

Item 6 Provide documentation of final plumbing approval from the local authority.

Item 7 Provide a non-smoking sign at all entrances to the food service establishment.

Item 8 All equipment must be National Sanitation Foundation (NSF) listed or equivalent.

Item 9 All plumbing fixtures must comply with the current Michigan Plumbing Code.

Item 10 The wells of the three (3) compartment sink must be large enough to accommodate the largest utensil used in the facility.

Item 11 Provide a drainboard at each end of each three (3) compartment sink.

Item 12 Properly seal all sinks and drainboards to their adjacent wall. Exposed screwheads and bolts are not approved.

Item 13 The drain line from the basins of a three (3) compartment sink solely used for warewashing that are not directly connected to a grease interceptor must discharge atmospherically by means of an air break into a waste sink or other approved receptacle.

Item 14 The drain line from a food preparation sink must discharge atmospherically by means of an air gap of at least two (2) pipe diameters over a waste sink or other approved receptacle.

Item 15 The drain line from food equipment (wok range, steam table, dipper well, steamer, etc.) must discharge atmospherically by means of an air gap of at least two (2) pipe diameters over a waste sink or other approved receptacle.

Item 16 Condensate drain lines from all refrigeration/freezer units must discharge atmospherically by means of an air gap of at least two (2) pipe diameters over a waste sink or other approved receptacle.

Item 17 Condensate and drain lines from ice machines and ice bins must discharge atmospherically by means of an air gap of at least two (2) pipe diameters over a waste sink or other approved receptacle.

Item 18 Condensate and drain lines from ice machines and ice bins must not be directly connected with another waste line.

Item 19 Drain lines from food equipment that run into a sealed cabinet or counter base must terminate at least two (2) pipe diameters above the base of the cabinet.

Item 20 Solenoids or manual shut-off valves must not be located downstream of an atmospheric vacuum breaker.

Item 21 A pressure reduction valve and temperature pressure gauge shall be installed on the dishwasher.

Item 22 The water feed lines to any beverage machine (coffee, tea, juice, espresso, soda, non-carbonated mixed drinks, etc.) must be protected by a vented double check assembly (VDC) backflow prevention device that is ASSE approved (ASSE 1022).

Item 23 All threaded faucets/hose bibs must be protected by an atmospheric vacuum breaker backflow prevention device that is ASSE approved (ASSE 1001/1011).

Item 24 Water feed lines to equipment with submerged inlets and shut-off valves downstream (wok range, auto-filling hot wells, hose reels, steamers) must be protected at point of use by a Pressure Vacuum Breaker (PVB) backflow prevention device that is ASSE approved (ASSE 1020/1056) or a Reduced Pressure Zone (RPZ) backflow prevention device that is ASSE approved (ASSE 1013).

Item 25 If a chemical dispensing unit is to be installed directly to a utility sink faucet that has an integral atmospheric vacuum breaker backflow prevention device, a vented-T or equivalent device must be installed to relieve pressure on the system.

Item 26 The hot water generation system must provide adequate hot water at all times. One Rheem G65-360A tank with 360,000 BTUs and 65 gallons of storage is acceptable.

Item 27 Provide a sign at each hand washing sink indicating when to wash hands and that the sink is for that purpose only.

Item 28 Provide stocked soap and paper towel dispensers at all hand sinks.

Item 29 Provide hot water of at least 100°F to all hand sinks.

Item 30 Provide a splashguard between hand washing sinks that have adjacent food preparation, food storage, or clean item storage.

Item 31 Provide a minimum of fiberglass-reinforced plastic (FRP) or stainless steel on the wall surface behind the three (3) compartment sink, the dishwasher area, and the janitorial sink area.

Item 32 Acceptable floor finishes in a walk-in cooler/freezer unit include quarry tile installed with a grout which is non-absorbent and impregnated with epoxy, silicone, polyurethane or equivalent compound; a twenty (20) gauge stainless steel floor; or an eighteen (18) gauge aluminum floor.

Item 33 The minimum acceptable wall finish in a food preparation and storage area is a smooth, easily cleanable, light in color non-toxic gloss enamel or an epoxy-based paint.

Item 34 The minimum acceptable floor finish in a food preparation and storage area is a vinyl composition, commercial grade floor tile. Quarry tile is recommended for the kitchen floor. Grouting should be non-absorbent and impregnated with epoxy, silicone, polyurethane or equivalent compound. Sealed concrete is acceptable with an approved epoxy coating.

Item 35 The junctures between walls and floors must be coved and sealed.

Item 36 The minimum acceptable ceiling finish in the food preparation and storage area is gloss enamel or epoxy-based paint on drywall; or a non-perforated vinyl-coated drywall, lay-in ceiling tile.

Item 37 The exhaust hood(s) and ventilation system must meet the requirements of the current Michigan Mechanical Code.

Item 38 Grease producing equipment may not be located under abutting ends of hoods.

Item 39 Fire suppression piping may not run horizontally within the exposed hood capture cavity.

Item 40 Underside of range over shelves and cheese melters must be installed with coved deflectors and enclosed ends.

Item 41 Provide filters at all return air grills located in the food processing areas.

Item 42 Provide a minimum of ten (10) feet isolation distance between the exhaust fan outlets and the fresh-air intakes.

Item 43 Provide stainless steel on the wall surface behind the cooking equipment from the bottom of the canopy down to the floor base molding.

Item 44 The openings around pipes, electrical conduits, chases and all other wall perforations must be sealed.

Item 45 All lighting throughout the facility must have adequate intensity.

Item 46 All light fixtures must be adequately protected to prevent contamination of food and equipment in the storage, serving, holding, and preparation areas from accidental bulb or tube breakage.

Item 47 All pass-through openings to the outside, such as drive-thru windows, must be self-closing.

Item 48 All outer openings in the kitchen and dining areas must be insect and rodent proof with outer door openings requiring a self-closing mechanism.

Item 49 If a dining area and/or food/beverage service area will be exposed to the outdoor environment, appropriate barriers and procedures must be put into place to protect food and food equipment from contamination along with preventing pest entry. These barriers must be installed and properly functioning.

Item 50 Outdoor refuse containers must be placed on a solid, easily cleanable surface.

Item 51 Toilet rooms must be provided with self-closing doors, mechanical exhaust ventilation, hot and cold water at handsinks, and single-service soap and towels. A covered waste container must be provided in the women's toilet room.

Item 52 Under counter surfaces must be finished and sealed to provide a smooth and easily cleanable surface.

Item 53 All ice bins and exposed food placed out for customer self-service must be adequately covered or protected by covers or approved sneeze guards.

Item 54 Glassware storage over the patron area must be adequately enclosed or shielded to protect foods in the storage, serving, holding or preparation areas located below from accidental glass breakage.

Item 55 Provide a storage area for employee's personal belongings (purses, medicines, bags, etc.) and an adequately-sized coat rack for the maximum number of employees on duty.

Item 56 Provide storage shelving for cleaning and toxic materials and a mop rack for the storage of mops and brooms near the utility sink. Position the mop rack over the sink to drain the mop(s) into the sink.

Item 57 Provide a metal-stemmed food thermometer accurate to plus or minus two (2) degrees Fahrenheit (scale: 0°F to 220°F) and food grade unit thermometers in all coolers and freezers.

Item 58 Provide a supply of proper detergent and approved sanitizer for warewashing.

Item 59 Provide proper sanitizing test kit or test strips for all types of sanitizer to be used.

Item 60 All equipment must be installed and in good, working condition before final operating approval is issued.

Item 61 The facility must be clean and presented with a sanitation level that is acceptable for a food service establishment before final operating approval is issued.

Item 62 The facility must be free of food product at the time of the opening inspection. Exceptions may be made for certain pieces of equipment to allow for verification of proper functionality.

Item 63 The facility may receive up to two inspections during the operational approval process (a preliminary inspection, if necessary, and a final inspection). Additional inspections may be subject to reinspection fees.

Approval of these plans and specifications does not constitute endorsement or acceptance of the completed establishment (structure or equipment). Operational approval is subject to field verification.

Changes to the approved plans must be made in writing. A final inspection of the completed establishment with equipment installed will be necessary to determine if there is compliance with applicable laws applying to such establishments. Arrangements for this inspection must be made not less than five (5) working days prior to your anticipated inspection date.

Please note this certification of plan approval expires one year from the date of issuance. If this Division does not receive further communication from you or your representatives concerning this project within one (1) year from the date of this letter, the file will be closed administratively. Furthermore, resubmittal of plans and payment of appropriate fees would be required if the project is reopened.

If you have any further questions, please contact this office at (248) 424-7092 or coxmj@oakgov.com.

Sincerely,

OAKLAND COUNTY HEALTH DIVISION
Department of Health and Human Services

Michael Cox, REHS
Senior Public Health Sanitarian
Environmental Health Services

cc: City of Novi Building Department
Ying Zheng, Owner
LSA Inc., Architect, Attn: Zhiyuan Liu
Claudia Terrell, Chief of Food, Shelter, and Prevention
Amanda McMahon, Plan Review Supervisor
Carey Cribbs, Area Supervisor
Jonathan Boyda, Area Sanitarian

cityofnovi.org

COMMUNITY DEVELOPMENT DEPARTMENT

BUILDING PERMIT

PBC22-0033

ISSUED: 05/18/2022
EXPIRES: 11/14/2022
STATUS: ISSUED
EDITION OF CODE: MBC 2015

PROJECT NAME/TYPE: KPOT
PERMIT CATEGORY: INTERIOR ALTERATION
PROJECT LOCATION: 44375 TWELVE MILE RD G147
PARCEL #: 50-22-15-200-112
SUBDIVISION/FACILITY NAME: TWELVE MILE CROSSING AT FOUNTAIN WALK
LOT/UNIT #: G147

CONTRACTOR	OWNER	APPLICANT
TBD Phone	TWELVE MILE CROSSING LLC 6220 CAMPBELL RD STE 104 Dallas TX 75248-1396 Phone (214) 629 4042	ANGI LIN 3117 TALBOT DRIVE Phone (248) 600 7167

BUILDING INFORMATION:
INTERIOR ALTERATION
USE GROUP:
CONSTRUCTION TYPE:
OCCUPANT LOAD: **00**
ZONING DISTRICT: **R-C**
CATEGORY: **437 - ADD OR ALTER ALL OTHER BUILDINGS & STRUCTURE**
WORK DESCRIPTION: 12
STIPULATIONS:

A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED. THE CHARGE TO RE-OPEN A CLOSED PERMIT IS $50.00.

TCO & CO REQUESTS REQUIRE 2 BUSINESS DAYS NOTICE

INSPECTION REQUESTS: All inspection requests must be scheduled online through the Inspection Portal at www.cityofnovi.org prior to 3:30 p.m. the day before the

MEMORANDUM

TO: MELISSA MORRIS, DEPUTY CITY CLERK

FROM: CHARLES BOULARD, COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: K-POT KOREAN BBQ LIQUOR LICENSE

DATE: OCTOBER 4, 2019

The property located at **44375 TWELVE MILE RD G147** with the business name of **K-Pot Korean BBQ** has received Special Inspection permit **PSI22-0090** for the purpose of:

- ☐ Auctions
- ☒ **Liquor License: K-Pot Korean BBQ**
- ☐ Arcade License
- ☐ Massage License
- ☐ Outdoor Gathering
- ☐ Outdoor Seating
- ☐ Other:

From building safety standpoint, the Building Division does not object to the proposed license transfer. Subject to final inspection approvals prior to occupancy. Should you have any further questions with regards to this matter please feel free to contact me at (248) 347-0423.

MEMORANDUM

cityofnovi.org

TO: MELISSA MORRIS, DEPUTY CITY CLERK

FROM: ERICK W. ZINSER
DIRECTOR OF PUBLIC SAFETY / CHIEF OF POLICE

INITIATED BY: ERIC LINDBLADE, DETECTIVE

SUBJECT: CLASS C LIQUOR LICENSE APPLICATION,
K POT NOVI LLC.

DATE: OCTOBER 18, 2022

Liquor License Request:

K Pot Novi LLC is requesting a Class C license for a new business operating as K Pot located at 44375 West 12 Mile Road, #G-147, Novi, Michigan 48377.

Applicant/Background Information:

This application is being sought by K Pot representative, Anqi Lin. K Pot Novi LLC is a Korean BBQ restaurant that will be opening at 12 Mile Crossing at Fountain Walk.

Criminal History/Police Contacts:

ICHAT was run which returned with no record. There are only traffic violations / crashes in CLEMIS associated with Lin.

Delinquent Tax Search

There are no delinquent taxes for this address.

Michigan Liquor Control Commission (MLCC):

There are no active violations.

Financial Review:

Based upon the financial data provided by the corporation, no issues were found to prevent the liquor license application process from proceeding.

Summary:

Based on the information provided and the subsequent liquor investigation, I find no reason to deny the applicant's request. This request requires the approval of the Novi City Council.

C: Peter Auger, City Manager

October 17, 2022

CITY COUNCIL

Mayor
Bob Gatt

Mayor Pro Tem
Dave Staudt

Laura Marie Casey

Hugh Crawford

Justin Fischer

Brian Smith

Ericka Thomas

City Manager
Peter E. Auger

City Clerk
Cortney Hanson

TO: Cortney Hanson, City Clerk

FROM: Fire Marshal – Kevin Pierce

SUBJECT: -Liquor Business License –
KHP Novi LLC.

This is a "Conditional Approval" for KHP Novi LLC. located at 44375 Twelve Mile #G147, Novi MI, 48377 for a Liquor License. This approval is conditional due to the building is under construction. ALL permits SHALL pass all inspections and be finaled and closed out.

City of Novi
45175 Ten Mile Road
Novi, Michigan 48375
248.347.0460
248.347.0577 fax

cityofnovi.org

CITY OF NOVI CITY COUNCIL
JANUARY 23, 2023

SUBJECT: Final approval of the request of Leon's of Novi, JZ22-27, with Zoning Map Amendment 18.738, to rezone property from Local Business (B-1) to General Business (B-3). The property is located on the south side of Ten Mile Road, west of Haggerty Road. **SECOND READING**

SUBMITTING DEPARTMENT: Community Development Department - Planning

BACKGROUND INFORMATION:

The petitioner is requesting a Zoning Map amendment for approximately 0.9 acres of property located on the south side of Ten Mile Road, west of Haggerty Road, from Local Business (B-1) to General Business (B-3). The applicant is not proposing any changes to the site at this time, and plans on continuing to operate the site as Moe's on Ten sit-down restaurant.

The Future Land Use Map of the 2016 City of Novi Master Plan for Land Use identifies this property as Community Commercial. Adjacent land to the north and east is identified as Community Commercial, adjacent land to the west is identified as Community Office, and adjacent land to the south is identified as One-Family Residential. The Future Land Use Map Designation of Community Commercial, is consistent with the requested B-3, General Business Zoning District.

The subject site has been used as a sit-down restaurant for 39 years, and is now proposed to be rezoned to bring the use into compliance with current zoning regulations. The current zoning of B-1, Local Business allows sit-down restaurants only when the restaurant is part of a Planned Commercial Shopping Center of 15,000 square feet or more. Moe's on Ten is in a stand-alone building, and not part of a Planned Commercial Shopping Center. The applicant explained the request to rezone is to allow the property to continue to operate as a sit-down restaurant, but as a legal, conforming use in the B-3 District.

The applicant has not provided a Rezoning Traffic Impact Study, since the use of the property will not change as a result of the rezoning, and there will be no change in traffic volume, circulation, or hours of operation. The City's Traffic Engineering Consultant

supports the request to forgo the Rezoning Traffic Impact Study since there are no changes to the existing business.

The Planning Commission held a public hearing on December 7, 2022, and forwarded a favorable recommendation of the rezoning request to the City Council. The Planning Commission found no specific issues of concern regarding the rezoning request. On January 9, 2023, the City Council tentatively approved the rezoning request and found no specific issues of concern.

RECOMMENDED ACTION: Final approval of the request of Leon's of Novi, JZ22-27, with Zoning Map Amendment 18.738, to rezone property from Local Business (B-1) to General Business (B-3), as recommended by the Planning Commission. **SECOND READING.**

This motion is made for the following reasons:

1. *The proposed General Business (B-3) Zoning District meets the intent of the 2016 Master Plan for the Community Commercial future land use, and if approved will allow the use to be a legal conforming use as a sit-down restaurant in the General Business zoning district;*

2. *The Master Plan for Land Use objective to support and strengthen existing businesses is fulfilled by allowing an existing business to continue its use;*

3. *The Master Plan for Land Use objective to maintain quality architecture and design throughout the City is fulfilled because Moe's on Ten is a long-term, identifiable and unique business in Novi;*

4. *There will be no negative impact on public utilities as a result of the rezoning request as stated in the Engineering memo, and no anticipated changes to the traffic patterns as a result of the rezoning request;*

5. *A waiver of the Rezoning Traffic Study as the proposed rezoning is not expected to result in additional trips.*

MAPS

Location

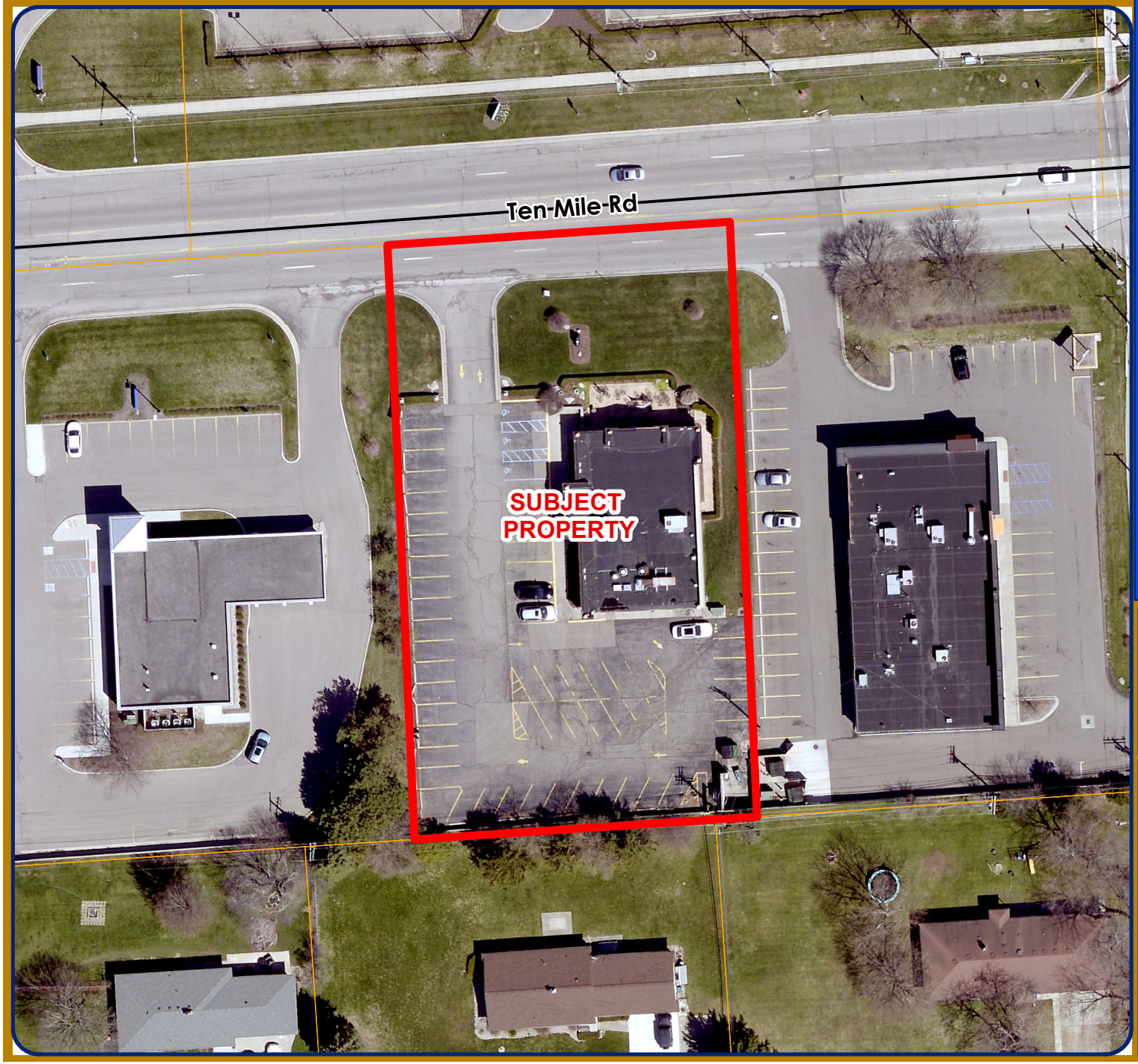
Zoning

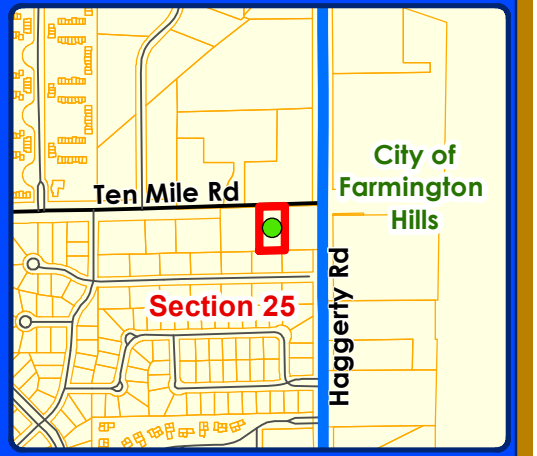
Future Land Use

Natural Features

MOE'S ON TEN REZONING

LOCATION





LEGEND

Subject Property

City of Novi
Dept. of Community Development
City Hall / Civic Center
45175 W Ten Mile Rd
Novi, MI 48375
cityofnovi.org

Map Author: Christian Carroll
Date: 11/23/22
Project: MOE'S ON TEN
Version #: 1

Feet
0 12.5 25 50 75

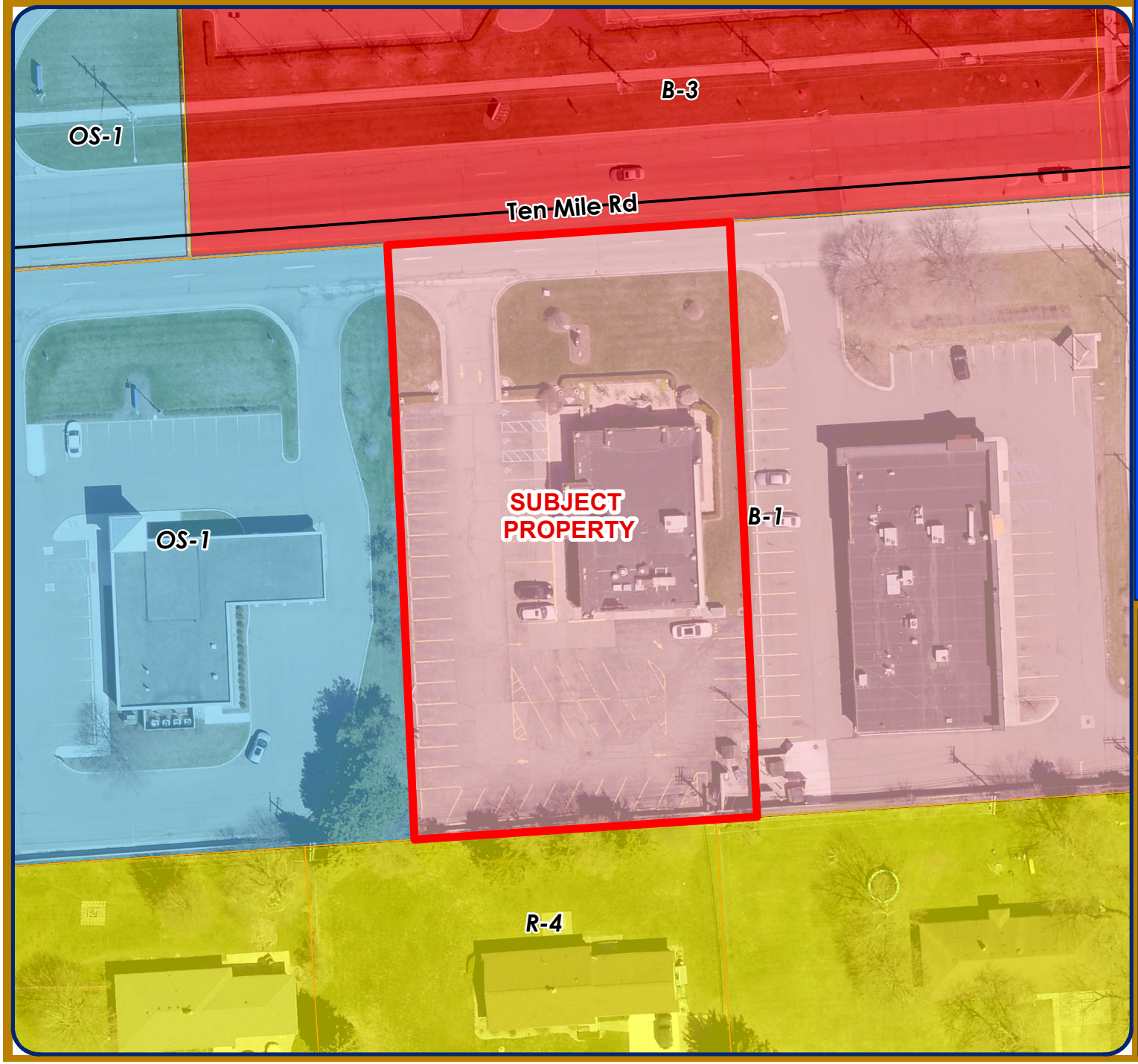
1 inch = 63 feet

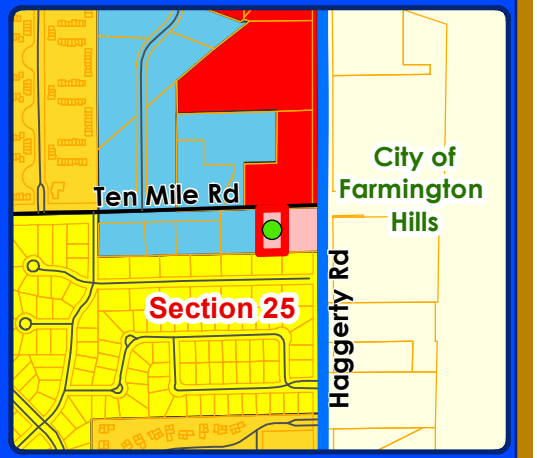
MAP INTERPRETATION NOTICE

Map information depicted is not intended to replace or substitute for any official or primary source. This map was intended to meet National Map Accuracy Standards and use the most recent, accurate sources available to the people of the City of Novi. Boundary measurements and area calculations are approximate and should not be construed as survey measurements performed by a licensed Michigan Surveyor as defined in Michigan Public Act 132 of 1970 as amended. Please contact the City GIS Manager to confirm source and accuracy information related to this map.

MOE'S ON TEN REZONING

ZONING





LEGEND

- R-4: One-Family Residential District
- RM-1: Low-Density Multiple Family
- B-1: Local Business District
- B-3: General Business District
- OS-1: Office Service District
- Subject Property

City of Novi
Dept. of Community Development
City Hall / Civic Center
45175 W Ten Mile Rd
Novi, MI 48375
cityofnovi.org

Map Author: Christian Carroll
Date: 11/23/22
Project: MOE'S ON TEN
Version #: 1

Feet
0 12.5 25 50 75

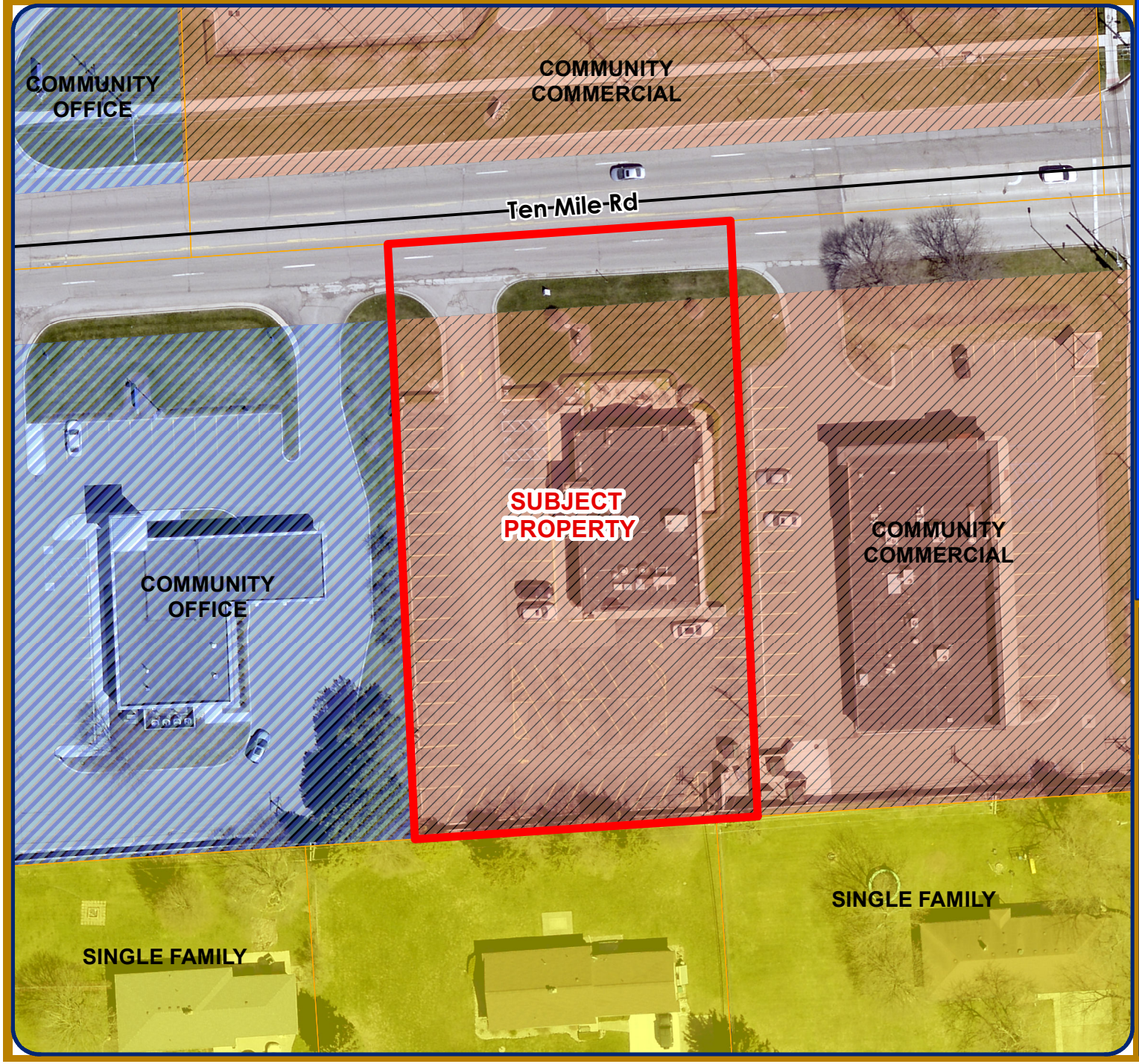
1 inch = 63 feet

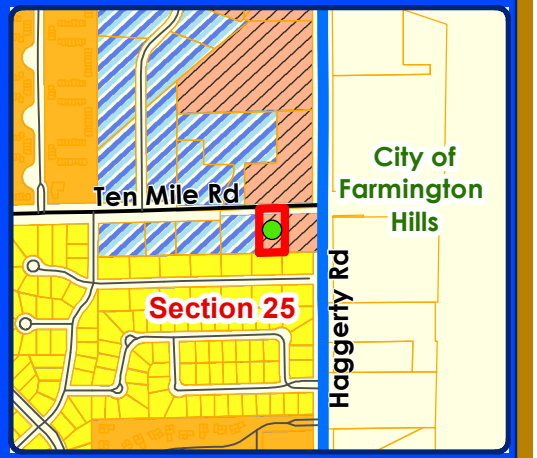
MAP INTERPRETATION NOTICE

Map information depicted is not intended to replace or substitute for any official or primary source. This map was intended to meet National Map Accuracy Standards and use the most recent, accurate sources available to the people of the City of Novi. Boundary measurements and area calculations are approximate and should not be construed as survey measurements performed by a licensed Michigan Surveyor as defined in Michigan Public Act 132 of 1970 as amended. Please contact the City GIS Manager to confirm source and accuracy information related to this map.

MOE'S ON TEN REZONING

FUTURE LAND USE





LEGEND

- Single Family
- Multiple Family
- Community Office
- Community Commercial
- Subject Property

City of Novi
Dept. of Community Development
City Hall / Civic Center
45175 W Ten Mile Rd
Novi, MI 48375
cityofnovi.org

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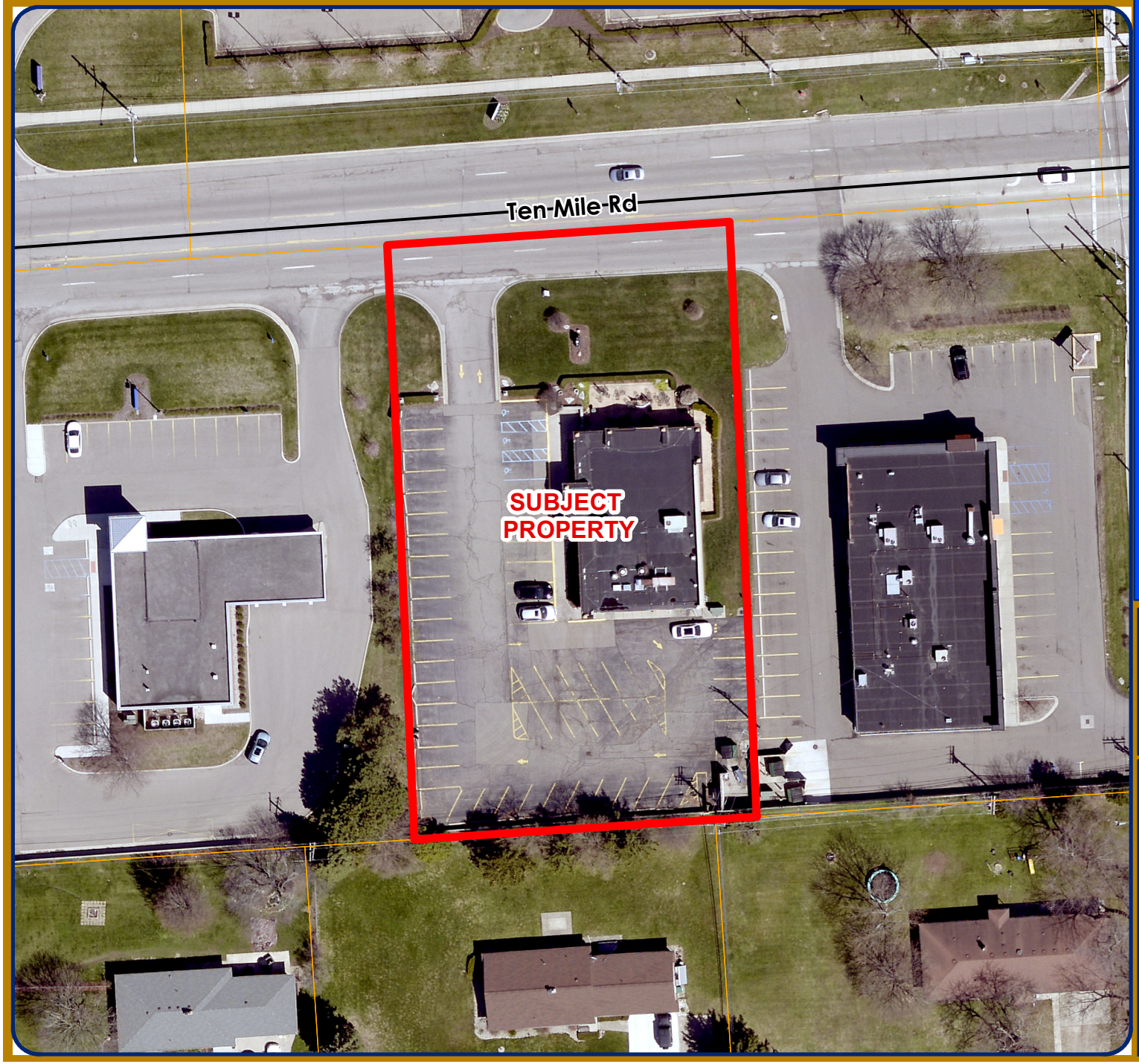
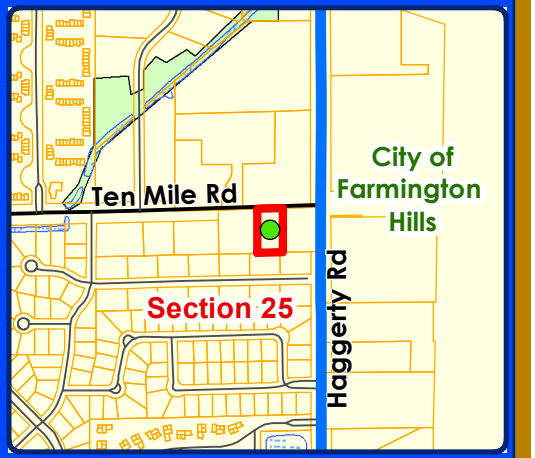
MOE'S ON TEN REZONING

NATURAL FEATURES





LEGEND

- WETLANDS
- WOODLANDS
- Subject Property

City of Novi
Dept. of Community Development
City Hall / Civic Center
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SITE SURVEY
(Full plan set available for viewing at the Community Development Department.)

Moe's on Ten JZ 22-27

RECEIVED
NOV 04 20
CITY OF NO
COMMUNITY DEVE

STATE OF MICH
DANIEL JOH
LECLAIR
ENGINEER
No.
620104160
LICENSED PROFESSIONAL

PLANNING REVIEW

PLAN REVIEW CENTER REPORT

November 30, 2022

Planning Review

Moe's on Ten

JZ22-27 with Rezoning 18.738

PETITIONER

David B. Landry

REVIEW TYPE

Rezoning Request from B-1 (Local Business) to B-3 (General Business)

PROPERTY CHARACTERISTICS

Section	25	
Site Location	39455 W. Ten Mile Rd; South of Ten Mile Rd, West of Haggerty Rd (Parcel 22-25-226-010)	
Site School District	Novi Community School District	
Site Zoning	B-1 Local Business	
Adjoining Zoning	North	B-3 General Business
	East	B-1 Local Business
	West	OS-1 Office Service
	South	R-4 One-Family Residential
Current Site Use	Sit Down Restaurant (Moe's on Ten)	
Adjoining Uses	North	Former Jaguar Dealership (future: Audi of Novi)
	East	Shopping Plaza
	West	Comerica Bank
	South	One-Family Residential
Site Size	0.90 acres	
Plan Date	July 6, 2022	

PROJECT SUMMARY

The petitioner is requesting a Zoning Map amendment for a 0.90-acre property located on the south side of Ten Mile Road and west of Haggerty Road (Section 25) from B-1 (Local Business) to B-3 (General Business). The applicant states that the rezoning is being requested to bring the site into compliance with current standards. The site, which is owned by Moe Leon, has been used as a restaurant for the past thirty-nine years. No changes are proposed to the site.

MASTER PLAN FOR LAND USE

The Future Land Use Map of the 2016 City of Novi Master Plan for Land Use identifies this property as Community Commercial. As the Master Plan states, "this land use is designated for comparison-shopping needs of a larger population base. They are along major thoroughfares and roadway intersections." Given the site's location along Ten Mile Road near Haggerty Road, it meets the intent of the Master Plan. In addition, the B-1 Local Business District generally falls within areas planned for Local Commercial and the B-3 General Business District generally falls within areas planned for Community Commercial.

The property to the north is identified in the Master Plan as Community Commercial, the property to the west is identified as Community Office, the property to the east is identified as Community Commercial, and the property to the south is identified as One-Family Residential.

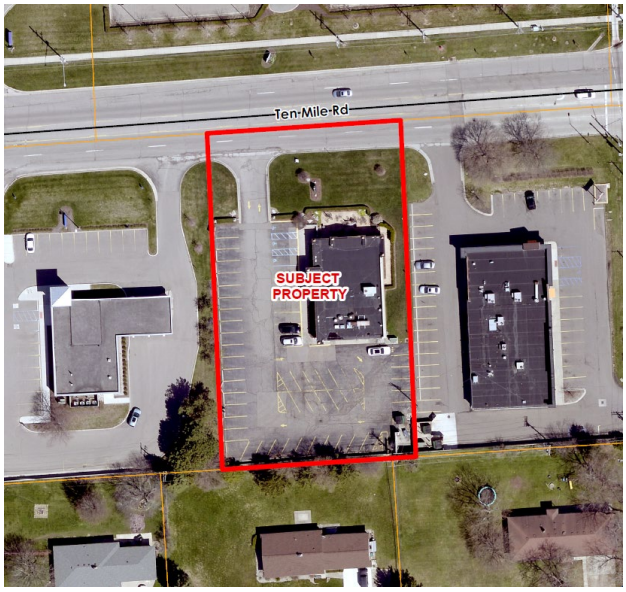
The proposal would follow objectives listed in the Master Plan for Land Use including the following:

1. Objective: Retain and support the growth of existing businesses and attract new businesses to the City of Novi.

   ***Staff Comment*: Moe Leon has owned this restaurant for 39 years and the proposed rezoning promotes continued success of his restaurant.**

2. Objective: Maintain quality architecture and design throughout the City.

   a. Zoning Action Item: Establish architectural design, signage, and landscaping conveying Novi's quality image to the community.



Current Image of Subject Property

***Staff Comment:* Moe's on Ten is an identifiable and popular local business in Novi. The signage and feel of the restaurant are unique to the City.**

EXISTING ZONING AND LAND USE

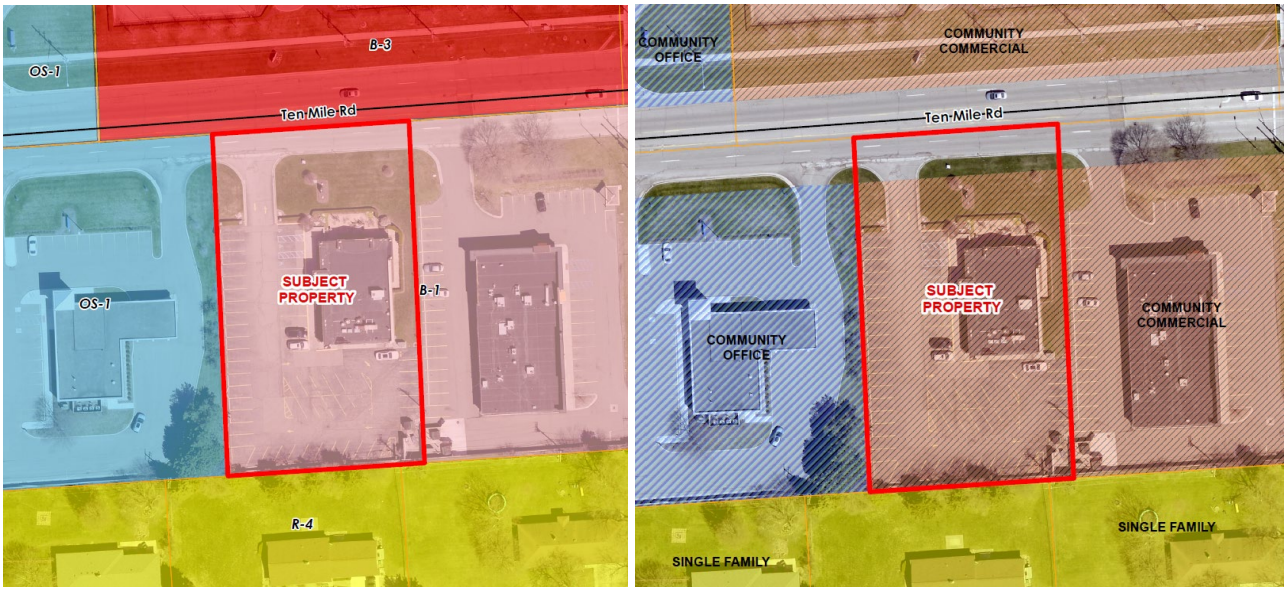
The following table summarizes the zoning and land use status for the subject property and surrounding properties.

Land Use and Zoning: For Subject Property and Adjacent Properties

	Existing Zoning	Existing Land Use	Master Plan Land Use Designation
Subject Property (Project Area)	B-1 Local Business District	Moe's on Ten (Sit-Down Restaurant)	Community Business (Uses consistent with B-2 and B-3 District)
Northern Parcel	B-3 General Business District	Former Jaguar Dealership (future: Audi of Novi)	Community Business (Uses consistent with B-2 and B-3 District)
Southern Parcel	R-4 One-Family Residential District	One-Family Residential	One-Family Residential (Uses consistent with R-1 to R-6 District)
Eastern Parcel	B-1 Local Business District	Shopping Plaza	Community Business (Uses consistent with B-2 and B-3 District)
Western Parcel	OS-1 Office Service District	Comerica Bank	Community Office (Uses consistent with OS-1 Office Service District)

COMPATIBILITY WITH SURROUNDING LAND USE

The surrounding land uses are shown in the above chart. The compatibility of the proposed rezoning with the zoning and uses on the adjacent properties should be considered by the Planning Commission in making the recommendation to City Council on the rezoning request.



Zoning **Future Land Use**

DEVELOPMENT POTENTIAL

The portion of this parcel proposed to be rezoned is currently developed with a sit-down restaurant. Development under either the current B-1 zoning or the proposed B-3 zoning could result in the construction of fairly similar uses, but there are some differences. Some uses permitted in the B-1 zoning district that are not allowed in the B-3 district include post offices, off-street parking lots, instructional centers, and mortuary establishments. Some uses permitted in the B-3 district that are not allowed in the B-1 district include fueling stations, auto washes, tattoo parlors, new and used car sales showrooms, microbreweries/brewpubs, day care centers, motels, veterinary hospitals/clinics, and oil change establishments.

COMPARISON OF ZONING DISTRICTS

The following table provides a comparison of the current and proposed zoning development standards. The applicant is requesting a change of districts from the existing B-1 Local Business to B-3 General Business. The types of uses allowed in these districts have some overlap, although they also differ in important ways. The proposed B-3 district allows a maximum building height of up to 30 feet compared to the 25 feet allowed in the B-1 district. The building setbacks in the B-3 district are 10 feet longer in the front yard than the B-1 standards. Parking setbacks are the same for both zoning districts.

	B-1 (Existing)	**B-3 (Proposed)**
Principal Permitted Uses & Special Land Uses	**Principal Permitted Uses** 1. Retail Business Use 2. Retail Business Service Uses 3. Dry cleaning establishments, or pick-up stations, dealing directly with the consumer 4. Business establishments which	**Principal Permitted Uses** 1. Retail Business Use 2. Retail Business Service Uses 3. Dry cleaning establishments, or pick-up stations, dealing directly with the consumer 4. Business establishments which

	perform services on the premises 5. Professional services 6. Post office and similar governmental office buildings, serving persons living in the adjacent residential area 7. Off-street parking lots 8. Instructional centers 9. Other uses similar to the above uses 10. Accessory structures and uses customarily incident to the above permitted uses **Special Land Uses** 1. Mortuary establishments 2. Publicly owned buildings, public utility buildings, telephone exchange buildings, electric transformer stations and substations; gas regulator stations with service yards, but without storage yards; water and sewage pumping stations 3. Restaurants (Sit-Down) and Restaurants (Fast Food Carryout), within a Planned Commercial Center of at least 15,000 (fifteen thousand) square feet of gross floor area	perform services on the premises 5. Professional services 6. Retail business or retail business service establishments 7. Professional and medical offices, including laboratories 8. Fueling station 9. Sale of produce and seasonal plant materials outdoors 10. Auto wash 11. Bus passenger stations 12. New and used car salesroom, showroom, or office 13. Other uses similar to the above uses 14. Tattoo parlors 15. Publicly owned and operated parks, parkways and outdoor recreational facilities 16. Accessory structures and uses customarily incidental to the above permitted uses 17. Public or private health and fitness facilities and clubs 18. Microbreweries 19. Brewpubs 20. Day care centers, and adult day care centers **Special Land Uses** 1. Outdoor space for exclusive sale of new or used automobiles, campers, recreation vehicles, mobile homes, or rental of trailers or automobiles 2. Motel 3. Business in the character of a drive-in or open front store 4. Veterinary hospitals or clinics 5. Plant materials nursery 6. Public or private indoor and private outdoor recreational facilities 7. Mini-lube or oil change establishments 8. Sales of produce and season plant materials outdoors 9. Restaurants in the character of a fast food carryout, drive-in, fast food drive-through, or fast food sit down
Minimum Lot Size	See Section 3.6.2.D	See Section 3.6.2.D
Minimum Lot Width	See Section 3.6.2.D	See Section 3.6.2.D
Building Height	25 feet or 1 story, whichever is less	30 feet

Building Setbacks	Front Yard: 20 feet Rear Yard: 20 feet Side Yard: 15 feet	Front Yard: 30 feet Rear Yard: 20 feet Side Yard: 15 feet
Parking Setbacks	Front Yard: 20 feet Rear Yard: 10 feet Side Yard: 10 feet	Front Yard: 20 feet Rear Yard: 10 feet Side Yard: 10 feet

INFRASTRUCTURE

Engineering
The Staff Engineer has reviewed the rezoning request and indicated that they have no concerns. See the Engineering Review Letter for more information.

Traffic
The City's Traffic Consultant has reviewed the rezoning request and indicated that they have no concerns and support the waiver for the Rezoning Traffic Study. See the Traffic Review Letter for more information.

Fire
The City Fire Marshal has reviewed the site plan and has no comments at this time.

NATURAL FEATURES

There are no significant natural features present on this site.

REVIEW CONSIDERATIONS

Staff asks for the following items in **bold** to be addressed in the next submittal:

1. Site Survey: A survey of the site has been provided to staff. **If possible, please show the future right-of-way line and the location of the barrier free signage in the next submittal.**

2. Rezoning Traffic Study (RTS): The applicant has requested a waiver of the rezoning traffic study (RTS), which is supported by the City's Traffic Consultant as the site is not intended to change uses at this time.

SUMMARY OF OTHER REVIEWS:

a. Engineering Review (dated 9-21-22): Engineering has no concern regarding the proposed rezoning as it has no impact on the existing utilities.
b. Traffic Review (dated 11-22-22): Traffic recommends approval of the rezoning request.
c. Fire Review (dated 11-14-22): Fire recommends approval of the rezoning request.

RECOMMENDATION

Approval of the ***Rezoning is recommended*** *by Planning staff at this time* because the rezoning aligns with the goals and intent of the 2016 Master Plan for Land Use. The intensity of uses in the B-3 Zoning District compared to the B-1 Zoning District is much different, but the location is heavily traveled and meets the context of the surrounding area.

NEXT STEP: PLANNING COMMISSION PUBLIC HEARING

The rezoning is scheduled for a public hearing before the Planning Commission on **December 7, 2022 at 7pm in the Novi Civic Center**. It is requested that the applicant or someone familiar with the project be in attendance. Following the hearing, the Planning Commission will either make a recommendation to City Council or postpone pending further information. If a recommendation is made, the rezoning will then be scheduled for a first reading by the City Council. If the City Council

recommends approval at that time, it will go before City Council for a second reading and final approval.

If the applicant has any questions concerning the above review or the process in general, do not hesitate to contact me at 248.735.5607 or ccarroll@cityofnovi.org.

Christian Carroll, Planner

PLANNING REVIEW CHART

Review Date: November 30, 2022
Review Type: Rezoning Review
Project Name: **JZ 22-27 MOE'S ON TEN REZONING**
Location: 39455 W. Ten Mile Road; 22-25-226-010
Plan Date: July 6, 2022
Prepared by: Christian Carroll, Planner
E-mail: ccarroll@cityofnovi.org **Phone:** 248.735.5607

Bold	To be addressed with the next submittal
Underline	To be addressed with final site plan submittal
Bold and Underline	Requires Planning Commission and/or City Council Approval
Italics	To be noted

Item	Required Code	Proposed	Meets Code	Comments
Zoning and Use Requirements				
Master Plan *(adopted July 26, 2017)*	Community Commercial	Sit-down restaurant (existing)	Yes	
Area Study	The site does not fall under any special category	NA	NA	
Zoning *(Effective January 8, 2015)*	B-1: Local Business	B-3 (General Business)		*Staff will compare the development potential of the highest intensity uses of each district.*
Uses Permitted (Sec. 3.1.12.B & C)	Principal Uses Permitted & Special Land Uses	Sit-down restaurant (existing)	Yes	
Rezoning:	See Site Plan Development Manual for full list of requirements	Seeking straight rezoning to B-3	**TBD**	**Will require Planning Commission approval.**
Rezoning Document Requirements (SPDM link: Site Plan & Development Manual)				
Written Statement *(Site Development Manual)*	• Potential development under the proposed zoning and current zoning • Identified benefits of the development	Complies	Yes	*More information may be requested as necessary.*
Survey	Four copies of the engineering survey of the property to be rezoned	Included	Yes	
Sign Location Plan *(Page 23, SDM)*	Per requirements listed in Site Plan Manual, Page 23 Installed within 15 days prior to public hearing. Located along all road frontages.	Sign is installed	Yes	Signs should be installed within 15 days prior to the Public Hearing.
Rezoning Traffic Impact Study	A Rezoning Traffic Impact Study as required by the City	Not required	Yes	*Meets the conditions as listed in Chapter 5 of the*

Item	Required Code	Proposed	Meets Code	Comments
(SDM)	of Novi Site Plan and Development Manual. Refer to Chapter 5			*Site Plan & Development Manual.* **Waiver from Planning Commission Required.**
Community Impact Statement *(Sec. 2.2)*	- Over 30 acres for permitted non-residential projects - Over 10 acres in size for a special land use - All residential projects with more than 150 units A mixed-use development, staff shall determine	Not required	NA	
Noise Impact Statement	Provide a noise impact statement subject to standards of Section 5.14.10.B	Noise Impact Statement not required	NA	
Height, bulk, density and area limitations *(Sec 3.1.19)*				
Frontage on a Public Street *(Sec. 5.12)*	Frontage on a Public Street is required.	Frontage on Ten Mile Road	Yes	
Access to Major Thoroughfare *(Sec. 5.13)*	Vehicular access shall be provided only to an existing or planned major thoroughfare or freeway service drive *OR* access driveway on other street type is not across street from existing or planned single-family uses.	Access from Ten Mile Road	Yes	
Minimum Zoning Lot Size for each Unit in Ac *(Sec 3.6.2.D)*	Except where otherwise provided in this Ordinance, the minimum lot area and width, and the maximum percent of lot coverage shall be determined on the basis of off-street parking, loading, greenbelt screening, yard setback or usable open space	0.9 acres	NA	
Minimum Zoning Lot Size for each Unit: Width in Feet			NA	
Open Space Area	----	----	NA	----
Maximum % of Lot Area Covered (By All Buildings)	*(Sec 3.6.2.D)*	No new buildings proposed	NA	
Building Height *(Sec. 3.1.11/12.D)*	30 feet or 2 stories, whichever is less	No new buildings proposed	NA	
Building Setbacks *(Sec. 3.1.12.D)*				
Front (north)	30 feet	~57 feet (to ROW)	Yes	**Please show the future right-of-way line (if known).**
Rear (south)	20 feet	90.6 feet	Yes	
Side (east)	15 feet	19.8 feet	Yes	

Item	Required Code	Proposed	Meets Code	Comments
Side (west)	15 feet	78.7 feet	Yes	
Parking Setback *(Sec. 3.1.12.D)*				
Front (north)	20 feet	40 feet	Yes	*Existing conditions.*
Rear (south)	10 feet	0 feet	**No**	
Side (east)	10 feet	0 feet	**No**	
Side (west)	10 feet	0 feet	**No**	
Note to District Standards *(Sec 3.6.2)*				
Exterior Side Yard Abutting a Street *(Sec 3.6.2.C)*	All exterior side yards abutting a street shall be provided with a setback equal to front yard.	No side yard abutting street	NA	
Residential Yard Setback *(Sec. 3.6.2.L)*	Wherever property directly abuts or is adjacent to residentially zoned property, the minimum yard setback shall be twenty (20) feet.	0 feet	**No**	*20 foot setback from the rear property line is required, but it is an existing condition.*
Wetland/Watercourse Setback *(Sec. 3.6.2.M)*	A setback of 25 feet from wetlands and from high watermark course shall be maintained.	Does not apply	NA	
Parking setback screening *(Sec 3.6.2.P)*	Required parking setback area shall be landscaped per Sec 5.5.3. When abutting a residential district, a screening wall or berm/landscape planting screen shall be observed.	Screening wall	Yes	
Modification of parking setback requirements *(Sec 3.6.2.Q)*	The Planning Commission may modify parking setback requirements based on conditions listed in Sec 3.6.2.Q.	Not requested	NA	
Parking and Loading Requirements				
Number of Parking Spaces *(Sec. 5.2.12.E)*	**Sit-Down Restaurants:** 1 per 70 SF GLA OR 1 for each 2 employees and 1 for each 2 customers allowed under max capacity. **54 spaces required**	56 existing spaces	Yes	
Parking Space Dimensions and Maneuvering Lanes *(Sec. 5.3.2)*	- 90° Parking: 9 ft. x 19 ft. - 24 ft. two way drives - 9 ft. x 17 ft. parking spaces allowed along 7 ft. wide interior sidewalks as long as detail indicates a 4" curb at these locations and along landscaping	9' x 19' and 9' x 17'	Yes	

Item	Required Code	Proposed	Meets Code	Comments
Parking stall located adjacent to a parking lot entrance *(Sec. 5.3.13)*	Shall not be located closer than twenty-five (25) feet from the street right-of-way (ROW) line, street easement or sidewalk, whichever is closer	None	Yes	
End Islands *(Sec. 5.3.12)*	- End Islands with landscaping and raised curbs are required at the end of all parking bays that abut traffic circulation aisles. - The end islands shall generally be at least 8 feet wide, have an outside radius of 15 feet, and be constructed 3' shorter than the adjacent parking stall as illustrated in the Zoning Ordinance	None	Yes	*Consider adding an end island in the west bay and in all bays without end islands.*
Barrier Free Spaces *(Barrier Free Code)*	3 spaces required, 2 standard and 1 van accessible	3 standard spaces	**No**	*One van accessible space is typically required.*
Barrier Free Space Dimensions *(Barrier Free Code)*	- 8' wide with an 8' wide access aisle for van accessible spaces - 8' wide with a 5' wide access aisle for regular accessible spaces	Complies for standard spaces	Yes	
Barrier Free Signs *(Barrier Free Code)*	One sign for each accessible parking space.	Complies	Yes	**Please show the barrier free sign locations on the survey if possible.**
Minimum number of Bicycle Parking *(Sec. 5.16.1)*	*5%* of required auto mobile spaces, minimum 2 spaces 3 spaces required	None	Yes	*Bicycle parking would be required if expansion over 10%.*
Bicycle Parking General requirements *(Sec. 5.16)*	- No farther than 120 ft. from the entrance being served - When 4 or more spaces are required for a building with multiple entrances, the spaces shall be provided in multiple locations - Spaces to be paved and the bike rack shall be inverted "U" design - Shall be accessible via 6 ft. paved sidewalk		NA	
Bicycle Parking Lot layout *(Sec 5.16.6)*	Parking space width: 6 ft. One tier width: 10 ft. Two tier width: 16 ft. Maneuvering lane width: 4 ft. Parking space depth: 2 ft.		NA	

Item	Required Code	Proposed	Meets Code	Comments
	single, 2 ½ ft. double			
Loading Spaces *(Sec. 5.4.3)*	Loading area in the rear yard, unless abutting residential or interior side yard if adjacent to I, EXPO or EXO district	No loading shown	NA	
Accessory Structures *(Sec. 4.19)*				
Dumpster *(Sec 4.19.2.F)*	- Located in rear yard - Attached to the building or no closer than 10 ft. from building if not attached - Not located in parking setback - If no setback, then it cannot be any closer than 10 ft, from property line. - Away from Barrier free Spaces	Closer than 10 feet to the property line	**No**	*Consider moving the dumpster enclosure.*
Dumpster Enclosure *(Sec. 21-145. (c)*	- Screened from public view - A wall or fence 1 ft. higher than height of refuse bin - And no less than 5 ft. on three sides - Posts or bumpers to protect the screening - Hard surface pad - Screening Materials: Masonry, wood or evergreen shrubbery	Complies	Yes	
Roof top equipment and wall mounted utility equipment *(Sec. 4.19.2.E.ii)*	All roof top equipment must be screened and all wall mounted utility equipment must be enclosed and integrated into the design and color of the building	None proposed	NA	
Roof top appurtenances screening	Roof top appurtenances shall be screened in accordance with applicable facade regulations, and shall not be visible from any street, road or adjacent property.	None proposed	NA	
Transformer/ Generator	Provide location of any proposed transformers/ generators etc.	One shown	Yes	
B-2 & B-3 District Required Conditions *(Sec 3.10)*				
Retail Requirements *(Sec. 3.10.1.A) (B-2 only)*	All business establishments shall be retail or service establishments dealing directly with customers. All goods produced on the premises	Complies	Yes	

Item	Required Code	Proposed	Meets Code	Comments
	shall be sold at retail on premises.			
Indoor Business *(Sec. 3.10.1.B) (B-2 only)*	All business, servicing or processing, except for off-street parking, loading/ unloading shall be conducted within completely enclosed buildings.	Complies	Yes	
Maximum Height *(Sec. 3.10.2.A) (B-2 only)*	The maximum height of buildings may be increased to 42 feet (up to 3 stories) for a development that does not abut a residential district.	Abuts residential.	NA	
Business & Sales *(Sec. 3.10.2.B) (B-2 only)*	All business, servicing or processing, except for off-street parking, loading/ unloading and those outdoor sales uses permitted and regulated in Section 3.1.11.C, shall be conducted within completely enclosed buildings.	Complies	Yes	
Loading Area *(Sec. 3.10.3.A) (B-2 + B-3)*	No truck well, loading dock, overhead door or other type of service bay door shall face a major thoroughfare, nor an abutting residential district. Pedestrian exits or emergency doors are permitted on such building facades.	No loading area	Yes	
Sidewalks and Pathways				
ARTICLE XI. OFF-ROAD NON-MOTORIZED FACILITIES *Sec. 11-256. Requirement. (c)* & Sub. Ord. Sec. 4.05,	- In the case of new streets and roadways to be constructed as part of the project, a sidewalk shall be provided on both sides of the proposed street or roadway. - Sidewalks along arterials and collectors shall be 6 feet or 8 feet wide as designated by the "Bicycle and Pedestrian Plan," but not along industrial service streets per Subdivision Ordinance. - Whereas sidewalks along local streets and private roadways shall be five (5) feet wide.	None	Yes	*8 foot pathway shown on the Non-Motorized Plan along Ten Mile Road.*
Pedestrian Connectivity	- Whether the traffic circulation features within the site and parking areas are designed to assure safety	Complies	Yes	

Item	Required Code	Proposed	Meets Code	Comments
	and convenience of both vehicular and pedestrian traffic both within the site and in relation to access streets - Building exits must be connected to sidewalk system or parking lot.			
Lighting and Photometric Plan *(Sec. 5.7)*				
Intent *(Sec. 5.7.1)*	Establish appropriate minimum levels, prevent unnecessary glare, reduce spillover onto adjacent properties & reduce unnecessary transmission of light into the night sky	No site lighting proposed	NA	
Other Requirements				
Design and Construction Standards Manual	Land description, Sidwell number (metes and bounds for acreage parcel, lot number(s), Liber, and page for subdivisions).	Provided	Yes	
General layout and dimension of proposed physical improvements	Location of all existing and proposed buildings, proposed building heights, building layouts, (floor area in square feet), location of proposed parking and parking layout, streets and drives, and indicate square footage of pavement area (indicate public or private).	Provided	Yes	

NOTES:

1. This table is a working summary chart and not intended to substitute for any Ordinance or City of Novi requirements or standards.
2. The section of the applicable ordinance or standard is indicated in parenthesis. Please refer to those sections in Article 3, 4, and 5 of the zoning ordinance for further details.
3. Please include a written response to any points requiring clarification or for any corresponding site plan modifications to the City of Novi Planning Department with future submittals.

ENGINEERING REVIEW

PLAN REVIEW CENTER REPORT

September 21, 2022

Engineering Review

JZ22-27 Moe's On Ten Rezoning

Applicant
Moe's On Ten

Review Type
Pre-Application

Property Characteristics

- Site Location: South side of 10 Mile Road, ease of Haggerty Road
- Site Size: 0.88 acres (gross), 0.77 acres (net)
- Plan Date: 07/06/2022
- Design Engineer: Greentech Engineering, Inc

Project Summary

- Rezoning application.
- No changes proposed to storm, water, or sanitary sewer.
- No changes proposed to storm water management plan.

Comments:

General

1. A full engineering review was not performed due to the limited information provided in this submittal. Further information related to the utilities, easements, etc. will be required to provide a more detailed review.
2. The site plan shall be designed in accordance with the Design and Construction Standards (Chapter 11).
3. Add note that no changes are proposed to the existing utilities or hydrants.

Utilities

4. No changes to the existing utilities are proposed at this time.

Paving & Grading

5. No changes to the existing pavement or grading is proposed at this time.

Storm Water Management Plan

6. No changes to the existing storm water management system or impervious area are proposed at this time.

Flood Plain

7. This site is not located within the 100-year floodplain according to current FEMA maps.

Off-Site Easements

8. Off-site easements are not anticipated at this time.

Please contact Adam Chludzinski at 248-735-5643 with any questions.

Adam Chludzinski
Civil Engineer

TRAFFIC REVIEW

AECOM
27777 Franklin Road
Southfield
MI, 48034
USA
aecom.com

Project name:
JZ22-27 – Moe's On Ten Rezoning Traffic Review

To:
Barbara McBeth, AICP
City of Novi
45175 10 Mile Road
Novi, Michigan 48375

From:
AECOM

Date:
November 22, 2022

CC:
Lindsay Bell, Christian Carroll, Humna Anjum, Ben Peacock

Memo

Subject: JZ22-27 – Moe's On Ten Rezoning Traffic Review

The rezoning site plan was reviewed to the level of detail provided and AECOM recommends **approval** for the applicant to move forward with the condition that the comments provided below are adequately addressed to the satisfaction of the City.

GENERAL COMMENTS

1. The applicant, Moe's On Ten, is proposing rezoning the parcel.
2. The development is located on the south side of 10 Mile Road, west of Haggerty Road. 10 Mile Road and Haggerty Road are under the jurisdiction of Oakland County.
3. The site is B-1 (Local Business). The applicant is proposing rezoning to B-3 (General Business).
4. There are no traffic related deviations indicated at this time.

TRAFFIC IMPACTS

1. AECOM was unable to perform an initial trip generation based on the ITE Trip Generation Manual, 11th Edition, as there are no changes proposed to the site or building.
2. The City of Novi generally requires a traffic impact study/statement if the number of trips generated by the proposed development exceeds the City's threshold of more than 750 trips per day or 100 trips per either the AM or PM peak hour, or if the project meets other specified criteria.

Trip Impact Study Recommendation	
Type of Study:	**Justification**
RTS	Rezoning is proposed. The applicant has requested a waiver for an RTS, based on the fact that the restaurant is existing and pre-dates the current zoning. AECOM would support this waiver if the rezoning is limited to the existing business.

TRAFFIC REVIEW

The following table identifies the aspects of the plan that were reviewed. Items marked O are listed in the City's Code of Ordinances. Items marked with ZO are listed in the City's Zoning Ordinance. Items marked with ADA are listed in the Americans with Disabilities Act. Items marked with MMUTCD are listed in the Michigan Manual on Uniform Traffic Control Devices.

The values in the 'Compliance' column read as 'met' for plan provision meeting the standard it refers to, 'not met' stands for provision not meeting the standard and 'inconclusive' indicates applicant to provide data or information for review and 'NA' stands for not applicable for subject Project. The 'remarks' column covers any comments reviewer has and/or 'requested/required variance' and 'potential variance'. A potential variance indicates a variance that will be required if modifications are not made or further information provided to show compliance with the standards and ordinances. The applicant should put effort into complying with the standards; the variances should be the last resort after all avenues for complying have been exhausted. Indication of a potential variance does not imply support unless explicitly stated.

EXTERNAL SITE ACCESS AND OPERATIONS				
No.	**Item**	**Proposed**	**Compliance**	**Remarks**
1	Driveway Radii | O Figure IX.3	-	N/A	No changes proposed
2	Driveway Width | O Figure IX.3	-	N/A	No changes proposed
3	Driveway Taper | O Figure IX.11	-	N/A	No changes proposed
3a	Taper length	-	N/A	No changes proposed
3b	Tangent	-	N/A	No changes proposed
4	Emergency Access | O 11-194.a.19	-	N/A	No changes proposed
5	Driveway sight distance | O Figure VIII-E	-	N/A	No changes proposed
6	Driveway spacing			
6a	Same-side | O 11.216.d.1.d	-	N/A	No changes proposed
6b	Opposite side | O 11.216.d.1.e	-	N/A	No changes proposed
7	External coordination (Road agency)	-	N/A	No changes proposed
8	External Sidewalk | Master Plan & EDM	-	N/A	No changes proposed
9	Sidewalk Ramps | EDM 7.4 & R-28-J	-	N/A	No changes proposed
10	Any Other Comments:			

INTERNAL SITE OPERATIONS				
No.	**Item**	**Proposed**	**Compliance**	**Remarks**
11	Loading zone | ZO 5.4	-	N/A	No changes proposed
12	Trash receptacle | ZO 5.4.4	-	N/A	No changes proposed
13	Emergency Vehicle Access	-	N/A	No changes proposed
14	Maneuvering Lane | ZO 5.3.2	-	N/A	No changes proposed
15	End islands | ZO 5.3.12			
15a	Adjacent to a travel way	-	N/A	No changes proposed
15b	Internal to parking bays	-	N/A	No changes proposed
16	Parking spaces | ZO 5.2.12			
17	Adjacent parking spaces | ZO 5.5.3.C.ii.i	-	N/A	No changes proposed
18	Parking space length | ZO 5.3.2	-	N/A	No changes proposed
19	Parking space Width | ZO 5.3.2	-	N/A	No changes proposed

INTERNAL SITE OPERATIONS				
No.	**Item**	**Proposed**	**Compliance**	**Remarks**
20	Parking space front curb height | ZO 5.3.2	-	N/A	No changes proposed
21	Accessible parking – number | ADA	-	N/A	No changes proposed
22	Accessible parking – size | ADA	-	N/A	No changes proposed
23	Number of Van-accessible space | ADA	-	N/A	No changes proposed
24	Bicycle parking	-	N/A	No changes proposed
24a	Requirement | ZO 5.16.1	-	N/A	No changes proposed
24b	Location | ZO 5.16.1	-	N/A	No changes proposed
24c	Clear path from Street | ZO 5.16.1	-	N/A	No changes proposed
24d	Height of rack | ZO 5.16.5.B	-	N/A	No changes proposed
24e	Other (Covered / Layout) | ZO 5.16.1	-	N/A	No changes proposed
25	Sidewalk – min 5' wide | Master Plan	-	N/A	No changes proposed
26	Sidewalk ramps | EDM 7.4 & R-28-J	-	N/A	No changes proposed
27	Sidewalk – distance back of curb | EDM 7.4	-	N/A	No changes proposed
28	Cul-De-Sac | O Figure VIII-F	N/A	-	-
29	EyeBrow | O Figure VIII-G	N/A	-	-
30	Turnaround | ZO 5.10	N/A	-	-
31	Any Other Comments:			

SIGNING AND STRIPING				
No.	**Item**	**Proposed**	**Compliance**	**Remarks**
32	Signing: Sizes | MMUTCD	-	N/A	No changes proposed
33	Signing table: quantities and sizes	-	N/A	No changes proposed
34	Signs 12" x 18" or smaller in size shall be mounted on a galvanized 2 lb. U-channel post | MMUTCD	-	N/A	No changes proposed
35	Signs greater than 12" x 18" shall be mounted on a galvanized 3 lb. or greater U-channel post | MMUTCD	-	N/A	No changes proposed
36	Sign bottom height of 7' from final grade | MMUTCD	-	N/A	No changes proposed
37	Signing shall be placed 2' from the face of the curb or edge of the nearest sidewalk to the near edge of the sign | MMUTCD	-	N/A	No changes proposed
38	FHWA Standard Alphabet series used for all sign language | MMUTCD	-	N/A	No changes proposed
39	High-Intensity Prismatic (HIP) sheeting to meet FHWA retro-reflectivity | MMUTCD	-	N/A	No changes proposed
40	Parking space striping notes	-	N/A	No changes proposed
41	The international symbol for accessibility pavement markings | ADA	-	N/A	No changes proposed
42	Crosswalk pavement marking detail	-	N/A	No changes proposed
43	Any Other Comments:			

Note: Hyperlinks to the standards and Ordinances are for reference purposes only, the applicant and City of Novi to ensure referring to the latest standards and Ordinances in its entirety.

Should the City or applicant have questions regarding this review, they should contact AECOM for further clarification.

Sincerely,

AECOM

Patricia Thompson, PE Traffic Engineer	Paula K. Johnson, PE Senior Transportation Engineer	Saumil Shah, PMP Project Manager

FIRE REVIEW

November 14, 2022

TO: Barbara McBeth - City Planner
Lindsay Bell - Plan Review Center
Christian Carroll - Plan Review Center
Ben Peacock – Planning Assistant

RE: Moe's on Ten

PRZ# 22-102

Project Description:
Rezoning

Comments:
Meets Fire Departments Requirements

Recommendation:
Approved

Sincerely,

Kevin S. Pierce-Fire Marshal
City of Novi – Fire Dept.

cc: file

CITY COUNCIL

Mayor
Bob Gatt

Mayor Pro Tem
Dave Staudt

Laura Marie Casey

Hugh Crawford

Justin Fischer

Brian Smith

Ericka Thomas

City Manager
Peter E. Auger

Director of Public Safety
Chief of Police
Erick W. Zinser

Fire Chief
Jeffery R. Johnson

Assistant Chief of Police
Scott R. Baetens

Assistant Fire Chief
John B. Martin

Novi Public Safety Administration
45125 Ten Mile Road
Novi, Michigan 48375
248.348.7100
248.347.0590 fax

cityofnovi.org

APPLICANT NARRATIVE

LAW OFFICES
LANDRY, MAZZEO & DEMBINSKI, P.C.
37000 GRAND RIVER AVENUE, SUITE 200
FARMINGTON HILLS, MICHIGAN 48335
www.lmdlaw.com

David B. Landry
dlandry@lmdlaw.com

TELEPHONE
(248) 476-6900

FACSIMILE
(248) 476-6564

November 4, 2022

Barbara McBeth
Planning Director City of Novi
45175 West Ten Mile Road
Novi MI 48375

HAND DELIVERED

RECEIVED
NOV 04 2022
CITY OF NOVI
COMMUNITY DEVELOPMENT

Re: JZ22-27 Application for rezoning
Moe's on Ten - 39455 Ten Mile Road Novi MI

Dear Ms. McBeth:

Enclosed please find the Application For Rezoning which I am filing on behalf of Leon's of Novi which operates the restaurant Moe's on Ten. This office represents Leon's of Novi with respect to this application for rezoning of this parcel of property.

Please accept this letter as the Applicant's Narrative Statement regarding the development and use of the property under the existing and proposed rezoning.

The restaurant "Moe's on Ten" has operated at the current location since 1983. Prior to that time, it was also a restaurant. The current zoning of this parcel of property is B-1 Local Business District. Restaurants are not a permitted use in B-1 Zone District. This restaurant clearly has operated at this location prior to its current zoning. Accordingly, it is a legal non-conforming use. We are seeking a rezoning to B-3.

This rezoning request is made for the purpose of bringing the use to a conforming use given the length of the time it has existed and the intent to continue this use. Moe Leon has operated this restaurant for the past 39 years. You are undoubtedly familiar with the restaurant. It is a family-run business. Moe and his wife Debbie are constantly at this business operating the restaurant. Through the years all of their children have worked at this restaurant and currently, their son Michael is also employed at the restaurant. Through the years this restaurant has employed countless Novi residents in its kitchen and waitstaff. Moe' On Ten has participated in many City activities and anyone would be hard pressed to name another Novi Business who has been as active in the community as Moe"s On Ten. The Leon Family has not only operated at this location for 39 years but desires to continue to operate at this location in the future. They have made significant investments in this restaurant. In 2002 Moe's on Ten received a Quota Liquor License from the City of Novi as part of the restaurant's significant upgrade. The Leon's have invested both time and significant amounts of money in this business establishment. They wish to continue to operate in the City of Novi as a conforming use.

I have enclosed herein a Rezoning Application For Site Plan and Land Use Approval form along with an engineering survey of the parcel. Please note, the applicant has no desire or intention of changing the physical layout of the property or the building. No additions to the building are intended. No changes to the impervious surface or the parking lot is intended. No changes to the landscaping is intended. No changes to the façade or signage is intended. Recently, the City of Novi granted a temporary special land use permit to allow Leon's to construct an awning over the outdoor dining area. No additional changes are anticipated. Thus, the building layout, parking, landscaping, ingress and egress, signage and all other aspects of the site are intended to remain as they exist now.

This request for rezoning is made to bring the restaurant, which has existed for 39 years and which the Leon Family intends to continue to operate, into a conforming use.

I have attached hereto the following:

-An Engineering Survey (4 copies 24" X 36")
-A sign Location plot Plan (4 copies 24" X 36")
-A signed a notarized Application For Site Plan and Land Use Approval.

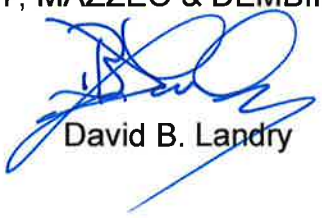
Please accept this letter as request that the city waive any requirement for a traffic study. The use of the property under the current zoning and the proposed zoning will not change. There will be no change in traffic volume, circulation or hours of operation.

We would request to be placed on the December 2022 Planning Commission meeting Agenda.

Please contact me if you require anything in addition. Thank you.

Very truly yours,

LANDRY, MAZZEO & DEMBINSKI, P.C.



David B. Landry

DBL/csw
Cc: Moe Leon

EXCERPT FROM DECEMBER 7, 2022
PLANNING COMMISSION MEETING MINUTES

1. **123.NET FIBER HUT JSP22-49**
   Approval at the request of Moiseev/Gordon Associates, Inc., for Preliminary Site Plan approval for a new 200 square foot telecommunication shelter. The subject property is 5.98 acres and is located at 48735 Grand River Avenue in Section 17, south of Grand River Avenue and east of Wixom Road. The southern portion of the property is zoned I-1, Light Industrial and the northern portion is zoned B-3, General Business.

Motion made by Acting Chair Avdoulos and seconded by Member Becker.

In the matter of 123.Net Fiber Hut, JSP22-49, motion to approve the Preliminary Site Plan based on and subject to the following:

a. **Zoning Board of Appeals Variance from Section 3.1.19.D for a front yard building setback of 30 feet (40 feet required) as recommended by staff because the building is minimal in size and is screened;**
b. **Zoning Board of Appeals Variance from Section 4.19.1.B for the placement of an accessory building in the front yard as recommended by staff because the building will have a minimal impact on the overall design and intent of the site;**
c. **Landscape Waiver for a placement of building foundation landscaping in a location other than around the base of the proposed building due to the site layout, which is hereby granted; and**
d. **The findings of compliance with Ordinance standards in the staff and consultant review letters and the conditions and the items listed in those letters being addressed on the Final Site Plan.**

ROLL CALL VOTE TO APPROVE THE PRELIMINARY SITE PLAN FOR JSP22-49 123.NET FIBER HUT MADE BY ACTING CHAIR AVDOULOS AND SECONDED BY MEMBER BECKER.

Motion to approve the Preliminary Site Plan for JSP22-49 123.Net Fiber Hut. *Motion carried 4-0.*

PUBLIC HEARINGS

1. **MOE'S ON TEN JZ22-27 WITH REZONING 18.738**
   Public hearing at the request of David B. Landry for Planning Commission's recommendation to City Council for a Zoning Map amendment from Local Business (B-1) to General Business (B-3). The subject site is approximately 0.9 acres and is located on the south side of Ten Mile Road and west of Haggerty Road (Section 25). The applicant is not proposing any changes to the site and plans on continuing operating the site as a sit-down restaurant.

Planner Carroll said the 0.9-acre property is located west of Haggerty Road and on the south side of Ten Mile Road. It is currently zoned B-1 Local Business, and the applicant is proposing to rezone to B-3 General Business. The surrounding area is zoned R-4 to the south, B-1 to the east, B-3 to the north, and OS-1 to the west. The Future Land Use map indicates Community Commercial (which corresponds to the B-2/B-3 Zoning District) for the property and the surrounding Future Land Use consists of single family to the south, community commercial to the east and north, and community office to the west. The surrounding existing uses in the area consist of commercial and office uses. The subject property does not contain regulated wetlands or woodlands.

The applicant is proposing to rezone the site to bring it into compliance with current standards. No changes are proposed to the site, and it has been used as a sit-down restaurant for the past thirty-nine years.

When compared to the B-1 Zoning District, the B-3 Zoning District allows for more intense uses such as fueling stations, oil change establishments, and car sales showrooms. The B-3 zoning district would allow for an addition 5 feet in building height (from 25 feet to 30 feet) and has an additional 10 feet in building setback requirements for the front yard (20 foot minimum to 30 foot minimum). The B-1 Zoning District only allows for Restaurants (sit-down) and Restaurants (Fast Food Carryout), within a

Planning Commercial Center of at least 15,000 square feet of gross floor area. The rezoning to the B-3 Zoning District would allow for a sit-down restaurant.

The proposed rezoning from B-1 to B-3 meets the intent of the 2016 Master Plan for Land Use as the site is identified as Community Commercial on the future land use map, which is consistent with the B-2 and B-3 zoning districts.

The proposed rezoning would meet the Master Plan for Land Use objectives to support existing businesses and maintain quality design because it would allow an existing business to continue its use as a long-term, identifiable business in Novi.

The proposed rezoning would have no negative impact on public utilities.

The Planning Commission is asked to hold the public hearing and make a recommendation to City Council for approval or denial of the rezoning request. Representing the project is David Landry, the applicant's attorney. Staff is available to answer any questions.

David Landry, attorney representing Moe's on Ten, is requesting on behalf of the applicant to rezone the property from B-1 to B-3, not with the intent of making any changes to the premises, not inside nor outside, nor the use. The applicant would like to bring the site from legal non-conforming to conforming use. Moe's on Ten has operated at this site since 1983, for thirty-nine years. Prior to Moe's there was a sit-down restaurant on this site. Currently B-1 zoning does not allow for sit-down restaurants. Moe and Debbie Leon have proven their commitment to the city. They have employed Novi residents for generations, upgraded the facility, they personally both work on the site with their children, they have made a significant investment in the city and have been active in every possible way. They would like to be a conforming use, if for example the restaurant burned down and they are a non-conforming use, they would not be able to rebuild. Their lives are in this restaurant, and they want to pass the business down to their children. Again, no physical changes would be made. They are requesting a waiver of the rezoning traffic study, which is supported by the traffic consultant due to no changes to the site. A positive recommendation has been given by the Planning, Engineering, Fire and Traffic and it is consistent with the Master Plan. The applicant is asking for a positive recommendation from the Planning Commission. We would be happy to answer any questions.

Acting Chair Avdoulos invited members of the audience who wished to participate in the public hearing to approach the podium. As there were none, and seeing that there were no written responses for the Public Hearing, Acting Chair Avdoulos closed the Public Hearing and turned it over to the Planning Commission for consideration.

Member Becker disclosed that he is a frequent patron of Moe's on Ten and when he first moved to Village Oaks in 1976 patronized the previous restaurant on the site. Member Becker asked Planner Carroll for distinction between B-1 and B-3 for a restaurant. In reading the comparison page 4 of the planning review, it indicates in a B-3 zoned area as a Special Land Use what is permittable is a fast food carry out, drive-in, fast food drive thru, or a fast food sit-down restaurant. Member Becker inquired how B-3 will get Moe's on Ten to conforming. Planner Carroll said if you click at the actual land use description in Section 4, it describes sit-down restaurants, the labelling is a bit misleading.

Member Dismondy had no questions but indicated he is in support of the request.

Member Roney is in full support of bringing the site into conforming standards.

Acting Chair Avdoulos thanked Planner Carroll for the clarification of section 4 since on the comparison it wasn't indicated, but in looking at planning review chart it is there.

Motion made by Member Becker and seconded by Member Dismondy.

In the matter of Moe's on Ten, JZ22-27, with Zoning Map Amendment 18.738 motion to recommend approval to City Council to rezone the subject property from Local Business (B-1) to General Business (B-3) for the following reasons:

1. **The proposed General Business (B-3) Zoning District meets the intent of the 2016 Master Plan for the Community Commercial future land use, and if approved will allow the use to be a legal conforming use as a sit-down restaurant in the General Business zoning district;**
2. **The Master Plan for Land Use objective to support and strengthen existing businesses is fulfilled by allowing an existing business to continue its use;**
3. **The Master Plan for Land Use objective to maintain quality architecture and design throughout the City is fulfilled because Moe's on Ten is a long-term, identifiable and unique business in Novi;**
4. **There will be no negative impact on public utilities as a result of the rezoning request as stated in the Engineering memo, and no anticipated changes to the traffic to the traffic patterns as a result of the rezoning request;**
5. **A waiver of the Rezoning Traffic Study as the proposed rezoning is not expected to result in additional trips.**

ROLL CALL VOTE TO RECOMMEND APPROVAL OF REZONING 18.738 FOR JZ22-27 MOE'S ON TEN TO CITY COUNCIL MADE BY MEMBER BECKER AND SECONDED BY MEMBER DISMONDY.

Motion to recommend approval of Rezoning 18.738 for JZ22-27 Moe's on Ten to City Council. *Motion carried 4-0.*

2. **ELM CREEK PRO JZ22-28 WITH REZONING 18.737**

   Public hearing at the request of Toll Brothers, Inc. for initial submittal and eligibility discussion for a Zoning Map amendment from Office Service Technology (OST) and Low-Rise Multiple Family (RM-1) to Low-Rise Multiple Family (RM-1) with a Planned Rezoning Overlay. The subject site is approximately 23.7 acres of a larger 37-acre parcel and is located south of Twelve Mile Road, west of Meadowbrook Road (Section 14). The applicant is proposing to develop a 68-unit multiple-family residential development.

Senior Planner Bell said the applicant is proposing to rezone 23.7 acres south of Twelve Mile Road, on the west side of Meadowbrook Road, utilizing the Planned Rezoning Overlay option. The existing development to the north and east is largely office, with some vacant parcels. The Waltonwood senior living facility is to the west, along with Twelve Oaks Lake.

The current zoning of the property is mostly OST – Office Service Technology, and a portion on the west side is RM-1. The properties to the north, east and south are also zoned OST. The area to the west is RM-1 low rise multiple family.

The Future Land Use Map identifies this property and those around it in blue as Office, R&D and Technology, which is consistent with the current zoning. The area to the west is designated Planned Development 1, which allows for multi-family development.

The natural features map shows there are significant wetland and woodland areas on this property as well as to the north and south. The tree and wetland surveys provided by the applicant confirm these features.

The applicant is proposing to utilize the Planned Rezoning Overlay to rezone the property to RM-1 Low Density Multiple Family. The initial concept plan shows 68 attached townhome units clustered in the northern and eastern areas of the site. All units are two stories tall at average grade. The development is accessed by a private street network with one entrance off Meadowbrook Road.

Rezoning to the RM-1 category requested by the applicant would permit the use proposed. Some of the conditions proposed include:

1. Preservation of 8.75 acres of City regulated woodlands

CITY OF NOVI CITY COUNCIL
JANUARY 23, 2023

SUBJECT: Approval of claims and warrants – Warrant 1124

SUBMITTING DEPARTMENT: Finance

BACKGROUND INFORMATION: Per Section 8.10 of the City's charter all funds drawn by the treasury department must be approved by City Council. This approval occurs through a warrant system and appears on all City Council's agenda. The most recent Warrant, #1124 comes before city council for approval.

RECOMMENDED ACTION: Approval of claims and warrants – Warrant 1124

CITY OF NOVI
Warrant 1124
Monday, January 23, 2023

Check	Vendor Name	Description	Amount	
180119-180122	DTE ENERGY	ELECTRICITY	1,901.87	
180123	DTE ENERGY	STREET LIGHTING	3.54	
180124-180133	DTE ENERGY	ELECTRICITY	13,768.19	
180134	STATE OF MICHIGAN	SALES TAX DECEMBER 2022	11.67	
180135	AMAZON	LIBRARY BOOKS	1,008.39	
180136	AMAZON	LIBRARY BOOKS	1,058.55	
180137	AMAZON	LIBRARY BOOKS	689.23	
180138	4 IMPRINT INC	COMMUNITY PROMOTION	463.34	
180139	A AND R PLUMBING LLC	BUILDING MAINTENANCE (W&S, FACILITIES, P&F)	6,881.52	
180140	A R REPAIRS BAKER'S KNEADS, INC.	BUILDING MAINTENANCE	240.00	
180141	ACCESS INTERACTIVE LLC	SERVER REPLACEMENT - VIRTUAL DESKTOP SERVER (IT)	22,388.00	
180142	ACCUFORM PRINTING & GRAPHICS INC	PRINTING AND PUBLISHING	979.00	
180143	ADVANCE AUTO PARTS	EQUIPMENT MAINTENANCE	7.35	
180144	AECOM GREAT LAKES, INC	PROFESSIONAL SERVICES (ESCROW)	17,076.00	
180145	VOID	VOID	-	V
180146	AIRGAS USA, LLC	OPERATING SUPPLIES	78.36	
180147	ALLEN, MARSHALL	LIBRARY PROGRAMMING	200.00	
180148	ALLIANCE HEALTH AND LIFE	EMPLOYEE HEALTHCARE INSURANCE	13,520.80	
180149	ALLIE BROTHERS INC	SUPPLIES - UNIFORMS (POLICE, FIRE)	12,685.02	
180150	ALLIED BUILDING SERVICE COMPANY	BUILDING MAINTENANCE (LIBRARY)	2,422.00	
180151	ALLIED-EAGLE SUPPLY COMPANY	BUILDING MAINTENANCE	358.18	
180152	AMERICAN GENERATORS SALES AND	BUILDING MAINTENANCE (FIRE, W&S)	3,293.00	
180153	AMERICAN HEART ASSOCIATION INC.	CONFERENCE (FIRE)	1,020.00	
180154	AMERICAN SECURITY CABINETS	ELECTION SUPPLIES (CLERK)	5,175.60	
180155	ANN ARBOR SPORT FENCING CLUB	SPORTS CAMPS (PARKS & REC)	1,540.00	
180156	APOLLO FIRE APPARATUS SALES AND	VEHICLE MAINTENANCE	533.88	
180157	APPLIED INNOVATION	EQUIPMENT RENTAL (PARKS & REC, IT)	2,827.24	
180158	ARAMARK REFRESHMENT SERVICES	OPERATING SUPPLIES	566.66	
180159	ARC	OPERATING SUPPLIES - SCANNING (COMM DEV)	1,032.03	
180160	ASCENSION MICHIGAN EMPLOYER	MEDICAL SERVICE - PRE EMPLOY - CITYWIDE (HR)	2,903.00	
180161	ASHE-BAGGETT, PAGIE	CONFERENCE (DPW)	1,700.00	
180162	ASPHALT SPECIALISTS, INC.	CONSTRUCTION: 2022 NRP - ASPHALT (LOCAL STREETS)	811,091.18	
180163	BAKER & TAYLOR, LLC	ELECTRONIC MEDIA (LIBRARY)	1,153.86	
180164	BAKER LEGAL GROUP PLLC	PROSECUTOR FEES 12/2022 (POLICE)	8,538.75	
180165	BANK'S VACUUM	CUSTODIAL SUPPLIES	19.99	
180166	BAYLEY-ALELLO, LAURA	REIMBURSEMENT	41.92	
180167	BELLE TIRE	VEHICLE MAINTENANCE	867.95	
180168	BLOOM TRANSFORMATION CENTER	LIBRARY PROGRAMMING	300.00	
180169	BLUE CROSS BLUE SHIELD OF MICHIGAN	EMPLOYEE HEALTHCARE INSURANCE	33,775.88	
180170	BOUND TREE MEDICAL LLC	OPERATING SUPPLIES	779.88	
180171	BRANIGAN, EMILY	PARKS REFUND	10.00	
180172	BRODART CO.	LIBRARY BOOKS	4,153.82	
180173	CBTS LLC	TELEPHONE MAINTENANCE (IT)	4,757.45	
180174	CDW GOVERNMENT LLC	TWENTY-FOUR MODEMS FOR NOVI PD	29,179.05	
180175	CHET'S RENT-ALL INC.	GASOLINE AND OIL	553.22	
180176	CHILTON, KIMBERLY S.	OLDER ADULTS FITNESS (PARKS & REC)	2,755.00	
180177	CINTAS CORP	SUPPLIES UNIFORMS (DPW)	1,404.18	
180178	COLLINS, JOHN	REIMBURSEMENT	35.73	
180179	CONSERVA ELECTRIC SUPPLY, INC.	BUILDING MAINTENANCE	120.36	
180180	CONSUMERS ENERGY	WATER LINE MAINTENANCE (WATER & SEWER)	2,898.10	
180181	CONTRACTOR'S CLOTHING CO.	SUPPLIES UNIFORMS	203.49	
180182	CORE & MAIN LP	WATER LINE MAINTNENACE (WATER & SEWER)	1,159.92	
180183	CORELOGIC CENTRALIZED REFUNDS	2022 WIN PROPERTY TAX REFUND 50-22-11-101-010	4,566.08	
180184	COSTAR REALTY INFORMATION INC	INTERNAL TECHNOLOGY (ASSESSING, CM, ECON DEV)	1,724.40	
180185	CRANDALL-WORTHINGTON INC	CUSTODIAL SUPPLIES	615.10	
180186	D & H PROPERTY MANAGEMENT	2022 WIN PROPERTY TAX REFUND 50-22-36-176-014	2,590.99	
180187	D AND D WATER AND SEWER INC	WATER SERVICE TAPS (WATER & SEWER)	32,730.00	
180188	DC DENTAL, INC	OPERATING SUPPLIES	683.85	
180189	DELL MARKETING L.P.	INTERNAL TECHNOLOGY (PARKS & REC, DPW, IT)	5,141.49	
180190	DETROIT PISTONS	SPORTS CAMPS (PARKS & REC)	9,425.00	

180191	DETROIT SALT COMPANY LLC	WINTER MAINTENANCE - MATERIALS (MAJOR STREETS)	58,685.55	
180192	DUCZYMINSKI, PHILIP	TUITION REIMBURSEMENT	226.94	
180193	DUNSEN-WHITE, NAOMI	LIBRARY PROGRAMMING	150.00	
180194	EJ USA, INC.	WATER LINE MAINTENANCE (WATER & SEWER)	2,922.89	
180195	ELLSWORTH INDUSTRIES INC.	WATER LINE MAINTENANCE (WATER & SEWER)	1,715.00	
180196	EMPCO INC	EMERGENCY COMMUNICATION SERVICE (POLICE)	2,529.75	
180197	ETNA SUPPLY	WATER LINE MAINTENANCE	486.00	
180198	EVERBLADES INC	VEHICLE MAINTENANCE	916.00	
180199	FARKAS, JULIE	PETTY CASH	31.13	
180200	FARKAS, JULIE	REIMBURSEMENT - CHESS CLUB (LIBRARY)	1,070.18	
180201	FASTENAL COMPANY	WATER LINE MAINTENANCE	120.40	
180202	FIRE SYSTEMS OF MICHIGAN	PARK BUILDING MAINTENANCE	206.95	
180203	FUN TIME SPORTS LLC	SPORTS CAMPS (PARKS & REC)	2,484.00	
180204	GARRIGAN, JAMES W & THERESE J	2022 WIN TAX REFUND 50-22-02-202-304	251.75	
180205	GLASS AMERICA	VEHICLE MAINTENANCE	599.00	
180206	GORDON FOOD SERVICE PAYMENT PROC.	OLDER ADULTS SPECIAL EVENTS	74.39	
180207	GRAINGER INC, W W	EMERGENCY COMMUNICATION SERVICE	188.40	
180208	GREAT LAKES ACE	OPERATING SUPPLIES	20.97	
180209	GREAT LAKES PROFILES, INC.	PROFESSIONAL SERVICES	160.00	
180210	GREAT LAKES WATER AUTHORITY	WATER PURCHASES 11/2022 (WATER & SEWER)	739,872.42	
180211	HAMZA, TOUFIC	2022 WIN PROPERTY TAX REFUND 50-22-32-376-055	2,256.01	
180212	HANOVER TECHNICAL SALES, INC.	OPERATING SUPPLIES	91.35	
180213	HARTFORD, THE	EMPLOYEE LIFE, AD/D AND LTD INSURANCE	9,039.74	
180214	HEALTH ALLIANCE PLAN	EMPLOYEE HEALTHCARE INSURANCE	13,869.38	
180215	HOME DEPOT CREDIT SERVICES	OPERATING SUPPLIES	222.30	
180216	HOSPITALITY HOUSE	HCD (COMMUNITY DEV BLOCK GRANT)	8,618.55	
180217	IMAGAMERICA	OPERATING SUPPLIES - TABLECLOTHS (POLICE, FIRE)	2,159.38	
180218	IMAGESOFT INC	ONBASE ADVANCE CAPTURE	51.25	
180219	INTERNATIONAL CONTROLS	INDOOR GUN RANGE OPERATING COSTS	287.50	
180220	JACK DOHENY SUPPLIES INC	VEHICLE MAINTENANCE (WATER & SEWER)	10,500.00	
180221	KEEP MICHIGAN BEAUTIFUL INC	MEMBERSHIPS	25.00	
180222	KENNEDY INDUSTRIES INC	PURCHASE: PUMPS, CONTROL PANEL, EQUIP (W&S)	37,450.00	
180223	KIESLER'S POLICE SUPPLY, INC.	OPERATING SUPPLIES	123.00	
180224	KIMBALL MIDWEST	OPERATING SUPPLIES	872.37	
180225	KODIAK EMERGENCY VEHICLES	VEHICLE MAINTENANCE	605.81	
180226	LANGUAGE LINE SERVICES	EMERGENCY COMMUNICATION SERVICE	31.05	
180227	LIBRARY DESIGN ASSOCIATES, INC.	BUILDINGS/GROUND/ FURNITURE EXPENSE (LIBRARY)	6,350.00	
180228	LIBRARY NETWORK, THE	COMPUTER SUPPLIES	740.00	
180229	M-2 AUTO PARTS, INC.	VEHICLE MAINTENANCE	116.93	
180230	MANNIK & SMITH GROUP INC, THE	PROFESSIONAL SERVICES (ESCROW, PLANNING)	5,695.00	
180231	VOID	VOID	-	V
180232	MAPILI, NIEVES	WITNESS	11.40	
180233	MARSH REVOCABLE LIVING TRUST	2022 WIN TAX REFUND 50-22-02-329-008	10.00	
180234	MICHIGAN CAT	EQUIPMENT MAINTENANCE	186.57	
180235	MICHIGAN LAUNDRY MACHINERY SERVICE	BUILDING MAINTENANCE	145.00	
180236	MICHIGAN LINEN SERVICE, INC.	BUILDING MAINTENANCE (POLICE, FACILITIES, FIRE)	2,365.25	
180237	MICHIGAN.COM	PRINTING AND PUBLISHING - NOTICES (CLERK)	1,100.42	
180238	MIDWEST COLLABORATIVE FOR LIBRARY	CONFERENCE	80.00	
180239	MIDWEST TAPE, LLC	ELECTRONIC MEDIA	537.30	
180240	MONROE, MARTIN PATRICK	WINTER FEST	300.00	
180241	MUNICIPAL WEB SERVICES, INC	COMMUNITY PROMOTION	231.00	
180242	NEU STAR INC	INTERNAL TECHNOLOGY	400.00	
180243	NOVI COMMUNITY SCHOOLS	YOUTH BASKETBALL / VOLLEYBALL (PARKS & REC)	4,910.13	
180244	NOVI WATER DEPARTMENT	WATER AND SEWER - CITY USAGE	4,707.21	
180245	NOVI, CITY OF	CITYS SHARE OF FEES COLLECTED	2,259.00	
180246	O'REILLY AUTO PARTS	VEHICLE MAINTENANCE	414.25	
180247	OAKLAND COUNTY ANIMAL CONTROL	DOG LICENSES NOV - DEC 2022 (ESCROW)	1,121.00	
180248	OAKLAND COUNTY CLERKS ASSOCIATION	MEMBERSHIP/HANSON	70.00	
180249	OAKLAND COUNTY REGISTER OF DEEDS	INNOVA EMERGENCY ACCESS EASEMENT	30.00	
180250	OAKLAND COUNTY REGISTER OF DEEDS	INNOVA WATER SYSTEM EASEMENT	30.00	
180251	OAKLAND COUNTY REGISTER OF DEEDS	INNOVA SANITARY SEWER SYSTEM EASEMENT	30.00	
180252	OAKLAND COUNTY REGISTER OF DEEDS	SANITARY SEWER MANHOLE ACCESS EASEMENT	30.00	
180253	OAKLAND COUNTY REGISTER OF DEEDS	CC TERMINATION OF AGT	30.00	
180254	OAKLAND COUNTY REGISTER OF DEEDS	TOLLGATE WOODS WARRANTY DEED	30.00	
180255	OAKLAND COUNTY TREASURER	TRAILER TAX NOVEMBER 2022 (ESCROW)	4,615.00	
180256	OAKLAND COUNTY TREASURERS	SEWAGE TREATMENT COSTS 12/2022 (WATER & SEWER)	821,198.33	
180257	ON DUTY GEAR, LLC	VEST PURCHASES 2022-23 (POLICE)	2,385.00	

180258	ORCHARD GROVE COMMUNITY CHURCH	2022 SUM TAX REFUND 50-22-01-100-010	69.00	
180259	ORCHARD, HILTZ & MC CLIMENT	PROFESSIONAL SERVICES - VAR PROJ (W&S, STREETS)	61,193.82	
180260	ORIENTAL TRADING CO INC	LIBRARY PROGRAMMING	90.96	
180261	ORKIN	BUILDING MAINTENANCE	131.05	
180262	OSCAR W. LARSON CO.	GASOLINE AND OIL	657.50	
180263	OVERDRIVE, INC.	AUDIO VISUAL MATERIALS (LIBRARY)	4,224.78	
180264	PAPER DIRECT INC	OPERATING SUPPLIES	377.35	
180265	PARK, SAMUEL Y	WITNESS	14.10	
180266	PERFECT CLEANERS OF DETROIT, INC	2022-23 UNIFORM CLEANING (POLICE, FIRE, P&R)	3,940.10	
180267	PHOENIX SAFETY OUTFITTERS	SUPPLIES UNIFORMS	884.12	
180268	PRESSURE VESSEL TESTING	VEHICLE MAINTENANCE (FIRE)	1,636.00	
180269	PREUER & ASSOCIATES, JOHN D	CONFERENCES AND WORKSHOPS (FIRE)	1,652.00	
180270	PRIORITY HEALTH	EMPLOYEE HEALTHCARE INSURANCE	45,082.22	
180271	PROFESSIONAL SERVICE INDUSTRIES INC	MATERIAL TEST: 12 MILE RD PAVING (LOCAL STREETS)	12,977.50	
180272	PROSCREENING, LLC	RECRUITMENT - ALL OTHER DEPARTMENTS	39.00	
180273	QUALITY FIRST AID & SAFETY, INC.	OPERATING SUPPLIES	627.75	
180274	QUILL CORPORATION	OFFICE SUPPLIES	412.99	
180275	REASON CONSULTING CORPORATION	PERSONAL PROPERTY AUDITOR (ASSESSING)	3,333.00	
180276	RED WING SHOE STORE	SUPPLIES UNIFORMS (W&S, DPW)	1,055.95	
180277	REDSTONE ARCHITECTS, INC.	POLICE BLDG CONSTRUCTION COST STUDY (FACILITIES)	17,313.50	
180278	RICKEL, AIDAN	CHORALAIRES (PARKS & REC)	1,860.00	
180279	RKA PETROLEUM COS., INC	GASOLINE AND OIL	11,188.71	
180280	RNA FACILITIES MANAGEMENT	JANITORIAL CONTRACTS (FACILITIES, POLICE)	11,818.19	
180281	ROBERTSON LAKEVIEW LLC	BLDG. BOND REFUND (ESCROW)	5,000.00	
180282	ROSATI, SCHULTZ, JOPPICH	LEGAL FEES (ESCROW)	7,751.00	
180283	VOID	VOID	-	V
180284	RRRASOC	RECYCLING CENTER (DPW)	2,328.00	
180285	RUSH, TIMOTHY & RHONDA	2022 WIN PROPERTY TAX REFUND 50-22-18-426-019	1,932.12	
180286	RYL FLEXIBILTY THERAPIES LLC	OLDER ADULTS MASSAGE	708.00	
180287	SALLAN, FIRAS A	2022 WIN TAX REFUND 50-22-04-430-008	411.55	
180288	SAM'S CLUB DIRECT	SPECIAL EVENTS	377.56	
180289	SAM'S CLUB DIRECT	SUPPLIES	194.17	
180290	SAMSON, MICHAEL	PARKS REFUND	50.00	
180291	SCHOLASTIC INC.	LIBRARY PROGRAMMING	8.46	
180292	SCHOOLCRAFT COLLEGE	CONFERENCE	140.00	
180293	SESAC, INC.	MEMBERSHIPS (PARKS & REC)	1,798.00	
180294	SHEA, PATRICIA	ELECTION WORKERS	210.00	
180295	SHIFMAN FOURNIER, PLC	LEGAL FEES - PERSONNEL (HR)	6,765.00	
180296	SIDDIQUI PROPERTIES LLC	BLDG. BOND REFUND (ESCROW)	2,361.00	
180297	SIMON, STACEY	OPERATING SUPPLIES	303.71	
180298	SMART BUSINESS SOURCE LLC	OFFICE SUPPLIES - CITY-WIDE	3,459.40	
180299	SMITH, DARWIN	PARKS REFUND	36.00	
180300-180304	SPALDING DE DECKER	PROFESSIONAL SERV (ESCROW, STREETS, W&S, DPW)	100,612.71	
180305	SPRAY-PATCH ROAD REPAIR, INC.	ROUTINE MAINTENANCE (MAJOR STREETS)	62,698.00	
180306	SPRINGLINE EXCAVATING, LLC	CONST: 12 MILE RD PAVING & PARK LOT (STREETS, P&R)	76,824.71	
180307	SQUEAKY SHINE CAR WASH	VEHICLE MAINTENANCE	450.00	
180308	ST JAMES, STEVE	CONFERENCE/MEALS	207.00	
180309	STARKS, ANGELIQUE	LIBRARY PROGRAMMING	200.00	
180310	STATE OF MICHIGAN	SOR REGISTRATION	547.00	
180311	STATE OF MICHIGAN	KENNETH REGISTER COMMERCAIL APP CERT FEE	75.00	
180312	STATE OF MICHIGAN - LARA	BUILDING MAINTENANCE	420.00	
180313	SUNBELT RENTALS INC	EQUIPMENT RENTAL (PARKS MAINT)	1,682.17	
180314	SWANK MOTION PICTURES INC	LIBRARY PROGRAMMING	646.00	
180315	SYSTEMP CORPORATION	INDOOR GUN RANGE	805.00	
180316	T-MOBILE USA, INC	TELEPHONE (LIBRARY)	2,465.23	
180317	T-MOBILE USA, INC.	OPERATING SUPPLIES	50.00	
180318	TESTING ENGINEERS	NINE MILE SEWER MATERIAL TESTING	442.20	
180319	TF NOVI MI LLC	2022 SUM PROPERTY TAX REFUND 50-22-14-100-042	27,462.78	
180320	THOMSON REUTERS - WEST	OUTSIDE DATA PROCESSING	779.45	
180321	TOLL BROS INC	BLDG. BOND REFUND (ESCROW)	1,000.00	
180322	TOLL MIDWEST LLC	BLDG. BOND REFUND (ESCROW)	5,000.00	
180323	TOOL HUT	VEHICLE MAINTENANCE (POLICE)	4,590.00	
180324	TUMBLEBUNNIES INTERNATIONAL	YOUTH PROGRAMS	540.00	
180325	U.S. SERVICO, INC.	JANITORIAL CONTRACTS (PARKS MAINT)	1,213.34	
180326	UNIYAL, DEEPAK & SHUBHAM, ANKITA	2022 SUM PROPERTY TAX REFUND 50-22-10-402-008	1,781.79	
180327	USA BLUEBOOK	WATER LINE MAINTENANCE	195.05	
180328	VARIPRO	EMPLOYEES FLEXIBLE SPENDING REIMBURSMENT	7,586.37	

180329	VECTOR SOLUTIONS	CONFERENCE (FIRE)	9,147.50
180330	VERIZON WIRELESS	TELEPHONE	914.52
180331	VOSS LIGHTING	BUILDING MAINTENANCE	729.50
180332	WATANABE, SEIZO	WITNESS	10.75
180333	WAYNE CHAPTER SPEBSQSA, INC	OLDER ADULTS SPECIAL EVENTS	150.00
180334	WEINGARTZ SUPPLY CO INC	OPERATING SUPPLIES	637.34
180335	WILLIAMS, WENDY	OLDER ADULTS - FITNESS	499.20
180336	WP COMPANY LLC	ELECTRONIC RESOURCES (CD ROM MATERIAL) (LIB)	1,846.95
180337	XYLEM DESIGN	LIFT STATION MAINTENANCE (WATER & SEWER)	1,300.53
EFT	FIFTH THIRD BANK P-CARD	DECEMBER PURCHASES	86,735.09
	KROGER #361	PD: Employee Recognition	23.95
	REALCOMP II LTD	ASSES: Realcomp MLS mbrshp	201.00
	SPECTRUM	FACILITIES - Utilities - Cable	8,861.88
	USPS STAMPS ENDICIA	LIB: Postage	50.00
	AMZN MKTP US NC6XH01C3	PD: Office Supplies	58.31
	OUTDOOR RESEARCH	PD: SRT	45.53
	AMZN MKTP US GR9FU1LG3	PD: Office Supplies	127.75
	GFS STORE #1985	OAS: supplies	34.64
	CONSUMERS ENERGY CO	FACILITIES - Utilities - Gas	1,945.10
	MMTA	Treas: Membership	99.00
	MMTA	Treas: Membership	99.00
	ALLIANZ TRAVEL INS	ED: Event	26.81
	GROUPMAP TECHNOLOGY	MGR: Software	8.00
	DOLLAR TREE	OAS: supplies	3.75
	AMZN MKTP US FZ8PD3E33	FM: Operating Supplies	74.25
	EREPLACEMENTPARTS.COM	FMPM: Sales tax refund	(1.41)
	AMZN MKTP US 1H1TW8BV3	PD: Office Supplies	554.69
	SP LEGITKIT.COM	PD: SRT	203.05
	MEIJER # 109	OAS: party supplies	40.44
	AMAZON.COM VH7983RS3 A	FD: Operating Expense	402.78
	HARBOR FREIGHT TOOLS 6	W&S: operating supplies	164.97
	ISA	FMPM: Arborist recertification	230.00
	ATT BUS PHONE PMT	FACILITES - Utilities - Telephone	10,626.25
	SPROUT SOCIAL, INC	CR: Marketing platform	279.00
	EXXONMOBIL 96723879	PD: Gas	50.00
	WAL-MART #2618	OAS: event supplies	54.33
	AMZN MKTP US EX5KN4DC3	PD: Operating supplies	13.99
	HARBOR FREIGHT TOOLS 6	W&S: operating supplies	(167.45)
	STAMPS.COM	LIB: Collections/Meterials Exp	11.29
	AMZN MKTP US 3V1TD5ST3	PD: Office Supplies	10.54
	AMAZON.COM 2F8H919O3	PRCS: OAS Event supplies	122.34
	EIG CONSTANTCONTACT.CO	CR: Marketing platform	332.50
	AMAZON PRIME O67C48733	CR: Video	14.99
	STORY BLOCKSAUDIO	CR: Video	15.00
	MICHIGAN RECREATION &	PRCS: Expenses	465.00
	SOCIETYFORHUMANRESOURC	HR: Annual Membership	229.00
	GOVERNMENT FINANCE OFF	FIN: GFOA Award	610.00
	TRINITY HEALTH IHA	PD: Medical	131.76
	AMZN MKTP US RF3YC2H73	PD: Office Supplies	20.95
	DOUBLETREE	PD: Refund	(17.10)
	MICHIGAN RECREATION &	PRCS: Conference Expense	195.00
	ELAVON SERVICE FEE	DPW: VM	0.73
	IMAGIN INC	IS: GIS Membership-Gartha	100.00
	MICHIGAN RECREATION &	PRCS: mParks Conference	465.00
	ELAVON SERVICE FEE	DPW: VM	0.42
	TECHSOUP	LIB: Internal Tech	(570.00)
	SEC OF STATE BRANCH 14	DPW: VM	20.00
	STAMPS.COM	LIB: Postage	17.99
	AMZN MKTP US 9R0CD1N33	PD: Office Supplies	16.76
	IMAGE-TEK EXHIBIT LLC	PD: Recruitment display	1,545.75
	IMAGE-TEK EXHIBIT LLC	PD: Recruitment display	1,545.75
	SEC OF STATE BRANCH 14	DPW: VM	35.00
	LANDS END	CR: supplies	(546.28)
	MSU PAYMENTS	DPW: Constantine Appl License	25.00
	MSU PAYMENTS	DPW: Register Appl License	25.00
	HILTON	MGR: Conf and Workshops	533.13
	BOBIT BUSI GOVERNMENT	DPW: CW	545.00

AMAZON.COM JB97N7O23 A	PD: Operating Expense	558.96
BUSCH'S #1205	FD: Employee Recognition	118.44
SP SCHOOLCRAFT ACADE	PD: Uniforms	117.60
USPS STAMPS ENDICIA	LIB: Postage	65.00
OUTDOOR RESEARCH	PD: SRT	45.53
JUGGERNAUT.CASE	PD: Operating Supplies	157.38
SP SCHOOLCRAFT ACADE	PD: Refund	(6.66)
MICHIGAN MUNICIPAL LEA	MGR: Conf and Workshops	360.00
PANERA BREAD #600667 P	FD: Operating Expense	8.82
CVS/PHARMACY #08140	PD - Conference	19.35
HSGI, COMP TAC	PD: Uniforms	321.24
OPTICSPLANET, INC.	PD: Operating	76.30
STATE OF MI MIDEAL	FIN: MiDeal Mbrshp	230.00
AMZN MKTP US 9Y5727023	IS: Folio	109.99
AMAZON.COM TZ0D39KS3 A	CR: Video	228.45
PAYPAL RODZINAINDU	TREAS: ink pads	41.80
EXXONMOBIL 97317200	PD: Gas	40.91
AMZN MKTP US KT8QQ0ZU3	PRCS: Fitness Supplies	57.30
AMAZON.COM 3G1US2353 A	PRCS: Fitness supplies	110.07
MICHIGAN RECREATION &	PRCS: Conference	232.50
MEIJER # 054	PRCS: Expenses	85.00
DTV DIRECTV SERVICE	PD: Cable	35.00
AMAZON.COM W31WC9SJ3	PD: Office Supplies	22.05
AMAZON.COM AG4LU3GF3	FD: Office Supplies	99.92
AMZN MKTP US TF93B34I3	FD: Operating	58.51
CENTRAL TURF & IRRIGAT	DPW: Erosion Control Blanket	146.28
SAMSCLUB #6657	PRCS: Program Supplies	118.38
HOBBY-LOBBY #645	OAS: supplies	11.92
NRPA OPERATING	PRCS: CPRP Renewal	70.00
PAYPAL PALIOA711	PRCS: Expenses	185.52
AMZN MKTP US OK83Q6LW3	PD: Office Supplies	48.67
QUADIENT INC ORACLE	Clerk: Supplies	39.90
SEC OF STATE ESERVICES	DPW: Membership	10.17
MMTA	Treas: Workshop	199.00
BS&A SOFTWARE	ASSES: property record info	3.00
JIMMY JOHNS - 396 - E-	CD: Meeting refreshments	79.68
PANERA BREAD #608009 O	CR: meeting lunch	183.64
GFS STORE #1985	PRCS: Special event supplies	(52.93)
KROGER #366	OAS: PROGRAM SUPPLIES	5.49
AMZN MKTP US K71TT9DU3	PD: Office Supplies	45.42
AMZN MKTP US 6K7UY2UV3	FD:- Office Supplies	554.69
MEIJER # 122	OAS: event supplies	26.25
AMAZON.COM WG9JF98S3 A	FM: Office supplies	14.97
PRINTELECT	Clerk: Election Supplies	511.38
DETROIT REGIONAL CHAMB	ED: Event	70.00
CVS/PHARMACY #08229	OAS: PROGRAM SUPPLIES	37.84
AMZN MKTP US 6M5QZ5DS3	PD: Office Supplies	9.77
JKTOTES.COM	FMPM: transport tank	35.00
EREPLACEMENTPARTS.COM	FMPM: belt sander shoe	24.83
LANDS END	PRCS: apparel	76.12
MEIJER # 122	PRCS: League Prizes	225.00
AMAINHOBBIESSTORE	FMPM: goose poop prevention	299.95
AMZN MKTP US	PRCS: Special event supplies	(34.98)
AMZN MKTP US SK6HP1YQ3	PD: Office Supplies	24.31
KROGER #361	PD: Employee Recognition	66.19
ICMA ONLINE	MGR: membership and dues	1,015.00
AMZN MKTP US H081F65K3	DPW: TV Mount	112.85
VZWRLSS APOCC VISB	FACILITES - Utilities - Telephone	10,952.12
AMZN MKTP US	PD: Refund	(39.58)
SP WHOLESALEBINGOSUP	PRCS: OAS Social Supplies	75.88
WAL-MART #5893	PRCS: Special event supplies	(7.00)
DITCH WITCH SALES OF M	FMPM: equipment repair	(672.66)
SQ TODD ODONNELL	PRCS: League Expense	44.00
NRPA OPERATING	PRCS: NRPA Training	75.00
DITCH WITCH SALES OF M	PM: EM	762.18
D J WALL-ST-JOURNAL	MGR: Wall Street Journal	38.99
FACEBK ET22ALXST2	PRCS: Marketing Expense	14.99

123.NET, INC.	FACILITES - Utilities - Telephone	2,264.59
FEDEX 558014601	PD: FedEx	97.02
MEIJER # 054	ED: Event	85.27
AMZN MKTP US R69Z26SE3	FD: Office Supplies	26.71
MISSION BBQ - GLEN BUR	PRCS: OAS Food	(119.82)
GFS STORE #1985	PRCS: Special event supplies	100.37
AMZN MKTP US IZ4AD44F3	CR: Video	54.96
PANERA BREAD #600667 O	ED: Event	42.38
AMAZON.COM L85459JT3	FIN: supplies	14.87
FEDEX 557760598	ENG: FedEx	25.45
MARIA S ITALIAN BAKERY	ED: event	34.97
PARTY CITY 4124	PRCS: Special event supplies	15.00
AMZN MKTP US GD4Y74LG3	PM: Park Building Maintenance	119.97
AMZN MKTP US N89XE3VO3	CR: Video	19.48
AMZN MKTP US V403R41K3	PD: Conference	22.14
AMZN MKTP US MW1735FN3	PD: Office Supplies	26.38
AMZN MKTP US 5I0T17EZ3	PD: Office Supplies	111.05
AMZN MKTP US 9E5N92HP3	PD: Office Supplies	120.96
AMZN MKTP US RH6QN2RR3	PD: Office Supplies	15.79
ICMA ONLINE	CR: Video	1,495.00
LANDS END	CR: supplies	553.23
MICHIGAN NOTARY SERVIC	DPW: Membership	62.85
GOOGLE GOOGLE STORAGE	CR: Video	9.99
AMZN MKTP US OH2NT4XW3	CR: Video	57.90
AMAZON.COM NV5NI4953	PD: VM	20.98
CENTURYLINK LUMEN	FACILITIES - Utilities - Cable	265.01
FIREHOUSE SUBS 1558 QS	CD: meeting	268.60
NOVI FINE WINE	CR: Event Supplies	1,147.44
BETTER HEALTH MARKET	PD: Conference	85.48
WHITLOCK BUSINESS SYST	Treas: Print utility bills	372.35
WHITLOCK BUSINESS SYST	Treas: Postage for utility bills	1,505.70
STAPLES 00115659	ASSES: Office supplies	48.98
AMZN MKTP US 8F26Z9DE3	PRCS: Program Supply	9.89
B&H PHOTO 800-606-6969	CR: Council Mics & Drone Light	1,062.47
B&H PHOTO 800-606-6969	CR: Audio Mixer	2,545.17
ISA	DPW: Memberships/Dues	120.00
TREE CARE INDUSTRY ASS	DPW: Conferences/Workshops	208.76
MARATHON PETRO61754	PD: Gas	57.22
WM SUPERCENTER #5893	PRCS: Refund	(10.00)
EXXONMOBIL 99774556	PD: Gas	30.02
AMZN MKTP US RQ3JJ1AQ3	PRCS: Special event supplies	19.49
HOBBY-LOBBY #645	PRCS: Special event supplies	31.60
AMZN MKTP US RW0GU1LP3	PRCS: Special event supplies	68.97
AMZN MKTP US EB7UW0GG3	PRCS: Program Expense	538.00
AMZN MKTP US UU9N903B3	PD: VM	55.99
AMZN MKTP US G53HK31Q3	PD: Office Supplies	106.50
AMZN MKTP US TL8WL21D3	PD: Office Supplies	29.59
USCUTTER	LIB: iCube	170.97
AMZN MKTP US GD5E71F13	PRCS: Program Supplies	11.99
TELNETWORLDWIDE	LIB: Telephone	28.99
HRDIRECT/POSTERGUARD	LIB: Office supplies	78.38
USPS STAMPS ENDICIA	LIB: Postage	50.00
AMAZON.COM ZA4OF3LQ3 A	DPW: Office TV	447.99
DETROIT REGIONAL CHAMB	MGR: Conference and Workshops	378.00
TECHSOUP	LIB: Internal Tech	10,069.90
AMZN MKTP US YJ2DI4993	IS: Stylus	14.85
MOGUL INC.	HR: Recruitment tool	479.50
APPRAISAL INSTITUTE	ASSES: Mbrshp dues	1,435.00
MICHIGAN ASSESSORS ASS	ASSES: Mbrshp dues	97.38
MICHIGAN ASSESSORS ASS	ASSES: Mbrshp dues	97.38
CARRIAGE CLEANERS	PRCS: Facility Maint	45.00
DOLLAR TREE	PRCS: Special event supplies	30.00
WM SUPERCENTER #5893	PRCS: Special event supplies	10.00
WM SUPERCENTER #5893	PRCS: Double Charge	10.00
AMZN MKTP US WE00I1RB3	PD: Office Supplies	508.62
SUGAR BEACH RESORT	FD: Conference	366.08
AMZN MKTP US J534O3LT3	PD: Office Supplies	93.22

AMAZON.COM JA3W58OJ3 A	PD: Office Supplies	30.47
AMZN MKTP US FP6HD3K43	IS: Mouse	37.25
AMAZON.COM Q116R0ZS3	PRCS: Special event supplies	79.98
AMZN MKTP US WI4BI07W3	PRCS: Program Supplies	9.98
AMZN MKTP US HI56G1TB3	IS: Cable Mgt.	39.96
MICHIGAN APWA	DPW: APWA meeting	35.00
AMAZON WEB SERVICES	CD: Hosting Fee	88.52
AMAZON WEB SERVICES	DPW: Hosting Fee	88.52
AMAZON WEB SERVICES	W&S: Hosting Fee	88.53
GREATLAND.COM	FIN: Tax Forms	1,037.66
AMZN MKTP US 5F00U97F3	PRCS: Special event supplies	17.98
HOBBY-LOBBY #645	OAS: PROGRAM SUPPLIES	60.27
PAYPAL MAMC	Clerk: Conferences	650.00
DITCH WITCH SALES OF M	FMPM: Equipment repair	1,452.06
MICHIGAN RECREATION &	PRCS: mParks conf registration	465.00
HOBBY-LOBBY #645	LIB: Program	37.04
CONTRACTOR RESOURCE	FD: Operating Supplies	385.54
TARGET 00008722	CR: gift cards	150.00
APPLE.COM/BILL	LIB: Comp Supplies & software	0.99
APPLE.COM/US	LIB: Comp Supplies & software	99.00
BIG FROG CUSTOM T-SHIR	LIB: Uniforms	156.00
AMZN MKTP US PY8VS9553	PRCS: Program Supplies	9.98
AMAZON.COM E12F906S3 A	PD: LabelWriter	14.47
MUSIC THEATRE INTL	PRCS: Program Expense	1,964.00
AMZN MKTP US D859U9OS3	PRCS: Program supplies	24.97
AXON	PD: Training	375.00
AMZN MKTP US E56ES2Z43	PD: Office Supplies	10.65
AMZN MKTP US VA1MJ6QJ3	PD: Office Supplies	12.31
IACP	PD: Membership Dues	190.00
WM SUPERCENTER #5893	LIB: Program	35.36
AMZN MKTP US Z459C00J3	PD: Office Supplies	37.80
DOUBLETREE	PD: Dispatch	316.36
WAL-MART #5893	LIB: Program	206.85
HBRSUBSCRIPTION	IS: Subscription	125.00
AMZN MKTP US DF2268E23	IS: iPad Accessory	29.39
HARBOR FREIGHT TOOLS 6	DPW: Supplies	209.95
HARBOR FREIGHT TOOLS 6	DPW: Operating supplies	154.97
FREEP.COM	MGR: Subscriptions	11.99
PAYPAL MAMC	Clerk: Membership	75.00
MICHAELS STORES 3744	CR: ribbon	78.00
EXXONMOBIL 99774556	PD: Gas	41.54
GUIDOS PREMIUM PIZZA I	PRCS: Special event supplies	726.19
AMZN MKTP US RA4ZQ6GA3	PRCS: Expenses	40.33
FACEBK CZQVHKPE42	PRCS: Expenses	7.16
LIFELOC TECHNOLOGIES	PD: Operating Expense	149.28
	GRAND TOTAL	**$ 3,451,311.00**

GENERAL FUND	101	445,587.26
MAJOR STREET FUND	202	123,188.89
LOCAL STREET FUND	203	932,043.17
MUNICIPAL STREET FUND	204	14,686.84
PARKS, REC & CULTURAL SVCS FUND	208	51,232.24
TREE FUND	209	200.63
COMMUNITY DVLPMNT BLOCK GRANT FUND	264	8,618.55
LIBRARY FUND	268	38,126.28
LIBRARY CONTRIBUTION FUND	269	7,710.99
WATER AND SEWER FUND	592	1,720,321.89
AGENCY FUND	701	68,258.65
TAX FUND	702	41,332.07
STREET LIGHTING 204108 - TOWN CENTER ST	856	3.54
	GRAND TOTAL	**$ 3,451,311.00**