COUNCIL MEMBERS
BRANDON McCULLOUGH, President
MARTHA PTASHNIK, Vice President
CARRIE BUDZINSKI
ROB GJONAJ DONOVIC
JIM JOLLY
SCOTT MORGAN
LAURA M. TOY

33000 CIVIC CENTER DRIVE
LIVONIA, MICHIGAN 48154-3097
(734) 466-2250
citycouncil@livonia.gov

OFFICE OF THE COUNCIL

ELECTRONIC AGENDA PACKET FOR THE REGULAR MEETING OF MONDAY, FEBRUARY 12, 2024 7:00 P.M.

The electronic agenda is compiled, produced and distributed by the City Council Staff.
(734) 466-2250

The official documents are on file in the City Clerk's office.

1986th Regular Meeting Agenda of the Council of the City of Livonia
Monday, February 12, 2024

7:00 p.m. - City Hall Auditorium
33000 Civic Center Drive, Livonia, Michigan

CALL TO ORDER

INVOCATION/PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENTATION OF MINUTES – Regular Meeting Minutes of January 29, 2024

AUDIENCE COMMUNICATION

REPORTS FROM THE MAYOR AND OTHER CITY OFFICIALS

a. Communication from the Department of Finance, dated January 22, 2024, re: forwarding Quarterly Investment Report for the City of Livonia for the quarter ending November 30, 2023.

CONSENT AGENDA

1. REQUEST TO WAIVE THE CITY'S NOISE ORDINANCE: Robert Rais, Knights of Columbus, re: to allow a car show with a DJ at Saint Colette's Catholic Church, 17600 Newburgh Road on Saturday, June 1, 2024, from 9:00 a.m. to 3:00 p.m.

2. REQUEST TO APPROVE BUDGET ADJUSTMENT: Office of the Mayor, re: to restore funding for the position of Government Affairs Director.

3. REQUEST TO APPROVE SALARY AND FRINGE BENEFIT ADJUSTMENTS FOR THE CLASSIFICATION OF POLICE CHIEF AND DEPUTY POLICE CHIEF: Department of Civil Service, re: for the period of December 1, 2023, through November 30, 2026.

4. REQUEST TO APPROVE SOFTWARE LICENSING AND MAINTENANCE AGREEMENT WITH SOLE SOURCE PROVIDER: Public Works Division, re: with Azteca Systems, LLC, including Cityworks Online, for the DPW work management system, for the period of March 1, 2024, through February 28, 2025, from budgeted funds.

5. AWARD OF BID: Public Works Division, re: for Ready-Mix Concrete for the City's 2024 calendar year requirements, from budgeted funds.

6. REQUEST TO PURCHASE ONE CEMENT SCARIFIER/GRINDER WITH SULKY DRIVER: Department of Public Works, re: to be used by the Roads Division, in an amount not to exceed $44,797.96, from budgeted funds.

7. AWARD BID RECEIVED THROUGH THE TRI-COUNTY PUBLIC PURCHASING COOPERATIVE: Department of Public Works, re: for gasoline and diesel fuel for the period February 1, 2024, through January 31, 2026.

8. REQUEST TO ACCEPT STORM WATER FACILITIES MAINTENANCE AGREEMENT: Engineering Division, re: from Aligned Equity Group, LLC, in conjunction with the construction of a storm drain system that provides adequate drainage for the newly constructed ClearPath Assisted Living located at 33579 Eight Mile Road, in the Northeast 1/4 of Section 4.

9. REQUEST TO ACCEPT STORM WATER FACILITIES MAINTENANCE AGREEMENT: Engineering Division, re: from Dorin Lucacel and Rodica Moore, in conjunction with the construction of a storm drain system that provides adequate drainage for the newly constructed Moore Outdoor Storage located at 12330 Merriman Road, in the Southwest 1/4 of Section 26.

UNFINISHED BUSINESS

10. ADMINISTRATIVE RESPONSE TO CR 378-23: Office of the Mayor, re: fees currently being charged by the City and whether they require Council approval.

11. AWARD OF CONTRACT: Department of Public Works, re: for the 2024-25 Municipal Park Mowing Program, which involves approximately 136 acres of parks, cemetery, and fire station property, from budgeted funds.

NEW BUSINESS

X-ITEM

X1. REQUEST TO AMEND COUNCIL RESOLUTION 26-24: City Clerk, re: to reflect the correct salary rate for the appointed Deputy Clerk position, as indicated on the revised wage schedule.

AUDIENCE COMMUNICATION

NOTICE(S)

In accordance with Title II of the American with Disabilities Act as it pertains to access to Public Meetings, the City Clerk's Office of the City of Livonia, upon adequate notice, will make reasonable accommodations for persons with special needs. Please call (734) 466-2236 or email clerk@livonia.gov if you need assistance. Council agendas are available on the City's website – www.livonia.gov - under Your Government, City Council, Agendas & Minutes.

LORI L. MILLER, CITY CLERK

LETTER TO THE LIVONIA CITY COUNCIL

Finance
January 22, 2024

MEETING DATE	PREPARED BY
R011224	DeAnne Bates, Program Supervisor,

AGENDA ITEM

a. Communication from the Department of Finance, dated January 22, 2024, re: forwarding Quarterly Investment Report for the City of Livonia for the quarter ending November 30, 2023.

BACKGROUND DETAILS

Public Act 213 of 2007 requires that a quarterly written report shall be provided to the governing body regarding the investment of public funds. Attached for Council's information is a summary of investments for the City of Livonia as of November 30, 2023. All investments are in compliance with the City's Investment Policy and Michigan Public Act 20.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

We respectfully request that City Council receive and file this report.

ATTACHMENTS

1. 2023 Quarterly Investments -4th Quarter

APPROVED BY

Michael T Slater

Michael Slater, Finance Director

Date: January 22, 2024

Maureen Miller Brosnan

Maureen Miller Brosnan, Mayor

Date: January 25, 2024

SCHEDULE OF POOLED CASH HELD
AS OF
November 30, 2023

11/30/23	Comerica Bank	Money Mkt, Pooled, etc.	29,908,053.47
11/30/23	Flagstar	Money Market	87,801.95
11/30/23	GovMic	PFM Asset Management	12,923,059.38
			42,918,914.80

SCHEDULE OF U.S. TREASURY AND AGENCY SECURITIES HELD

DATE OF PURCHASE	DESCRIPTION		MATURITY DATE	HISTORICAL COST	
10/31/19	#254 - FNMA	3135G0V34	02/05/24	1,083,610.50	
06/24/20	#266 - FHLMC	3134GVV96	06/24/24	675,000.00	
07/08/20	#267 - FHLMC	3134GV4S4	07/08/24	600,000.00	
08/13/20	#269 - FHLMC	3134GWHR0	05/13/24	1,000,000.00	
08/26/20	#270 - FNMA	3136G4V75	02/24/25	1,298,781.25	
09/17/20	#271 - FNMA	3135G0X24	01/07/25	1,422,117.00	
12/16/20	#273 - FNMA	3135G06M0	12/16/24	1,300,000.00	
01/11/21	#274 - FHLB	3130AKK21	12/08/23	650,117.00	
01/28/21	#275 - FNMA	3135GACA7	04/15/25	1,124,212.50	
04/30/21	#277 - USA Treasury	9128286R6	04/30/24	697,408.59	
05/26/21	#279 - FHLB	3130AMK92	11/26/24	1,500,000.00	
07/02/21	#280 - STATE OF MI	594612BD4	05/15/27	1,140,682.20	
08/24/21	#281 - USA Treasury	912828YH7	09/30/24	1,135,664.06	
03/25/22	#287 - USA Treasury	9128283D0	10/31/24	1,197,328.13	
04/27/22	#288 - USA Treasury	9128284F4	03/31/25	996,097.10	
06/30/22	#290 - USA Treasury	91282CEU1	06/15/25	1,088,616.97	
09/09/22	#291 - USA Treasury	9128285J5	10/31/25	1,133,247.99	
10/31/22	#292 - USA Treasury	91282CFA4	07/31/24	1,072,031.03	
11/08/22	#293 - FHLB	3130AQBD4	12/30/24	923,319.00	
11/16/22	#294 - FHLB	3130AJZ36	08/27/25	1,349,223.00	
12/09/22	#295 - FHLB	3130ALGJ7	03/23/26	832,328.25	
01/17/23	#296 - FFCB	3133EN6A3	01/13/26	659,615.22	
02/23/23	#298 - FFCB	3133EPBJ3	02/23/26	1,123,526.25	
03/10/23	#299 - USA Treasury	91282CGA3	12/15/25	1,026,879.28	
05/02/23	#304 - USA Treasury	912828U24	11/15/26	1,083,429.63	
05/16/23	#305 - FHLMC	3134GW5P7	10/27/25	1,056,676.35	
06/30/23	#306 - USA Treasury	91282CEW7	06/30/27	1,160,066.52	
07/31/23	#307 - FHLMC	3134GYXU1	07/26/27	1,160,000.00	
10/27/23	#308 - FNMA	3135G05Y5	10/08/27	1,064,771.25	
10/31/23	#309 - USA Treasury	91282CGP0	02/29/28	1,123,119.51	
11/30/23	SECURITIES - TOTAL				31,677,868.58
11/30/23	SECURITIES - POOLED FUND				176,766.46
					31,854,635.04

CERTIFICATES OF DEPOSIT & TERM SECURITIES HELD
As of
November 30, 2023

DATE OF PURCHASE	CERTIFICATE HELD AT	PRINCIPAL AMOUNT	DATE OF MATURITY
07/05/23	PFM GovMIC	1,000,000.00	12/05/23
07/11/23	PFM GovMIC	1,000,000.00	12/12/23
07/19/23	PFM GovMIC	2,000,000.00	12/19/23
07/26/23	PFM GovMIC	1,000,000.00	12/27/23
08/01/23	FLAGSTAR	2,000,000.00	01/03/24
08/02/23	PFM GovMIC	2,000,000.00	01/03/24
08/09/23	PFM GovMIC	1,000,000.00	01/09/23
08/16/23	PFM GovMIC	5,000,000.00	01/16/24
08/23/23	PFM GovMIC	1,000,000.00	01/23/24
08/29/23	FLAGSTAR	2,000,000.00	01/30/24
09/06/23	PFM GovMIC	6,000,000.00	02/06/24
09/13/23	PFM GovMIC	3,000,000.00	02/13/24
09/12/23	FLAGSTAR	3,000,000.00	02/13/24
09/20/23	PFM GovMIC	1,000,000.00	02/20/24
09/27/23	PFM GovMIC	1,000,000.00	02/27/24
09/27/23	PFM GovMIC	1,000,000.00	03/05/24
10/11/23	PFM GovMIC	3,000,000.00	03/12/24
10/18/23	PFM GovMIC	2,000,000.00	03/19/24
10/25/23	PFM GovMIC	2,000,000.00	03/26/24
10/31/23	INDEPENDENT	1,000,000.00	04/02/24
11/01/23	PFM GovMIC	1,000,000.00	04/02/24
11/08/23	PFM GovMIC	3,000,000.00	04/09/24
11/15/23	PFM GovMIC	1,000,000.00	04/16/24
		46,000,000.00	

CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD JANUARY 17, 2024

Meeting was called to order at 8:00 p.m. by Council President Brandon McCullough. Present: Carrie Budzinski, Scott Morgan, Laura Toy, Jim Jolly, Vice President Martha Ptashnik, Rob Donovic, and President Brandon McCullough. Absent:

Elected and appointed officials present: Paul Bernier, City Attorney; and Todd Zilincik, City Engineer.

Councilmember Budzinski led the meeting with the Pledge of Allegiance.

1. REQUEST TO WAIVE THE CITY'S NOISE ORDINANCE: Robert Rais, Knights of Columbus, re: to allow a car show with a DJ at Saint Colette's Catholic Church, 17600 Newburgh Road on Saturday, June 1, 2024, from 9:00 a.m. to 3:00 p.m.

   Robert Rais, Petitioner, presented the request to Council.

   Councilmember Toy verified that this event has been held seven years in a row.

   Councilmember Jolly is a member of the St. Colette's Parish and of the Knights of Columbus and supports this event.

   Councilmember Toy offered an approving motion for the Consent agenda.

   DIRECTION: APPROVING CONSENT

LETTER TO THE LIVONIA CITY COUNCIL

1.

Clerk
January 9, 2024

MEETING DATE	PREPARED BY
S012924/R021224	Lori Miller, MiPMC, City Clerk,

AGENDA ITEM

REQUEST TO WAIVE THE CITY'S NOISE ORDINANCE: Robert Rais, Knights of Columbus, re: to allow a car show with a DJ at Saint Colette's Catholic Church, 17600 Newburgh Road on Saturday, June 1, 2024, from 9:00 a.m. to 3:00 p.m.

BACKGROUND DETAILS

Request for 8th Annual Car Show in parking lot at 17600 Newburgh Road, with a DJ to provide music from 9:00 a.m. to 3:00 p.m. on Saturday, June 1, 2024.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

Approve request as submitted.

ATTACHMENTS

1. Saint Colette 8th Annual Car Show

APPROVED BY

REQUEST FOR NOISE WAIVER BLOCK PARTY and/or BARRICADING OF CITY STREETS

Send to: Livonia City Council, c/o City Clerk, 33000 Civic Center Drive, Livonia, MI 48154-3097 **or** hand deliver to the City Clerk's Office **at least 8 weeks prior to the planned event**

PLEASE PRINT

Date of Application: 1-3-24 Date to appear at a Council Meeting: ____________

Name of Neighborhood Representative: ROBERT H. RAIS (KofC)

Address (please include zip code): 39499 NORTHWIND CT, NORTHVILLE Mich.

Telephone Number with area code: Home: 248-348-0399 Office: ____________

Email: bobdebrais@hotmail.com

Please circle what is being requested – "BLOCK PARTY" and/or "STREET BARRICADING"

CAR SHOW MUSIC 9-3

Date of Block Party and/or Barricading	Rain Date	Start/end time of Block Party and/or Barricading **End time is no later than 10:00 p.m.**
6-1-~~23~~ 24	NONE	8:00 AM – 3:00 PM

Location of Block Party and/or Barricading: (Be specific. Indicate which streets and between which boundaries).

ST. COLETTE PARISH PARKING LOT

Type of Event: Briefly (Describe activities planned. Music, barbecue, games, etc.) 8TH ANNUAL CAR SHOW – WITH D.J.

How many barricades are you requesting (max. 10)? NONE

Approximate Number Attending: 350-450

Date of Council Approval/Denial: ____________

Council Resolution Number: ____________

City Council Office Document
Revised August 2021
A:Block Party Form

CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD JANUARY 17, 2024

Meeting was called to order at 8:00 p.m. by Council President Brandon McCullough. Present: Carrie Budzinski, Scott Morgan, Laura Toy, Jim Jolly, Vice President Martha Ptashnik, Rob Donovic, and President Brandon McCullough. Absent:

Elected and appointed officials present: Paul Bernier, City Attorney; and Todd Zilincik, City Engineer.

Councilmember Budzinski led the meeting with the Pledge of Allegiance.

2. REQUEST TO APPROVE BUDGET ADJUSTMENT: Office of the Mayor, re: to restore funding for the position of Government Affairs Director.

   Mayor Brosnan presented the request to Council.

   Vice President Ptashnik is in favor of this matter going to Committee of the Whole for further discussion.

   Councilmember Morgan asked if this is an extensive search for someone with Legislative experience.

   Mayor Brosnan indicated this is a position that leans toward more of a liaison between the Mayor's Office, Department Heads, and the Council Office. The focus will be to serve as a liaison and there will be a strategic component to the position. It will not have a primary focus on Legislative Affairs.

   Councilmember Donovic offered an approving motion for the Committee of the Whole.

   DIRECTION: REFER TO COMMITTEE OF THE WHOLE CONSENT

LETTER TO THE LIVONIA CITY COUNCIL

Mayor's Office
January 19, 2024

MEETING DATE	PREPARED BY
S012924/R021224	Janice Nowicki, Executive Assistant to the Mayor - Program Supervisor,

AGENDA ITEM

REQUEST TO APPROVE BUDGET ADJUSTMENT: Office of the Mayor, re: to restore funding for the position of Government Affairs Director.

BACKGROUND DETAILS

Dear City Council,

We are requesting a budget amendment to restore funding to the Government Affairs Director position (Dept. 101-175) effective March 1, 2024, to establish and maintain productive communication between the Administration and members of the City Council, and provide strategic outreach to community groups and stakeholders, as we accelerate the work of Livonia Vision 21.

By way of background, the Government Affairs Director position was left unfunded when the 2023-24 budget was put together last summer and completed in the fall. That decision was driven by fact that the position had been vacant since November 2022. Now that it has been vacant for 14 months, and now that the community has secured funding commitments for construction of the Senior Wellness Center, we have a compelling need to reestablish that position moving forward.

As you will see in the attached job description, this position has several key responsibilities:

- Fostering better, more consistent communication between the Council and Administration, including representation at Council meetings.
- Advancing the goals of Livonia Vision 21 and other community priorities, in coordination with the City Council.
- Providing strategic outreach and responsive connection to community organizations and non-profit entities, focusing on vital initiatives and Livonia Vision 21.
- Improving the support of city board members and commissioners, while managing the appointment process.
- Soliciting and monitoring grant opportunities.

This will be a busy year for our community on many fronts. Restoring this Government Affairs position will ensure that we remain closely connected and responsive to our partners on the City Council and more effectively provide outreach to our community stakeholders.

Funding for this position will come from reallocating funds from other budgeted positions. The cost for the remaining nine months of FY 2024 is $94,000. Specifically, we are proposing the following budget transfers:

- There were 2 Clerk Typist positions budgeted for the duties of Marilyn Mootsey and Debra Walter, who provided service to the Council Office, ZBA and Planning. Upon review by the Personnel Review Committee and discussion with the departments, it was determined that 1 Clerk Typist can cover these duties. The budget for the other Clerk Typist will be reallocated to the Government Affairs Director position, in the amount of $81,000.
- The position of Purchasing Manager is currently vacant. Savings from this short-term vacancy will be reallocated to the Government Affairs Director position, in the amount of $13,000.

Thank you for your consideration of this request. We look forward to your support.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

It is respectfully requested that City Council approve budget amendments to increase the budget in account 101-175-702-000 by $94,000, and decrease the budget in accounts 101-192-702-000 ($13,000), 101-702-702-000 ($41,500) and 101-701-702-000 ($39,500).

ATTACHMENTS

1. Director of Governmental Affairs & Community Outreach

APPROVED BY

Maureen Miller Brosnan, Mayor

Date: January 19, 2024

OFFICE OF THE MAYOR

MAUREEN MILLER BROSNAN
MAYOR

33000 CIVIC CENTER DRIVE
LIVONIA, MICHIGAN 48154-3097
mayor@livonia.gov
(734) 466-2201

Director of Governmental Affairs & Community Outreach

General Description

Under the direction of the Mayor, the Director of Governmental Affairs & Community Outreach, is responsible for finding opportunities to engage the community and build coalitions to promote the initiatives outlined in Livonia Vision 21, the City's long-range strategic masterplan. The position provides latitude for independent initiative, judgment and decision making, as the director works to establish and maintain productive relationships and effective communication channels with and between Livonia City Council members and City Administration.

Additionally, the Director of Government Affairs is responsible for developing and supporting the city board and commission appointment process and work; monitoring governmental and non-profit grant opportunities; ensuring City support of opportunities and needs for City volunteers and serving as liaison with other local, state, county and federal jurisdictions regarding legislation, its intent and its impact.

Primary Responsibilities

- Identify community partners and build lasting partnerships and strategic initiatives to promote the work of the City of Livonia.
- Serve as a point of contact for and foster positive relationships with the Livonia City Council, community boards, community-based organizations, elected officials' offices, regional organizations (MML, CWW, etc.), universities and other academic institutions.
- Build and manage a robust program that keeps stakeholders informed of, and builds support for, city initiatives.
- Create strategies and action plans for collaborative partnerships with key stakeholders to advance Livonia Vision 21 and other City of Livonia priorities.
- Serve as a conduit to address emerging stakeholder issues and improve coordination and communication between city staff, Council and external partners so key issues are resolved in a timely manner.
- Administer board and commission appointment and development process.

- Track and strengthen legislative initiatives identified as priorities by the Mayor, City Council and administration.

Additional Duties

- Manage City’s volunteer service corps program that connects volunteers with community needs, including Day of Service or similar opportunities for employees and community.
- Represent the administration professionally at community events and meetings, dealing effectively with residents, stakeholders and the media, as needed.
- Direct City’s volunteer recognition program and events, including recognition for members of boards and commissions.
- Manage Neighborhood Grant program.
- Solicit, monitor and assist in preparing and submitting grant opportunities.

CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD JANUARY 17, 2024

Meeting was called to order at 8:00 p.m. by Council President Brandon McCullough. Present: Carrie Budzinski, Scott Morgan, Laura Toy, Jim Jolly, Vice President Martha Ptashnik, Rob Donovic, and President Brandon McCullough. Absent:

Elected and appointed officials present: Paul Bernier, City Attorney; and Todd Zilincik, City Engineer.

Councilmember Budzinski led the meeting with the Pledge of Allegiance.

3. REQUEST TO APPROVE SALARY AND FRINGE BENEFIT ADJUSTMENTS FOR THE CLASSIFICATION OF POLICE CHIEF AND DEPUTY POLICE CHIEF: Department of Civil Service, re: for the period of December 1, 2023, through November 30, 2026.

   Jeannine Laible, Civil Service Director, presented the request to Council.

   Councilmember Donovic asked if our Chief and Deputy Chief salaries are comparable to other Communities.

   Mrs. Laible said she hasn't looked specifically into the Chief and Deputy Chief positions but believes they are competitive.

   Councilmember Toy would like to see retirement dollars for all positions in our community as well.

   Mrs. Laible indicated the First Responders have a pension program and she has good faith that their plan is well funded.

   Councilmember Jolly offered an approving motion for the Consent agenda.

   DIRECTION: APPROVING CONSENT

LETTER TO THE LIVONIA CITY COUNCIL

3.

Civil Service
December 14, 2023

MEETING DATE	PREPARED BY
S012924/R021224	Jillian Emmitt, Personnel Clerk,

AGENDA ITEM

REQUEST TO APPROVE SALARY AND FRINGE BENEFIT ADJUSTMENTS FOR THE CLASSIFICATION OF POLICE CHIEF AND DEPUTY POLICE CHIEF: Department of Civil Service, re: for the period of December 1, 2023 through November 30, 2026.

BACKGROUND DETAILS

Dear City Council:

On November 15, 2023, the Livonia Command Officers Association (LCOA) ratified a three-year agreement that is effective December 1, 2023, through November 30, 2026. Historically, the salary and benefit adjustments negotiated between the City and the LCOA are extended to the Police Chief and Deputy Police Chief classifications.

It is recommended that the City Council approve the adjusted salary schedule and associate benefit changes for the Police Chief and Deputy Police Chief. These changes have been reviewed with Mayor Brosnan, and she agrees to extend them effective December 1, 2023.

The adjustments are as follows:

Three-year salary increases as follows:

Effective December 1, 2023: 3% increase
Effective December 1, 2024: 2.5% increase
Effective December 1, 2025: 3.5% increase

A wage adjustment of 2% prior to the implementation of the December 1, 2023 wage increase, consistent with the contractual LCOA wage adjustments.

The $600 annual uniform cleaning and maintenance allowance was incorporated into the wage schedule thereby raising the salaries by $600. The annual $600 payment will no longer be paid separate from wages.

Martin Luther King, Jr. Day was added as a paid holiday.

A successor Police Chief or Deputy Police Chief that is selected from the LCOA ranks will have extended to her/him all benefits of the CBA that is current at the time of appointment.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

Approve as submitted

ATTACHMENTS

1. S012924 LTC Bens adj Police and Dep Police Chiefs
2. Packet to Council and Commission Requesting Salary and Benefit Adj for Police Chief and Deputy Police Chief 2023-2026

APPROVED BY

Jeannine Laible

Jeannine Laible, Human Resources Director — Date: January 05, 2024

Michael T Slater

Michael Slater, Finance Director — Date: January 09, 2024

Paul Bernier, City Attorney — Date: January 09, 2024

Maureen Miller Brosnan

Maureen Miller Brosnan, Mayor — Date: January 09, 2024

CIVIL SERVICE DEPARTMENT

MAUREEN MILLER BROSNAN
MAYOR

CIVIL SERVICE COMMISSION

CHARLOTTE S. MAHONEY, CHAIRPERSON
JAMES WENSON, COMMISSIONER
ROGER L. SPENCE, COMMISSIONER

MEMBER IPMA-HR /SHRM
International Public Management Association for Human Resources
Society for Human Resources Management

JEANNINE LAIBLE
HUMAN RESOURCES DIRECTOR

December 7, 2023

Honorable Members, City Council
Honorable Members, Civil Service Commission
City of Livonia

Re: Salary and Benefit Adjustments for Police Chief and Deputy Police Chief Classifications

Dear City Council and Civil Service Commission Members:

On November 15, 2023, the Livonia Command Officers Association (LCOA) ratified a three-year agreement that is effective December 1, 2023, through November 30, 2026. Historically, the salary and benefit adjustments negotiated between the City and the LCOA are extended to the Police Chief and Deputy Police Chief classifications.

It is recommended that the Civil Service Commission and the City Council approve the adjusted salary schedule and associate benefit changes for the Police Chief and Deputy Police Chief. These changes have been reviewed with Mayor Brosnan, and she agrees to extend them effective December 1, 2023.

The adjustments are as follows:

1. Three-year salary increases as follows:

Effective December 1, 2023:	3% increase
Effective December 1, 2024:	2.5% increase
Effective December 1, 2025:	3.5% increase

2. A wage adjustment of 2% prior to the implementation of the December 1, 2023 wage increase, consistent with the contractual LCOA wage adjustments.

3. The $600 annual uniform cleaning and maintenance allowance was incorporated into the wage schedule thereby raising the salaries by $600. The annual $600 payment will no longer be paid separate from wages.

4. Martin Luther King, Jr. Day was added as a paid holiday.

33000 Civic Center Drive, Livonia, Michigan 48154-3097 • (734) 466-2530 / Fax: (734) 466-2192

5. A successor Police Chief or Deputy Police Chief that is selected from the LCOA ranks will have extended to her/him all benefits of the CBA that is current at the time of appointment.

If you have any questions regarding this matter, please contact me at (734) 466-2527.

Sincerely,

Jeannine Laible
Human Resources Director

DRAFT

POLICE CHIEF & DEPUTY CHIEF

HOURLY, ANNUAL AND BI-WEEKLY RATE SCHEDULE

12/1/2023- 11/30/2026

		3.0%			2.5%			3.5%		
		12/01/23			12/01/24			12/01/25		
		HOURLY	BI-WEEKLY	ANNUAL	HOURLY	BI-WEEKLY	ANNUAL	HOURLY	BI-WEEKLY	ANNUAL
CHIEF	MAXIMUM	$72.57	$5,805.60	$150,945.60	$74.38	$5,950.40	$154,710.40	$76.98	$6,158.40	$160,118.40
DEPUTY CHIEF	MAXIMUM	$66.02	$5,281.60	$137,321.60	$67.67	$5,413.60	$140,753.60	$70.04	$5,603.20	$145,683.20

CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD JANUARY 17, 2024

Meeting was called to order at 8:00 p.m. by Council President Brandon McCullough. Present: Carrie Budzinski, Scott Morgan, Laura Toy, Jim Jolly, Vice President Martha Ptashnik, Rob Donovic, and President Brandon McCullough. Absent:

Elected and appointed officials present: Paul Bernier, City Attorney; and Todd Zilincik, City Engineer.

Councilmember Budzinski led the meeting with the Pledge of Allegiance.

5. REQUEST TO APPROVE SOFTWARE LICENSING AND MAINTENANCE AGREEMENT WITH SOLE SOURCE PROVIDER: Public Works Division, re: with Azteca Systems, LLC, including Cityworks Online, for the DPW work management system, for the period of March 1, 2024, through February 28, 2025, from budgeted funds.

   Doug Moore, Assistant Director of Public Works, presented the request to Council.

   Councilmember Morgan offered an approving motion for the Consent agenda.

   DIRECTION: APPROVING CONSENT

LETTER TO THE LIVONIA CITY COUNCIL

DPW
January 10, 2024

MEETING DATE	PREPARED BY
S012924/R021224	Jill Russell, Secretary III,

AGENDA ITEM

REQUEST TO APPROVE SOFTWARE LICENSING AND MAINTENANCE AGREEMENT WITH SOLE SOURCE PROVIDER: Public Works Division, re: with Azteca Systems, LLC, including Cityworks Online, for the DPW work management system, for the period of March 1, 2024, through February 28, 2025, from budgeted funds.

BACKGROUND DETAILS

Council Resolution #196-17, adopted on June 5, 2017, authorized Azteca Systems (Cityworks) to provide services including licensing and software maintenance for Cityworks Online, which provides for the Department of Public Works work management/cost accounting activities.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

The Department of Public Works requests that Council approve the expenditure for the annual renewal of this software maintenance and support in the amount of $96,077.28 to Azteca Systems LLC, 11075 S. State Street, Suite 24, Sandy, UT 84070. No additional appropriation is necessary as this expenditure is budgeted for in the following accounts:

226-528-851-020 $48,038.64 Refuse Fund
592-559-851-020 $48,038.64 Water Fund

Further, that Council hereby authorizes the action herein without competitive bidding in accordance with the provisions set forth in Section 3.04.140. E.3 in the Livonia Code of Ordinances, as amended, for the reason that Azteca Systems LLC is the sole source supplier and no advantage would result from requiring competitive bidding.

SPECIFIC NAME OF PRODUCT AND NUMBER TO BE PURCHASED (if more than one)

Budgeted funds are available in the Water Fund, Account 592-559-851-020 ($48,038.64) and in the Refuse Fund, Account 226-528-851-020 ($48,038.64) for a total expense of $96,077.28

CONTRACT: Amount and/or purchase price and length of contract (with dates if applicable)

Annual contract: $96,077.28 March 1, 2024, through February 28, 2025.

DETAILED WORK BEING PERFORMED

Software License

FISCAL CONSIDERATIONS (Amount requested and Account(s) used. If applicable, Grant Funding information)

226-528-851-020	$48,038.64	Refuse Fund
592-559-851-020	$48,038.64	Water Fund

TOTAL: $96,077.28

ACCEPTANCE OF BID (Please detail the following: Why accepted, why not lowest bidder, company name, contact person, full address)

N/A

REASON TO WAIVE BID PROCESS (Emergency, Professional services, No advantage to City and why, Consortium package, etc): Waive the formal bidding process in accordance with Section 3.04.140.E.3 of the Livonia Code of Ordinances, as amended since no advantage to the City would result from competitive bidding.

ATTACHMENTS

1. CityWorks Invoice 2024-2025

APPROVED BY

Don Rohraff, Director of Public Works

Date: January 16, 2024

Michael T Slater

Michael Slater, Finance Director

Date: January 17, 2024

Maureen Miller Brosnan

Maureen Miller Brosnan, Mayor

Date: January 18, 2024

Cityworks
A TRIMBLE COMPANY

Azteca Systems, LLC - Cityworks
11075 S State St, Suite 24 | Sandy, UT 84070
801-523-2751 | Fax # 801-523-3734

Quote Number Q-33910-1
Created Date 12/18/2023

Contact Information

Contact Name:	Don Rohraff	Prepared By Name:	Jenn Miya
Customer:	Livonia (MI), City of	Prepared By Phone:	(801) 872-9528
Contact Address:	12973 Farmington Road Livonia, MI 48150	Prepared By Email:	jennifer_miya@trimble.com

Quote Lines

Product Name	Quantity	Net Unit Price
AMS ELA Cityworks Online Standard	1.00	USD 86,080.80
Cityworks Logins	150.00	USD 0.00
Respond - AMS	1.00	USD 0.00
Mobile Native Apps (iOS/Android) - AMS	1.00	USD 0.00
Storeroom	1.00	USD 0.00
Equipment Checkout	1.00	USD 0.00
Contracts	1.00	USD 0.00
Cityworks for Excel	1.00	USD 0.00
eURL - AMS	1.00	USD 0.00
Workload - AMS	1.00	USD 0.00
Web Hooks - AMS	1.00	USD 0.00
OpX Projects	1.00	USD 0.00
OpX Contracts	1.00	USD 0.00
CCTV Interface for PACP	1.00	USD 0.00
Citizen Engagement API	1.00	USD 3,332.16
Work Order API - Basic	1.00	USD 3,332.16
Inspection API	1.00	USD 3,332.16
	TOTAL:	USD 96,077.28

Notes

Year 1 Dollar Value	USD 96,077.28	Year 1 Date Range	3/1/2024 - 2/28/2025

Maintenance Start Date: 3/1/2024 **Maintenance End Date:** 2/28/2025

Quote Notes:

Price has increased to reflect adjustment from the previous year. This change will take effect on your next annual renewal.

Terms and Conditions

Payment Terms
Payment due within 30 days

IF YOUR ORGANIZATION REQUIRES A PURCHASE ORDER, PLEASE CONTACT YOUR FINANCE DEPARTMENT TO BEGIN THE APPROVAL PROCESS TO AVOID PAYMENT DELAYS.

All quotations are valid for ninety-days (90) from the date above, unless otherwise stated in this quotation form. All prices quoted are in USD, unless specifically provided otherwise, above. These prices and terms are valid only for items purchased for use and delivery for the Customers listed above.

Unless otherwise referenced, this quotation is for the Cityworks software products referenced above only. Pricing for implementation services (installation, configuration, training, etc.), or other software applications is provided separately and upon request.

The procurement, installation and administration of the Esri software or any other third-party software utilized in conjunction with Cityworks will be the responsibility of the Customer.

For "on-prem" installations, the procurement, installation and administration of the RDBMS utilized in conjunction with Cityworks will be the responsibility of the Customer. Currently, Cityworks supports Oracle and SQL Server. The procurement, installation and administration of the infrastructure
(hardware and networking) utilized in conjunction with Cityworks will be the responsibility of the Customer.

This quotation and the pricing information herein is confidential and proprietary and may not be copied or released other than for the express purpose of the current system Software and Product selection and purchase. This information may not be given to outside parties or used for any other purpose without written consent from Azteca Systems, LLC or unless otherwise specifically permitted by law. If a "public access" or similar request is made, Customer, shall notify Azteca Systems, prior to any disclosure.

Software Licensing
All Azteca Systems software offered in this quotation are commercial off-the-shelf (COTS) software developed at private expense, and is subject to the terms and conditions of the signed "Cityworks Software License and Maintenance Agreement" ("Agreement") and any and all addendums or amendments thereto. A fully executed copy of the Agreement and any addendum(s) is required before delivery and installation and usage of the software is subject to the terms of the current license agreement.

The terms and conditions of the executed Cityworks Software License Agreement apply to this Quote unless otherwise specifically stated herein. Any additional or conflicting terms set forth in any purchase orders, invoices, or other standard form documents exchanged during the ordering process, other than product descriptions, quantities, pricing, and dates are void and of no effect.

Delivery method is by way of download through Azteca Systems, LLC. customer support web portal.

Taxes
Prices quoted do not include any applicable state, sales, local, or use taxes unless so stated. In preparing your budget and/or Purchase Order, please allow for any applicable taxes, including, sales, state, local or use taxes as necessary. Azteca Systems reserves the right to collect any applicable sales, use or other taxes tax assessed by or as required by law. Azteca Systems reserves the right to add any applicable tax to the invoice, unless proof with the order is shown that your organization or entity is tax exempt or if it pays any applicable tax directly.

International Customers
These items are controlled by the U.S. government and authorized for export only to the country of ultimate destination for use by the ultimate consignee or end-user(s) herein identified. They may not be resold, transferred, or otherwise disposed of, to any other country or to any person other than the authorized ultimate consignee or end-user(s), either in their original form or after being incorporated into other items, without first obtaining approval from the U.S. government or as otherwise authorized by U.S. law and regulations.

Your signature indicates your acceptance of this Quote, and that you have read and accepted the Terms and Conditions set forth above.

____
Accepted by:

____
Title

_______/______/______
Date

CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD JANUARY 17, 2024

Meeting was called to order at 8:00 p.m. by Council President Brandon McCullough. Present: Carrie Budzinski, Scott Morgan, Laura Toy, Jim Jolly, Vice President Martha Ptashnik, Rob Donovic, and President Brandon McCullough. Absent:

Elected and appointed officials present: Paul Bernier, City Attorney; and Todd Zilincik, City Engineer.

Councilmember Budzinski led the meeting with the Pledge of Allegiance.

6. AWARD OF BID: Public Works Division, re: for Ready-Mix Concrete for the City's 2024 calendar year requirements, from budgeted funds.

   Doug Moore, Assistant Director of Public Works, presented the request to Council.

   Councilmember Toy offered an approving motion for the Consent agenda.

   DIRECTION: APPROVING CONSENT

LETTER TO THE LIVONIA CITY COUNCIL

6.

DPW
January 19, 2024

MEETING DATE	PREPARED BY
January 29, 2024	Jill Russell, Secretary III,

AGENDA ITEM

AWARD OF BID: Public Works Division, re: for Ready-Mix Concrete for the City's 2024 calendar year requirements, from budgeted funds.

BACKGROUND DETAILS

The Department of Public Works has taken bids for Ready-Mix Concrete in accordance with the requirements of the Finance Ordinance and the 2023-2024 approved budget for the Road Maintenance Section. Specifications were prepared by the Department and bid invitations were placed on BidNet. Two companies submitted proposals which were opened at 2:00 p.m. on Tuesday, January 16, 2024.

Attached is the "Tabulation of Bids for Ready-Mix Concrete".

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

The Department is recommending awarding the bid for ready-mix concrete at the unit prices bid for the period from January 1, 2024, to December 31, 2024, to Superior Materials, 30701 W. 10 Mile, Farmington Hills, MI 48336, and listing as the secondary supplier, Piedmont Concrete 29934 Eight Mile, Farmington Hills, MI 48336 in the event the primary supplier is unable to provide the product in a timely fashion.

SPECIFIC NAME OF PRODUCT AND NUMBER TO BE PURCHASED (if more than one)

Sufficient funds are budgeted in accounts no. 101-463-782-000 and 592-559-787-060 for the estimated total amount of $50,000.

CONTRACT: Amount and/or purchase price and length of contract (with dates if applicable)

$50,000.00

DETAILED WORK BEING PERFORMED

Providing Ready-Mix Concrete

FISCAL CONSIDERATIONS (Amount requested and Account(s) used. If applicable, Grant Funding information)

101-463-782-000 and 592-559-787-060 for the estimated total amount of $50,000.

ACCEPTANCE OF BID (Please detail the following: Why accepted, why not lowest bidder, company name, contact person, full address)

Award to the lowest bidder, with second lowest as back-up supplier

REASON TO WAIVE BID PROCESS (Emergency, Professional services, No advantage to City and why, Consortium package, etc): n/a

ATTACHMENTS

1. Piedmont Concrete bid
2. Ready Mix Concrete 2024 Bid Opening Sheet

APPROVED BY

Don Rohraff, Director of Public Works — Date: January 19, 2024

Michael Slater, Finance Director — Date: January 19, 2024

Maureen Miller Brosnan, Mayor — Date: January 19, 2024

CITY OF LIVONIA – REQUEST FOR

BID READY MIX CONCRETE 2024

The City of Livonia Michigan will receive sealed bids for **READY MIX CONCRETE 2024** according to the specifications herein. Sealed bids will be received until 2:00 p.m., on JANUARY 16, 2024. No faxed bids will be accepted. Bids may be uploaded to the MITN website at www.mitn.info **or** they may be submitted in person at the Office of the City Clerk, 33000 Civic Center Drive, Livonia, MI 48150. City Clerk's Office**. Forms provided by the City of Livonia must be used to respond to the Request for Bid.** Firms opting to submit their bids in person shall provide their bid response in a **sealed** envelope. The outside of the envelope shall prominently display the following:

- Company Name and Address
- Name of Bid (Ready Mix Concrete 2024)
- Bid Due Date 01/16/2024

Please include in your sealed envelope: One (1) original (with original ink signatures) and three (3) copies of your bid submission. Copies shall be mirror images of the original bid. Please label copies as such for ease of identification. **PRICING MUST BE PROVIDED ON CITY OF LIVONIA BID FORMS.**

Bids submitted electronically shall be in Adobe Acrobat format uploaded to the MITN website. LATE BIDS WILL NOT BE CONSIDERED.

Bids received via the MITN website and the City Clerk's Office by the specified due date and time will be publicly opened at the due date and time via Zoom. Vendors may attend the bid opening virtually by using the following credentials:

By Computer:

https://us02web.zoom.us/j/82294127641

By Phone:

Phone (312) 626-6799

Webinar ID: 822 9412 7641

The City reserves the right to reject in whole or in part any and all bids received, to waive any irregularities or informalities or both; as it is determined to be in the best interests of the City of Livonia to do so.

The City of Livonia officially distributes bid documents through the Michigan Intergovernmental Trade Network (BidNet). **Bid documents obtained from any other source are not considered official copies.** The City of Livonia cannot guarantee the accuracy of any information not obtained from the MITN website and or the City of Livonia directly. The City of Livonia is not responsible for any errors contained by any information received from alternate sources. Only those firms who obtain the bid documents from authorized channels are guaranteed access to receive addendum information, if such information is issued. If you obtained this document from a source other than the sources indicated, it is recommended that you register on the MITN site, www.mitn.info and obtain an official copy or request a copy from the Program Supervisor in writing by emailing dbates@livonia.gov.

INSTRUCTIONS TO BIDDERS
FOR
<u>READY MIX CONCRETE</u>

1. Sealed bids will be received by the City of Livonia, Michigan, as owner, until <u>2:00 p.m. on JANUARY 16, 2024. Late bids will not be considered. Facsimile bids will not be accepted.</u>

2. Physical bid submission AND electronic bid submission will be permitted for this bid solicitation. In order to be considered firms must submit their bids by uploading their bid response in Adobe Acrobat PDF Format to the MITN website (www.mitn.info) or by physical bid submission to the City Clerk's Office located at 33000 Civic Center Drive, Livonia, Michigan at the due date and time specified in the bid advertisement. Bids received by the due date and time will be recorded by the City Clerk and posted to the MITN website. The name and location of bidders will be posted. Bid opening will be conducted on Zoom. Refer to the bid advertisement for information on how to access the Zoom bid opening.

3. Bids shall be for items as specified on attached Specifications and Proposal Form. A Manufacturer Specification Sheet for each model or style of item to be supplied shall accompany the bid when applicable.

4. Proposals shall be submitted in strict accordance with the City of Livonia specifications for the items listed herein. All variations from the specifications are to be stated in the bids. Bids submitted by FAX are not acceptable.

5. Each bid must be submitted with Certification of Compliance attached.

6. If any figure already entered on the proposal form by the bidder is to be altered, it shall be crossed out with ink and the new unit price entered above it or below it and initialed by the bidder.

7. The unit price shall be entered where indicated.

8. The vendor must be able to provide proof of insurance as listed in the attached example insurance certificate.

9. The bid of any City-based firm may be deemed a better bid than the bid of any competing firm which is not City-based, whenever the bid of such competing firm shall be less than three percent lower than the bid of the City-based firm on any contract in an amount of $100,000 or less, and less than one percent lower on any amount bid in excess thereof. The firm making the lowest bid thus evaluated shall be deemed the lowest bidder. (Section 3.04.140.E. of the Livonia Code of Ordinances, as amended).

10. It is understood that the quantities of materials to be furnished as stated in the proposal are approximate and are given only as a basis for comparing bids. It is further understood that this agreement is not for any predetermined quantity but is for the entire requirement for the City of Livonia for the period **<u>JANUARY 1, 2024 – December 31, 2024.</u>**

11. Delivery shall be to various locations within the City of Livonia as needed.

12. All invoices shall be submitted monthly by supplier to the City of Livonia based on the unit prices bid within the contract period specified.

FORM OF PROPOSAL

READY MIX CONCRETE

Honorable Members of the Council
33000 Civic Center Drive
Livonia, Michigan 48154

Dear Council Members:

The undersigned, as bidder, declares that they have familiarized themselves with the type of material desired and have carefully examined the specifications and instructions to bidders, which they understand and accept as sufficient for the purpose and agree they will furnish to the City of Livonia the specified items and will accept in full payment therefore the following amounts:

Furnish Ready Mix Concrete in accordance with requirements listed below.

COMPANY NAME:____

ITEM	MATERIALS TO BE FURNISHED	EST. QTY.	UNIT PRICE	TOTAL AMOUNT
1	P1 Concrete Mix. (150 cuyd estimated qty) All readymix concrete shall conform to meet the most current edition of the Michigan Department of Transportation's "Standard Specifications for Construction". The coarse aggregate used in the concrete must be 6AA aggregate meeting the grading and physical requirements of Section 902 of the 2003 MDOT Standard Specifications for Construction. No flyash will be allowed in any concrete mix. The minimum 28 day compressive strength of all concrete shall be 3500 psi. Concrete utilized under this specification shall be Grade P1 meeting the requirements of Section 601 of the 2003 MDOT Specifications for Construction. Brand Preference: All Brands are Acceptable	200 Cubic Yards	$ 165.00	$ 33,000.00
2	HE with mid-range water reducer and non-chloride accelerator. (100 cuyd est qty) All readymix concrete shall conform to meet the most current edition of the Michigan Department of Transportation's "Standard Specifications for Construction". The coarse aggregate used in the concrete must be 6AA aggregate meeting the grading and physical requirements of Section 902 of the 2003 MDOT Standard Specifications for Construction. No flash will be allowed in any concrete mix. The minimum 28 day compressive strength of all concrete shall be 3500 psi. Concrete utilized under this specification shall be Grade HE meeting the requirements of Section 601 of the 2003 MDOT Specifications for Construction, however Grade HE must include a mid-range water reducer and a non-chloride accelerator may be requested.	100 Cubic Yards	$ 168.00	$ 16,800.00
3	**GRAND TOTAL (ITEMS 1-2)**		$ 49,800.00	

All unit prices shall be firm for the period January 1, 2024- December 31, 2024.

- Indicate mileage between asphalt manufacturing plant and the Farmington Road exit of I-96: 4 1/2 Miles miles
- Hours & Days of Operation: 6:00 AM - 6:00 PM Approximate
- Address of Mfg Ptant 29934 W. 8 Mile, Farmington Hills, MI 48336

State maximum time required for delivery F.O.B. Livonia, unless otherwise stated, and/or installation after order: 1 Day / after Soon days. Payment Terms are net 30 days.

In submitting this sealed bid, it is understood that the City of Livonia reserves the right to reject or accept any or all proposals in whole or in part and waive any irregularities or formalities therein. It is agreed that this bid may not be withdrawn for ninety (90) days from the opening thereof.

The contractor and his subcontractors agree that they will not discriminate against any employee or applicant for employment, to be employed in the performance of this contract with respect to his hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of his sex or age, except when based on a bona fide occupational qualification, or because of his race, color, religion, national origin or ancestry (Act 251 P.A. 1955, as amended). The contractor further agrees that he will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to age, sex, race, creed, color or national origin. Breach of this covenant may be regarded as a material breach of the contract.

Bidder will identify business entity as individual, or if doing business under assumed name, indicate assumed name, partnership (naming partners), corporation, foreign or domestic (naming principal officers), and indicate official capacity of person executing proposal and bid.

Firm Name Redmond Concrete Inc Date 1/9/24
(If corporation, partnership, or assumed name)

Address 29934 W. 8 Mile Signature [signature]
(Person executing bid and official capacity)

City/State/Zip Farmington Hills, MI 48336 Phone (248) 474-7740 FAX (248) 474-1209

David Guidobono (President)
(Names of principal officers and designate official capacity)

Anthony Guidobono (Vice President)
(If partnership or assumed name, indicate names of owners)

CONTACT PERSON TO WHOM QUESTIONS REGARDING PROPOSAL RESPONSE SHOULD BE DIRECTED:

NAME: David Guidobono **TITLE:** President

PHONE: (248) 474-7740 **EMAIL:** TGUIDO4@Prodigy.Net

Bid submission shall include the following documents in the order listed below. It is not necessary to return copies of any other pages from the bid document. It is only necessary to return the pages listed below with your bid response.

- ❑ Form of Proposal (FP1-FP6)
- ❑ Statement of Qualifications
- ❑ Certification of Compliance
- ❑ References

PROVIDE PRICING ON CITY OF LIVONIA FORMS INCLUDED WITH BID DOCUMENTS.

STATEMENT OF QUALIFICATIONS
READY MIX CONCRETE

Respondents must answer all questions. If more space is needed to complete a question, attach a separate sheet.

Company Name: Piedmont Concrete, Inc

Address 29934 W. 8 Mile; Farmington Hills, MI 48336

Contact Person: David Guidobono Title President

Phone No (248) 474-7740 Email TGUIDO1@Prodigy.Net

1. Number of years operating under you present name: Since 1958 - 66 years

2. Number of years present owners have owned the company: Same

3. How many years of experience does your company have providing ready mix concrete?
66 years

4. List municipalities who the bidder has serviced in the past five (5) years to present:

Name of Municipality	Term of Service
Farmington Hills City of	
Huntington Woods, City of	
Farmington, City of	

5. General nature of work performed by your company:
Supplier of Ready-Mix Concrete & Related Supplies

6. Have you performed work for the City of Livonia in the last ten (10) years? If so, please specify:

Year of Service	Department Serviced	Description of Services Provided
Uncertain/ Many	Road & Sidewalk Service	Supply Ready Mix Concrete
Won 2022 & 2023 Bid		

COMPANY NAME: Piedmont Concrete, Inc

7. List the members of the team who will oversee the contract and the roles they will perform.

Name	Title	Role	Years of Experience
David Gubbona	President	General Operations	35 years
Anthony Gubbona	Vice President	General Operations	32 years

8. What challenges to you foresee?

None

9. What is included in your base price for services? What services will incur additional fees:

Ready Mix Concrete - Extras May Include Winter Services, Charge (Delivery) for Short Loads, Finish, Expansion Joint, Accessories

10. Provide Phone Numbers for Customer contact during normal business hours. Provide phone number for 24-hour contact by City of Livonia personnel.

Company Phone No.: (248) 474-7746

24-Hour Phone No.: (248) 302-4512 David

11. Hours of Operation

DAYS	BUSINESS HOURS
Monday – Friday	6:00 AM-6:00 PM.
Saturday	6:00 AM - 12 Noon
Sunday	Special Request
Holidays	Special Request

12. What value added services in addition to those specified can your company provide?

DESCRIPTION	FEE
Winter Service	$14.00 per yard
Finish	$7.00 - $9.00 yard
Accelerator	$3.00 per yard
Expansion Joint	TBD on Size

COMPANY NAME: Piedmont Concrete, Inc

REFERENCES

READY MIX CONCRETE

COMPANY NAME: Piedmont Concrete Inc

Reference Company Name: City/State: City Of Farmington Hills	
Summary of Work Performed: Ready Mix Concrete	
Dates of Work:	
Company Contact Person: Brian	Title:
Phone Number: (248) 237-8565	Email:

Reference Company Name: City/State: City Of Huntington Woods	
Summary of Work Performed: Ready Mix Concrete	
Dates of Work:	
Company Contact Person:	Title:
Phone Number: Brian	Email: (248) 925-6765

Reference Company Name: City/State: Merlo Construction Co.	
Summary of Work Performed: Ready Mix Concrete	
Dates of Work:	
Company Contact Person: Ray Merlo	Title:
Phone Number: (248) 640-2144	Email:

CERTIFICATION OF COMPLIANCE

CITY OF LIVONIA SPECIFICATIONS
for
READY MIX CONCRETE

City of Livonia
Livonia, Michigan 48154

Gentlemen:

I, David Guiddono, President
(Name) (Title)

an authorized representative of Piedmont Concrete, Inc
(Company)

do hereby certify to the City of Livonia that the bid amount of $______

for Redy Mix Concrete

☐ Meets or exceeds all requirements in the City's specifications.

☐ Meets or exceeds all requirements in the City's specifications with the following noted exceptions:

☐ Does not comply with the City's specifications (see detailed explanation attached).

☐ A copy of the above-referenced specifications is attached.

Very truly yours,

1/9/24
(Date)

(218) 474-7740
(Phone Number)

Piedmont Concrete, Inc
(Company)

[signature]
(Signature)

NOTE: This certification is a part of the bidding documents and must accompany bidder's proposal and any other information useful to the City in determining satisfactory compliance.

SECURA INSURANCE COMPANIES

PO Box 819
Appleton, WI 54912-0819
(920) 739-3161

SECURA Supreme Insurance Company

COMMERCIAL PROTECTION POLICY

Commercial General Liability Coverage Part

RENEWAL DECLARATIONS

POLICY NO. 80-CP-003222721-12

RENEWAL OF 80-CP-003222721-11

ACCOUNT NUMBER: 7291197

NAMED INSURED AND MAILING ADDRESS

PIEDMONT CONCRETE INC
29934 W 8 MILE RD
FARMINGTON HILLS, MI 48336

AGENCY AND MAILING ADDRESS 210806

VTC INSURANCE GRP
#200
1175 W LONG LAKE
TROY, MI 48098

(248) 828-3377

POLICY PERIOD: FROM 05/02/2022 TO 05/02/2023 AT 12:01 AM STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE.

Michigan – This policy is exempt from the filing requirements of the Michigan insurance code (MCL 500.2236).

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

COMMERCIAL GENERAL LIABILITY COVERAGE

LIMITS OF INSURANCE		
GENERAL AGGREGATE LIMIT	$2,000,000	
PRODUCTS – COMPLETED OPERATIONS AGGREGATE LIMIT	$2,000,000	
PERSONAL INJURY & ADVERTISING INJURY LIMIT	$1,000,000	
EACH OCCURRENCE LIMIT	$1,000,000	
DAMAGE TO PREMISES RENTED TO YOU LIMIT	$100,000	ANY ONE PREMISES
MEDICAL EXPENSE LIMIT	$10,000	ANY ONE PERSON

ALL PREMISES YOU OWN, RENT OR OCCUPY:

LOC	ADDRESS
1	29934 W 8 Mile Rd, Farmington Hills, MI 48336

Michigan Department of Transportation

1304A (05/06)
City of Livonia

CERTIFICATE OF INSURANCE FOR CITY OF LIVONIA PROJECTS

INSTRUCTIONS: All information must be submitted on Form 1304A. Any other form is invalid.

The subscribing insurance company certifies that insurance of the types and for limits of liability covering the work under contract with City of Livonia has been obtained by the contractor named below and that the City of Livonia is an additional insured as to all General Liability/Commercial General Liability coverage. Such insurance, here certified, is written in accordance with the company's regular policies and endorsements subject to the company's applicable manuals of rules and rates, except (1) the insurance shall not be subject to the usual "x" - explosion, "c" - collapse or "u" - underground property damage exclusions.

The insurer shall agree to provide the City of Livonia, in writing, the following:

1. A 30-day prior notice of any insurer-initiated cancellation or reduction in coverage for reasons other than nonpayment of the premium.
2. A 10-day prior notice of any cancellation or reduction in coverage for nonpayment of the premium.
3. Immediate notice of Contractor's cancellation or reduction of coverage.

The contractor shall cease operations if any insurance is canceled or reduced, and shall not resume operations until new insurance is in force.

NAME OF INSURED			
ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NO.	FAX NO.		

ALL WORK PERFORMED FOR THE CITY OF LIVONIA AS A PRIME OR SUBCONTRACTOR

TYPE OF INSURANCE	POLICY NUMBER & NAME OF INSURANCE COMPANY (if more than one)	POLICY DATES EFFECTIVE	POLICY DATES EXPIRATION	LIMITS: Each Occurrence: $1,000,000 Aggregate: $2,000,000 BODILY INJURY AND PROPERTY DAMAGE LIABILITY	
◻ General Liability				General Aggregate	$
◻ Commercial General Liability				Prods. comp/ops Aggregate	$
◻ Claims Made ◻ Occurrence				Personal &Advertising Inj.	$
◻ $________ P.D. Deductible				Each Occurrence	$
◻ XCU Exclusion				Fire Damage (any one fire)	$
◻ Owners/Contractors Protective				Medical Exp. (any one person)	$
AUTOMOTIVE LIABILITY					
◻ Any Auto				Combined Single Limit (Minimum $2,000,000.00)	$
◻ All Owned Autos					
◻ Scheduled Autos				Bodily Injury (per person) (Minimum $500,000.00)	$
◻ Hired Autos					
◻ Non-Owned Autos				Bodily Injury (per accident) (Minimum $1,000,000.00)	$
◻ Garage Liability				Property Damage (Minimum $1,000,000.00)	$
◻ Umbrella				Each Occurrence	$
				Aggregate	$
◻ Excess Liability Other Than Umbrella				Each Occurrence	$
				Aggregate	$
WORKERS COMPENSATION AND EMPLOYERS LIABILITY				STATUTORY	
				$	(Each Accident)
				$	(Disease- Policy Limit)
				$	(Disease- Each Emply.)
◻ Other					

NAME OF AGENCY	NAME OF INSURANCE COMPANY (If only one for all policies)		
ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NO.	FAX NO.		

P:\Forms\insurance\Certificate of Insurance 1304A.doc

City of Livonia
1304A (03/15)

PROOF OF INSURANCE FOR CITY OF LIVONIA

Information required by the Federal specifications for Highway construction and/or Act 327, P.A. of 1945 to verify insurance.

The subscribing insurance company certifies that insurance of the types and for limits of liability covering the work under contract with City of Livonia has been obtained by the contractor named below and that the City of Livonia is an additional insured as to all General Liability/commercial General Liability coverage. Such insurance, here certified, is written in accordance with the company's regular policies and endorsements subject to the company's applicable manuals or rules and rate, except (1) the insurance shall not be subject to the usual "x" – explosion, "c" – collapse or "u" – underground property.

The insurer shall agree to provide the City of Livonia, in writing, the following:

1. A 30-day prior notice of any insurer-initiated cancellation or reduction in coverage for reasons other than nonpayment of the premium.
2. A 10-day prior notice of any cancellation or reduction in coverage for nonpayment of the premium.
3. Immediate notice of Contractor's cancellation or reduction of coverage.

The contractor shall cease operations if any insurance is cancelled or reduced, and shall not resume operations until new insurance is in force.

NAME OF INSURED			
ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NO.	FAX NO.		

TYPE OF INSURANCE	POLICY NUMBER & NAME OF INSURANCE COMPANY (If more than one)	POLICY DATES EFFECTIVE	EXPIRATION	LIMITS: Each Occurrence: $1,000,000 Aggregate: $2,000,000 BODILY INJURY AND PROPERTY DAMAGE LIABILITY	
□ General Liability				General Aggregate	$
				Prods. comp/ops Aggregate	$
□ Commercial General Liability				Personal &Advertising Inj.	$
□ Claims Made □ Occurrence					
□ $_________ P.D. Deductible				Each Occurrence	$
□ XCU Exclusion				Fire Damage (any one fire)	$
□ Owners/Contractors Protective				Medical Exp. (any one person)	$
AUTOMOTIVE LIABILITY				Combined Single Limit (Minimum $2,000,000.00)	$
□ Any Auto					
□ All Owned Autos				Bodily Injury (per person) (Minimum $500,000.00)	$
□ Scheduled Autos					
□ Hired Autos				Bodily Injury (per accident) (Minimum $1,000,000.00)	$
□ Non-Owned Autos					
□ Garage Liability				Property Damage (Minimum $1,000,000.00)	$
□ Umbrella				Each Occurrence	$
				Aggregate	$
□ Excess Liability Other Than Umbrella				Each Occurrence	$
				Aggregate	$
WORKERS COMPENSATION AND EMPLOYERS LIABILITY				**STATUTORY**	
				$	(Each Accident)
				$	(Disease- Policy Limit)
				$	(Disease- Each Emply.)
□ Other					

NAME OF AGENCY	NAME OF INSURANCE COMPANY (If only one for all policies)		
ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NO	FAX NO.		

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADVANCE NOTICE OF CANCELLATION, NONRENEWAL OR COVERAGE REDUCTION OR RESTRICTION PROVIDED BY US

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Person(s) or Organization(s)	Address
CITY OF LIVONIA	12973 FARMINGTON ROAD LIVONIA, MI 48150

Number of Days Notice 30

If this policy is cancelled (other than nonpayment of premium) or nonrenewed or if the coverage provided by this policy is reduced or restricted (except for any reduction in the Limits of Insurance due to claims payments), we will provide written notice to the person(s) or organization(s) listed in the Schedule.
We will provide this notice by mail 30 days in advance of any policy cancellation, nonrenewal or coverage reduction or restriction or as indicated in the Number of Days Notice in the Schedule.

All terms and conditions of this policy apply unless modified by this endorsement.

INS-5

BID OPENING SHEET – READY MIX CONCRETE – BID DUE DATE 01/16/24 Page __1___ of __1___

VENDOR	Superior Materials LLC	Piedmont Concrete	
CITY/STATE	Farmington Hills, MI	Farmington Hills, MI	
ITEMS	**TOTAL**	**TOTAL**	**TOTAL**
1. P1 Concrete Mix.	$159.00 per unit/ $31,800.00 Total	$165.00 per unit / $33,000 Total	
2. HE with mid-range water reducer and non-chloride accelerator	$172.75 per unit / $17275.00 Total	$168.00 per unit / $16800 Total	
GRAND TOTAL ALL ITEMS	$49,075	$49,800	

VENDOR			
CITY/STATE			
ITEMS	**TOTAL**	**TOTAL**	**TOTAL**
1. P1 Concrete Mix.			
2. HE with mid-range water reducer and non-chloride accelerator			
GRAND TOTAL ALL ITEMS			

CITY REPRESENTATIVES: Leslie Rohraff, City Clerk's Office DeAnne Bates, Program Supervisor

CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD JANUARY 17, 2024

Meeting was called to order at 8:00 p.m. by Council President Brandon McCullough. Present: Carrie Budzinski, Scott Morgan, Laura Toy, Jim Jolly, Vice President Martha Ptashnik, Rob Donovic, and President Brandon McCullough. Absent:

Elected and appointed officials present: Paul Bernier, City Attorney; and Todd Zilincik, City Engineer.

Councilmember Budzinski led the meeting with the Pledge of Allegiance.

7. REQUEST TO PURCHASE ONE CEMENT SCARIFIER/GRINDER WITH SULKY DRIVER: Department of Public Works, re: to be used by the Roads Division, in an amount not to exceed $44,797.96, from budgeted funds.

   Doug Moore, Assistant Director of Public Works, presented the request to Council.

   Vice President Ptasnik offered an approving motion for the Consent agenda.

   DIRECTION: APPROVING CONSENT

LETTER TO THE LIVONIA CITY COUNCIL

7.

DPW
January 10, 2024

MEETING DATE	PREPARED BY
S012924/R021224	Jill Russell, Secretary III,

AGENDA ITEM

REQUEST TO PURCHASE ONE CEMENT SCARIFIER/GRINDER WITH SULKY DRIVER: Department of Public Works, re: to be used by the Roads Division, in an amount not to exceed $44,797.96, from budgeted funds.

BACKGROUND DETAILS

In Livonia's effort to provide the best services possible, the Department of Public Works would like to purchase a cement scarifier/grinder to assist our crews in maintaining safer roads and sidewalks. This equipment will be used to level-off raised sections of concrete on roads as well as sidewalk/s and sidewalk and road junctions. Raised slabs on sidewalks are a serious trip hazard for pedestrians, and uneven, raised slabs in roads cause puddling and water flow issues, which will degrade the cement over time, causing costly repairs. Having this piece of equipment at our disposal will allow us to address these issues in a timely fashion rather than hiring and waiting for the availability of a subcontractor to perform the work.

As a specialized piece of equipment, there are few vendors that carry it. We were able to secure quotes from two vendors, with ACE providing an additional "year-end municipal discount", saving the City of Livonia over $11K from the other bidder's price:

ACE & Supply, Novi, MI $44,797.96
Great Lakes Concrete Supply, Flint MI $55,832.83

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

Approve the purchase of one Smith SPS 10", gasoline powered scarifier/grinder and optional Sulky Driver from Ace Cutting Equipment, 25125 Trans X Road, Novi, MI 48375; vendor #53151 for an amount not to exceed $44,797.96; from funds approved in the Capital Outlay Budget - (401-000-987-000)

SPECIFIC NAME OF PRODUCT AND NUMBER TO BE PURCHASED (if more than one)

Smith SPS 10 Scarifier & Smith Sulky Driver

CONTRACT: Amount and/or purchase price and length of contract (with dates if applicable)

n/a

DETAILED WORK BEING PERFORMED

n/a

FISCAL CONSIDERATIONS (Amount requested and Account(s) used. If applicable, Grant Funding information)

401-000-987-000 $44,797.96

ACCEPTANCE OF BID (Please detail the following: Why accepted, why not lowest bidder, company name, contact person, full address)

Two quotes received; award to the lowest quote.

REASON TO WAIVE BID PROCESS (Emergency, Professional services, No advantage to City and why, Consortium package, etc): Waive the formal bidding process in accordance with Section 3.04.140.E.4 of the Livonia Code of Ordinances, as amended since no advantage to the City would result from competitive bidding.

ATTACHMENTS

1. Smith SPS Scarifier Spec Sheet - 2024
2. Smith SR-25-spec sheet - Sulky Driver
3. LTC-2024 Cement Scarifier-Grinder Quote

APPROVED BY

Douglas L. Moore, MSA, Assistant Director of Public Works — Date: January 10, 2024

Don Rohraff, Director of Public Works — Date: January 10, 2024

Michael Slater, Finance Director — Date: January 12, 2024

Maureen Miller Brosnan, Mayor — Date: January 18, 2024

Groove / Plane / Scarify / Prep / Shave

SMITH® SPS10™

All-Purpose Scarifier / Planer

Deluxe Multi-Use Scarifier / Grinder

Shown with optional DCS

SMITHmfg.com

Order Number	Power
SPS10.H13	13HP Honda
Removal Cut Width	≤ 10” pp (25cm)
Weight	215 lbs (97.5kg) w/o drum
Dimensions	38" L x 19" W x 44" H (96 cm x 48 cm x 111 cm)
Optional	• Electric power • Cutter drum assemblies • Edger

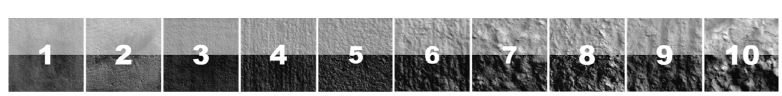
SPS10 Performance Benefits:

The SMITH SPS10 is built for professionals looking to properly prepare or remove on asphalt or concrete to the correct surface finishes.

- 20-year performance history
- No-bounce, center-weight-over-drum design
- Cradle shock to prevent cutter drum loads
- Honda engine with cyclone cleaner
- Precision 6-pt. micro-depth control setting
- Reversible handle start/stop control lever
- HTD tensioned no-slip drive
- Swing-style anti-vibration height adjustment handle
- Maintenance-free drive bearings
- Dual vacuum dust-collection ports
- All-surround undercarriage dust guard
- Precise in-line all-steel rear-wheel carrier
- Fast and easy side-loading cutter drum

OPTIONS:

- Variety of cutter-drum assemblies
- Sulky Power Driver
- Ball-mount hitch for driver use
- High-speed diamond pulley kit
- Front caster for smoothing surfaces
- Edger cutter drum assembly
- Line pointer
- Vacuum systems
- Water control
- Tach/hour maintenance meter



SPECIFICATIONS

SPS10™

SMITH SPS10 Deluxe Drum-Style Scarifier / Grinder

1. ***Construction:*** All-steel unitized heavy duty construction with safety yellow industrial powder coat and safety red belt guard with grade-8 fasteners
2. ***Power:*** 13 HP manual start Honda engine with oil alert and cyclone air cleaner with manual shutoff and exclusive emergency safety-stop lanyard. Push/pull twist lock dashboard mounted throttle control
3. ***Cut controls:*** Front-control handlebar setting with reversible rear-ready microdepth control with engage/disengage cam lever and deluxe 10-setting exclusive microdepth knob). Exclusive cradle shock to prevent hard drum stops
4. ***Drive System:*** Twin triple-sealed maintenance-free bearing drive system with heavy-duty wide HTD drive belt with safety belt guard tensioned without moving motor
5. ***Dust and Debris control:*** Dual vacuum dust-collection port with caps, all-surround undercarriage brush, and chip shrouded brush guard for dust and debris control
6. ***Drive wheels:*** Balanced all-steel rear wheel carrier for precise in-line removal control (optional wheel extension for multiple removal applications), twin 5" OD x 2" heavy-duty non-marking, wheels with serviceable bearings, twin 4" OD x 2" heavy-duty non-marking, in-line front wheels with serviceable bearings
7. ***Operator Push Handles:*** Reversible-ready front or rear handle control. Height-adjustable multi-positional anti-vibration ergonomic comfort grip handlebar extension for better performance control and reduced fatiguing
8. ***Cutters – Quick-cutter-access:*** Removable sideplate for side-loading drum with no exposed parts. Choice of cutter tool drum assemblies to Flail-it, Strip-it, Mill-it, Plane-it Scrape-it, Finish-it, Cure-it, Groove-it, and Shave-it in fine, medium, coarse off-set, or inline removal patterns, listed separately as a unique part number
9. ***OPTIONAL*** ease of operation and maintenance accessories to purchase separately include:
   - a.) Electric-start gasoline engine with battery box (battery sold separately)
   - b) Sulky gasoline-powered driver for use with most walk-behind equipment (PN: SR-25.H6)
   - c) Ball hitch for rear mount use with any driver (PN: SPS.HTC.ACC)
   - d) High-speed pulley kit for diamond drum grooving and shaving (PN: SPS10.HSP.ACC)
   - e) Tach/hour maintenance meter (PN: SPS.TAC.ACC)
   - f) Front single feathering wheel for smoothing scarifier surfaces (PN: 52004A)
   - g) Water control system (PN: SPS.WTR.ACC)
   - h) Edger assembly with bushed Flail-it cutter drum assembly (PN: SPS10.EDG.ACC)
   - i) Line pointer
   - j) MaxiVac gasoline or electric powered dust collector
   - k) Power Options:
Electric - 7.5 HP 1Ø or 3Ø.
Gasoline - 13 HP

SMITH® SR25
Sulky Driver

Make the Job Easier with SMITH's All-New, Redesigned SR25 Sulky Driver!

SR25 Performance Benefits:

Exclusive FlexBeam™ Break-A-Way Light System
» Fully adjustable for all types of low-light applications
» Break-A-Way design helps protect against costly repairs and keeps you on the job

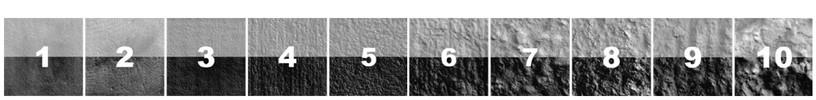
Patented Dual Foot-Pedal System
» For forward and reverse – move between jobs without having to push
» Patent No. 6,883,633

Exclusive ProStart™ Engine Starting System
» Up to 50% less pulling effort to start the engine – no more broken recoils
» Outperforms manual pull and electric-start systems when the weather starts turning cooler

Honda Engine
» Compact, lightweight and powerful, Honda engines are reliable, technologically advanced, and easy to start
» Oil Alert shuts down engine if oil level drops too low, preventing damage
» Contractor preferred

Order Number	Power
SR25B	160cc Honda GX gasoline
Forward Speed	up to 10MPH (16 Km/h)
Reverse Speed	6MPH (10 Km/h)
Fuel Capacity	.95 gallons (3.6L)

SMITHmfg.com



ACE CUTTING EQUIPMENT & Supply, Inc.

25125 TRANS X RD
NOVI, MI 48375
248.449.4944
ACECUTTING.COM

PRICE QUOTE

Quote #	00085333
Date	12/13/23
Ship Date	
Expiration Date	01/01/24
P/O #	
Job #	

Bill To Cust# CITYOFLIVONIA

CITY OF LIVONIA

SENT VIA EMAIL
LIVONIA MI 48150

Ph: 248-946-1954

Ship To

CITY OF LIVONIA

SENT VIA EMAIL
LIVONIA MI 48150

Ph: 248-946-1954 BOB BANE

Contact	Sls	Ship Via	F.O.B.	Terms	User Defined	User Defined	Pg#
	Ron	PICKUP		NET 30			1

LN	Item #	Description	Qty.	UM	Unit Price	Total
001	* 25N986 (SPS10 DCS)	Smith SPS 10' Wide scarifier with Depth Control System Electric start	1.00	EA	8,453.0700	8,453.07
002	*25T438 (10" PCD NANO)	10" poly crystalline diamond nano grinding head last 30 times longer than carbide cutters / twice as fast as carbide cutters	1.00	EA	14,267.8700	14,267.87
003	*SR-25B	Sulky Driver self propelled scarifing system	1.00	EA	8,723.8700	8,723.87
004	*SPS.HTC.ACC	Hitch System	1.00	EA	397.2000	397.20
005	*MV5500.H13ES	Vac system with Honda 13 hp 295 cfm	1.00	EA	10,825.4900	10,825.49
006	*MVSC	Pre seperator	1.00	EA	2,130.4600	2,130.46

Total Weight 0.00

Sub Total	44,797.96
Discount	0.00
Freight	0.00
Insu/Misc/CkOF	0.00
Tax (IND)	0.00
Total	**44,797.96**

PRICE QUOTE IS GOOD FOR 30 DAYS

12/19/23 @ 13:19:06 RON RON*

Russell, Jill

From:	Ron Measel <rmeasel@acecutting.com>
Sent:	Tuesday, December 19, 2023 1:32 PM
To:	Moore, Doug
Cc:	Bame, Robert; Gabriel, Trisha
Subject:	RE: 10' wide scarifier
Attachments:	livonia 85333 updated.pdf; smiths po & orland park order.pdf

Hi Doug,

Ok I was able to have them gives us a special year end municipal deal on this package. So I did the quote 85333 .Matching a order they did this year for the Village of Orland Park for 2 systems. Free freight is also part of this special. I included copies of the po they received from Orland park and a breakdown of the quote from Smith's . Hopefully this helps let me know if there is anything else I can help with.

Thank You,

Ron Measel
ACE CUTTING EQUIPMENT & Supply, Inc.
25125 Trans X Road
Novi MI 48375
(248) 449-4944
(248) 449-4946 (Fax)

From: Moore, Doug <dmoore@livonia.gov>
Sent: Tuesday, December 19, 2023 11:22 AM
To: Ron Measel <rmeasel@acecutting.com>
Subject: RE: 10' wide scarifier

Thank you

Douglas L. Moore, MSA
Assistant Director of Public Works
City of Livonia | Department of Public Works
(734) 466-2617
dmoore@livonia.gov
www.livonia.gov

From: Ron Measel <rmeasel@acecutting.com>
Sent: Tuesday, December 19, 2023 9:50 AM
To: Moore, Doug <dmoore@livonia.gov>
Cc: Bame, Robert <rbame@livonia.gov>; Gabriel, Trisha <tgabriel@livonia.gov>
Subject: RE: 10' wide scarifier

Thanks Doug I have reached out to the vendor I will let you know what I find out, thanks !!!

Thank You,

Ron Measel
Ace Cutting Equipment & Supply, Inc.
25125 Trans X Road
Novi MI 48375
(248) 449-4944
(248) 449-4946 (Fax)

From: Moore, Doug <dmoore@livonia.gov>
Sent: Tuesday, December 19, 2023 8:35 AM
To: Ron Measel <rmeasel@acecutting.com>
Cc: Bame, Robert <rbame@livonia.gov>; Gabriel, Trisha <tgabriel@livonia.gov>
Subject: 10' wide scarifier

Morning Ron,

I know that Bob has been working with you on the 10' scarifier, and I have Ace's quote in hand. Is the brand being quoted on any kind of governmental reduced pricing program? It would make things simpler for us in purchasing the unit. If not, we will have to put an official bid out on the MITN system.

Thank you!

Douglas L. Moore, MSA
Assistant Director of Public Works
City of Livonia | Department of Public Works
(734) 466-2617
dmoore@livonia.gov
www.livonia.gov

Great Lakes CONCRETE SUPPLY 810-720-1000

Great Lakes Concrete Supply, LLC

4075 Pier North Blvd.
Flint, MI 48504-1358
Phone 810-720-1000
Fax 810-720-3024

Estimate

Date	Estimate #
12/14/2023	4560

Name / Address	Ship To
City of Livonia	

Project-Estimator	Terms	Ship Via	Sales Rep	Ship Date
			TF	

Estimate good for 30 days!	Qty	Rate	Total
Smith SPS 10' Wide scarifier with Depth Control System Electric start	1	11,334.94	11,334.94
10" poly crystalline diamond nano grinding head last 30 times longer than carbide cutters / twice as fast as carbide cutters	1	14,899.93	14,899.93
Sulky Driver self propelled scarifing system	1	11,696.00	11,696.00
Hitch System	1	532.00	532.00
Vac system with Honda 13HP 295 cfm	1	14,514.96	14,514.96
Pre Seperator	1	2,855.00	2,855.00
Plus Freight	1	0.00	0.00

Subtotal	$55,832.83
Sales Tax (6.0%)	$0.00
Total	$55,832.83

E-mail
glcsmi@yahoo.com

CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD JANUARY 17, 2024

Meeting was called to order at 8:00 p.m. by Council President Brandon McCullough. Present: Carrie Budzinski, Scott Morgan, Laura Toy, Jim Jolly, Vice President Martha Ptashnik, Rob Donovic, and President Brandon McCullough. Absent:

Elected and appointed officials present: Paul Bernier, City Attorney; and Todd Zilincik, City Engineer.

Councilmember Budzinski led the meeting with the Pledge of Allegiance.

9. AWARD BID RECEIVED THROUGH THE TRI-COUNTY PUBLIC PURCHASING COOPERATIVE: Department of Public Works, re: for gasoline and diesel fuel for the period February 1, 2024, through January 31, 2026.

   Doug Moore, Assistant Director of Public Works, presented the request to Council.

   Councilmember Toy offered an approving motion for the Consent agenda.

   DIRECTION: APPROVING CONSENT

LETTER TO THE LIVONIA CITY COUNCIL

DPW
January 10, 2024

MEETING DATE	PREPARED BY
S012924/R021224	Jill Russell, Secretary III,

AGENDA ITEM

AWARD BID RECEIVED THROUGH THE TRI-COUNTY PUBLIC PURCHASING COOPERATIVE: Department of Public Works, re: for gasoline and diesel fuel for the period February 1, 2024, through January 31, 2026.

BACKGROUND DETAILS

The City of Sterling Heights hosts a cooperative gasoline bid that currently includes 20 communities in the Macomb, Oakland and Wayne County areas. Participating in this cooperative are Birmingham, Clinton Township, Eastpointe, Farmington Hills, Grosse Pointe Woods, Huron-Clinton Metro Parks, Livonia, Madison Heights, Novi, Oakland County, Rochester Hills, Royal Oak, St. Clair Shores, Southfield, Sterling Heights, Troy, Warren, Waterford, West Bloomfield Township. Bids for gasoline and diesel fuel were posted on MITN (Michigan Intergovernmental Trade Network) and received by the City of Sterling Heights for the period February 1, 2024, through January 31, 2026, with an option to extend, upon mutual agreement, for an additional two years. Seven companies submitted proposals for the gas and diesel bid on December 10, 2019. Through this cooperative bid, approximately 3,000,000 gallons of gasoline and 1,300,000 gallons of diesel fuel are purchased annually. The City of Livonia will consume approximately 225,000 gallons of gasoline and approximately 110,000 gallons of diesel for 2024.

The bid is structured so that MITN members pay for fuel based on the per gallon wholesale rack average as published daily by the Oil Priced Information Service (OPIS) Detroit rack average, plus a delivery fee (bid factor) per gallon. MITN members purchase fuel at wholesale pricing, which changes daily just like consumer pricing at the local gas station. The delivery fee is basically a mark-up over the wholesale cost for delivery. Gasoline and diesel are ordered and delivered one of two ways. First, if the order is greater than 5,000 gallons, it will be delivered by truck transport. Second, if the order is less than 5,000 gallons, it will be delivered by tank wagon.

The recommendation being made by the cooperative is to split the award of the bid among three bidders. For the truck transport portion of the bid, the recommendation is to award the bid to RKA Petroleum, Inc., and Marathon Flint Oil, the two low bidders meeting bid specifications. For the tank wagon portion of the bid, a recommendation is being made to award to RKA Petroleum, Inc., and Gen Oil Company, the two low bidders meeting bid specifications (See attached bid tabulation sheets). Awarding to the two low bidders will allow participating members the ability to leverage favorable pricing based upon the type and quantity of fuel being purchased.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to

be used in lieu of the recommendation)

It is the recommendation of the Public Works Department that Council proceeds as follows:

1. Award the contract for truck transport unmetered (over 5000 gallons) through the Michigan Intergovernmental Trade Network (MITN) to RKA Petroleum Companies, Inc., 28340 Wick Road, Romulus, Michigan 48174, to supply the City of Livonia with gasoline and diesel fuel under the terms and conditions of the bid for the period February 1, 2024, through January 31, 2026, with the option to extend the terms and conditions an additional two years upon mutual consent.

2. Award the contract for truck transport unmetered (over 5000 gallons) through the Michigan Intergovernmental Trade Network (MITN) to Marathon Flint Oil Company, 1919 S. Dort Highway., Flint, MI 48503, to supply the City of Livonia with gasoline and diesel fuel under the terms and conditions of the bid for the period February 1, 2024, through January 31, 2026, with the option to extend the terms and conditions an additional two years upon mutual consent.

3. Award the contract for tank wagon metered (under 5000 gallons) through the Michigan Intergovernmental Trade Network (MITN) to RKA Petroleum Companies, Inc., 28340 Wick Road, Romulus, Michigan 48174, to supply the City of Livonia with gasoline and diesel fuel under the terms and conditions of the bid for the period February 1, 2024, through January 31, 2026, with the option to extend the terms and conditions an additional two years upon mutual consent.

4. Award the contract for tank wagon metered (under 5000 gallons) through the Michigan Intergovernmental Trade Network (MITN) to Gen Oil Company, 1238 Anderson Road, Clawson, MI 48017, to supply the City of Livonia with gasoline and diesel fuel under the terms and conditions of the bid for the period February 1, 2024, through January 31, 2026, with the option to extend the terms and conditions an additional two years upon mutual consent.

5. Waive the formal bidding process in accordance with Section 3.04.140. E.4. of the Livonia Code of Ordinances, as amended, since no advantage to the City would result from a separate competitive bidding process by Livonia.

SPECIFIC NAME OF PRODUCT AND NUMBER TO BE PURCHASED (if more than one)

Estimate based on previous usage:
Gasoline - approximately 225,000 gallons
Diesel Fuel - approximately 110,000 gallons

CONTRACT: Amount and/or purchase price and length of contract (with dates if applicable)

Gasoline and Diesel will be billed from the OPIS (Oil Priced Information Service) Detroit rack average plus the bid factor/delivery fee published on the day of delivery.
February 1, 2024 - January 31, 2026, with an option to extend, upon mutual agreement, for an additional two years.

DETAILED WORK BEING PERFORMED

n/a

FISCAL CONSIDERATIONS (Amount requested and Account(s) used. If applicable, Grant Funding information)

Funds budgeted in
Public Works Gas and Oil Account: 101-446-751-000
Police Gas and Oil Account 101-309-751-000
Fire Gas and Oil Account 101-338-751-000

ACCEPTANCE OF BID (Please detail the following: Why accepted, why not lowest bidder, company name, contact person, full address)

Cooperative purchasing bid in conjunction with the City of Sterling Heights

REASON TO WAIVE BID PROCESS (Emergency, Professional services, No advantage to City and why, Consortium package, etc): Waive the formal bidding process in accordance with Section 3.04.140. E.4. of the Livonia Code of Ordinances, as amended, since no advantage to the City would result from a separate competitive bidding process by Livonia.

ATTACHMENTS

1. S012924 LTC Gas and Fuel contract
2. Bid Tab & Bid As Posted-Sterling Heights
3. Sterling Heights Award Recommendation
4. Staff Report

APPROVED BY

Don Rohraff, Director of Public Works
Date: January 17, 2024

Michael T Slater

Michael Slater, Finance Director
Date: January 17, 2024

Paul Bernier, City Attorney
Date: January 17, 2024

Maureen Miller Brosnan

Maureen Miller Brosnan, Mayor
Date: January 18, 2024

Notification List:

Gen Oil Company
1238 Anderson Road
Clawson, MI 48017
Keith Albertie, President
orders@genoilcorp.com

Marathon Flint Oil Company
1919 S Dort Highway
Flint, MI 48503
Andrew Roeser, Vice President
aroeser@marathonflint.com

RKA Petroleum Companies, Inc.
28340 Wick Road
Romulus, MI 48174
Kacey Spell, Customer Relations Manager
kspell@rkapetroleum.com

CITY OF STERLING HEIGHTS
ITB-SH23-052: TRUCK TRANSPORT AND TANK WAGON
DELIVERIES OF UNLEADED GASOLINE AND DIESEL FUEL

BID TABULATION - TRUCK TRANSPORT
NOVEMBER 13, 2023

Commodity	Estimated Gallons	OPIS Avg	Colonial Oil Industries Add/gal	+/- Factor	Price/gal	Ext Total
Unleaded 87	2,379,381	2.2125		-0.0382	$2.1743	$5,173,488.11
Unleaded Mid-Grade 89	0	2.5926		-0.0572	$2.5354	0.00
ULS Premium Diesel #2	259,307	3.0136		-0.0211	$2.9925	775,976.20
ULS Diesel #2	581,808	2.9150	0.035	-0.0411	$2.8739	1,672,058.01
Totals						**$7,621,522.32**

Commodity	OPIS Avg	Corrigan Oil Comp Add/gal	+/- Factor	Price/gal	Ext Total
Unleaded 87	2.2125		-0.02	$2.1915	$5,214,413.46
Unleaded Mid-Grade 89	2.5926		-0.02	$2.5716	$0.00
ULS Premium Diesel #2	3.0136		0.03	$3.0436	$789,226.79
ULS Diesel #2	2.9150	0.01	-0.02	$2.8940	$1,683,752.35
Totals					**$7,687,392.60**

Commodity	OPIS Avg	Gen Oil Add/gal	+/- Factor	Price/gal	Ext Total
Unleaded 87	2.2125		-0.01	$2.2025	$5,240,586.65
Unleaded Mid-Grade 89	2.5926		-0.01	$2.5826	$0.00
ULS Premium Diesel #2	3.0136		-0.02	$2.9941	$776,391.09
ULS Diesel #2	2.9150	0.0199	-0.01	$2.9041	$1,689,628.61
Totals					**$7,706,606.35**

Commodity	OPIS Avg	Mansfield Oil Company Add/gal	+/- Factor	Price/gal	Ext Total
Unleaded 87	2.2125		-0.0065	$2.2060	$5,248,914.49
Unleaded Mid-Grade 89	2.5926		-0.0567	$2.5359	$0.00
ULS Premium Diesel #2	3.0136		0.0227	$3.0363	$787,333.84
ULS Diesel #2	2.9150	0.03	-0.0223	$2.8927	$1,682,996.00
Totals					**$7,719,244.33**

	Colonial Oil Industries	Corrigan Oil Comp	Gen Oil	Mansfield Oil Company
Winter Additive Typically November - March	$0.03 / gal November-March	$0.01 / gal November-March	0.0199 As Requested	$0.03 / gal November-March
Short load charge - (5,000-8,000 gals)	$150	$150 for less than 8,000 gal	$50.00	$250
Volume/Gallons, SE MI	4.5 million	did not disclose	30,000,000.+	20 million
Split order charge	$85.00	N/A	$50.00	$50.00
## Fuel Cost Recovery Surcharge				
Delivery Time	24 hours	24 - 48 hours	24 hours	24 hours
Source of Supply	Detroit Buckeye Terminal	Marathon, BP, Mobil		

Commodity	Estimated Gallons	OPIS Avg	Marathon Flint Oil Add/gal	+/- Factor	Price/gal	Ext Total
Unleaded 87	2,379,381	2.2125		-0.048	$2.1645	$5,150,170.17
Unleaded Mid-Grade 89	0	2.5926		-0.048	$2.5446	0.00
ULS Premium Diesel #2	259,307	3.0136	0.022	-0.031	$2.9826	773,409.06
ULS Diesel #2	581,808	2.9150		-0.031	$2.8840	1,677,934.27
Totals						**$7,601,513.50**

Commodity	OPIS Avg	Petroleum Traders Corp Add/gal	+/- Factor	Price/gal	Ext Total
Unleaded 87	2.2125		-0.0151	$2.1974	$5,228,451.81
Unleaded Mid-Grade 89	2.5926		N/B		
ULS Premium Diesel #2	3.0136		-0.0018	$3.0118	$780,980.82
ULS Diesel #2	2.9150	0.0200	-0.0127	$2.9023	$1,688,581.36
Totals					**$7,698,013.99**

Commodity	OPIS AVG	Ports Petroleum Co Add/gal	+/- Factor	Price/gal	Ext Total
Unleaded 87	2.2125		-0.0109	$2.2016	$5,238,445.21
Unleaded Mid-Grade 89	2.5926		N/B		
ULS Premium Diesel #2	3.0136		-0.0133	$3.0003	$777,998.79
ULS Diesel #2	2.9150	0.0450	-0.0133	$2.9017	$1,688,232.27
Totals					**$7,704,676.28**

Commodity	OPIS Avg	RKA Petroleum Co Add/gal	+/- Factor	Price/gal	Ext Total
Unleaded 87	2.2125		-0.0520	$2.1605	$5,140,652.65
Unleaded Mid-Grade 89	2.5926		N/A		
ULS Premium Diesel #2	3.0136		-0.0529	$2.9607	$767,730.23
ULS Diesel #2	2.9150	0.0285	-0.0529	$2.8621	$1,665,192.68
Totals					**$7,573,575.56**

	Marathon Flint Oil	Petroleum Traders Corp	Ports Petroleum Co	RKA Petroleum Co
Winter Additive Typically November - March	0.022 November-March	$0.02 / gal November-March	$0.045 / gal November-March	$0.0285 / gal November-March
Short load charge - (5,000-8,000 gals)	$50	$200	$125	$50
Volume/Gallons, SE MI	100,000,000	6 million gallons	18,500,000	100,000,000
Split order charge	None if same property/$50. if separate	$75	$65	$50
## Fuel Cost Recovery Surcharge				
Delivery Time	4-6 hours	24 - 48 hours	24 hours	24 - 48 hours

Commodity	Estimated Gallons	OPIS Avg	Sunoco Add/gal	+/- Factor	Price/gal	Ext Total
Unleaded 87	2,379,381	2.2125		-0.0037	$2.2088	$5,255,576.75
Unleaded Mid-Grade 90	0	2.5926		-0.0037	$2.5889	$0.00
ULS Premium Diesel #2	259,307	3.0136		-0.0037	$3.0099	780,488.14
ULS Diesel #2**	581,808	2.9150	0.25	-0.0037	$2.9113	1,693,817.63
Totals						**$7,729,882.52**

	Sunoco
Winter Additive Typically November - March	$0.025
Short load charge - Less than 5,000 Gal	$75. betweeen 5,000 and 8,000
Volume/Gallons, SE MI	5,387,001
Split order charge	N/A
## Fuel Cost Recovery Surcharge	
Delivery Time	24 hours

Corrected by Purchaing

OPIS Detroit Michigan Rack Average on 11/26/19 10:00 AM Report used as pricing benchmark.
For all bid pricing above, add to price / gal $0.001/gal for the Federal Leaking Underground Storage Tank Fee and $0.01/gal for the Michigan Underground Storage Tank Fee. Mandatory Federal and State fees subject to change
Used wrong bid form.

** Use OPIS USL Diesel #2 rack average price on 10/27/23 (10 AM) and list cost per gallon of additive for Premium blend.

CITY OF STERLING HEIGHTS
ITB-SH23-052: TRUCK TRANSPORT AND TANK WAGON
DELIVERIES OF UNLEADED GASOLINE AND DIESEL FUEL

BID TABULATION - TANK WAGON
NOVEMBER 13, 2023

Commodity	Estimated Gallons	OPIS Avg	Colonial Oil Industries Add/gal	Colonial +/- Factor	Colonial Price/gal	Colonial Ext Total
Unleaded 87	782,829	2.2125		0.4377	$2.6502	$2,074,653.42
Unleaded Mid-Grade 90	65,000	2.5926		0.4209	$3.0135	195,877.50
ULS Premium Diesel #2	371,819	3.0136		0.4184	$3.4320	1,276,082.81
ULS Diesel #2**	67,717	2.9150	0.04	0.4094	$3.3244	225,118.39
ULS Diesel #2 Dyed	41,319	$2.9393		0.0446	$2.9839	123,293.42
Totals						$3,895,025.54

Commodity	Corrigan Oil Comp OPIS Avg	Add/gal	+/- Factor	Price/gal	Ext Total
Unleaded 87	2.2125		0.1195	$2.3320	$1,825,557.23
Unleaded Mid-Grade 90	2.5926		0.1195	$2.7121	$176,286.50
ULS Premium Diesel #2	3.0136		0.1695	$3.1831	$1,183,537.06
ULS Diesel #2**	2.9150	0.03	0.1195	$3.0345	$205,487.24
ULS Diesel #2 Dyed	$2.9393		0.1195	$3.0588	$126,386.56
Totals					$3,517,254.58

Commodity	Gen Oil OPIS Avg	Add/gal	+/- Factor	Price/gal	Ext Total
Unleaded 87	2.2125		0.0995	$2.3120	$1,809,900.65
Unleaded Mid-Grade 90	2.5926		0.0995	$2.6921	$174,986.50
ULS Premium Diesel #2	3.0136		0.0895	$3.1031	$1,153,791.54
ULS Diesel #2**	2.9150	0.0199	0.0925	$3.0075	$203,658.88
ULS Diesel #2 Dyed	$2.9393		0.0925	$3.0318	$125,270.94
Totals					$3,467,608.51

Commodity	Mansfield Oil Company OPIS Avg	Add/gal	+/- Factor	Price/gal	Ext Total
Unleaded 87			N/B		
Unleaded Mid-Grade 90			N/B		
ULS Premium Diesel #2			N/B		
ULS Diesel #2**			N/B		
ULS Diesel #2 Dyed			N/B		
Totals					

	Colonial Oil Industries	Corrigan Oil Comp	Gen Oil	Mansfield Oil Company
Winter Additive Typically November - March	$0.03 / gal November-March	$0.03 / gal November-March	0.0199 as requested	
Short load charge - Less than 5,000 Gal	N/A	N/A	None	
Tank Wagon min delivery quantity	150 gallons	$150 for less than 150 galllons		
Volume/Gallons, SE MI	4.5 million	not disclosed	30,000,000.+	
Split order charge	N/A	None if at same location property	$50.00	
## Fuel Cost Recovery Surcharge		corrigan oil bid 89 not 90 octane		
Delivery Time		24 - 48 hours	24 hours	

Commodity	Estimated Gallons	OPIS Avg	Marathon Flint Add/gal	Marathon +/- Factor	Marathon Price/gal	Marathon Ext Total
Unleaded 87	782,829	2.2125		0.14	$2.3525	$1,841,605.22
Unleaded Mid-Grade 90	65,000	2.5926		0.14	$2.7326	177,619.00
ULS Premium Diesel #2	371,819	3.0136	0.0220	0.14	$3.1536	1,172,568.40
ULS Diesel #2**	67,717	2.9150		0.14	$3.0550	206,875.44
ULS Diesel #2 Dyed	41,319	$2.9393		0.14	$3.0793	127,233.60
Totals						$3,525,901.65

Commodity	Petroleum Traders Add/gal	+/- Factor	Price/gal	Ext Total	Ports Petroleum Co Add/gal	+/- Factor	Price/gal	Ext Total
Unleaded 87		N/B				N/B		
Unleaded Mid-Grade 90		N/B				N/B		
ULS Premium Diesel #2		N/B				N/B		
ULS Diesel #2**		N/B				N/B		
ULS Diesel #2 Dyed		N/B				N/B		
Totals								

Commodity	RKA Petroleum Co OPIS Avg	Add/gal	+/- Factor	Price/gal	Ext Total
Unleaded 87	2.2125		0.0780	$2.2905	$1,793,069.82
Unleaded Mid-Grade 90	2.5926		0.0780	$2.6706	$173,589.00
ULS Premium Diesel #2	3.0136		0.0771	$3.0907	$1,149,180.98
ULS Diesel #2**	2.9150	0.0285	0.0771	$2.9921	$202,616.04
ULS Diesel #2 Dyed	$2.9393		0.1021	$3.0414	$125,667.61
Totals					$3,444,123.45

	Marathon Flint	Petroleum Traders	Ports Petroleum Co	RKA Petroleum Co
Winter Additive Typically November - March	0.022 November-March			0.0285 November-March
Short load charge - Less than 5,000 Gal	$150 for less than 150			N/A
Volume/Gallons, SE MI	100,000,000			$100,000,000
Split order charge	None if same property/$50. if separate			$50.00
## Fuel Cost Recovery Surcharge				
Delivery Time	4-6 hours			24 - 48 hours

Commodity	Estimated Gallons	OPIS Avg	Sunoco Add/gal	Sunoco +/- Factor	Sunoco Price/gal	Sunoco Ext Total
Unleaded 87	782,829	2.2125		0.5000	$2.7125	$2,123,423.66
Unleaded Mid-Grade 90	65,000	2.5926		0.5000	$3.0926	201,019.00
ULS Premium Diesel #2	371,819	3.0136		0.5000	$3.5136	1,306,423.24
ULS Diesel #2**	67,717	2.9150	0.025	0.5000	$3.4150	231,253.56
ULS Diesel #2 Dyed	41,319	$2.9393		0.5000	$3.4393	142,108.44
Totals						$4,004,227.89

	Sunoco
Winter Additive Typically November - March	0.025 November-March
Short load charge - Less than 5,000 Gal	500 Minimum with $100. fee under 5,000 gal
Volume/Gallons, SE MI	5,387,001
Split order charge	N/A
## Fuel Cost Recovery Surcharge	
Delivery Time	24 hours

Corrected by Purchasing

CITY OF Sterling Heights
InnovatingLiving

Richard J. Notte Sterling Heights City Center
City Hall
40555 Utica Road | P.O. Box 8009
Sterling Heights, MI | 48311-8009

TEL 586.446.CITY (2489) FAX 586.276.4077
cityhall@sterling-heights.net | www.sterling-heights.net
facebook.com/cityofsterlingheights | twitter.com/sterlingheights

****

INVITATION TO BID

ITB-SH23-052

The City of Sterling Heights, as the lead agency for a fuel cooperative of approximately twenty governmental entities, is accepting sealed bids for TRUCK TRANSPORT AND TANK WAGON DELIVERIES OF UNLEADED GASOLINE AND DIESEL FUEL until TUESDAY, NOVEMBER 14, 2023, at 2:30 PM Please refer to the attached for instructions, specifications, and bid submission procedures.

Purchasing Department
586-446-2740

****

Official bid specifications are available at www.mitn.info.

IV. INSTRUCTIONS TO BIDDERS

Attachments A and B indicate estimated annual usage in summary formats. Volumes are estimates only that are based upon previous usage and are not a firm commitment. They are offered as a guide for bidding purposes only.

Attachments C and D indicate potential delivery locations. All listed locations are not guaranteed to take deliveries, but can be used as a guide for the general delivery area. Delivery locations may change based on each municipalities needs throughout the contract term.

One price for each product shall apply to all delivery locations and all participants in this cooperative bid. Bids offering different prices for different locations or participants will be rejected. All prices shall be F.O.B. Destination.

Invoices will be paid within thirty (30) days of receipt. On a separate sheet, list any early payment discounts offered. Please indicate on the bid form if purchasing cards are accepted for payment of invoiced amounts, including the types of cards accepted.

Successful vendor must comply with all State of Michigan and local laws and ordinances i.e. frost laws, transportation of flammable liquids, etc. All bidders shall submit material safety data sheets (MSDS) for products included in their bid.

Before award of contract, the vendor must be post-qualified, by the cooperative as awardable to conduct business with the cooperative members. Failure to be post-qualified will result in rejection of vendor's bid.

PRICING - TANK WAGON AND TRUCK TRANSPORT

Pricing as indicated on the Tank Wagon and Truck Transport portions of the bid form shall be the final per gallon pricing, delivered, for the term of the 2-year award and any extensions, and shall not include any state and federal taxes, fees, surcharges, underground storage taxes, environmental recovery fees, environmental protection fees, etc. A two-year extension will be available upon mutual consent. No per gallon price increases to the Tank Wagon and Truck Transport pricing will be allowed during the term of the award and any extensions.

SALES AND EXCISE TAXES

Each cooperative member is exempt from sales and federal excise taxes. Tank Wagon and Truck Transport bid price is to be exclusive of taxes and surcharges. Each cooperative member will issue the necessary exemption certificates, if requested.

STATE AND FEDERAL SURCHARGES

All additional charges, including State and Federal surcharges and MUSTFA, must not be added to the Tank Wagon or Truck Transport unit pricing on your bid form and will be broken out separately and listed on the Taxes & Surcharges Form of the Bid Form.

Any surcharges should be broken out as a line item on the invoice.

State and Federal Surcharges: State and Federal Surcharges legally required to be paid by the Cooperative Member shall be firm for the term of the initial award and any extension.

Any **reduction** in the per gallon surcharges shall take effect immediately and shall be communicated to the City of Sterling Heights Purchasing Manager and the Cooperative with the next invoice.

Any **increase** in the per gallon surcharges listed below, or any new surcharge added must be approved in advance by the City of Sterling Heights Purchasing Manager prior to including and changes in any invoice to the invoice. Only those surcharges in which Cooperative members are legally obligated to pay will be considered.

INVOICES

Separate invoices with each delivery location shall be submitted in duplicate to each cooperative member's Finance Department. Invoices shall state the delivery location (name of using agency), product, quantity delivered and extended price. Each entity is responsible for its own ordering and payment. Vendor must submit verification of OPIS Price Report 10:00 AM for date of delivery. Any surcharges should be broken out as a line item on the invoice.

Invoices will be paid based on the following:

OPIS Detroit Rack Average Price (10:00:01 AM on Date of Delivery)

+ Per Gallon Additive price on Bid Form, if any (diesel premium / winter additive)

= Net Price Per Gallon

+ / - Bid Factor on Bid Form (Tank Wagon or Truck Transport)

= Net Price Per Gallon Delivered (Before any Taxes / Surcharges)

+ Per Gallon Surcharges (Taxes & Surcharges from Bid Form)

= Total Price Per Gallon Delivered

x Gallons Delivered

= **Invoice Total**

BILL OF LADING

Each delivery location shall receive a delivery slip verifying gallons delivered. Tank Wagon deliveries shall be metered at point of delivery and offloading. Truck Transport deliveries, if not metered at point of delivery and offloading, shall be verified by quantity loaded at terminal as stated on bill of lading, and quantity offloaded at point of delivery, by in-ground tank veeder root system or other acceptable means of verifying by cooperative member the quantity delivered and offloaded.

Any exceptions to this requirement must be noted in your bid and be accepted by the cooperative prior to award of bid.

DELIVERY REQUIREMENTS

All deliveries shall be made within approximately 24 hours from time of telephone release or no later than 4:00 p.m. the following business day, if ordered prior to the weekend. If an automated ordering system is used, vendor shall place a phone call or fax to confirm delivery. The vendor shall have the right to specify the order cut off time for next day delivery (e.g. all orders for next day delivery to be placed by 3:00 p.m.). The vendor must have personnel available for telephone releases at all times during normal business hours 8:30 a.m. to 4:00 p.m. If a delivery is called in on a Friday, the delivery will occur no later than the following Monday at 4:00 p.m. Please provide an emergency phone number with 24 hours a day/7 day a week availability which will be accessible for all governmental agencies using this contract.

DISASTERS AND DECLARED EMERGENCIES

All participating entities must be given first priority in times of Disaster or Declared Emergencies. Vendors must provide 24-hour emergency phone number (land line) available 7 days a week. All bidders are requested to include written procedures with their bid to accommodate deliveries during a Disaster or Declared Emergency.

PENALTY FOR LATE DELIVERIES

In the event that fuel is not delivered within 72 hours or the third business day, the cooperative cities reserve the right to obtain gas and or diesel fuel from an alternate source. If the price is higher, the awarded vendor shall be responsible to pay the difference between the price paid at the alternate source and the bid price that would have been paid on the day of the scheduled delivery and deduct the difference from the next invoice issued to that city.

V. INSURANCE REQUIREMENTS

The Contractor, and any and all of their subcontractors, shall not commence work under this contract until required insurance within this contract has been obtained and shall keep such insurance in force during the entire life of this contract. All insurance coverages shall be with insurance carriers licensed and admitted to do business in the State of Michigan and acceptable to the City of Sterling Heights. The requirements below should not be interpreted to limit the liability of the Contractor. If any insurance is written with a deductible or self-insured retention, the Contractor shall be solely responsible for said deductible or self-insured retention. The purchase of insurance and the furnishing of a certificate of insurance shall not be a satisfaction of the Contractor's indemnification to the City of Sterling Heights. The Contractor is responsible to meet all MIOSHA requirements for on-the-job safety.

The Contractor shall procure and maintain during the life of this contract the following coverages:

Workers Compensation Insurance including Employers Liability Coverage, in accordance with all applicable Statutes of the State of Michigan.

Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than $3,000,000.00 per occurrence and aggregate, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions:

(1) Contractual Liability Coverage
(2) Products and Completed Operations Coverage.
(3) Independent Contractors Coverage.
(4) Broad Form General Liability Extensions.
(5) Explosion, Collapse, and Underground, if applicable.

Automobile Liability including Michigan No-Fault Coverages, with limits of liability of not less than $3,000,000.00 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles.

Pollution Liability: The Contractor shall procure and maintain during the life of this contract, a Pollution Liability Policy with limits of liability not less than $3,000,000.00 per occurrence and aggregate, including, but not limited to, the collection, transportation, storage, and removal of all hazardous waste. Each entity of the Cooperative listed above shall be named as additional insured on said coverage. This coverage may be provided separately or as part of the Automobile Liability coverage.

Additional Insured: Following the official award of bid by City Council, the Commercial General Liability Insurance, Automobile Liability and Pollution Liability as described above shall include an Additional Insured endorsement as follows:

"Each entity of the Cooperative listed above, including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming each entity of the Cooperative listed above as additional insured, coverage afforded is considered to be primary and any other insurance each entity of the Cooperative listed above may have in effect shall be considered secondary and/or excess."

Cancellation Notice: Policies as described above, shall include an endorsement stating the following: It is understood and agreed thirty (30) days, ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction and/or Material Change shall be sent to:

City of Sterling Heights
Reference: Bid ITB-SH23-052
Purchasing Department
40555 Utica Road
Sterling Heights, MI 48313

Proof of Insurance Coverage: The contractor shall provide the City of Sterling Heights at the time the contracts are returned by him/her for execution a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned above shall be furnished, if so requested.

Required liability limits may be obtained by using an Excess/Umbrella Liability policy in addition to the primary liability policy(ies). If coverage limits are satisfied by an Excess and/or Umbrella policy, coverage must follow form of the primary liability policy(ies).

If any of the above coverages expire during the term of this Contract, the Contractor shall deliver renewal certificates, endorsements and/or policies to the City of Sterling Heights at least ten (10) days prior to the expiration date.

If the required insurance (with the exception of the Additional Insured endorsement) is already in place, please include a copy of the Certificate of Liability Insurance with your bid. However, if required insurance is not already in place when submitting bid, contractors shall include a letter from their insurance agent indicating that they will be able to secure a Certificate of Liability Insurance upon award of the contract.
Please label that letter Exhibit A.

VI. SPECIFICATIONS

The governmental entities of Ann Arbor Public Schools, Birmingham, Bloomfield Township, Clinton Township, Eastpointe, Farmington Hills, Grosse Pointe Woods, Huron-Clinton Metro parks, Livonia, Madison Heights, Macomb County Roads, Novi, Oakland County, Rochester Hills, Royal Oak, St. Clair Shores, Southfield, Sterling Heights, Troy, Warren, Waterford, and West Bloomfield, herein known as the "Cooperative", are jointly requesting sealed bid proposals for the purchase of gasoline and diesel fuel, as described below, in truck transport and tank wagon deliveries for the period of **February 1, 2024 through January 31, 2026.** The Cooperative reserves the right to extend the contract, exclusively, unless the vendor can show that terms or conditions or their variables within the contract have changed.

The Cooperative members listed above have their estimated annual fuel use incorporated into the bid. In addition, there may be approximately 2-3 additional entities that may be included at a later date. Individual governmental entity participation in the Cooperative may be subject to the entity's governing board approval.

TRUCK TRANSPORT ESTIMATED TOTAL ANNUAL REQUIREMENTS

Unleaded 87 Octane	2,379,381	gallons
Unleaded Mid-grade 90 Octane	0	gallons
ULS Diesel #2 Premium	259,307	gallons
ULS Diesel #2	581,808	gallons

TANK WAGON ESTIMATED ANNUAL REQUIREMENTS

Unleaded 87 Octane	782,829	gallons
Unleaded Mid-grade 90 Octane	65,000	gallons
ULS Diesel #2 Premium	371,819	gallons
ULS Diesel #2	67,717	gallons
ULS Diesel #2 – Dyed	41,319	gallons

SPECIFICATIONS

Unleaded gasoline (10% Ethanol)	Minimum octane rating of 87	(R+M)/2
Mid-grade gasoline (10% Ethanol) (used mostly for boats)	Minimum octane rating of 90	(R+M)/2
Ultra Low Sulphur Diesel	Maximum sulphur 15ppm	

All gasoline shall be free of water, suspended matter and strong obnoxious odors and shall meet the standards as per ASTM, D439-83 and all other recognized minimum standards.

Diesel fuel: The following specifications should be considered the minimum acceptable. All diesel fuel must meet or exceed the latest ASTM D975 version of standard specification, be free of water, suspended matter and strong obnoxious odors.

	PREMIUM NO. 2		NO. 2
	SUMMER	WINTER	
Gravity, API, Min (ASTM D287)	34	36	30
Flash, F., P-M, Min. (ASTM D93)	155	145	140
Pour Point, F., Max. (ASTM D97)	-10	-20	+10 to -5
Cloud Point, F., Max. (ASTM D2500)	0	-15	+15 max
Viscosity @ 40 C., (100 F.) MIN. c St. (ASTM D445) MAX.	35 -	33 -	2.0 3.6
Carbon Residue on 10% Bottoms, % Max. (ASTM D524)	.02	.02	0.35
Ash, % Max. (ASTM D482)	0.01	0.01	0.01
Corrosion 3 hrs. @ 122 F., Max. (ASTM D130)	1	1	1
Distillation (ASTM D86) 10% Recovered, F., Max.	413	413	Report
Color, Min. (ASTM D156) Color, Max. (ASTM D1500)	- -	- -	- 2.5
Cetane No., (Motor), Min. (ASTM D613) or Cetane Index (ASTM D976)	45.0	46.0	40.0
Water & Sediment (D96) Max.	0	0	Clear/Bright

All No. 2 Premium and No. 2 delivered *must* not exceed 0.0015 percent by weight of sulfur.

VENDOR QUALIFICATIONS

Bids will be accepted only from vendors who are licensed by the State of Michigan as a wholesale distributor. Vendors may be required to submit financial data as required for qualification. Please submit all sources of supply and approximate volume of annual business currently transacted in Southeast Michigan where indicated on your bid form.

MISCELLANEOUS

The vendor will be responsible for any spillage. If the governmental entities need to clean or otherwise remedy the results of a spill, the vendor will be responsible for all costs incurred, to notify the Department of Natural Resources and to complete and file all required forms. Proof of all such actions are to be provided to cooperative member concerned. Inasmuch as the fuel to be supplied under this agreement is for Police, Fire and other emergency services, the successful bidder shall agree to designate the members of this cooperative as priority services.

In any case where vehicle performance is poor and fuel quality is suspect, the vendor shall provide the necessary technical assistance and independent testing to determine the cause and/or solution to the problem. Testing would be at vendor's expense, if fuel is determined to be of poor quality.

The vendor is responsible for all expense to remove defective fuel and repair equipment. All defective fuel would be replaced with fuel meeting specifications and priced at original delivery date. If requested by agency, driver to provide fuel sample before fuel is dropped into tank. Agency to provide container and sample.

In the event any member of the cooperative elects to have an additive added to their diesel, the additional cost per gallon, as bid, will be charged. Example: ULS Diesel #2 Premium would be charged at the rate for USL Diesel #2 plus the per gallon charge for premium additive, as bid.

Indicate on the Bid Form additional charges, if any, for a split order of fuel to equal the vendor's minimum order (i.e. 4,000 gallons of diesel and 4,000 gallons of unleaded) at the same address.

METHOD OF AWARD

The Detroit, Michigan Market OPIS Contract - Rack Average will be used as a point of reference in evaluating bid prices and as the method for price adjustments during the term of the agreement. Please submit your bid on the basis of the OPIS for Detroit Michigan Rack Average on prices that are contained in the 10:00:01, **October 27, 2023** publication date. Unit prices and factors prevail, and the cooperative will correct any extension errors.

Please provide base pricing for truck transport on minimum delivery of 8,000 gallons per drop. Indicate any short load charges for quantities between 5,000 and 8,000 gallons. Base pricing for tank wagon on minimum delivery of 250 gallons.

Use Diesel #2 OPIS Index for No. 2 Premium Diesel if *not* shown on the OPIS Index.

Award will be made on a joint basis. However, separate purchase orders will be issued by each member of the cooperative, subject to approval of respective elected officials.

The successful bidder shall have the option to extend the terms of the agreement to other governmental units in the Metropolitan area upon approval of the Purchasing Manager of the City of Sterling Heights.

The members of the cooperative reserve the right to accept or reject any or all bids, waive irregularities or informalities, award to other than the low bidder, to split award and to accept any bid considered to be in the best interests of the members. All bids shall be in accordance with the specifications and shall be submitted on the bid forms contained herein. Any exceptions shall be so noted.

The cooperative members individually reserve the right to withdraw from this contract if their governing body will not approve the contract as awarded and in the event of the abandonment of full storage tanks. The vendor is required to hold prices for the other cooperative members. If more than two (2) members cannot obtain approval from their respective governing body, the cooperative bid will be void.

VII. BID FORM

The undersigned hereby declares that the instructions and specifications have been carefully examined and that **TRUCK TRANSPORT AND TANK WAGON DELIVERIES OF UNLEADED GASOLINE AND DIESEL FUEL** will be furnished to the Cooperative for the prices set forth in this bid. It is understood and agreed that all bids are **F.O.B. DESTINATION** and shall remain in effect for at least ninety (90) days from the date of the bid opening to allow for award of bid. Unit prices and factors prevail, and the cooperative will correct extension errors. Bid prices shall remain firm for the two-year contract beginning on **February 1, 2024 through January 31, 2026** and an additional two year extension upon mutual consent.

Enclose the written policy you have in place for times of disaster or declared emergencies.

Realistic delivery time in hours:____

List 24/7 emergency contact and number:__________________________________

Indicate split order charges, if any:______________________________________

Bid Bond ($5,000) included? ____

MSDS included? ____

Did you complete the new Taxes and Surcharges Form? _____________________

Are purchasing cards accepted? Which ones?_______________________________

I hereby state I have read, understand and agree to be bound by all terms of this bid document and certify I have downloaded all documents/addendums associated with this bid from the MITN website.

Company____

Address____

City/State/Zip____

Representative/Title____

Telephone/Fax____

E-Mail Address/Website____

Terms____

Signature/Date____

This form **must** be completed and returned with your bid.

VII. BID FORM — TRUCK TRANSPORT

Do not include any governmental taxes or surcharges in the pricing below. Complete the attached Per Gallon Taxes & Surcharges Form and identify any and all governmental per gallon taxes and surcharges that will be added to the price per gallon listed below to arrive at the delivered total price per gallon to the Cooperative member.

	Est. Usage*	OPIS Rack Average on 10/27/23	Additive Cost Per Gal	Bid Factor ±	Total Price/gallon	Ext. Total#
Unleaded 87	2,379,381	$__________		__________	$__________	$__________
Unleaded Mid-Grade 89	0	$__________		__________	$__________	$__________
ULS Premium Diesel #2	259,307	$__________		__________	$__________	$__________
ULS Diesel #2	581,808	$__________	$__________	__________	$__________	$__________

** Estimated annual usage of cooperative in gallons*
*** Use OPIS USL Diesel #2 rack average price on 10/27/23 (10 AM) and list cost per gallon of additive for Premium blend.*
 # Extended total is calculated by multiplying estimated annual usage by TTL Price Per Gallon

Truck Transport Total **$____________**

List any additional charge per gallon for Winterized Diesel, and the applicable winter additive season, if applicable:

Charge Per Gallon: $__________ Season: (months / dates applicable): ______________________________

Please base pricing on minimum delivery of 8,000 gallons per drop. Indicate any short load charges for quantities between 5,000 and 8.000 gallons.

Short load charge, if any: ____

1. Identify all sources of supply: ____

2. Approximate annual volume in gallons, in Southeast Michigan: ______________________________

This form **must** be completed and returned with your bid.

VII. BID FORM — TANK WAGON

Do not include any governmental taxes or surcharges in the pricing below. Complete the attached Per Gallon Taxes & Surcharges Form and identify any and all governmental per gallon taxes and surcharges that will be added to the price per gallon listed below to arrive at the delivered total price per gallon to the Cooperative member.

	Est. Usage in Gallons*	OPIS Rack Ave on 10/27/23	Additive Cost per Gal	Bid Factor ±	Total Price/gallon	Ext. Total#
Unleaded 87	782,829	$__________		__________	$__________	$__________
Unleaded Mid-Gr. 90	65,000	$__________		__________	$__________	$__________
ULS Premium Diesel #2	371,819	$__________		__________	$__________	$__________
ULS Diesel #2**	67,717	$__________	$__________	__________	$__________	$__________
ULS Dyed Diesel #2	41,319	$__________		__________	$__________	$__________

** Estimated annual usage of cooperative in gallons*
*** Use OPIS USL Diesel #2 rack average price on 10/27/23 (10 AM) and list cost per gallon of additive for Premium blend.*
 # Extended total is calculated by multiplying estimated annual usage by TTL Price Per Gallon

Tank Wagon Total **$____________**

List any additional charge per gallon for Winterized Diesel, and the applicable winter additive season, if applicable:

Charge Per Gallon: $__________ Season: (months / dates applicable): ____

The term "tank wagon" is intended to describe delivery in lots of 5,000 or less. Please specify minimum delivery quantity: ______________

---

1. Identify all sources of supply: ____
____

2. Approximate annual volume in gallons, in Southeast Michigan: ____
____

This form **must** be completed and returned with your bid.

VII. BID FORM — PER GALLON TAXES AND SURCHARGES FORM

Bid forms for Tank Wagon and Truck Transport shall exclude all state and federal taxes and surcharges. It shall represent only the OPIS Rack Average per gallon price, diesel premium additive, bid factor, and winter additive, if applicable. List applicable surcharges on this form.

Sales and Excise Taxes: Each cooperative member is exempt from sales and federal excise taxes. Bid price shall not include any taxes. Each cooperative member will issue the necessary exemption certificates, if requested.

State and Federal Surcharges: List all State and Federal Surcharges below (Fed UST, MI UST, etc.) as a per gallon cost, delivered. Only those fees, and surcharges legally required to be paid by the Cooperative Member shall be included, and shall be firm for the term of the initial award and any extension, subject to the following:

> Any **reduction** in the per gallon surcharges listed below shall take effect immediately and shall be communicated to the City of Sterling Heights Purchasing Manager and the Cooperative with the next invoice.
>
> Any **increase** in the per gallon surcharges listed below, or any new surcharge added, must be approved in advance by the City of Sterling Heights Purchasing Manager prior to including in any invoice. Only those State and Federal Surcharges in which Cooperative members are legally obligated to pay will be considered.

Unleaded Gasoline: Describe Surcharge	Surcharge Fee Per Gallon
______________________________	$____________
______________________________	$____________
______________________________	$____________

Diesel Fuel: Describe Surcharge	Surcharge Fee Per Gallon
______________________________	$____________
______________________________	$____________
______________________________	$____________

Add Comments / Notation Here: ____

____

____

This form **must** be completed and returned with your bid.

ATTACHMENT A
TRUCK TRANSPORT - ESTIMATED ANNUAL USAGE SUMMARY - PER GALLON

Location	Unleaded 87 Octane	Mid-Grade Unleaded 90 Octane	ULS Premium Diesel #2	ULS Diesel #2
Ann Arbor Public Schools	0	0	0	200,000
Birmingham	55,139	0	26,712	0
Bloomfield	79,000	0	0	33,500
Clinton Township	128,679	0	0	25,735
Eastpointe	7,200	0	0	0
Farmington Hills	180,000	0	0	70,000
Grosse Pointe Woods	0	0	0	0
Huron-Clinton Metro Authority	0	0	0	0
Livonia	159,000	0	0	77,750
Macomb County Roads	12,000	0	0	0
Madison Heights	0	0	0	0
Novi	107,005	0	0	33,975
Oakland County	350,000	0	0	0
Rochester Hills	50,000	0	30,000	30,000
Royal Oak	135,000	0	0	110,000
St. Clair Shores	100,000	0	0	0
Southfield	217,300	0	58,000	0
Sterling Heights	243,729	0	69,080	0
Troy	151,800	0	27,500	11,000
Warren	254,681	0	48,015	141,002
Waterford	102,431	0	0	48,846
West Bloomfield	46,417	0	0	0
Totals:	**2,379,381**	**0**	**259,307**	**581,808**
	2,379,381 Gasoline		**841,115 Diesel**	

ATTACHMENT B
TANK WAGON TRANSPORT - ESTIMATED ANNUAL USAGE SUMMARY - PER GALLON

Location	Unleaded 87 Octane	Mid-Grade Unleaded 90 Octane	Diesel #2	ULS Diesel #2	ULS Dyed Diesel #2
Ann Arbor Public Schools	-	-	-	-	-
Birmingham	1,450			1,750	
Bloomfield Township	120,000		11,500		4,000
Eastpointe	-	-	-	-	-
Clinton Township	-	-	-	-	-
Farmington Hills	20,000	-	-	-	-
Grosse Pointe Woods	38,000			16,000	
Huron-Clinton Metro Authority	76,750				27,300
Livonia	7,900				5,400
Macomb County Roads	395,980	65,000	234,578	-	-
Madison Heights	72,000	-	-	26,400	-
Novi	-	-	-	-	-
Oakland County	-	-	-	-	-
Rochester Hills	-	-	-	-	-
Royal Oak	-	-	-	-	-
Southfield	5,500	-	54,900	-	-
St. Clair Shores	6,000	-	56,000	-	-
Sterling Heights	-	-	820	-	-
Troy	23,200	-	12,500	4,000	-
Warren	16,049	-	1,521	19,567	4,619
Waterford	-	-	-	-	-
West Bloomfield	-	-	-	-	-
Totals:	**782,829**	**65,000**	**371,819**	**67,717**	**41,319**
	847,829		**480,856**		
	Gasoline		**Diesel**		

ATTACHMENT C
ESTIMATED TRUCK DELIVERY LOCATIONS

Location	**Tank Size**	**Above/Below Ground**	**Type of Product**
Ann Arbor Public Schools	N/A	N/A	Diesel #2
2555 South State St			
Ann Arbor, MI 48104			
Birmingham, City of	11,600	Below	Regular Unleaded
851 S. Eton Road	6,000	Below	ULS Diesel #2
Birmingham, MI 48009			
Bloomfield Township	12,000	Below	Regular Unleaded
4200 Telegraph Rd	12,000	Below	ULS Diesel #2
Bloomfield Hills, MI 48302			
Clinton Township Water Dept.	10,000	Below	Regular Unleaded
24230 Shook Road	10,000	Below	ULS Diesel #2
Clinton Township, MI 48035			
Clinton Township Water Dept.	2,000	Below	ULS Diesel #2
17825 18 Mile Rd.			
Clinton Township, MI 48038			
Eastpointe, City of	8,000	Below	Regular Unleaded
Department of Public Works			
17800 10 Mile Road			
Eastpointe, MI 48021			
Farmington Hills, City of	10,000	Below	Regular Unleaded
Police Station	10,000	Below	Regular Unleaded
31655 Eleven Mile Road			
Farmington Hills, MI 48336			
Farmington Hills, City of	8,000	Below	Regular Unleaded
DPW	12,000	Below	ULS Premium Diesel #2
27245 Halsted	*(20k tank that is compartmentalized)*		
Farmington Hills, MI 48331			
Livonia, City of	10,000	Below	Regular Unleaded
33000 Civic Center Drive	10,000	Below	ULS Diesel #2
Livonia, MI 48154			
Livonia, City of	10,000	Below	Regular Unleaded
Public Service Division	10,000	Below	ULS Diesel #2
12973 Farmington Road			
Livonia, MI 48150			
Macomb County Roads	N/A	N/A	Regular Unleaded
117 S. Groesbeck Hwy.			
Mt. Clemens, MI 48043			
* May have multiple locations	N/A	N/A	
Madison Heights, City of	6000*	Below	ULS Diesel #2

ATTACHMENT C
ESTIMATED TRUCK DELIVERY LOCATIONS

Department of Public Services	12000*	Below	Regular Unleaded
801 Ajax Drive	*single 15,000 tank compartmentalized		
Madison Heights, MI 48071			
Novi, City of	10,000	Below	Regular Unleaded
26300 Delwal	10,000	Below	Regular Unleaded
Novi, MI 48375	10,000	Below	ULS Diesel #2
Oakland County Central Garage	20,000	Below	Regular Unleaded
1200 North Telegraph Road	20,000	Below	
Building 38E	20,000	Below	
Pontiac, MI 48341	12,000	Below	
Rochester Hills, City of	15,000	Below	ULS Premium Diesel #2
Department of Public Services	15,000	Below	Regular Unleaded
511 E. Auburn Road			
Rochester Hills, MI 48037			
Royal Oak, City of	20,000	Below	Mid-Grade Unleaded
Motor Pool Garage	10,000	Below	ULS Premium Diesel #2
1600 N. Campbell Road	10,000	Below	ULS Premium Diesel #2
Royal Oak, MI 48067			
St. Clair Shores, City of	12,000	Below	Regular Unleaded
Department of Public Works	6,000	Below	ULS Premium Diesel #2
19800 Pleasant			
St. Clair Shores, MI 48080			
Southfield, City of	20,000	Below	Mid-Grade Unleaded
DPS Facility			
25501 Clara Lane	20,000	Below	ULS Diesel #2
Southfield, MI 48034			
Southfield, City of	20,000	Below	Mid-Grade Unleaded
Public Safety Building			
26000 Evergreen			
Southfield, MI 48076			
Sterling Heights, City of	25,000	Below	Regular Unleaded
Department of Public Works	20,000	Below	ULS Diesel #2
7200 Eighteen Mile Road			
Sterling Heights, MI 48314			
Troy, City of	12,000	Below	Regular Unleaded
500 W. Big Beaver			
Troy, MI 48084			
Troy, City of	12,000	Below	Regular Unleaded
Department of Public Works	12,000	Below	ULS Diesel #2
4693 Rochester Road			
Troy, MI 48098			
Warren, City of	10,000	Below	Regular Unleaded
Department of Public Works	12,000	Below	ULS Premium Diesel #2
12801 Stephens			

ATTACHMENT C
ESTIMATED TRUCK DELIVERY LOCATIONS

Warren, MI 48089	*one split tank with 10,000 gallons for Regular Unleaded and		
Warren, City of	10,000	Below	Regular Unleaded
Police Department	10,000	Below	Regular Unleaded
29900 Civic Center Blvd.			
Warren, MI 48093			
Warren, City of	12,000	Above	ULS Diesel #2
Sanitation			
25601 Flanders			
Warren, MI 48093			
Waterford Township	10,000	Below	Regular Unleaded
5240 Civic Center Drive	6,000	Below	ULS Premium Diesel #2
Waterford, MI 48239			
West Bloomfield Township	10,000	Below	Regular Unleaded
Police Department			
4430 Walnut Lake Road			
West Bloomfield, MI 48323			
Warren, City of	10,000	Above	ULS Diesel #2
Sanitation			
25601 Flanders			
Warren, MI 48089			
Waterford Township	10,000	Below	Regular Unleaded
5240 Civic Center Drive	6,000	Below	ULS Premium Diesel #2
Waterford, MI 48239			
West Bloomfield Township	10,000	Below	Regular Unleaded
Police Department			
4430 Walnut Lake Road			
West Bloomfield, MI 48323			

ATTACHMENT D
ESTIMATED LOCATION LISTING FOR TANK WAGON DELIVERIES

Location	Tank Size	Above/Below Ground	Type of Product
Birmingham, City of	500	Below	Regular Unleaded
Lincoln Hills Golf Course	500	Below	ULS Dyed Diesel #2
2666 W. Fourteen Mile Road			
Birmingham, MI 48009			
Birmingham, City of			
Springdale Golf Course	500	Below	Regular Unleaded
316 Strathmore	500	Below	ULS Dyed Diesel #2
Birmingham, MI 48009			
Bloomfield Township	N/A	N/A	Regular Unleaded
4200 Telegraph Rd			ULS Diesel #2
Bloomfield Hills, MI 48302			
Eastpointe, City of	2,000	Above	ULS Premium Diesel #2
Department of Public Works			
17800 10 Mile Road			
Eastpointe, MI 48021			
Eastpointe, City of	560	Above	ULS Premium Diesel #2
Fire & Rescue Department			
16370 9 Mile Road			
Eastpointe, MI 48021			
Farmington Hills, City of	3,000	Below	Regular Unleaded
Parks & Golf Maintenance	500	Above	ULS Premium Diesel #2
38111 Interchange Drive			(in colder months
Farmington Hills, MI 48331			Winter Blend Diesel)
Grosse Pointe Woods, City of	4,000	Above	Regular Unleaded
Department of Public Works	4,000	Above	ULS Premium Diesel #2
1200 Parkway Drive			(in colder months
Grosse Pointe Woods, MI 48236			Winter Blend Diesel)
HC Metropark - Lake St. Clair	4,000	Above	Regular Unleaded
31300 Metro Parkway	2,000	Above	ULS Dyed Diesel #2
Mt. Clemens, MI 48045			
HC Metropark - Wolcott Mill Farm Center	500	Above	Regular Unleaded
65775 Wolcott Road	500	Above	ULS Dyed Diesel #2
Ray, MI 48096			
HC Metropark - Wolcott Golf Course	500	Temporary Above	Regular Unleaded
21690 27 Mile Road	500	Temporary Above	ULS Dyed Diesel #2
Ray, MI 48096			
HC Metropark - Stony Creek Golf Course	1,000	Above	Regular Unleaded
5140 Main Parkway	1,000	Above	ULS Dyed Diesel #2
Shelby Township, MI 48316			
HC Metropark - Stony Creek Service Yard	4,000	Above	Regular Unleaded

ATTACHMENT D
ESTIMATED LOCATION LISTING FOR TANK WAGON DELIVERIES

4250 26 Mile Road	2,000	Above	ULS Dyed Diesel #2
Shelby Township, MI 48316			
HC Metropark - Indian Springs Service Area	3,000	Under	Regular Unleaded
5200 Indian Trail			
White Lake, MI 48386			
HC Metropark - Indian Springs Golf Course	1,000	Under	Regular Unleaded
5100 Indian Trail	1,000	Under	ULS Dyed Diesel #2
White Lake, MI 48386			
HC Metropark - Kensington Service Yard	4,000	Above	Regular Unleaded
2240 W Buno Road	2,000	Above	ULS Dyed Diesel #2
Milford, MI 48380			
HC Metropark - Kensington Golf Course	2,500	Under	Regular Unleaded
13760 High Ridge Drive	1,000	Under	ULS Dyed Diesel #2
Brighton, MI 48114			
HC Metropark - Kensington Boat Rental	500	Above	Regular Unleaded
2240 West Buno Rd			
Milford, MI 48380			
HC Metropark - Huron Meadows Service Yarc	1,000	Under	Regular Unleaded
8765 Hammel Road	1,000	Under	ULS Dyed Diesel #2
Brighton, MI 48116			
HC Metropark - Hudson Mills Golf Course	2,500	Under	Regular Unleaded
4800 Dexter-Pinckney Road	1,000	Under	ULS Dyed Diesel #2
Dexter, MI 48130			
HC Metropark - Hudson Mills Service Yard	2,500	Above	Regular Unleaded
8801 North Territorial	1,500	Above	ULS Dyed Diesel #2
Dexter, MI 48130			
HC Metropark - Lower Huron Service Yard	4,000	Under	Regular Unleaded
17845 Savage Road	2,500	Under	ULS Dyed Diesel #2
Belleville, MI 48111	1,000	Under	Regular Unleaded
HC Metropark - Willow Service Yard	4,000	Above	Regular Unleaded
23140 Interloop Rd	2,000	Above	ULS Dyed Diesel #2
New Boston, MI 48164			
HC Metropark - Willow Golf Course	1,000	Under	Regular Unleaded
22900 Huron River Drive	1,000	Under	ULS Dyed Diesel #2
New Boston, MI 48164			
HC Metropark - Lake Erie Service Yard	4,000	Above	Regular Unleaded
32481 West Jefferson	2,000	Above	ULS Dyed Diesel #2
Brownstown, MI 48173			
HC Metropark - Lake Erie Golf Course	4,000	Above	Regular Unleaded
14786 Lee Road	2,000	Above	ULS Dyed Diesel #2

ATTACHMENT D
ESTIMATED LOCATION LISTING FOR TANK WAGON DELIVERIES

Browntown, MI 48173			
Livonia, City of	500	Above	Regular Unleaded
Fox Creek Golf Course	500	Above	ULS Dyed Diesel #2
36000 Seven Mile Road			
Livonia, MI 48152			
Livonia, City of	2,000	Above	Regular Unleaded
Idylwyld Golf Course	2,000	Above	ULS Dyed Diesel #2
35786 Five Mile Road			
Livonia, MI 48150			
Livonia, City of	2,000	Above	Regular Unleaded
Whispering Willows Golf Course	2,000	Above	ULS Dyed Diesel #2
20500 Newburgh Road			
Livonia, MI 48152			
Macomb County Roads	N/A	N/A	Regular Unleaded
117 S. Groesbeck Hwy.			
Mt. Clemens, MI 48043			
* May have multiple locations	N/A	N/A	
Madison Heights, City of	N/A	N/A	ULS Diesel #2
Department of Public Services	N/A	N/A	Regular Unleaded
801 Ajax Drive	N/A		
Madison Heights, MI 48071			
St. Clair Shores, City of	1,000	Above	Regular Unleaded
St. Clair Shores Country Club	1,000	Above	ULS Premium Diesel #2
22185 Masonic			
St. Clair Shores, MI 48082			
Southfield, City of	1,000	Above	ULS Premium Diesel #2
Fire Headquarters			
24477 Lahser Road			
Southfield, MI 48033			
Station 1	1,000	Above	ULS Diesel #2
Station 2	1,000	Above	ULS Diesel #2
Station 3	1,000	Above	ULS Diesel #2
Station 4	1,000	Above	ULS Diesel #2
	500	Above	ULS Diesel #2
Southfield, City of	3,000	Above	ULS Diesel #2
Public Safety Building / Park Services			
26000 Evergreen			
Southfield, MI 48076			
Sterling Heights, City of	1,000	Above	ULS Diesel #2
Fire Station #2			
12825 Nineteen Mile Road			
Sterling Heights, MI 48313			
Sterling Heights, City of	1,000	Above	ULS Diesel #2

Fire Station #3			
5250 Fifteen Mile Road			
Sterling Heights, MI 48310			
Sterling Heights, City of	1,000	Above	ULS Diesel #2
Fire Station #4			
12850 Fifteen Mile Road			
Sterling Heights, MI 48312			
Sterling Heights, City of	generator	Above	ULS Dyed Diesel #2
Fire Station #5			off-road diesel
41627 Ryan Road			
Sterling Heights, MI 48314			
Sterling Heights, City of	generator	Above	ULS Dyed Diesel #2
Booster Station			off-road diesel
2460 Dobry Drive			
Sterling Heights, MI 48314			
Sterling Heights, City of	generator	Above	ULS Dyed Diesel #2
Police Department			off-road diesel
40333 Dodge Park			
Sterling Heights, MI 48313			
Sterling Heights, City of	generator	Above	ULS Dyed Diesel #2
Fire Station #1			off-road diesel
38911 Van Dyke			
Sterling Heights MI, 48312			
Troy, City of			
500 W. Big Beaver			
Troy, MI 48084	12,000	Below	Regular Unleaded
Troy DPW, City of			
4693 Rochester Road			
Troy, MI 48098	12,000	Below	ULS Diesel #2
Warren, City of	4,000	Above	Mid-Grade Unleaded
Parks & Recreation	2,000	Above	ULS Diesel #2
32601 Warkop			
Warren, MI 48093			
Warren, City of	6,000 (14 Mile	Below	ULS Dyed Diesel #2
Waste Water Treatment Plant	125 (14 Mile	Above	ULS Dyed Diesel #2
32360 Warkop	1,050 (9 Mile)	Above	ULS Dyed Diesel #2
Warren, MI 48093			
Warren, City of	6,000	Below	ULS Diesel #2 - Dyed
Police Department			
29900 Civic Center Blvd.			
Warren, MI 48093			
Warren, City of	1,250	Above	ULS Dyed Diesel #2
City Hall			
One City Square			
Warren, MI 48093			

ATTACHMENT D
ESTIMATED LOCATION LISTING FOR TANK WAGON DELIVERIES

Waterford Township	1,000	Above	ULS Premium Diesel #2
5240 Civic Center Drive			
Waterford, MI 48239			
Waterford Township	1,000	Above	ULS Diesel #2
Fire Station #3			
3435 Elizabeth Lake Road			
Waterford, MI 48328			
West Bloomfield Township	500	Below	Mid-grade Unleaded
Fire Station #1	500	Below	ULS Diesel #2
4601 Orchard Lake Road			
West Bloomfield, MI 48323			
West Bloomfield Township	500	Below	ULS Diesel #2
Fire Station #2			
6925 West Maple			
West Bloomfield, MI 48322			
West Bloomfield Township	500	Below	ULS Diesel #2
Fire Station #3			
3340 Green Lake Road			
West Bloomfield, MI 48324			
West Bloomfield Township	500	Below	Mid-grade Unleaded
Fire Station #4	500	Below	ULS Diesel #2
5842 Greer Road			
West Bloomfield, MI 48324			
West Bloomfield Township	500	Below	Mid-grade Unleaded
Fire Station #5	500	Below	ULS Diesel #2
5425 W. Maple			
West Bloomfield, MI 48322			
West Bloomfield Township	500	Below	ULS Diesel #2
Fire Station #9			
3300 Orchard Lake Road			
West Bloomfield, MI 48324			
West Bloomfield Township	2,000	Below	ULS Dyed Diesel #2
Police Department			
4430 Walnut Lake Road			
West Bloomfield, MI 48323			
West Bloomfield Township	300	Below	ULS Dyed Diesel #2
Township Hall			
4550 Walnut Lake Road			
West Bloomfield, MI 48323			
West Bloomfield Township	3,000	Below	ULS Dyed Diesel #2
Water and Sewer Department	5,000	Below	Mid-grade Unleaded
2400 Haggerty			
West Bloomfield, MI 48323			

Business of the City Council
Sterling Heights, Michigan

City Clerk's Use
Item No:
Meeting: 01/03/2024

AGENDA STATEMENT

OMB AS03 Rev. 11/04

Item Title: To split the award of a bid for truck transport and tank wagon deliveries of gasoline and diesel fuel at unit factors/prices bid for a two-year period (Annual estimated expenditure of $705,000).

Submitted By: Office of Purchasing

Contact Person/Telephone: Erik Skurda, Purchasing Manager, 586.446.2741

Administration (initial as applicable)

__ City Clerk __ Finance & Budget Director __ City Attorney __ City Manager

Executive Summary:

The City of Sterling Heights purchases approximately 215,000 gallons of gasoline and 85,000 gallons of diesel fuel per year to power the City's fleet of automobiles, trucks, equipment and generators. The City is also the lead agency for a Michigan Intergovernmental Trade Network (MITN) cooperative for the purchase of gasoline and diesel fuel that includes 20 member communities in the Macomb, Oakland and Wayne County region. Through this cooperative bid, approximately 3,000,000 gallons of gasoline and 1,300,000 gallons of diesel fuel are purchased annually. The current bid pricing expires on February 1, 2024.

The bid is structured so that MITN members pay for fuel based on the per gallon wholesale rack average as published daily by the Oil Price Information Service (OPIS) for the Detroit market, plus a delivery fee (bid factor) per gallon. Additional per gallon fees apply for a premium diesel additive and for a diesel winter additive typically requested November through March. Gasoline and diesel fuel are purchased and delivered by truck transport for quantities of fuel greater than 5,000 gallons, and by tank wagon for quantities less than 5,000 gallons.

On November 14, 2023, nine (9) vendors responded with bids for the cooperative purchase of truck transport and tank wagon deliveries of gasoline and diesel fuel for a two-year period. Upon receipt and review of all bids, recommendation is being made to split the award of the bid among three bidders. For the truck transport portion of the bid, recommendation is being made to award the bid to RKA Petroleum, Inc. and Marathon Flint Oil, the two overall low bidders meeting bid specifications. For the tank wagon portion of the bid, recommendation is being made to award the bid to RKA Petroleum, Inc. and Gen Oil Company, the two overall low bidders meeting bid specifications.

Truck Transport (orders over 5,000 gallons) - RKA Petroleum is the incumbent truck transport vendor and past performance has been very good. RKA is also a certified Women's Business Enterprise.

Marathon Flint Oil has not worked with the city in the past, however references attested to a high quality of service.

Tank Wagon (< 5,000 gallons) – RKA Petroleum is the incumbent tank wagon vendor and past performance has been very good. RKA is also a certified Women's Business Enterprise. Gen Oil Company has not worked with the city in the past, however references attested to a high quality fuel and service.

By splitting the bid award amongst multiple vendors for both truck transport deliveries and tank wagon deliveries, the City and the cooperative members are able to select the vendor that best meets their need for the lowest pricing and delivery timeline. As the lead municipality, the MITN cooperative members rely upon the recommendation of the city of Sterling Heights in awarding this bid. After this bid award by the city of Sterling Heights, the remaining 19 MITN cooperative members will have the opportunity to purchase gasoline and diesel fuel using the bid pricing secured through this cooperative bid.

Please see the attached Staff Report and supporting documentation for additional information.

Suggested Action:

RESOLVED, to split the award of the bid for truck transport and tank wagon deliveries of unleaded gasoline and diesel fuel to the following vendors based on bid factors included in their respective bids for a two-year period, with the option to extend the terms and conditions an additional two years upon mutual consent:

Truck Transport deliveries:
1. RKA Petroleum Companies, 28340 Wick Rd., Romulus, MI, 48174, and
2. Marathon Flint Oil Company, 1919 S Dort Highway., Flint, MI 48503

Tank Wagon deliveries:
1. RKA Petroleum Companies, 28340 Wick Rd., Romulus, MI, 48174, and
2. Gen Oil Company, 1238 Anderson Rd., Clawson, MI 48017

CITY OF STERLING HEIGHTS
STAFF REPORT
January 3, 2023

Prepared By: Erik Skurda, Purchasing Manager Ext. No. 2741

GENERAL INFORMATION:

On November 14, 2023, bids were received in response to a MITN cooperative bid solicitation for the delivery of gasoline and diesel fuel. The Invitation to Bid (ITB) was advertised on SHTV, posted to the MITN and City of Sterling Heights Website, and circulated on City social media. Nine (9) vendors responded with bids per the attached bid tabulation.

Funds for the purchase of gasoline and diesel fuels are budgeted in 101.440.553 (Fleet Maintenance) 750.000 (Fuels and Lubricants). Based on an estimated purchases of 300,000 gallons of fuel and an average delivered price of $2.35/gal based on current market conditions, the City will expend approximately $705,000 for truck transport and tank wagon deliveries of gasoline and diesel fuel annually.

STAFF ANALYSIS AND FINDINGS:

Upon review and analysis of all qualifying bids received, the recommendation is being made to split the award of the bid among three vendors per the following analysis:

Truck Transport (deliveries of greater than 5,000 gallons): Recommendation is being made to award truck transport deliveries to the two overall low bidders, RKA Petroleum Companies and Marathon Flint Oil Company based upon the following bids:

RKA Petroleum Companies, Inc., 28340 Wick Road, Romulus, MI 48174:

Unleaded Regular 87 - $0.0520/gal
Unleaded Mid-Grade 89 N/A
ULS Diesel #2 - $0.0529/gal
ULS Premium Diesel #2 - $0.0529/gal
Winter Diesel Additive + $0.0285/gal for Winter Additive

Marathon Flint Oil Company, 1919 S Dort Highway., Flint, MI 48503:

Unleaded Regular 87 - $0.0480/gal
Unleaded Mid-Grade 89 - $0.0480/gal

ULS Diesel #2 - $0.0310/gal
ULS Premium Diesel #2 - $0.0310/gal
Winter Diesel Additive + $0.022/gal for Winter Additive

RKA Petroleum is the low bidder overall for unleaded 87 octane fuel, ULS Premium Diesel #2, and ULS Diesel #2. Marathon Flint Oil Company is the overall low bidder for Unleaded Mid-Grade 89 octane fuel. Splitting the award to the two overall lowest bidders for purchases of truck transport deliveries of gasoline and diesel fuel offers the City and the cooperative members the option of leveraging the lowest pricing, with the safety of a back-up vendor in case of delivery or supply issues.

RKA Petroleum is a capable vendor, having provided fuel to the City and the cooperative members under the current contract since 2015, with satisfactory performance. Marathon Flint Oil Company is also capable. A check of references resulted in favorable recommendations from current customers. Marathon's clients include both the Oakland County and St Clair County Road Commission's, which has led the Office of Purchasing to believe they are capable of fulfilling municipal needs, and the needs of the cooperative.

Tank Wagon (deliveries of less than 5,000 gallons): Recommendation is being made to award tank wagon deliveries to the two overall low bidders, RKA Petroleum Company and Gen Oil Company based upon the following bids:

RKA Petroleum Companies, Inc., 28340 Wick Road, Romulus, MI 48174:
Unleaded Regular 87 + $0.0780/gal
Unleaded Mid-Grade 89 + $0.0780/gal
ULS Diesel #2 + $0.0771/gal
ULS Diesel #2 Premium + $0.0771/gal + $.0285/gal for Premium Additive
ULS Diesel #2 Dyed + $0.1021/gal
Winter Additive + $.0285/gal for Winter Additive

Gen Oil Company, 1238 Anderson Rd., Clawson, MI 48017
Unleaded Regular 87 + $0.0995/gal
Unleaded Mid-Grade 89 + $0.0995/gal
ULS Diesel #2 + $0.0895/gal
ULS Diesel #2 Premium + $0.0925/gal
ULS Diesel #2 Dyed + $0.0925/gal
Winter Additive + $0.0199/gal for Winter Additive

RKA Petroleum is the incumbent vendor for tank wagon deliveries and is the overall low bidder for Unleaded 87 octane fuel, Unleaded Mid-Grade 90 Octane, ULS Diesel #2, and ULS Diesel Premium. Gen Oil Company is the overall low bidder for ULS Diesel #2 Dyed, and the second lowest bidder in all other categories. Gen Oil does not have a past relationship with the City, however a review of references resulted in favorable recommendations. Gen Oil's current clients include several large private sector enterprises that require 24/7 operational uptime making them a prime candidate to provide service for municipal use and the needs of the cooperative.

As indicated above, an award to two vendors for both tank wagon and truck transport deliveries affords MITN members the opportunity to leverage the bid results and purchase fuel at the lowest cost, depending on the commodity and quantity being ordered. In addition, in the event of an emergency, MITN cooperative members will have access to two tank wagon vendors.

Wholesale fuel prices charged to MITN members through this cooperative bid may fluctuate daily based on market conditions and are considerably lower than consumer pump prices.

<u>**Mandatory Taxes and Fees:**</u> Qualifying governmental entities are tax exempt, however, Federal LUST (Leaking Underground Storage Tank) fees, Michigan UST (Underground Storage Tank) fees, and Federal Superfund fees are payable on a per gallon basis. These mandatory taxes/fees are listed by the individual bidders in the bid submissions, however they are not included in the totals listed on the Bid Tabulation. Below is the listing of the currently allowable taxes and fees that will be added to all invoices on a per gallon basis:

Federal LUST (Leaking Underground Storage Tank) fee - $0.001 per gallon.
Federal Superfund - $0.003515 per gallon
Michigan UST (Underground Storage Tank) fees - $0.01 per gallon.

In total, these allowable taxes/fees equate to $0.014515 per gallon, and are subject to change, in addition to new fees that may be imposed by Federal and State governments. The City and the cooperative members will only be required to pay taxes and fees that they are legally obligated to pay.

<u>**Bid Factors:**</u> Bids were received that reflect negative (-) factors for the truck transport deliveries. This negative factor applies only to the larger truck transport deliveries, not the smaller volume tank wagon deliveries. These negative bid factors can best be explained as the 'sharing of a volume discount provided to the vendor from the fuel terminals.' The bidders buy a high volume of fuel from the terminals and as a result, have favorable pricing agreements with the terminals. In the hope of being awarded a bid, vendors have made a business decision to pass along savings offered by the terminals in the form of a negative factor. If awarded, the gallons of fuel included in this cooperative bid advances

the vendors objective of meeting their threshold of fuel needed to secure favorable pricing from the fuel terminals.

Invoicing: Invoices will calculated and paid based on the following:

OPIS Detroit Rack Average Price (10:00:01 AM on Date of Delivery)
+ Per Gallon Additive price on Bid Form, if any (diesel premium / winter additive)
= Net Price Per Gallon
+ / - Bid Factor on Bid Form (Tank Wagon or Truck Transport)
= Net Price Per Gallon Delivered (Before any Taxes / Surcharges)
+ Per Gallon mandatory Surcharges (Taxes & Surcharges)
= Total Price Per Gallon Delivered
x Gallons Delivered
= Net Total Cost of Fuel
+ Short Load Charge or Split Order Charge, when applicable
= **Invoice Total**

Cooperative Members: MITN cooperative members include the governmental entities of Birmingham, Bloomfield, Clinton Township, Eastpointe, Farmington Hills, Grosse Pointe Woods, Huron-Clinton Metro Parks, Livonia, Madison Heights, Novi, Oakland County, Rochester Hills, Royal Oak, St. Clair Shores, Southfield, Sterling Heights, Troy, Warren, Waterford, and West Bloomfield. In addition, there are approximately 2-3 additional entities that may be included at a later date.

All vendors receiving an award must agree to indemnify and hold the MITN cooperative members harmless from liability and provide evidence of insurance with acceptable terms and coverage.

STAFF RECOMMENDATION:

Please see the suggested action on the Agenda Statement.

CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD JANUARY 17, 2024

Meeting was called to order at 8:00 p.m. by Council President Brandon McCullough. Present: Carrie Budzinski, Scott Morgan, Laura Toy, Jim Jolly, Vice President Martha Ptashnik, Rob Donovic, and President Brandon McCullough. Absent:

Elected and appointed officials present: Paul Bernier, City Attorney; and Todd Zilincik, City Engineer.

Councilmember Budzinski led the meeting with the Pledge of Allegiance.

10. REQUEST TO ACCEPT STORM WATER FACILITIES MAINTENANCE AGREEMENT: Engineering Division, re: from Aligned Equity Group, LLC, in conjunction with the construction of a storm drain system that provides adequate drainage for the newly constructed ClearPath Assisted Living located at 33579 Eight Mile Road, in the Northeast 1/4 of Section 4.

    Todd Zilincik, City Engineer, presented the request to Council.

    Vice President Ptasknik offered an approving motion for the Consent agenda.

    DIRECTION: APPROVING CONSENT

LETTER TO THE LIVONIA CITY COUNCIL

Engineering
January 10, 2024

MEETING DATE	PREPARED BY
S012924/R021224	Karen Worley, Secretary IV,

AGENDA ITEM

REQUEST TO ACCEPT STORM WATER FACILITIES MAINTENANCE AGREEMENT: Engineering Division, re: from Aligned Equity Group, LLC, in conjunction with the construction of a storm drain system that provides adequate drainage for the newly constructed ClearPath Assisted Living located at 33579 Eight Mile Road, in the Northeast 1/4 of Section 4.

BACKGROUND DETAILS

In conjunction with the development of the property located on the south side of Eight Mile Road, west of Farmington Road, the City of Livonia required the proprietor to construct a storm drainage system to provide adequate drainage for the site at their own expense. In reference to this storm sewer system, the office has received the attached storm water maintenance agreement from the owner, Aligned Equity Group, LLC, 1610 Des Peres Road, Suite 385, Saint Louis, MO 63131, requiring them to reimburse the City for any such maintenance that may become necessary.

The Engineering Division has approved the storm sewer plans and respectfully recommends that the City Council take the actions:

- Accept the Storm Water Management System (SWMS) for ClearPath Assisted Living, located on the south side of Eight Mile Road, west of Farmington Road in the N.E. ¼ of Section 4.

- Authorize the Mayor and the City Clerk to execute the Storm Water Facilities Maintenance Agreement on behalf of the City.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

The Engineering Division has approved the storm sewer plans and respectfully recommends that the City Council take the actions:

- Accept the Storm Water Management System (SWMS) for ClearPath Assisted Living, located on the south side of Eight Mile Road, west of Farmington Road in the N.E. ¼ of Section 4.

- Authorize the Mayor and the City Clerk to execute the Storm Water Facilities Maintenance Agreement on behalf of the City.

ATTACHMENTS

1. Signed ClearPath Storm Water Agreement

APPROVED BY

Todd Zilincik, P.E., City Engineer

Date: January 11, 2024

Don Rohraff, Director of Public Works

Date: January 16, 2024

Paul Bernier, City Attorney

Date: January 17, 2024

Maureen Miller Brosnan, Mayor

Date: January 18, 2024

STORM WATER FACILITIES MAINTENANCE AGREEMENT

THIS AGREEMENT is made this ______day of ________________, 20____, by and between the City of Livonia, a municipal corporation, with principal offices located at 33000 Civic Center Drive, Livonia, Michigan 48154, hereafter "City" and

Aligned Equity Group, LLC

a Missouri limited liability company with principal offices located at 1610 Des Peres Road, Suite 385, Saint Louis, MO 63131 hereafter "Proprietor".

RECITALS

1. The Proprietor has completed the development located in the City of Livonia, Wayne County, Michigan, as ClearPath Assisted Living, 33579 Eight Mile Road, Livonia, Michigan 48152 ("Development"), as more particularly described in Exhibit "A" attached hereto.

2. The Proprietor has constructed storm drainage system to provide adequate drainage for the Development.

3. Such storm drainage system will encompass or impact storm runoff from the Development.

4. The City issued a permit ("Permit") authorizing the construction, operations and maintenance of the storm drainage system which is located within the Development and/or the City of Livonia's right-of-way and/or drain, on or adjacent to the Development described in the Permit as Exhibit "A" attached hereto and incorporated herein by reference.

5. The Permit signed by the City will benefit the Proprietor and the proposed Development.

NOW, THEREFORE, for and in consideration of the mutual covenants and benefits to be derived hereunder, the receipt, adequacy and sufficiency of which is hereby acknowledged, the City and the Proprietor agree as follows:

1. The Proprietor shall assume the obligations of the City under the Permit, as follows:

   a. The Proprietor agrees that Proprietor will maintain, at Proprietor's own expense, the storm drainage system which is located within the Development and/or the City of Livonia's right-of-way and/or drain, and on or adjacent to the Development described in the Permit as Exhibit "A" attached hereto and incorporated herein by reference. In the event the Proprietor fails to maintain the storm drainage system as herein agreed and after the City has notified Proprietor in writing of such failure, the City may enter upon said premises for the purposes of maintaining said storm drainage system, in which event the Proprietor agrees to pay the City all reasonable charges and expenses incurred thereon. The City will provide sufficient written notice prior to performing any work for which the Pr8oprietor will be charged.

b. In the event of any failure or settlement in the Development, resulting from said storm drainage system, the City shall take immediate steps, after providing notice to the Proprietor, to correct the situation so that the public health, safety and welfare shall not be endangered nor the road improvement damaged. All reasonable expenses to perform the foregoing, including engineering will be remitted by the Proprietor to the City.

c. If it is found necessary to repair all or any portion of said storm drainage system within the Development because of work initiated by Proprietor, the City shall cause such repair to be accomplished, after providing notice to the Proprietor, and all reasonable expenses to perform the foregoing, including engineering, will be remitted by the Proprietor to the City. Prior to any work being performed in a City of Livonia road right-of-way, a separate permit shall be secured from the Engineering Department.

2. Without limitation of the foregoing, Proprietor, its successors and assigns, at its sole cost and expense shall perform maintenance of the storm water facilities described in the City of Livonia's Storm Water Management and Long-Term Maintenance Plan as Exhibit "B" attached hereto and incorporated herein by reference.

3. The Proprietor, its agents, representatives, successors and assigns shall defend, indemnify and hold the City harmless from and against any claims, demands, actions, damages, injuries, costs or expenses of any nature whatsoever, hereinafter "Claims", fixed or contingent, known or unknown, arising out of or in any way connected with the maintenance or repair (or omission in such regard) of the storm drainage system referred to in the permit as Exhibit "A" hereto, appurtenances, connections and attachments thereto which are the subject of this Agreement (except those Claims caused in whole or in part by the willful or negligent acts or omissions of the City, its employees or agents). This indemnity and hold harmless shall include any costs, expenses and attorney fees reasonably incurred by the City in connection with such Claims or the enforcement of this Agreement.

4. In accordance with 1976 PA 453, the parties hereto covenant: (1) not to discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, sex, age, height, weight or marital status.

5. That this Agreement shall be recorded at the Proprietor's expense with the Wayne County Register of Deeds.

IN WITNESS WHEREOF, the Proprietor and City have executed this Agreement on the day and year first above written.

Aligned Equity Group, LLC
a Missouri limited liability company

By: ______________________
Jim Elsenhart
Its: Managing Principal

STATE OF MISSOURI)
) ss.
COUNTY OF Jefferson)

The foregoing instrument was acknowledged before me on this 16 day of October, 20 20, a Notary Public and for said County, appeared Jim Elsenhart to me being personally known, who being sworn, did for himself say that he is the Managing Principal of Aligned Equity Group LLC, the limited liability company named in and which executed the within instrument and, that said instrument was signed on behalf of said limited liability company, and acknowledged said instrument to be the free act and deed of said limited liability company.

Melissa K. Moore
Notary Public
Jefferson County, ~~Michigan~~ Missouri
My Commission Expires On: 9/11/21

NOTARY PUBLIC NOTARY SEAL STATE OF MISSOURI

MELISSA K. MOORE
My Commission Expires
September 11, 2021
Jefferson County
Commission #12419730

CITY OF LIVONIA
a municipal corporation

By: ______________________
Maureen Miller Brosnan
Its: Mayor

By: ______________________
Lori Miller
Its: City Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF WAYNE)

On this ______day of __________________, 20_____, before me, a Notary Public in and for said County, appeared Maureen Miller Brosnan and Lori Miller to me personally known, who, being sworn, did for themselves say that they are respectively the Mayor and the City Clerk of the City of Livonia, the municipal corporation named in and which executed the within instrument and acknowledged said instrument to be the free act and deed of said municipal corporation.

____
Notary Public

__________ County, Michigan
My Commission Expires On:

INSTRUMENT DRAFTED BY:
Todd J. Zilincik, P.E.
City Engineer
City of Livonia
33000 Civic Center Drive
Livonia, MI 48154

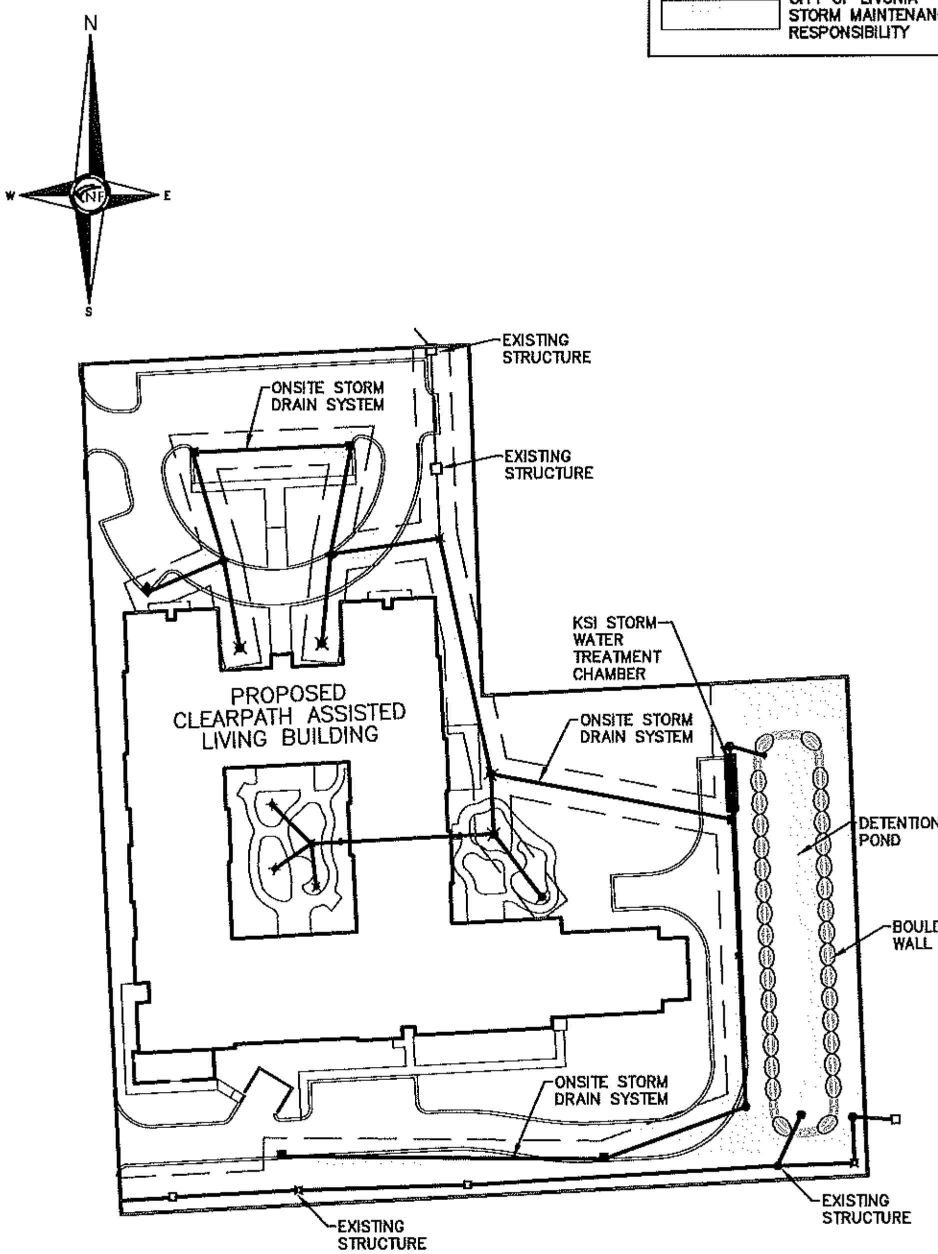
WHEN RECORDED RETURN TO:
City of Livonia
Attn: Engineering Division
Todd J. Zilincik, P.E.
33000 Civic Center Drive
Livonia, MI 48154

Exhibit A

PHYSICAL LIMITS OF STORM WATER MANAGEMENT SYSTEM

LEGEND

CITY OF LIVONIA STORM MAINTENANCE RESPONSIBILITY



NF ENGINEERS
NOWAK & FRAUS ENGINEERS
46777 WOODWARD AVE.
PONTIAC, MI 48342-5032
TEL. (248) 332-7931
FAX. (248) 332-8257
WWW.NOWAKFRAUS.COM

PROPERTY OWNERS:
AEG Livonia Propco, LLC
1610 Des Peres Road, Ste 385
Saint Louis, MO 63131
Contact: Jim Eisenhart,
Managing Principal
Phone: (314) 288-8780
Email: jeisenhart@clearpathdev.com

GRAPHIC SCALE

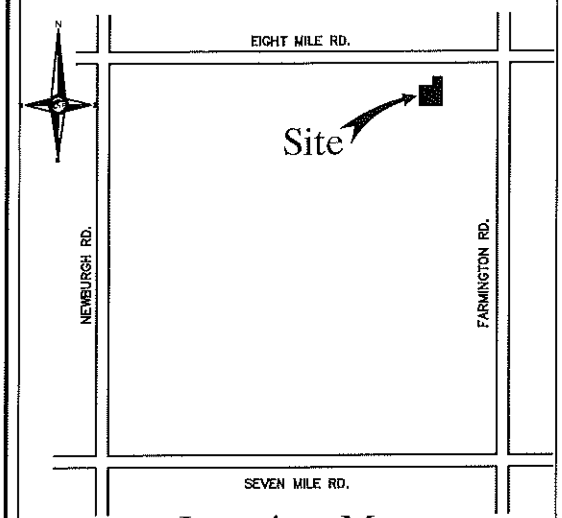
80 40 0 40 80 120

1 inch = 80 ft.

SCALE	DATE	DRAWN	JOB NO.	SHEET
1" = 80'	08-21-2020 Rev. 09-30-2020 Rev. 08-11-2022	NN	I570-01	1 of 2

Exhibit A (Cont.)

PHYSICAL LIMITS OF STORM WATER MANAGEMENT SYSTEM



Location Map
N.T.S.

LEGAL DESCRIPTION

Land in the City of Livonia, Wayne County, Michigan, described as follows:

Part of the Northeast 1/4 of Section 4, Town 1 South, Range 9 East, Michigan, described as; commencing at the North 1/4 corner of Section 4; thence South 00 degrees 04 minutes 56 seconds West 60 feet; thence North 89 degrees 41 minutes 00 seconds East 1559.51 feet; thence South 00 degrees 19 minutes 19 seconds East 210.00 feet to the point of beginning; thence North 89 degrees 41 minutes 00 seconds East 213.44 feet; thence South 00 degrees 02 minutes 37 seconds West 191.94 feet; thence North 89 degrees 42 minutes 08 seconds East 199.96 feet, measured (North 89 degrees 41 minutes 00 seconds East 200.00 feet, recorded); thence South 00 degrees 01 minute 48 seconds West 272.91 feet, measured (South 00 degrees 03 minutes 10 seconds West 273.01 feet, recorded) along a line parallel with and 660.00 feet West of the East line of said Section 4; thence South 89 degrees 40 minutes 41 seconds West 410.50 feet, measured (410.89 feet, recorded); thence North 00 degrees 19 minutes 19 seconds West 464.95 feet to the point of beginning.

Easement Parcel:

Together with a non-exclusive easement(s) as created, limited and defined by instrument dated December 13, 1996 recorded March 27, 1997 in Liber 29547, Page 1022, Wayne County Records.

Property Address: 33579 Eight Mile Road, Livonia, MI 48152

Parcel Number: 46-013-99-0032-002

NF ENGINEERS
NOWAK & FRAUS ENGINEERS
46777 WOODWARD AVE.
PONTIAC, MI 48342-5032
TEL. (248) 332-7931
FAX. (248) 332-8257
WWW.NOWAKFRAUS.COM

PROPERTY OWNERS:
AEG Livonia Propco, LLC
1610 Des Peres Road, Ste 385
Saint Louis, MO 63131
Contact: Jim Eisenhart, Managing Principal
Phone: (314) 288-8780
Email: jeisenhart@clearpathdev.com

SCALE	DATE	DRAWN	JOB NO.	SHEET
	08-21-2020 Rev. 09-30-2020	NN	I570-01	2 of 2

EXHIBIT "B" - STORM WATER MANAGEMENT SYSTEM LONG-TERM MAINTENANCE PLAN

A. Physical Limits of the Storm Water Management System

The storm water management system (SWMS) subject to this long-term maintenance plan (Plan) is depicted on Exhibit A to the permit and includes without limitation the storm sewers, catch basins, manholes, inlets, manufactured treatment system, detention system, stand pipe flow restrictor and outlet pipe that conveys flow from the Premier Academy & Office Building storm water system to an existing 18" storm sewer within an existing easement. For the purposes of this plan, this SWMS and all its components as shown in Exhibit A is referred to as "ClearPath SWMS".

B. Time Frame for Long-Term Maintenance Responsibility

ClearPath is responsible for maintaining the ClearPath SWMS including complying with applicable requirements of the local or Wayne County soil erosion and sedimentation control program until Wayne County releases the construction permit. Long-term maintenance responsibility for the ClearPath SWMS commences when defined by the maintenance permit issued by the County. Long-term maintenance continues in perpetuity.

C. Manner of Insuring Maintenance Responsibility

The City of Livonia has assumed responsibility for long-term maintenance of ClearPath SWMS. The resolution by which the City of Livonia has assumed maintenance responsibility is attached to the permit as Exhibit C. ClearPath, through a maintenance agreement with the City of Livonia, has agreed to perform the maintenance activities required by this plan. The City of Livonia retains the right to enter the property and perform the necessary maintenance of the ClearPath SWMS if ClearPath fails to perform the required maintenance activities.

To ensure that the ClearPath SWMS is maintained in perpetuity, the map of the physical limits of the storm water management system (Exhibit A), this plan (Exhibit B), the resolution attached as Exhibit C, and the maintenance agreement between the City of Livonia and the property owner will be recorded with the Wayne County Register of Deeds. Upon recording, a copy of the recorded documents will be provided to the County.

D. Long-Term Maintenance Plan and Schedule

Table 1 identifies the maintenance activities to be performed, organized by category (monitoring/inspections, preventative maintenance and remedial actions). Table 1 also identifies site-specific work needed to ensure that the storm water management system functions properly as designed.

TABLE 1
STORM WATER MANAGEMENT SYSTEM LONG-TERM MAINTENANCE SCHEDULE

MAINTENANCE ACTIVITIES	SYSTEM COMPONENTS	Storm Collection System (Sewers, Catch Basins, Manholes)	Manufactured Treatment System	Detention System	Flow Restrictor and Outlet Pipe	Pavement Areas	Landscape Areas	FREQUENCY
Monitoring/Inspection								
Inspect for Sediment Accumulation/Clogging*		X	X	X	X			Annually
Inspect For Floatables, Dead Vegetation & Debris		X	X	X	X			Annually & After Major Events
Inspect For Erosion And Integrity of System		X						Annually & After Major Events
Inspect All Components During Wet weather & Compare to As-Built Plans		X	X	X	X			Annually
Ensure Maintenance Access Remain Open/Clear		X	X	X	X			Annually
Preventative Maintenance								
Remove Accumulated sediments*		X	X	X	X			As Needed (See Note Below)
Remove Floatables, Dead Vegetation & Debris		X	X	X	X			As Needed
Sweeping of Paved Surfaces						X		As Needed
Remedial Actions								
Repair/Stabilize Areas of Erosion		X					X	As Needed
Replace Dead Plantings & Reseed Bare Areas							X	As needed
Structural Repairs		X	X	X	X	X		As Needed
Make Adjustments/Repairs to Ensure Proper Functioning		X	X	X	X	X		As Needed

NOTE: *Manufactured treatment system and underground detention system to be cleaned according to the manufacturer's recommendations; at a minimum, whenever sediments accumulate to a depth of 6-12 inches, or if sediment resuspension is observed.

PROJECT:	PROPERTY OWNERS:	ENGINEER:	DATE: 08 / 20 / 2020
Provision Living of Livonia City of Livonia, Wayne County, Michigan 48152	AEG Livonia Propco, LLC 1610 Des Peres Road, Ste 385 Saint Louis, MO 63131 Contact: Jim Eisenhart, Managing Principal Phone: (314) 288-8780 Email: jeisenhart@clearpathdev.com	Nowak & Fraus Engineers 46777 Woodward Ave. Pontiac, MI 48342-5032 Phone: (248) 332-7931 Fax: (248) 332-8257	SHEEET 1 OF 1

CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD JANUARY 17, 2024

Meeting was called to order at 8:00 p.m. by Council President Brandon McCullough. Present: Carrie Budzinski, Scott Morgan, Laura Toy, Jim Jolly, Vice President Martha Ptashnik, Rob Donovic, and President Brandon McCullough. Absent:

Elected and appointed officials present: Paul Bernier, City Attorney; and Todd Zilincik, City Engineer.

Councilmember Budzinski led the meeting with the Pledge of Allegiance.

11. REQUEST TO ACCEPT STORM WATER FACILITIES MAINTENANCE AGREEMENT: Engineering Division, re: from Dorin Lucacel and Rodica Moore, in conjunction with the construction of a storm drain system that provides adequate drainage for the newly constructed Moore Outdoor Storage located at 12330 Merriman Road, in the Southwest 1/4 of Section 26.

    Todd Zilincik, City Engineer, presented the request to Council.

    Councilmember Morgan offered an approving motion for the Consent agenda.

    DIRECTION: APPROVING CONSENT

LETTER TO THE LIVONIA CITY COUNCIL

11.

Engineering
January 16, 2024

MEETING DATE	PREPARED BY
S012924/R021224	Karen Worley, Secretary IV,

AGENDA ITEM

REQUEST TO ACCEPT STORM WATER FACILITIES MAINTENANCE AGREEMENT: Engineering Division, re: from Dorin Lucacel and Rodica Moore, in conjunction with the construction of a storm drain system that provides adequate drainage for the newly constructed Moore Outdoor Storage located at 12330 Merriman Road, in the Southwest 1/4 of Section 26.

BACKGROUND DETAILS

In conjunction with the development of the property located at 12330 Merriman Road, on the east side of Merriman Road, north of Plymouth Road, the City of Livonia required the proprietor to construct a storm drainage system to provide adequate drainage for the site at their own expense. In reference to this storm sewer system, the office has received the attached storm water maintenance agreement from the owners, Dorin Lucacel and Rodica Moore, requiring them to reimburse the City for any such maintenance that may become necessary.

The Engineering Division has approved the storm sewer plans and respectfully recommends that the City Council take the actions:

- Accept the Storm Water Management System (SWMS) for Moore Outdoor Storage at 12330 Merriman Road, located on the east side of Merriman Road, north of Plymouth Road in the S.W. ¼ of Section 26.

- Authorize the Mayor and the City Clerk to execute the Storm Water Facilities Maintenance Agreement on behalf of the City.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

The Engineering Division has approved the storm sewer plans and respectfully recommends that the City Council take the actions:

- Accept the Storm Water Management System (SWMS) for Moore Outdoor Storage at 12330 Merriman Road, located on the east side of Merriman Road, north of Plymouth Road in the S.W. ¼ of Section 26.

- Authorize the Mayor and the City Clerk to execute the Storm Water Facilities Maintenance

Agreement on behalf of the City.

ATTACHMENTS

1. Signed Storm Water Agreement - Moore Outdoor Storage 1-12-24

APPROVED BY

Todd Zilincik, P.E., City Engineer

Date: January 16, 2024

Don Rohraff, Director of Public Works

Date: January 16, 2024

Paul Bernier, City Attorney

Date: January 17, 2024

Maureen Miller Brosnan, Mayor

Date: January 18, 2024

STORM WATER FACILITIES MAINTENANCE AGREEMENT

THIS AGREEMENT is made this ______day of ______________, 20____, by and between the City of Livonia, a municipal corporation, with principal offices located at 33000 Civic Center Drive, Livonia, Michigan 48154, hereafter "City" and

Dorin Lucacel and Rodica Moore

two individuals with principal offices located at 12350 Merriman Road, Livonia, Michigan 48150 hereafter collectively "Proprietor".

RECITALS

1. The Proprietor has completed the development located in the City of Livonia, Wayne County, Michigan, as Moore Outdoor Storage, 12330 Merriman Road, Livonia, Michigan 48150 ("Development"), as more particularly described in Exhibit "A" attached hereto.

2. The Proprietor has constructed a storm drainage system to provide adequate drainage for the Development.

3. Such storm drainage system will encompass or impact storm runoff from the Development.

4. The City issued a permit ("Permit") authorizing the construction, operations and maintenance of the storm drainage system which is located within the Development and/or the City of Livonia's right-of-way and/or drain, on or adjacent to the Development described in the Permit as Exhibit "A" attached hereto and incorporated herein by reference.

5. The Permit signed by the City will benefit the Proprietor and the proposed Development.

NOW, THEREFORE, for and in consideration of the mutual covenants and benefits to be derived hereunder, the receipt, adequacy and sufficiency of which is hereby acknowledged, the City and the Proprietor agree as follows:

1. The Proprietor shall assume the obligations of the City under the Permit, as follows:

    a. The Proprietor agrees that Proprietor will maintain, at Proprietor's own expense, the storm drainage system which is located within the Development and/or the City of Livonia's right-of-way and/or drain, and on or adjacent to the Development described in the Permit as Exhibit "A" attached hereto and incorporated herein by reference. In the event the Proprietor fails to maintain the storm drainage system as herein agreed and after the City has notified Proprietor in writing of such failure, the City may enter upon said premises for the purposes of maintaining said storm drainage system, in which event the Proprietor agrees to pay the City all reasonable charges and expenses incurred thereon. The City will provide sufficient written notice prior to performing any work for which the Proprietor will be charged.

b. In the event of any failure or settlement in the Development, resulting from said storm drainage system, the City shall take immediate steps, after providing notice to the Proprietor, to correct the situation so that the public health, safety and welfare shall not be endangered nor the road improvement damaged. All reasonable expenses to perform the foregoing, including engineering will be remitted by the Proprietor to the City.

c. If it is found necessary to repair all or any portion of said storm drainage system within the Development because of work initiated by Proprietor, the City shall cause such repair to be accomplished, after providing notice to the Proprietor, and all reasonable expenses to perform the foregoing, including engineering, will be remitted by the Proprietor to the City. Prior to any work being performed in a City of Livonia road right-of-way, a separate permit shall be secured from the Engineering Department.

2. Without limitation of the foregoing, Proprietor, its successors and assigns, at its sole cost and expense shall perform maintenance of the storm water facilities described in the City of Livonia's Storm Water Management and Long-Term Maintenance Plan as Exhibit "B" attached hereto and incorporated herein by reference.

3. The Proprietor, its agents, representatives, successors and assigns shall defend, indemnify and hold the City harmless from and against any claims, demands, actions, damages, injuries, costs or expenses of any nature whatsoever, hereinafter "Claims", fixed or contingent, known or unknown, arising out of or in any way connected with the maintenance or repair (or omission in such regard) of the storm drainage system referred to in the permit as Exhibit "A" hereto, appurtenances, connections and attachments thereto which are the subject of this Agreement (except those Claims caused in whole or in part by the willful or negligent acts or omissions of the City, its employees or agents). This indemnity and hold harmless shall include any costs, expenses and attorney fees reasonably incurred by the City in connection with such Claims or the enforcement of this Agreement.

4. In accordance with 1976 PA 453, the parties hereto covenant: (1) not to discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, sex, age, height, weight or marital status.

5. That this Agreement shall be recorded at the Proprietor's expense with the Wayne County Register of Deeds.

IN WITNESS WHEREOF, the Proprietor and City have executed this Agreement on the day and year first above written.

N. LANTTO
NOTARY PUBLIC, STATE OF MI
COUNTY OF WAYNE
MY COMMISSION EXPIRES Aug 10, 2025
ACTING IN COUNTY OF Wayne

By: ______________________________
Dorin Lucacel
an individual

and

By: ______________________________
Rodica Moore
an individual

STATE OF MICHIGAN)
) ss.
COUNTY OF Wayne)

On this 12 day of January, 2024, before me appeared Dorin Lucacel and Rodica Moore personally known to be the persons described in and who executed the foregoing instrument, did say that they have executed the same as their free act and deed.

1/12/24 N. Lantto
____
Notary Public
8/10/25 County, Michigan
My Commission Expires On:

CITY OF LIVONIA
a municipal corporation

By: ______________________________
Maureen Miller Brosnan
Its: Mayor

By: ______________________________
~~Susan M. Nash~~ Lori Miller
Its: City Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF WAYNE)

On this ______day of __________________, 20_____, before me, a Notary Public in and for said County, appeared Maureen Miller Brosnan and Lori Miller ~~Susan M. Nash~~ to me personally known, who, being sworn, did for themselves say that they are respectively the Mayor and the City Clerk of the City of Livonia, the municipal corporation named in and which executed the within instrument and acknowledged said instrument to be the free act and deed of said municipal corporation.

____
Notary Public

__________ County, Michigan
My Commission Expires On:

INSTRUMENT DRAFTED BY:
Todd J. Zilincik, P.E.
City Engineer
City of Livonia
12973 Farmington Road
Livonia, MI 48150

WHEN RECORDED RETURN TO:
City Clerk
City of Livonia
33000 Civic Center Drive
Livonia, Mi 48154

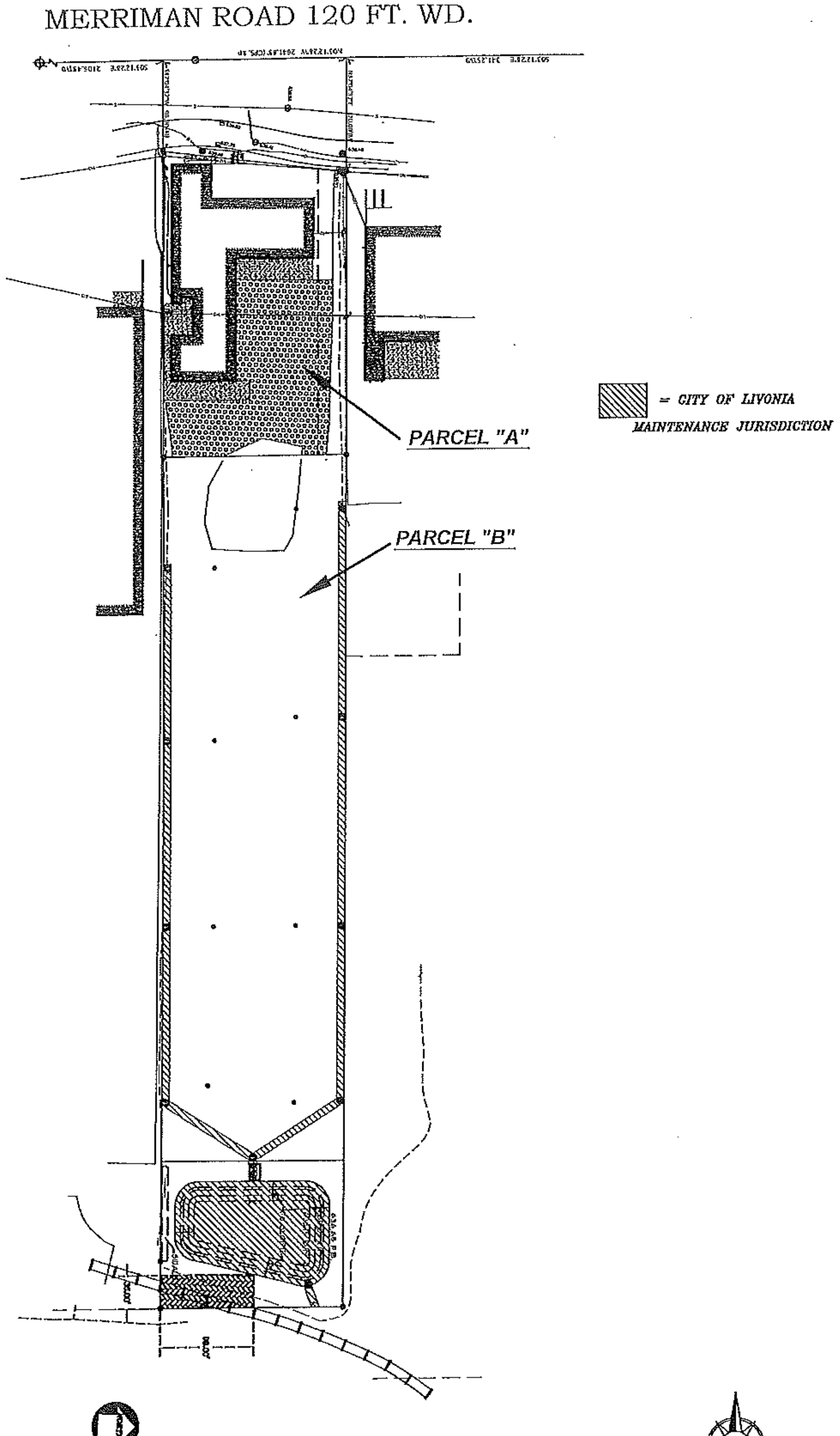


EXHIBIT A
MOORE STORAGE
12330 MERRIMAN ROAD,
LIVONIA, MI

ENGINEERING SERVICES, INC.
CONSULTING ENGINEERS
32200 SCHOOLCRAFT ROAD
LIVONIA, MICHIGAN 48150
Ph # (734) 525-7330
FAX # (734) 525-7255
CIVIL, ARCHITECTURE
ENVIRONMENTAL, GEOTECH, SURVEYING.

LEGAL DESCRIPTION: (AS PROVIDED BY CLIENT)
(PER CERTIFIED SURVEY PERFORMED BY JEKABSON & ASSOCIATES, P.C.
JOB NO. 01-06-038 DATED: 14 OCT. 2011

NEW COMBINED PROPERTY DESCRIPTION:

PART OF THE SOUTHWEST 1/4 OF SECTION 26, TOWN 1 SOUTH, RANGE 9 EAST, CITY OF LIVONIA, WAYNE COUNTY, MICHIGAN, DESCRIBED AS:
COMMENCING AT THE WEST 1/4 CORNER OF SECTION 26, TOWN 1 SOUTH, RANGE 9 EAST; THENCE ALONG THE WEST LINE OF SECTION 26 AND THE CENTERLINE OF MERRIMAN ROAD, S 00°45'20" W 341.25 FEET;
THENCE S 88°57'40" E 120.00 FEET TO THE POINT OF BEGINNING;
THENCE CONTINUING S 88°57'40" E 1195.00 FEET;
THENCE S 00°45'20" W 194.15 FEET;
THENCE N 88°57'40" W 1219.00 FEET;
THENCE N 07°48'24" E 195.51 FEET TO THE POINT OF BEGINNING.

CONTAINS 5.379 ACRES.

PARCEL ID.: 46-103-99-0003-003

PARCEL "A"

PART OF THE SOUTHWEST 1/4 OF SECTION 26, TOWN 1 SOUTH, RANGE 9 EAST,
CITY OF LIVONIA, WAYNE COUNTY, MICHIGAN, MORE PARTICULARLY DESCRIBED AS FOLLOWS :
COMMENCING AT THE WEST 1/4 CORNER OF SECTION 26, TOWN 1 SOUTH, RANGE 9 EAST;
THENCE ALONG THE WEST LINE OF SAID SECTION 26 AND THE CENTERLINE OF MERRIMAN ROAD,
S 03°12'28" E A DISTANCE OF 341.25 FEET;
THENCE N 87°04'32" E A DISTANCE OF 120.00 FEET TO THE POINT OF BEGINNING OF PARCEL "A";
THENCE N 87°04'32" E A DISTANCE OF 297.50 FEET;
THENCE S 03°12'28" E A DISTANCE OF 194.15 FEET;
THENCE S 87°04'32" W A DISTANCE OF 321.50 FEET;
THENCE N 03°50'36" E A DISTANCE OF 195.51 FEET TO THE POINT OF BEGINNING OF PARCEL "A".
CONTAINS 1.379 ACRES.

SUBJECT TO AND TOGETHER WITH A 30.00 FOOT WIDE EASEMENT FOR INGRESS, EGRESS, AND UTILITIES, DESCRIBED AS:
COMMENCING AT THE WEST 1/4 CORNER OF SECTION 26, TOWN 1 SOUTH, RANGE 9 EAST;
THENCE ALONG THE WEST LINE OF SAID SECTION 26 AND THE CENTERLINE OF MERRIMAN ROAD,
S 03°12'28" E A DISTANCE OF 341.25 FEET;
THENCE N 87°04'32" E A DISTANCE OF 120.00 FEET TO THE POINT OF BEGINNING OF 30 FEET WIDE EASEMENT FOR INGRESS, EGRESS, AND UTILITIES
THENCE N 87°04'32" E A DISTANCE OF 297.50 FEET;
THENCE S 03°12'28" E A DISTANCE OF 30.00 FEET;
THENCE S 87°04'32" W A DISTANCE OF 301.21 FEET;
THENCE N 03°50'36" E A DISTANCE OF 30.21 FEET TO THE POINT OF BEGINNING OF 30 FEET WIDE EASEMENT FOR INGRESS, EGRESS, AND UTILITIES
CONTAINS 0.206 ACRES.

SUBJECT TO THE EXISTING BUILDING AND USE RESTRICTIONS, EASEMENTS, AND ZONING ORDINANCES, OF RECORDS, IF ANY.

PARCEL "B"

PART OF THE SOUTHWEST 1/4 OF SECTION 26, TOWN 1 SOUTH, RANGE 9 EAST,
CITY OF LIVONIA, WAYNE COUNTY, MICHIGAN, MORE PARTICULARLY DESCRIBED AS FOLLOWS :
COMMENCING AT THE WEST 1/4 CORNER OF SECTION 26, TOWN 1 SOUTH, RANGE 9 EAST;
THENCE ALONG THE WEST LINE OF SAID SECTION 26 AND THE CENTERLINE OF MERRIMAN ROAD,
S 03°12'28" E A DISTANCE OF 341.25 FEET;
THENCE N 87°04'32" E A DISTANCE OF 417.50 FEET TO THE POINT OF BEGINNING OF PARCEL "B";
THENCE N 87°04'32" E A DISTANCE OF 897.50 FEET;
THENCE S 03°12'28" E A DISTANCE OF 194.15 FEET;
THENCE S 87°04'32" W A DISTANCE OF 897.50 FEET;
THENCE N 03°12'28" W A DISTANCE OF 194.15 FEET; FEET TO THE POINT OF BEGINNING OF PARCEL "B".
CONTAINS 4.000 ACRES.

SUBJECT TO AND TOGETHER WITH A 30.00 FOOT WIDE EASEMENT FOR INGRESS, EGRESS, AND UTILITIES, DESCRIBED AS:
COMMENCING AT THE WEST 1/4 CORNER OF SECTION 26, TOWN 1 SOUTH, RANGE 9 EAST;
THENCE ALONG THE WEST LINE OF SAID SECTION 26 AND THE CENTERLINE OF MERRIMAN ROAD,
S 03°12'28" E A DISTANCE OF 341.25 FEET;
THENCE N 87°04'32" E A DISTANCE OF 120.00 FEET TO THE POINT OF BEGINNING OF 30 FEET WIDE EASEMENT FOR INGRESS, EGRESS, AND UTILITIES
THENCE N 87°04'32" E A DISTANCE OF 297.50 FEET;
THENCE S 03°12'28" E A DISTANCE OF 30.00 FEET;
THENCE S 87°04'32" W A DISTANCE OF 301.21 FEET;
THENCE N 03°50'36" E A DISTANCE OF 30.21 FEET TO THE POINT OF BEGINNING OF 30 FEET WIDE EASEMENT FOR INGRESS, EGRESS, AND UTILITIES
CONTAINS 0.206 ACRES.

SUBJECT TO THE EXISTING BUILDING AND USE RESTRICTIONS, EASEMENTS, AND ZONING ORDINANCES, OF RECORDS, IF ANY.

EXHIBIT A
MOORE STORAGE
12330 MERRIMAN ROAD,
LIVONIA, MI

ENGINEERING SERVICES, INC.
CONSULTING ENGINEERS
32200 SCHOOLCRAFT ROAD
LIVONIA, MICHIGAN 48150
Ph # (734) 525-7330
FAX # (734) 525-7255
CIVIL, ARCHITECTURE
ENVIRONMENTAL, GEOTECH, SURVEYING.

EXHIBIT B

SAMPLE LONG-TERM MAINTENANCE PLAN

Property Information: Moore Storage
Livonia, Michigan

The City of Livonia, through a maintenance agreement with the property owner requires actual maintenance to be performed by the property owner. If the property owner fails to perform needed maintenance, the city will be allowed to enter the property, perform the necessary maintenance and recover the costs as allowed for in the maintenance agreement.

STORM WATER MANAGEMENT SYSTEM MAINTENANCE SCHEDULE

- **CONVEYANCE SYSTEM**

1. Inlets and outlets shall be checked annually for clogging and the system shall be cleaned as required.
2. Regular pipe inspection shall be made to verify that the pipe is not cracking or broken and repair shall be made as required.
3. Clean grate of all structures and remove sediment from the bottom when accumulation reaches 6" or greater.
4. If while checking the sediment in the storm structure it becomes apparent that the sediment has entered the connection pipes, the pipes shall be jetted to remove the sediment

A. Property Limits in the Storm Water Management System:
The Storm water management system (SWMS) subject to this Long-term Maintenance plan is depicted on the Exhibit A to the permit and includes without limitation the storm sewers, swales, manholes, catch basins, storm water inlets, fore- bay, detention basin, outlet structures, emergency overflow, buffer strip, closed conduits, pump stations, force main that convey flow from the detention basin to existing storm sewer.
For purpose of this plan, this storm water management system and all of its components as shown on Exhibit A is referred to as **Moore Storage** SWMS.

B. Time Frame for Long-Term Maintenance Responsibility
Property Owner is responsible for maintaining the **Moore Storage** SWMS, including complying with applicable requirements of the local or Wayne county soil erosion and sedimentation control program, until Wayne County releases the construction permit. Long-term maintenance responsibility for the **Moore Storage** SWMS commences when defined by the maintenance permit issued by the City. Long –term maintenance continues in perpetuity.

C. Long-term Maintenance Plan and Schedule.
Table 1 identifies the maintenance activities to be performed, organized by category (monitoring/inspections, preventative maintenance, and remedial actions). Table 1 also identifies site-specific work needed to ensure that the storm water management system functions properly as designed. The following list supplements Table 1 and provides more information about site-specific activities:

While performing maintenance, chemicals should not be applied the forebay, detention basin, watercourses or anywhere in the 25 foot buffer strip around surface waters and along watercourses.

Table 1
Long-Term Maintenance Schedule
MOORE STORAGE, 12330 MERRIMAN ROAD, LIVONIA, MICHIGAN

	System Component													
Maintenance Activities	Catch Basin, Inlets & Storm	Channels & Swales	Basin Inlets, Outlets & Gratings	Fore bay	Detention Basin	Outlet Control Structure	Emergency Overflow	Riprap	Buffer strip			Flow restrictor / overflow / outlet pipes	Manufactured treatment system	Frequency
Monitoring /Inspection														
Inspect for sediment accumulation**/clogging of stone filter.	X	X		X	X	X						X	X	Annually
Inspect for floatable, dead vegetation and debris.												X	X	Annually and after major events.
Inspect for erosion and integrity of banks and beams.		X	X	X	X		X	X	X					Annually and after major events.
Inspect all components during wet weather and compare to as-built plans.		X	X	X	X	X	X	X	X			X	X	Annually
Monitor plantings/ Vegetation.		X		X	X		X		X					Up to 2 times/year
Ensure means of access for maintenance remain clear/open.	X	X	X	X	X	X	X	X	X			X	X	Annually
Preventative Maintenance														
Mowing		X			X	X	X		X					Up to 2 times/year*
Remove accumulated sediment.	X	X		X	X	X						X	X	As needed
Remove floatable, dead vegetation and debris.	X	X	X	X	X	X	X					X	X	As needed
Replace or Wash /reuse stone riser filters.						X	X					X		Every 3 years; more frequency as needed**
Remove invasive plant species.		X		X	X				X					Annually
Sweeping of paved surfaces (streets & parking lots)														2 times per year
Other: Specify (e.g., recommended by manufacturer)													X	
Remedial Actions														
Repair/stabilize areas of erosion.		X	X	X	X		X	X	X					As needed
Replaced dead plantings, bushes, and trees.		X		X	X				X					As needed
Reseed bare areas		X		X	X		X		X					As needed
Structural repairs	X		X			X	X	X				X	X	As needed
Make adjustments/repairs to ensure proper functioning.	X	X	X	X	X	X	X	X	X			X	X	As needed

*Not to exceed the length allowed by local community ordinance.

** forebay to be cleaned whenever the volume is reduced by 30% or more due to sediment accommodation.

***Replace stone if it cannot be adequately cleaned.

LETTER TO THE LIVONIA CITY COUNCIL

10.

Mayor's Office
January 26, 2024

MEETING DATE	PREPARED BY
R021224	Janice Nowicki, Executive Assistant to the Mayor - Program Supervisor,

AGENDA ITEM

ADMINISTRATIVE RESPONSE TO CR 378-23: Office of the Mayor, re: fees currently being charged by the City and whether they require Council approval.

BACKGROUND DETAILS

In response to CR #378-23, requesting a report and recommendation regarding fees currently being charged by the city and their authorization, the Administration provides the attached documents. Please note, two attachments are included: Parks and Recreation User Fee List and City User Fee List (exempting P&R). The second attachment list includes tabs for each other city department (not including Parks & Rec) that charges fees, amounts and the authority by which those fees are charged, etc.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

Receive and file

ATTACHMENTS

1. Parks and Recreation User Fee List
2. R120423 fees currently being charged by the City REFER TO ADMIN CR 378-23
3. R072423 Subject matter of city user fees to COW CR 221-23
4. City User Fee List (exempting P&R)

APPROVED BY

Michael T Slater

Michael Slater, Finance Director

Date: February 02, 2024

Maureen Miller Brosnan

Maureen Miller Brosnan, Mayor

Date: February 02, 2024

On a motion by Councilmember Bahr, supported by Councilmember McIntyre and unanimously adopted, it was:

#378-23 RESOLVED, that having considered the report and recommendation of the Committee of the Whole, dated November 20, 2023, submitted pursuant to Council Resolution 221-23, adopted on July 24, 2023, regarding the subject matter of city user fees, the Council does hereby refer this item to the Administration for report and recommendation regarding fees currently being charged by the City and whether they require Council approval.

This item will remain in committee.

UNFINISHED BUSINESS ITEM 13b (Regular Meeting of December 4, 2023)

Motion:	**Bahr**
Second:	**McIntyre**
Ayes:	**McIntyre, Toy, Bahr, Donovic, Morgan, McCullough, Jolly**
Nays:	**None**
Absent:	**None**

On a motion by Councilmember Donovic, supported by Vice President Toy, and unanimously adopted it was:

#221-23 RESOLVED, that upon the motion by Councilmember Rob Donovic, seconded by Council Vice President Laura Toy, at the Regular Meeting held July 24, 2023, the Council does hereby refer the subject matter of city user fees to the Committee of the Whole for its report and recommendation.

RESOLUTION REQUESTED BY COUNCILMEMBER R. DONOVIC *(Regular Meeting of July 24, 2023)*

Motion:	**Donovic**
Second:	**Toy**
Ayes:	**Toy, Bahr, Donovic, Morgan, McCullough, McIntyre, Jolly**
Nays:	**None**
Absent:	**None**

SPECIAL EVENTS

CLASSES/PROGRAMS	PR#	CR#	CURRENT FEES	MEMBER	RESIDENT	NON-RESIDENT
Based on activity and + instructor fee/hr. (transportation, supplies)	2532-00	390-01	$10/$100			
CONTRACTUAL SERVICES	2525-00	717-00	40%			
For non-department programs percent of gross admission fee.						
DAY CAMP PER WEEK/SESSION						
Registration Fee - One time fee	2195-92	359-93	$10.00			
Youth Adventure Camp	2195-92	359-93	$50.00			
Preschool Adventure Play	2195-92	359-93	$35.00			
Handicap/EMI & Trainable	2195-92	359-93			$50.00	$70.00
PLAYGROUND PROGRAM						
1 child	3782-21	N/A	N/A	N/A	$145*	$220*
2 children	3782-21	N/A	N/A	N/A	$245*	$380*
3 children	3782-21	N/A	N/A	N/A	$320*	$500*
4 or more children	3782-21	N/A	N/A	N/A	$395*	$620*
*+$10.00 material fee/child						
Weekly Fee						
1 child	3030-08	542-08	$50.00			
2 children	3030-08	542-08	$100.00			
3 children	3030-08	542-08	$150.00			
4 or more children	3030-08	542-08	$200.00			
SPECIAL ACTIVITIES (ONE TIME EVENT)						
The department can set special event fees according to the market or type of activity	2532-00	714-01				
Workshops/Movies/Crafts	2532-00	714-01	$5.00			
Parent/child Activity						
Daddy/Daughter Dance	7/1/2015	714-01	$15/cpl			
Additional child	7/1/2015	714-01	$7.50			
Lunch with the Easter Bunny	2532-00	714-01	$3.00			
Youth Concert Series	2532-00	390-01	$3.00			
Field Trips	2811-05	390-01	$15 + admission			
Arts and Crafts Workshop	2532-00	390-01	$5.00			
Community CPR courses (2 days/6 hours)	2532-00	390-01	$30.00			

SPECIAL EVENTS

CLASSES/PROGRAMS (CONTINUED)	PR#	CR#	CURRENT FEES	MEMBER	RESIDENT	NON-RESIDENT
LCRC Family Mystery Bash (per 3 person group)	3032-08			$35.00	$40.00	$55.00
Cardboard Boat Races	7/1/2015		$15/boat			
OPEN HOUSE	3836-22				Free	$5.00
3339-13 Resolution moved January Open House to May						
Adult Cornhole Tournament	3731-20					
Team Fee					$20/team	$30/team
Spectator fee					$1/ea	$1/ea
Donated board discount - limited amount available					$10	$10

ATHLETICS

ATHLETICS	PR#	CR#	CURRENT FEES
ENTRY FEES			
ADULTS/PER TEAM			
Livonia Collegiate Baseball	3500-16	250-16	$900.00
Co-Ed Slowpitch Softball	3727-20		$510.00
Modified Softball	3500-16	250-16	$425.00
Men's Slowpitch	3727-20		$510.00
Women's Slowpitch	3727-20		$510.00
Women's Fastpitch	2720-04	664-03	$375.00
Softball NR fee/person	3727-20		N/A
ADULT BASKETBALL			
Adult Basketball 5v5	3712-20	492-02	$380/team
Non-resident fee 3v3 & 5v5	3712-20	492-02	$30.00 added on league entry fee
Adult Basketball 3v3	3712-20	492-02	$155/team
Basketball House Team-Res (free agent)	3656-18	05-19	$55/person
Basketball House Team-NR (free agent)	3656-18	05-19	$85/person
ADULT INDOOR VOLLEYBALL LEAGUES			
Men's Indoor Volleyball	2720-04	664-03	$300.00
Women's Indoor Volleyball	2720-04	664-03	$300.00
ADULT SAND VOLLEYBALL LEAGUES			
Adult Sand volleyball forfeit fee	3667-19	135-19	$20.00
4v4	3727-20		$170/team
6v6	3727-20		$200/team
4v4 NR fee/person	3727-20		N/A
6v6 NR fee/person	3727-20		N/A
House Team-Resident (free agent)	3656-18	05-19	$25/person
House Team-NR (free agent)	3656-18	05-19	$55/person
YOUTH			
"E" Major Baseball	2720-04	664-03	$425.00
Connie Mack	2720-04	664-03	$525.00
Adray/Livonia Collegiate	2720-04	664-03	$675.00
"D" Basketball	2720-04	664-03	$200.00
Senior Youth Softball	2720-04	664-03	$200.00
Junior Youth Softball	2720-04	664-03	$200.00
Bronco Softball	2720-04	664-03	$200.00
18 & under Girl's Fastpitch (competitive)	2720-04	664-03	$200.00

ATHLETICS

Commission approves no longer 3470-15
sponsoring any programs that are strictly travel programs

ATHLETICS

BAT PROTEST FEE/PER BAT	3491-16		$30.00
FLOOR HOCKEY	2806-05	435-05	$35.00
PROCESSING CHARGE (for cancellation)			
Adult entry fee	2195-92	359-93	30%
Youth entry fee	2195-92	359-93	20%
Parks and Recreation Commission can	2774-04	42-05	

set the sports officials fee for those prgrams (Adult softball, basketball, volleyball and Boy's Class D) that pay officials on site and prior to the start of game.

ATHLETICS (CONTINUED)	**PR#**	**CR#**	**CURRENT FEES**
UMPIRES AND OFFICIALS (paid on site)			
Adult Softball	3805-21	42-05	$40/game
Adult Basketball	3800-21	N/A	$40pergame/per team
Boys Class 'D'	3437-15	42-05	$30.00
Adult Indoor Volleyball	2773-04	33-05	$24.00
Adult Soccer Referee	3656-18	05-19	$10/team (1 official/game)

ADULT LEAGUE FORFEITURE FEE POLICY
#3923-23 teams pay official's fee + $10 admin fee at time of league registration.
If no forfeit-Official fee + admin Fee will be refunded
If forfeit-Department keeps all fees paid

UMPIRES AND OFFICIALS (City reimburses league)			
LJAL Baseball-non-competitive	2591-02	351-02	$16.00
LJAL Basketball-non-competitive	2591-02	351-02	$16.00
UMPIRES AND OFFICIALS (competitive)			
LJAL Baseball	2591-02	351-02	up to $35/ump/game
LJAL Fast Pitch Softball	2591-02	351-02	up to $22/ump/game
Livonia Collegiate Umpire Fees	2591-02	351-02	up to $75/ump/game

ATHLETICS

INSTRUCTIONAL PLAYER			RESIDENT	NON-RESIDENT
Girl's Softball-Open registration	3018-08	466-08	$40.00	$50.00
Girl's Softball-Late registration	3018-08	466-08	$50.00	$60.00
T-Ball/Coach Pitch-Open registration	3853-22	N/A	$50.00	$65.00
T-Ball/Coach Pitch-Late registration	3692-19	354-19	$55.00	$65.00

RE: T-Ball, Coach Pitch & Girl's Softball- 3692-19

Registration is open to all, regardless of school district, and those enrolled would pay the appropriate amount based upon residency and which registration period they enroll in.

T/Ball & Coach Pitch volunteer coaches 3837-22

T-Ball/Coach Pitch voluneer coaches would receive a a full refund of the registration fee for their registered dependent(s) or family members on the team(s) they are coaching and also will receive 4 free day passes to the Recreation Center upon completion of season.

T/Ball & Coach Pitch Team Placement Policy 3807-21

In the event P&R does not have enough coaches for the registered participants, teams will be formed using the following order based on date/time of registration:

1. Livonia residents
2. Livonia Public Schools/Clarenceville students
3. Non-resident and Non-LPS/Clarenceville students

TENNIS LESSONS				
8 -50 min. lessons	2720-04	664-03	$40.00	$45.00
TENNIS TOURNAMENT				
Adult	2720-04	664-03	$15.00	$20.00
Child	2720-04	664-03	$12.00	$15.00
ARCHERY				
Introduction to archery classes	3656-18	05-19	$17.00	$22.00
Shoot to Score Competition	2753-04	30-05	$8.00	$8.00
Instructor Fees per session	2753-04	30-05	$25.00	$25.00

ATHLETICS (CONTINUED)	PR#	CR#	RESIDENT	NON-RESIDENT
ARCHERY RANGE SESSIONS				
4+hour session (instructed)	3656-18	05-19	$38/session	$44/session
60-120 minute session (instructed)	3656-18	05-19	$16.50/session	$19/session
45-60 minute session(instructed)	3656-18	05-10	$13/session	$15/session

Adult Soccer Leagues/Teams

ATHLETICS

5v5	3727-20		$275/team	
House Team-Resident (free agent)	3656-18	05-19	$25/person	
House Team/NR (free agent)	3656-18	05-19	$55/person	
11v11 Adult team fee	3929-23	N/A	$850.00	
Adult Pickleball Tournament				
Member	3656-18	05-19	$25/person	
Resident	3656-18	05-19	$30/person	
Non-resident	3656-18	05-19	$40/person	
Pickleball Ladder Leagues	3855-22	N/A	$4.25/week/person	$5/week/per

ATHLETICS

Notes

No longer offering, can move to a different section
Using this fee for all softball leagues
No longer offering, can move to a different section

No longer offering, can move to a different section

Used for all 4v4 leagues offered

Used for all 4v4 leagues offered

No longer offering, can move to a different section
No longer offering, can move to a different section
No longer offering, can move to a different section
No longer offering, can move to a different section
No longer offering, can move to a different section
No longer offering, can move to a different section
No longer offering, can move to a different section
No longer offering, can move to a different section

ATHLETICS

ATHLETICS

Still used for softball leagues

I have not used this fee

ATHLETICS

No longer offering, can move to a different section.

ATHLETICS

son

OUTDOOR FACILITY RENTALS

OUTDOOR FACILITY RENTALS	PR#	CR#	RESIDENT	NON-RESIDENT
PARK PAVILIONS Per Day rates				
Ben Celani (BiCi) #1 (70-80 capacity)	3932-23	N/A	$130.00	$200.00
Ben Celani (BiCi) #2 (25-30 capacity)	3854-22	N/A	$105.00	$180.00
Clement Circle Pavilions (25-30 capacity)	3854-22	N/A	$70.00	$140.00
Mies Park (25-30 capacity)	3854-22	N/A	$75.00	$145.00
Rotary #1 (100-200 capacity)	3854-22	N/A	$150.00	$225.00
Rotary #2 (25-35 capacity)	3854-22	N/A	$80.00	$150.00
Rotary #3 (75-85 capacity)	3854-22	N/A	$115.00	$190.00
Rotary #4 (75-85 capacity)	3854-22	N/A	$115.00	$190.00
Rotary #5 (25-30 capacity)	3854-22	N/A	$75.00	$145.00
Shelden Park (25-30 capacity)	3854-22	N/A	$70.00	$140.00
Stylmeski Veterans (25-80 capacity)	3854-22	N/A	$110.00	$185.00
Water Hose (Rotary Park)	2195-92	359-93	$10.00	$10.00
Picnic Packs - Use Fee	2195-92	359-93	$15.00	$15.00
Picnic Packs - Deposit	2195-92	359-93	$50.00	$50.00
TENTS - daily fee plus staff wages				
20' x 40'	2720-04	664-03	$200.00	$200.00
10' x 10'	2720-04	664-03	$100.00	$100.00
SHOWMOBILE RENTAL - Daily rental plus wages of Park Maintenance Personnel	2532-00	390-01	$300.00	$300.00
FIELD PERMITS				
Standard Field/hr	3500-16	250-16	$20.00	$35.00
Lit Fenced Diamond	3500-16	250-16	$30.00	$50.00
Fenced Diamond	3782-21	N/A	$25.00	$40.00
Seasonal/Daily rates terminated	3171-10	405-10	N/A	N/A
FORD FIELD				
Multi-purpose area to private for profit organization	2195-92	359-93	$750.00	$750.00
NON-USE OF RESERVATIONS	2785-05	126-05		

Any group or individual receiving a discounted rate on facility reservations must notify P&R at least 14 days in advance of any non-use of a facility reserved or they will be charged the full hourly reservation fee for all time not used, unless facility was cancelled due to inclement weather.

OUTDOOR FACILITY RENTALS

OUTDOOR FACILITY RENTALS (CONTINUED)	PR#	CR#	RESIDENT	NON-RESIDENT
ARCHERY RANGE				
Adult	3656-18	05-19	$5.00	$8.00
Child	3656-18	05-19	$4.00	$7.00
Season Pass				
1 Member	3804-21	N/A	$40.00	$55.00
2 Members	3804-21	N/A	$50.00	$65.00
3 Members	3804-21	N/A	$60.00	$75.00
4+ Members	3804-21	N/A	$70.00	$85.00
HOURLY RANGE RENTAL				
1-12 person reservation/per hour	3656-18	05-19	$120.00	$135.00
13-24 person reservation/per hour	3656-18	05-19	$152.00	$167.00
25-30 person reservation/per hour	3656-18	05-19	$185.00	$200.00
ARCHERY LEAGUE	3804-21	N/A		
		Season PH	**R**	**NR**
		$80	$85	$90
BUILDING ADMISSION RENTAL				
Non-departmental program % of gross admission	2195-92	359-93	25%	25%
OUTDOOR POOL RENTALS - SEE AQUATICS SERVICES-OUTDOORS				
DOG PARK FEES				
1st dog	3587-17	318-17	$30.00	N/A
additional dog (max of 3 dogs/household)	3587-17	318-17	$10.00	N/A
Key Fob (additional or replacement)	3587-17	318-17	$20.00	N/A
returning dog with key fob returned	3693-19	350-19	$20.00	N/A
TENNIS COURT/PICKLEBALL COURT RENTAL	3692-19	354-19	$15/hr	$25/hr

Civic Center Grass Area				
Category 1	3895-23			

OUTDOOR FACILITY RENTALS

Small gathering with less than 100 people in attendance where no admissions fees are charged or fundraising. Excludes the following: Amplified music, vendors, alcohol, fireworks, carnival attractions or street closures.

$50 per hr, 2 hr min, plus staffing cost;

Category 2

Events that meet one or more of the following criteria: 1. 101-300 people in attendance. 2. Fundraiser for verified non-profits. 3. Amplified music/sound. 4. Publicly advertised. 5. Food/merchandise vendors. 6. Street Closures

$100 per hr, 4 hr min. plus staffing cost;

Category 3

Events that meet one or more of the following criteria: 1. 300+ people in attandance. 2. For profit and/or fundraising. 3. Amplified music/sound. 4. Publicly advertised. 5. Food/merchandise vendors. 6. Street Closures

$150 per hr, 4 hr min. plus staffing cost;

Sponsorships - Levels	PR #	CR#	Presenting	Supporting	Community
Special Events-each ex.(Bunny Brunch, Lunch w/Santa, NYE Party, Daddy/Daughter Dance)	3749-21	492-02	$ 2,500	$ 1,500	$ 500
100 Days to Health	3749-21	492-02	$ 20,000	$ 1,500	$ 500
Holiday Parade	3749-21	492-02	$ 20,000	$ 5,000	$ 1,500
Youth Recreation Scholarship Program	3749-21	492-02	$ 5,000	$ 2,500	$ 1,000

ATHLETIC PROGRAM SPONSORSHIP

See Sponsorship-Athletic Programs worksheet

Attachment A - Athletic Programs Sponsorship

Livonia Parks and Recreation Athletic Sponsorship Benefit Synopsis	**Basketball or Softball Leagues**			**Soccer League**			**T-Ball and Coach Pitch**			**Archery**		
	Community	**Supporting**	**Presenting**	**Community**	**Supporting**	**Presenting**	**Community**	**Supporting**	**Presenting**	**Community**	**Supporting**	**Presenting**
	$500	$1,000	$1,500	$500	$1,300	$2,000	$500	$1,000	$1,500	$1,000	$2,500	$5,000
Logo/Company Name on Team Jerseys ^Presenting company logo will be featured on front of jerseys. *Supporting company will be a secondary logo on jersey sleeve or nape of neck of. ~Company will have name on back of jerseys and logo on sleeve of jerseys.	N/A	N/A	N/A	No	Yes*	Yes^	No	No	Yes~	N/A	N/A	N/A
Company logo on championship awards/shirts	No	Yes	Yes	No	Yes	Yes	N/A	N/A	N/A	Yes	Yes	Yes
Logo & Company name on Field/Court Signage	No	No	Yes	No	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A
Logo recognition on all event promotional materials, and social media posts.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Recognition on all Parks and Recreation facilities LED screens	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Recognition in weekly e-news (15,000 subscribers) *3 times per year*	3	3	3	3	3	3	3	3	3	3	3	3
Ad in one Connections Magazine edition (page size)	No	No	Quarter	No	Quarter	Half	No	No	Quarter	Quarter	Half	Half
Thank you in Connections Magazine	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Business booth at the Jack E. Kirksey Recreation Center	No	No	1 Day	No	1 Day	1 Day	No	No	1 Day	No	2 day	2 day
Weekly promotional booth at the league night(s)	No	No	Yes	No	Yes	Yes	No	No	No	No	No	Yes
On-site recognition	No	No	Yes	Yes	Yes	Yes	N/A	N/A	N/A	Yes	Yes	Yes
Picture plaque for display at your business	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Business booth at the Archey Range Open Shooting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1 day	3 days	5 days

COMMUNITY CENTER

				CURRENT FEES	
1. PASSES	**PR #**	**CR#**	**MEMBER**	**RESIDENT**	**NON-RESIDENT**
ANNUAL					
Tot (ages 3 & under)	3825-22	159-22	N/A	Free	Free
Youth/Teen (ages 4-17)	3825-22	159-22	N/A	$210.00	$420.00
Adult (ages 18-61)	3825-22	159-22	N/A	$265.00	$530.00
Senior (ages 62 & over)	3825-22	159-22	N/A	$230.00	$460.00
Adult + 1	3825-22	159-22	N/A	$460.00	$920.00
Family (6 or less)	3825-22	159-22	N/A	$550.00	$1,100.00
Per Additional Member	3825-22	159-22	N/A	$55.00	$110.00
Matinee	3825-22	159-22	N/A	$220.00	$440.00
Corporate	3825-22	159-22	N/A	$295.00	N/A
Business	3825-22	159-22	N/A	N/A	$295.00
Business Adult + 1	3825-22	159-22	N/A	N/A	$705.00
Business Family	3825-22	159-22	N/A	N/A	$830.00
Bus. Fam. Addt'l per Member(s)	3825-22	159-22	N/A	N/A	$110.00
SUMMER RATES					
Tot (ages 3 & under)	3825-22	159-22	N/A	Free	Free
Youth/Teen (ages 4-17)	3825-22	159-22	N/A	$80.00	$160.00
Adult (ages 18-61)	3825-22	159-22	N/A	$110.00	$220.00
Senior (ages 62 & over)	3825-22	159-22	N/A	$90.00	$180.00
Adult + 1	3825-22	159-22	N/A	$195.00	$390.00
Family (6 or less)	3825-22	159-22	N/A	$225.00	$450.00
Per Additional Member	3825-22	159-22	N/A	$25.00	$50.00
Corporate	3825-22	159-22	N/A	N/A	N/A
Business	3825-22	159-22	N/A	N/A	N/A
Business Couple	3825-22	159-22	N/A	N/A	N/A
Business Family	3825-22	159-22	N/A	N/A	N/A
Bus. Fam. Addt'l Member(s)	3825-22	159-22	N/A	N/A	N/A
ELECTRONIC FUNDS TRANSFER					
Tot (ages 3 & under)	3825-22	159-22	N/A	Free	Free
Youth/Teen (ages 4-17)	3825-22	159-22	N/A	$21.00	$42.00
Adult (ages 18-61)	3825-22	159-22	N/A	$25.00	$50.00
Senior (ages 62 & over)	3825-22	159-22	N/A	$23.00	$46.00
Adult + 1	3825-22	159-22	N/A	$41.00	$82.00
Family (6 or less)	3825-22	159-22	N/A	$49.00	$98.00
Per Additional Member	3825-22	159-22	N/A	$5.00	$10.00
Matinee	3825-22	159-22	N/A	$22.00	$44.00
Business	3825-22	159-22	N/A	N/A	$28.00

1. PASSES	**PR #**	**CR#**	**MEMBER**	**RESIDENT**	**NON-RESIDENT**
EFT - continued					
Business Couple	3825-22	159-22	N/A	N/A	$61.00
Business Family (6 or less)	3825-22	159-22	N/A	N/A	$72.00
Per Additional Member	3825-22	159-22	N/A	N/A	$10.00
10/13/21 3790-21 removed the year commitment from EFT memberships.					
DAILY					
Tot (ages 3 & under)	3825-22	159-22	N/A	Free	Free
Youth (ages 4-13)	3825-22	159-22	N/A	$6.00	$12.00
Teen (ages 14-17)	3825-22	159-22	N/A	$8.00	$16.00
Adult (ages 18-61)	3825-22	159-22	N/A	$9.50	$19.00
Senior (ages 62 & over)	3825-22	159-22	N/A	$8.00	$16.00

COMMUNITY CENTER

TEN VISIT		Pay for 8 daily and get 2 free			
Youth (ages 4-13)	3825-22	159-22	N/A	$54.00	$108.00
Teen (ages 14-17)	3825-22	159-22	N/A	$72.00	$144.00
Adult (ages 18-61)	3825-22	159-22	N/A	$85.00	$170.00
Senior (ages 62 & over)	3825-22	159-22	N/A	$72.00	$144.00

TWENTY VISIT 2961-07 600-07 Discontinued Twenty Visit Pass

HOTEL/MOTEL RATE 3291-12

Will be purchased at applicable adult resident rate. Minimum of 50 at a time required.

BUSINESS RATE UPDATE 3292-12

Commission approves policy of giving Business Membership discount to business members when upgrading to the couple or family memberships. (Discount=difference between non-resident adult and business member rate.)

CR#492-02 RESOLVED, that having considered the report and recommendation of the Capital Improvements Committee, dated August 27, 2002, submitted pursuant to CR#352-02, in connection with the proposed policy for the establishment and enactment of activity and program fees at the Livonia Community Recreation Center, the Council does hereby concur in the recommendation of the P&R Commission as set forth in its resolution 2907-02 and 2598-02, adopted June 2, 2002, and hereby does determine that the P&R Commission shall be allowed to set activity and program fees for the LCRC; FURTHER, the Council does hereby approve activity and program fees for the LCRC as set forth in the Attachment to P&R Commission resolution 2598-02.

COMMUNITY CENTER

CATEGORY DESCRIPTIONS:
Tot: Any person 3 years of age or under. Must be accompanied by a paying adult.
Youth: Any person 4-12 years of age.
Teen: Any person 13-18 years of age.
Eliminated 12-1-17 **Young Adult:** Any person 19-22 years of age.
Adult: Any person 23-61 years of age.
Senior: Any person 62 years of age or older.
Adult + 1: Two individuals residing at the same address (12-1-17 changed from Couple)
Family: Any combination of 3-6 related family members all residing at the same address. At least one member must be 19 years of age or over. All family members 18+ must show proof of residency to receive membership card.
Business: Any individual who works a minimum of 30 hours per week for a business located within the City of Livonia and works outs of the Livonia office. Company ID or confirmation of employment on company letterhead required.
Corporate: Any business within the City of Livonia who wishes to purchase annual passes for their employees. Ten pass minimum. Passes would be generic for use by all employees. Employee must have card to enter the facility. Business rate will apply.
Matinee: Member will have access to all benefits of annual members during the limited days and times of Monday-Friday 8:00 a.m. - 3:00 p.m.
Summer: Member will have access to all benefits of annual members during May 15 through Labor Day (PR#2891-06).

HOLIDAY HOURS 3086-09
Commission approves that holiday hours at the LCRC be 7:00 a.m. - 2:00 p.m. effective November 1, 2009 except for the holidays that we are currently closed such as Christmas and Easter.

MILITARY PERSONNEL 3145-10 ;e Rules changed to reflect the following:
Military personnel - individuals in the following classifications and military branches will pay the following rates. Military branches include: Air Force, Army, Coast Guard, Marines, and Navy.
1. Active Duty Classification - Resident youth rate for Livonia residents, must prove Livonia residency and active duty military ID. Non-resident youth rate for non-Livonia residents, must present active duty military ID.
2. Training Classification - Resident youth rate. An individual who has signed a letter of intent (induction contract or induction agreement) to join the military, may train under the supervision of an authorized representative from a military branch.
a) Authorized training representative must notify the facility manager of their training status with a verification letter from the designated military branch or contractor.
b) Individuals should not only be under the supervision of the authorized representative, but also, in that person's presence.
c) This is not available for recruiting purposes.
3. On-leave Classification - No charge. Individuals who are on-leave and show their leave papers will be a guest of the facility, not to exceed 30 days per year.
CR# 134-19 Resident active duty $5.00 NR active duty $10.00

COMMUNITY CENTER

2. AQUATICS	PR #	CR#	MEMBER	RESIDENT	NON-RESIDENT
Swim Lessons					
30-45 minute lesson	3843-22	N/A	$7.00	$9.00	$11.00
50 minute lesson	3843-22	N/A	$9.00	$10.50	$12.50
Private Lesson 1-20 minutes	3843-22	N/A	$20.00	$25.00	$30.00
Private Lesson 1-30 minutes	2598-02	492-02	$20.00	$22.00	$25.00
Private Lesson 5-30 minutes	2598-02	492-02	$80.00	$88.00	$100.00
Semi-Private lesson -2ppl/20min	3614-17	492-02	$11.00	$15.00	$18.00
Small Group 3+ 20 min	3614-17	492-02	$10.00	$13.00	$16.00
Synchronized swim	2598-02	492-02	$4.25	$5.50	$6.75
Water Polo	2598-02	492-02	$4.25	$5.50	$6.75
WATER EXERCISE					
50 minute class	3924-23	492-02	$6.00	$7.75	$9.00
Aquabilitate	3084-09	492-02	$10.00	$13.00	$15.50
MATINEE CLASS	3844-22		Matinee Fee Eliminated		
DROP-IN					
Single	3924-23	492-02	$8.75	$11.00	$12.50
10 pack	3924-23	492-02	$78.75	$99.00	$112.50
LIFESAVING					
Lifeguard	3864-22	492-02	$150.00*	$150.00*	$150.00*
Lifeguard Review	3864-22	492-02	$100.00*	$100.00*	$100.00*
CPR	3864-22	492-02	$100.00*	$100.00*	$100.00*
CPR-PR Review	3864-22	492-02	$75.00*	$75.00*	$75.00*
Lifeguard Instructor	3864-22	492-02	$190.00*	$190.00*	$190.00*
Lifeguard instructor Review	3864-22	492-02	$145.00*	$145.00*	$145.00*
*Plus Red Cross certification and materials					
Safety Training for Coaches	3925-23	492-02	$75	$75	$75
SWIM CAMP PER HOUR	2598-02	492-02	$5.50	$6.75	$8.00
SCUBA DIVING	2598-02	492-02	Varies	per	contract
LEAGUES - TEAM FEE/GAME					
Water Polo	2598-02	492-02	$40.00	$40.00	$40.00
Inner Tube Water Polo	2781-05	492-02	$30.00	$30.00	$30.00
Water Basketball	2598-02	492-02	$40.00	$40.00	$40.00
Water Volleyball	2598-02	492-02	$40.00	$40.00	$40.00
Individual Fee per NR	2598-02	492-02	N/A	N/A	$30.00

COMMUNITY CENTER

3. CLASSES/PROGRAMS	PR #	CR#	MEMBER	RESIDENT	NON-RESIDENT	
LATE FEES						
for any class registration	2598-02	492-02	$10.00	$10.00	$10.00	
LAND FITNESS						
30 Minute Class	3924-23	492-02	$4.00	$5.00	$6.00	
50 Minute Class	3924-23	492-02	$6.00	$7.75	$9.00	
75 Minute Class	3924-23	492-02	$8.00	$10.00	$11.75	
DROP-IN						
Single	3924-23	N/A	$8.75	$11.00	$12.50	
10 Pack	3924-23	N/A	$78.75	$99.00	$112.50	
Eff. 12/10/09 - 1 band =	3095-09	492-02				
30-50 min. class and 2 bands= 75 minute class						
DANCE						
50 Minute Class	2752-04	492-02	$5.00	$6.50	$7.75	
MATINEE CLASS	3844-22	Matinee Fee Eliminated				
MARTIAL ARTS*	2752-04	492-02	$5.00	$6.50	$7.75	
	*Use same rate as Gym Activities					
SPECIAL CLASSES						
Music with Joy	2639-03	492-02	$8.00/class	$9.00/class	$10.00/class	not needed anymore
Hunter Safety	2748-04	492-02	$15.00	$15.00	$15.00	
(Per Amy, State of Michigan says we cannot charge more than $10 for Hunter Safety Class)						
It's Not Easy Being Fit	2760-04	492-02	$210.00	$220.00	$230.00	
Each addt'l family member-$20.00						
Kid's Night Out/aka Parent Break Night	2019?	492-02	$17.00	$22.00	$27.00	
CAMP SWOOSH - per Week						
Base Camp 7:30am-5:30pm	3903-23	492-02	$200.00	$225.00	$275.00	
Registration Fee - one time	3788-21	492-02	$10.00	$10.00	$10.00	

COMMUNITY CENTER

3. CLASSES/PROGRAMS (CONTINUED)	PR #	CR#	MEMBER	RESIDENT	NON-RESIDENT	
100 DAYS TO HEALTH						
Youth (4-18)	3792-21	492-02	Eliminated	Eliminated	Eliminated	
Adult (19-61)	3916-23	492-02	$60.00	$70.00	$100.00	
Senior (62-up)	3916-23	491-02	$55.00	$65.00	$90.00	
Family (up to 6 people)	3916-23	492-02	$90.00	$105.00	$150.00	
$5.00 discount coupon for PT, Nut. Couns., Mass. Therapy	2968-07	492-02				
GYM ACTIVITIES						
30 Minutes	3791-21	492-02	$4.00	$5.25	$6.50	
50 Minutes	3791-21	492-02	$6.00	$8.00	$9.50	
Sports sampler, exercise, sports camps/clinics, lacrosse, badminton, individual leaguer fee, home school, martial arts						
FITNESS CENTER						
Teens in Training	3096-09	492-02	$10.00	$12.00	$14.00	
Weight training instruction	2598-02	492-02	Free	$9.00	$18.00	
Personal training/hr						
Individual 1 hour session	3916-23	492-02	$65.00	$70.00	$75.00	
Couples 1 hour session	3916-23	492-02	$90.00	$95.00	$100.00	
Groups (per person/1 hr)	3916-23	492-02	$35.00	$40.00	$45.00	
Buy 5 PT packages get 6th free	3916-23	492-02	$325.00	$350.00	$375.00	
PT package-Couple	3916-23	492-02	$450.00	$475.00	$500.00	
PT package-Group (per person)	3916-23	492-02	$175.00	$200.00	$225.00	
Fitness assessment	2598-02	492-02	$25.00	$25.00	$25.00	
Bone Density						
Body Fat						
Oxygen Uptake						
Blood Pressure/Heart Rt						
STOTT PILATES REFORMER						
Individual/per hr	3915-23	492-02	$70.00	$75.00	$80.00	
Coupe/per hr	3915-23	492-02	$95.00	$100.00	$105.00	
Group per person/per hr	3915-23	492-02	$40.00	$45.00	$50.00	
Pkg-buy 5 get 6th free Individual	3915-23	492-02	$350.00	$375.00	$400.00	
Pkg-buy 5 get 6th free Couple	3915-23	492-02	$475.00	$500.00	$525.00	
Pkg-buy 5 get 6th free Group	3915-23	492-02	$200.00	$225.00	$250.00	per person
MEETING ROOM						
Educational Classes-						
50 Minutes	2598-02	492-02	$5.00	$6.25	$7.50	
Materials	2598-02	492-02	TBD	TBD	TBD	
INDOOR PLAYGROUND						
Special Event	2598-02	492-02	$6.00	$7.25	$8.50	

COMMUNITY CENTER

3. CLASSES/PROGRAMS (CONTINUED) MASSAGE	PR #	CR#	MEMBER	RESIDENT	NON-RESIDENT
CHAIR MASSAGE	2846-06	492-02	$1.00/min	$1.25/min	$1.50/min
Relaxation/Swedish					
30 Minutes	2846-06	492-02	$40.00	$45.00	$50.00
60 Minutes	2846-06	492-02	$60.00	$65.00	$70.00
90 Minutes	2846-06	492-02	$80.00	$85.00	$90.00
Therapeutic					
30 Minutes	2846-06	492-02	$40.00	$45.00	$50.00
60 Minutes	3198-10	492-02	$65.00	$70.00	$75.00
90 Minutes	3198-10	492-02	$90.00	$95.00	$100.00
Deep Tissue					
30 Minutes	3198-10	492-02	$45.00	$50.00	$55.00
60 Minutes	3198-10	492-02	$70.00	$75.00	$80.00
90 Minutes	3198-10	492-02	$95.00	$100.00	$105.00
Sports					
30 Minutes	2846-06	492-02	$40.00	$45.00	$50.00
60 Minutes	3198-10	492-02	$65.00	$70.00	$75.00
Prenatal					
30 Minutes	2846-06	492-02	$40.00	$45.00	$50.00
60 Minutes	3198-10	492-02	$65.00	$70.00	$75.00
Reflexology					
30 Minutes	2846-06	492-02	$40.00	$45.00	$50.00
Hot Stone					
60 Minutes	3198-10	492-02	$80.00	$80.00	$80.00
NUTRITIONAL COUNSELING					
Individual	3683-19	492-02	$55.00	$60.00	$65.00
Package (5 sessions)	3683-19	492-02	$275.00	$300.00	$325.00
Initial assessment (1.5hr)	3683-19	492-02	$120.00	$120.00	$120.00
WELLNESS COACHING					
Individual	3916-23	492-02	$65.00	$70.00	$75.00
Couples 1 hour session	3916-23	492-02	$90.00	$95.00	$100.00
Groups (per person/1 hr)	3916-23	492-02	$35.00	$40.00	$45.00
Package (5 sessions)	3916-23	492-02	$325.00	$350.00	$375.00
Buy 5 PT packages get 6th free	3916-23	492-02	$325.00	$350.00	$375.00
PT package-Couple	3916-23	492-02	$450.00	$475.00	$500.00
PT package-Group (per person)	3916-23	492-02	$175.00	$200.00	$225.00
Vision/Goal Setting (1.5hr)	3683-19	492-02	$120.00	$120.00	$120.00

COMMUNITY CENTER

CLIMBING WALL							
Instruction 50 Minutes	2752-04	492-02		$8.00	$9.25		
Instruction 50 Minutes	3565-17	492-02	Free				
Youth camp per hour	2752-04	492-02	$6.50	$8.00	$9.25		
Corporate Team Building/ 2 hours	2598-02	492-02	$15.00	$15.00	$15.00		
School groups/2 hours	2598-02	492-02	$10.00	$10.00	$10.00		
Harness rental	2752-04	492-02	Free	Free	Free		
Belay & Knot Card Test	2639-03	492-02	Free	$3.00	$5.00		
Lead Climb Test Out	2747-04	492-02	$8.00	$10.00	$12.00		
Rent a Belayer	3565-17	492-02	Free	10.00 per 15 min for R/NR CR#?			
4. RENTALS	**PR #**	**CR#**	**MEMBER**	**RESIDENT**	**NON-RESIDENT**		
BIRTHDAY PARTIES/Party Packages							
1 party room - 20 capacity	3908-23	492-02	$285/3hrs	$320/3hrs	$640/3hrs	**Sat/Sun 12-3pm**	
2 party rooms - 35 capacity	3908-23	492-02	$420/3hrs	$450/3hrs	$900/3hrs	**Sat/Sun 1-4pm**	
3 party rooms	3908-23	492-02	N/A	N/A	N/A		
Processing fee for groups/ individuals that ignore fee payment policy	2863-06	492-02	$10.00	$10.00	$10.00		
GYMNASIUMS							
Main Gym (cost per court)	3796-21	492-02	$65/hr	$65/hr	$130/hr		
MAC Gym (cost per court)	3796-21	492-02	$55/hr	$55/hr	$110/hr		
Archery	2726-04	492-02	$75.00	$75.00	**$150.00**		
						3558-17	
Livonia Fire & Rescue Honor Guard - gym rental fee waived once a month for practice.	3476-16	492-02	N/A	N/A	N/A		
POOLS							
Lap pool/lane/hr 25yd lane	3796-21	492-02	$13/hr/ln	$13/hr/ln	$20/hr/ln		
Inflatable (add on)	2639-03	492-02	$40.00/hr	$40.00/hr			
Inflatable (add on)*	2795-05	492-02			$60.00/hr		
Swim Meet Set Up/Take Down	2876-06	492-02	$90.00	$90.00	**$180.00**		
Dual Meet Set Up/Take Down	3796-21	492-02	$120/day	$120/day	$240/day		
Splash Pad	2598-02	492-02	$75.00/hr	$75.00/hr	**$150/hr**	**3558-17**	NOT USED
Leisure Pool	3796-21	492-02	$300/hr	$300/hr	$600/hr		
Gallery Rental/per meet/day	3796-21	492-02	$100/day	$100/day	$150/day	**3558-17**	
Underwater Sound System	3182-10	492-02	N/A	$5/per rental	$6/per rental	**3558-17**	
PARTY/MEETING ROOM							
Single	3796-21	492-02	$35/hr	$35/hr	$70/hr		
MPR	3796-21	492-02	$70/hr	$70/hr	$140/hr		
Activity Room	3796-21	492-02	$70/hr	$70/hr	$140/hr		
CLIMBING WALL							
W/Instructor/route/hr.	3796-21	492-02	$40/hr	$40/hr	$80/hr		
Equipment person	2752-04	492-02	Free	Free	Free		
TV/DVD/Cart	3182-10	492-02	N/A	$5/rental	**$10/rental**		
Podium	3182-10	492-02	N/A	$5/rental	**$10/rental**		
Projector	3182-10	492-02	N/A	$5/rental	**$10/rental**	**3558-17**	
4. RENTALS (CONTINUED)	**PR #**	**CR#**	**MEMBER**	**RESIDENT**	**NON-RESIDENT**	**3558-17**	

COMMUNITY CENTER

ACTIVE AREAS **3558-17**

COMMUNITY CENTER

Tree Fort w/supervisor	2598-02	492-02	$60.00	$60.00	**$120.00**	
Fitness Center (after hours only)	2598-02	492-02	$100.00	$100.00	**$200.00**	
Lobby - Full Area Atrium	3796-21	492-02	$120.00	$120.00	$240.00	**3558-17**
Lobby 300 S.F. Section	2598-02	492-02	$40.00	$40.00	**$80.00**	**3558-17**
Adult Lounge	2598-02	492-02	$40.00	$40.00	**$80.00**	
Kid Quarters	2598-02	492-02	$40.00	$40.00	**$80.00**	**3558-17**
Game Room	2598-02	492-02	$30.00	$30.00		**3558-17**
Game Room*	2795-05	492-02			$45.00	**3558-17**
Aerobics/Dance Studio	3796-21	492-02	$80.00	$80.00	$160.00	
ACTIVITY ADD ONS						
Batting Cage	2598-02	492-02	$25.00	$25.00	**$50.00**	
Golf Driving Net	2598-02	492-02	$25.00	$25.00	**$50.00**	
Skate Park	2598-02	492-02	$45.00	$45.00	**$90.00**	**3558-17**
Outdoor In-Line Rink	2598-02	492-02	$45.00	$45.00	**$90/hr**	**3558-17**
Staff/per hr	3796-21	492-02	$25/hr	$25/hr	$25/hr	**3558-17**
						3558-17
PARKS & RECREATION CONFERENCE ROOM						
1 hour	2713-03	492-02	$50.00	$50.00	**$100.00**	
2 hours	2713-03	492-02	$90.00	$90.00	**$180.00**	
3 hours	2713-03	492-02	$110.00	$110.00	**$220.00**	**3558-17**
						3558-17
						3558-17
BUSINESS BOOTH RENTALS	3748-21	492-02				

$250.00 PER DAY **OR** $1000.00 MONDAY - FRIDAY

4. RENTALS (CONTINUED)	**PR #**	**CR#**	**MEMBER**	**RESIDENT**	**NON-RESIDENT**
EQUIPMENT					

COMMUNITY CENTER

*Chair	2598-02	492-02	$0.50	$0.50	**$1.00**	
*Table (Rectangle/stage)	2752-04	492-02	$6.00	$6.00	**$12.00**	
*Table 6' round	2752-04	492-02	$10.00	$10.00	**$20.00**	**3558-17**
**Created New Category for Non-Resident						**3558-17**
*No charge for party room and MPR. Table & chairs included in rental fee.						**3558-17**
GARAGE SALE						
One Table Booth	2827-05	492-02	$30.00	$30.00	$30.00	
Two Table Booth	2827-05	492-02	$42.00	$42.00	$42.00	
Outside Booth	2631-03	492-02	$20.00	$20.00	$20.00	
Extra Table	2786-05	492-02	$12.00	$12.00	$12.00	
BATTING CAGE						
30 Minutes	2598-02	492-02	$6.00/person	$6.00/per person plus day pass	$6.00/per person plus day pass	
Exclusive	2795-05	492-02	$25.00	$25.00	**$50.00**	
GOLF PRACTICE						**3558-17**
30 Minutes	2598-02	492-02	$6.00/person	$6.00/per person plus day pass	$6.00/per person plus day pass	
GOLF LESSONS						
30 Minute lesson	2598-02	492-02	$6.50	$7.75	$9.00	
60 Minute lesson	2598-02	492-02	$11.00	$12.25	$13.50	
Golf Driving Net Exclusive	2795-05	492-02	$25.00	$25.00	**$50.00**	
SAND VOLLEYBALL COURTS	2639-03	492-02	$25.00/hr/ct	$25.00/hr/ct	**$50.00/hr/ct**	**3558-17**
SKATE PARK	2639-03	492-02	$45.00/hr	$45.00/hr	**$90.00/hr**	**3558-17**
						3558-17
SKATEBOARD PARK	3449-15	492-02	Free	Free	Free	
OUTDOOR IN-LINE RINK	2639-03	492-02	$45.00/hr	$45.00/hr	**$90.00/hr**	
5. OVERNIGHT RENTALS (9:00p.m. - 6:00a.m.)	**PR #**	**CR#**	**MEMBER**	**RESIDENT**	**NON-RESIDENT**	**3558-17**

COMMUNITY CENTER

First 100 people	2752-04	492-02	$1,850.00	$1,850.00	**$3,700.00**	
Each addt'l 50 people	2598-02	492-02	$150.00	$150.00	**$300.00**	
						3558-17
Includes one staff member, 3 hours in leisure pool, all night in 2 gyms, 3 party rooms, limited equipment. No second floor access. Max of 500 people.						**3558-17**
GYMNASTIC ROOM	3678-19	492-02	$ 80.00	$ 80.00	$ 160.00	
Livonia's Little Learners	3885-23	492-02	$94	$124	$142	
One time supply fee	3885-23		$10	$10	$10	

6. TEAM SPORTS	**PR #**	**CR#**	**MEMBER**	**RESIDENT**	**NON-RESIDENT**
POOL LEAGUES TEAM					

COMMUNITY CENTER

FEE/GAME

See Aquatics Section

GYM LEAGUES					
Team Fee per game	2786-05	492-02	$46.00	$46.00	$46.00
Official Fee per game	2598-02	492-02	$22.00	$22.00	$22.00
Individual Fee per Non-Res	2598-02	492-02	N/A	N/A	$30.00
3v3 Adult Basketball League	3712-20	492-02	$155/team		
3v3 NR fees cap	3712-20	492-02	$30 added on league entry fee		
TEAM SPORTS TOURNAMENT					
(Team Fee per game)					
Teen/Youth	2598-02	492-02	$100.00	$100.00	$100.00
Adult	2598-02	492-02	$150.00	$150.00	$150.00
3 on 3 Basketball	2598-02	492-02	$40.00	$40.00	$40.00
UMPIRES & OFFICIALS					
Adult Basketball (paid on site)	3437-15	42-05	$30.00		
Boys' Class "D" (paid on site)	3437-15	42-05	$30.00		
Adult Volleyball (paid on site)	2773-04	33-05	$24.00		
SUNDAY NIGHT ADULT DROP-IN SPORTS PROGRAM					
TRIAL 9/1-12/31/16	3507-16	492-02	Free	$4.00	$6.00
TRIAL EXTENDED THRU 3/31/17	3537-16	492-02			
PICKLEBALL LADDER LEAGUE	3855-22	N/A	$3.50/wk/per	$4.25/wk/per	$5/wk/per

7. MISCELLANEOUS	**PR #**	**CR#**	**MEMBER**	**RESIDENT**	**NON-RESIDENT**
KIDS QUARTERS					

COMMUNITY CENTER

Per 2 hours	2752-04	492-02		$4.50	$4.50
Per 2 hours	3565-17	492-02	Free		
Tot play class	2598-02	492-02	$3.80	$5.00	$6.25
Late Fee-Past 2 hours in 1 day/per 15 minutes	2598-02	492-02	$5.00	$5.00	$5.00
10 Punch Card	2752-04	492-02	$28.00	$38.00	$38.00
SPECIAL EVENT FEE					
Family (Per Event)	2641-03	492-02	$6.00	$8.00	$12.00
BATTLE OF THE BANDS					
Spectator Admission					
Pre-sale	2772-04	492-02	$7.00	$7.00	$7.00
At the door	2772-04	492-02	$8.00	$8.00	$8.00
Band Bond - per band	2772-04	492-02	$50.00	$50.00	$50.00
CARDBOARD BOAT RACES		714-01			
$15/PER BOAT	Price set at the July 1, 2015 Commission meeting				

COMMUNITY CENTER

8. ADMINISTRATIVE SERVICES	PR #	CR#	MEMBER	RESIDENT	NON-RESIDENT
REFUND POLICY	3479-16				
ACTIVITY/CLASS REFUND					

A minimum enrollment may be required to run an activity. The Department reserves the right to cancel any activity based on insufficient enrollment or other conditions beyond our control.

Class/Activity cancelled by Department	Full Amount
Customer Cancels:	
By 5pm one week prior to class start date	Less $10.00 processing fee
Prior to second class	50% of class fee
After 2nd Class	No Refund

No refunds on material fees, T-ball/Coach Pitch or Girl's Softball. Convenience fees for all online transactions cannot be refunded for any reason.

Processing fee may be waived if individual puts amount to their department account.
If they ever request a check or refund to their credit card the processing fee will be charged.

Medical Situation-A doctor's note is requested specifying the time frame in which customer is unable to participate, unused portion of class/program fee may be credited to their department account.

MEMBERSHIP REFUND

Refunds may be granted for extraordinary circumstances upon written request to Superintendent of Parks and Recreation.

DAILY PASS REFUND

There shall be no refunds for daily visit pass purchases.	2737-04

CANCELLATION POLICY

PARTY PACKAGES	2923-07

You are given the option to reschedule for another date. You will be charged a processing fee of
A refund will be issued under the following terms:

1. With 180 days or more notification you will be charged 25% of the required deposit.

2. With 30-179 days notification you will be charged 50% of the required deposit.
3. With 0-29 days notification you will have no refund of required deposit.

BUILDING RENTALS	2923-07

1. With 180 days or more notification you will be charged 25% of the required deposit.
2. With 30-179 days notification you will be charged 50% of the required deposit.
3. With 0-29 days notification you will have no refund of required deposit.

8. ADMINISTRATIVE SERVICES (CONTINUED)	PR #	CR#	MEMBER	RESIDENT	NON-RESIDENT
ATHLETIC TEAM ENTRY FEES					

COMMUNITY CENTER

Full refund less processing fee if cancelling after being scheduled in a league; must give written justification at least 14 days prior to first game.

Adult teams	2195-92	359-93	Less 30% for processing
Youth Teams	2195-92	359-93	Less 20% for processing
RESIDENT ID CARD	2713-03		$5.00
PRINTING FEES			
Paper Charge/Ream			
8 ½" x 11"	2532-00	390-01	$8.00
8 ½" x 14"	2532-00	390-01	$10.00
Copy Machine	N/A	1031-85	$0.25
Rule Book	2532-00	390-01	$3.50
RETURNED CHECK FEE	2532-00	390-01	$25.00
LATE FEE			
Program Registration	2301-95	204-95	$10.00
CREDIT CARDS			
Payment of fees by credit card, MasterCard, Visa or Discover Card.	2550-01	389-01	
ON-LINE CONVENIENCE FEE	3572-17	Eliminated	
ADVERTISING RATES			
Quarter Page (3 1/4"W x 4 5/8"L)	3579-17	492-02	$ 450.00
Half Page (6 3/4" W x 4 5/8" L)			$ 695.00
Full Page (6 3/4: W x 9 1/2" L)			$ 1,250.00
Inside Cover			$ 2,000.00
Back Cover			$ 4,000.00

INDEPENDENT CONTRACTOR

Standard split is 60/40

8/2/17 Commission approved a deviation from standard split when approved in writing by Superintendent of Parks and Recreation. 3586-17

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e/contracted class

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Rentals include: Host, Swim time, facility use, Room setup, banner, tablecloths

) per Steph

AQUATIC SERVICES-OUTDOORS

	PR#	CR#	MEMBER	RESIDENT
DAILY ADMISSIONS				
Adult	3825-22	159-22		$6.00
Child (ages 4-17)	3825-22	159-22		$5.00
Senior (ages 62 & up)	3825-22	159-22		$5.00
PR#2877-06 changed child free admission age to 3 & under				
SEASON SWIM PASSES				
Individual	3825-22	159-22		$80.00
Each additional person living at the same address	3825-22	159-22		$30.00
LCRC MEMBERS	3565-17	149-17		**
Outdoor pool usage free for members of the recreation center				
POOL RENTALS				
Up to 75 people	3655-18	05-19		$150.00
Each additional 15 people per hour	3655-18	05-19		$25.00
Team rentals/hr	2720-04	664-03		$48.00
Botsford Team rental/per hr/per lane	3796-21	N/A	$17/hr/ln	$17/hr/ln
Clement Circle25 yd lane	3796-21	N/A	$13/hr/ln	$13/hr/ln
SWIM MEETS				
Admission	2720-04	664-03		$2.00
Individual Events Entry Fee	2720-04	664-03		$3.00
Relays Entry Fee Per Person	2720-04	664-03		$6.00
SWIM LESSONS				
50 minute lesson	3843-22	N/A	$9.00	$10.50
PRIVATE SWIM LESSONS				
5 - 1/2 hour sessions	2720-04	664-03		$75.00
1/2 hour session	2720-04	664-03		$19.00

AQUATIC SERVICES-OUTDOORS

NON-RESIDENT	
$10.00	
$8.00	
$8.00	
$160.00	
$60.00	
**	
$200.00	
$25.00	
$48.00	
$26/hr/ln	50 meter
$20/hr/ln	
$2.00	
$3.00	
$6.00	
$12.50	
$95.00	
$23.00	

FIGURE SKATING

PR# 3467-15 and CR#375-15
APPROVED NEW 5 YEAR LEASE
WITH LIVONIA CIVIC ARENAS WHERE
LCA TOOK
OVER THE FIGURE SKATING
PROGRAM

	PR RES No.	CR RES No.	CURRENT FEES
FIGURE SKATING PROGRAM			
Ice Skating Lessons – (30 minutes w/instructor)			
Residents	3340-13		$8.00/class
Non-Residents			$9.75/class
Late Fee for Registra			
ISI Practice Ice – (50 m			
Resident			$9.00/class
Non-Resident			$10.00/class
Late Fee for Registra			
Precision Team – (50 r			
Resident			$9.75/class
Non-Resident			$10.75/class
Extra Ice	3340-13		$10.00
Drop In Ice	3340-13		$10.00
Program Book	2801-05	434-05	$3.00
Figure Skating Competition			
Practice Ice (50 Min)	2871-06	407-06	$9.00
First Event	2871-06	407-06	$54.00
Each Additional Event	2871-06	407-06	$15.00
Team Fee-Synchronized	2871-06	407-06	$54.00
Team Member-Synchronized	2801-05	434-05	$15.00
Team Member-Compulsory	2801-05	434-05	$15.00
Ice Arena Events			
Other than Show/Competition	2182-92	518-92	$2.00
Ice Show			
Registration Fee	3445-15		$50.00
Ice Fee	3445-15		$75.00
Additional Number	2803-05	433-05	$15.00
Admission			
Adult	3445-15		$8.50
Child	3445-15		$5.00
Senior	3445-15		$7.50
LHA Utility Charge (all user groups except P&R Programs)	3149-10	221-10	$3.00/hour

GOLF SERVICES

GOLF SERVICES	# of Holes	PR RES NO	CR RES NO	CURRENT FEES
Senior=age 62 and over with valid ID				
Junior =age 9-17 with valid ID				
WEEKDAY - RESIDENT				
Fox Creek & Whispering Willows				
Weekday Before 4pm	9	3851-22	N/A	$18.00
Weekday Before 4pm	18	3851-22	N/A	$25.00
Senior (day/time restricted)	9	3851-22	N/A	$12.00
Junior (day/time restricted)	9	3851-22	N/A	$10.00
Senior/Junior (day/time restricted)	18	3851-22	N/A	$18.00
Twilight		3418-15	47-15	$12.00
Idyl Wyld				
Weekday Before 4pm	9	3851-22	N/A	$15.00
Weekday Before 4pm	18	3851-22	N/A	$22.00
Senior (day/time restricted)	9	3851-22	N/A	$11.00
Junior (day/time restricted)	9	3851-22	N/A	$9.50
Senior/Junior (day/time restricted)	18	3851-22	N/A	$16.00
Twilight		3418-15	47-15	$11.00
WEEKEND - RESIDENT				
Fox Creek & Whispering Willows				
Saturday/Sunday/Holiday	9	3851-22	N/A	$19.00
Saturday/Sunday/Holiday	18	3851-22	N/A	$29.00
Senior (day/time restricted)	9	3851-22	N/A	$11.00
Junior (day/time restricted)	9	3851-22	N/A	$10.00
Senior/Junior (day/time restricted)	18	3851-22	N/A	$17.00
Twilight		3418-15	47-15	$12.50
Idyl Wyld				
Saturday/Sunday/Holiday	9	3851-22	N/A	$15.00
Saturday/Sunday/Holiday	18	3851-22	N/A	$23.00
Senior (day/time restricted)	9	3851-22	N/A	$11.00
Junior (day/time restricted)	9	3851-22	N/A	$9.50
Senior/Junior (day/time restricted)	18	3851-22	N/A	$15.00
Twilight		3418-15	47-15	$11.00
WEEKDAY - NON-RESIDENT				
Fox Creek & Whispering Willows				
Weekday	9	3851-22	N/A	$21.00
Weekday	18	3851-22	N/A	$29.00
Senior (day/time restricted)	9	3851-22	N/A	$15.00
Junior (day/time restricted)	9	3851-22	N/A	$14.00
Senior/Junior (day/time restricted)	18	3851-22	N/A	$24.50
Twilight		3418-15	47-15	$15.00
Idyl Wyld				

GOLF SERVICES

GOLF SERVICES	# of Holes	PR RES NO	CR RES NO	CURRENT FEES
Weekday	9	3851-22	N/A	$15.00
Weekday	18	3851-22	N/A	$22.00
Senior/Junior (day/time restricted)	9	3851-22	N/A	$9.50
Senior/Junior (day/time restricted)	18	3851-22	N/A	$15.00
Twilight		3851-22	N/A	$11.00
GOLF SERVICES	**# of Holes**	**PR RES NO**	**CR RES NO**	**CURRENT FEES**
WEEKEND - NON-RESIDENT				
Fox Creek & Whispering Willows				
Saturday/Sunday/Holiday	9	3851-22	N/A	$22.00
Saturday/Sunday/Holiday	18	3851-22	N/A	$35.00
Senior (day/time restricted)	9	3851-22	N/A	$16.00
Junior (day/time restricted)	9	3851-22	N/A	$14.00
Senior/Junior (day/time restricted)	18	3851-22	N/A	$22.50
Twilight		3418-15	47-15	$15.00
Weekend Special	9	3851-22	N/A	$13.04
	18	3851-22	N/A	21.47
Idyl Wyld				
Saturday/Sunday/Holiday	9	3851-22	N/A	$15.00
Saturday/Sunday/Holiday	18	3851-22	N/A	$23.00
Senior/Junior (day/time restricted)	9	3851-22	N/A	$10.00
Senior/Junior (day/time restricted)	18	3851-22	N/A	$15.00
Twilight		3418-15	47-15	$11.00
Weekend Special		3418-15	47-15	16.5?
League Rate				
Fox Creek & Whispering Willows 9 Hole		3851-22	N/A	$20.00
Idyl Wyld 9 Hole		3851-22	N/A	$18.00
Outing Rate				
Fox Creek-Weekday		2919-07	136-07	$25.00
Fox Creek-Weekend		3418-15	47-15	$25.00
Whispering Willows-Weekday		2919-07	136-07	$25.00
Whispering Willows-Weekend		3418-15	47-15	$25.00
Idyl Wyld-Weekday		2919-07	136-07	$17.00
Idyl Wyld-Weekend		3418-15	47-15	$21.00
Cart Fees				
9 Holes - all courses	9	3823-22		$9.00
18 Holes - all courses	18	3823-22		$15.00
Senior Cart Fees				
9 Holes - all courses	9	3617-18	43-18	$7.00
18 Holes - all courses	18	3617-18	43-18	$11.00

GOLF SERVICES

GOLF SERVICES	# of Holes	PR RES NO	CR RES NO	CURRENT FEES
Winter Rate				
December 1 - March 31	9	2636-03	147-03	$10.00
	18	2636-03	147-03	$15.00
Capital Improvement Fund - Resident				
Junior	9	3707-20	71-20	$1.30
Junior	18	3707-20	71-20	$2.30
Senior	9	3707-20	71-20	$1.30
Senior	18	3707-20	71-20	$2.30
Resident	9	3707-20	71-20	$1.30
Resident	18	3707-20	71-20	$2.30
Twilight		3028-08	544-08	$1.50
Capital Improvement Fund-Non-Resident				
Non-Resident	9	3707-20	71-20	$1.30
Non-Resident	18	3707-20	71-20	$2.30
Senior	9	3707-20	71-20	$1.30
Senior	18	3707-20	71-20	$2.30
Twilight		3028-08	544-08	$2.00
Fees for Bucket of Range Balls				
Small			188-01	$3.00
Medium			188-01	$5.00
Large			188-01	$7.00
The department may establish range fees at the golf course to adjust to changing conditions in the marketplace such as offering specials or attracting business during slow times.				
Miscellaneous				
*No outing on holidays				
Promotional pricing during the fall season and on weekends during periods of slow play is allowed.		2505-00	206-00	
**Includes reservation fee for guaranteed starting time.				$0.50
2020 golf season		3724-20	218-20	
single cart rider surcharge at all 3 courses				
$3 for 9 holes and $5 for 18 holes				

SENIOR CENTER

CLASSES/PROGRAMS	PR#	CR#	Member	RESIDENT	NON-RESIDENT
Council approved an additional charge of .25 to NR who participate in activities at the center.	N/A	321-12			$ 0.25
Per class fee					
50 minute class	3931-23	N/A	$ 2.50	$ 2.50	$ 3.50
50 minute class drop in pass	3931-23	N/A	$ 3.50	$ 3.50	$ 4.50
Drop in 5 pack	3931-23	N/A	$ 12.50	$ 12.50	$ 17.50
75 minute class	3931-23	N/A	$ 3.00	$ 3.00	$ 4.25
Room Fees					
Activity Room	3796-21	N/A	$15/hr M-F 9-4:30pm $25/hr Afterhours-3hr min	$15/hr M-F 9-4:30pm $25/hr Afterhours-3hr min	$25/hr M-F 9-4:30pm $40/hr Afterhours-3hr min
Dining Room 1/2	3796-21	N/A	$15/hr M-F 9-4:30pm $25/hr Afterhours-3hr min	$15/hr M-F 9-4:30pm $25/hr Afterhours-3hr min	$25/hr M-F 9-4:30pm $40/hr Afterhours-3hr min
Chargeable Events	3796-21	N/A	$75/hr 3hr min	$75/hr 3hr min	$150/hr 3hr min

GREENMEAD

ACTIVITY	PR#	CR#	RESIDENT	NON-RESIDENT
Church				
4 hour rental includes 1 hour for rehearsal and 3 hours on the wedding day				
Payment in full required to secure date.				
	3783-21	N/A	$ 650.00	$ 850.00
Garden Wedding Ceremony				
4 hour rental includes 1 hour for rehearsal and 3 hours on the wedding day.				
Payment in full required to secure date. Chairs are not included, guests use portable toilets.				
Interior space is not provided in case of rain.				
	N/A	228-03	$ 200.00	$ 250.00
Security deposit eliminated 9/1/21	3783-21	N/A		
Quaker Meeting House				
Tables & Chairs provided, customer responsible for linens, decorations, tableware and food.				
No set-up/clean-up time included. Payment in full required to secure date.				
Monday-Friday (8:30am-5pm)	N/A	228-03	$20/hr	$20/hr
Evenings and Weekends	3783-21	N/A	$50/hr	$60/hr
Security deposit eliminated 9/1/21	3783-21	N/A		
Blue House				
Tables and chairs and a customized floor plan is provided. Customer is responsible for linens, decorations, tableware and food. Payment in full required to secure date.				
No free set up time.				
Monday-Thursday 3 hour minimum	3783-21	N/A	$60/hr	$85/hr
Friday & Saturday 4 hour minimum	3783-21	N/A	$100/hr	$125/hr
Sunday 4 hour minimum	3783-21	N/A	$80/hr	$100/hr
Tours of historic buildings	3783-21	N/A	$3/ea	$3/ea
Dance Floor	3783-21	N/A	$150	$150
Newburgh School	3865-22	N/A		
$160 per class (maximum 30 students). This includes the Day at Newburg School, tours for students & adults and candy bags for students.				
Museum & Village Tours	N/A	228-03	Adult-$3	Child-$2
Past Contracted Time Fee	3818-22			
Hourly rate for building plus staff costs and $100 administrative fee				

GREENMEAD

ACTIVITIES CONT.	PR#	CR#	RESIDENT	NON-RESIDENT
Night of Lights Tent Rental	3866-22	N/A		

$200/hr, minimum of 3 hours, Monday-Thursday only. Would include set up of games and outdoor fireplaces typically associated with Night of Lights.

Grounds Rental - 8hrs 3-11pm	N/A	228-03	$ 1,500.00	$ 1,500.00

private parties/events, exclusive use of the area
Tent set up and tear down can happen the day before and the day after the event.

Grounds Fee
Category 1 3750-21

Small gathering with less than 100 people in attendance where no admissions fees are charged or fundraising. Excludes the following: Amplified music, vendors, alcohol, fireworks, carnival attractions (i.e. moon bounces, giant slides, etc.) or street closures.

$50 per hr, 2 hr min, plus staffing cost;
Plus $100 refundable security deposit

Category 2

Events that meet one or more of the following criteria: 1. 101-300 people in attendance. 2. Fundraiser for verified non-profits. 3. Amplified music/sound. 4. Publicly advertised. 5. Food/merchandise vendors. 6. Serving/selling alcohol. 7. Carnival type riders (i.e. moon bounces, giant slides, etc.) 8. Street Closures.

$100 per hr, 4 hr min. plus staffing cost;
Plus $100 refundable security deposit

Category 3

Events that meet one or more of the following criteria: 1. 300+ people in attandance. 2. For profit and/or fundraising. 3. Amplified music/sound. 4. Publicly advertised. 5. Food/merchandise vendors. 6. Serving/selling alcohol. 7. Carnival type riders (i.e. moon bounces, giant slides, etc.) 8. Street closures.

$150 per hr, 4 hr min. plus staffing cost;
Plus $100 refundable security deposit

Community Garden				
24'x24' (576 sq ft)	3799-21		$32	$45
12'/24' (288 sq ft)	3799-21		$20	$27

City of Livonia

User Fee Data - January, 202

Department : **Finance**

Item	Description	Amount	Estimated Annual Amount	Set by CR? (Insert CR #)	Set by Ordinance? (Insert Ord. #)
1	Ambulance Transport Fees	See Attached	$ 2,535,000		3.04.250
2	Returned Payment NSF Fee	$ 25.00	$ 5,500	661-03	
3	Water and Sewer Fees	See Attached	$ 43,500,000		Section 13-various
4	False Alarms	See Attached	$ 140,000		5.06.070

24

Set by State Law? (Insert PA or MCL #)	Date last revised	Notes
	2/1/2022	Paid mainly by insurance or Medicare
	12/7/2003	
	7/1/2023	Attached
	1/1/2000	Attached

City of Liv

User Fee Data - Ja

Department : **Assessing**

Item	Description	Amount	Estimated Annual Amount	Set by CR? (Insert CR #)
1	PTA Late Fines	Up to 200 Res Up to 1,000 Commercial	$ 15,000	
2	Copies for Appraisers	$1 per page	$ 20	

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anuary, 2024

Set by Ordinance? (Insert Ord. #)	Set by State Law? (Insert PA or MCL #)	Date last revised	Notes
	MCL 211.27a		See Attached copy of the law language. Fine amount depends on days late.
			Only charged when appraisers need large files. Do no charge city residents printing their own data.

City of L

User Fee Data -

Department : **Clerk's Office**

Item	Description	Amount	Estimated Annual Amount	Set by CR? (Insert CR #)
1	Vital Records request fees	$15 for 1st; $5.00 for each additional	$ 145,871.00	CR #21-04
2	Business license fes	*See attached	$ 63,533.90	
3	Pet license fees	$8.00 (spayed/neutered); and $11.00 (not spayed/neutered)	$ 27,617.00	
4	Dog Park fees	$30.00 for one dog; $10.00 for each additional up to 3; Replacement fob $20.00	$ 11,713.00	
5	Garage Sale fees	$5.00	$ 6,860.00	
6	Engineering fees	*Varies - see Notes column	$ 24,840.00	
7	Notary fees	$15.00	$ 836.00	
8	Waiver use fees	$650.00 + per sq ft fee	$ 26,016.98	
9	Soil Erosion bonds	*Set by Engineering	$ 59,950.00	
10	Copies/labels/voter lists	$.03 per label	$ 154.12	
11	Printed materials	$ 3.00	$ 1,238.00	CR #657-03

12	Postage	$ 1.00	$ 484.00	

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January, 2024

Set by Ordinance? (Insert Ord. #)	Set by State Law? (Insert PA or MCL #)	Date last revised	Notes
			Set by CR in 2004 (20 years ago); **Needs to be updated and increased as the cost of State vital records paper has gone up significantly in last 5 years**
Ord 3112 (Muniode 5.03.170)		3/23/2020	Attached.
Ord 3114 (Muniode 6.01.130)		4/15/2020	Attached.
			***Fee set by Parks & Rec Department**
Municode 5.33.030			Attached.
	Metro Act fee is set by State of Michigan, MPSC		*Includes fees such as: Sidewalk waiver fee-$250 (updated 09/18); Meto Act Fee-$500.00 set by State of MI)
			Set by Department; no change needed.
			***To be provided by Planning**
			***Engineering will provide**
			Set by Department; **Needs to be updated and increased as cost of printing labels has gone up significantly in last 5 years**
			Set by CR in 2003 (two decades ago); **Needs to be updated and increased as cost of printing in color the large-scale City and Precinct maps sold to the public has gone up significantly in last 5 years**

			Set by Department **Needs to be updated and increased as the cost of postage and the large golden envelopes that are used to mail back items have increased significantly in the last 5 years**

City of Livonia

User Fee Data - January, 202

Department : **Community Resources**

Item	Description	Amount	Estimated Annual Amount	Set by CR? (Insert CR #)	Set by Ordinance? (Insert Ord. #)
1	Program downloads/DVDs	$15	$ 150		
2	Program DVDs	$5 for residents; $7 for non-residents	$ 10	Yes- CR# Unknown	
3					

24

Set by State Law? (Insert PA or MCL #)	Date last revised	Notes
	5/1/2023	Price was set by department
		Price was set by City Council; date unknown

City of Livonia

User Fee Data - January, 202

Department : **Engineering**

Item	Description	Amount	Estimated Annual Amount	Set by CR? (Insert CR #)	Set by Ordinance? (Insert Ord. #)
1	Processing Fee	$ 35.00	$ 8,120		12.04.090
2	Processing Fee for Utility and Cable Companies	$ 350.00	$ 1,750		12.04.090
3	Sidewalk Insp. Fee - Residential	$ 25.00	$ 2,950		12.04.090
4	Sidewalk Insp. Fee - Commercial	$ 75.00	$ 75		12.04.090
5	Sidewalk Reinspection Fee				
6	Drive Approach Inspection Fee	$ 50.00	$ 7,950		12.04.090
7	Driveway Culvert Inspection Fee	$ 75.00	$ 800		12.04.090
8	Curb Cut Inspection Fee	$ 50.00	$ 750		12.04.090
9	3" - 6" Water Connection (Only)	$ 200.00	*		12.04.090
10	8" or Larger Water Connect. (Only)	$ 250.00	*		12.04.090
11	18" or Smaller Storm Sewer Connection (Only)	$ 125.00	*		12.04.090
12	18" - 42" Storm Sewer Connection (Only)	$ 225.00	*		12.04.090
13	Larger than 42" Storm Sewer Connection (Only)	$ 300.00	*		12.04.090
14	Saddle Connection (Only) for Sanitary Sewer	$ 175.00	*		12.04.090
15	Engineering Review Fee - 5% of the Cost of Improvement in ROW		*		16.28.120 and 130
16	Grade Certification Inspections	$ 250.00	*		12.04.090
17	Each Additional Grade Certification Inspection	$ 100.00	*		12.04.090
18	Public Utility Companies Yearly Permit Fee	$ 600.00	$ 3,000		12.04-090
19	Water Connection 3" or Larger Bond	$ 500.00	*		12.04.100
20	Public Utility Easement Bond	$ 500.00	*		12.04.100
21	Gravel Street Bond	$ 500.00	*		12.04.100
22	Seal Coat of Asphalt Capped Street Bond	$ 800.00	*		12.04.100
23	Full Depth Asphalt Street Bond	$ 2,000.00	*		12.04.100
24	Concrete Street Bond	$ 2,500.00	*		12.04.100

25	Site Development (Residential) Bond	$ 750.00	$ 37,250		12.04.100
26	Site Development (Commercial) Bond	$ 1,500.00	$ 73,500		12.04.100
27	Sidewalk Requirement Waiver Req.	$ 250.00	$ 750		12.04.345
28	Transportation Permits	$ 100.00	$ 2,900		10.54.010
	Soil Erosion - Plan Review				
29	Single Family	$ 50.00	℧		2679
30	Less than 1 acre	$ 75.00	℧		2679
31	1-9 acres	$75 + $50 per acre over 1 acre	℧		2679
32	10-40 acres	$500 + $25 per acre over 10 acres	℧		2679
33	40 acres or more	$1,250 + $10 per acre over 40 acres	℧		2679
	Soil Erosion - Inspection				
34	Single Family	$ 135.00	℧		2679
35	Less than 1 acre	$ 200.00	℧		2679
36	1-9 acres	$ 200.00	℧		2679
37	10-40 acres	$2,000 + $100 per acre over 10 acres	℧		2679
38	40 acres or more	$5,000 + $75 per acre over 40 acres	℧		2679
	Soil Erosion - Cash Refundable Bond				
39	Standard	$600 per acre, ($600 min.)	℧		2679
40	Special Conditions (Near Open Water, Etc.)		℧		2679
41	Small Cell Wireless Facilities	Cost Varies			Zoning 6.55 (5)

* Included with total fees collected for Site Development - Residential and Site Development - Commercial

℧ The totals for Soil Erosion in 2023 were $14,160 for Plan Review and Inspection and $34,000 for Bonds (

24

Set by State Law? (Insert PA or MCL #)	Date last revised	Notes
	8/20/2018	Proposed $50.00
	8/20/2018	Proposed $450.00
	8/20/2018	No Change
	8/20/2018	No Change
	New	Proposed $25.00
	8/20/2018	No Change
	8/20/2018	Proposed $100.00
	8/20/2018	No Change
	8/20/2018	Proposed $250.00
	8/20/2018	Proposed $350.00
	8/20/2018	Proposed $150.00
	8/20/2018	Proposed $300.00
	8/20/2018	Proposed $400.00
	8/20/2018	Proposed $250.00
	1972	No Change
	8/20/2018	Proposed $325.00
	8/20/2018	Proposed $125.00
	8/20/2018	Proposed $750.00
	8/20/2018	Proposed $750.00
	8/20/2018	Proposed $750.00
	8/20/2018	Proposed $750.00
	8/20/2018	Proposed $1,000.00
	8/20/2018	Proposed $2,500.00
	8/20/2018	Proposed $3,250.00

	8/20/2018	Proposed $1,000.00
	8/20/2018	Proposed $1,750.00
	8/20/2018	Proposed $400.00
	7/11/2017	No Change
	2004	Proposed $75.00
	2004	Proposed $100.00
	2004	Proposed $100.00 + $75.00 per acre over 1 acre
	2004	Proposed $750.00 + $50.00 per acre over 10 acres
	2004	Proposed $2,000.00 + $50.00 per acre over 40 acres
	2004	Proposed $350.00
	2004	Proposed $300.00
	2004	Proposed $350.00
	2004	Proposed $2,500.00 + $150.00 per acres over 10 acres
	2004	Proposed $5,500.00 + $100.00 per acre over 40 acres
	2004	Proposed $1,000.00 per acre ($1,000 min)
	2004	Proposed $1,500.00 min.
	1/9/2024	No Change

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23 Permits)

City of Livonia

User Fee Data - January, 202

Department : **Fire**

Item	Description	Amount	Estimated Annual Amount	Set by CR? (Insert CR #)	Set by Ordinance? (Insert Ord. #)
1	Copy of Fire Report	$5	Approx $250	no	no
2	Haz-Mat cost recovery				3.06
3	Fire Rescue Standby	Varries by equipment and personnel.% based on "Grid"	Hasn't been utilized in 4-5 years minimum	CR#546-08	

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Set by State Law? (Insert PA or MCL #)	Date last revised	Notes
no	15 plus years	Program Supervisor believes memo came from Law Department.
	10/15/2001	Actual costs billed
	12/3/2008	According to program supervisor, Chief Whitehead stopped charging for Fire/EMS standby at Spree and elseware. Unkown why.

City of Livonia

User Fee Data - January, 202

Department : **Housing Commission**

Item	Description	Amount	Estimated Annual Amount	Set by CR? (Insert CR #)	Set by Ordinance? (Insert Ord. #)
1	Silver Village Rents	see attached	$ 665,000		
2	Newburgh Village Rents	see attached	$ 846,000		
3	Public Housing Rents	30% of Income	$ 670,000		
4	Late Fees on Rent	$25.00	$ 2,000		
5	NSF Check Fee	$25.00	$ 1,000		
6	Transit Rider Fee	$2.00	$ 7,000		
7	CDBG Rents	see attached	$ 53,000		
8	Air Conditioner Fee Public Housing	$188.00 annual	$ 13,000		
9	Washer/Dryer Fee	$1.25/$1.25	$ 6,000		
10	Community Room Rental	$150.00	$ 1,000		
11	Silver and Newburgh Pet Fee	$25.00	$ 300		
12	Public Housing Pet Fee Family Hsg.	$10.00	$ 120		
13	Tenant Damage Fees	see attached	$ 5,000		

24

Set by State Law? (Insert PA or MCL #)	Date last revised	Notes
MCL 125.651	12/12023	LHC #29-23
MCL 125.651	12/1/2023	LHC #29-23
Housing Act of 1937-Federal Law	9/1/2023	Annual re-exams set by Admissions and Continued Occupancy Policy
MCL 125.651	12/1/2016	LHC #54-16
MCL 125.651	12/1/2016	LHC #54-16
	1/1/1995	Smart Carry Over Fee
MCL 125.651	1/1/2024	LHC #30-23
MCL 125.651	6/1/2022	LHC #9-22
MCL 125.651	4/1/2022	LHC #8-22
MCL 125.651	6/1/2016	LHC #29-16, Non residents of LHC
MCL 125.651	1/1/2012	LHC #9-12, One time application fee
Federal Housing Act	1/1/2012	LHC #9-12, Monthly Fee
MCL 125.651	1/1/2022	LHC #1-22

City of Livonia

User Fee Data - January, 202

Department : **Inspection**

Item	Description	Amount	Estimated Annual Amount	Set by CR? (Insert CR #)	Set by Ordinance? (Insert Ord. #)
1	Tall grass/weed admin fee	$75/ $125	$ 21,000		8.40.080
2	Building Code Board of Appeals application fee	$145	$ 290		15.04.300
	Vacant and Abandoned Registration and Administration Fees	see attached	$ 90,000		15.51.050
	Vacant and Abandoned Inspection Fees	see attached	$ 17,000		15.51.090
	License Registration Fees	see attached	$ 31,000		15.56
	Administration Fee	see attached	$ 340,000		15.56
	Permits and Inspection Fees	see attached	$ 1,500,000		15.56.020
	Plan Examination and Zoning Review Fees	see attached	$ 300,000		15.56.025
	Annual, Biennial and Special Inspection Fees	see attached	$ 280,000		15.56.030
	Zoning Fees	see attached	$ 40,000		15.56.035
	Electrical Permit fees	see attached	$ 190,000		15.56.040
	Plumbing Permit Fees	see attached	$ 140,000		15.56.050
	Refrigeration Permit Fees	see attached	$ 63,000		15.56.060
	Sign Permit Fees	see atached	$ 25,000		15.56.070
	Mechanical Permit Fees	see attached	$ 160,000		15.56.080
	Wireless Communication Facility and Collocation Application Fee	$500	$ 7,000		Zoning Ordinance 6.60

24

Set by State Law? (Insert PA or MCL #)	Date last revised	Notes
	7/25/2016	Admin fee for first two cuts are $75 each. Each cut after is $125.
	6/26/2004	
	10/29/2009	
	10/29/2009	
	6/2/2004	
	6/2/2004	
	6/2/2004	
	6/2/2004	
	6/2/2004	
	2/16/2022	
	6/2/2004	
	6/2/2004	
	6/2/2004	
	6/2/2004	
	6/2/2004	
	5/22/2023	

City of Livonia

User Fee Data - January, 202

Department : **Law**

Item	Description	Amount	Estimated Annual Amount	Set by CR? (Insert CR #)	Set by Ordinance? (Insert Ord. #)
1	FOIA	See Attached	NA		

24

Set by State Law? (Insert PA or MCL #)	Date last revised	Notes
MCL 15.234		

City of Livonia

User Fee Data - January, 20

Department : **Library**

Item	Description	Amount	Estimated Annual Amount	Set by CR? (Insert CR #)	Set by Ordinance? (Insert Ord. #)
1	Meeting Room Rental - resident	$ 20.00	$ 10,000.00		
2	Meeting Room Rental - non-resident	$ 40.00	$ 10,000.00		
3	Auditorium rental - resident	$ 50.00	$ 10,000.00		
4	Auditorium rental - non-resident	$ 100.00	$ 10,000.00		
5	Books	20c/day	$ 2,400		
6	"Lucky" Books	20c/day	$ 2,400		
7	Holiday Books	20c/day	$ 2,400		

8	Books on CD	20c/day	$ 2,400		
9	Book Bundles	20c/day	$ 2,400		
10	Book Club Kits	20c/day	$ 2,400		
11	Music CDs	20c/day	$ 2,400		
12	DVDs/Blu-rays - Feature Films	$1.00/day	$ 2,400		

13	DVDs/Blu-rays- TV Series	$1.00/day	$ 2,400		
14	“New” DVDs/Blu-rays	$1.00/day	$ 2,400		
15	DVDs- Educational	20c/day	$ 2,400		
16	“New” DVDs- Educational	20c/day	$ 2,400		
17	Library of Things	$1.00/day	$ 2,400		

18	Board Games	$1.00/day	$ 2,400		
19	Puzzles	$1.00/day	$ 2,400		
20	Steam Kits	20c/day	$ 2,400		
21	Video Games	$1.00/day	$ 2,400		
22	Magazines	20c/day	$ 2,400		

23	Media Kits	20c/day	$ 2,400		
24	WiFi Hotspots	$5.00/day	$ 2,400		
25	Non-resident library card	$100	$ 2,400		
26	Notary Services	$10	$ 250		

)24

Set by State Law? (Insert PA or MCL #)	Date last revised	Notes
	1/26/23	Rates were raised by the Library Commission in 2023
	1/26/23	Rates were raised by the Library Commission in 2023
	1/26/23	Rates were raised by the Library Commission in 2023
	1/26/23	Rates were raised by the Library Commission in 2023
	1/1/2002	Rates are set by the Library commission in consultation with the Library Director. They are relational to other area Libraries, though there is a nationwide movement to go fine free. The Library Commission has thus far been reluctant to do so but I intend to bring up the possiblity again during the budget process.
	1/1/2002	Rates are set by the Library commission in consultation with the Library Director. They are relational to other area Libraries, though there is a nationwide movement to go fine free. The Library Commission has thus far been reluctant to do so but I intend to bring up the possiblity again during the budget process.
	1/1/2002	Rates are set by the Library commission in consultation with the Library Director. They are relational to other area Libraries, though there is a nationwide movement to go fine free. The Library Commission has thus far been reluctant to do so but I intend to bring up the possiblity again during the budget process.

	1/1/2002	Rates are set by the Library commission in consultation with the Library Director. They are relational to other area Libraries, though there is a nationwide movement to go fine free. The Library Commission has thus far been reluctant to do so but I intend to bring up the possiblity again during the budget process.
	1/1/2002	Rates are set by the Library commission in consultation with the Library Director. They are relational to other area Libraries, though there is a nationwide movement to go fine free. The Library Commission has thus far been reluctant to do so but I intend to bring up the possiblity again during the budget process.
	1/1/2002	Rates are set by the Library commission in consultation with the Library Director. They are relational to other area Libraries, though there is a nationwide movement to go fine free. The Library Commission has thus far been reluctant to do so but I intend to bring up the possiblity again during the budget process.
	1/1/2002	Rates are set by the Library commission in consultation with the Library Director. They are relational to other area Libraries, though there is a nationwide movement to go fine free. The Library Commission has thus far been reluctant to do so but I intend to bring up the possiblity again during the budget process.
	1/1/2017	Rates are set by the Library commission in consultation with the Library Director. They are relational to other area Libraries, though there is a nationwide movement to go fine free. The Library Commission has thus far been reluctant to do so but I intend to bring up the possiblity again during the budget process.

	1/1/2017	Rates are set by the Library commission in consultation with the Library Director. They are relational to other area Libraries, though there is a nationwide movement to go fine free. The Library Commission has thus far been reluctant to do so but I intend to bring up the possiblity again during the budget process.
	1/1/2017	Rates are set by the Library commission in consultation with the Library Director. They are relational to other area Libraries, though there is a nationwide movement to go fine free. The Library Commission has thus far been reluctant to do so but I intend to bring up the possiblity again during the budget process.
	1/1/2002	Rates are set by the Library commission in consultation with the Library Director. They are relational to other area Libraries, though there is a nationwide movement to go fine free. The Library Commission has thus far been reluctant to do so but I intend to bring up the possiblity again during the budget process.
	1/1/2002	Rates are set by the Library commission in consultation with the Library Director. They are relational to other area Libraries, though there is a nationwide movement to go fine free. The Library Commission has thus far been reluctant to do so but I intend to bring up the possiblity again during the budget process.
	1/1/2017	Rates are set by the Library commission in consultation with the Library Director. They are relational to other area Libraries, though there is a nationwide movement to go fine free. The Library Commission has thus far been reluctant to do so but I intend to bring up the possiblity again during the budget process.

	1/1/2017	Rates are set by the Library commission in consultation with the Library Director. They are relational to other area Libraries, though there is a nationwide movement to go fine free. The Library Commission has thus far been reluctant to do so but I intend to bring up the possiblity again during the budget process.
	1/1/2017	Rates are set by the Library commission in consultation with the Library Director. They are relational to other area Libraries, though there is a nationwide movement to go fine free. The Library Commission has thus far been reluctant to do so but I intend to bring up the possiblity again during the budget process.
	1/1/2002	Rates are set by the Library commission in consultation with the Library Director. They are relational to other area Libraries, though there is a nationwide movement to go fine free. The Library Commission has thus far been reluctant to do so but I intend to bring up the possiblity again during the budget process.
	1/1/2017	Rates are set by the Library commission in consultation with the Library Director. They are relational to other area Libraries, though there is a nationwide movement to go fine free. The Library Commission has thus far been reluctant to do so but I intend to bring up the possiblity again during the budget process.
	1/1/2002	Rates are set by the Library commission in consultation with the Library Director. They are relational to other area Libraries, though there is a nationwide movement to go fine free. The Library Commission has thus far been reluctant to do so but I intend to bring up the possiblity again during the budget process.

	1/1/2002	Rates are set by the Library commission in consultation with the Library Director. They are relational to other area Libraries, though there is a nationwide movement to go fine free. The Library Commission has thus far been reluctant to do so but I intend to bring up the possiblity again during the budget process.
	1/1/2021	Rates are set by the Library commission in consultation with the Library Director. They are relational to other area Libraries, though there is a nationwide movement to go fine free. The Library Commission has thus far been reluctant to do so but I intend to bring up the possiblity again during the budget process.
	Unknown	Rates are set by the Library commission in consultation with the Library Director, relational to other area Libraries and The Library Network. There are several exceptions to this fee.Working in the city limits, attending a school within city limits and
	10/1/2022	Set in line with the city clerks office

City o

User Fee Dat

Department :	**Planning & Economic Develoment**

Item	Description	Amount	Estimated Annual Amount	Set by CR? (Insert CR #)
1	Site Plan Review	$600 + $20 for each 1,000 sf of new construction	$ 6,000	
2	Site Plan Extension	$200	$ 400	
3	Site Plan Modification	$300	$ 600	
4	Waiver Use	$400 publication fee + $300 base review fee +$20 for each 1,000 sf of new construction + $30 per lot or unit for residential construction	$ 20,000	
5	Waiver Use Extension	$200	$ 400	
6	Waiver Use Modification	$400 publication fee + $200 review fee	$ 1,200	
7	Wireless Communication Tower	$1,000		
9	Appeal to City Council	$400	$ 1,200	
10	Zoning Amendments from any classification to:	$400 publication fee +	$ 4,500	
a)	P-L, NP, N1, N2, RUF	$100 + $20 for each 7,200 sf or fraction thereof in excess of 7,200 sf		

b)	NM1, NM2	$250 + $30 for each 7,200 sf or fraction thereof in excess of 7,200 sf		
c)	C-1, C-2, C-3	$400 + $30 for each 4,000 sf or fraction thereof in excess of 8,000 sf		
d)	C-4, NM3	$500 + $40 for each 4,000 sf or fraction thereof in excess of 8,000 sf		
e)	ML, M-1, M-2	$500 for the 1st acre + $100 for each additional acre or part thereof		
11	Zoning Board of Appeals Fees	$450	$ 14,000	
12	PA 198 of 1974 - Industrial Facilities Tax Exemption Certificate	$1,000	$ 1,000	CR #504-05
13	PA 328 of 1998 - Personal Property Abatement Tax	$300		
14	PA 210 of 2005 - Commercial Rehabilitation Exemption Certificate	$300	$ 600	
15	PA 381 of 1996 - Brownfield Redevelopment Financing	Varies by Project		

of Livonia

a - January, 2024

Set by Ordinance? (Insert Ord. #)	Set by State Law? (Insert PA or MCL #)	Date last revised	Notes
15.56.035		2/16/2022	
15.56.035		2/16/2022	
15.56.035		2/16/2022	
15.56.035		2/16/2022	
15.56.035		2/16/2022	
15.56.035		2/16/2022	
15.56.035		2/16/2022	
15.56.035		2/16/2022	
15.56.035		2/16/2022	
15.56.036		2/16/2022	

15.56.037		2/16/2022	
15.56.038		2/16/2022	
15.56.039		2/16/2022	
15.56.040		2/16/2022	
15.56.041		2/16/2022	
		10/12/2005	
		Early 2000s	Administrative fee established by the Planning & Economic Development Department.
		Early 2000s	Administrative fee established by the Planning & Economic Development Department.
			An administrative fee is collected and deposited into the General Fund for most Brownfield projects as part of the biannual Tax Increment Finance (TIF) collection and distribution process.

City of Liv

User Fee Data - Ja

Department : **Police Department**

Item	Description	Amount	Estimated Annual Amount	Set by CR? (Insert CR #)
1	Sex Offender Registration - City	$ 20.00	$ 1,280	
2	Sex Offender Registration - State	$ 30.00	$ 1,920	
3	Crash Report	$ 13.00	$ 31,757	
4	Incident Reports	$ 5.00	$ 990	
5	Record Check Clearance	$ 6.00	$ 324	
6	Notary Fees / Gun Permits	$ 5.00	$ 1,565	
7	Warrant Processing Fees	$ 10.00	$ 5,420	
8	Videos - FOIA/Discovery Orders (Hourly Rate)	$ 34.90	$ 4,038	
9	Liquor Control Fees		$ 17,000	
10	Fingerprinting - City	$ 15.00	$ 16,020	CR #671-03
11	Fingerprinting - State	$ 43.75	$ 28,328	
12	Reserve Officers	$ 19.78	$ 65,000	CR #668-03
13	School Resource Officers	$ 41.47	$ 347,000	
14	Vehicle Forfeitures	$ 900.00	$ 6,300	
15	Automated Fingerprint Identification (AFIS)			
15a	Latent Print Search (Hourly Rate/2 Minimum)	$ 45.00		
15b	Tenprint Search (Flat Rate)	$ 45.00		
15c	Terminal Rental (Hourly Rate)	$ 10.00		
15d	Latent Print Comparison (Hourly Rate)	$ 35.00		
15e	Evidence Processing (Hourly Rate)	$ 35.00		
16	Gun Range - Usage Free (Day Rate)	$ 500.00		CR #667-03

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nuary, 2024

Set by Ordinance? (Insert Ord. #)	Set by State Law? (Insert PA or MCL #)	Date last revised	Notes
	MCL 15.234	07/01/15	Replaces CR #670-03
5.03.170		1998	
		2003	
		2023	Rate is 1.2 times current pay
		1990	
		1990	
		1990	
		1990	
		1990	
		2003	

City of Livonia

User Fee Data - January, 202

Department : **DPW**

Item	Description	Amount	Estimated Annual Amount	Set by CR? (Insert CR #)	Set by Ordinance? (Insert Ord. #)
1	Tree Permit	$ 30.00			12.24.070
2	Water Turn on / off				
3	Normal hours	$ 26.00			
	After hours / Holidays	$ 171.00			
4	Hydrant Rental	$ 24.00			13.04.040
5	Refuse Disposal Site:			277-23	
	Automoblies	$ 3.00			
	Passenger Van	$ 5.00			
	Pickup truck, cargo van				
	Trailers under eight feet	$ 16.00			
	Trailers over eight feet	$16 + $3 over			
		eight feet			
6	65-gallon Recycling Cart	$ 75.00		277-23	

24

Set by State Law? (Insert PA or MCL #)	Date last revised	Notes
	Fall 2023	In the new Tree Ordinance

City of Livonia

User Fee Data - January, 202

Department : **Treasurer's Office**

Prepared by: Sharor

Item	Description	Amount	Estimated Annual Amount	Set by CR? (Insert CR #)	Set by Ordinance? (Insert Ord. #)
1	Duplicate Bill Fee-Title Companies	$ 5.00	$ 3,740		
2	Electronic Tax File for Mortgage Co	$ 200.00	$ 1,400		
3	Copy of Tax Bill - Property Owner	$ 1.00	$ 121		
4	Returned Payment NSF Fee	$ 25.00	$ 2,875	661-03	
5	Penalty & Interest on Delinquent Personal Property (DPP) Taxes	4% and 1%	$ 44,000		

:4

ı Dolmetsch, Deputy Treasurer

Set by State Law? (Insert PA or MCL #)	Date last revised	Notes
48.101	10/14/2022	
48.101	10/14/2022	
48.101	10/14/2022	
	12/17/2003	The language in this CR needs to be updated to state all returned payments for any reason not just NSF
211.78a	1/14/2015	Negotiated with the taxing entities that the City retains their portion of the penalty & interest and use those funds towards the cost of doing the DPP tax collections.

CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD JANUARY 17, 2024

Meeting was called to order at 8:00 p.m. by Council President Brandon McCullough. Present: Carrie Budzinski, Scott Morgan, Laura Toy, Jim Jolly, Vice President Martha Ptashnik, Rob Donovic, and President Brandon McCullough. Absent:

Elected and appointed officials present: Paul Bernier, City Attorney; and Todd Zilincik, City Engineer.

Councilmember Budzinski led the meeting with the Pledge of Allegiance.

8. AWARD OF CONTRACT: Department of Public Works, re: for the 2024-25 Municipal Park Mowing Program, which involves approximately 136 acres of parks, cemetery, and fire station property, from budgeted funds.

   Doug Moore, Assistant Director of Public Works, presented the request to Council.

   Councilmember Donovic asked if the contractors are paid up front or each time they mow. He also asked if they handle the weeds at City Hall.

   Mr. Moore indicated they are paid after they mow, and they only mow thirty-two parks, two fire stations and two cemeteries.

   Councilmember Donovic asked if this will help with the quality control process to make sure they are doing a good job as they often hear concerns from residents about the height of the grass or clumps of grass left behind.

   Vice President Ptashnik asked why the significant difference in price of about $76,000 between the lowest and second lowest bidder. She also asked if there are any opportunities for negotiations with the second lowest bidder.

   Mr. Moore indicated this happened last year when the lowest bidder apparently realized that they hadn't figured expenses correctly and decided they couldn't do the job, which put DPW in a bad position. Therefore, DPW is asking to have the second low bidder approved as well. He also indicated they cannot negotiate further without putting it out for bid again.

   Councilmember Jolly said he thinks this is bad practice to allow two bidders because the second low bidder could contact the low bidder and ask them to back out and then give them work just to get the contract. He understands the logic behind the request but doesn't think it is in the best interest of the city to do this.

   Mr. Moore offered to go with only the low bidder but indicated they would lose a lot of time if they backed out as it would have to go out for bid again. He indicated DPW had to do the mowing the last two years, and this takes away from their ability to handle other grounds work.

Councilmember Toy shared her concerns about approving the two bidders. She asked if DPW has staff to assist should the low bidder back out again to allow time to put it out for bid again.

Paul Bernier, City Attorney, indicated it would be a criminal offense for bidders to get together to do something like that and they could be prosecuted.

Councilmember Donovic said it frustrates him when bidders don't show up to the meetings to allow Council to discuss matters like this with them. He urged the vendors to show up at the next meeting. He also voiced concerns about being forced to hire the lowest bidder and feels it should be the lowest qualified bidder. He wants to avoid putting DPW into a difficult situation mid-season.

President McCullough explained the MITN process and verified we there are escape clauses for both bidders and there should also be Bid Bonds as well.

Councilmember Toy would like the bidder's names included on future agendas.

Councilmember Budzinski asked if the company has worked on a municipal level on projects of this size before.

Mr. Moore said few companies have so they do need to check the references.

Margaret Erle, 31545 Pembroke, asked if there was a large difference between the price quoted by the third lowest bidder.

Vice President Ptashnik indicated it was about $18, 000 for a two-year contract for the next low bidder. She indicated there is a large difference between the quotes from the bidders.

Councilmember Donovic offered an approving motion for the Regular agenda. He also asked that both bidders attend the next meeting.

DIRECTION: APPROVING REGULAR

LETTER TO THE LIVONIA CITY COUNCIL

8.

DPW
January 17, 2024

MEETING DATE	PREPARED BY
S012924/R021224	Jill Russell, Secretary III,

AGENDA ITEM

AWARD OF CONTRACT: Department of Public Works, re: for the 2024-25 Municipal Park Mowing Program, which involves approximately 136 acres of parks, cemetery and fire station property, from budgeted funds.

BACKGROUND DETAILS

The Public Works Department has taken bids for a two-year park mowing contract to provide the mowing of approximately 136 acres of parks, cemetery, and Fire Station property in accordance with the requirements of the Finance Ordinance, and the 2024 approved budget for the Parks Maintenance Section (Account No. 101-524-818-015). Specifications were prepared by the Public Works Department and an advertisement to bid was placed on the Michigan Inter-governmental Trade Network (MITN). Eight bids were received and opened in the presence of the Bid Committee at 2:00 p.m. on December 19, 2023. The bid tab is attached.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

It is our recommendation that Council award a two-year 2024 parks mowing contract to the lowest bidder, Ground Control Property Services, New Boston, MI, in the amount of $49,132.23 annually for completing all work required in connection with the City's 2024-2025 Municipal Mowing Program with monies budgeted in the Parks Maintenance Section (Account #101-524-818-015). In addition, accept the bid of the next lowest bidder, Brantley Development, Inkster, MI to mow the parks, cemetery and fire station for $87,276.00 in the event the low qualified bidder is unable to mow the properties. Both bidder's proposals included the 2025 season with no increase in their pricing.

SPECIFIC NAME OF PRODUCT AND NUMBER TO BE PURCHASED (if more than one)

Funds provided in the Parks Maintenance Section: account 101-524-818-015 in the amount of $49,132.23 annually.

CONTRACT: Amount and/or purchase price and length of contract (with dates if applicable)

$49,132.23 annually

DETAILED WORK BEING PERFORMED

Provide the mowing of approximately 136 acres of parks, cemetery, and Fire Station properties

FISCAL CONSIDERATIONS (Amount requested and Account(s) used. If applicable, Grant Funding information)

101-524-818-015 $49,132.23

ACCEPTANCE OF BID (Please detail the following: Why accepted, why not lowest bidder, company name, contact person, full address)

Accepted the lowest bidder as first choice with the second-lowest bidder as an optional award in the event the winner is unable to fulfill the contract.

REASON TO WAIVE BID PROCESS (Emergency, Professional services, No advantage to City and why, Consortium package, etc): n/a

ATTACHMENTS

1. Parks Mowing Bid Tab - 2024 - 2025
2. 2024 PARK MOWING SPECS
3. GroundControlPropertyServices- Bid Lumpsum
4. Bid -Brantley

APPROVED BY

Douglas L. Moore, MSA, Assistant Director of Public Works — Date: January 18, 2024

Don Rohraff, Director of Public Works — Date: January 18, 2024

Michael Slater, Finance Director — Date: January 19, 2024

Maureen Miller Brosnan, Mayor — Date: January 19, 2024

2024 PARKS MOWING BID TAB (2025 Optional)

	Ground Control	Brantley	Xpert	United	Premier	Paradise	Landscape Svcs	Russell
Park 2024		$ 78,372.00	$ 83,426.00	$ 80,108.00	$ 96,810.00	$ 98,840.00	$ 149,408.00	$ 153,042.00
Cemetery 2024		$ 8,904.00	$ 12,992.00	$ 25,900.00	$ 16,100.00	$ 16,380.00	$ 13,510.00	$ 15,594.00
TOTAL	**$ 49,132.23**	**$ 87,276.00**	**$ 96,418.00**	**$ 106,008.00**	**$ 112,910.00**	**$ 115,220.00**	**$ 162,918.00**	**$ 168,636.00**
Park 2025		$ 78,372.00	$ 83,426.00		$ 99,714.30	$ 101,311.14	$ 149,408.00	$ 153,042.00
Cemetery 2025		$ 8,904.00	$ 12,992.00		$ 16,583.00	$ 16,789.50	$ 13,510.00	$ 15,594.00
TOTAL	**$ 49,132.23**	**$ 87,276.00**	**$ 96,418.00**	**$ -**	**$ 116,297.30**	**$ 118,100.64**	**$ 162,918.00**	**$ 168,636.00**
GRAND TTL	**$ 98,264.46**	**$ 174,552.00**	**$ 192,836.00**	**$ 106,008.00**	**$ 229,207.30**	**$ 233,320.64**	**$ 325,836.00**	**$ 337,272.00**
								No bond

CITY OF LIVONIA
DEPARTMENT OF PUBLIC WORKS
PUBLIC SERVICE DIVISION

SPECIFICATIONS FOR PARK MOWING PROGRAM 2024

1. Working Days and Holiday Schedule

   a. There will be no work on Saturdays, Sundays, Memorial Day, Independence Day (Fourth of July), Labor Day, and mandated City furlough days unless authorized by the contract administrator.

   b. If the holiday falls on a Saturday, the preceding Friday shall be the designated holiday. If the holiday falls on a Sunday, the following Monday shall be the designated holiday.

2. Minimum Qualifications to Bid

   a. At least one (1) year experience providing large commercial mowing contract services worth $250,000/annum or more.

   b. Must have all necessary equipment and facilities and adequate personnel to meet the City's mowing schedule.

3. Length of Contract

   One (1) year, beginning in 2024, and ending in 2024 with a mutually agreed upon one (1) year extension. The maintenance season will begin on approximately April 1st and be completed on approximately October 31st, or extended at the City's discretion. The beginning / ending dates will be based on weather conditions, and mowing conditions, **BUT** is at the discretion of the City's contract administrator.

4. Contracted Services to Provide

   a. Contract is to maintain up to 32 parks covering approximately 125 acres. An option to add three (3) City-maintained cemeteries covering approximately 17 acres, and three (3) City Fire stations covering five (5) acres is also available at the sole discretion of the City of Livonia. The City reserves the right to change the list of parks in the contract bid list. Potential bids should include an individual bid per park and the list. Any potential bid award may not include the list but may include individual parks based on contractor bids versus budgeted funds. Billing and payments can be processed after one cycle is complete. A cycle is based on the whole list being completed.

   b. The contractor shall provide all personnel, equipment, and material to satisfactorily perform the work described herein. The contractor shall provide, without cost to the City, all incidental items required to perform the work though not specified or indicated.

   c. The contractor shall always protect the property of the City of Livonia and its residents.

d. The contractor shall perform mowing as specified in the mowing schedule and according to the yearly totals as provided herein.

5. Mowing Schedule

a. The contractor shall perform two (2) mowing cycles per month for the listed sites. The contractor shall notify the City when the cycle is to start, where they will begin, and how they plan to progress through the cycle. The contractor shall have ten (10) days to complete a cycle. There must be a minimum of seven (7) days between cycles and sites. The previous cycle must be complete before the new cycle commences. The contractor shall provide daily progress reports to indicate what was completed and any issues that may have arisen. Mowing shall commence when the contract administrator has determined that the grass has reached sufficient height (3.5" to 5") to be cut in the spring and shall end when the contract administrator has determined the grass is no longer actively growing. The possibility exists that grass may not be actively growing due to summer dormancy. The City reserves the right to reduce the service to one (1) cycle a month during summer dormancy or during periods of drought stress. The contract administrator will make this decision with as much advance notice to the contractor as possible. **There should be no more than two (2) cuts at any park in a month**.

b. Any work or mowing started by the contractor without prior consent and authorization of the contract administrator may result in forfeiture of payment to the contractor. The contract administrator may make adjustments in the mowing cycle dates when unusual conditions are experienced.

First mowing	- 1st to 15th of the month
Second mowing	- 16th to 30th of the month

Mowing operations, once initiated, shall continue until all designated mowing is completed. Only adverse weather conditions shall be cause to delay completion of each mowing cycle.

c. Where concrete curb and gutter is within the designated mowing areas, trimming shall be conducted simultaneously with the mowing during each mowing operation. Trimming may require the use of small mowing units to permit maneuvering in confined or congested work areas.

6. Examination of Specifications and Work Site

a. The contractor shall carefully examine the specifications and work sites to satisfy himself/herself, by examination, as to all local conditions affecting the contract and as to the detailed construction requirements. The execution of this contract shall be considered prima facie evidence that the contractor has made such examination and is satisfied as to the conditions to be encountered in performing the work and as to the requirements of the Specifications, Special Provisions and contract.

b. Where data respecting existing conditions is provided or mentioned in the contract documents, such data is provided for the convenience of the contractor and not as a guarantee of conditions.

c. The contractor shall make his/her own determination as to soil conditions and shall assume all risk and responsibility with respect thereto and shall complete the work in whatever manner and under whatever conditions he/she may encounter or create without extra cost to the City.

d. Any damage to utilities caused by the contractor's operations shall be the sole responsibility of the contractor.

e. The contractor shall understand that trees exist in the areas of this contract, and that many may have low branching patterns that can make mowing difficult. The expectation is that areas under trees, where mowing cannot be done by riding machinery, is satisfactorily maintained in another means.

f. The contractor shall understand that parks are open areas. These areas may contain ruts, low spots, impressions, tire marks, unevenness, etc., that will make the ground uneven. The contractor will need to find another mechanical means of mowing areas.

7 . Special Provisions for Park Mowing

a. The work shall consist of tractor mowing, mechanical or hand trimming around obstacles, and **litter / debris** removal on the designated sites identified as specified on the acreage list and map. Trash barrels will also be emptied in barrels not serviced by GFL Environmental Services.

b. Grass shall be cut at a height of 3.5 inches. Mechanical or hand trimming shall be done to avoid damage to tree trunks, shrubbery, or other plant material (known as weed whip blight) and shall not "scalp" the turf. Trimming will be done around signs, plant material, play structures, recreational features, fences, landscaped areas, wet areas, and areas that cannot be reached with larger equipment. Under no circumstances will chemical treatment, such as pesticides/herbicides, be allowed to aid in lessoning the amount of mechanical trimming. Chemical treatments include but are not limited to: products containing glyphosphate (trade name Roundup and its generics), total kill herbicides, herbicides used to inhibit growth, or herbicides used to inhibit the reemergence of herbaceous plants.

c. Sites shall have **debris / litter** removed before they are to cut to avoid trash being mowed when the grass is cut. Under no circumstances will cutting of litter by mowers be allowed. If litter is not picked up, the contract administrator will stop mowing operations until the area has been satisfactorily cleaned of litter. The contractor is responsible for supplying adequate heavy-duty trash bags and equipment used to "pick" the litter. The contractor is also responsible for removing other larger debris from turf areas. This may include, but not be limited to, tree limbs, concrete, metal, glass, cardboard, wood, and other debris found in the mowing areas. Bags shall not be left after the site is complete and must be taken with the contractor. The contractor will be responsible for hauling and disposing of trash at a legal landfill at their expense. The City may be able to place a large roll-off dumpster at its Glendale waste transfer site. This decision will be made between the winning contractor and the contractor administrator to aid in the disposal of waste generated in City parks.

d. Parks that have standing water in them or are too wet to mow shall be skipped until the next cycle. Any site not cut shall not be paid until the service is performed.

Standing water in a park shall be cut around. Under no circumstances shall a mower enter standing water, or wet areas, to cut grass. These areas can either be mechanically trimmed or skipped until the next cycle. Under no circumstances shall a wet area be skipped on two consecutive cycles without consent of the contract administrator.

e. Excessively long grass that produces large amounts of clippings laid into windrows shall be mechanically blown by mower or blower to disperse the clippings to reduce the potential damage to the growing grass plants. Piles of clippings shall not be left on any site and will be up to the contractor to remove to an adequate organic waste facility at their expense.

8. Damage

a. The contractor, and the contract administrator shall make a joint visual inspection of all specified mowing areas both prior to and upon completion of mowing operations. The inspection is for the purpose of documenting existing damage to turf, recreational features, landscape beds, etc., and those caused by the contractor's mowing operations**.** **It is suggested that the contractor visually inspect each site for damage before beginning and share that information with the contract administrator.**

b. The contractor shall at his/her own expense, preserve and protect from injury all property, either public or private, along and adjacent to the roadway, and he/she shall be responsible for and repair, at his/her expense, any and all damage and injury thereto, arising out of or in consequence of any act or omission of the contractor or his/her employees in the performance of the work covered by the contract prior to completion and acceptance thereof.

c. The contractor shall immediately repair damage to park features that is damaged by them. Damage to turf areas, desirable natural growth, shrubs, and trees identified at pre-bid meeting to include among other things skinning, scraping or gouging of trees, shrubs and turf areas, ruts and deep wheel depressions and wheel slipping damage on slope areas caused by the contractor through negligence shall be repaired to the satisfaction of the contract administrator.

d. Payment for work performed may be withheld until satisfactory repairs are made. If the City makes repairs, the actual replacement costs including all labor, equipment, materials, and fringe benefits shall be charged to the contractor.

9. Equipment

a. **Each bidder must include with his/her bid a list describing the number and type of equipment available including make, model and year of the equipment. The contract administrator will inspect all equipment and maintenance facilities identified by the lowest responsive bidder's list prior to award of any contract(s). A bidder who is recommended for contract award will not be approved unless he/she can establish to the City's satisfaction that he/she has or will have equipment and facilities necessary to satisfactorily perform the work required under this contract.**

b. The contractor shall make equipment readily available for the mowing operation for the duration of the contract with the City.

c. The contractor shall furnish, operate, and maintain suitable and adequate equipment necessary to perform the mowing operation in an approved safe, competent manner without hindrance, delay or damage to the site where he/she operated. Any equipment used shall always have in place all factory-installed safety equipment including shields, lids, ROPS, and other protection systems.

d. The equipment must be commercially available in good repair and shall be maintained to produce a clean, sharp cut to the grass at all times. The equipment shall be capable of doing a neat job of mowing without misses or skips.

e. All equipment used to transport mowing equipment to work sites must be maintained. This includes, but is not limited to, trucks, cars, trailers, self-propelled mowers, etc. Vehicles and trailers parked on City streets must have cones placed around them for safety.

10. Suggested Equipment

- Zero turn mower, or equivalent, with a 60" deck minimum with turf tires
- Out-front rotary, or equivalent, with a 60" deck minimum with turf tires
- Walk-behind, self-propelled rotary mowers without sulkies, with a mowing deck no larger than 60"
- Trim pushmower not to exceed 25" in effective cutting deck
- Blowers, either back-pack or hand-held units
- Mechanical trimming machines such as weed whips
- Vehicle(s) capable of pulling a lawn/landscape trailer carrying equipment
- Hand-held equipment such as chainsaws, hedge trimmers, etc., used for removal of woody debris
- All safety equipment (chains, binders, bungy cords) necessary to transport mowing equipment safely that is hauled on trailers
- Properly licensed vehicles and equipment with contractor information legible on the vehicle
- Spare parts, such as tires, blades, weed ship string, spark plugs, etc. to make field repairs
- Clean up tools such as brooms, rakes, and shovels
- Tools needed to board up vacant properties such as lumber, plywood, locks, nails, and hammers
- Equipment, or chemicals to remove graffiti such as a power washer, sand blaster, portable generator, water supplies, paint, and painting tool

The City is not responsible for the care, maintenance, or upkeep of the contractor's equipment. Furthermore, the City will not be responsible for equipment that is lost or stolen while the contractor is working on City property.

11. Quality of Work

a The contract administrator reserves the right to determine whether the quality of work completed is acceptable. In making this determination, the following standard will be applied:

b. Mowing operations, once initiated, shall continue until all designated mowing is completed. Only adverse weather conditions shall be cause to delay completion of each mowing cycle. The contract administrator may adjust, in the mowing cycle, dates when unusual conditions are experienced.

c. Mowing shall begin when the average grass height has reached the minimum cutting height (3.5” to 5”) and the contractor has been directed to start mowing operations by the contract administrator.

d. All areas to be mowed shall be mowed to an average height of three and one-half inches (3.5”) to avoid scalping of the turf. Removal of grass clippings from the turf areas is not required as part of this contract except as provided in paragraph 7.e. (regarding windrows of clippings). It shall be the responsibility of the contractor to minimize or eliminate, if possible, blowing or directing grass clippings towards private residents, sidewalks, streets, parking lots, walking paths, Rouge River tributaries, or other park recreational features. If blowing or directing grass clippings onto the above features cannot be avoided, the contractor must make reasonable effort to clean the area by removing as much of the clippings back onto grass areas as possible.

e. Certain areas to be mowed may contain survey stakes, which must not be disturbed. Trimming shall be performed around these stakes if the contract administrator has permitted the contractor to mow in these zones. This shall also pertain to any utility marking that has been done.

f. **The contractor shall submit to the contract administrator a completed “Contractor’s Daily Activity Report,” showing areas mowed each day.**

g. Upon receipt of invoice and approval, payment shall be made in accordance with the contract quantities and contract unit prices.

12. Measurement and Payment

a. The completed work as measured for site mowing will be paid for at the contract unit price for the following contract items (pay items):

Pay Item	Pay Unit
Site Mowing	Acre

b. “Site Mowing,” of the type specified will be measured by area in acres for all scheduled mowing. The contract unit price shall be payment in full for furnishing all materials, labor, and equipment necessary to complete the work as specified.

Bid Amount: $98,264.46
Solicitation Number: RFB12042023DPW

Date: December 4, 2023

From: DeAnne Bates, Program Supervisor

To: Prospective Bidders

Subject: Addendum No. 1 – 2024 Parks Mowing

Addendum No. 1 is being issued to provide the sign-in sheet from the mandatory prebid meeting (see attached) and the website link for GIS mapping. The website link for GIS mapping is:

https://livoniacity.maps.arcgis.com/home/index.html

THE DUE DATE REMAINS THE SAME. All other provisions of the solicitation remain the same. Firms should acknowledge receipt of this addendum with their bid response.

ADDENDUM NO.1 - 2024 Parks Mowing - Acknowledgement

Company Name: Brantley Development LLC

Signature: Stan Brantley

Title: Owner

Print Name: Stanley Brantley Date 12/13/2023

List Any Additional Company Attendees:

Ramon Raymond

CONTACT PERSON TO WHOM QUESTIONS REGARDING PROPOSAL RESPONSE SHOULD BE DIRECTED:

NAME: Stanley Brantley **TITLE:** Owner

PHONE: 810-610-0427

EMAIL: Brantley_Development @yahoo.com

<u>To be considered for this project, the following forms must be delivered by 2:00 PM on December 19, 2023, via the MITN website only www.mitn.info:</u>

- ☐ Bid Bond
- ☐ Form of Proposal Pricing Pages (Uploaded in Excel format provided)
- ☐ References
- ☐ Statement of Qualifications
- ☐ List of available equipment

2024 PARKS
MOWING
REFERENCE FORM

COMPANY NAME: Brantley Development LLC

Reference Company Name: City of Dearborn City/State: Dearborn, Michigan 48120	
Summary of Work Performed: Mowing of City owned Vacant Lots, Mowing of City Parks, Mowing of Right of Way	
Dates of Work: 2014-2023	
Company Contact Person: Jordan Roberts	Title: Superintenent
Phone Number: 313-943-2048	Email: jroberts@dearborn.gov

Reference Company Name: Michigan Department of Transportation City/State: Oakland, TSC, Pontiac, Michigan	
Summary of Work Performed: Mowing of State Right of Way, Mowing of carpool lots, in Oakland County, Mowing of non-freeway boulevards	
Dates of Work: 2014-2023	
Company Contact Person: Paul Selvidge	Title: Transportation Maintenance Coordinator
Phone Number: 989-395-7452	Email: selvidgeP@Michigan.gov

Reference Company Name: City of Troy City/State: Troy, Michigan	
Summary of Work Performed: Mowing of City owned retention ponds, Mowing of residential homes for the CDBG senior program	
Dates of Work: 2018-2022	
Company Contact Person: Cindy Stewart	Title: Community Affairs Director
Phone Number: 248-524-1147	Email: stewartCA@troymi.gov

STATEMENT OF QUALIFICATIONS

2024 PARKS MOWING

Respondents must answer all questions. If more space is needed to complete a question, attach a separate sheet.

Company Name: Brantley Development LLC

Address 2648 Bayhan, Inkster, Michigan 48141

Contact Person: Stanley Brantley Title Owner

Phone No. 810-610-0427 Email Brantley_Development@yahoo.com

1. Number of years operating under you present name: 15

2. Number of years present owners have owned the company: 15

3. How many years of experience does your company have providing mowing services with an estimated value of $250,000/annually. 13 years

4. List municipalities who the bidder has serviced in the past five (5) years to present:

Name of Municipality	Term of Service
City of Dearborn	
City of Troy	
City of Warren	
MDOT	
MDHHS	

5. General nature of work performed by your company:

Mowing and grounds Maintenance

6. Have you performed work for the City of Livonia in the last ten (10) years? If so, please specify:

Year of Service	Department Serviced	Description of Services Provided

7. List the members of the team who will oversee the contract and the roles they will perform.

Name	Title	Role	Years of Experience
Stanley Brantley	Owner	Administrator/Supervisor	20

8. What challenges to you foresee?

None

9. What is included in your base price for services? What services will incur additional fees:

Allequipment/wages and services

10. Provide Phone Numbers for Customer contact during normal business hours. Provide phone number for 24-hour contact by City of Livonia personnel.

Company Phone No.: 810-610-0427

24-Hour Phone No.: ______

11. Hours of Operation

DAYS	BUSINESS HOURS
Monday – Friday	7 am - 7 pm
Saturday	9 am - 5 pm
Sunday	
Holidays	

COMPANY NAME: Brantley Development LLC

CITY OF LIVONIA PARK MOWING PROPOSAL FORM

Honorable Members of the Council
33000 Civic Center Drive
Livonia, MI. 48154

Brantley Development LLC
Bid Submitted by (Company)

Dear Council Members:

The undersigned, by the submission of this proposal, represents that they are familiar with and have determined for themselves the nature, and extent of the proposed work, and the conditions under which it must be performed, and completed, and agrees that they will contract with the City of Livonia furnish at, and for the following monies all materials, labor, equipment, permits, insurance, supervision, and all other things necessary, or incidental to complete the entire work in accordance with the appended specifications, general conditions, and related contract documents. By the submission of this bid, the undersigned represents that they are familiar with, and understand all of the above referenced contract documents.

Park	Section	Acreage	One mowing	X-Per Season	Season Cost*
Hillcrest	2	10	$ 446.00	14	$ 6,244.00
Seven Mile-Jaycee Park Sidewalk	3	0.7	$ 36.00	14	$ 504.00
Prides Court	7	2	$ 106.00	14	$ 1,484.00
Nottingham West	8	5.3	$ 286.00	14	$ 4,004.00
Denmar	8	0.8	$ 46.00	14	$ 644.00
Hellman	9	0.6	$ 36.00	14	$ 504.00
Seven Mile-Rotary Park Sidewalk	10	0.8	$ 46.00	14	$ 644.00
Meadows Park	12	5.4	$ 236.00	14	$ 3,304.00
Seven Mile-Goff Nature Preserve	12	1.6	$ 86.00	14	$ 1,204.00
Broadmore	13	2.5	$ 136.00	14	$ 1,904.00
6 Mile Rd. Islands	7-8-17-18	2.5	$ 136.00	14	$ 1,904.00
6 & Wayne (Both sides of Six)	16	3.4	$ 186.00	14	$ 2,604.00
Fairway	17	5.2	$ 236.00	14	$ 3,304.00
Quakertown	18	0.9	$ 46.00	14	$ 644.00
Laurel South	18	10.2	$ 456.00	14	$ 6,384.00
Bluegrass	18	1.8	$ 96.00	14	$ 1,344.00
Greenwood	18	7.6	$ 416.00	14	$ 5,824.00
Chatham	19	0.8	$ 46.00	14	$ 644.00
Bien	19	14.9	$ 676.00	14	$ 9,464.00
Grennada	19	5.2	$ 286.00	14	$ 4,004.00
Madonna	20	1.8	$ 96.00	14	$ 1,344.00
Reynolds Ravine	20	1.4	$ 76.00	14	$ 1,064.00
Greenbrier	21	8.2	$ 366.00	14	$ 5,124.00
Harry Wolfe Tot Lot	22	0.4	$ 26.00	14	$ 364.00
Gaylord Tot Lot	23	1.1	$ 56.00	14	$ 784.00
Bai - Lyn	23	2.6	$ 146.00	14	$ 2,044.00
Elm	25	5.8	$ 266.00	14	$ 3,724.00
Newburgh Underpass	30	2.3	$ 126.00	14	$ 1,764.00
Dover	31	5	$ 226.00	14	$ 3,164.00
Lindenwood	32	1.4	$ 76.00	14	$ 1,064.00
Hugh Tot Lot	35	0.4	$ 26.00	14	$ 364.00
Elliott Tot Lot	36	0.4	$ 26.00	14	$ 364.00
Sesquicentennial Park	36	0.9	$ 46.00	14	$ 644.00
				SUB-TOTAL FOR PARKS MOWING (ONE SEASON)	**$ 78,372.00**

CITY OF LIVONIA PARK MOWING PROPOSAL FORM

Park	Section	Acreage	One mowing	X-Per Season	Season Cost*
Fire Station #4 12300 Middlebelt	25	0.5	$ 26.00	14	$ 364.00
Fire Station #5 18910 Middlebelt	12	0.75	$ 36.00	14	$ 504.00
Fire Station #6 37876 Plymouth	30	2	$ 116.00	14	$ 1,624.00
Newburgh Cemetery	32	2.4	$ 136.00	14	$ 1,904.00
Clarenceville Cemetery	1	2.3	$ 126.00	14	$ 1,764.00
Livonia Cemetery	21	3.5	$ 196.00	14	$ 2,744.00
SUB-TOTAL FOR CEMETERY MOWING (ONE SEASON)					**$ 8,904.00**

(*) ="Season Cost" is based on two (2) maintenance services/month from approximately April 1 - Oct. 31

The undersigned agrees that, if the proposed made herein is accepted, they will satisfactorily perform, and complete all of the work, and meet all of the requirements, and obligations imposed him by the contract including the plans, specifications, and general conditions by April 30th, 2024.

Also, the undersigned agrees that, if the above proposal is accepted, they will execute the contract, and furnish acceptable bonds, and insurance within fifteen (15) calendar days from such acceptance.

To guarantee their fulfillment of the foregoing covenants, the bidder attaches hereto his certified check, or bid bond in the amount of (5% of proposal)	**$ 4,363.80**

and agrees that same shall be forfeited to the City of Livonia in the event of their failure to execute the contract or furnish acceptable bonds, not as a penalty, but as actual liquidated damages. The City shall not be required to provide or show such liquidated damages.

No bid shall be withdrawn for at least sixty (60) days after the scheduled closing time for receiving bids.

The undersigned agrees that the City of Livonia may increase, or decrease the quantity of work as described in the specifications, and in accordance with the "Schedules of Prices" included in this proposal.

The undersigned represents that they acknowledge that the City reserves the right to accept, or reject any bid, or all bids, and to waive irregularities in bids.

810-610-0427
Telephone Number

Fax Number:

Brantley Development LLC
Email Address

12/18/2023
Date:

Brantley Development LLC
Firm Name

2648 Bayhan
Firm Address

Inkster, Michigan 48141
City / State / Zip

Signature

Stanley Brantley **Owner**
Name Title

Brantley Development LLC

CITY OF LIVONIA PARK MOWING PROPOSAL FORM

Honorable Members of the Council
33000 Civic Center Drive
Livonia, MI. 48154

Brantley Development LLC
Bid Submitted by (Company)

**OPTIONAL 2ND YEAR EXTENSION BID (2025)

Dear Council Members:

The undersigned, by the submission of this proposal, represents that they are familiar with and have determined for themselves the nature, and extent of the proposed work, and the conditions under which it must be performed, and completed, and agrees that they will contract with the City of Livonia furnish at, and for the following monies all materials, labor, equipment, permits, insurance, supervision, and all other things necessary, or incidental to complete the entire work in accordance with the appended specifications, general conditions, and related contract documents. By the submission of this bid, the undersigned represents that they are familiar with, and understand all of the above referenced contract documents.

Park	Section	Acreage	One mowing	X-Per Season	Season Cost*
Hillcrest	2	10	$ 446.00	14	$ 6,244.00
Seven Mile-Jaycee Park Sidewalk	3	0.7	$ 36.00	14	$ 504.00
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CITY OF LIVONIA PARK MOWING PROPOSAL FORM

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SUB-TOTAL FOR CEMETERY MOWING (ONE SEASON)					**$ 8,904.00**

(*) ="Season Cost" is based on two (2) maintenance services/month from approximately April 1 - Oct. 31

The undersigned agrees that, if the proposed made herein is accepted, they will satisfactorily perform, and complete all of the work, and meet all of the requirements, and obligations imposed him by the contract including the plans, specifications, and general conditions by April 30th, 2024.

Also, the undersigned agrees that, if the above proposal is accepted, they will execute the contract, and furnish acceptable bonds, and insurance within fifteen (15) calendar days from such acceptance.

To guarantee their fulfillment of the foregoing covenants, the bidder attaches hereto his certified check, or bid bond in the amount of (5% of proposal)	**$ 4,363.80**

and agrees that same shall be forfeited to the City of Livonia in the event of their failure to execute the contract or furnish acceptable bonds, not as a penalty, but as actual liquidated damages. The City shall not be required to provide or show such liquidated damages.

No bid shall be withdrawn for at least sixty (60) days after the scheduled closing time for receiving bids.

The undersigned agrees that the City of Livonia may increase, or decrease the quantity of work as described in the specifications, and in accordance with the "Schedules of Prices" included in this proposal.

The undersigned represents that they acknowledge that the City reserves the right to accept, or reject any bid, or all bids, and to waive irregularities in bids.

810-610-0427
Telephone Number

Fax Number:

Brantley_Development@yahoo.com
Email Address

12/18/2023
Date:

Brantley Development LLC
Firm Name

2648 Bayhan
Firm Address

Inkster, Michigan 48141
City / State / Zip

Signature

Stanley Brantley **Owner**
Name Title

CITY OF LIVONIA PARK MOWING PROPOSAL FORM

Equipment

Each bidder must include with his/her bid a list describing the number and type of equipment available including make, model and year of the equipment (attach additional pages if needed):

Description	Make	Model	Year	Count
Mower, SAMPLE	*J DEERE*	*XLT51*	*2017*	2
96 inch zero turn mower	Exmark		2022	1
72 Inch zero turn mower	Exmark		2018/2020	4
60 inch zero turn mower	**Exmark**		**2018/2019**	2
60 inch stand on mowers	Exmark		2021/2022	2
30 inch push mower	Exmark		2021/2022	2

CASH ONLY IF ALL CheckLock™ SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR COPYING

Brantley Development LLC
Landscape & Construction
2648 Bayhan Inkster, MI 48141
810-610-0427

ELGA CU
2303 S. Center Road
Burton, MI 48519
74-7993/2724

7488

12/18/2023

PAY TO THE ORDER OF City of Livonia $ **4,363.80

Four Thousand Three Hundred Sixty-Three and 80/100** DOLLARS

City of Livonia
12973 Farmington Road
Livonia, Michigan 48150

MEMO Bid Bond for Parks Mowing

⑈007488⑈ ⑆272479935⑆ 500283106⑈

Details on Back. CheckLock™ Secure Check

Brantley Development LLC 7488

City of Livonia 12/18/2023 4,363.80

Brantley Development Bid Bond for Parks Mowing 4,363.80

Brantley Development LLC 7488

City of Livonia 12/18/2023 4,363.80

Brantley Development Bid Bond for Parks Mowing 4,363.80

ACORD

BRANDEV-01 LFRITCH

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 12/18/2023

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 rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Professional Underwriters, Inc.
39475 13 Mile Road, Suite 106
Novi, MI 48377

CONTACT NAME: Leah R. Fritch
PHONE (A/C, No, Ext): (248) 553-8300 104
FAX (A/C, No): (248) 553-8306
E-MAIL ADDRESS: lfritch@profunderwriters.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Continental Casualty Company	20443
INSURER B : Accident Fund	10166
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Brantley Development LLC
2648 Bayhan Street
Inkster, MI 48141

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY; CLAIMS-MADE; X OCCUR			7013409473	10/8/2023	10/8/2024	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY; PRO-JECT; LOC						GENERAL AGGREGATE	$ 2,000,000
	OTHER:						PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY; SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY; NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB; OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB; CLAIMS-MADE						AGGREGATE	$
	DED; RETENTION $							$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			ARP12005043700	6/29/2023	6/29/2024	X PER STATUTE; OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N	N/A					E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

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

CERTIFICATE HOLDER

For Proposal Purposes

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

LETTER TO THE LIVONIA CITY COUNCIL

Clerk
February 5, 2024

MEETING DATE	PREPARED BY
R021224	Lori Miller, MiPMC, City Clerk,

AGENDA ITEM

X1. REQUEST TO AMEND COUNCIL RESOLUTION 26-24: City Clerk, re: to reflect the correct salary rate for the appointed Deputy Clerk position, as indicated on the revised wage schedule.

BACKGROUND DETAILS

Ms. Doris DeMarco was approved as the appointed Deputy Clerk at the Council Regular meeting held January 17, 2024. The wage schedule available to the City Clerk regarding the Appointees Salaries was incorrect at the time of submission and erroneously listed Step 3 wage rate for the Deputy Clerk as being $73,070.40. Ms. DeMarco was offered and accepted employment with the City at the Step 3 wage rate for Deputy Clerk, which is actually $74,568.00. I am requesting revision to CR #26-24 to reflect the correct and current 2022-2025 wage rate schedule for the appointed position of Deputy Clerk.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

Approve revision to CR #26-24 adopted at Regular meeting of 01/17/24.

ATTACHMENTS

1. Ltr to Council for R011724 Appointment of Doris
2. Appointees Salaries 2022-2025 Wage Rate (Corrected)
3. CR #26-24 - Approving appointment of Doris
4. R021224 LTC Req to amend 26-24

APPROVED BY

Lori L. Miller

Lori Miller, MiPMC, City Clerk

Date: February 07, 2024

CITY OF LIVONIA
APPOINTEES SALARIES
2022-2025 WAGE RATE SCHEDULE
EFFECTIVE 12/1/2022

		2.0%		3.0%		2.5%	
CLASSIFICATION		**2022-2023**		**2023-2024**		**2024-2025**	
		HOURLY	**ANNUAL**	**HOURLY**	**ANNUAL**	**HOURLY**	**ANNUAL**
DIRECTOR OF PUBLIC SAFETY	STEP 1	57.66	119,932.80	59.39	123,531.20	60.87	126,609.60
Per Council Ordinance	STEP 1.5	58.83	122,366.40	60.59	126,027.20	62.10	129,168.00
Adopted 2004-2006	STEP 2	59.96	124,716.80	61.76	128,460.80	63.30	131,664.00
#107-04 (DOPS)	STEP 3	62.35	129,688.00	64.22	133,577.60	65.83	136,926.40
PROPOSED 2006-2007	STEP 4	64.84	134,867.20	66.79	138,923.20	68.46	142,396.80
	STEP 5	67.45	140,296.00	69.47	144,497.60	71.21	148,116.80
DEPUTY TREASURER	STEP 1	32.18	66,934.40	33.15	68,952.00	33.98	70,678.40
Per CR#059-23; 2% inc. in 2021-22	STEP 1.5	32.83	68,286.40	33.81	70,324.80	34.66	72,092.80
and 3% inc. in 2022-23 PLUS	STEP 2	33.50	69,680.00	34.51	71,780.80	35.37	73,569.60
general employee percentages which	STEP 3	34.81	72,404.80	35.85	74,568.00	36.75	76,440.00
are listed across the top; then revert	STEP 4	36.22	75,337.60	37.31	77,604.80	38.24	79,539.20
to general employee increases in	STEP 5	37.70	78,416.00	38.83	80,766.40	39.80	82,784.00
subsequent years.							
DEPUTY CLERK	STEP 1	32.18	66,934.40	33.15	68,952.00	33.98	70,678.40
Per CR#059-23; 2% inc. in 2021-22	STEP 1.5	32.83	68,286.40	33.81	70,324.80	34.66	72,092.80
and 3% inc. in 2022-23 PLUS	STEP 2	33.50	69,680.00	34.51	71,780.80	35.37	73,569.60
general employee percentages which	STEP 3	34.81	72,404.80	35.85	74,568.00	36.75	76,440.00
are listed across the top; then revert	STEP 4	36.22	75,337.60	37.31	77,604.80	38.24	79,539.20
to general employee increases in	STEP 5	37.70	78,416.00	38.83	80,766.40	39.80	82,784.00
subsequent years.							

On a motion by Councilmember Toy, supported by Councilmember Jolly and unanimously adopted, it was:

#026-24 RESOLVED, that having considered a communication from the City Clerk, Lori Miller, dated January 4, 2024, the Council does hereby appoint Doris E. DeMarco to the office of Deputy City Clerk of the City of Livonia, effective January 29, 2024, upon taking the Oath of Office as required in Chapter X, Section 2 of the City Charter; FURTHER, the Council does hereby establish an annual full-time salary for this position in the amount of $73,070.40 with the understanding that all benefits as previously approved by the Council for other appointed positions within the City be also extended to this position.

Doris DeMarco gave a brief history of her time in Livonia and election work experience.

UNFINISHED BUSINESS ITEM 13 (Regular Meeting of January 17,2024)

Motion:	**Toy**
Second:	**Jolly**
Ayes:	**Ptashnik, Donovic, Budzinski, Toy, Jolly, McCullough**
Nays:	**None**
Absent:	**Morgan**

LETTER TO THE LIVONIA CITY COUNCIL

Clerk
January 4, 2024

MEETING DATE	PREPARED BY
R011724	Lori Miller, MiPMC, City Clerk,

AGENDA ITEM

APPOINTMENT OF DORIS E. DEMARCO FOR THE POSITION OF DEPUTY CLERK: Office of the City Clerk, re: same.

BACKGROUND DETAILS

As the newly elected City Clerk, I need to fill the position I have vacated as the appointed Deputy Clerk. Under City Charter, Chapter V - Executive Division, Section 9, I am requesting your concurrence in my appointment of Doris E. DeMarco to the position of Deputy Clerk effective January 29, 2024. Based on Ms. DeMarco's extensive knowledge, training and experience of more than two decades working elections in Livonia, I am requesting Ms. DeMarco's starting full-time salary for the Deputy Clerk position be $73,070.40, according to the current and approved Appointees wage schedule, with the understanding that all benefits as previously approved by the Council for other appointed positions within the City also be extended to this position. There is sufficient funding in the Clerk's budget to fill this necessary and critical position in the Clerk's Office.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

RESOLVED, that having considered a communication from the Office of the City Clerk, dated January 3, 2024, THE COUNCIL DOES HEREBY APPROVE THE APPOINTMENT OF DORIS E. DeMARCO TO THE POSITION OF DEPUTY CLERK EFFECTIVE JANUARY 29, 2024; FURTHER, the Council does hereby concur with the established full-time salary for this position in the amount of $73,070.40 with the understanding that all benefits as previously approved by the Council for other appointed positions within the City be also extended to this position.

ATTACHMENTS

1. R011724 LTC Appt of Doris DeMarco to Deputy Clerk

APPROVED BY

Lori L. Miller

Lori Miller, MiPMC, City Clerk

Date: January 05, 2024