

CHAIRPERSON  
RYAN SEBOLT

VICE-CHAIRPERSON  
CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE  
GABRIELLE LAWRENCE, CHAIR  
TANYA PRATT  
MARK GREBNER  
RYAN SEBOLT  
ROBERT PENA  
MYLES JOHNSON  
RANDY MAIVILLE

## **INGHAM COUNTY BOARD OF COMMISSIONERS**

*P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264*

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, APRIL 22, 2025 AT 6:15 P.M., IN CONFERENCE ROOM D/E, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/87805478336>.

### Agenda

Call to Order

Approval of the [April 08, 2025 Minutes](#) and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Treasurer's Office – Resolution to Authorize a \$400,000 Agreement with Capital Area Housing Partnership and a \$150,000 Agreement with the Ingham County Land Bank for Residential [Development in the City of Leslie](#) through the Michigan State Housing Development Authority Enhancement Grant to Ingham County
2. Health Department – Resolution to Authorize an Agreement with Michigan Department of Health and Human Services for Supportive Services Transformation Funds and to [Create a .50 FTE Housing Specialist Position](#) in Ingham County Health Department
3. Innovation & Technology Department
  - a. Resolution to Approve the Renewal of the [SeamlessDocs Licensing Subscription](#) through GovOS
  - b. Resolution to Approve the Renewal of Support for [SAN Unit from Avalon](#)
4. Purchasing Department
  - a. Resolution to Approve the Disposal of [County-Owned Surplus](#)
  - b. Resolution to [Amend the Purchasing Procedures](#) Policy
5. Facilities Department
  - a. Resolution to [Authorize Roof Replacement](#) at the Ingham County Drain Commissioner's Office and Acknowledging Withdrawal of Prior Bid
  - b. Resolution to Adopt the [Hazard Communication Program](#) Policy
6. Road Department – Resolution to Approve a Contract with [J. Ranck Electric Inc.](#) for Traffic Signal Construction Services at the Lake Lansing Road and Marsh Road Intersection
7. Board of Commissioners Office – Resolution to [Donate Yearbooks to the Library](#) of Michigan

Announcements

Public Comment

Adjournment

**PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC DEVICES OR SET TO MUTE OR  
VIBRATE TO AVOID DISRUPTION DURING THE MEETING**

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at [www.ingham.org](http://www.ingham.org)

## COUNTY SERVICES COMMITTEE

April 8, 2025  
Draft Minutes

Members Present: Sebolt, Pratt, Grebner, Peña, Johnson, and Maiville.

Members Absent: Lawrence.

Others Present: Treasurer Alan Fox, Barbara Roth, Becky Bennett, Gregg Todd, Sue Graham, Anika Ried and others.

The meeting was called to order by Vice-Chairperson Pratt at 6:15 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual Public participation was offered via Zoom at <https://ingham.zoom.us/j/87805478336>.

### Approval of the March 18, 2025 Minutes

VICE-CHAIRPERSON PRATT STATED, WITHOUT OBJECTION, THE MINUTES OF THE MARCH 18, 2025 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN. Absent: Commissioner Lawrence.

### Additions to the Agenda

#### 12. Prosecuting Attorney's Office – Request to Hire an Employee Above Step 2

Vice-Chairperson Pratt stated the late item would become Agenda Item No. 12 and the original Agenda Item No. 12 would become Agenda Item No. 13.

### Removed

#### 9. Road Department

- a. Authorization to Hire an Employee Above Step 2

### Limited Public Comment

Alan Fox, Ingham County Treasurer, stated they were present to address the resolution regarding a broad scale budget for the Housing and Homelessness Millage Funds which was tabled by the County Services Committee a few weeks ago. Treasurer Fox further stated it occurred to them that they had not done a very good job of letting the Commissioners know what the Housing Trust Fund (HTF) had been up to.

Treasurer Fox stated they had been firing resolutions in their direction, but without much context. Treasurer Fox further stated that before the Housing and Homelessness Millage was even approved, they had been exploring ways to spend the funds through workgroups who were doing detailed work on various subject areas related to housing.

Treasurer Fox stated those meetings had open attendance where advice could be given to the HTF Committee. Treasurer Fox further explained the four work groups.

Treasurer Fox stated they had been putting together a plan for a competitive bid arrangement which would appear before the proper Committees before the end of May and that it had been a successful effort, so if there was a belief among the Commissioners that there was a better way to go about it, then that was their prerogative, but that would mean starting from scratch as there was nobody else currently putting a process

together. Treasurer Fox further stated they were planning to submit a new resolution and had spoken to the Human Services Committee, who had even less information about the process.

Treasurer Fox stated they would submit anything that had to do with homelessness services through the Human Services Committee and that their intent was to do things differently than how they had in the past when they had handed out small grants.

Commissioner Peña stated that throughout the country they had witnessed homelessness issues and gave kudos to the HTF for trying to address it.

Commissioner Sebolt gave kudos to the Board of Commissioners for seeing the problem and putting the Millage on the ballot.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. JOHNSON, TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:

2. Treasurer's Office
  - a. Resolution to Authorize a Contract with GovOS to Provide Software and Other Support for the Collection of the Accommodations Tax on Short-Term Rentals
  - b. Resolution to Authorize an Engagement Letter with Dykema Gossett PLLC to Form an Ingham County Housing Finance Authority
3. Drain Commissioner
  - a. Resolution to Authorize an Agreement with the Banta Consolidated Drain Drainage District to Replace Culverts within the Ingham County Road Right-of-Way
  - b. Resolution Pledging Full Faith and Credit to Drain Bonds
4. Equalization/Tax Mapping Department – Resolution to Approve a Grant with the Michigan Department of Licensing and Regulatory Affairs for the 2025 Remonumentation Project
5. Veterans Affairs Department – **Resolution to Secure Funding for Veteran Benefits Counselor Position #682008 from the Contingency Fund**
6. Diversity, Equity, & Inclusion Office – Resolution Designating the Month of April as Arab-American Heritage Month in Ingham County
7. Innovation & Technology Department – Resolution to Approve Fiber Installation Costs from Western Tel-Com
8. Facilities Department
  - a. Resolution to Authorize a Contract with Trane U.S. Inc. for the BCU SC+ Controls Update at the Forest Community Center
  - b. Resolution to Approve the Fire Sprinkler and Fm-200 Inspections and Testing Services Contract for the Ingham County Justice Complex
  - c. Resolution to Authorize a Contract with Laux Construction for Lighting Replacement at Forest Community Health Center
9. Road Department
  - b. Resolution to Authorize an Engineering Consultant Services Agreement with DLZ Michigan, Inc. for Bridge Design Services for Onondaga Road Over the Grand River (SN 3873)

- c. Resolution to Authorize an Agreement with the Michigan Department of Transportation for a Legislative Earmark Project on Kirby Road and Kinneville Road
  - d. Resolution to Authorize an Agreement with Delhi Township for the 2025 Local Road Program
  - e. Resolution to Authorize Agreements with the City of Leslie, City of Mason, Village of Webberville, and the City of Williamston for the 2025 Pavement Marking Program
  - f. Resolution to Authorize an As-Needed Purchase Order for Tires for the 2025-2030 Fiscal Years
10. Human Resources Department – Resolution to Authorize Maxor to File a Claim on Behalf of Ingham County in the Matter of the Settlement of Russo, Et Al. V. Walgreen Co.
11. Board of Commissioners
- a. Resolution in Honor of the 2025 State Arbor Day Celebrations
  - b. Resolution Proclaiming April 28 as “Workers Memorial Day” in Ingham County
  - c. Resolution to Authorize Membership with the Capital Council of Governments
  - d. Resolution to Amend the Contract Authorization Form
12. Prosecuting Attorney’s Office – Request to Hire an Employee Above Step 2

Commissioner Sebolt disclosed, under Agenda Item No. 11b, that their employer, the Michigan American Federation of Labor and Congress of Industrial Organizations (AFL-CIO), supported and promoted the passage of the resolution.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Lawrence.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner Lawrence.

1. Women’s Commission – Interviews

Barbara Roth was interviewed for the Women’s Commission.

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. GREBNER, TO RECOMMEND THE APPOINTMENT OF BARBARA ROTH TO THE WOMEN’S COMMISSION.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Lawrence.

13. Controller’s Office – Consult with Counsel Pursuant to MCL 15.268(1)(h) (*Closed Session*)

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. PEÑA, TO ENTER INTO CLOSED SESSION AT 6:28 P.M. PURSUANT TO MCL 15.268 (1)(h) TO DISCUSS AN ATTORNEY-CLIENT PRIVILEGED LEGAL OPINION.

THE MOTION TO ENTER INTO CLOSED SESSION CARRIED VIA UNANIMOUS ROLL CALL VOTE. Absent: Commissioner Lawrence.

VICE-CHAIRPERSON PRATT DECLARED THE COUNTY SERVICES COMMITTEE BACK IN OPEN SESSION AT 7:11 P.M.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. GREBNER, TO APPROVE THE RECOMMENDATION OF LEGAL COUNSEL.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Lawrence.

Announcements

Commissioner Peña stated the Volunteer Income Tax Assistance (VITA) Program was helping folks who could not afford to pay an accountant prepare their taxes on April 8, 2025 at the Letts Community Center and April 15, 2025 at the Gier Community Center.

Vice-Chairperson Pratt stated there would also be a celebration on April 16, 2025 for the volunteers.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:12 p.m.

**APRIL 22, 2025 COUNTY SERVICES AGENDA  
STAFF REVIEW SUMMARY**

**RESOLUTION ACTION ITEMS:**

**The Controller recommends approval of the following resolutions:**

**1.     Treasurer's Office – Resolution to Authorize a \$400,000 Agreement with Capital Area Housing Partnership and an \$150,000 Agreement with the Ingham County Land Bank for Residential Development in the City of Leslie through the Michigan State Housing Authority Enhancement Grant to Ingham County**

This resolution authorizes a \$400,000 agreement with CAHP to provide gap funding for the construction of four single family homes in Leslie on the site of the former Leslie High School and a \$150,000 agreement with ICLB for pre-development cost on the remainder of the property.

Funding is available through the \$15,000,000 in MSHDA grant funds accepted through Resolution #24-467.

See memo for details.

**2.     Health Department – Resolution to Authorize an Agreement with Michigan Department of Health and Human Services for Supportive Services Transformation Funds and to Create a .50 FTE Housing Specialist Position in Ingham County Health Department**

This resolution authorizes the Ingham County Health Department (ICHHD) to enter into an agreement with the Michigan Department of Health and Human Services (MDHHS) to accept \$309,039.88 in Supportive Services Transformation Funds (SSTF) from March 25, 2025 through September 30, 2026. A portion of these funds will be used to create a new .50 FTE Housing Specialist position to coordinate Permanent Supportive Housing (PSH) Services Capacity Building activities. These activities support housing-related health strategies identified as priorities in community health assessments and include Medicaid billing strategies, PSH service plans, and client feedback systems.

See memo for details.

**3a.    Innovation & Technology Department – Resolution to Approve the Renewal of the SeamlessDocs Licensing Subscription through GovOS**

This resolution authorizes a three-year renewal with SeamlessDocs through GovOS for a not to exceed amount of \$94,000. Funding is available in IT's Contract Maintenance Fund.

See memo for details.

**3b.    Innovation & Technology Department – Resolution to Approve the Renewal of Support for SAN from Avalon**

This resolution approves the renewal of support for the County's storage area network (SAN) unit from Avalon, for a not to exceed cost of \$43,000. Funding is available in IT's Network Fund.

See memo for details.

**4a.    Purchasing Department – Resolution to Approve the Disposal of County-Owned Surplus**

This resolution approves the disposal of County-owned surplus equipment through the GOVDEALS.COM auction site.

See memo for details.

**4b. Purchasing Department – Resolution to Amend the Purchasing Procedures Policy**

The resolution amends the purchasing policy as follows:

- 7. Purchasing Requirements and Limits, 7.2 – replace \$2,500 with \$5,000
- 7. Purchasing Requirements and Limits, 7.3 – replace two thousand five hundred dollars (\$2,500) with five thousand dollars (\$5,000) in first and second sentences
- 7. Purchasing Requirements and Limits, 7.4 – replace two thousand five hundred dollars (\$2,500) with five thousand dollars (\$5,000) and ten thousand dollars (\$10,000) with thirty-five thousand dollars (\$35,000)
- 7. Purchasing Requirements and Limits, 7.5 – remove this sub section entirely as the adjustment in Sub Section 4 removes the requirement in Sub Section 5 of the Purchasing Director and the Controller to acquire goods over \$10,000 through three quotes. This is a function of the Purchasing Director only
- 7. Purchasing Requirements and Limits, 7.6 – add Board Chairperson, to list of approvals for service contracts under \$5,000
- 12. Bid Procedure – replace seven thousand five hundred dollars (\$7,500) with thirty-five thousand dollars (\$35,000)

See memo for details.

**5a. Facilities Department – Resolution to Authorize Roof Replacement at the Ingham County Drain Commissioner's Office and Acknowledging Withdrawal of Prior Bid**

This resolution authorizes an agreement with Weatherseal Home Improvement Co., to replace the roof at the Drain Office and to acknowledge the withdrawal of the prior bid for the work from Billy White Roofing, Inc.

Funding for the not to exceed cost of \$36,248 (\$31,530 plus 15% contingency) is available in the Drain Office Roof CIP.

See memo for details.

**5b. Facilities Department – Resolution to Adopt the Hazard Communication Program Policy**

This resolution adopts the Hazard Communication Program Policy to ensure we are in compliance with OSHA and MIOSHA requirements.

See memo for details.

**6. Road Department – Resolution to Approve a Contract with J. Ranck Electric Inc. for Traffic Signal Construction Services at the Lake Lansing Road and Marsh Road Intersection**

This resolution approves a contract with J. Ranck Electric Inc., to replace the traffic signal at the Lake Lansing/Marsh Road intersection.


Funding for the not to exceed cost of \$483,326.10 (\$402,771.75 plus 20% contingency) is available in the 2025 Road Fund Budget.



See memo for details.

7.     **Board of Commissioners – Resolution to Donate Yearbooks to the Library of Michigan**

This resolution authorizes the donation of three Mason High School yearbooks and one Leslie High School yearbook to the Library of Michigan with the stipulation that the books will be properly preserved and displayed at the Library.

	DEPARTMENT: Treasurer (Housing Trust Fund)
PREPARED BY: Diana Bartlett	MEETING DATE(S): April 22-23
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Authorize \$550,000 in Enhancement Grant funds for CAHP and ICLB Residential Development Projects in the City of Leslie	

**ACTION REQUESTED:**

The Housing Trust Fund Committee respectfully requests that the Ingham County Board of Commissioners authorize \$550,000 of State Enhancement Grant funds for the development of two residential development sites in the city of Leslie.

**SUMMARY OF REQUEST:**

This request includes authorization of an agreement with Capital Area Housing Partnership (CAHP) for \$400,000 for the construction of 4 new single-family homes at the former Leslie High School site at 112 Woodworth in Leslie, in addition to an agreement of \$150,000 with the Ingham County Land Bank (ICLB) for predevelopment, infrastructure, and completing a market study for development at both the Woodworth site, and a multi-unit site along Race Street in the City of Leslie.

**STRATEGIC PLAN RELEVANCE:**

This effort is relevant to the Ingham County overall Strategic Plan to improve the quality of life for Ingham County residents by providing additional resources to encourage homeownership in order to increase access to generational wealth building opportunities and address affordable housing needs.

**DEPARTMENT MISSION RELATION:**

This relates to the Housing Trust Fund efforts to build stronger communities through investments in housing and neighborhoods, including investments that increase the supply of affordable and high-quality living units and promote homeownership. It also directly relates to the purpose and goals of the Housing and Homeless Millage to expand the capacity of public/private partnerships that will aid in “the purchase, acquisition, construction, maintenance, operation, improvement, extension, or repair of housing facilities and the elimination of detrimental housing conditions, and funding other housing programs”

**THIS ACTION RELATES TO AN ACTIVITY WHICH IS:**

☒ MANDATED ☐ NON-MANDATED \_\_\_\_\_ ☒ NEW ACTIVITY

**COST/FUNDING RECOMMENDATION:**

**Total Request/Contract Amount: \$550,000**

☒ Included in Current Fiscal Budget ☐ Budget Transfer ☐ Has No Financial Impact

**ADMINISTRATION RECOMMENDATION:**

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

**GOVERNING/ADVISORY BOARD APPROVAL DATE:** \_\_\_\_\_

**CONTROLLER’S OFFICE:** \_\_\_\_\_ **DATE:** 4/14/2025

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A \$400,000 AGREEMENT WITH CAPITAL AREA HOUSING PARTNERSHIP AND A \$150,000 AGREEMENT WITH THE INGHAM COUNTY LAND BANK FOR RESIDENTIAL DEVELOPMENT IN THE CITY OF LESLIE THROUGH THE MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY ENHANCEMENT GRANT TO INGHAM COUNTY**

WHEREAS, as authorized in Resolution #24-467, Ingham County has entered into a contract with Michigan Housing Development Authority (MSHDA) to allow Housing Trust Fund to receive \$15,000,000 of State of Michigan Appropriations Funds through the MSHDA Enhancement Grant to allocate to eligible programs and projects; and

WHEREAS, the MSHDA Enhancement Grant included \$550,000 for out-county pre-development and redevelopment activities; and

WHEREAS, with support from the City of Leslie, the Ingham County Land Bank (ICLB) has proposed redevelopment of up to 10 single-family homes at the site of the former Leslie High School site at 112 Woodworth in Leslie; and

WHEREAS, Capital Area Housing Partnership (CAHP) responded to and was awarded an ICLB Request for Proposals to build homes on this site in Leslie, and was selected as the project development partner; and


WHEREAS, CAHP has requested \$400,000 in construction gap funds to subsidize the construction of 4 single-family homes at this site, and ICLB has proposed an additional \$150,000 in pre-development, infrastructure, and market study costs required to prepare both the former Leslie School site and a multi-unit site along Race Street in the City of Leslie for development.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes \$400,000 in MSHDA Enhancement grant funds for an agreement with Capital Area Housing Partnership to subsidize construction of four single-family homes at the former Leslie School site, and an additional \$150,000 in MSHDA Enhancement grant funds for an agreement with the Ingham County Land Bank to cover pre-development, infrastructure costs, and completion of a market study to move forward with development on two vacant sites within the City of Leslie.

BE IT FURTHER RESOLVED, that the agreement will include specific terms, consistent with the MSHDA Enhancement Grant requirements.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign all applications, attachments, grant agreements, and all amendments, after approval as to form by the County Attorney.

	DEPARTMENT: Ingham County Health Department
PREPARED BY: Dr. Adenike Shoyinka, Medical Health Officer	MEETING DATE(S): April 21, April 22, and April 23, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input checked="" type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Authorization for an agreement with Michigan Department of Health & Human Services for Supportive Services Transformation Funds (SSTF) and to create a .50 FTE Housing Specialist Position	

**ACTION REQUESTED:**

Authorization for an agreement with Michigan Department of Health and Human Services (MDHHS) for Supportive Services Transformation Funds (SSTF) and to use a portion of these funds to create a .50 FTE Housing Specialist Position (ICEA County Pro, Level 6).

**SUMMARY OF REQUEST:**

Ingham County Health Department (ICHD) wishes to enter into an agreement with MDHHS for SSTF and to accept \$309,039.88 in funds effective March 25, 2025 through September 30, 2026. ICHD also wishes to use a portion of the awarded SSTF funds to create a .50 FTE Housing Specialist position (ICEA County Pro, Level 6, half-time annual salary and benefit range of \$56,100.91 - \$64,641.84) for the purpose of coordinating Permanent Supportive Housing (PSH) Services Capacity Building activities outlined in the project proposal. These activities include working with ICHD Leadership and PSH Technical Assistance providers to coordinate ICHD capacity building activities and training sessions focused on understanding and scaling Medicaid-billing options for PSH Services, developing PSH Services Plans, and Designing and Implementing PSH Client Tenant Feedback Plans.

**STRATEGIC PLAN RELEVANCE:**

Promote the practice of public health and safety through collaboration and messaging.

**DEPARTMENT MISSION RELATION:**

This resolution connects to the ICHD mission to protect, improve, and advocate for the health and well-being of our community by identifying and advancing the conditions under which all people can achieve optimum health, including but not limited to safe, affordable, healthy housing. Residents have identified housing and housing services as top priorities in Community Health Needs Assessments and Community Health Improvement Plans. ICHD conducts research to document the health status and health problems of the community and works with the community to develop strategies, such Permanent Supportive Housing Services and other Supportive Housing Services, to improve health and well-being.

**THIS ACTION RELATES TO AN ACTIVITY WHICH IS:**

☐ MANDATED \_\_\_\_\_ ☒ NON-MANDATED \_\_\_\_\_

**COST/FUNDING RECOMMENDATION:**

**Total Request/Contract Amount:** \$309,039.88

☐ Included in Current Fiscal Budget      ☒ Budget Transfer      ☐ Has No Financial Impact

**ADMINISTRATION RECOMMENDATION:**

☒ RECOMMENDED    ☐ NOT RECOMMENDED    ☐ ALTERNATIVES:

**GOVERNING/ADVISORY BOARD APPROVAL DATE:** 3/31/2025

**CONTROLLER'S OFFICE:** \_\_\_\_\_ **DATE:** 4/14/2025

TO: Jessica Yorko, Director, Division of Health Promotion and Prevention

FROM: Beth Bliesener, Human Resources Generalist – Employment Specialist

DATE: April 7, 2025

RE: Memo of Analysis for Creating a Part-Time Pathways to Housing Program Specialist

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Human Resources can confirm the following information regarding creating a part-time position for the Health Department:

Per the Health Department request, they would like to create a Part-Time position titled Pathways to Housing Program Specialist. After analysis, the classification has a community of interest with the ICEA County Pro and is appropriately compensated at an ICEA County Pro 06. I have attached the job description.

The ICEA County Pro has been notified and they support this request. I have attached the ICEA County Pro response.

Please use this memo as acknowledgement of Human Resources' participation. You are now ready to complete the final step in the process: contact Budgeting, write a memo of explanation and prepare a resolution for Board approval.

If I can be of further assistance, please email or call me (887-4375).

**Lisa Malone**

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**From:** Desiree Cook  
**Sent:** Monday, April 7, 2025 1:45 PM  
**To:** Elisabeth Bliesener  
**Subject:** RE: PATHWAYS TO HOUSING PROGRAM SPECIALIST - Create JD

We approve.

**From:** Elisabeth Bliesener <EBliesener@ingham.org>  
**Sent:** Monday, April 7, 2025 1:01 PM  
**To:** Desiree Cook <DCook@ingham.org>  
**Subject:** PATHWAYS TO HOUSING PROGRAM SPECIALIST- Create JD

Hi Desiree,

The Health Department would like to create an .SOFT Pathways to Housing Program Specialist with grant money. Joan and I pointed it to be an ICEA County Pro 06,

Does the Union approve this position to be created?

Thanks,  
Beth

**From:** Joan Claus <[JClou s@ingham.org](mailto:JClou s@ingham.org) >  
**Sent:** Friday, November 22, 2024 11:31 AM  
**To:** Jessica Yorke <[JYor ko@ingham.org](mailto:JYor ko@ingham.org) >  
**Subject:** Pathways to Housing Program Specialist

Jessica,

We have placed this position within the ICEA County Pro union at a level 6. If you desire to move forward with creating this position we will need to send to the union for their approval. Let me know if you have any questions.

Best,  
Joan

**Joan Clous MPA, SHRM-CP**

Human Resources Specialist - Labor & Employee Relations

**Ingham County**

5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374 - Office

517-887-4396 - Fax

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## **INGHAM COUNTY JOB DESCRIPTION PATHWAYS TO HOUSING PROGRAM SPECIALIST**

### **General Summary:**

Under the supervision of the Pathways to Care Program Coordinator, assists with carrying out the functions of specific health programs related to housing navigation services, housing policy analysis, housing-specific coalition-building, homelessness prevention, eviction prevention, tenant education, rental assistance navigation, shelter entry and/or diversion, healthy homes interventions, re-housing support services, partnership-building. May facilitate coordination of community partner services agreements and practices related to encampment removal and/or transitional indoor and outdoor housing locations to develop human-centered approaches.

Duties include working with people facing evictions, living in outdoor encampments or vehicles and those living in overcrowded and/or substandard housing conditions. Duties also include working impacted people and internal and external workgroups and coalitions to design and deliver housing stabilization and healthy home interventions and improve linkages to services.

Facilitates partnerships to strengthen delivery of services among people experiencing poor housing conditions, homelessness, temporary housing and/or unstable housing conditions. Accomplishes this by working with a broad array of stakeholders including grassroots organization leaders, rental property owners and/or managers, those working within the housing and human services agencies, criminal justice systems, recovery and SUD Treatment providers, and other health department staff, community agencies and friends and family members of individuals experiencing poor housing conditions, homelessness and/or poor housing conditions.

Serves as a liaison between Ingham County Continuum of Care agencies; the local Housing Assessment and Resource Agency (HARA); street outreach teams; homeless night and day-shelter providers; emergency, transitional, and recovery-oriented service providers; local code enforcement and environmental health officials; and a variety of housing providers.

Assist individuals with gathering proper documentation needed to apply for housing resources, and provides guidance and training to Pathways to Housing CHWs in supporting these functions. Assists in recruiting and training program staff, developing presentations and educational materials, tracking data, and writing grant applications, reports and protocols.

### **Essential Functions:**

1. Works with internal and external workgroups and coalitions to design and deliver public health strategies related to healthy homes, eviction prevention, housing navigation and housing stabilization.
2. Facilitates partnerships to strengthen delivery of services among people experiencing homelessness, housing instability and/or poor housing conditions, serving as a member of key housing coalitions representing ICHD and serves as a liaison between Ingham County Continuum of Care agencies, the local Housing Assessment and Resource Agency (HARA), homeless night and day-shelter providers, local code enforcement and environmental health officials, and a variety of housing providers.
3. Receives referrals from internal and external partners for individuals in need of direct services related to healthy homes interventions, eviction prevention, housing stabilization and/or homelessness prevention.
4. Receives referrals for and initiates contact with individuals experiencing poor housing conditions, homelessness and/or housing instability to provide an array of public health interventions and/or to connect individuals to a Pathways to Housing Community Health Worker. Provides case-management to clients during housing crisis situations and up to two years after resolution of housing crisis, for the purpose of

overall stabilization and life-goal support services. Leverages and cross-references multiple information and data systems and regular communication with key partners to locate individuals who have experienced homelessness, housing instability, overcrowded housing, and/or poor housing conditions to build a connection to support and resources that meet the individuals needs and decrease the likelihood of current and/or future housing-related health impacts. Works with individuals and families to identify needs and goals, and create personalized plans that support access to safe, affordable, stable, healthy housing.

5. Supports streamlining of housing-oriented services within Ingham County and maintains strong partner relationships among housing-based and other community partners to ensure a client-centered approach to working with individuals experiencing poor housing conditions, housing instability, overcrowding and/or homelessness.
6. May provide Healthy Homes Assessments using the National Healthy Homes Rating System (HHRS) protocol.
7. Monitors pertinent local, statewide and national reports and data sources and supports epidemiological investigations of housing-related health trends and works with internal and external stakeholders to develop and implement housing-specific public health interventions. Works with local, state and national partners to research and review emerging trends in healthy housing, homelessness prevention and/or housing stabilization, and to support the implementation of innovative approaches in Ingham County.
8. Assists with recruiting, hiring, training and onboarding of ICHD staff supporting housing-related work and navigation to housing resources and community resources. May train new staff to deliver Health Department programs and services and to facilitate housing-related workshops and dialogue sessions.
9. Works with internal teams and funders to develop data tracking and reporting systems for new housing-related public health interventions. Maintains records and statistics on program activities and supports preparation of activity reports as required by grant funding sources. May assist with preparation of grant funding requests.
10. Participates in specific health department programs by assisting with the planning, coordination, and implementation of programs, community workshops, and events. Explains various programs and workshops offered by the Health Department to schools, community organizations, and other interested groups. Schedules programs, gathers information about the needs of various groups, and prepares program materials.
11. Assists coalitions formed to work with specific Health Department programs. May plan and schedule meetings, facilitate meetings, assist with policy development, and take minutes; may recruit appropriate persons to be coalition members, and/or markets and interprets the goals and objectives of programs to community groups, schools, professionals, and other interested people. Promotes and conducts local activities that are part of statewide campaigns. Coordinates services and networks with schools, businesses, community organizations, and other agencies in identifying community needs and providing information or programming. Participates in staff meetings and attends and/or conducts conferences and workshops.

#### **Other Functions:**

None listed.

*An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)*

#### **Employment Qualifications:**



**Education:**

A Bachelor's in Community Development, Human Services, Environmental Sciences or a related field and one year of experience providing housing-related services.

or

An Associate's Degree in Community Development, Human Services, Environmental Sciences or related field and two years' experience in providing housing-related services.

**Other Requirements:**

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Preferred Credentials:**

- Certified Housing Counselor
- Certified Michigan Community Health Worker
- Certified Healthy Homes Inspector

**Physical Requirements:**

Ability to travel throughout the County.

Ability to access office files.

Lifts and transports materials and equipment.

*[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

**Working Conditions:**

Works in office, shelter, outdoor, home, and community-based locations and travels throughout the County to attend meetings and events and provide services.

Working conditions may include homeless encampments, homeless shelters, jail-based settings, and home-visiting settings. Some work conditions involve loud noises, varying temperatures, pest infestations, mold, varying air quality conditions, unsanitary conditions and unstable social environments.

***ICEA PRO 6***  
**November 2024**

Introduced by the Human Services, County Services, and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR SUPPORTIVE SERVICES TRANSFORMATION FUNDS AND TO CREATE A .50 FTE HOUSING SPECIALIST POSITION IN INGHAM COUNTY HEALTH DEPARTMENT**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with the Michigan Department of Health and Human Services (MDHHS) to accept Supportive Services Transformation Funds (SSTF), effective March 25, 2025 through September 30, 2026 in an amount not to exceed \$309,039.88; and

WHEREAS, ICHD wishes to use a portion of the awarded SSTF funds to create a .50 FTE Housing Specialist position (ICEA County Pro, Level 6, half-time annual salary and benefit range of \$56,100.91 - \$64,641.84) for the purpose of coordinating Permanent Supportive Housing (PSH) Services Capacity Building activities outlined in the project proposal; and

WHEREAS, these activities include working with ICHD's Leadership and PSH Technical Assistance providers to coordinate ICHD's capacity building activities and training sessions focused on understanding and scaling Medicaid-billing options for PSH Services, developing PSH Services Plans, and Designing and Implementing PSH Client-Tenant Feedback Plans; and

WHEREAS, Ingham County residents have identified housing and housing services as a top priority in the Community Health Needs Assessment (CHA) and the Children's Health Improvement Plan (CHIP); and

WHEREAS, ICHD conducts research to document the health status and health problems of the community and works with the community to develop strategies, such as PSH and other Supportive Housing Services, to improve health and well-being; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize entering into an agreement with MDHHS for SSTF funding effective March 25, 2025 through September 30, 2026 in an amount not to exceed \$309,039.88; and


WHEREAS, the Medical Health Officer further recommends that the Ingham County Board of Commissioners authorize using a portion of the awarded SSTF funds to create a .50 FTE Housing Specialist position (ICEA County Pro, Level 6, half-time annual salary and benefit range of \$56,100.91 - \$64,641.84) within ICHD, for the purpose of coordinating PSH Services Capacity Building activities outlined in the project proposal.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with MDHHS for SSTF effective March 25, 2025 through September 30, 2026 in an amount not to exceed \$309,039.88.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes using a portion of the awarded SSTF funds to create a .50 FTE Housing Specialist position (ICEA County Pro, Level 6, half-time annual salary and benefit range of \$56,100.91 - \$64,641.84) within ICHD for the purpose of coordinating PSH Services Capacity Building activities outlined in the project proposal.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget transfers and changes to the Approved Position List as authorized by this resolution.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.

	DEPARTMENT: Innovation & Technology
PREPARED BY: Deb Fett, CIO	MEETING DATE(S): April 22, April 23, and April 29, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Resolution to Renew GovOS Subscription	

**ACTION REQUESTED:**

Approve renewal of GovOS (formerly SeamlessDocs) subscription.

**SUMMARY OF REQUEST:**

SeamlessDocs is a comprehensive forms engine and eSignature platform heavily utilized by government entities. It is currently being utilized by the County Controllers Office, Human Resources, and the Health Department since it was implemented in February, 2015. There has been great interest by other departments to use this to streamline clunky paper workflows. Our current SeamlessDocs subscription expired on February 19, 2025. The last renewal was done on Resolution #19-039 for a 5-year term. In order to circumvent a significant price increase this year for a one year renewal, we are looking at a 3-year renewal which caps the increase at 5% each year.

**STRATEGIC PLAN RELEVANCE:**

To improve the quality of life for Ingham County residents and work to ensure every person is treated with respect and dignity.

**DEPARTMENT MISSION RELATION:**

Annually budget for countywide IT projects including updates to existing software applications.

**THIS ACTION RELATES TO AN ACTIVITY WHICH IS:**

☐ MANDATED \_\_\_\_\_ ☒ NON-MANDATED \_\_\_\_\_

**COST/FUNDING RECOMMENDATION:**

**Total Request/Contract Amount:** \$93,826.29 over 3 years

☒ Included in Current Fiscal Budget ☐ Budget Transfer ☐ Has No Financial Impact

**ADMINISTRATION RECOMMENDATION:**

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: \_\_\_\_\_

CONTROLLER'S OFFICE:  \_\_\_\_\_ DATE: 4/14/2025

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE RENEWAL OF THE SEAMLESSDOCS LICENSING  
SUBSCRIPTION THROUGH GOVOS**

WHEREAS, GovOS's SeamlessDocs is a sole sourced comprehensive forms engine and eSignature platform heavily utilized by government entities; and

WHEREAS, utilization of the SeamlessDocs application by the County provides County constituents a higher level of service concerning response times and approvals; and

WHEREAS, the current licensing subscription agreement expired on February 19, 2025; and


WHEREAS, the annual contract amount is in the 2025 budget.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of the SeamlessDocs licensing subscription with GovOS in the amount not to exceed \$94,000 for three years.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's Contract Maintenance Fund (636-25810-932030).

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.

	DEPARTMENT: Innovation & Technology
PREPARED BY: Deb Fett, CIO	MEETING DATE(S): April 22, April 23, and April 29, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Resolution to Renew SAN Support from Avalon	

**ACTION REQUESTED:**

Approve renewal of support on main Storage Area Network (SAN) device for datacenter from Avalon.

**SUMMARY OF REQUEST:**

Ingham County's datacenter relies on our SAN unit which houses not only our data but also has the virtual servers that run our applications. The failure of any portion of this will have a devastating effect on our County operations until it is fixed. When IT purchased the current SAN unit in 2019 (Resolution #19-527), our extended installation due to the situation in 2020 delayed the actual usage while the support clocked ticked on. This request is to purchase 1 year of support to take us through the rest of the lifetime of the unit which is scheduled to be replaced in 2026. The requested funding amount is \$41,620.62.

This project is quoted under Dell's Midwestern Higher Education Commission (MHEC) Contract No. MHEC-04152022 for Dell Computers

**STRATEGIC PLAN RELEVANCE:**

To improve the quality of life for Ingham County residents and work to ensure every person is treated with respect and dignity.

**DEPARTMENT MISSION RELATION:**

Annually budget for countywide IT projects including updates to existing software applications.

**THIS ACTION RELATES TO AN ACTIVITY WHICH IS:**

☐ MANDATED \_\_\_\_\_ ☒ NON-MANDATED \_\_\_\_\_

**COST/FUNDING RECOMMENDATION:**

Total Request/Contract Amount: \$41,620.62

☒ Included in Current Fiscal Budget ☐ Budget Transfer ☐ Has No Financial Impact

**ADMINISTRATION RECOMMENDATION:**

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: \_\_\_\_\_

CONTROLLER'S OFFICE: \_\_\_\_\_ DATE: 4/14/2025

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE RENEWAL OF SUPPORT FOR SAN UNIT FROM AVALON**

WHEREAS, Ingham County's datacenter relies on its storage area network (SAN) unit, which houses not only County data but also has the virtual servers that run County applications; and

WHEREAS, the failure of any portion of this will have a devastating effect on County operations until it is fixed; and


WHEREAS, the Innovation & Technology Department requests to extend the support agreement through the end of life of the unit to ensure any impact to Ingham County operations is minimized to ensure County departments can continue to serve the public.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the contract for support renewal from Avalon Technologies in the amount not to exceed \$42,000.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's Network Fund (636-25810-932030).

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.

	DEPARTMENT: Purchasing
PREPARED BY: Kristen Romo	MEETING DATE(S): April 22 and 23, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Disposal of Surplus Vehicles and Goods	

**ACTION REQUESTED:**

Approval to authorize the Disposal Surplus Vehicles and Goods through GOVDEALS.COM.

**SUMMARY OF REQUEST:**

This is a resolution authorizing the Purchasing Department to dispose of surplus vehicles and goods which have been replaced or have exceeded their useful life, and therefore are no longer needed. The auction will eliminate the need to store surplus vehicles and goods, and it will also generate revenue for the general fund and the original funding source, such as grant funds.

Surplus items are publicly advertised online through GOVDEALS.COM. Interested bidders can place bids on items, and awards are made to the highest responsive bidder.

If a bidder does not claim the item(s) awarded, the award then goes to the next highest responsive bidder. The Purchasing Department, at its discretion, can ban a bidder from bidding again if the bidder is in default of payment.

Vehicles and items to be auctioned are identified in Attachment “A”.

**STRATEGIC PLAN RELEVANCE:**

Be open, transparent, and accountable with the public we serve and provide high quality services in an efficient manner.

**DEPARTMENT MISSION RELATION:**

To support all County functions with adherence to policies and procedures, and to operate fiscally responsible through all Procurement activities, providing the best value to the County.

**THIS ACTION RELATES TO AN ACTIVITY WHICH IS:**

☐ MANDATED \_\_\_\_\_ ☒ NON-MANDATED \_\_\_\_\_

**COST/FUNDING RECOMMENDATION:**

Total Request/Contract Amount: \$###.##

☐ Included in Current Fiscal Budget ☐ Budget Transfer ☒ Has No Financial Impact

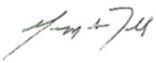
**ADMINISTRATION RECOMMENDATION:**

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

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**GOVERNING/ADVISORY BOARD APPROVAL DATE:** \_\_\_\_\_

**CONTROLLER’S OFFICE:** \_\_\_\_\_  


**DATE:** 4/14/2025\_\_\_\_\_

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE DISPOSAL OF COUNTY-OWNED SURPLUS**

WHEREAS, the Purchasing Department has determined that the County has a number of surplus vehicles and goods that have exceeded their useful life and/or are no longer useful for County operations; and

WHEREAS, the surplus vehicles and goods will be auctioned through GOVDEALS.COM in a competitive, publicly advertised bidding process whereby awards will be made to the highest responsive bidder; and

WHEREAS, the Purchasing Director has reviewed the surplus items before placement on the surplus property list.

THEREFORE BE IT RESOLVED, that the Ingham County Purchasing Director is authorized to place in an auction those surplus vehicles and items in the attached listing which have no further use or value to the County of Ingham.

BE IT FURTHER RESOLVED, that any vehicle or item not sold at the auction may be disposed of by the Purchasing Department in the manner deemed to be in the County's best interest.

BE IT FURTHER RESOLVED, that proceeds from the sale of surplus items will be deposited in the General Fund 10130101 673000 or appropriate account.


Asset ID	Description	Make	Year	VIN/Serial	Miles/Hours	Category	Long Description
516	Used Stihl Pole Saws And Trimmer - Various	Stihl				Agricultural and Forestry Equipment	Used Stihl Pole Saws and weed whip. Old, poor condition. Pickup Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
517	Used Stihl Chainsaws - Various	Stihl				Agricultural and Forestry Equipment	Used Stihl Chainsaws - Various models. Old, Poor condition. Pickup Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
518	2 Way Radios					Electronic Components	Multiple 2 Way Radios. Various Models and Parts. Pickup Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
520	2004 Dodge Patch Truck	Dodge	2004	3D7MA46C44G251182	129,959	Pickup Trucks	2004 Dodge Patch Truck 2WD Auto Trans. 5.9L Cummins ISB 129,959 Miles. Does Not Run. Has A Tailgate. Pickup Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
521	2003 Dodge 2500	Dodge	2003	3D7KA28D13G837029	173,331	Pickup Trucks	2003 Dodge 2500. 5.7L Hemi Gas Engine Auto Trans. 173,331 Miles. Several Electrical Issues. Needs Battery, Starts w/Jump. Runs. Drives. Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
522	Freightliner FL-80	Freightliner	2000	1FVABXBS91HH62095	103,538	Trucks	2000 5Yd Freightliner Odometer Shows 53,848 Instrument Cluster Was Changed w/Used Cluster That Had 36,305 And The Truck Had 85,995 At The Time. So It Is Roughly 103,538 Miles. 39,000 GVWR Cummins 8.3L, Allison MD3560 Trans. Dump Box Cylinder Leaks, Several Hydraulic Leaks, Rusty Body And Chassis. Starts, Runs And Drives. Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
523	Lot of 53 Binders	Various				Office Equipment/Supplies	53 binders of varying sizes. Sold as-is. No other details and/or information available.
524	Bookcase	Unknown				Office Furniture and Equipment	Bookcase, unknown make/brand and age. Sold as-is. No other details and/or information available.
525	Brother ML-100 Electronic Typewriter	Brother				Office Furniture and Equipment	Brother ML-100 Electronic Typewriter. Unknown as to whether it works, age is also unknown. Sold as-is. No other details and/or information available.
526	Office Desk	Unknown				Office Furniture and Equipment	Office Desk, 72" x 36". Unknown make, brand, and age. No other details and/or information available. Sold as-is.
527	Filing Cabinet					Office Furniture and Equipment	File Cabinet, 62" x 24 " x 36". Unknown make, model, and age. No other details and/or information available. Sold as-is.
528	Universal Dry Erase Board	Universal				Office Equipment/Supplies	Universal 18" x 24" Dry Erase Board. No other details and/or information available. Sold as-is.
529	Face Shields					Office Equipment/Supplies	38 Face Shields. Unknown make and brand. No other details and/or information available. Sold as-is.

530	(3) Filing Cabinets	Steelcase & Art Metal				Office Furniture and Equipment	(2) Steelcase Filing Cabinets, (1) 5 drawer 58" x 18" and (1) 4 drawer 52" x 18" and (1) Art Metal 4 drawer 52" x 18". Unknown age. No other details and/or information available. Sold as-is.
531	Floral Pattern Sitting Chair					Furniture/Furnishings	Floral Pattern Sitting Chair. Used, decent shape, no readily apparent rips or tears. Unknown make, brand, or year. No other details and/or information available. Sold as-is.
532	Holmes 3-Speed Oscillating Fan	Holmes				Appliances and Furniture	Holmes 3-Speed Oscillating Fan. Works, age unknown. No other details and/or information available. Sold as-is.
533	Desk	Unknown				Office Furniture and Equipment	72" x 36" Office Desk. Unknown make, model, or year. No other details and/or information available. Sold as-is.
534	(5) Office Chairs	Unknown				Office Furniture and Equipment	(5) Office Chairs. Unknown make, model, and years. No other details and/or information available. Sold as-is.
535	Panasonic Cassette Recorder/Transcriber	Panasonic				Audio/Visual Equipment	Panasonic RR-830 Cassette Recorder/Transcriber. Powers on, unknown if it works beyond that. Unknown age. No other details and/or information available. Sold as-is.
536	Plantronics CS55 Wireless Headset	Plantronics				Audio/Visual Equipment	Plantronics CS55 Wireless Office Headset. Unknown if it works, missing charging cable. Age unknown. No other details and/or information available. Sold as-is.
537	Radio Shack CTR-121 Desktop Cassette Recorder					Audio/Visual Equipment	Radio Shack CTR-121 Desktop Cassette Recorder. Unknown whether is works or not. Age also unknown. No other details and/or information available. Sold as-is.
538	36" x 30" Table	Unknown				Office Furniture and Equipment	36" x 30" Table. Unknown make and age. No other details and/or information available. Sold as-is.
539	Falcon Patch Trailer	Falcon	2009	1F9P213108M339125		Asphalt Equipment	2009 Falcon model P2D1XI Burner does not work, rusty, poor condition. Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
540	12" Drive Tubes					Construction Components and Supplies	Approximately 25 12" Driveway Tubes of Various Lengths. Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
541	Drain Pipe					Construction Equipment, Miscellaneous	Drain Pipe 4" and 8" miscellaneous Lengths. Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
542	Cosmo Fertilizer Spreader	Cosmo	2007			Agricultural and Forestry Equipment	2007 Cosmo S-500-UK Fertilizer Spreader, PTO driven hopper. Worked last time it was used in Fall of 2023, current condition unknown. No other details and/or information available. Sold as-is. Pickup Location: Burchfield Park 881 Grovenburg Rd. Holt, MI 48842

543	Landscape Trailer	Unknown				Trailers	Landscape trailer. 2" receiver hitch, GAWR/GVWA 2990 lbs., 8' x 5', SAE class 2 trailer. Wood on bed is damaged, tail light broken. Tires appear to be in decent shape. No other details and/or information available. Sold as-is. Pickup Location: Burchfield Park 881 Grovenburg Rd. Holt, MI 48842
544	Kifco Water Reel	Kifco		321039		Tools, All Types	Kifco B130 Water Reel. Last time used was Summer of 2023, current condition unknown. No other details and/or information available. Sold as-is. Pickup Location: Burchfield Park 881 Grovenburg Rd. Holt, MI 48842
545	John Deere 72" Mower Deck	John Deere		1M072ADMLB0030722		Building Maintenance	John Deere AutoConnect 72D mower deck. Mid-mount belly mower deck, PTO drive, belt actuated blades. Three (3) blades included that are already on the deck. Last time used was Fall of 2023 and it was operational then. However, current condition is unknown. No other details and/or information available. Sold as-is. Pickup Location: Burchfield Park 881 Grovenburg Rd. Holt, MI 48842
546	Landscape Trailer with Tilt Bed	Dutton-Lainson				Trailers	Dutton-Lainson Landscape Trailer with tilt bed. 8' x 5', 1 7/8" receiver hitch, 2000 lb. capacity, 200 lb. tongue weight. Tires appear to be in decent shape. No other details and/or information available. Sold as-is. Pickup Location: Burchfield Park 881 Grovenburg Rd. Holt, MI 48842
547	Miller Welder Generator	Miller	2007	3729500415		Industrial Equipment, General	2007 Miller 6,000-Watt Blue Star 185 Welder Generator. 12.75 HP Kohler motor. Generator runs. Has key ignition, however the battery will need to be replaced. Also has a pull cord, which works, but is difficult to pull. Frame is rusted away in spots. No other details and/or information available. Sold as-is. Pickup Location: Burchfield Park 881 Grovenburg Rd. Holt, MI 48842

548	2021 Ford Explorer	Ford	2021	1FM5K8AB9MGA07116	68,607	SUV	2021 Ford Explorer SPORT UTILITY 4-DR, 3.3L V6 DOHC 24V. Check engine light on, small exhaust leak, needs new catalytic converter. Runs and is drivable. Exterior may have scratches, dents, and holes. Interior may have rips, tears, and holes. Dash/floor may have scratches, dents, and holes. No other details and/or information available. Sold as-is. Pickup Location: Ingham County Sheriff's Office 630 N. Cedar St. Mason, MI 48854
549	2017 Ford Explorer	Ford	2017	1FM5K8AR5HGD25057	136,035	SUV	2017 Ford Explorer SPORT UTILITY 4-DR, 3.7L V6 DOHC 24V, 4 Wheel-Drive. Runs and drivable. Exterior may have scratches, dents, and holes. Interior upholstery may have rips, tears, and holes. Dash/floor may have scratches, dents, and holes. No other details and/or information available. Sold as-is. Pickup Location: Ingham County Sheriff's Office 630 N Cedar St. Mason, MI 48854
550	2020 Ford Explorer	Ford	2020	1FM5K8ABXLGA83202	78,985	SUV	2020 Ford Explorer SPORT UTILITY 4-DR, 3.3L V6 DOHC 24V. Runs and drivable. Exterior may have scratches, dents, and holes. Interior upholstery may have rips, tears, and holes. Dash/floor may have scratches, dents, and holes. No other details and/or information available. Sold as-is. Pickup Location: Ingham County Sheriff's Office 630 N Cedar St. Mason, MI 48854
551	2020 Ford Explorer	Ford	2020	1FM5K8AB3LGA83204	160,657	SUV	2020 Ford Explorer SPORT UTILITY 4-DR, 3.3L V6 DOHC 24V, 4 Wheel Drive. Runs and drivable. Drivetrain leaks fluid. Exterior may have scratches, dents, and holes. Interior upholstery may have rips, tears, and holes. Dash/floor may have scratches, dents, and holes. No other details and/or information available. Sold as-is. Pickup Location: Ingham County Sheriff's Office 630 N Cedar St. Mason, MI 48854
552	2018 Ford Explorer	Ford	2018	1FM5K8AR5JGB92743	130,000	SUV	2018 Ford Explorer SPORT UTILITY 4-DR, 3.7L V6 DOHC 24V, 4 Wheel Drive. Check engine light is on. Runs and drivable. Exterior may have scratches, dents, and holes. Interior upholstery may have rips, tears, and holes. Dash/floor may have scratches, dents, and holes. Approximately 130,000 miles. No other details and/or information available. Sold as-is. Pickup Location: Ingham County Sheriff's Office 630 N Cedar St. Mason, MI 48854

553	2013 Chevrolet Impala	Chevrolet	2013	2G1WD5E36D1245886	70,000	Automobiles/Cars	2013 Chevrolet Impala SEDAN 4-DR, 3.6L V6 DOHC 16V FFV. Needs new battery, starts, runs, and drivable with boost. Exterior may have scratches, dents, and holes. Interior upholstery may have rips, tears, and holes. Dash/floor may have scratches, dents, and holes. Approximately 70,000 miles. No other details and/or information available. Sold as-is. Pickup Location: Ingham County Sheriff's Office 630 N Cedar St. Mason, MI 48854
554	2014 Ford Taurus	Ford	2014	1FAHP2MK7EG182712	82,620	Automobiles/Cars	2014 Ford Taurus SEDAN 4-DR, 3.7L V6 DOHC 24V. Runs and drivable. No backseat. Exterior may have scratches, dents, and holes. Interior upholstery may have rips, tears, and holes. Dash/floor may have scratches, dents, and holes. No other details and/or information available. Sold as-is. Pickup Location: Ingham County Sheriff's Office 630 N Cedar St. Mason, MI 48854
555	Rotary Vehicle Lift	Rotary				Vehicle Equipment/Parts	Rotary Vehicle Lift, 9,000 lb. capacity. Worked when removed, which was about a month ago. No other details and/or information available. Sold as-is. Pickup location: Ingham County Sheriff's Office 630 N. Cedar St. Mason, MI 48854
556	Tennant 355 Sweeper	Tennant				Specialized Vehicles	Tennant 355 Sweeper. Non-operational, needs new motor, has a Ford 4-cylinder. Unknown condition otherwise. No other details and/or information available. Sold as-is. Pickup Location: Ingham County Fairgrounds 700 E. Ash St. Mason, MI 48854
557	2021 Ford Explorer	Ford	2021	1FM5K8AB9MGB98746	118,081	SUV	2021 Ford Explorer SPORT UTILITY 4-DR, 3.3L V6 DOHC 24V, 4 Wheel Drive. Runs and is drivable. Exterior may have scratches, dents, and holes. Interior upholstery may have rips, tears, and holes. Dash/floor may have scratches, dents, and holes. No other details and/or information available. Sold as-is. Pickup Location: Ingham County Sheriff's Office 630 N. Cedar St. Mason, MI 48854

	DEPARTMENT: Controller's Office
PREPARED BY: Gregg Todd	MEETING DATE(S): April 22, 23
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Purchasing Policy changes	

**ACTION REQUESTED:**

Approve recommended changes to the Purchasing Procedures Policy to increase purchasing limits.

**SUMMARY OF REQUEST:**

The Purchasing Procedures Policy limits were last changed in 2002 and the CPI has increased 40% since then, which means \$1.00 worth of product or services purchased in 2002, will buy \$.60 worth now. The Purchasing Department suggested the following changes to the Health in all Policies Committee:

- Increase the purchasing amount for a purchase order to be approved by the Purchasing Director from \$2,500 to \$5,000
- Increase the amount that the Purchasing Director shall acquire good through three written quotes from \$2,500 to \$10,000 to \$5,000 to \$35,000 and eliminate the need for the Controller to also approve an amount over \$10,000

One item of note, Section K. Bid Procedures, has the erroneous amount of \$7,500 that should have been updated in the last policy update to \$25,000, which is the correct amount. This is important as the change is not going from \$7,500 to \$35,000 but instead from \$25,000 to \$35,000.

**DEPARTMENT MISSION RELATION:**

Fiscal responsibility.

**THIS ACTION RELATES TO AN ACTIVITY WHICH IS:**

☐ MANDATED ☒ NON-MANDATED \_\_\_\_\_ ☐ NEW ACTIVITY

**COST/FUNDING RECOMMENDATION:**

Total Request/Contract Amount: \$###.##

☐ Included in Current Fiscal Budget ☐ Budget Transfer ☒ Has No Financial Impact

**ADMINISTRATION RECOMMENDATION:**

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: \_\_\_\_\_

CONTROLLER'S OFFICE: \_\_\_\_\_  DATE: 3/10/2025



Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND THE PURCHASING PROCEDURES POLICY**

WHEREAS, the Ingham County Policy Review Committee was established to review existing policies and recommend new policies for Ingham County; and

WHEREAS, the Policy Review Committee has recently merged with the Health in all Policies (HIAP) Committee; and

WHEREAS, the HIAP Committee recently reviewed the Purchasing Procedures Policy at the request of the Purchasing Director and recommends the following changes:

- 7. Purchasing Requirements and Limits, 7.2 – replace \$2,500 with \$5,000
- 7. Purchasing Requirements and Limits, 7.3 – replace two thousand five hundred dollars (\$2,500) with five thousand dollars (\$5,000) in first and second sentences
- 7. Purchasing Requirements and Limits, 7.4 – replace two thousand five hundred dollars (\$2,500) with five thousand dollars (\$5,000) and ten thousand dollars (\$10,000) with thirty-five thousand dollars (\$35,000)
- 7. Purchasing Requirements and Limits, 7.5 – remove this sub section entirely as the adjustment in Sub Section 4 removes the requirement in Sub Section 5 of the Purchasing Director and the Controller to acquire goods over \$10,000 through three quotes. This is a function of the Purchasing Director only
- 7. Purchasing Requirements and Limits, 7.6 – add Board Chairperson, to list of approvals for service contracts under \$5,000
- 12. Bid Procedure – replace seven thousand five hundred dollars (\$7,500) with thirty-five thousand dollars (\$35,000); and

WHEREAS, the attached Purchasing Procedures Policy reflects the amends to the policy in strike out and bold format.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners approves the amendments to the Purchasing Procedures Policy, which will take effect upon the adoption of this Resolution.

BE IT FURTHER RESOLVED, that this policy shall be applicable to all departments of Ingham County and Elected Officials and the Courts that choose to participate.



# Ingham County Policy

<b>Policy Name:</b> Purchasing Procedures Policy		<b>Policy #:</b> 412
<b>Category:</b> Purchasing		
<b>Resolution:</b> # 80-309		<b>Effective Date:</b> 3/27/25
<b>Last Reviewed:</b> 4/14/09	<b>Next Review:</b> 3/1/2026	<b>Health in All Policy Reviewed:</b> <input checked="" type="checkbox"/>
<b>Applicable To:</b> All Ingham County Departments		
<b>Responsible Department:</b> Purchasing		<b>Signature:</b>

## 1. PURPOSE

The purpose of this policy is to define purchasing policies, bidding policies, and procedures that apply to the purchase of all types of goods, materials, supplies, works, and services required by Ingham County, other than borrowing and investing money, employment of professional services, or when the Controller/Administrator shall determine no advantage to the County would result therefrom.

## 2. DEFINITIONS

- 2.1 **Goods** shall include all supplies, materials, equipment, general maintenance, and services, but does not include contracts for construction and construction maintenance. The minimum dollar value of equipment shall be \$1,000. The minimum value of computer equipment shall be \$500.

**History:** 1980, Resolution 80-309, Effective December 9, 1980; -- Amended 1994, Resolution 94-93, Effective April 26, 1994; -- Amended 1999, Resolution 99-137, Effective June 8, 1999

- 2.2 **Registered Local Vendor (RLV)** shall mean any vendor who operates a business within the legally defined boundaries of Ingham County.

- In order to be identified as an RLV, the vendor shall provide the Ingham County Purchasing Department with verifiable business address (not a P.O. Box) at which the business is conducted.
- RLV status ceases at the time that the business address is no longer valid.
- A vendor who wishes to be identified as an RLV shall also meet all other requirement of the Purchasing Procedures Policy.

## 3. PURCHASING DIRECTOR AUTHORITY

The Purchasing Director shall act under the control and direction of the County Controller and the powers, duties, and obligations set forth herein for the Purchasing Director shall be exercised under the control, supervision, direction, and authority of the County Controller.

## 4. USE OF APPROPRIATED FUNDS

All funds appropriated by the Board of Commissioners for County departments, public officials, or agencies for the purpose of purchasing supplies, materials, or goods shall be spent according to the mandates outlined herein.

## 5. DEPARTMENT RESPONSIBILITY



## Ingham County Policy

Each department of the County shall, from time to time, supply the Purchasing Director with such data, specifications, details, and other information concerning the goods proposed to be acquired by the department head, including recommended vendors.

### 6. REQUISITION AUTHORITY

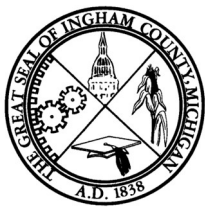
Each department of the County shall forward to the Purchasing Director its requisitions for goods in the following manner:

- 6.1 Requisitions for goods, the value of which exceeds the sum of one hundred dollars (\$100) shall be signed by the department head or by a deputy, division, or section head of their department. Who has been authorized to sign on their behalf.
- 6.2 Purchase of goods, the value of which is less than one hundred dollars (\$100) must be vouched and signed by the department head or a member of their department who has been authorized to sign on their behalf. Said person shall be designated in writing to the Purchasing Director.

### 7. PURCHASING REQUIREMENTS AND LIMITS

The following provisions shall apply to the purchase of goods, works, and/or services:

- 7.1 The Purchasing Director shall decide which method to employ in obtaining the most favorable price after considering the nature or importance of the contemplated work, urgency of the requirement, general trade practice, and prevailing market conditions.
- 7.2 Department heads may requisition the purchases of unbudgeted equipment up to a value of ~~\$2,500~~ **\$5,000**, provided funds are certified to be available within the department's budget (other than Personnel items) for transfer to the appropriate Capital expenditure budget.  
**History:** 1994, Resolution 94-93, Effective April 26, 1994
- 7.3 All purchasing exceeding ~~two thousand five hundred dollars (\$2,500)~~ **five thousand dollars (\$5,000)** shall be supported by a purchase order issued by the Purchasing Director. The Purchasing Director may issue a purchase order for less than ~~two thousand five hundred dollars (\$2,500)~~ **five thousand dollars (\$5,000)** if they deem it necessary.  
**History:** 1980, Resolution 80-309, Effective December 9, 1980; -- Amended 1994, Resolution 94-93, Effective April 26, 1994; -- Amended 2001, Resolution 01-131, Effective October 23, 2001; -- Amended 2002, Resolution 02-178, Effective July 23, 2002
- 7.4 The Purchasing Director shall acquire all goods where the anticipated cost exceeds ~~two thousand five hundred dollars (\$2,500)~~ **five thousand dollars (\$5,000)** but less than ~~ten thousand dollars (\$10,000)~~ **thirty-five thousand dollars (\$35,000)** from such suppliers and upon such terms and conditions as he/she shall deem advisable subject to him/her first obtaining at least three written quotes.  
**History:** 1980, Resolution 80-309, Effective December 9, 1980; -- Amended 1994, Resolution 94-93, Effective April 26, 1994; -- Amended 2001, Resolution 01-131, Effective October 23, 2001; -- Amended 2002, Resolution 02-178, Effective July 23, 2002
- 7.5 ~~The Purchasing Director and Controller shall acquire all goods where the anticipated cost exceeds ten thousand dollars (\$10,000) but less than twenty-five thousand dollars (\$25,000) from such suppliers and upon such terms and conditions as they shall deem~~



## Ingham County Policy

~~advisable subject to him/her first obtaining at least three written quotes.~~

**History:** 1994, Resolution 94-93, Effective April 26, 1994; -- Amended 2001, Resolution 01-131, Effective October 23, 2001; -- Amended 2002, Resolution 02-178, Effective July 23, 2002

- ~~7.6~~7.5 The Purchasing Director shall advertise for and obtain formal sealed bids and/or proposals for goods, works and/or services when anticipated costs exceed ~~twenty-five~~ **thirty-five** thousand dollars (~~\$25,000~~) (**\$35,000**), with final approval of the County Board of Commissioners.

**History:** 1980, Resolution 80-309, Effective December 9, 1980; -- Amended 1994, Resolution 94-2, Effective January 25, 1994; -- Amended 1994, Resolution 94-93, Effective April 26, 1994; -- Amended 2001, Resolution 01-131, Effective October 23, 2001; -- Amended 2002, Resolution 02-178, Effective July 23, 2002

- ~~7.7~~7.6 The maximum dollar amount for which the (service contracts) can be used is \$5,000.

Approval of the Purchasing Director, Controller, Liaison Chairperson, ~~and~~ Finance Chairperson, **and Board Chairperson** is required. A contract over \$5,000 requires approval by Board resolution. All contracts must be approved as to form by the County Attorney.

**History:** 1994, Resolution 94-93, Effective April 26, 1994; -- Amended 2001, Resolution 01-131, Effective October 23, 2001; -- Amended 2002, Resolution 02-178, Effective July 23, 2002; -- Amended 2009, Resolution 09-095, Effective April 14, 2009

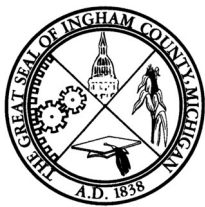
- ~~7.8~~7.7 Upon recommendation of the Controller, the Board of Commissioners is authorized to execute, on behalf of the County, amended contracts for goods and/or services, which contracts (1) have been previously approved by the Board and are currently in effect; (2) result in a decreased cost to the County; (3) are with the same contractor; (4) are for the same contract period of time; and (5) are for the same goods and/or services as previously approved by the Board.

- a. The County Attorney shall approve as to form all amended contracts prior to execution by the Chairperson or Chairperson Pro Tem.
- b. The Controller shall report to the Finance Committee all contract that have been amended and executed within 90 days.

**History:** 1983, Resolution 83-52, Effective March 22, 1983

- ~~7.9~~7.8 Original Equipment Manufacturer (OEM)

- a. Ingham County supports the use of OEM parts for repair or body restoration of county owned vehicles, and supports the use of OEM repair parts and repair parts certified by manufacturers, remanufacturers or rebuilders to meet or exceed OEM specifications for the repairs to county owned vehicles.
- b. Only new OEM air bags, seat belts, shoulder belts and occupant restraint parts should be purchased or specified for repairs to county owned vehicles.
- c. This policy does not preclude the use of replacement window glass or mirrors that meet OEM specifications, nor does it preclude the use of remanufactured or reconditioned OEM bumpers in making crash and body or other repairs to county owned vehicles.



## Ingham County Policy

- d. In the case of unavailability, use of any parts other than OEM parts in making crash or body repairs, and the use of any parts other than new OEM parts in the case of air bags, seat belts, shoulder belts and occupant restraint parts, with the exception of window glass and mirrors, must receive prior approval from the Purchasing Director so as not to impede the progress of needed repairs but at the same time monitor any deviations from the use of OEM parts.
- e. Use of any vehicle repair or maintenance parts which are not certified to meet or exceed OEM specifications must receive prior approval from the Purchasing Director so as not to impede the progress of needed repairs but at the same time monitor any deviations from the use of OEM parts or parts that meet or exceed OEM specifications or parts remanufactured or rebuilt to OEM specifications.

**History:** 1998, Resolution 98-106, Effective May 12, 1998

~~7.10~~ 7.9

Michigan Great Printers Project

- a. Outside bids and purchases shall be limited to Michigan Great Printers when outside vendor supplied printing services are required.
- b. Ingham County will the necessary steps to assure that support of the Michigan Great Printers Project is reflected in intra-department printing services it provides.

**History:** 1998, Resolution 98-186, Effective August 25, 1998

### 8. SINGLE-ITEM PURCHASE ORDERS

Two or more purchase orders shall not be issued for portions of any single items if the total amount of the purchase orders exceeds the amount authorized in Sections 7.3 and 7.4, unless authorized by the Board of Commissioners.

### 9. IDENTICAL LOW BIDS

When identical low bids are received, the Purchasing Director (and the appropriate department official) shall enter into negotiations with the several bidders concerned and shall attempt to obtain a lesser price for the supply of such commodity. If such negotiations are successful, the Purchasing Director may recommend the acceptance of the bid of the contractor, for the supply of such goods, works and/or services with the bidder who submits the lowest price for the supply of the commodity.

In the event such negotiations fail to result in a lesser price, the Purchasing Director shall first purchase from the supplier who has a place of business in Ingham County and next from the last successful supplier on the previous order, assuming satisfactory quality of service has been received.

### 10. CONFIDENTIAL INFORMATION

No confidential information shall be divulged prior to the appropriate time which would cause unfair advantage to any prospective bidder. If the bids are public, prospective bidders will be notified of the time, place, and date of the public opening and invited to attend.

### 11. EMERGENCY PURCHASES

Notwithstanding the provisions of this policy, emergency purchase of goods, works and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, wherein the immediate purchase is essential to prevent detrimental delays in the work of any department or which



## Ingham County Policy

might involve danger to life and/or damage to County property. In all such cases a report shall be filed jointly by the Purchasing Director and respective department head to the next meeting of the County Services Committee setting out the nature of emergency and the necessity of the action taken pursuant to this Section, should the amount exceed that provided for in Sections [7.4](#) and [7.5](#). All such emergency purchases shall be covered by a subsequent purchase order.

**History:** 1980, Resolution 80-309, Effective December 9, 1980; -- Amended 2002, Resolution 02-286, Effective January 1, 2003

### 12. BID PROCEDURE

The following bid procedure shall apply to the purchase of all types of goods, works and/or services (except professional services) where the amount of the bid is expected to exceed ~~seven thousand five hundred dollars (\$7,500)~~ **thirty-five thousand dollars (\$35,000)**. The competitive bidding requirement shall not be applicable to any transactions between Ingham County and any other governmental units, nor to emergency repairs or services, professional services, real estate and sole source purchases. The purchase of goods and services through Cooperative Purchasing Agreements, such as the State of Michigan Extending Purchasing Program, which selects its vendors through an open competitive process, shall not be subject to the competitive bidding requirement.

**History:** 1980, Resolution 80-309, Effective December 9, 1980; -- Amended 2002, Resolution 02-178, Effective July 23, 2002

- 12.1 Advertising. Bids shall be called by public advertisements unless the Board of Commissioners shall otherwise direct.
- 12.2 Bid Closing Time. Requests for bids shall state that bids will be received not later than a given local time on a specified day. Bids shall be opened in the afternoon of such specified day at a time to be established by the Controller.
- 12.3 Release of Information to Bidders. Upon the request of a prospective bidder the Purchasing Director shall supply the following materials for each proposed contract:
  - a. One copy of the official bid form
  - b. One standard bid envelope
  - c. Bid materials, such as specifications, plans, profiles, etc.

This procedure shall be amended when prequalification is a requirement of the contract.

When a fee for bid material is required it shall be paid by the County. When a fee is refundable it will be returned when bidding material is returned in good order.

In the event the Controller deems it necessary he/she must submit a performance bond, discrimination clause, and/or material bond.

- 12.4 Recording and Control of Bidding Material. A list of prospective bidders shall be maintained by the Purchasing Director.

It is essential that names and addresses are recorded when bids are released to facilitate distribution of addenda and when necessary to extend or cancel a contract under call.



## Ingham County Policy

- 12.5 Preparation of Addenda. Interpretations should be made in reply to queries from bidders only in the form of written addendum. When it becomes necessary to revise, delete, substitute or add to bidding material for a contract under call, the Purchasing Director shall approve the issuance of an addendum or cancel the contract.
- 12.6 Notification of Addenda to Contractors / Suppliers. A copy of each addendum shall be forwarded by Registered Mail to each contractor / supplier who obtained a bid form for the contract at his/her last known place of business. A copy of the addendum notice shall also be stapled to each bid form not yet distributed. If an addendum notice as aforesaid is prepared too late to allow notification by mail prior to the contract closing time, in addition to mailing the notice, each contractor/supplier who obtained bid forms for the contract shall be notified of the revision by telegram directed to his/her last known place of business. In addition to the above procedure, prior notice of the mailing shall be given to the contractor/supplier by telephone when practical.
- 12.7 Notification to Contractors / Suppliers of Cancellation of Contract. Each contractor/supplier who received bid documents shall be notified by Registered Mail addressed to his/her last known place of business of the cancellation of the contract. In addition to the above procedure, prior notice of the mailing shall be given to the contractor/supplier by telephone when practical.
- 12.8 Return of Bids on Cancellation of Contracts. When a contract is cancelled, no bids will be accepted. All bids received shall be returned unopened to the contractor/supplier by hand or by Registered Mail with a covering letter addressed to his/her last known place of business.
- 12.9 Notification to Contractors / Suppliers of Extension of Time. Each contractor/supplier who received bid documents shall be notified by Registered Mail addressed to his/her last known place of business of the extension of time. In addition to the above procedure, prior notice of the mailing shall be given by telephone when practical.
- 12.10 Disposition of Bids When Closing Date Has Been Extended. When the closing date for receiving bids has been extended, bids already received shall be handled as follows:
- a. If the extension of time is two weeks or less, the contractor/supplier shall be advised that his bid will be returned upon request.
  - b. If the extension of time is more than two weeks, all bids shall be returned unopened. All communication by mail shall be registered and addressed to his/her last known place of business.
- 12.11 Bid Requirements. All bids shall either be mailed or delivered personally to the offices of the County Controller. Bids are required to conform to the conditions listed below.
- a. The correct bid form, as supplied by the County, must be used and in the possession of the Controller or his duly authorized representative on or before the bid closing time and date. **Bids received after closing time will not be**



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### considered.

- b. The bids must be legible, written in ink or by typewriter and **all items must be bid**, unless the bid specifically permits otherwise, with the unit price for every item and other entries clearly shown.
- c. Adjustments by telephone, telegram or letter to a bid already submitted will not be considered. A bidder desiring to make adjustments to a bid must withdraw the bid and/or supersede it with a later bid submission.
- d. The official bid return envelope supplied by the County must be used for bidding purposes without any extra exterior covering. Provision shall be made on the bid envelope for the contract number and the name and address of the contractor / supplier. (This information will be completed by the County at the time of issuance of the envelope.
- e. The bid form must be signed in the space(s) provided on the form, with the signature of the bidder or of a responsible official of the contractor/supplier bidding. If a joint bid is submitted, it must be signed on behalf of each of the bidders and if the signing authority for both bidders is vested in one individual, he shall sign separately on behalf of each bidder. In the case of an incorporated company the bid must be signed by proper signing officers. Qualified contract bid form(s) must be submitted under the name of the contractor/supplier (group of contractors/suppliers) who has (have) been approved as having the required rating for the contract being bid.
- f. Erasures, overwriting or strike-outs must be initialed by the person signing on behalf of the contractor/supplier bidding.
- g. The bid shall be accompanied by a bid bond or deposit in the form of a certified check, bank draft or money order payable to the County of Ingham equal to or greater than the amount specified in the bid, and **must be enclosed in the same envelope as the bid**.

12.12 Deposit Requirements. Deposits may be required at the discretion of the County Controller or pursuant to his authorization, the Purchasing Director. If deposit requirements for contracts, including those for the purchase of goods are required, a minimum deposit of 10 percent (10%) of the total bid submitted shall be required.

- a. Deposits must be submitted with the bid. Deposits may be certified check, bank draft or money order or any combination thereof (see Sections [12.23.i](#) and [12.23.j](#)).
- b. Should the Purchasing Director suspend the deposit requirements for a particular contract, such suspension shall apply to all bidding on that contract.

12.13 Failure to Observe Bid Requirements. If any of the bid requirements (see Section [12.11](#) and [12.12](#)) have not been met, the bid shall be considered to be an “improper





## Ingham County Policy

bid” and dealt with as set out in Section [12.24](#).

12.14 Bonding Requirements. When stipulated within the conditions of a bid, a performance bond for 100 percent of the bid or 50 percent in the case of prequalified contracts or other amounts when conditions warrant, issued by an approved guaranty company on a form acceptable to the County or 100 percent of the amount of bid in cash or certified check must be furnished by the contractor before the contract is signed.

12.15 Bid Materials. The requirements of Section [12.11](#) and Section [12.12](#) shall be included as part of the bidding material.

12.16 Receiving Bids.

- a. Bids received in other than the bid envelope supplies shall not be accepted by the Controller’s Office. Such bids shall be returned unopened in the same manner as provided in Section [12.16.d](#).
- b. When a bid is received, the envelope shall be time and date stamped. If a time stamp is not available, the time of receipt shall be noted in ink and initialed by the Controller’s staff. Receipt of such bids shall be recorded on a list of bids received and bids shall be deposited unopened in the proper bid box. A bid shall be deemed to have been received when the envelope has been stamped with the time and date of receipt by the Controller’s Office. **The number of bids received and the names of bidders is confidential information and shall not be divulged prior to the bid openings.**
- c. To ensure accurate time, the Controller’s Office shall ensure that the correct time is used.
- d. Regardless of the time a bid is received, the envelope shall be time and date stamped. If the bid is for a contract already closed it shall be returned unopened to the bidder. If the bid is to be returned by mail, it shall be accompanied by a cover letter stating that the bid could not be accepted because of its late arrival. If a late bid is received without a return address on the envelope it shall be opened, address obtained and then returned. The covering letter should state why the envelope could not be returned unopened.
- e. Any correspondence pertaining to adjustments, corrections or restrictions to a bid, which is received with a bid but outside the bid envelope or is received after a bid has been submitted but prior to closing time, shall not be considered, and the bidder shall be advised by mail or phone of the withdrawal procedures if possible and practical.

12.17 Withdrawal of Bids Prior to Bid Opening. A contractor/supplier who has submitted a bid on a contract may request that his bid be withdrawn. (Adjustments or corrections to a bid submitted will not be allowed.) The withdrawal shall be allowed if the request is made before the closing time for the contract to which it applies. Withdrawal requests must be directed to the Purchasing Director by letter, telegram or in person. Telephone requests shall not be considered. When withdrawals are made in person, the



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Purchasing Director shall obtain a signed withdrawal form confirming the details. If the person requesting the withdrawal is other than a senior official of the company and for letter or telegram withdrawals, the authenticity of the request must be confirmed by telephoning the proper signing officer of the Company when practical. Bids confirmed as withdrawn prior to being placed in the bid box shall be returned unopened to the contractor/supplier. Withdrawals received after the bid has been deposited shall, together with the confirmation of withdrawal be placed in the bid box. These bids are dealt with at the opening by announcing that the bids are withdrawn and are to be returned (see Section [12.19.e](#) and [12.19.k](#)). Withdrawal requests received after the contract closing time will not be allowed. The party concerned shall be informed that the withdrawal request arrived too late for consideration. However, when the bid is read out at the bid opening, and if it is the lowest bid on the contract, the bidder may then proceed in accordance with Section [12.18](#). The timely withdrawal of a bid does not disqualify a bidder from submitting another bid on the same contract.

12.18 Withdrawal of Bids During Bid Opening. During a bid opening at the conclusion of the reading out of bids on a contract, the low bidder may withdraw any of his/her remaining bids on other contracts. Bids withdrawn under this procedure cannot be reinstated (see Section [12.19.a](#)). If more than one bid is read out under the same name for the same contract and no withdrawal notice has been received, the bid contained in the envelope bearing the latest date and time stamp shall be considered the intended bid. The first bid received shall not be considered withdrawn and returned to the bidder in the usual manner (see Section [12.19.m](#)).

12.19 Opening Bids.

- a. Bids shall be opened by the Purchasing Director or his designate in the presence of two witnesses who may consist of the Chairman, the Chief Administrative Officer, heads of departments or directors or their delegates; any other person desiring to be present at the opening of the bids may attend.
- b. When there are two or more bids to be opened at the same time and upon the request of a bidder, a lottery shall be held to determine the order in which the bidder calls will be dealt with at the opening.
- c. When the order in which the bid calls will be dealt with has been established, the Controller's staff and the Purchasing Director shall unlock the bid box and remove its contents.
- d. Any bid which does not have the contract number on the envelope shall be opened and placed with its appropriate group.
- e. Any correspondence requesting withdrawal of bid shall be read by the Purchasing Director who shall state the nature of correspondence, the name of the bidder and the contract number. He shall then attach the withdrawal notice to the bid envelope which shall remain unopened.
- f. When the correspondence in the bid box has been dealt with the remaining bids shall be opened. Each bid form shall be stapled to the applicable bid envelope, the deposit check clipped to the bid form and the bids sorted according to



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contract number.

- g. If correspondence is found enclosed with a bid in the bid envelope which, in the opinion of the Purchasing Director could qualify the bid in any way, the bid shall initially be considered an “improper bid” and shall be so noted in the record of bids opened and the bid read out in the normal manner. This correspondence and the bid shall be referred to the County Services Committee for decision as to acceptance or rejection (see Section [12.24](#)).  
**History:** 1980, Resolution 80-309, Effective December 9, 1980; -- Amended 2002, Resolution 02-286, Effective January 1, 2003
- h. When bids have been opened and sorted, the Purchasing Director shall check the listing of bids received, and the number of bids opened to ensure that all bids received are accounted for. If a discrepancy occurs, the bid opening proceedings shall be delayed until all bids have been accounted for.
- i. When all bids have been accounted for, the Purchasing Director shall announce for each contract, the contract number, and the number of bids received and for each bid, the name of the bidder and total bid amount, simultaneously recording the name of each bidder, the amount of the bid and the deposit check on a bid opening form.
- j. When, during the reading out of the bids, the Purchasing Director receives a bid that has correspondence requesting withdrawal attached, he shall read out the contract number and the bidder’s name and indicate to those in attendance that the bid is one previously announced as withdrawn at the request of the bidder (see Section [12.19](#)). The bidder’s name for each withdrawn bid shall be recorded immediately following the names of the bidders whose bid will be considered, noting the method and date of withdrawal. If, during the reading out of bids, the Purchasing Director receives a bid with correspondence other than a withdrawal request attached, he shall read out the bid in the normal manner.
- k. When all bids for a contract have been read out and the information has been recorded by the Purchasing Director, he shall close off the Record of Bids Opened by drawing a diagonal line in the unused space under the information listed and sign the form.
- l. During the reading out of the bids the Purchasing Director shall check for more than one bid under the same name (without a notice of withdrawal). If this situation occurs, it shall be dealt with as in Section [12.17](#). If two bids for the same contract are received in the same bid envelope (contractor’s copy included), the signed copy or if both are properly executed and prices differ the lower price shall be considered the intended bid, which shall be processed in the normal manner.
- m. A contractor/supplier (read out as low on a previous contract) who desires to withdraw a bid(s) during an opening shall attest in writing to his identity and state the contract(s) on which he desires to withdraw. The Notice of Withdrawal of Bid must be signed by the contractor/supplier. This Notice must be handed to the Purchasing Director before the reading out of the first bid on



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the contract(s) to which it applies (see Section [12.18](#)). The Purchasing Director shall attach it to the applicable bid. He shall read out the bidder's name and announce that the bid has been withdrawn in accordance with established procedure. He shall not read out the bid amount of the withdrawn bid. A contractor/supplier who withdraws a bid on the strength of being read out as low bidder on a previous contract does not have the right to reinstate the withdrawn bid if subsequent checking proves that his bid on the previous contract was not in fact low.

- 12.20 Check Bids. The bids will be checked to determine whether: (i) all bidding requirements have been met; (ii) all unit prices have been correctly extended; and (iii) the extensions have been correctly totaled. Bidders which do not conform to bid requirements of Section [12.11](#) or which require mathematical correction(s) shall be deemed "improper bids" and dealt with as set out in Sections [12.22](#), [12.23](#) and [12.24](#). All checking shall be completed by the Purchasing Director as soon as possible following the public portion of a bid opening. The Purchasing Director shall check to ensure that:
- a. the bidder's name and bid amount shown on the Record of Bids Opened is correct.
  - b. the bid is properly signed.
  - c. the correct bid form and envelope have been used.
  - d. each bid envelope is time and date stamped prior to the contract closing time.
  - e. the deposit (when applicable) is sufficient and in an acceptable form.
  - f. each item on the bid have been bid (unless the bid specifically permits otherwise).
  - g. all extensions and the total for each bid are correct. If an extension or total is incorrect, the checker shall cross out the incorrect figure shown on the bid form, enter the correct figure in red above it and initial the entry. If the extension and total are correct the checker shall affix a numbered stamp or initial each bid adjacent to the total certifying that it has been checked.
  - h. the bid is free of restrictions or alterations.
  - i. all other bidding requirements have been met.
- 12.21 Contract on which All Bids are in Order. The Purchasing Director shall report in writing a summary of all bids received to the County Services Committee, or other appropriate committee, with his recommendation as to which, if any, of such bids shall be accepted. The Committee shall approve awarding of the contract to the lowest qualified bidder provided funds are available. In the event that only a single bid was received, or that the lowest bid was not recommended or the amount of said bid was in excess of the approved budgetary appropriation, a report shall be sent by the Purchasing Director to the appropriate committee notifying them of the same.



## Ingham County Policy

**History:** 1980, Resolution 80-309, Effective December 9, 1980; -- Amended 2002, Resolution 02-286, Effective January 1, 2003

- a. An RLV who submits a responsive bid which is within 5% of the lowest responsive bid shall be given the opportunity to reduce its bid to meet the lowest responsive bid, and upon doing so, shall be considered to be the lowest responsive bid, provided, however, that the initial lowest responsive bid is not from another RLV.
- b. In the event that two or more RLVs submit responsive bids which are within 5% of the lowest responsive bid, the RLV with the lowest responsive bid shall be given the opportunity to reduce their bid to meet or be less than the lowest responsive bid, and upon doing so, shall be considered to be the lowest responsive bid, provided however, that the initial lowest responsive bid is not from another RLV. In the event of a tie between two RLVs, where all other factors are equal in the sole discretion of the Purchasing Department, and where the Purchasing Department is unable to break the tie through additional negotiations, the award of bid shall be by coin toss. However, negotiations shall be based solely upon the bid price, and the Purchasing Department shall not negotiate any changes to, or otherwise vary, the specifications, contract requirements or scope of work.
- c. An RLV who submits a responsive proposal which includes a cost proposal which is within 5% of the cost of the lowest responsive proposal shall be given the opportunity to reduce its proposed cost to meet the cost of lowest responsive proposal, and upon doing so, the proposal shall be evaluated as having a cost component which is the lowest; provided however, that the initial lowest responsive proposal is not from another RLV. Having the lowest cost proposal, however, does not necessarily result in the award of the proposal, because of other factors also being evaluated. In addition, a lowered cost proposal by an RLV which is premised upon, in whole or in part, changes to or variances to the published specifications, contract requirements or scope of work shall be considered non-responsive and will not be considered.
- d. In the event that two or more RLVs submit responsive proposals which are within 5% of the lowest responsive proposal, and the lowest responsive proposal is not from another RLV, the RLV with the lowest responsive proposal shall be given the opportunity to reduce the cost proportion of their proposal to meet or be less than the cost component of the lowest responsive proposal. That proposal will be evaluated with the revised cost proposals. Having the lowest cost proposal, however, does not necessarily result in the award of the proposal, because of other factors also being evaluated.
- e. If RLVs who are given the opportunity to reduce cost bids or proposals are unable or unwilling to reduce their bid or proposal costs to match the lowest responsive bid or proposal of a non-RLV, then the bid/proposal shall be awarded without regard to RLV status.
- f. RLVs who utilize non-RLVs as subcontractors for more than 50% of the work in a specific bid or proposal shall not be entitled to preference as a RLV for



## Ingham County Policy

that specific bid or proposal.

- g. When a RLV submits a responsive bid or proposal which is equal to a bid or proposal submitted by a non-RLV, then the responsive bid or proposal shall be awarded to the RLV.
- h. The following purchases are exempt from the provisions of this policy:
  - 1. Purchases resulting from exigent emergency conditions where any delay in completion or performance would jeopardize public health, safety or welfare of the citizens of the County, or where in the judgment of the County Controller the operational effectiveness or a significant County function would be seriously threatened if a purchase was not made expeditiously.
  - 2. Purchases with any sole source supplier for supplies, materials, or other equipment.
  - 3. Purchases made through the State of Michigan's Extended Purchasing Program, or other cooperative purchasing contractual arrangements utilized by the Purchasing Department.
- i. Any person, firm, corporation or entity intentionally submitting false information to the County in an attempt to qualify for the local purchasing preference shall be barred from bidding on county contracts for a period of not less than three years.
- j. Nothing in this section shall be deemed to waive or constrain, in any manner, the sole discretion of the County, or the offices, agencies, and departments of the County in any way, including, but not limited to:
  - 1. The right, in the exercise of sole discretion, to reject any and all bids/proposals, waive any and all informalities and/or to negotiate contract terms with the successful bidder/vendor;
  - 2. The right, in the exercise of sole discretion, to disregard all nonconforming, nonresponsive, unbalanced or conditional bids/proposals;
  - 3. The right, in the exercise of sole discretion, to evaluate the qualifications of the bidders/vendors, whether or not the bids comply with the prescribed requirements, and alternatives and unit prices if requested in the bid/proposal forms;
  - 4. The right, in the exercise of sole discretion, to consider the qualifications and experience of subcontractors and other organizations (including those who are to furnish items of material or equipment), or to evaluate operation costs, maintenance considerations, performance data and guarantees of materials and/or equipment.



## Ingham County Policy

5. To conduct such investigation as is deemed, in the exercise of sole discretion, necessary to assist in the evaluation of any bid/proposal and/or to establish the responsibility, qualifications and financial ability of the bidders/vendors, proposed subcontractors and other persons or organizations to do the work in accord with the contract documents to the owners satisfaction and/or within the prescribed time.
6. The right, in the exercise of sole discretion, to reject the bid/proposal of any bidder/vendor who does not pass any such evaluation to the owners satisfaction;
7. The right, in the exercise of sole discretion, to reject all bids and suspend, discontinue or abandon the project/purchase, rebid the project/purchase, or change or amend the requirements of the project/purchase.

**History:** 2005, Resolution 05-044, Effective February 22, 2005

12.22 Contract on which Improper Bids have been Received. Following completion of the checking procedures outlined in Section [12.20](#), bidding infractions, if any, shall be noted in the Record of Bids Opened. This notation must clearly state the reason the bid has been considered improper. The Purchasing Director shall then decide on the acceptance or rejection of all bids noted as improper on the Record of Bids Opened.

12.23 Basis of Decisions on Acceptance or Reject of Improper Bids. Extreme care must be exercised by the Purchasing Director responsible to ensure that improper bids are handled in a manner which is fair to other bidders as well as the public.

- a. Late bids must be rejected (see Section [12.16.e](#)).
- b. Bid form or envelope not used:
  1. Bids received on other than supplied bid forms may be rejected.
  2. Bids received in other than the bid envelopes supplied may be rejected.
- c. Bids not completed in ink or by typewriter must be rejected.
- d. Partial bids may be rejected except when the bid form clearly states that an award may be made for individual items (e.g., contracts such as equipment rental or some material contracts which are in effect several individual contracts combined).
- e. If a bid is restricted by a statement added to the bid form or a covering letter or alterations to a form, it may be rejected unless the change was requested by the County (e.g., F.O.B. point changed, escalator clause, etc.).
- f. Bids that are not properly signed must be rejected.
- g. Bids that are not properly sealed may be rejected.





## Ingham County Policy

- h. In cases of erasure, overwriting or non-initialed strike-outs, these bids may be accepted provided the price in legible.
- i. Bids containing arithmetical corrections from the checking procedure may be accepted. Bid unit prices shall ordinarily be used to correct extensions.
- j. Deposit not submitted or of insufficient amount:
  - 1. If a certified check, bank draft, or money order is specifically requested by the Purchasing Director and is not submitted, the bid must be rejected.
  - 2. If a certified check, bank draft, or money order for an insufficient amount is submitted, if in the opinion of the Purchasing Director an honest error was made, a bidder may be allowed a reasonable time to submit sufficient deposit. If the deposit is not received within the time allotted the bid must be rejected.
- k. Agreement to bond:
  - 1. If an agreement to bond is not submitted, when required, the bid may be rejected.
  - 2. If an agreement to bond is not properly executed, when required, a bidder may be allowed a reasonable time to have it corrected. If the corrected agreement is not received within the time allotted, the bid must be rejected.

12.24 Decisions on Improper Bids. When an improper bid must be rejected as outlined in Section [12.23](#), the amount of the bid shall not be recorded in the Record of Bid Opening by the words “Rejected Bid” shall be recorded instead. When an improper bid is one that may be accepted as outlined in Section [12.23](#), it shall be noted as an “Improper Bid” in the Record of Bid Opening along with the amount of the bid. All bids shall then be referred to the Purchasing Director for review of the bids in order to recommend an award. In his report he shall recommend acceptance or rejection of any improper bid and he shall recommend the award of the contract.

12.25 Notification of Acceptance of Bid. Upon the award of the contract the Purchasing Director shall immediately advise the successful bidder that his bid has been accepted.

12.26 Disposition of Deposit Checks. Following the opening of bids, all deposit checks of other than the low and second low bidders and any others that the Purchasing Director elects to retain, shall be returned to the applicable bidders by Registered Mail to his/her last known place of business or by hand. If a deposit check is returned by hand, a letter acknowledging receipt must be signed by the bidder. The retained deposit checks will be held until the contract is executed (see Section [12.29](#)). The Purchasing Director may permit the substitution of a bid bond of equal cash value to replace the bid deposit





## Ingham County Policy

of the second lowest bidder and any other bid deposits held until the contract is executed.

- 12.27 Disposition of Withdrawn Bids. Following the bid opening, the Purchasing Director shall return the withdrawn bids and the deposit checks (when applicable) to the bidders by Registered Mail or by hand. If a bid and deposit check is returned by hand, a letter acknowledging receipt must be signed by the bidder.
- 12.28 Execution of Contract. A contractor/supplier shall be allowed ten working days between the date of mailing the Form of Contract and the date the executed contract must be returned to the Purchasing Director.
- 12.29 Action on Acceptance of Contract. When copies of the executed contract are returned and found acceptable to the Purchasing Director, all deposit checks and/or bid bonds shall be returned by Registered Mail to his/her last known place of business or by hand. If returned by hand, a letter acknowledging receipt must be signed by the bidder.
- 12.30 Action when Successful Bidder Does Not Finalize Contract. If a contract has been awarded and the successful bidder fails to sign the contract or provide a contract bond, cash or other acceptable collateral within the specified time (see Section [12.28](#)), the Purchasing Director may grant additional time to fulfill the necessary requirements or may recommend that (i) the contract shall be awarded to the next low bidder; or (ii) that the contract shall be cancelled. In either case, the deposit of the bidder shall be forfeited. If a contract is to be awarded to the second low bidder, his/her deposit check shall be retained until he/she has actually signed the contract. If the second low bidder fails or declines to execute the contract if awarded to him/her, his/her deposit shall be forfeited.
- 12.31 Purchase Order. A bid for the purchase of goods shall be confirmed by the issuing of a purchase order subject to the limitations contained herein.
- 12.32 The contractors, suppliers and bidders shall also mean their heirs, executors, administrators and assigns.

### 13. CONTEXT


This policy shall be read with all necessary change of genders and changes of singular to plural which may be required in its context.

### 14. RIGHT TO REJECT

Notwithstanding the provisions of this policy, the County shall have the right to reject the lowest or any bid at its absolute discretion.

### 15. EQUAL OPPORTUNITY STATEMENT

The Purchasing Director must have in their files or enclosed in the bid envelopes a signed Equal Opportunity Statement for each bidder and each bid.

	DEPARTMENT: Facilities
PREPARED BY: Glenn Canning	MEETING DATE(S): County Services – April 22, 2025 Finance Committee – April 23, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Resolution Authorizing Roof Replacement at the Ingham County Drain Commissioner's Office and Acknowledging the Withdrawal of the Previous Contractor	

**ACTION REQUESTED:**

Approval of a resolution to authorize a contract with Weatherseal Home Improvement Co., Inc. for the replacement of the roof at the Ingham County Drain Commissioner's Office, with a not-to-exceed amount of \$36,248, and to acknowledge the withdrawal of Billy White Roofing, Inc., who was previously authorized under Resolution #24-469.

**SUMMARY OF REQUEST:**

Resolution #24-469 originally authorized Billy White Roofing, Inc. to perform the roof replacement at the Drain Commissioner's Office. Subsequently, Billy White Roofing, Inc. withdrew from the project, requiring the Facilities Department to seek an alternative contractor. After soliciting proposals, Weatherseal Home Improvement Co., Inc. provided a proposal in the amount of \$31,520. To accommodate potential unforeseen conditions, a 15% contingency is recommended, setting a total project authorization of \$36,248. This project is fully funded within the approved budget under Project #24527599-976000-24F05.

**STRATEGIC PLAN RELEVANCE:**

This project supports the County's commitment to maintaining safe, efficient, and functional facilities while upholding fiscal responsibility and stewardship of county assets.

**DEPARTMENT MISSION RELATION:**

The Facilities Department is tasked with the preservation, maintenance, and capital improvement of County-owned facilities, ensuring the safety and functionality of assets for County staff and the public.

**THIS ACTION RELATES TO AN ACTIVITY WHICH IS:**

☐ MANDATED ☒ NON-MANDATED Facility Maintenance & Asset Preservation

**COST/FUNDING RECOMMENDATION:**

**Total Request/Contract Amount:** \$36,248.00

☒ Included in Current Fiscal Budget ☐ Budget Transfer ☐ Has No Financial Impact

**ADMINISTRATION RECOMMENDATION:**

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

**GOVERNING/ADVISORY BOARD APPROVAL DATE:** \_\_\_\_\_

**CONTROLLER'S OFFICE:** \_\_\_\_\_  **DATE:** \_\_\_\_\_ 4/14/2025

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ROOF REPLACEMENT AT THE INGHAM COUNTY  
DRAIN COMMISSIONER'S OFFICE AND ACKNOWLEDGING WITHDRAWAL OF PRIOR BID**

WHEREAS, the roof of the Ingham County Drain Commissioner's Office located at 707 Buhl Street, Mason, Michigan, has reached the end of its useful life and is in need of replacement to protect the facility and its occupants; and

WHEREAS, the Ingham County Board of Commissioners previously authorized Resolution #24-469 to award the project to Billy White Roofing, Inc.; and

WHEREAS, Billy White Roofing, Inc. has since withdrawn from the project, leaving the Facilities Department to seek alternative solutions; and

WHEREAS, Weatherseal Home Improvement Co., Inc. has submitted a qualified proposal to perform the roof replacement at a base cost of \$31,520; and

WHEREAS, the Facilities Department recommends including a 15% contingency for unforeseen conditions, establishing a total not-to-exceed amount of \$36,248; and

WHEREAS, funds are available in the approved Facilities Budget under Project Code 24527599-976000-24F05 (Drain Office New Roof).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners acknowledges the withdrawal of Billy White Roofing, Inc. from the project authorized under Resolution #24-469.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Weatherseal Home Improvement Co., Inc., 51662 Oro Drive, Shelby Township, MI 48315, for roof replacement at the Ingham County Drain Commissioner's Office for an amount not to exceed \$36,248, inclusive of a 15% contingency.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments.

BE IT FURTHER RESOLVED, that and the Board Chairperson is authorized to sign any necessary documents on behalf of Ingham County after approval by the County Attorney.

	DEPARTMENT: Facilities
PREPARED BY: Glenn Canning	MEETING DATE(S): April 22nd County services committee April 23rd Finance Committee
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Resolution to Adopt the Hazard Communication Program Policy	

**ACTION REQUESTED:**

Approval of a resolution to adopt the updated Ingham County Hazard Communication Program.

**SUMMARY OF REQUEST:**

The Hazard Communication Program has been reviewed and updated to comply with current MIOSHA and OSHA standards. This program establishes procedures for employee safety regarding the use, labeling, storage, and communication of hazardous chemicals. Adoption of this program ensures that all employees are adequately informed and trained, and that Ingham County continues to meet all applicable safety regulations.

**STRATEGIC PLAN RELEVANCE:**

This policy supports the County's commitment to employee safety, regulatory compliance, and operational efficiency.

**DEPARTMENT MISSION RELATION:**

The Facilities Department is responsible for managing contracts related to County facilities and ensuring they align with financial and operational best practices.

**THIS ACTION RELATES TO AN ACTIVITY WHICH IS:**

☒ MANDATED MIOSHA ☒ NON-MANDATED \_\_\_\_\_

**COST/FUNDING RECOMMENDATION:**

Total Request/Contract Amount: \$0.00

☐ Included in Current Fiscal Budget ☐ Budget Transfer ☒ Has No Financial Impact

**ADMINISTRATION RECOMMENDATION:**

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: \_\_\_\_\_

CONTROLLER'S OFFICE: \_\_\_\_\_  DATE: 4/14/2025

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ADOPT THE HAZARD COMMUNICATION PROGRAM POLICY**

WHEREAS, the Ingham County Facilities Department, in accordance with the Michigan Occupational Safety and Health Administration (MIOSHA) and the Occupational Safety and Health Administration (OSHA) requirements, has reviewed and updated the Ingham County Hazard Communication Program; and

WHEREAS, the updated program ensures that all departments and employees are informed of the hazards associated with chemicals used within County operations through proper labeling, access to Safety Data Sheets (SDS), employee training, and other essential safety practices; and

WHEREAS, this program establishes clear guidelines for communication, employee protection, hazard assessments, contractor requirements, and hazardous chemical management; and

WHEREAS, the Facilities Department recommends approval and adoption of the Hazard Communication Program Policy as reviewed and endorsed by the Health in all Policies Committee.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves and adopts the updated Ingham County Hazard Communication Program Policy, effective immediately, to ensure employee safety and compliance with applicable health and safety regulations.

BE IT FURTHER RESOLVED, that the Facilities Department will oversee implementation and provide necessary support, training, and periodic review of the program.

<b>Policy Name: Hazard Communication Program</b>		<b>Policy #:</b>
<b>Category: Health and safety</b>		
<b>Resolution: #</b>		<b>Effective Date: 3/27/25</b>
<b>Last Reviewed: 3/27/25</b>	<b>Next Review: 3/1/2026</b>	<b>Health in All Policy Reviewed: <input checked="" type="checkbox"/></b>
<b>Applicable To: All Ingham County Department</b>		
<b>Responsible Department: Facilities</b>		<b>Signature:</b>

## 1. PURPOSE

- 1.1 The purpose of the Hazard Communication Program is to ensure hazards associated with chemicals used by Ingham County are communicated to employees and management. Information concerning health hazards will be communicated by the use of container labeling, Safety Data Sheets (SDS), and training. This policy will be used to evaluate and develop appropriate protective measures to safeguard employee health and safety.

## 2. PROCEDURE

- 2.1 **Hazard Classification** Chemical manufacturers or importers will evaluate chemicals they produce or import to classify the chemicals in accordance with the revised Hazard Communication Standard.

Effective June 1, 2015: For each chemical, the chemical manufacturer or importer will determine the hazard classes, and where appropriate, the category of each class that applies to the chemical being classified. This information will be placed in the Safety Data Sheet (SDS) and on the product label.

Ingham County will rely on SDS's obtained from product suppliers to determine which chemicals are classified as hazardous for employees.

- 2.2 **Labeling.** The Facilities Director and/or their designee will be responsible for ensuring that all containers entering the workplace from a manufacturer, importer, or distributor are properly labeled. B. All labels will be checked for:

- Product identifier;
- Signal word;
- Hazard statement(s);
- Pictogram(s);
- Precautionary statement(s); and
- Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party.

- 2.3 Each supervisor will be responsible for ensuring all secondary workplace containers used in their work area are labeled with the appropriate product identifier and provide employees with information regarding the physical and health hazards of the hazardous chemical.

- 2.4 **Safety Data Sheets (SDS)** Effective June 1, 2015, chemical manufacturers or importers will ensure that SDSs for their products include the following sections in order:

1. Section 1, Identification;
2. Section 2, Hazard(s) identification;

3. Section 3, Composition/information on ingredients;
4. Section 4, First-aid measures;
5. Section 5, Fire-fighting measures;
6. Section 6, Accidental release measures;
7. Section 7, Handling and storage;
8. Section 8, Exposure controls/personal protection;
9. Section 9, Physical and chemical properties;
10. Section 10, Stability and reactivity;
11. Section 11, Toxicological information;
12. Section 12, Ecological information;
13. Section 13, Disposal considerations;
14. Section 14, Transport information;
15. Section 15, Regulatory information; and
16. Section 16, Other information, including date of preparation or last revision.

- a. The Facilities Director and/or their designee will be responsible for compiling and maintaining the master SDS file. The SDS's will be available online via the Ingham County intranet or on any desktop utilizing the MSDS link.
- b. Additional copies of SDS's for employee use are located online via the Ingham County intranet or by calling 1 (888) 362-7416 from which the information can be faxed over or provided on the phone.
- c. SDS's will be available for review by all employees during each work shift. Employees can access the SDS's through the intranet, desktop link, or by requesting a copy from their supervisor.
- d. Posters highlighting the SDS's and where they are located will be posted in common areas, and employees will be reminded about the online location.
- e. If a required SDS is not received, the Facilities Director and/or their designee will contact the supplier, in writing, to request the SDS. If an SDS is not received after two such requests, the Facilities Director and/or their designee will contact MIOSHA's Construction Safety and Health Division at (517) 284-7680 or General Industry Safety and Health Division (GISHD) at (517) 284-7750 for assistance in obtaining the SDS.

**2.5 Employee Information and Training** Information and training are a critical part of the Right to Know Program. Ingham County will provide employees who are exposed to hazardous chemicals with effective information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new chemical hazard the employees have not previously been trained about is introduced into their work area.

Before their initial work assignment, each new employee will receive hazard communication training. The training will include the following information:

**2.6 Information:**

- The requirements of the MIOSHA Hazard Communication Standard. All employees are notified upon hire of the Right to Know requirements and sign off in agreement as part of their onboarding paperwork.

- All operations in their work area where hazardous chemicals are present. The supervisor or designee will identify any hazardous materials in the worksite in addition to proper handling procedures.
- Location and availability of the written hazard communication program, the list of hazardous chemicals, and the SDS, are provided through new hire orientation including the location of the plan, the use of the SDS, and the importance of understanding the proper handling of hazardous materials in the workplace.

2.7 **Training:** Ingham County will make certain that everyone who works with or has potential exposure to hazardous chemicals receives training on the Hazard Communication Standard and the safe use of those hazardous chemicals before they report to work.

- Methods and observations that can be used to detect the presence or release of hazardous chemicals in the work area;
- The physical, health, simple asphyxiation, combustible dust and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area;
- Measures employees should take to protect themselves from these hazards; including procedures Ingham County has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and Personal Protective Equipment (PPE) to be used;
- Details of the hazard communication program, including an explanation of the new label elements (product identifier; signal word; hazard statement(s); pictogram(s); and, precautionary statement(s)) on shipped containers and the workplace labeling system used by Ingham County; the new SDS format/sections; and
- How employees can obtain and use hazard information.

The Safety Coordinator or designee will review Ingham Counties training program for employees and advise department heads and supervisors on training or retraining needs. The Hazard Communication Standard requires retraining when the hazard changes or when a new hazard is introduced into the workplace. However, it is Ingham County policy to provide training regularly in safety meetings to ensure the effectiveness of the program. As part of the assessment of the training program, the safety coordinator or designee will obtain input from employees regarding the training they have received and their suggestions for improving it.

2.8 **The employee will be informed of the following:**

- The employer is prohibited from discharging, or discriminating against an employee who exercises their rights to obtain information regarding hazardous chemicals used in the workplace.
- As an alternative to requesting an SDS from the employer, the employee may seek assistance from the MIOSHA Construction Safety and Health Division at (517) 284-7680 or the MIOSHA General Industry Safety and Health Division at (517) 284-7750.

2.9 **Exposure Monitoring Procedures:** Air sampling protocols will be conducted regularly to monitor hazardous chemical exposure. Frequency, methods, and results will be managed and documented by designated personnel.

2.10 **Chemical Spill Response Plan:** Specific spill response protocols include containment, cleanup, and reporting procedures. Responsible personnel will lead the response and ensure proper actions are taken.



- 2.11 **Incident Reporting and Investigation:** All hazardous chemical-related incidents will be reported, investigated, and documented promptly. Investigation results will help improve safety procedures.

Training Verification and Records: Training records, such as sign-in sheets or certifications, will be maintained for compliance. Records will be retained as required by MIOSHA standards.

PPE Requirements and Inventory Management: Guidelines for selecting, maintaining, and replacing PPE will be established to ensure employee safety. An updated inventory will be maintained for accessibility.

- 2.12 **Regular Program Audits:** Program audits will be conducted regularly to ensure compliance. The Safety Coordinator will oversee and document the results of these audits.

Hazardous Waste Management: Procedures for the safe disposal of hazardous chemicals include labeling, storage, and transport according to regulatory requirements.

Emergency Contact Information: Updated emergency contacts for chemical incidents will be posted and accessible to all employees.

Chemical Substitution Policy: Whenever possible, hazardous chemicals will be substituted with safer alternatives to reduce employee exposure risks.

- 2.13 **Multi-Employer Worksites - Informing Contractors:**


- a. If Ingham County exposes any employee of another employer to any hazardous chemicals produced by Ingham County use, or storage, the following information will be supplied to the impacted employer:
  - The hazardous chemicals they may encounter;
  - Measures their employees can take to control or eliminate exposure to the hazardous chemicals;
  - The container and pipe labeling system used on-site; and
  - Where applicable SDS's can be reviewed or obtained.
- b. Periodically, employees may be exposed to hazardous chemicals brought on site by another employer. When this occurs, Ingham County will obtain information pertaining to the types of chemicals brought on-site from that employer, and measures that should be taken to control or eliminate exposure to the chemicals.
- c. It is the responsibility of the Facilities Director and/or their designee to ensure that such information is provided and/or obtained prior to any services being performed by the off-site employer.

### 3. REFERENCES/ATTACHMENTS

- 3.1 **Pipes and Piping Systems** Information on the hazardous contents of pipes and piping systems will be identified by color coding or labeled diagrams located at critical points throughout County buildings.
- 3.2 **List of Hazardous Chemicals** A list of all hazardous chemicals used by Ingham County is located on the Ingham County Intranet under the Workplace Safety section. Further information regarding any of these chemicals can be obtained by reviewing its respective SDS. The Facilities

Director and/or their designee, working with department heads, will develop a list of hazardous chemicals used in the facility, and will update the list as necessary. The list of chemicals identifies all of the chemicals used in the work process areas. Each work area maintains and posts its own list of the hazardous chemicals to which employees in the area may be exposed. A master list of these chemicals will be maintained by, and is available from, the Facilities Director and/or their designee or department head.

## Agenda Item 6

	DEPARTMENT: Road Department
PREPARED BY: Neal Galehouse, Director of Engineering	MEETING DATE(S): April 22, 23 and 29
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Traffic Signal Construction Contract for Lake Lansing and Marsh Intersection	

### **ACTION REQUESTED:**

Authorization of a service agreement with J Ranck Electric Inc. for traffic signal construction services at the Lake Lansing Road and Marsh Road intersection.

### **SUMMARY OF REQUEST:**

The Road Department has determined that a traffic signal replacement is necessary at the intersection of Lake Lansing Road and Marsh Road located in Section 10 of Meridian Township due to the existing traffic signal reaching the end of its useable service life. The Purchasing Department solicited proposals (RFP #41-25), receiving two proposals, with J. Ranck Electric Inc. submitting the low bid. In addition, a contingency is being requested in the amount of 20% of the low bid cost, as may be needed for any additional work deemed necessary by Road Department staff.

### **STRATEGIC PLAN RELEVANCE:**

This action aligns with the strategic plan initiatives to ensure that roads and bridges are maintained in safe conditions, supporting the long-term safety, and functionality of the transportation network.

### **DEPARTMENT MISSION RELATION:**

This project supports ongoing road asset maintenance efforts, helping to keep roads and associated assets reasonably safe.

### **THIS ACTION RELATES TO AN ACTIVITY WHICH IS:**

☒ MANDATED Act 51 of 1951, as Amended ☐ NON-MANDATED \_\_\_\_\_

### **COST/FUNDING RECOMMENDATION:**

Total Request/Contract Amount: \$402,771.75 + 20% contingency = \$483,326.10

☒ Included in Current Fiscal Budget ☐ Budget Transfer ☐ Has No Financial Impact

### **ADMINISTRATION RECOMMENDATION:**

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: \_\_\_\_\_

CONTROLLER'S OFFICE: \_\_\_\_\_ DATE: 4/14/2025

TO: Kelly Jones, Managing Director of Road Department, Road Department

CC: Neal Galehouse, Director of Engineering

FROM: Kristen Romo, Director of Purchasing

DATE: April 2, 2025

RE: Memorandum of Performance for RFP No. 41-25 Traffic Signal Construction Services

Per your request, the Purchasing Department sought proposals from MDOT prequalified and experienced traffic signal contractors for the purpose of entering into a contract to provide traffic signal construction services at the at the Lake Lansing Road and Marsh Road intersections, located in Ingham County; and, for the Ingham County Road Department.

The scope of work includes, but is not limited to, installing traffic signal foundations, conduit, handhole, span wire and miscellaneous signal equipment; in addition to, erecting a strain pole and other related work as directed by the Ingham County Road Department.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	73	17
Vendors responding	2	0

A summary of the vendors' costs is located on the next page.

A preconstruction meeting will be required prior to commencement of work since the construction cost exceeds \$10,000. Please make sure the Purchasing Department is invited and able to attend the preconstruction meeting to ensure that all contractors comply with the Prevailing Wage Policy and proper bonding.

You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at [kromo@ingham.org](mailto:kromo@ingham.org) or by phone at 676-7309.

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Lake Lansing Road and Marsh Road Intersection Traffic Signal Construction according to RFP, Plans & Spec's.
		Total Cost for Traffic Signal Construction
J. Ranck Electric Inc.	No, Mt. Pleasant MI	\$402,771.75
Rauhorn Electric Inc.	No, Bruce Township MI	\$413,374.41

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A CONTRACT WITH J. RANCK ELECTRIC INC.  
FOR TRAFFIC SIGNAL CONSTRUCTION SERVICES AT THE LAKE LANSING ROAD AND  
MARSH ROAD INTERSECTION**

WHEREAS, the Road Department has determined that traffic signal replacement is necessary at the intersection of Lake Lansing Road and Marsh Road located in Section 10 of Meridian Township due to the existing traffic signal reaching the end of its useable service life; and

WHEREAS, the Purchasing Department solicited proposals (RFP #41-25) from Michigan Department of Transportation prequalified vendors to provide traffic signal construction services at the Lake Lansing Road and Marsh Road intersection, receiving two proposals; and

WHEREAS, Purchasing Department staff have reviewed the proposals for adherence to County purchasing requirements and Road Department staff have reviewed the proposals for experience, expertise, individual unit prices, and overall value to the County; and

WHEREAS, J. Ranck Electric Inc. of Mt. Pleasant, Michigan submitted the lowest responsive and responsible bid for a total bid amount of \$402,771.75; and


WHEREAS, a contingency is being requested in the amount of 20% of the low bid cost, as may be needed for any additional work deemed necessary by Road Department staff; and

WHEREAS, the cost for the traffic signal replacement is included in the 2025 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with J. Ranck Electric Inc. located at 1993 Gover Parkway, Mt. Pleasant, MI 48858 for Traffic Signal Construction Services at the intersection of Lake Lansing Road and Marsh Road located in Section 10 of Meridian Township, as specified in the Request for Proposal #41-25 for the low bid cost of \$402,771.75.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes contingency funding for the Lake Lansing Road and Marsh Road Intersection Project in the amount of \$80,554.35 (20% of the proposed \$402,771.75 bid) to cover additional work items mutually agreed upon in writing and executed in the form of a change order between the Road Department Managing Director (or designee) and J. Ranck Electric, Inc. as a condition precedent to the initiation of any work on such additional work items.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary agreements that are consistent with this resolution and approved as to form by the County Attorney.

	DEPARTMENT:  BOARD OF COMMISSIONERS OFFICE
PREPARED BY: Becky Bennett, Director, Board of Commissioner's Office	MEETING DATE(S): April 22, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input type="checkbox"/> Finance	
SUBJECT: Resolution to Donate Yearbooks to the Library of Michigan	

**ACTION REQUESTED:**

Authorize the donation of three Mason High School yearbooks and one Leslie High School yearbook to the Library of Michigan with the stipulation that the books will be property preserved and displayed at the Library.

**SUMMARY OF REQUEST:**

The Library of Michigan is in the process of collecting yearbooks from Michigan high schools. Ingham County currently has in its possession four high school yearbooks, three from Mason High School for the years 1916, 1917, and 1929 and one from Leslie High School for 1917. The books are an important part of history and become fragile over time, donating the books to the Library of Michigan will assist in completing their collection and will also allow for the proper storage and care of the books.

**STRATEGIC PLAN RELEVANCE:**

N/A

**DEPARTMENT MISSION RELATION:**

N/A

**THIS ACTION RELATES TO AN ACTIVITY WHICH IS:**

☐ MANDATED \_\_\_\_\_ ☒ NON-MANDATED \_\_\_\_\_

**COST/FUNDING RECOMMENDATION:**

Total Request/Contract Amount: \$####.##

☐ Included in Current Fiscal Budget ☐ Budget Transfer ☒ Has No Financial Impact

**ADMINISTRATION RECOMMENDATION:**

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: \_\_\_\_\_

CONTROLLER'S OFFICE: \_\_\_\_\_ DATE: 4/14/2025

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO DONATE YEARBOOKS TO THE LIBRARY OF MICHIGAN**

WHEREAS, the Library of Michigan is in the process of collecting yearbooks from Michigan high schools; and

WHEREAS, Ingham County currently has in its possession four high school yearbooks, three from Mason High School for the years 1916, 1917, and 1929 and one from Leslie High School for 1917; and

WHEREAS, the books are an important part of history and become fragile over time, donating the books to the Library of Michigan will assist in completing their collection and will also allow for the proper storage and care of the books; and

WHEREAS, the members of the Ingham County Historical Commission voted to donate the yearbooks to the Library of Michigan so they can be properly preserved to prevent further deterioration for future generations to enjoy.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the donation of three Mason High School yearbooks and one Leslie High School yearbook to the Library of Michigan with the stipulation that the books will be properly preserved and displayed at the Library.