



**PONTIAC CITY COUNCIL
STUDY SESSION**

April 13, 2017

6:00 p.m.

181st Session of the 9th Council

It is this Council's mission "To serve the citizens of Pontiac by committing to help provide an enhanced quality of life for its residents, fostering the vision of a family-friendly community that is a great place to live, work and play."

Call to order

Roll Call

Authorization for excused absences for councilmembers

Closed Session

1. Resolution to go into Closed Session CPREA vs. The City of Pontiac and MAPE 50th District Vs. The City of Pontiac.

Public Comment

AGENDA ITEMS FOR CITY COUNCIL CONSIDERATION

1. Resolution to amend FOIA procedures and guidelines and the public summary for Procedures and Guidelines (deferred from last week.)
2. Request for approval of the HVAC Replacement for Senior Centers
3. Request for approval of the City of Pontiac Neighborhood Empowerment Projects over \$10,000.
(agenda item ad-on)

Adjournment

April 6, 2017

**Official Proceedings
Pontiac City Council
180th Session of the Ninth Council**

A Formal Meeting of the City Council of Pontiac, Michigan was called to order in City Hall, Thursday, April 6, 2017 at 6:00 P.M. by President Patrice Waterman.

Call to Order at 6:00 p.m.

Invocation

Pledge of Allegiance

Roll Call

Members Present: Carter, Pietila, Taylor-Burks, Waterman, Williams and Woodward.

Members Absent: Holland.

Mayor Waterman was present.

Clerk announced a quorum.

17-96 **Excuse Councilman Mark Holland for personal reasons.** Moved by Councilperson Woodward and supported by Councilperson Pietila.

Ayes: Pietila, Taylor-Burks, Waterman, Williams, Woodward and Carter

No: None

Motion Carried.

17-97 **Approval of the Agenda.** Moved by Councilperson Pietila and supported by Councilperson Taylor-Burks.

Ayes: Pietila, Taylor-Burks, Waterman, Williams, Woodward and Carter.

No: None

Motion Carried.

17-98 **Journal of March 23, 2017.** Moved by Councilperson Taylor-Burks and supported by Councilperson Woodward.

Ayes: Taylor-Burks, Waterman, Williams, Woodward, Carter and Pietila

No: None

Motion Carried.

17-99 **Journal of March 30, 2017.** Moved by Councilperson Woodward and supported by Councilperson Taylor-Burks.

Ayes: Waterman, Williams, Woodward, Carter, Pietila and Taylor-Burks

No: None

Motion Carried.

17-100 **Resolution to go into Closed Session.** Moved by Councilperson Woodward and supported by Councilperson Pietila.

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Whereas, Section 8 (e), MCL 15.268, permits a public body “[to] consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have detrimental financial effect on the litigation or settlement position of the public body”: and, Whereas, the Pontiac City Council believes that an open meeting would have a detrimental financial effect on the litigating or settlement position of the City.

Therefore, Be It Resolved that the Pontiac City Council recesses into closed session for the purpose of consulting with its attorney regarding pending litigation in the cases of Ottawa Towers vs. The City of Pontiac.

Ayes: Williams, Woodward, Carter, Pietila, Taylor-Burks and Waterman.

No: None

Resolution Passed.

Councilman Mark Holland arrived at 6:16 p.m.

Deputy Mayor Report or Departmental Head Report

Recognition of Elected Officials – Mike McGuinness Pontiac School Board Trustee

President Patrice Waterman opened up public hearing for IFT Application for Denek Contracting at 7:34 p.m. There was 1 individual who addressed the body during public hearing.

1. Denise Cobb-71 E. Iroquois. She asked what does IFT stands for?

President Patrice Waterman closed public hearing at 7:39 p.m.

17-101 **Amendment to add language to IFT Application for Denek Contracting.** Moved by Councilman Williams but no support, motion dies.

17-102 **Resolution request for approval of the Application for Denek Contracting Industrial Facilities Exemption Certificate for Rehabilitation.** Moved by Councilperson Holland and supported by Councilperson Woodward.

WHEREAS, pursuant to P.A. 198 of 1974, M.C. 207.551 *et seq.*, after a duly noticed public hearing held on March 30, 2017, this City Council by resolution established an industrial rehabilitation (hereinafter the “Plant Rehabilitation District”); and

WHEREAS, Thomas E. Denek, Denek Contracting has filed an application for an Industrial Facilities Exemption Certificate (the “Application”) with respect to rehabilitation of a facility within the Plant Rehabilitation District; and

WHEREAS, before acting on said Application the City held a hearing on April 6, 2017, at Pontiac City Hall in the City of Pontiac, at which hearing the applicant, the Assessor and a representative of the affected taxing units who had been given written notice were afforded an opportunity to be heard on said Application; and

WHEREAS, construction on the property has not begun prior to February 2, 2017, the date of acceptance of the Application for the Industrial Facilities Exemption Certificate; and

WHEREAS, completion of the facility is calculated to and will at the time of issuance of the certificate have the reasonable likelihood to create employment in the City of Pontiac; and

WHEREAS, the City of Pontiac and Denek Contracting have entered into an Industrial Facilities Tax Exemption Certificate Agreement, which is hereby incorporated here; and

April 6, 2017

WHEREAS, the aggregate SEV of real and personal property exempt from ad valorem taxes within the City of Pontiac, after granting this certificate, will not exceed 5% of an amount equal to the sum of the SEV of the City of Pontiac, plus the SEV of personal and real property thus exempted.

NOW, THEREFORE, BE IT RESOLVED BY the City Council of the City of Pontiac that:

- 1, The City Council finds and determines that the granting of the Industrial Facilities Exemption Certificate, shall not have the effect of substantially impeding the operation of the City of Pontiac or impairing the financial soundness of the taxing unit which levies ad valorem property taxes in the City of Pontiac.
2. The Application from Denek Contracting for an Industrial Facilities Exemption Certificate, with respect to rehabilitation on the parcel of real property, situated within the Plant Rehabilitation District, which was established on March 30, 2017 (whose legal description is attached as exhibit A), is hereby approved.
3. The Industrial Facilities Exemption Certificate when issued shall be and remain in force for a period of Twelve (12) years after completion of improvements, provided that the Industrial Facilities Tax Exemption Certificate Agreement is approved and signed by all parties and is complied with for the duration of the life of the life of the Industrial Facilities Exemption Certificate.
4. The Mayor is hereby authorized to take any steps in order to enter into and finalize the Industrial Facilities Tax Exemption Certificate Agreement on behalf of the City.

Exhibit A

Land situated in the City of Pontiac, Oakland County, Michigan, to-wit:

PARCEL 1: Lot 243, except the West 390 feet, being also described as the Easterly 560.42 feet of Lot 243, of FERRY FARM ADDITION TO THE CITY OF PONTIAC MICHIGAN, according to the plat thereof as recorded in Liber 5 of Plats, page 45, Oakland County Records.

PARCEL 2: Commencing at the Northeast corner of the East Wilson Avenue Subdivision; as recorded in Liber 21 of Plats, Page 28 of the Oakland County Register of Deeds and the principal place of beginning of parcel herein described; thence bearing North 25 degrees 24 minutes 05 seconds East, a distance of 107.08 feet to a point in the Southerly line of the East Boulevard Subdivision, as recorded in Liber 22 of Plats, Page 6 of the Oakland County Register of Deeds; thence along the Southerly line of said East Boulevard Subdivision, bearing South 63 degrees 31 minutes 28 seconds, a distance of 629.26 feet to a point on the Western right of way line of East Boulevard, said point 60 feet Westerly on the centerline of said East Boulevard; thence along the Western right of way line of said East Boulevard, bearing South 01 degrees 26 minutes 30 seconds East, a distance of 110.02 feet to the point of Intersection with the Northern right of way line of Wilson Avenue; thence along the Northern right of way line of said East Wilson Avenue, bearing North 65 degrees 22 minutes 16 seconds West a distance of 51.17 feet to an angle point; thence continuing along the Northern right of way line of said East Wilson Avenue bearing South 87 degrees 26 minutes 15 Seconds West a distance of 50.41 feet to a point thereon; thence bearing North 62 degrees 05 minutes 29 seconds West a distance of 650.75 feet to the principal place of beginning, said line following the Northerly line of above described Parcel No. 1, being the Northerly line of Lot 243, "FERRY FARMS ADDITION", as recorded in Liber 5 of Plats, page 45, Oakland County Records.

PARCEL 3: Lots 761, 762, 763, and 764, of SUBDIVISION OF THE NORTH ½ OF LOT 246 EXCEPT WEST 150 FEET, S. ½ OF LOT 245 EXCEPT WEST 150 FEET AND EAST 361.5 FEET OF WEST 611.5 FEET OF N ½ OF LOT 245, AND EAST 366.2 FEET OF WEST 516.2 FEET OF LOT 244, OF FERRY FARM ADDITION, CITY OF PONTIAC, OAKLAND CO., MICH, according to the plat thereof as recorded in Liber 18 of Plats, page 16, Oakland County Records.

PARCEL 4: Lot 17, of EAST WILSON AVENUE SUBDIVISION OF WEST 240 OF EAST 800' OF LOT 243 ORIGINAL PLAT OF FERRY FARM ADDITION TO CITY OF PONTIAC, OAKLAND

April 6, 2017

CO., MICHIGAN, according to the plat thereof as recorded in Liber of Plats, page 28, Oakland County Records

Commonly known as: 451 E. Wilson Ave, Pontiac, MI 48341

Tax ID: 14-33-435-017 & 14-33-436-042 & 14-33-435-005

Ayes: Carter, Holland, Pietila, Taylor-Burks, Waterman and Woodward

No: Williams

Resolution Passed.

17-103 **Resolution to amend FIOA Procedures and Guidelines and the public summary for Procedures and Guidelines was tabled for one week.** Moved by Councilperson Williams and supported by Councilperson Holland.

Ayes: Holland, Pietila, Taylor-Burks, Waterman, Williams, Woodward and Carter

No: None

Motion Carried.

Councilman Kermit Williams left the meeting at 8:22 p.m.

There were 8 individuals who addressed the body during public comment.

Honorable Mayor Waterman Reported.

City Clerk Sherikia L. Hawkins, Councilman Randy Carter, Councilwoman Doris Taylor-Burks, Councilman Don Woodward, Councilman Mark Holland, Pro-tem Mary Pietila and President Patrice Waterman made closing comments. City Attorney Travis Mihelick had no closing comments.

President Patrice Waterman adjourned the meeting at 9:13 p.m.

SHERIKIA L. HAWKINS
CITY CLERK

City of Pontiac

Pontiac City Council

Whereas, Section 8 (e), MCL 15.268, permits a public body “[to] consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have detrimental financial effect on the litigation or settlement position of the public body”: and,

Whereas, the Pontiac City Council believes that an open meeting would have a detrimental financial effect on the litigating or settlement position of the City.

Therefore, Be It Resolved that the Pontiac City Council recesses into closed session for the purpose of consulting with its attorney regarding settlement strategy in the cases of CPREA vs. The City of Pontiac and MAPE 50th District vs. The City of Pontiac.

CITY OF PONTIAC CITY COUNCIL

**RESOLUTION TO AMEND FOIA PROCEDURES AND GUIDELINES
AND THE PUBLIC SUMMARY OF PROCEDURES AND GUIDELINES**

WHEREAS, on September 16, 2016, the City implemented its FOIA Procedures and Guidelines; and

WHEREAS, from time to time the City undertakes a review of the procedures and guidelines based on changes to the statute and new case law; and

WHEREAS, the City desires to update its existing procedures and guidelines as well as its written public summary; and

WHEREAS, pursuant to MCL 15.234(4), a public body is required to establish procedures and guidelines to implement Michigan's Freedom of Information Act and shall create a written public summary of the procedures and guidelines.

NOW THEREFORE, BE IT RESOLVED, that the attached procedures and guidelines and written public summary are hereby adopted, effective April 10, 2017.

PASSED AND APPROVED BY THE CITY COUNCIL, Pontiac, Michigan, this _____ day of April, 2017.

AYES: _____

NAYS: _____

City of Pontiac

FOIA Procedures and Guidelines

Preamble: Statement of Principles

Consistent with the Michigan Freedom of Information Act (FOIA), MCL 15.231 et seq., it is the policy of the City of Pontiac that all persons, except those who are incarcerated, are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees. The people shall be informed so that they may fully participate in the democratic process.

The City of Pontiac's policy with respect to FOIA requests is to comply with state law in all respects and to respond to FOIA requests in a consistent, fair, and even-handed manner regardless of who makes such a request.

The City of Pontiac acknowledges that it has a legal obligation to disclose all nonexempt public records in its possession pursuant to a FOIA request. The City acknowledges that sometimes it is necessary to invoke the exemptions identified under FOIA in order to ensure the effective operation of government and to protect the privacy of individuals.

The City of Pontiac will protect the public's interest in disclosure, while balancing the requirement to withhold or redact portions of certain records. The City's policy is to disclose public records consistent with and in compliance with state law.

Section 1: General Policies

The City Council, acting pursuant to the authority at MCL 15.236, designates the City Clerk as the FOIA Coordinator.

The FOIA Coordinator is responsible for accepting and processing requests for the City's public records and for approving denials of requests for public records. The FOIA Coordinator is authorized to designate other City staff to act on his or her behalf in accepting and processing requests for public records and in approving denials of requests for public records.

The FOIA Coordinator may, in his or her discretion, implement administrative rules, consistent with state law and these FOIA Procedures and Guidelines, to administer the acceptance and processing of FOIA requests.

The City is not obligated to create a new public record or make a compilation or summary of information which does not already exist. Neither the FOIA Coordinator nor other City staff are obligated to provide answers to questions contained in requests for public records or regarding the content of the records themselves.

If a request for a public record is received by facsimile or e-mail, the request is deemed to have been received on the following business day. If a request is sent by e-mail and delivered to a City spam or junk-mail folder, the request is not deemed received until one day after the FOIA Coordinator first becomes aware of the request. The FOIA Coordinator shall note both the date and time the request was delivered to the spam or junk-mail folder, and the date and time the FOIA Coordinator became aware of the request.

The FOIA Coordinator shall review City spam and junk-mail folders on a regular basis, which shall be no less than once a month. The FOIA Coordinator shall work with City Information Technology staff to develop administrative rules for handling spam and junk-mail so as to protect City systems from computer attacks which may be imbedded in an electronic FOIA request.

The FOIA Coordinator shall keep a copy of all written requests for public records received by the City on file for a period of at least one year.

The City will make this FOIA Procedures and Guidelines document and the Written Public Summary of FOIA Procedures and Guidelines publicly available without charge.

This FOIA Procedures and Guidelines document and the Written Public Summary of FOIA Procedures and Guidelines will be posted and maintained on the City's website at www.pontiac.mi.us/departments/clerk/index.php.

The City will provide free copies of this FOIA Procedures and Guidelines document and the Written Public Summary of FOIA Procedures and Guidelines upon request by visitors at City Hall.

Any subpoena from any court, attorney, or any other person which requests the production of any City record falls outside the scope of this Policy and shall be immediately forwarded to the City Clerk.

Section 2: Requesting a Public Record

A person requesting to inspect, copy, or obtain copies of a public record prepared, owned, used, possessed, or retained by the City of Pontiac must do so in writing. The request must sufficiently describe a public record so as to enable City personnel to identify and find the requested public record.

No specific form to submit a request for a public record is required. However, the FOIA Coordinator may make a FOIA Request Form available for use by the public.

Written requests for public records may be submitted in person or by mail to the FOIA Coordinator at City Hall. Requests may also be submitted electronically by facsimile or e-mail. Upon their receipt, requests for public records shall be promptly forwarded to the FOIA Coordinator for processing.

A person may request that public records be provided on non-paper physical media, electronically mailed, or otherwise provided to him or her in digital form in lieu of paper copies. The City will comply with the request only if it possesses the necessary technological capability to provide records in the requested non-paper physical media format.

A person may subscribe to future issues of public records that are created, issued, or disseminated by the City of Pontiac on a regular basis. A subscription is valid for up to 6 months and may be renewed by the subscriber.

A person who makes a verbal, non-written request for information believed to be on the City's website shall be informed of the pertinent website address where practicable and to the best ability of the City employee receiving the request.

A person serving a sentence of imprisonment in a local, state or federal correctional facility is not entitled to submit a request for a public record. The FOIA Coordinator will deny all such requests.

Section 3: Processing a Request

Unless otherwise agreed to in writing by the person making the request, the City will issue a response within 5 business days of receipt of a FOIA request. If a request is received by facsimile, e-mail, or other electronic transmission, the request is deemed to have been received on the following business day.

The City will respond to a request in one of the following ways:

- Grant the request.
- Issue a written notice denying the request.
- Grant the request in part and issue a written notice denying part of the request.
- Issue a notice indicating that due to the nature of the request the City needs an additional 10 business days to respond. Only one such extension is permitted.
- Issue a written notice indicating that the public record requested is available at no charge on the City's website.

The FOIA Coordinator, or such other individuals as he or she may designate, shall have the exclusive authority to deny any FOIA request, either entirely or in part.

When a request is granted or granted in part:

If the request is granted, or granted in part, the FOIA Coordinator will require that payment be made in full for the allowable fees associated with responding to the request before the public record is made available.

The FOIA Coordinator shall provide a detailed itemization of the allowable costs incurred to process the request to the person making the request. The FOIA Coordinator will use the City's Cost Itemization Form.

A copy of these FOIA Procedures and Guidelines and the Written Public Summary of FOIA Procedures and Guidelines will be provided to the requestor free of charge with the response to a written request for public records, provided however, that because the FOIA Procedures and Guidelines and the Written Public Summary of FOIA Procedures and Guidelines are maintained on the City's website at www.pontiac.mi.us/departments/clerk/index.php, a website link to the documents will be provided in lieu of providing paper copies.

If the cost of processing a FOIA request is \$50 or less, the requestor will be notified of the amount due and where the documents can be obtained.

If the cost of processing a FOIA request is expected to exceed \$50 based on a good-faith calculation, or if the requestor has not paid in full for a previously granted request, the City will require a good-faith deposit before processing the request.

In making the request for a good-faith deposit, the FOIA Coordinator shall provide the requestor with a detailed itemization of the allowable costs estimated to be incurred by the City to process the request, as well as a best-efforts estimate of the time frame it will take the City to provide the records to the requestor. The best-efforts estimate shall be nonbinding on the City, but will be made in good faith and will strive to be reasonably accurate, given the nature of the request in the particular instance, so as to provide the requested records in a manner based on the public policy expressed by Section 1 of the FOIA.

When a request is denied or denied in part:

If the request is denied or denied in part, the FOIA Coordinator will issue a Notice of Denial, which shall provide, in the applicable circumstance:

- An explanation as to why a requested public record, or a portion of that public record, is exempt from disclosure; or
- A certificate that the public record does not exist under the name or description provided by the requestor, or another name reasonably known by the City; or
- An explanation or description of the public record or information within a public record that is separated or redacted from the public record; and
- An explanation of the requesting person's right to submit a written appeal of the denial to the office of the Mayor, or to seek judicial review in the Oakland County Circuit Court; and

- An explanation of the right to receive reasonable attorneys' fees, costs, and disbursements, as well actual or compensatory damages, and punitive damages of \$1,000.00, should they prevail in circuit court.

The Notice of Denial shall be signed by the FOIA Coordinator or his or her designee.

If a request does not sufficiently describe a public record, the FOIA Coordinator may, in lieu of issuing a Notice of Denial indicating that the request is deficient, seek clarification or amendment of the request by the person making the request. Any clarification or amendment will be considered a new request subject to the timelines described in this Section.

Requests to inspect public records:

If there is a request to inspect public records, the City shall provide reasonable facilities and opportunities for persons to examine and inspect public records during normal business hours. The FOIA Coordinator is authorized to promulgate rules regulating the manner in which records may be viewed so as to protect City records from loss, alteration, mutilation, or destruction and to prevent excessive interference with normal City operations.

Requests for certified copies:

The FOIA Coordinator shall, upon written request, furnish a certified copy of a public record at no additional cost to the person requesting the public record.

Section 4: Fee Deposits

If the estimated fee (based on a good-faith calculation) to provide the requested public records exceeds \$50.00, the requestor will be asked to provide a deposit not exceeding one-half of the total estimated fee.

If a written request for public records is from a person who has not fully paid the City for copies of public records that were made in fulfillment of that person's previously granted written request, the FOIA Coordinator will require a deposit of 100% of the estimated fee before beginning to search for a public record for any subsequent written request by that person, when all of the following conditions exist:

- The final fee for the prior written request is not more than 105% of the estimated fee;
- The public records made available contained the information sought in the prior written request and remain in the City's possession;
- The public records were made available to the individual, subject to payment, within the time frame estimated by the City to provide the records;

- Ninety (90) days have passed since the FOIA Coordinator notified the individual in writing that the public records were available for pickup or mailing;
- The individual is unable to show proof of prior payment to the City; and
- The FOIA Coordinator has calculated a detailed itemization that is the basis for the current written request's increased estimated fee deposit.

The FOIA Coordinator will not require an increased estimated fee deposit if any of the following apply:

- The person making the request is able to show proof of prior payment in full to the City;
- The City is subsequently paid in full for the applicable prior written request; or
- Three hundred sixty-five (365) days have passed since the person made the request for which full payment was not remitted to the City.

Section 5: Calculation of Fees

Consistent with the authority granted by state statute, it is the intent of the City to charge a fee for a public record search, for the necessary copying of a public record for inspection, and for providing a copy of a public record, so that its general fund and departmental budgets are not unduly burdened by the costs associated with processing FOIA requests.

The following factors shall be used to determine the cost to the City:

- The particular request incurs costs greater than incurred from the typical or usual FOIA request received by the City.
- Volume or size of the public record requested.
- Whether the amount of time spent to search for, examine, review or separate exempt from non-exempt information in the record requested exceeds 15 minutes.
- Whether the public records are from more than one City department or whether various City offices are necessary to respond to the request.

- The available staffing to respond to the request.
- Any other similar factors identified by the FOIA Coordinator in responding to the particular request.

The City may charge for the following costs associated with processing a FOIA request:

- Labor costs associated with copying or duplication, which include making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet when asked for by the requestor.
- Labor costs directly associated with searching for, locating, and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the City.
- Labor costs associated with a review of a record to separate and delete information that is exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the City.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the City's website if the requestor asks the City to make copies.
- The actual cost of computer discs, computer tapes, or other digital or similar media when the requestor asks for records in non-paper physical media. This may include the cost for copies of records already on the City's website if the requestor asks the City to make copies.
- The actual cost to mail or send a public record to a requestor, including the least-expensive form of postal delivery confirmation, as well as the cost of expedited shipping or insurance when such is asked for by the requestor.

Labor costs will be calculated based on the following requirements:

- All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down.
- Labor costs will be charged at the hourly wage of the lowest-paid City employee capable of performing the work in the specific fee category, regardless of who actually performs the work.
- If necessary, the City may use contracted labor to separate and delete exempt information from nonexempt information. The City may treat necessary contracted labor costs used for the separating and deleting of exempt information from nonexempt information in the same manner as employee labor costs if it notes the name of the contracted person or firm on its Detailed

Fee Itemization Form. The hourly rate charged by the contracted person or firm may not exceed 6 times the state minimum hourly wage rate.

- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits. The City may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but the City will not charge more than the actual cost of fringe benefits.
- Overtime wages will not be included in the calculation of labor costs unless specifically agreed to by the requestor. Overtime costs will not be used to calculate the fringe benefit cost.

The cost to provide records on non-paper physical media when so requested will be based on the following requirements:

- Computer disks, computer tapes, or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will only be assessed if the City has the technological capability necessary to provide the public record in the requested non-paper physical media format.
- In order to ensure the integrity and security of the City's technological infrastructure, the City will procure any requested non-paper media and will not accept media from the requestor.

The cost to provide paper copies of records will be based on the following requirements:

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper. Copies for non-standard sized sheets of paper will reflect the actual cost of reproduction.
- The City will provide records using double-sided printing, if it is cost-saving and available.

The cost to mail records to a requestor will be based on the following requirements:

- The actual cost of mailing the public records using a reasonably economical and justifiable means.
- The City may charge for the least expensive form of postal delivery confirmation.
- The City will not charge more for expedited shipping or insurance unless a requestor specifically requests expedited shipping or insurance.

If the FOIA Coordinator does not respond to a written request in a timely manner, the City must do the following:

- 1) Reduce the labor costs by 5% for each day the City exceeds the time permitted under FOIA up to a 50% maximum reduction, if **any** of the following apply:
 - a) The late response was willful and intentional; or
 - b) The written request conveyed a request for information within the first 250 words of the body of a letter facsimile, e-mail, or e-mail attachment; or
 - c) The written request included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy" or a recognizable misspelling of such, or legal code reference to MCL 15. 231, et seq. or 1976 Public Act 442 on the front of an envelope or in the subject line of an e-mail, letter, or facsimile cover page.
- 2) Fully note the charge reduction on the Detailed Fee Itemization Form.

Section 6: Waiver of Fees

Absent a waiver by the FOIA Coordinator in whole or in part, all charges associated with processing a FOIA request shall be paid in full before the release of any public records.

The costs of the search for and copying of a public record may be waived or reduced if the FOIA Coordinator determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.

In determining whether the general public is primarily benefitted, the FOIA Coordinator shall consider the following factors, none of which shall be determinative:

- Whether the public record being disclosed serves the public policy purposes as set forth in Section 1 of the FOIA;
- Whether the release primarily serves a private or commercial purpose;
- Whether the release implicates the rights of third persons;
- Whether the waiver of the fee is in the best interest of the City; and
- The manner in which similar requests have been treated.

Section 7: Discounted Fees

Indigence

The FOIA Coordinator will waive the first \$20.00 of the processing fee for a request if the person requesting a public record submits an affidavit stating that they are:

- Indigent and receiving specific public assistance; or
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigency.

An individual is not eligible to receive the waiver if:

- The individual has previously received discounted copies of public records from the City twice during the calendar year; or
- The individual requests information in conjunction with other persons who are offering or providing payment or other remuneration to the individual to make the request. The City may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

The affidavit shall be a sworn statement made under penalty of perjury. The FOIA Coordinator may make a Fee Waiver Affidavit Form available for use by the public.

Nonprofit organization advocating for developmentally disabled or mentally ill individuals

The FOIA Coordinator will waive the first \$20.00 of the processing fee for a request from a nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal Developmental Disabilities Assistance and Bill of Rights Act of 2000, Public Law 106-402, and the Protection and Advocacy for Individuals with Mental Illness Act, Public Law 99-319, or their successors, if the request meets all of the following requirements:

- It is made directly on behalf of the organization or its clients;
- It is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931; and
- It is accompanied by documentation of the designation by the state.

Section 8: Appeal of a Denial of a Public Record

Written Appeal to the Mayor

When a requestor believes that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, he or she may appeal by filing an appeal of the denial with the Office of the Mayor.

The appeal must be in writing, specifically state the word "appeal," and identify the reason or reasons the requestor is seeking a reversal of the denial. The City FOIA Appeal Form (To Appeal a Denial of Records) may be used.

If a written appeal is not received during a business day, the Mayor is not considered to have received the appeal until the first business day following submission of the appeal.

Within 10 business days of receiving the appeal, the Mayor will respond in writing by:

- Reversing the disclosure denial; or
- Upholding the disclosure denial; or
- Reversing the disclosure denial in part and upholding the disclosure denial in part; or
- Under unusual circumstances, such as the need to examine or review a voluminous amount of separate and distinct public records, the Mayor may issue a notice extending the period during which the Mayor will respond to the written appeal by not more than 10 business days. The Mayor shall not issue more than 1 notice of extension for a particular written appeal.

Any exemption to the release of requested public records shall be narrowly construed and the burden shall be upon the FOIA Coordinator to demonstrate that the denial of information is justified and should be upheld.

Civil Action in Oakland County Circuit Court

Regardless of whether or not a requestor submits an appeal of a denial to the Mayor, he or she may file a civil action in the Oakland County Circuit Court within 180 days after the City's final determination to deny the request.

If the requestor is the prevailing party in the civil action, then he or she shall be awarded reasonable attorneys' fees, costs, and disbursements. "A party prevails in the context of a[] FOIA action when the action was reasonably necessary to compel the disclosure, and the action had a substantial causative effect on the delivery of the information to the plaintiff." *Scharret v. City of Berkley*, 249 Mich App 405, 414; 642 NW2d 685 (2002) (citing *Oakland County Prosecutor v. Department of Corrections*, 222 Mich App 654, 663; 564 NW2d 922 (1997)).

If the requestor or the City prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements to the party prevailing in part.

If the court determines that the City has arbitrarily and capriciously violated FOIA by refusing or delaying in disclosing or providing copies of a public record, the court shall award the requestor punitive damages in the amount of \$1,000.00. In addition, the court shall order the City to pay a civil fine of \$1,000.00 to the general fund of the state treasury.

Section 9: Appeal of an Excessive FOIA Processing Fee

Written Appeal to the Mayor

If a requestor believes that the fee or good-faith deposit charged by the City to process a FOIA request exceeds the amount permitted by state law or under these Procedures and Guidelines, he or she must first submit a written appeal for a fee reduction to the Office of the Mayor.

The appeal must be in writing, specifically state the word "appeal," and identify how the required fee exceeds the amount permitted by state law or under these Procedures and Guidelines. A City FOIA Appeal Form (To Appeal an Excess Fee) may be used.

If a written appeal is not received during a business day, the Mayor is not considered to have received the appeal until the first business day following submission of the appeal.

Within 10 business days after receiving the appeal, the Mayor will respond in writing by:

- Waiving the fee; or
- Reducing the fee and issuing a written determination indicating the specific basis that supports the remaining fee; or
- Upholding the fee and issuing a written determination indicating the specific basis that supports the required fee; or
- Issuing a notice detailing the reason or reasons for extending the period during which the Mayor will respond to the written appeal by not more than 10 business days. The Mayor shall not issue more than 1 notice of extension for a particular written appeal.

Where the Mayor reduces or upholds a fee, the determination must include a certification from the Mayor that (1) the statements in the determination are accurate; and (2) the fee amount complies with the City's publicly available procedures and guidelines and Section 4 of the FOIA.

Civil Action in Oakland County Circuit Court

A civil action for a fee reduction should not be filed in the Oakland County Circuit Court unless **one** of the following applies:

- The Mayor failed to respond to a written appeal as required; or
- The Mayor issued a determination to a written appeal.

After receiving the Mayor's written determination of the appeal, the requestor may commence a civil action for a fee reduction in the Oakland County Circuit Court. The action must be filed within 45 days after receiving the Mayor's written determination.

If a civil action is commenced against the City for a fee reduction, the City is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute.

If a court determines that the City required a fee that exceeds the amount permitted under its publicly available procedures and guidelines or Section 4 of the FOIA, the court shall reduce the fee to a permissible amount.

If the requestor prevails in the civil action by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements.

If the court determines that the City has arbitrarily and capriciously violated FOIA by charging an excessive fee, the court shall order the City to pay a civil fine of \$500.00 to the general fund of the state treasury. The court may also award the requestor punitive damages in the amount of \$500.00.

Section 10: Conflict with Prior FOIA Policies and Procedures; Effective Date

To the extent that these Procedures and Guidelines conflict with previous FOIA policies promulgated by City Council or the City Administration, these Procedures and Guidelines are controlling. To the extent that any administrative rule promulgated by the FOIA Coordinator subsequent to the adoption of this resolution is found to be in conflict with any previous policy promulgated by the City Council or the City Administration, the administrative rule promulgated by the FOIA Coordinator is controlling.

To the extent that any provision of these Procedures and Guidelines or any administrative rule promulgated by the FOIA Coordinator pertaining to the release of public records is found to be in conflict with any state statute, the applicable statute shall control. The FOIA Coordinator is authorized to modify this policy and all previous policies adopted by the City Council or the City Administration, and to adopt any such administrative rules as he or she may deem necessary to facilitate the legal review and processing of requests for public records made pursuant to Michigan's FOIA statute, provided that such

modifications and rules are consistent with state law. The FOIA Coordinator shall inform the City Council of any change to these FOIA Policies and Guidelines.

These FOIA Policies and Guidelines become effective April 10, 2017.

Section 11: Appendix of City of Pontiac FOIA Forms

- Request for Public Records Form
- Notice to Extend Response Time Form
- Notice of Denial Form
- Detailed Cost Itemization Form
- Appeal of Denial of Records Form
- Appeal of Excess Fee Form

City of Pontiac

Public Summary of FOIA Procedures and Guidelines

It is the public policy of the City of Pontiac that all persons (except those persons incarcerated in state or local correctional facilities) are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees.

The people shall be informed so that they may fully participate in the democratic process.

Consistent with the Michigan Freedom of Information Act (FOIA), Public Act 442 of 1976, the following is the Written Public Summary of the City's FOIA Procedures and Guidelines relevant to the general public.

This is only a summary of the City's FOIA Procedures and Guidelines. For more details and information, copies of the City's FOIA Procedures and Guidelines are available at no charge at the City Clerk's Office and on the City's website: www.pontiac.mi.us.

1. How do I submit a FOIA request to the City?

- Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the City must be in writing. A request may be submitted on the City's FOIA Request Form or in any other form of writing (letter, fax, email, etc.).
- A request must sufficiently describe a public record so as to enable the City to find it.
- Please include the words "FOIA" or "FOIA Request" in the request to assist the City in providing a prompt response.
- No specific form to submit a written request is required. However, a FOIA Request Form and other FOIA-related forms are available for your use and convenience on the City's website at www.pontiac.mi.us/departments/clerk/index.php, and at the City Clerk's Office.
- Written requests may be delivered to the City Hall in person or by mail: FOIA Coordinator, 47450 Woodward Ave, Pontiac, MI 48342
- Requests may be faxed to: (248) 758-3160. To ensure a prompt response, faxed requests should contain the term "FOIA" or "FOIA Request" on the first/cover page.

- Requests may be emailed to: foia@pontiac.mi.us. To ensure a prompt response, email requests should contain the term “FOIA” or “FOIA Request” in the subject line.
- Please note that the City is not obligated to create a new public record or make a compilation or summary of information which does not already exist.

2. What kind of response to my FOIA request can I expect?

- Within 5 business days after receiving a FOIA request, the City will issue a response. If a FOIA request is received by fax or email, the request is deemed to have been received on the following business day.
- The City will respond to your FOIA request in one of the following ways:
 - Grant the request; or
 - Issue a written notice denying the request; or
 - Grant the request in part and issue a written notice denying part of the request; or
 - Issue a notice indicating that, due to the nature of your request, the City needs an additional 10 business days to respond; or
 - Issue a written notice indicating that the public record requested is available at no charge on the City’s website
- If the FOIA request is granted, or granted in part, the City will ask you to pay all of the allowable fees associated with responding to the request before the public record is made available to you.
- If the cost of processing the FOIA request is expected to exceed \$50.00, or if you have not paid for a previously granted FOIA request, the City will require a deposit before processing your FOIA request.

3. What are the City’s deposit requirements?

- If the City has made a good-faith calculation that the total fee for processing the FOIA request will exceed \$50.00, the City will require you to provide a deposit in the amount of 50% of the total estimated fee. When the City requests the deposit, it will provide you with a non-binding, best-efforts estimate of how long it will take to process the request after you have paid your deposit.

- If you have not fully paid the City for copies of public records that were made available to you in fulfillment of a previously granted FOIA request, the City will require you to pay a deposit of 100% of the estimated processing fee for any subsequent FOIA request before the City begins to search for a public record, if **all** of the following conditions exist:
 - The final fee for the prior FOIA request is not more than 105% of the estimated fee; and
 - The public records made available contained the information sought in the prior FOIA request and remain in the City's possession; and
 - The public records were made available to you, subject to payment, within the best-effort time frame estimated by the City to provide the records; and
 - Ninety (90) days have passed since the City notified you in writing that the public records were available for pickup or mailing; and
 - You are unable to show proof of prior payment to the City; and
 - The City has calculated an estimated detailed itemization that is the basis for the current FOIA request's increased fee deposit.
- The City will not require you to make the 100% estimated fee deposit if any of the following apply:
 - You are able to show proof of prior payment in full to the City; or
 - The City is subsequently paid in full for all applicable prior written requests; or
 - Three hundred sixty-five (365) days have passed since you made the request for which full payment was not remitted to the City.

4. How does the City calculate FOIA processing fees?

The Michigan FOIA statute permits the City to charge for the following costs associated with processing a FOIA request:

- Labor costs associated with copying or duplication, which include making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.

- Labor costs associated with searching for, locating, and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the City.
- Labor costs associated with a review of a record to separate and delete information that is exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the City.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the City's website if you ask for the City to make copies.
- The cost of computer discs, computer tapes, or other digital or similar media when you request records on non-paper physical media. This may include the cost for copies of records already on the City's website if you ask for the City to make copies.
- The actual cost to mail or send a public record to you.

Labor Costs will be calculated as follows:

- All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down.
- Labor costs will be charged at the hourly wage of the lowest-paid City employee capable of doing the work in the specific fee category, regardless of who actually does the work.
- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits. The City may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but the City will not charge more than the actual cost of fringe benefits.
- Overtime wages will not be included in the calculation of labor costs unless agreed to by you. Overtime costs will not be used to calculate the fringe benefit cost.
- Contracted labor costs will be charged at an hourly rate not to exceed \$53.40 per hour (i.e., 6 times the state minimum hourly wage, which is currently \$8.90 per hour).

Copying and Duplication

Paper Copies

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper.
- Copies for non-standard sized sheets will paper will reflect the actual cost of reproduction.
- The City will provide records using double-sided printing, if it is cost-saving and available.

Non-paper Copies on Physical Media

- The cost for records provided on non-paper physical media, such as computer discs, computer tapes, or other digital or similar media, will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will be charged only if the City has the technological capability necessary to provide the public record in the requested non-paper physical media format.
- In order to ensure the integrity and security of the City's technological infrastructure, the City will procure any requested non-paper media and will not accept non-paper media from you.

Mailing Costs

The City may charge you for the costs of mailing a public record to you. These costs will be based on the following:

- The actual cost of mailing the record(s), using a reasonably economical and justified means; and
- The least expensive form of postal delivery confirmation.

The City will not charge you more for expedited shipping or insurance, unless you specifically request expedited shipping or insurance.

Waiver of Fees

The costs of searching for and copying a public record may be waived or reduced if the FOIA Coordinator determines that a waiver or reduction of the fee is in the public interest. The City Council may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

5. How do I qualify for an indigence discount on the fee?

The City will waive the first \$20.00 of the processing fees for a request if you submit an affidavit stating that you are:

- Indigent and receiving specific public assistance; or
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

You are **not** eligible to receive the \$20.00 discount if you:

- Have previously received discounted copies of public records from the City twice during the calendar year; or
- Are requesting information on behalf of other persons who are offering or providing payment to you to make the request.

An affidavit is sworn statement made under penalty of perjury.

6. Can a nonprofit organization receive a discount on the fee?

The City will waive the first \$20.00 of the processing fee for a request from a nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal Developmental Disabilities Assistance and Bill of Rights Act of 2000, Public Law 106-402, and the Protection and Advocacy for Individuals with Mental Illness Act, Public Law 99-319, if the request meets all of the following requirements:

- It is made directly on behalf of the organization or its clients; and
- It is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931; and
- It is accompanied by documentation of the designation by the state.

7. Can I challenge the denial of my request for a public record?

If you believe that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, you may appeal to the Mayor by filing a written appeal of the denial with the Office of the Mayor.

The appeal must be in writing, specifically state the word "appeal," and identify the reason or reasons you are seeking a reversal of the denial. You may use the City FOIA Appeal Form (To Appeal a Denial of Records), which is available on the City's website: www.pontiac.mi.us/departments/clerk/index.php

Within 10 business days of receiving the appeal, the Mayor will respond in writing by:

- Reversing the disclosure denial; or
- Upholding the disclosure denial; or
- Reversing the disclosure denial in part and upholding the disclosure denial in part; or
- Under unusual circumstances, such as the need to examine or review a voluminous amount of separate and distinct public records, the Mayor may issue a notice extending the period during which the Mayor will respond to the written appeal by not more than 10 business days.

Regardless of whether or not you submit an appeal of a denial to the Mayor, you may file a civil action in the Oakland County Circuit Court within 180 days after the City's final determination to deny your request. If you prevail in the civil action, the court will award you reasonable attorneys' fees, costs, and disbursements. If the court determines that the City acted arbitrarily and capriciously in refusing to disclose or provide a public record, the court will award you punitive damages in the amount of \$1,000.00.

8. Can I challenge an excessive FOIA processing fee?

If you believe that the fee or good-faith deposit charged by the City to process your FOIA request exceeds the amount permitted by state law or under the City's FOIA Procedures and Guidelines, you must submit a written appeal for a fee reduction to the Office of the Mayor.

The appeal must specifically state the word "appeal" and identify how the required fee exceeds the amount permitted by state law or under the City's FOIA Procedures and Guidelines. You may use the City FOIA Appeal Form (To Appeal an Excess Fee), which is available at the City Clerk's Office and on the City's website: www.pontiac.mi.us/departments/clerk/index.php.

Within 10 business days after receiving the appeal, the Mayor will respond in writing by:

- Waiving the fee; or
- Reducing the fee and issuing a written determination indicating the specific basis that supports the remaining fee; or
- Upholding the fee and issuing a written determination indicating the specific basis that supports the required fee; or

- Issuing a notice detailing the reason or reasons for extending the period during which the Mayor will respond to the written appeal by not more than 10 business days.

After receiving the Mayor's written determination of the appeal, you may commence a civil action for a fee reduction in the Oakland County Circuit Court. The action must be filed within 45 days after receiving the Mayor's written determination. If you prevail in the civil action by receiving a reduction of 50% or more of the total fee, the court may award you all of or an appropriate amount of your reasonable attorneys' fees, costs, and disbursements. If the court determines that the City arbitrarily and capriciously charged an excessive fee, court may also award you punitive damages in the amount of \$500.00.

If you have further questions regarding the City's FOIA policies, you are encouraged to review the City's FOIA Procedures and Guidelines, which are available at the City Clerk's Office and on the City's website: www.pontiac.mi.us/departments/clerk/index.php.

Memorandum - Revised

To: Honorable Mayor, Council President and City Council Members

From: Michelle L. McKenzie, Purchasing Agent

Through: Jane Bais-DiSessa, Deputy Mayor

Date: April 7, 2017

Re: HVAC Replacement for Senior Centers

The City advertised for bids for HVAC Replacement for Senior Centers. The proposals were accepted on March 30, 2017 at 2:00 pm in the office of the City Clerk and publically opened at that time.

The City received seven (7) bid proposals. Only three (3) vendors submitted all the required documents at the time of the bid opening.

The three (3) responsive, qualified bids for the HVAC Replacement for Senior Centers were from:

- Discovery Mechanical Services LLC
- MJ Mechanical Services, Inc.
- Miller-Boldt, Inc.

The bids were tabulated and checked. Based on the review, the lowest qualified bidder is Discovery Mechanical Services LLC. The bid amount is \$ 40,882.00. The City of Pontiac has been allocated Federal funds through the Community Development Block Grant (CDBG). Those funds will be used to pay for the replacement HVAC system at the Ruth Peterson Center and the Robert Bowen Center.

As such, it is the recommended of the Purchasing Agent that the City authorizes the Mayor or Deputy Mayor to enter into a contract with the above mentioned vendor Discovery Mechanical Services LLC:

***WHEREAS**, the City of Pontiac advertised and received responses to a request for proposals for HVAC Replacement of Senior Centers on March 30, 2017 and publically opened bids; and,*

***WHEREAS**, a bid tabulation was prepared and reviewed by the Purchasing Agent of the City, and,*

***WHEREAS**, the most responsible and qualified bidder is being recommended for the contract; and,*

***WHEREAS**, the contract will be granted to Discovery Mechanical Services, LLC. The amount of \$ 40,882.00 is the total bid for any and all work performed, by the contractor, under this agreement and will be funded by CDBG dollars;*

***NOW, THEREFORE, BE IT RESOLVED** that the Pontiac City Council authorize the Mayor or Deputy Mayor to enter into a contract with; Discovery Mechanical Services, LLC for HVAC replacement for Senior Centers in the amount of \$ 40,882.00 as budgeted with CDBG funds.*



Financial Services – Purchasing Division

NOTICE

Thank you for your inquiry regarding the City of Pontiac project listed below:

HVAC REPLACEMENT FOR SENIOR CENTERS

If your firm plans to bid on this project, please send an e-mail response to MMcKenzie@pontiac.mi.us with the following information:

Firm Name: _____

Project Name: _____

Firm's Contact Person: _____

Telephone Number: _____

Fax Number: _____

E-Mail Address: _____

Postal Address: _____

The City of Pontiac Purchasing Division will use this information to communicate with you in the event an addendum or change to this project is issued. If you do not send this information to the City of Pontiac, you will not receive any follow-up notification of any changes to the project.

City of Pontiac
47450 Woodward Ave
Pontiac, MI 48342



REQUEST TO SUBMIT BIDS FOR HVAC REPLACEMENT FOR SENIOR CENTERS FOR THE CITY OF PONTIAC

The City of Pontiac, Michigan (The City) is requesting bids for providing HVAC Replacement for the Senior Centers for the City of Pontiac.

Sealed bids will be received at the City of Pontiac Clerk's Office at 47450 Woodward Avenue, 1st Floor, Pontiac, MI 48342 plainly marked with "HVAC Replacement for the Senior Centers" until **2:00 p.m. EDT, Thursday, March 30, 2017**, at which time they will be publicly opened. It is the offeror's sole responsibility to ensure that their bid is physically deposited to the Clerk's Office prior to the time and date specified. Late bids will not be opened and will be rejected unopened regardless of the degree of lateness or the reason thereto, including causes beyond the control of the offeror. **(NOTE: Electronic or faxed submissions will not be accepted)**

A Mandatory Pre-Bid Conference/Walk Through will be conducted **at 10:00 a.m.**, local time, on **Wednesday, March 22, 2017** in the City of Pontiac Lion's Den located on the main floor of the Pontiac City Hall, 47450 Woodward Avenue, 1st Floor, Pontiac, MI 48342. Following a brief introduction and opportunity for questions, the meeting will continue with a viewing of the facilities.

Bids, including all City-provided forms that shall be completed, and signed as indicated herein, are to be submitted in a sealed envelope plainly marked with the Bids title. Two (2) complete copies/sets of the bid shall be submitted. An original copy so marked, shall be signed with the firm's name and bear its corporate seal or logo and the hand written signature of an officer or employee having authority to bind the company to a contract by his or her signature.

The City of Pontiac reserves the right to accept or reject any or all bids, either in part or in whole to waive any formalities and to accept the bid which it believes to be in the best interest of the City.

All prospective bidders need to send an e-mail response with to MMcKenzie@pontiac.mi.us with the following information Firm name, Project Name, Contact Person, Telephone Number and E-Mail Address.

Any interpretation, correction, or change of this document will be made only by written addendum hereto. Any interpretation, correction, or change made in any other manner will not be binding on the City and proposers shall not rely thereon. All inquiries are to be made in writing to Michelle McKenzie and be received no later than five working days prior to the scheduled opening (these may be hand-delivered, mailed, or faxed to (248) 758-3197 or emailed to MMcKenzie@pontiac.mi.us). A written response, if provided, will be in the form of an addendum to the Bid and will be sent to all document holders on file with the Purchasing Office. Any addendums issued will be located on the Pontiac's website <http://www.pontiac.mi.us/departments/finance/purchasing.php>. Its receipt must be duly

acknowledged with any submission. Please refer to the website for any addenda that may be issued. Bidders who submit bids before the deadline are advised to continue to monitor the website for any addenda that may be issued. Bid packages will also be available upon request through the Purchasing Office located at 47450 Woodward Avenue, 2nd Floor, Pontiac, MI 48342.

The selected firm shall agree to indemnify, defend, and hold harmless the City of Pontiac, its officers, agents, and employees from and against all claims, losses, costs or damages caused by his acts or those of his agents, or anyone for whom he may be responsible. The City disclaims any responsibility for injury to proposers, their agents, or to others while examining the work site or at any other time.

With regard to installation of HVAC Replacement for Senior Centers, the successful proposer shall agree to indemnify and hold the City harmless from any and all claims whatsoever arising out of, or occurring during, the performance of the services and occasioned directly or indirectly by its error or omission, negligence, or fault.

Prior to the City's entering into a contract, the successful proposer shall produce evidence satisfactory to the City of insurance coverage in types and amounts defined in Appendix D, and naming the City of Pontiac, Michigan as an additional insured thereon.

All work performed by the contractor and subcontractors shall comply with the pertinent OSHA (as stated above), local, state, and federal government regulations.

The winning bidder cannot be debarred by the federal government. (www.epls.gov)

The project is a Community Development Block Grant (CDBG) funded project and subject to Prevailing Wage Regulations as dictated by the Davis-Bacon Act and Section 3 requirement. Construction work that is financed with Federal funds must adhere to certain Federal labor standards requirements. The project requires that workers receive no less than the prevailing wages being paid for similar work in the same area. The contractor must ensure that employees and applicants for employment are not discriminated against because of their race, color, religion, sex or national origin, in accordance with Executive Order 11246 (Equal Employment Opportunity and Notice of Requirement for Affirmative Action to ensure Equal Employment Opportunity), and that the contractor will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended. Minority, female, and Section 3 contractors are specifically invited to bid on this contract. The city also request general contractors to use minority, female, and Section 3 residents and subcontractors whenever possible. Contractor must comply with the Davis Bacon Act, July 2, 1964, Title 40§ 276A, the Equal Employment Opportunity Act, September 28, 1965, No 11246, all United States Department of Labor Regulations and Standards, Title 29, 1, 3, and 5, and Title 18 U.S.C., Section 874, known as the "Anti-Kickback Act", and the Federal Occupational Safety and Health Act of 1970.

This is a Federally Funded project. The contractor and subcontractors on this project must comply with HUD contract provisions 24CFR part 85.36(i), Nondiscrimination, Equal Employment Opportunity, Affirmative Action, Section 3 requirements, Anti-Kickback Act, Federal Occupational Safety and Health Act and Department of Labor Standards and Regulations as set forth in the Contract Documents. This municipality is an Equal Opportunity Employer. Businesses owned by women or minorities are strongly encouraged to bid.

BIDS DUE: Thursday, March 30, 2017 at 2:00 PM EDT

NUMBER OF COPIES TO SUBMIT: TWO (2), one original and one copy

I. PURPOSE

The purpose is to procure and hire a vendor through a request for proposal process to provide a HVAC Replacement system for Senior Centers (Ruth Peterson and Bowen Senior Centers). Contractor is to provide for the completion of the work in every detail as described therein. The Contractor shall furnish all labor, materials (except as otherwise specified), equipment, tools, transportation, and necessary supplies, as may reasonably be required to complete the work in accordance with the specifications.

The intention of the City is to award the contract for this job to **the lowest responsible bidder** whose skill set, past work history, and cost are equal to the task of completing the work in a satisfactory manner in the time period specified by the City. The successful respondent will demonstrate **five (5) years of experience** in "HVAC Replacement Services" with an emphasis in Commercial installation.

The qualified contractor and subcontractors shall have proper credentials, certifications and licenses required by the City, County, State, and Federal Government to perform the HVAC Replacement system for Senior Centers.

II. BACKGROUND

The City of Pontiac has been allocated federal funds through the Community Development Block Grant ("CDBG"). These funds shall be used to provide a replacement HVAC system for Senior Centers ensuring the City of Pontiac Federal Programs can create a suitable environment for Senior Center users.

III. DESCRIPTION OF SERVICES

GENERAL

The following scope of work and technical specifications shall apply to the Senior Centers. Reference to a particular trade name, manufacturer's catalogue, or model number are made for descriptive purposes to guide the company in interpreting the requirement of the City of Pontiac, and should not be construed as excluding bids on other types or materials, equipment and supplies unless otherwise stated. However, the company, if awarded the contract, will be required to furnish the particular item referred to in the specifications or description unless departure or substitution is clearly noted and described in the bid/proposal. The City of Pontiac reserves the right to determine if equipment/product or service being bid is equal to the specified equipment/product or service requested.

SCOPE OF WORK

Robert Bowen Center, 52 Bagley St., Pontiac, Michigan

Remove and Dispose of existing 10 ton Carrier RTU and Replace with 12.5 ton unit similar or equivalent to attached examples. **(See Data Sheets)**

Installation will include curb adapter and fresh air hood. The new thermostat is also included.

Roof restoration in the area of replacement will be required.

Ruth Peterson Center, 990 Joslyn Rd., Pontiac, Michigan

Remove and Dispose of existing 15 tons & 7.5 ton RTU and Replace with 15 ton & 7.5 ton units similar equivalent to attached examples. **(See Data Sheets)**

Installation will include curb adapter and fresh air hood. The new thermostat is also included.

Roof restoration in the area of replacement will be required.

Contractors are responsible for all permits and subject to final inspection by City Building & Safety acceptance.

Contractor may subcontract parts of work needed (electrical, rental of cranes...) but all subs must be certified and accepted by the City prior to beginning of work.

SPECIFICATIONS

- A. Mechanical sub-contractor to be licensed and insured in the State of Michigan.
- B. The following mechanical work is to be located on the rooftops of the Robert Bowen & Ruth Peterson Centers.
 - a. Insure the integrity of roof prior and that the roof can support the installed weight of the unit.
 - b. Install (1) 12.5 ton heating and cooling rooftop unit at the Robert Bowen Center.
 - c. Install (1) 15 ton heating and cooling rooftop unit at the Ruth Peterson Center and,
 - d. Install (1) 7.5 ton heating and cooling rooftop unit at the Ruth Peterson Center.
 - e. Provide roof curb adapter and fresh air hood for all three installed units.
 - f. Provide (3) programmable thermostats with independent fan operation.
 - g. Provide gas piping per specifications.
 - h. Provide electrical per specifications.
- C. Provide a warranty breakdown on parts and labor.

IV. REQUEST

In addition to the required form "HVAC Replacement for Senior Centers" provided here as Appendix A, all firms or individuals responding to this Bid must submit complete responses to the information requested in this section, and must note any exceptions to any information contained in the Bid. Bids will be evaluated based upon the requested criteria and be awarded to the lowest responsible bidder. Bids should present information in a clear and concise manner, following the format indicated below. Responses to this section shall be typewritten in a font not smaller than 11 point and may be double or single sided on standard 8½ "x 11" paper. There is no limit to pages submitted for complete response to this section:

Statement of Qualifications: Contractor shall supply all company contact information, Current License(s), Staffing, Certifications, Copy of Current Liability Insurance, along with Contractor's qualifications and ability to successfully provide the services requested.

- a) Name, telephone number, address, e-mail, and fax number of the individual designated to receive all official correspondence relating to the project.
- b) Describe the Contractor's qualifications and ability to successfully provide the services requested, including a description of prior experience.
- c) Provide copy of State of Michigan License for the corporation or company and an individual license.
- d) Provide certified copies of Articles of Incorporation or Articles of Organization of the firm (if applicable).
- e) Provide current Good Standing Certificate for the firm (if applicable).
- f) Provide organizational documents for the firm such as bylaws and operating agreement (If applicable),
- g) Provide a list of which staff members will be responsible for the project, include brief resumes and proof of appropriate training and relevant certificates and licenses for each.
- h) Provide a list of board of directors and officers of firm (if applicable).
- i) Provide insurance as required in Appendix "D"
- j) Provide contact names and telephone numbers for at least three (3) individuals, municipalities or companies for which you have contracted similar work in the past year.
- k) Provide a detailed description of any litigation resulting from use of the firm's services.
- l) Provide a statement on the notification time necessary to begin execution of the desired services
- m) Provide bid bond, performance bond, payment bond and maintenance & guarantee bond as outlined in section "IX. BONDING REQUIREMENTS"

The City of Pontiac Michigan reserves the right to validate proposer's qualifications, capability to perform, availability, past performance record and to verify that the proposer is current in its obligations to the City.

The City reserves the right to waive any informality in bids, to accept any bid, and to reject any and all bids, should it be deemed in the best interest of the City to do so.

The City reserves the right to include in the contract for services other terms and conditions not specifically set forth herein.

V. PROPOSED FEE

Provide a fee for the services requested in the Scope of Services of work in the attached "HVAC Replacement for Senior Centers" in Appendix A.

It is the City's intention to utilize the successful proposer's services as soon as awarded. All services shall be performed according to the Agreement, as well as the submitted bid.

VI. AGREEMENT

The Agreement with the contractor will detail the payment procedures and documentation needed for the services rendered. The billing submitted by the contractor must provide a written description of the work completed and include any necessary justification as/if necessary.

Billing will be required to have **ALL** the following listed below after services have been rendered, including but not limited to:

- Vendor Registration Packet (including the Ethnic Ownership report, Contractor Certification, and Prime Contractor Agreement) with Oakland County;
- All CDBG Davis-Bacon documents;
- Proof of proper disposal of units and materials;
- Project specific documentation which shall include, but not be limited to: a copy of the complete project design including drawings, pre and post work site photos, and other reports as needed;
- Mechanical Permit issued by City of Pontiac Building Safety Department;
- Line-Item Invoice; and
- Waiver of Liens for all subcontractors.

All payments will be made by electronic deposits from Oakland County to the contractor bank account

VII. ADDITIONAL INFORMATION:

The funding used for this program comes from the CDBG program, pursuant to the Housing and Community Development Act of 1974, as amended (the "Act"). This federal program has stringent requirements that the City and its Contractor's must adhere to in order to receive monetary reimbursement. Please review the requirements listed below and state in your bid your ability to fulfill these requirements. If you have any questions regarding federal requirements please contact Michelle L. McKenzie at (248) 758-3120. If contractor is not in possession of a Pontiac Business license then contractor shall procure said license once awarded.

- Agree to Section 3 Clause (Appendix "B")
- Debarment-Service provider has not been suspended from federal benefits as listed on www.epis.gov

- Conflict of Interest regulations found in 24CFR 570.611 (Appendix “C”)
- The selected service provider will not use funds for lobbying, and will disclose any lobbying activities
- Other Applicable State and Local Laws

VIII. SUBMISSIONS

All submissions (and original and one copy) must be hand delivered or mailed in a sealed envelope (**NOTE: Electronic or faxed submissions will not be accepted**) with **“HVAC Replacement for Senior Centers”** clearly marked on the front to by **Thursday, March 30, 2017 at, at 2:00 P.M. EDT** to the following:

City of Pontiac Clerk’s Office, 47450 Woodward Avenue, 1st Floor, Pontiac, MI 48342

The City of Pontiac reserves the right to accept or reject any or all bids, either in part or in whole to waive any formalities and to accept the Bid.

IX. BONDING REQUIREMENTS

a) A **bid bond/guarantee** is required from each bidder in the amount 5% of the bid price. The “bid guarantee” shall consist of a firm commitment such as a bid bond or certified check accompanying a bid as assurance that the bidder will, upon acceptance of his bid, execute such contractual documents as may be required within the time specified. **Bid bond to be included with bid.**

Contracts or Subcontracts exceeding \$ 50,000

b) A **performance bond** shall be delivered to the Agency when the contract is executed on the part of the contractor for 100% of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor’s obligations under such contract.

c) A **payment bond (labor & material bond)** shall be delivered to the Agency when the contract is executed on the part of the contractor for 100% of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

d) A **maintenance and guarantee bond** shall be delivered to the Agency when the contract is executed on the part of the contractor for 100% of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

If a contractor fails to deliver the required bonds, the bid will be rejected. The City of Pontiac reserves the right to reject a bid if the contractor can’t provide a performance and payment bond within 5 days of a signed contract.

X. INCOME TAXES

Contractor agrees to contact City of Pontiac Income Tax Division, Audit and Compliance Section, 47450 Woodward, Pontiac, Michigan, 48342, telephone (248) 758-3043, to establish reporting and withholding obligations under the City of Pontiac Income Tax Ordinance. Contractor will require the same of all subcontractors employing labor under this contract. Contractor is required to withhold City of Pontiac income tax from wages paid to:

- (1) Pontiac resident employees regardless of where they work for the employer; and
- (2) Nonresident employees for work performed in the City.
- (3) Contractor is also required to file City of Pontiac income tax returns reporting and paying income tax on any net profits earned in the City.

Web page URL: http://www.pontiac.mi.us/departments/income_tax/index.php

Tax forms URL: http://www.pontiac.mi.us/departments/income_tax/tax_forms.php

XI. REQUIREMENTS

A MANDATORY PRE-BID CONFERENCE/WALK THROUGH will be conducted **at 10:00 a.m.**, local time, on **Wednesday, March 22, 2017** in the City of Pontiac Lion's Den located on the main floor of the Pontiac City Hall, 47450 Woodward Avenue, 1st Floor, Pontiac, MI 48342. Following a brief introduction and opportunity for questions, the meeting will continue with a viewing of the facilities.

MATERIALS AND WORKMANSHIP:

All materials shall meet the requirements of the applicable specifications and shall be installed or used in accordance with the directions of the manufacturer. All work shall be done in a good, substantial, workmanlike manner, by skilled workmen.

PERMITS:

Contractor shall secure and pay for any building permits, related inspections and obtain the final approvals as required by the City of Pontiac Building Department for the proper execution and completion of the project.

Additionally any fees or fines assessed by the City of Pontiac Department of Building and Safety, unrelated to the initial permit application fees, as penalties for deficiencies or noncompliance with construction standards, shall be the responsibility of the Contractor.

POSTED ON THE JOB SITE

To comply with the requirements of the CDBG Federal program requirements, the Contractor must have posted the following posters in clear site at all times during the entire time that the work under this contract is being performed:

- Employee Rights under the Davis-Bacon Act Poster (CDBG – 1 required form)
- Federal (Davis-Bacon) Wage Decision (CDBG – 9 required form)

- Federal Labor Standards Provisions "IT'S THE LAW" Poster

TITLE VI COMPLIANCE

The Contractor shall comply with this Act as described hereafter.

TITLE VI CONTRACT LANGUAGE

The City of Pontiac in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 24 USC 2000d-d4 and Title 24, Code of Federal Regulations, Department of Housing and Urban Development, Community Development Block Grant Program, Part 570, and all requirements issued pursuant to such Act, hereby notifies all bidders that minority business enterprises will be afforded full opportunity to submit a bid in response to the invitation and will not be discriminated against on the grounds of gender, disability, race, color, sex or national origin in consideration for an award.

During the performance of this Contract, the Contractor, for itself, its assignees and successors in interest, (hereinafter referred to as the "Contractor") agrees as follows:

1. **Compliance with Regulations**

The Contractor shall comply with the Regulations relative to nondiscrimination in Federally assisted programs of the Department of Housing and Urban Development, CDBG program, Part 570 (hereinafter referred to as the Regulations) as they may be amended from time to time, herein incorporated by reference and made a part of this Contract.

2. **Nondiscrimination**

The Contractor shall comply with regard to the work performed during the Contract, shall not discriminate on the grounds of race, color, sex or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in discrimination prohibited by these Regulations.

3. **Solicitations for Subcontracts, including Procurement of Materials and Equipment**

In all solicitations whether by competitive bidding or negotiations made by the Contractor for work to be performed under a subcontract, including procurement of material leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under the Contract and the Regulations relative to nondiscrimination on the ground of race, color, sex or national origin.

4. **Information and Reports**

The Contractor shall provide all information and reports required by the Regulation or directives issued pursuant thereto, and shall permit access to its books, records, accounts other sources of information and its facilities as may be determined by the City of Pontiac, HUD or appropriate Federal Agency to be pertinent to ascertain compliance with such regulations, orders and instructions. Where any information required of a Contractor is in exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to HUD or the appropriate

Federal Agency as needed, and shall set forth what efforts it has made to obtain the information.

5. **Sanctions for Noncompliance**

In the event of the Contractor's noncompliance with the nondiscrimination provisions of the Contract, the City of Pontiac shall impose such Contract sanctions as HUD or the appropriate Federal Agency may determine to be appropriate, including, but not limited to:

- a. Withholding of payment to the Contractor under Contract until the Contractor complies and/or
- b. Cancellation, termination, or suspension of the Contract in whole or in part.

6. **Incorporations and Provisions**

The contractor shall include the provisions of paragraphs (1) through (5) in every subcontract, including procurement of materials and leases of equipment, unless exempt Regulations or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontractor or procurement as the City of Pontiac, HUD, CDBG Program, or appropriate Federal Agency may direct as means to enforcing such provisions, including sanctions for noncompliance.

APPENDIX A

City of Pontiac CDBG Program

› HVAC Replacement for Senior Centers ‹

Bidding Contractor:

Company Name: _____

Representative: _____

Address: _____ City: _____ Zip: _____

Office #: _____ Fax #: _____

Cell#: _____ Email: _____

License#: _____ Date: _____

Having carefully examined the qualifications proposal for the proposed work, and being fully informed in regard to the conditions to be met in the prosecution and completion of the work, and having read and examined the Instructions to Respondents, Agreement, Bonds, General Conditions, Plans and Specifications pertaining to this work and agreeing to be bound accordingly, the undersigned proposes to furnish all the materials, labor, and other equipment as necessary in full accordance with and conformity to the plans and specifications for this work now on file in the office of the City's at and for the following named prices, to wit:

THIS QUALIFICATION PROPOSAL MUST BE SUBMITTED BACK TO THE CITY OF PONTIAC IN ITS ENTIRETY AS PART OF THE "CONTRACTORS" PROPOSAL SUBMISSION. MAKE SURE THAT ALL PAGES ARE COMPLETELY FILLED OUT AND THAT ALL INFORMATION REQUESTED IS COMPLETE. FAILURE TO DO SO MAY BE CAUSE TO REJECT YOUR QUALIFICATION PROPOSAL. IF A PROPOSAL IS NOT BEING SUBMITTED FOR A PARTICULAR AREA OF WORK, PLEASE MAKE A NOTATION IN THE PROPOSAL.

Bid Pricing Sheet

The Contractor shall provide a detailed list of all materials, incidentals, equipment costs and labor costs included in the base price indicated in the Bid Pricing Form. The list shall include the manufacturer and manufacturer product code for all materials such as thermostats, HVAC units and locks and the cost of each product that were used in the determination of the base price bid. Copies of all Manufacturer data sheets shall be included for all items not constructed from materials on site by the Contractor.

Failure to include this information may result in your bid being deemed nonresponsive and rejected without any further evaluation.

Bid Pricing Form

| Quantity | Description & | Unit Base Price |
|----------|-------------------------------------|---------------------------|
| | Senior Center | includes incidental costs |
| 1 | 12.5 ton RTU Robert Bowen Center | \$ |

Cost Written in Words:

| | | |
|---|------------------------------------|----|
| 1 | 15 ton RTU Ruth Peterson Center | \$ |
|---|------------------------------------|----|

Cost Written in Words:

| | | |
|---|-------------------------------------|----|
| 1 | 7.5 ton RTU Ruth Peterson Center | \$ |
|---|-------------------------------------|----|

Cost Written in Words:

Related Project Experience:

Provide descriptions of current and completed projects your firm has performed that are similar to this project in size, scope and complexity. Information for these projects, limited to the last five (5) years:

1) Project Title: _____

Project Location: _____

Client's name: _____

Contact name, title, and telephone number: _____

2) Project Title: _____

Project Location: _____

Client's name: _____

Contact name, title, and telephone number: _____

3) Project Title: _____

Project Location: _____

Client's name: _____

Contact name, title, and telephone number: _____

If you require more room, please submit information on another sheet.

CITY OF PONTIAC - QUALIFICATIONS PROPOSAL

I, the undersigned, propose to provide services proposed in this contract as per specifications supplied by the City of Pontiac. No contract is active until a purchase order is issued to the successful respondent.

I further propose to deliver the above-described services for the City of Pontiac in first class operating manner in accordance with all specifications contained herein subject to purchaser's inspection of services performed.

I attest that the proposal includes all information necessary for the City of Pontiac to accept a qualified proposal.

Company Name: _____

Address: _____

Representative Signature: _____

Print Name: _____

Title: _____

Office # _____ Cell # _____

FAX# _____

Federal Tax Identification Number: _____

Date: **_ APPENDIX B**

Section 3 clause 135.38

All section 3 covered contracts shall include the following clause (referred to as the section 3 clause):

- A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of traineeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3.

APPENDIX C
CONFLICT OF INTEREST STATEMENT

"Code of Standards of Conduct,"
24 CFR Part 85.36 (b) (3):
(Applicable to Community Development Block Grant Expenditures)

(3) Grantees and sub-grantees will maintain a written code of standards of conduct governing the performance of their employees engaged in the award and administration of contracts. No employee, officer or agent of the grantee or sub-grantee shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- (i) The employee, officer or agent,
- (ii) Any member of his immediate family,
- (iii) His or her partner, or
- (iv) An organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award. The grantee's or subgrantee's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements. Grantee and subgrantee's may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. To the extent permitted by State or local law or regulations, such standards of conduct will provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the grantee's and subgrantee's officers, employees, or agents, or by contractors or their agents. The awarding agency may in regulation provide additional prohibitions relative to real, apparent, or potential conflicts of interest.

Date: _____

Signature: _____

Printed name: _____

APPENDIX D

INSURANCE

1. INSURANCE

The Contractor shall provide to protect the City of Pontiac as outlined below.

2. LIMITS OF INSURANCE (See also Section 1 of the General Conditions)

The contractor, or any of their subcontractors, shall not commence work under this contract until they have obtained the insurance required under this paragraph, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to the City of Pontiac. The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and SIR's are the responsibility of the Contractor.

- 1) **Workers' Compensation Insurance** The Contractor shall procure and maintain during the life of this contract, Workers' Insurance, including Employers Liability Coverage, in accordance with all applicable statutes of the State of Michigan with a minimum limit of \$100,000 each accident for any employee
- 2) **Commercial General Liability Insurance** The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$2,000,000 per occurrence and aggregate for Personal Injury, Bodily Injury and Property Damage, coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse and Underground (XCU) Exclusions, if applicable; (F) Per project aggregate.
- 3) **Motor Vehicle Liability** The Contractor shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverage, with limits of liability of not less than \$2,000,000 per occurrence combined single limit for Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- 4) **Additional Insured:** Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following shall be Additionally Insured: The City of Pontiac, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers. It is understood and agreed by naming The City of Pontiac as additional insured, coverage afforded is considered to be primary and any other insurance The City of Pontiac may have in effect shall be considered secondary and/or excess.
- 5) **Cancellation Notice:** All policies, as described above, shall include an endorsement stating that it is understood and agreed Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: Michelle L. McKenzie, City of Pontiac, 47450 Woodward Ave, Pontiac, MI, 48342.
- 6) **Proof of Insurance Coverage:** The Contractor shall provide The City of Pontiac at the time that the contracts are returned by him/her for execution, two (2) copies of Certificates of Insurance as well as the required endorsements.

- 7) **Expiration of Policies:** If any of the above coverage expires during term of this contract, the Contractor shall deliver renewal certificates and/or policies to the City of Pontiac at least ten (10) days prior to the expiration date.

3. INDEMNIFICATION CLAUSE

The Contractor shall indemnify and save harmless the City of Pontiac for and from all claims, demands, payments, suits, actions, recoveries, and judgments; of every name and description, brought or recovered against them or to property received or sustained by any person or persons whomsoever by reason of any action or omission of the said Contractor, his agents, servants, or his Contractors in the performance of said Work, or by or in consequence of any negligence or carelessness in connection with the same or on account of the death of or injuries to persons who shall be engaged in or about the work to be performed under this Contract; and on account of liability or obligation imposed directly or indirectly upon the City of Pontiac by reasons of any law of the State or the United States, now existing or which shall hereafter be enacted, imposing any liability or obligation, or providing for compensation to any person or persons on account of or arising from the death of, or injuries to employees. Said Contractor shall pay, settle, compromise and procure the discharge of any and all such claims and all such losses, damages, expenses, liabilities, and obligations, and shall defend at his own cost and expense any and all claims, demands, suits and actions made or brought against the City of Pontiac, and all Additional Named Assured, for or upon any such claim. In case the said Contractor shall fail, neglect, or refuse to comply with any of the provisions of this paragraph, the City of Pontiac may, in order to protect itself, and all Additional Named Assured, from liability, defend any such claim, demand, suits or action and pay, settle, compromise, and procure the discharge thereof, in which case the said Contractor shall repay the City of Pontiac any and all such loss, damage and expense, including attorney's fees paid, suffered or incurred by the City of Pontiac, and all Additional Named Assured, in so doing. So much of the monies due, or to become due, to said Contractor under this agreement as shall be deemed necessary by the City of Pontiac, shall or may be retained by the City of Pontiac until every and all such claims, demands, suits, actions, recoveries, judgments, liabilities and obligations have been settled and discharged and evidence to that effect furnished the City of Pontiac, or the City of Pontiac may collect the same in whole or in part in any lawful manner from said Contractor. The Contractor shall provide adequate insurance until his work is completed, with a reasonable insurance company which meets with the approval of the City of Pontiac, covering liability to the public for loss resulting from injury to persons or damage to property arising out of or caused by his operations, acts, or omissions, or those of his subcontractors, agents, or employees in procuring work for the City of Pontiac. Such insurance coverage shall be in such amounts as are provided in public liability and property damage section herein, provided, however, that such insurance coverage shall include an endorsement providing that the contractual exclusion shall be removed or in the alternative, contractual insurance shall be afforded. If the former, such endorsement shall contain specific language as follows:

"It is hereby agreed that the contractual exclusion does not apply to the contract entered into between the insured and the City of Pontiac, and each Additional Named Assured as their interest may appear for the project work. Such insurance coverage shall also contain an endorsement guaranteeing that thirty (30) days' notice to the City of Pontiac and each Additional Named Assured, shall be given in writing prior to the cancellation of, or change in any such insurance."

4. EXTRAS

No claim for extra compensation because of either decrease or increase in quantities will be allowed. Contractor and Owner mutually agree that in the event the Contractor is to perform services beyond, or at variance with the Scope and total price of this Contract, such services must be mutually agreed to, in advance, in writing, with agreed upon price included. Accordingly, claims for the payment of

Extra Services must be substantiated by the Contractor with a written order signed by Owner or his authorized agent.

5. EMERGENCY PHONE NUMBERS

The Contractor must submit Emergency (24 Hours) phone numbers on the company letterhead when submitting contracts.

6. INCLUDED WORK

All items of work noted on the Plans or in the Specifications that are not specifically noted in the bid, shall be considered as included with the contract and shall be completed at no extra cost to the Owner.

7. SUB-CONTRACTS

The Contractor shall not execute an Agreement with any Sub-Contractor or sub-subcontractor or permit any Sub-Contractor or sub-subcontractor to perform any work included in this Contract without the prior written consent of Owner.

Certified By: _____

Its: _____

APPENDIX E
STANDARD FEDERAL EQUAL EMPLOYMENT OPPORTUNITY
CONSTRUCTION CONTRACT SPECIFICATIONS (EXECUTIVE ORDER 11246)

- a) The equal opportunity clause published at 41 CFR 60-1.4(a) of this chapter is required to be included in, and is part of, all nonexempt Federal contracts and subcontracts, including construction contracts and subcontracts. The equal opportunity clause published at 41 CFR 60-1.4(b) is required to be included in, and is a part of, all nonexempt federally assisted construction contracts and subcontracts. In addition to the clauses described above, all Federal contracting officers, all applicants and all non-construction contractors, as applicable, shall include the specifications set forth in this section in all Federal and federally assisted construction contracts in excess of \$10,000 to be performed in geographical areas designated by the Director pursuant to Sec. 60-4.6 of this part and in construction subcontracts in excess of \$10,000 necessary in whole or in part to the performance of non-construction Federal contracts and subcontracts covered under the Executive order.

Standard Federal Equal Employment Opportunity Construction Contract Specifications
(Executive Order 11246)

1 As used in these specifications:

- a. "Covered area" means the geographical area described in the solicitation from which this contract resulted;
- b. "Director" means Director, Office of Federal Contract Compliance Programs, United States Department of Labor, or any person to whom the Director delegates authority;
- c. "Employer identification number" means the Federal Social Security number used on the Employer's Quarterly Federal Tax Return, U.S. Treasury Department Form 941.
- d. "Minority" includes:
- (i) Black (all persons having origins in any of the Black African racial groups not of Hispanic origin);
 - (ii) Hispanic (all persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race);
 - (iii) Asian and Pacific Islander (all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands); and
 - (iv) American Indian or Alaskan Native (all persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identification).

2. Whenever the Contractor, or any Subcontractor at any tier, subcontracts a portion of the work involving any construction trade, it shall physically include in each subcontract in excess of \$10,000 the provisions of these specifications and the Notice which contains the applicable goals for minority and female participation and which is set forth in the solicitations from which this contract resulted.

3. If the Contractor is participating (pursuant to 41 CFR 60-4.5) in a Hometown Plan approved by the U.S. Department of Labor in the covered area either individually or through an association, its affirmative action obligations on all work in the Plan area (including goals and timetables) shall be in accordance with that Plan for those trades which have unions participating in the Plan. Contractors must be able to demonstrate their participation in and compliance with the provisions of any such Hometown Plan. Each Contractor or Subcontractor participating in an approved Plan is individually required to comply with its obligations under the EEO clause, and to make a good faith effort to achieve each goal under the Plan in each trade in which it has employees. The overall good faith

performance by other Contractors or Subcontractors toward a goal in an approved Plan does not excuse any covered Contractor's or Subcontractor's failure to take good faith efforts to achieve the Plan goals and timetables.

4. The Contractor shall implement the specific affirmative action standards provided in paragraphs 7 a through p of these specifications. The goals set forth in the solicitation from which this contract resulted are expressed as percentages of the total hours of employment and training of minority and female utilization the Contractor should reasonably be able to achieve in each construction trade in which it has employees in the covered area. Covered Construction contractors performing construction work in geographical areas where they do not have a Federal or federally assisted construction contract shall apply the minority and female goals established for the geographical area where the work is being performed. Goals are published periodically in the Federal Register in notice form, and such notices may be obtained from any Office of Federal Contract Compliance Programs office or from Federal procurement contracting officers. The Contractor is expected to make substantially uniform progress in meeting its goals in each craft during the period specified.

5. Neither the provisions of any collective bargaining agreement, nor the failure by a union with whom the Contractor has a collective bargaining agreement, to refer either minorities or women shall excuse the Contractor's obligations under these specifications, Executive Order 11246, or the regulations promulgated pursuant thereto.

6. In order for the nonworking training hours of trainees and trainees to be counted in meeting the goals, such trainees and trainees must be employed by the Contractor during the training period, and the Contractor must have made a commitment to employ the trainees and trainees at the completion of their training, subject to the availability of employment opportunities. Trainees must be trained pursuant to training programs approved by the U.S. Department of Labor.

7. The Contractor shall take specific affirmative actions to ensure equal employment opportunity. The evaluation of the Contractor's compliance with these specifications shall be based upon its effort to achieve maximum results from its actions. The Contractor shall document these efforts fully, and shall implement affirmative action steps at least as extensive as the following:

a. Ensure and maintain a working environment free of harassment, intimidation, and coercion at all sites, and in all facilities at which the Contractor's employees are assigned to work. The Contractor, where possible, will assign two or more women to each construction project. The Contractor shall specifically ensure that all foremen, superintendents, and other on-site supervisory personnel are aware of and carry out the Contractor's obligation to maintain such a working environment, with specific attention to minority or female individuals working at such sites or in such facilities.

b. Establish and maintain a current list of minority and female recruitment sources, provide written notification to minority and female recruitment sources and to community organizations when the Contractor or its unions have employment opportunities available, and maintain a record of the organizations' responses.

c. Maintain a current file of the names, addresses and telephone numbers of each minority and female off-the-street applicant and minority or female referral from a union, a recruitment source or community organization and of what action was taken with respect to each such individual. If such individual was sent to the union hiring hall for referral and was not referred back to the Contractor by the union or, if referred, not employed by the Contractor, this shall be documented in the file with the reason therefor, along with whatever additional actions the Contractor may have taken.

d. Provide immediate written notification to the Director when the union or unions with which the Contractor has a collective bargaining agreement has not referred to the Contractor a minority person or woman sent by the Contractor, or when the Contractor has other information that the union referral process has impeded the Contractor's efforts to meet its obligations.

e. Develop on-the-job training opportunities and/or participate in training programs for the area which expressly include minorities and women, including upgrading programs and traineeship and trainee programs relevant to the Contractor's employment needs, especially those programs funded or approved by the Department of Labor. The Contractor shall provide notice of these programs to the sources compiled under 7b above.

f. Disseminate the Contractor's EEO policy by providing notice of the policy to unions and training programs and requesting their cooperation in assisting the Contractor in meeting its EEO obligations; by including it in any policy manual and collective bargaining agreement; by publicizing it in the company newspaper, annual report, etc.; by specific review of the policy with all management personnel and with all minority and female employees at least once a year; and by posting the company EEO policy on bulletin boards accessible to all employees at each location where construction work is performed.

g. Review, at least annually, the company's EEO policy and affirmative action obligations under these specifications with all employees having any responsibility for hiring, assignment, layoff, termination or other employment decisions including specific review of these items with onsite supervisory personnel such as Superintendents, General Foremen, etc., prior to the initiation of construction work at any job site. A written record shall be made and maintained identifying the time and place of these meetings, persons attending, subject matter discussed, and disposition of the subject matter.

h. Disseminate the Contractor's EEO policy externally by including it in any advertising in the news media, specifically including minority and female news media, and providing written notification to and discussing the Contractor's EEO policy with other Contractors and Subcontractors with whom the Contractor does or anticipates doing business.

i. Direct its recruitment efforts, both oral and written, to minority, female and community organizations, to schools with minority and female students and to minority and female recruitment and training organizations serving the Contractor's recruitment area and employment needs. Not later than one month prior to the date for the acceptance of applications for traineeship or other training by any recruitment source, the Contractor shall send written notification to organizations such as the above, describing the openings, screening procedures, and tests to be used in the selection process.

j. Encourage present minority and female employees to recruit other minority persons and women and, where reasonable, provide after school, summer and vacation employment to minority and female youth both on the site and in other areas of a Contractor's work force.

k. Validate all tests and other selection requirements where there is an obligation to do so under 41 CFR Part 60-3.

l. Conduct, at least annually, an inventory and evaluation at least of all minority and female personnel for promotional opportunities and encourage these employees to seek or to prepare for, through appropriate training, etc., such opportunities.

m. Ensure that seniority practices, job classifications, work assignments and other personnel practices, do not have a discriminatory effect by continually monitoring all personnel and employment related activities to ensure that the EEO policy and the Contractor's obligations under these specifications are being carried out.

n. Ensure that all facilities and company activities are nonsegregated except that separate or single-user toilet and necessary changing facilities shall be provided to assure privacy between the sexes.

o. Document and maintain a record of all solicitations of offers for subcontracts from minority and female construction contractors and suppliers, including circulation of solicitations to minority and female contractor associations and other business associations.

p. Conduct a review, at least annually, of all supervisors' adherence to and performance under the Contractor's EEO policies and affirmative action obligations.

8. Contractors are encouraged to participate in voluntary associations which assist in fulfilling one or more of their affirmative action obligations (7a through p). The efforts of a contractor association, joint contractor-union, contractor-community, or other similar group of which the contractor is a member and participant, may be asserted as fulfilling any one or more of its obligations under 7a through p of these Specifications provided that the contractor actively participates in the group, makes every effort to assure that the group has a positive impact on the employment of minorities and women in the industry, ensures that the concrete benefits of the program are reflected in the Contractor's minority and female workforce participation, makes a good faith effort to meet its individual goals and timetables, and can provide access to documentation which demonstrates the effectiveness of actions taken on behalf of the Contractor. The obligation to comply, however, is the Contractor's and failure of such a group to fulfill an obligation shall not be a defense for the Contractor's noncompliance.

9. A single goal for minorities and a separate single goal for women have been established. The Contractor, however, is required to provide equal employment opportunity and to take affirmative action for all minority groups, both male and female, and all women, both minority and non-minority. Consequently, the Contractor may be in violation of the Executive Order if a particular group is employed in a substantially disparate manner (for example, even though the Contractor has achieved its goals for women generally, the Contractor may be in violation of the Executive Order if a specific minority group of women is underutilized).

10. The Contractor shall not use the goals and timetables or affirmative action standards to discriminate against any person because of race, color, religion, sex, or national origin.

11. The Contractor shall not enter into any Subcontract with any person or firm debarred from Government contracts pursuant to Executive Order 11246.

12. The Contractor shall carry out such sanctions and penalties for violation of these specifications and of the Equal Opportunity Clause, including suspension, termination and cancellation of existing subcontracts as may be imposed or ordered pursuant to Executive Order 11246, as amended, and its implementing regulations, by the Office of Federal Contract Compliance Programs. Any Contractor who fails to carry out such sanctions and penalties shall be in violation of these specifications and Executive Order 11246, as amended.

13. The Contractor, in fulfilling its obligations under these specifications, shall implement specific affirmative action steps, at least as extensive as those standards prescribed in paragraph 7 of these specifications, so as to achieve maximum results from its efforts to ensure equal employment opportunity. If the Contractor fails to comply with the requirements of the Executive Order, the implementing regulations, or these specifications, the Director shall proceed in accordance with 41 CFR 60-4.8.

14. The Contractor shall designate a responsible official to monitor all employment related activity to ensure that the company EEO policy is being carried out, to submit reports relating to the provisions hereof as may be required by the Government and to keep records. Records shall at least include for each employee the name, address, telephone numbers, construction trade, union affiliation if any, employee identification number when assigned, social security number, race, sex, status (e.g., mechanic, apprentice trainee, helper, or laborer), dates of changes in status, hours worked per week in the indicated trade, rate of pay, and locations at which the work was performed. Records shall be maintained in an easily understandable and retrievable form; however, to the degree that existing records satisfy this requirement, contractors shall not be required to maintain separate records.

15. Nothing herein provided shall be construed as a limitation upon the application of other laws which establish different standards of compliance or upon the application of requirements for the hiring of local or other area residents (e.g., those under the Public Works Employment Act of 1977 and the Community Development Block Grant Program).

- a. The notice set forth in 41 CFR 60-4.2 and the specifications set forth in 41 CFR 60-4.3 replace the New Form for Federal Equal Employment Opportunity Bid Conditions for Federal and Federally Assisted Construction published at 41 FR 32482 and commonly known as the Model Federal EEO Bid Conditions, and the New Form shall not be used after the regulations in 41 CFR Part 60-4 become effective. [43 FR 49254, Oct. 20, 1978; 43 FR 51401, Nov. 3, 1978, as amended at 45 FR 65978, Oct. 3, 1980]

Pages added to RFP:

HVAC Data Sheets-

Carrier 7.5 and 12.5 ton RTU

Bryant 7.5 and 12.5 ton RTU

Carrier 15 ton RTU

Twenty (20) CDBG REQUIRED DOCUMENTS IN BID SPECIFICATIONS

- 1) CDBG Bid Specifications - Notice Sign
- 2) CDBG Bid Specifications - Agreement of the Prime Contractor
- 3) CDBG Bid Specifications - Contractor Certification
- 4) CDBG Bid Specifications - Sub Contractor Certification
- 5) CDBG Bid Specifications - WH347 Certified Payroll
- 6) CDBG Bid Specifications - WH348 Stat of Com
- 7) CDBG Bid Specifications - Payroll Reporting
- 8) CDBG Bid Specifications - Employee Interview form
- 9) CDBG Bid Specifications - Davis Bacon Prevailing Wage Decision
- 10) CDBG Bid Specifications - HUD 4010 Labor Relations letter
- 11) CDBG Bid Specifications - EEO 11246 Appendix E pages 21-25
- 12) CDBG Bid Specifications - Section 3 Requirements Appendix B page 14
- 13) CDBG Bid Specifications - Ethnic Ownership Report
- 14) CDBG Bid Specifications - HUD Contract Provisions
- 15) CDBG Bid Specifications - Bonding Requirements in RFP page 8
- 16) CDBG Bid Specifications - Sworn Statement
- 17) CDBG Bid Specifications - Waiver
- 18) CDBG Bid Specifications - Labor Standards Compliance Requirements for Self-Employed Laborers & Mechanics
- 19) CDBG Bid Specifications - Section 3 Vicinity Hiring and
- 20) Section 3 Income Certification Form

REFERRAL/RECOMMENDATION FORM

DATE: April 3, 2017

TO: Nevrus Nazarko, Finance Director

TO: Jane Bais-DiSessa, Deputy Mayor

FROM: Michelle L. McKenzie, Purchasing Agent

THE ATTACHED DOCUMENTS ARE BEING REFERRED FOR THE FOLLOWING REASONS:

☐ City Council ☒ Bid Approval ☐ Budget Approval ☐ Cancelled ☐ Other

Bid Analysis and Recommendation for _____

The following bid is attached:

HVAC Replacement for Senior Centers

This copy does not include the equipment specifications or Oakland County forms.

You Recommendations of a bidder are to be located in the space provided in the "Remarks" section on the next page of this form. Do not submit your recommendation on any other.

RFP: HVAC Replacement for Senior Centers

REMARKS: After a competitive process and a public bid opening, it is recommended

that Discovery Mechanical Services LLC be awarded the HVAC Replacement for

Senior Centers bid.

Your recommendation is to be based on the bid specification and content of bid. If the lowest bidder or bidders do not meet the specifications then list the major deviations for each.

Rejections must be based on actual exceptions to specifications, or on other details included in the bid documents.

Legal questions or concerns should be included in the analysis. If necessary, the Purchasing Division may request a legal opinion.

Recommendations for bids over \$10,000.00 must be approved by the Finance Director, the Purchasing Agent or an approved person as noted on the "City of Pontiac Authorized Signature Record."

| |
|--|
| Contractor has met the requirements of the Request For Proposal Bid Documents. |
| Project to be paid for with CDBG funds administered by Oakland County. |
| |
| The above named firm has also provided references of the companies where they have performed similar work. |
| |
| They have the experience and equipment necessary to perform the duties of the RFP. |
| |
| I have included my advertising list and listing of vendors notified on MITN. |
| |
| I have included a bid tabulation showing all the bidders and their prices. |

Signature of Purchasing Agent:

Michelle S McKenzie

Date: 4/4/17

Approved by:

Signature of Finance Director:

Harold W

Date: 4/4/17

Signature of Deputy Mayor:

Janice Bais Dife

Date: 4.6.17

☒ CDBG documentation

☒ LARA ☒ DLEG ☒ SAM ☒ Income Tax ☒ NOT in Pontiac ☒ Property Tax ☒ City A/P

☒ MITN ☒ Website ☒ Bid Tab ☒ Advertising List ☒ RFP

general posting

MITN vendors

Direct Solicitation

**Oakland County Community and Home Improvement
PY 2016 Community Development Block Grant Project Summary**

| | | | | | | | |
|-------------------------------|--|------------------------|---------------|--|------------------------|-------------------|-------------|
| PY | 2016 | OPT UNIT | Pontiac | ACCT # | 731696 | ID | 43 |
| OBJECT | PUBLIC FACILITIES & IMPROVS | | | ACCOUNT | Senior Center | | |
| IDIS PROJECT # | 8 | IDIS ACTIVITY # | 8110 | UNITS | 2 | ALLOCATION | \$75,000.00 |
| DESCRIPTION | Replace air conditioning systems. | | | | | | |
| LOCATION | Ruth Peterson SC & Bowen SC | | | LOCALITY | Pontiac 48340 | | |
| ADDRESS | 990 Joslyn and 52 Bagley | | | | | PIN | |
| L/M | | | | | | | |
| ENV CODE | B (3) Env Assessed per 24 CFR 58.36 | | MATRIX | 03A | AUTHORITY | 570.201 (c) | |
| CONTRACT REQUIRED | <input checked="" type="checkbox"/> | | | CONTACT CONTRACT COMPLIANCE WHEN COMPILING BIDS/SPECS <input checked="" type="checkbox"/> | | | |
| HOUSEHOLD DBA REQUIRED | <input type="checkbox"/> | | | PERSON DBA REQUIRED <input type="checkbox"/> | | | |
| OBJECTIVE | Suitable Living Environment | | | GOAL | Strengthen Communities | | |
| INDICATOR | # of LMI persons with new or improved access | | | OUTCOME | Improve Sustainability | | |
| NOTES | A finding of No Significant Environmental Impact has been determined | | | | | | |
| REVISED 1: | | | | | | | |
| REVISED 2: | | | | | | | |
| | | | | TOTAL ALLOCATION | | | |

SPENDING PERFORMANCE RATIO (SPR) HUD requires Oakland County to achieve a 1.5 SPR by May 1st of each year.

REQUIRED DRAWS One draw every 9 months per activity from the Letter to Spend date in IDIS.

REQUIRED EXPENDITURES All funds per year per activity must be spent in 2 years from Letter to Spend date in IDIS.

RECAPTURE POLICY After 2 years all unobligated funds will be evaluated for possible recapture.

EMERGENCY SERVICES Income and other relevant documentation must be provided to the Contract Compliance Officer. If the emergency assistance includes grant payments, these payments cannot last more than 3 consecutive months per household.

FLOOD PLAIN AREAS Communities with floodplain areas may have issues related to Environmentally Assessed and Categorically Excluded activities. Contact the Environmental Officer (248) 858-1191:

INCOME QUALIFICATION Eligibility for all types of Minor Home Repair, Special Assessment and some Public Services is based on household income and requires 3rd party verification based on HUD Section 8 Income guidelines. Contact Contract Compliance (248) 858-0196.

PROCUREMENT All goods and services must be purchased in accordance with CDBG competitive procurement guidelines. Contact Contract Compliance (248) 858-0196.

ELDERLY DEFINITION HUD defines elderly person as 62 yrs or more.

SEVERELY DISABLED ADULT DEFINITION = 18 YRS AND OLDER Use wchair/ald 6/+mo; unable to perform 1/+ func activities; need assist w/daily living instrl activities of daily living; prevented fr work/housework; autism, cerebral palsy, Alzheimer's, senility/dementia mental retardation; or <65 Medicare/SSI.

Oakland County Use Only

| | | | | | | | | | |
|-------------------|-------|---------------|---------|------------------|--------------|---------------|--------|-------------------|-------|
| FUND # | 29701 | DEPT # | 1090611 | PROGRAM # | 172170 | ACCT # | 731696 | OPT UNIT # | 40420 |
| BUDGET REF | | | 2016 | PROJ # | GR0000000729 | ACT # | CP | SOURCE | CP |

KEEGO HARBOR

PARKS, RECREATIONAL FACILITIES A3c(I) \$8,943
Install exercise equipment, benches, picnic tables, playground equipment, protective safety ground cover for Rose Sorter Park and Fran Leaf Park.

PUBLIC SERVICES A1e(II) \$3,000
Youth Services - Summer camp for youth from L/M HH.
TOTAL \$11,943

LATHRUP VILLAGE

PUBLIC SERVICES A1e(II) \$6,830
Senior Services - Recreation/ educational services, nutrition information, exercise, transportation to events and meal program for seniors. Lathrup Village Senior Center.
TOTAL \$6,830

MADISON HEIGHTS

CODE ENFORCEMENT A1c(II) \$92,950
Code Enforcement Activities. Madison Heights L/M areas specific.
 PUBLIC SERVICES A1e(II) \$17,332
YS for very low income seniors, very low income disabled adults and very low income HH. Services will conform to OCCHI guidelines and include lawn maintenance and snow removal.
TOTAL \$110,282

NORTHVILLE

PUBLIC SERVICES A1e(II) \$6,000
Senior Services - Senior Center staff wages for the provision of services to eligible clientele. Northville Senior Community Center.
TOTAL \$6,000

NOVI

MINOR HOME REPAIR A2h(III) \$74,126
MHR to OCCHI guidelines for L/M HH. Repairs will conform to OCCHI guidelines.

PUBLIC SERVICES A1e(II) \$10,000
Transportation services for seniors 62 and older to medical appointments, shopping and other enrichment activities.

PUBLIC SERVICES A1e(II) \$10,000
Youth Services - Specialized counseling and camp scholarships for youth from L/M HH.

PUBLIC SERVICES A1e(II) \$6,500
Services for abused spouses and their children as part of a county executed and administered one year contract with HAVEN.
TOTAL \$100,626

OAK PARK

CODE ENFORCEMENT A1c(II) \$82,915
Code Enforcement Activities. Oak Park L/M areas specific.

PUBLIC SERVICES A1e(II) \$30,000
YS for income qualified senior and income qualified disabled adult HH. Services will conform to OCCHI guidelines and include lawn service, snow removal, spring/fall yard cleanup and gutter cleaning.
TOTAL \$112,915

ORCHARD LAKE VILLAGE

PUBLIC SERVICES A1e(II) \$6,000
Services for abused spouses and their children as part of a county executed and administered one year contract with HAVEN.
TOTAL \$6,000

PLEASANT RIDGE

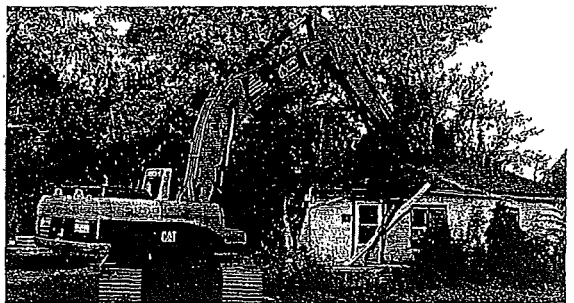
PUBLIC SERVICES A1e(II) \$6,000
Senior Services - Senior Center staff wages for the provision of services to eligible clientele. Pleasant Ridge Community Center.
TOTAL \$6,000

PONTIAC

CLEARANCE AND DEMOLITION A3c (II) \$581,526
Demolition of blighted structures. Pontiac - eligible areas specific.

SENIOR CENTERS A1c(II) \$75,000
Replacing air conditioning units at the Ruth Peterson Senior Center, 990 Joslyn and Bowen Senior Center, 52 Bagley, Pontiac.

PUBLIC SERVICES A1e(II) \$75,000
Procure and hire a vendor through a RFP process to provide an employment training program (ETP) including administration, management, qualification and recruitment. Income eligible Pontiac residents may receive a certification in the following areas including but not limited to: U.S. Department of Labor Occupational Safety & Health Administration (OSHA) 10 hour construction training, Asbestos Awareness, U.S. Environmental Protection Agency (EPA) Lead Renovation, Repair and Painting Program (RRP), First Aid, Cardiopulmonary Resuscitation (CPR), Automated External Defibrillator (AED), Hazardous Waste Operations and Emergency Response (HAZWOPER), Deconstruction Worker Training.
TOTAL \$731,526

**ROCHESTER**

PARKS, RECREATIONAL FACILITIES A3c(II) \$24,293
Retrofit existing surface by installing poured in place playground safety surface to meet ADA standards. Rochester Municipal Park.
TOTAL \$24,293

ROCHESTER HILLS

MINOR HOME REPAIR A2h(III) \$121,817
MHR to OCCHI guidelines for L/M HH. Repairs will conform to OCCHI guidelines.

PUBLIC SERVICES A1e(II) \$10,000
YS for income qualified senior and income qualified disabled adult HH. Services will conform to OCCHI guidelines and include lawn cutting, leaf removal, snow removal and salting.

PUBLIC SERVICES A1e(II) \$10,000
Emergency clothing to L/M HH.

PUBLIC SERVICES A1e(II) \$7,000
Services for abused spouses and their children as part of a county executed and administered one year contract with HAVEN.
TOTAL \$148,817

SOUTH LYON

SENIOR CENTERS A1c(II) \$31,024
Fund access fee for senior facility building space. Center for Active Adults, South Lyon.

PUBLIC SERVICES A1e(II) \$5,000
Services for abused spouses and their children as part of a county executed and administered one year contract with HAVEN.
TOTAL \$36,024

SYLVAN LAKE

PUBLIC SERVICES A1e(II) \$6,000
YS for senior and L/M HH. Services will conform to OCCHI guidelines and provide lawn cutting, general/spring/fall yard cleanup, and dangerous tree removal/trimming.
TOTAL \$6,000

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The license information listed on the LARA website <https://aca3.accela.com/lara> may be recognized as a license and all the authority granted with that specific license. Enforcing agencies should rely on this information to issue permits.

7115262

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Your search for '7115262' returned the following results.

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Records

[All Records](#)


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| Date | Record Number | Record Type | Project Name | Status |
|------------|---------------|-------------------------------|-----------------------------------|--------|
| 07/29/2006 | 7115262 | Mechanical Contractor License | DISCOVERY MECHANICAL SERVICES LLC | Issued |

Licensed Professionals

Showing 1-1 of 1 | [Download results](#)

| License Number | License Type | Licensed Professional Name | Business Name |
|----------------|-----------------------|----------------------------|-----------------------------------|
| 7115262 | Mechanical Contractor | PATRICK W KOPAS | DISCOVERY MECHANICAL SERVICES LLC |



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Department of Licensing and Regulatory Affairs

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LIMITED LIABILITY COMPANY DETAILS

Searched for: DISCOVERY MECHANICAL SERVICES LLC

ID Num: E5748F

Name: DISCOVERY MECHANICAL SERVICES LLC

Type: Domestic Limited Liability Company

Resident Agent: PATRICK W. KOPAS

Registered Office Address: 5002 PELTON ROAD CLARKSTON MI 48346

Mailing/Office Address: 5002 PELTON ROAD CLARKSTON MI 483463663

Formation/Qualification Date: 1-26-2015

Jurisdiction of Origin: MICHIGAN

Managed by: Members

Status: ACTIVE Date: Present

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SAM Search Results
List of records matching your search for :
Functional Area: Entity Management
Record Status: Active, Inactive
Active Exclusion Exists?: No
Has Delinquent Federal Debt?: No
Entity Name: Discovery

Not on list

Location 1 - State: MICHIGAN

| | | |
|---|-------------------------------------|--------------------------|
| ENTITY | Grand Rapids Child Discovery Center | Status:Active |
| DUNS: 556681091 | +4: | CAGE Code: 5QAZ3 DoDAAC: |
| Expiration Date: Mar 14, 2018 Has Active Exclusion?: No Delinquent Federal Debt?: No | | |
| Address: 409 Lafayette Ave SE City: GRAND RAPIDS State/Province: MICHIGAN ZIP Code: 49503-5329 Country: UNITED STATES | | |

| | | |
|--|--------------------------|--------------------------|
| ENTITY | Discovery Solutions Inc. | Status:Active |
| DUNS: 022878894 | +4: | CAGE Code: 7H1M8 DoDAAC: |
| Expiration Date: Dec 5, 2017 Has Active Exclusion?: No Delinquent Federal Debt?: No | | |
| Address: 28861 Forest Ridge Dr City: Farmington Hills State/Province: MICHIGAN ZIP Code: 48331-2737 Country: UNITED STATES | | |

| | | |
|--|-----------------------------|--------------------------|
| ENTITY | Raven Hill Discovery Center | Status:Active |
| DUNS: 794770057 | +4: | CAGE Code: 7R6G4 DoDAAC: |
| Expiration Date: Nov 16, 2017 Has Active Exclusion?: No Delinquent Federal Debt?: No | | |
| Address: 4737 Fuller Rd City: East Jordan State/Province: MICHIGAN ZIP Code: 49727-9729 Country: UNITED STATES | | |

| | | |
|--|---------------------------------|--------------------------|
| ENTITY | MOUNT PLEASANT DISCOVERY MUSEUM | Status:Inactive |
| DUNS: 030839921 | +4: | CAGE Code: 79BP1 DoDAAC: |
| Expiration Date: Nov 6, 2015 Has Active Exclusion?: No Delinquent Federal Debt?: No | | |
| Address: 5093 E Remus Rd City: MOUNT PLEASANT State/Province: MICHIGAN ZIP Code: 48858-9369 Country: UNITED STATES | | |

SAM1/3

Not on list

| | | |
|---|--|--------------------------|
| ENTITY | INTERNATIONAL DISCOVERY SOURCING CONSULTANTS, L.L.C. | Status: Inactive |
| DUNS: 002606875 | +4: | CAGE Code: 6BQZ8 DoDAAC: |
| Expiration Date: Jun 20, 2013 Has Active Exclusion?: No Delinquent Federal Debt?: No | | |
| Address: 310 N MAIN ST STE 301 City: CHELSEA State/Province: MICHIGAN ZIP Code: 48118-1807 Country: UNITED STATES | | |
| ENTITY | DISCOVERY VOCATIONAL REHABILITATION COUNSELING | Status: Inactive |
| DUNS: 830343419 | +4: | CAGE Code: 5EX16 DoDAAC: |
| Expiration Date: May 1, 2010 Has Active Exclusion?: No Delinquent Federal Debt?: No | | |
| Address: 4312 N IRISH RD City: DAVISON State/Province: MICHIGAN ZIP Code: 48423-8946 Country: UNITED STATES | | |
| ENTITY | DISCOVERY MATRIX PRODUCTS, LLC | Status: Inactive |
| DUNS: 800745395 | +4: | CAGE Code: 4VLU4 DoDAAC: |
| Expiration Date: Oct 12, 2008 Has Active Exclusion?: No Delinquent Federal Debt?: No | | |
| Address: 5366 DUFFIELD RD City: FLUSHING State/Province: MICHIGAN ZIP Code: 48433-9765 Country: UNITED STATES | | |
| ENTITY | DISCOVERY BUSINESS SYSTEMS, INC | Status: Inactive |
| DUNS: 621140094 | +4: | CAGE Code: 1PSJ6 DoDAAC: |
| Expiration Date: Mar 18, 2003 Has Active Exclusion?: No Delinquent Federal Debt?: No | | |
| Address: 25900 GREENFIELD ROAD, SUITE SUITE 322 322 City: OAK PARK State/Province: MICHIGAN ZIP Code: 48237 Country: UNITED STATES | | |

| | | |
|---|-----------------------------|--------------------------|
| ENTITY | DISCOVERY CENTER | Status: Inactive |
| DUNS: 143168818 | +4: | CAGE Code: 3Q6V3 DoDAAC: |
| Expiration Date: Feb 17, 2006 Has Active Exclusion?: No Delinquent Federal Debt?: No | | |
| Address: 421 SHERMAN DR City: MARSHALL State/Province: MICHIGAN ZIP Code: 49068-1284 Country: UNITED STATES | | |
| ENTITY | AMERICAN EAGLE CO | Status: Inactive |
| DUNS: 067337055 | +4: | CAGE Code: 0HTE6 DoDAAC: |
| Expiration Date: Apr 6, 2006 Has Active Exclusion?: No Delinquent Federal Debt?: No | | |
| Address: 2741 PALDAN DR City: AUBURN HILLS State/Province: MICHIGAN ZIP Code: 48326-1827 Country: UNITED STATES | | |
| ENTITY | DISCOVERY ELEMENTARY SCHOOL | Status: Inactive |
| DUNS: 003537300 | +4: | CAGE Code: 5PTE7 DoDAAC: |
| Expiration Date: Sep 21, 2010 Has Active Exclusion?: No Delinquent Federal Debt?: No | | |
| Address: 2611 56TH ST City: FENNVILLE State/Province: MICHIGAN ZIP Code: 49408-9443 Country: UNITED STATES | | |

Not on list

Michelle McKenzie

From: Larry A. Kosofsky
Sent: Monday, April 3, 2017 12:32 PM
To: Michelle McKenzie
Cc: Nevrus Nazarko
Subject: RE: Discovery Mechanical information for taxes

Hello Michelle,

I have no record of this company. If they have not worked for (or in) the City, they would not have any obligations. If they have worked previously within the City I have no returns to review.

Larry

From: Michelle McKenzie
Sent: Monday, April 3, 2017 12:27 PM
To: Larry A. Kosofsky
Subject: Discovery Mechanical information for taxes

Larry,

Could you please investigate this company to see if they have ever paid income tax to the City of Pontiac?

I have attached a sheet with the company name, owner, address and tax id number.

Thank you,

Michelle L. McKenzie
Purchasing Agent/Fiscal Analyst
City of Pontiac
MMcKenzie@pontiac.mi.us
Direct Dial (248) 758-3120
Fax (248) 758-3197

5002 PELTON RD CLARKSTON MI 48346-3663

4 beds / 2 full baths / 2 half baths / 2475 sq ft

Residential Property Profile

08-33-277-010

Note: Please be advised the data included in Property Gateway originates from multiple local municipalities. Data, in regard to properties, may be classified and updated differently by municipalities. If you have any questions, please contact the local community where the data originated.

Owner Information

Owner(s) : LINDA L RICHARDSON
Postal Address : 5002 PELTON RD CLARKSTON MI 48346-3663

Location Information

Site Address : 5002 PELTON RD CLARKSTON MI 48346-3663
PIN : 08-33-277-010 Neighborhood Code : R3-Q3
Municipality : Charter Township of Independence
School District : 070 CLARKSTON COMM SCHLS
Class Code : 401 RES IMP (Includes prior SI-Suburban Imp.)

Property Description

T4N, R9E, SEC 33 PART OF NE 1/4 BEG AT PT DIST S 01-39-45 W 1334.68 FT FROM NE SEC COR, TH S 01-39-45 W 1312 FT, TH N 89-13-19 W 100.01 FT, TH N 01-39-45 E 330.15 FT, TH N 89-13-09 W 264.15 FT, TH N 02-04-22 E 150 FT, TH N 89-13-09 W 290 FT, TH N 02-04-22 E 840.85 FT, TH S 88-26-02 E 646.99 FT TO BEG, ALSO BEG AT PT DIST N 89-13-19 W 657.36 FT & N 02-04-22 E 330.22 FT FROM E 1/4 COR, TH N 02-04-22 E 150 FT, TH S 89-13-09 E 290 FT, TH S 02-04-22 W 150 FT, TH N 89-13-09 W 290 FT TO BEG EXC THAT PART IN PCL BEG AT PT DIST N 89-13-19 W 509.49 FT FROM E 1/4 COR, TH N 89-13-19 W 147.04 FT, TH N 02-04-22 E 480.22 FT, TH S 89-13-09 E 170 FT, TH S 02-04-22 W 150 FT, TH N 89-13-09 W 22.96 FT, TH S 02-04-22 W 330.23 FT TO BEG 14.90 A 5-8-00 FR 008

Split/Combination Information

Added Status : Added Parcel
Added Date : 05/08/2000 Added From : FR 008

No Sales Since 1994**Tax Information**

Taxable Value : \$207,982 State Equalized Value : \$216,600
Current Assessed Value : \$216,600 Capped Value : \$207,982
Effective Date For Taxes : Principal Residence : 0
Exemption Type

Summer Principal : Winter Principal Residence : 100.0000%
Residence Exemption : Exemption Percent
Percent

Taxes**Taxes**

Summer :

Summer :

Winter :

Winter :

Village :

Village :

Lot Information

Description : Area : 14 ACRES

Property
Tax Y2

5002 PELTON RD CLARKSTON MI 48346-3663



4 beds / 2 full baths / 2 half baths / 2475 sq ft

Residential Property Profile

08-33-277-010

Note: Please be advised the data included in Property Gateway originates from multiple local municipalities. Data, in regard to properties, may be classified and updated differently by municipalities. If you have any questions, please contact the local community where the data originated.

Primary Structure

| | | | |
|----------------|------------------------------|--------------|----------------------|
| Structure | : 2 STY | Living Area | : 2475 SQ FT |
| Ground Floor | : 1867 SQ FT | Year Built | : 1998 |
| Effective Year | : 2001 | Remodel Year | : 0 |
| Stories | : 1 Story | Rooms | : 15 |
| Bedrooms | : 4 | Full Baths | : 2 |
| Half Baths | : 2 | Fireplaces | : 2 |
| Ext Walls | : | Basement | : YES - FULL |
| Garage | : ATTACHED - car (515 SQ FT) | Heat | : Forced Heat & Cool |
| Fuel Type | : | Central Air | : Yes |

Basement Information

| | | | |
|--------|----------------------|------|--------------|
| Finish | : LIVING AREA FINISH | Area | : 1358 SQ FT |
|--------|----------------------|------|--------------|

Porch Information

| Type | Area |
|---------------|-----------|
| CCP (1 Story) | 60 SQ FT |
| Treated Wood | 636 SQ FT |

Property
TAX 2/2

☐ Invoice Entry
☐ Check Entry
☐ Invoice Batch Entry
☐ Tables: Vendors
☐ Program Setup

Quick Search
 Invoice Number F4
 Check Number F5
 Invoice Ref # F6

Current Table (CTRL+T)
 Vendors

Number of Records: 750 ☒ Hide Inactive Sort Index: Vendor Name

| Vendor Name | Billing Address | Vendor Code | Vendor Sort Name |
|-------------------------------------|--|-------------|-------------------------|
| Darryl P. Mitchell | 36 N. SAGINAW STREET STE 709 Pontiac MI 48342 | 00001313 | Darryl P. Mitchell |
| DATA LEGAL | P.O. BOX 140108 GRAND RAPIDS MI 49514 | 10000511 | DATA LEGAL |
| DAVE'S ELECTRIC SERVICES, INC. | 6650 HIGHLAND ROAD STE 315 WATERFORD MI 48 | 10003307 | DAVE'S ELECTRIC SERV |
| Deaf Community Advocacy Network | 2111 Orchard Lake Rd # 101 Sylvan Lake MI 48320 | 00001333 | Deaf Community Advoc |
| DEAN P. ELSON | 1370 N. OAKLAND BLVD. STE 110 WATERFORD MI | 10003759 | DEAN P. ELSON |
| DECARLA GARMER | 200 CEDARDALE PONTIAC MI 48341 | 10003749 | DECARLA GARMER |
| DEIRDRE WATERMAN | 312 OTTAWA CRIVE PONTIAC MI 48341 | 10003967 | DEIRDRE WATERMAN |
| DELTA DENTAL OF MICHIGAN | 16032 COLLECTION CENTER DRIVE CHICAGO IL 60 | 10000127 | DELTA DENTAL OF MICH |
| DELUXE SMALL BUSINESS SALES, INC. | Deluxe Business Credits Cincinnati OH 45274-4257 | 00010530 | Deluxe Small Business S |
| DEPUTIES FOR KIDS | 110 E. PINE STREET PONTIAC MI 48342 | 10003812 | DEPUTIES FOR KIDS |
| DES MOINES STAMP MFG CO | 351 SIXTH AVE P.O. BOX 1798 DES MOINES IA 503 | 00013016 | DES MOINES STAMP MFG |
| DETROIT ELEVATOR CO. | 2121 BURDETTE FERRISDALE MI 48220 | 00001353 | DETROIT ELEVATOR CO. |
| DETROIT LEGAL NEWS PUBLISHING, LLC | 1409 ALLEN CRIVE SUITE B TROY MI 48063 | 00001358 | DETROIT LEGAL NEWS P |
| DETROIT MEDIA PARTNERSHIP | P.O. BOX 773964 3964 SOLUTIONS CENTER CHIC | 00001365 | DETROIT MEDIA PARTNE |
| DETROIT MEDIA PARTNERSHIP | P.O. BOX 773964 3964 SOLUTIONS CENTER CHIC | 00013117 | DETROIT MEDIA PARTNE |
| Detroit Pencil Company | 1940 NORTHWOOD DRIVE TROY MI 48064 | 00012639 | Detroit Pencil Company |
| DETROIT REGIONAL CHAMBER | ONE WOODWARD AVENUE SUITE 1900 DETROIT M | 10004013 | DETROIT REGIONAL CHA |
| DETROIT RENEWABLE POWER | 5700 RUSSELL ST DETROIT MI 48211 | 10003836 | DETROIT RENEWABLE PO |
| DICTATION MALL INC. | 46351 GARFIELD ROAD MACOMB MI 48044 | 10003960 | DICTATION MALL INC. |
| DIONNE ELIZABETH WEBSTER-COX | 3735 DEXTER AVE DETROIT MI 48206 | 10003766 | DIONNE ELIZABETH WEB |
| DISCOUNT MARBLE AND GRANITE INC | 2821 AIRPORT ROAD WATERFORD MI 48329 | 10004972 | DISCOUTY MARBLE AND |
| DMC TECHNOLOGY GROUP INC | 7657 KINROSS POINTE ROAD TOLEDO OH 43617 | 10004929 | DMC TECHNOLOGY GROU |
| DONE RIGHT ENGRAVING, INC. | 4280 E. 14 MILE RD WARREN MI 48092 | 10003840 | DONE RIGHT ENGRAVING, I |
| DOORS OF PONTIAC | P.O. Box 5935 CRAWFORD MI 48007-5935 | 00000261 | Done Right Engraving, I |
| DOUGLAS OLIVER | 7511 HIGHLAND ROAD WATERFORD MI 48327 | 00000263 | DOORS OF PONTIAC |
| DOUGLAS OLIVER | 7111 DECE HWY SUITE 220 CLARKSTON MI 48346 | 10003946 | DOUGLAS OLIVER |
| Dss Corporation | 18311 W. 10 Mile Rd Southfield MI 48075 | 00001396 | Dss Corporation |
| DSS Corporation | 18311 W. 10 Mile Rd Southfield MI 48075 | 10000431 | DSS Corporation |
| DTE Energy | PO BOX 740736 CINCINNATI OH 45274-0736 | 00000247 | DTE Energy |
| Du All Cleaning Inc. | 13334 W. STAR DR. SHELBY TWP MI 48315 | 00012638 | Du All Cleaning Inc. |
| Dynamic Designs US Inc. | 71 South Cass Lake Rd Waterford MI 48328 | 00013252 | Dynamic Designs US Inc. |
| Earlene Baggett Hayes | 1800 Hickory Bark Bloomfield Hills MI 48304 | 00000275 | Earlene Baggett Hayes |
| EARTH TO EARTH | 111 North Perry Street PONTIAC MI 48342 | 10003959 | EARTH TO EARTH |
| EASTMAN FIRE PROTECTION COMPANY LLC | 1450 SCOUTER STREET TROY MI 48063-2871 | 00000279 | EASTMAN FIRE PROTEC |
| EDITH WILLEBRECHT | 2670 BUCKNER RD. STE. #200 LAKE ORION MI 48 | 10003983 | EDITH WILLEBRECHT |
| EJ USA INC | 301 SPRING STREET PO BOX 439 EAST JORDAN MI | 10003934 | EJ USA INC |

Searching For: Discovery

BSSA Message Center

Sort Index: Vendor Name

City AR

Discovery Mechanical Services

All information relating to this company is shown below. [Click here to add a comment to this account.](#) Use the buttons

This company is currently **ACTIVE** which means this company is actively using the system to receive notification of new free.

General Company Information

| | |
|----------------------|--|
| Vendor ID # | 85371 |
| Company ID # | 474606617 |
| Company Name | Discovery Mechanical Services |
| Mailing Address | 5002 Pelton Road |
| City, State, Zip | Clarkston, MI 48346 |
| Account Last Updated | 2/27/2017 1:05:25 PM |
| Account Status | Active, Email Notification, One Year Bid System Access |
| Payment Information | Credit Card |
| Web Site Address | 5002 Pelton Road |

Main Contact Information

| | |
|------------|-------------------------------|
| First Name | Patrick |
| Last Name | Kopas |
| Title | President |
| Telephone | (248) 623 - 0446 |
| Fax | (248) 599 - 7081 |
| Email | Discoverymechanical@gmail.com |

Contact Information for Purchase Orders

| | |
|------------------|-------------------------------|
| First Name | Patrick |
| Last Name | Kopas |
| Title | President |
| Telephone | (248) 623 - 0446 |
| Fax | (248) 599 - 7081 |
| Email | Discoverymechanical@gmail.com |
| Payment Address | 5002 Pelton Road |
| City, State, Zip | Clarkston, MI 48346 |

Contact Information for Payment / Remittance

| | |
|------------|---------|
| First Name | Patrick |
| Last Name | Kopas |

M ITN 1/2

| | |
|------------------|-------------------------------|
| Title | President |
| Telephone | (248) 623 - 0446 |
| Fax | (248) 599 - 7081 |
| Email | Discoverymechanical@gmail.com |
| Payment Address | 5002 Pelton Road |
| City, State, Zip | Clarkston, MI 48346 |

Contact Information for Authorized Signer #1

| | |
|------------|-------------------------------|
| First Name | Patrick |
| Last Name | Kopas |
| Title | President |
| Telephone | (248)6230446 Ext. |
| Email | Discoverymechanical@gmail.com |

Miscellaneous Company Information

| | |
|--------------------------------|--|
| Business Type | No valid selections for this Business Type |
| Owner Ethnicity | Caucasian |
| Minority Status | N |
| State of Michigan Minority ID# | |
| Other Minority Certifications | N |
| Other Certification Names | |
| Year Company Started | 2015 |
| Number of Employees | 3 |
| Date Accepted Terms | 8/31/2016 12:22:04 PM |

Award History

| Solicitation Number | Estimated Award | Bid Results | Buyer Comments |
|--|-----------------|-------------|----------------|
| As of 4/3/2017, no solicitations have been awarded to this vendor. | | | |

Codes (click here to view)

| | |
|---------------------|--|
| 03133 | Duct, Fabricated, Metal |
| 90625 | Design Build Services |
| 90644 | Heating; Ventilating; Air Conditioning - Architectural Services |
| 91036 | Heating, Air Conditioning, and Ventilation Maintenance and Repair Services (Incl Installation) |
| 91450 | Heating, Ventilating and Air Conditioning (HVAC) |
| 93662 | Pumps and Pump Accessories Maintenance and Repair |
| 93663 | Pumps, Vertical, Maintenance and Repair |
| 93667 | Refrigeration Equipment Maintenance and Repair |
| 96145 | Inspection and Certification Services |
| 96847 | Inspection Services, Construction Type |
| # of Codes Selected | 10 |

[Add or Change Vendor ID#](#)[Comments Area](#)[New Search](#)

Preliminary Bid Tabulation

| | | Description & Senior Center | Description & Senior Center | Description & Senior Center | |
|----|--|-------------------------------------|------------------------------------|-------------------------------------|---------------|
| | Bidders Name/Company | 12.5 ton RTU Robert Bowen Center | 15 ton RTU Ruth Peterson Center | 7.5 ton RTU Ruth Peterson Center | TOTAL COST |
| 1 | No Bid Bond System Corporation Rochester Hills | \$ 16,713.00 | \$ 18,713.00 | \$ 11,713.00 | \$ 47,139.00 |
| 2 | No Bid Bond Lizut Mechanical Inc Pontiac | \$ 10,995.00 | \$ 13,595.00 | \$ 10,595.00 | \$ 35,185.00 |
| 3 | No Bid Bond Nichols Htg & Clg Waterford | \$ 10,220.00 | \$ 13,900.00 | \$ 9,190.00 | \$ 33,310.00 |
| 4 | No Bid Bond Walker's Htg & Clg Detroit | \$ 11,657.61 | \$ 16,825.14 | \$ 9,703.41 | \$ 38,186.16 |
| 5 | MJ Mechanical Svcs St. Charles | \$ 23,000.00 | \$ 19,800.00 | \$ 16,500.00 | \$ 59,300.00 |
| 6 | Miller-Boldt Inc Sterling Heights | \$ 40,000.00 | \$ 26,000.00 | \$ 31,000.00 | \$ 97,000.00 |
| 7 | Discovery Mechanical Clarkston | \$ 13,590.00 | \$ 15,452.00 | \$ 11,840.00 | \$ 40,882.00 |
| 8 | | \$ - | \$ - | \$ - | \$ - |
| 9 | | \$ - | \$ - | \$ - | \$ - |
| 10 | | \$ - | \$ - | \$ - | \$ - |
| 11 | | \$ - | \$ - | \$ - | \$ - |
| 12 | | \$ - | \$ - | \$ - | \$ - |

Name/Work Activity : HVAC Rplcmnt for Senior Centers

Date/Time: 3/30/17 @ 2:00 PM

City of Pontiac
47450 Woodward Ave.
Pontiac, MI 48342

Witness: Michelle McKenzie, Purchasing Agent

Witness:

Opened by: Sherikia Hawkins, City Clerk



Proposal

March 29, 2017

City of Pontiac
47450 Woodward Ave
Pontiac, MI 48342

Job: HVAC Replacement for the Senior Centers

Attention: Financial Services – Purchasing Division

Thank you for allowing Discovery Mechanical Services the opportunity to furnish this proposal. We are offering a complete turnkey project. The following materials and labor will be included to replace the existing rooftop equipment.

Robert Bowen Center, 52 Bagley St., Pontiac, Michigan

- Provide and install (1) Carrier 48TCED14A2A5-0A0A0
- Std Eff Med Gas Heat Single Pkg Rooftop 12.5 Tons Cooling 208/230-3-60
- ☐ Medium Heat
- ☐ Two stage cooling models
- ☐ Vertical Economizer.
- Provide and install new programable thermostat WR1F95-0680
- **Price to complete the above project \$13,590.00**

Ruth Peterson Center, 990 Joslyn Rd., Pontiac, Michigan

- Provide and install (1) Carrier 48TCED16A2A5-0A0A0
- Std Eff Med Gas Heat Single Pkg Rooftop 15 Tons Cooling 208/230-3-60
- ☐ Medium Heat
- ☐ Two Stage Compressor Models
- ☐ Vertical Economizer.
- CRRFCURB074A00 Curb Adapter PGD 180 to 48HC 17
- Provide and install 35' of 1-1/2" conduit
- Provide and install new disconnect
- Provide and install new programable thermostat WR1F95-0680
- **Price to complete the above project \$15,452.00**



Ruth Peterson Center, 990 Joslyn Rd., Pontiac, Michigan

- Provide and install (1) Carrier 48TCED08A2A5-0A0A0
- Std Eff Med Gas Heat Single Pkg Rooftop 7.5 Tons Cooling 208/230-3-60
- ☐ Medium Heat
- ☐ Two stage cooling models
- ☐ Vertical Economizer
- 0597-014A Curb Adapter PGD 090 to 48HC 08
- Provide and install 25' of 1-1/2" conduit
- Provide and install new disconnect
- Provide and install new programable thermostat WR1F95-0680
- **Price to complete the above project \$11,840.00**

- Provide and install economizers with barometric relief
- Recover all refrigerants and oil (per EPA standards)
- Disconnect and Reconnect Gas Piping
- Disconnect and reconnect power wiring
- Disconnect and reconnect control wiring
- Removal of all demo from property
- All rigging and lift rentals
- Check, Test and start by certified technician
- Owners training and manuals
- 1st year labor and parts warranty
- 2nd thru 5th year manufacture Compressor warranty
- Permits

Total price to complete the above project **\$ 40,882.00**

If you have any questions, please feel free to call us at 248-623-0446

Sincerely,

Patrick W Kopas
Discovery Mechanical Services

Notification Postings

For: HVAC Replacement for Senior Centers RFP

Bid Opening Held: March 30, 2017 @ 2:00 pm

Pontiac City Clerk's Office

Pontiac Cable TV station

City of Pontiac website

Sent to Michigan Municipal League

Sent to Construction Market Data Group

Sent to Builders Exchange of Michigan

Sent to Construction Association of Michigan

Posted on Bulletin Boards upstairs and downstairs

Published in the Oakland Press and on theoaklandpress.com

general
posting

HVAC Replacement for Senior Centers
MITN Vendor Solicitation Listing

| Company Name | Main Contact Phone | Address 1 | City | St | Zip |
|--|-----------------------|--------------------------------------|----------------------|----|---------|
| 911 Mechanical | 586-247-7300 | 51620 Milano | Macomb | MI | 48042 |
| A&F WATER HEATER & SPA SERVICE | 586-939-9100 | 35170 BEATTIE DR | STERLING HEIGHTS | MI | 48312 |
| A.F.Bellisario, Inc. | 248-310-0329 | 245 Tilden | Pontiac * | MI | 48341 * |
| ABE Associates, Inc. | 313-961-5170 | 440 Burroughs Street, Suite 605 | Detroit | MI | 48202 |
| ABM Building Solutions, LLC | 248-614-3444 | 1775B Crooks Road | Troy | MI | 48306 |
| AC Electrical Services, Inc./H.V.A.C. Systems, Inc | 734-941-8200 | 15581 Oakwood Drive | Romulus | MI | 48174 |
| Accessible Homes | 248-321-8951 | 850 N. Adams Rd #3 | Birmingham | MI | 48009 |
| Ace Electric Plumbing and Heating | 989-345-2965 | 3222 W. Houghton Ave | West Branch | MI | 48661 |
| Acuitas LLC | 517-881-7898 | 110 W. Michigan Avenue, Suite 100 | Lansing | MI | 48933 |
| Advanced Building Control Systems Inc. | 231-941-2285 | 5141 Silver Cove Dr | traverse city | MI | 49685 |
| Advanced Building Group, LLC | 313-974-6153 | 28 West Adams, Suite 200 | Detroit | MI | 48226 |
| advanced mechanical services | 231-829-9533 | 19466 18 Mile Rd. | Leroy | MI | 49655 |
| Aero Filter, Inc. | 888-837-4100 | 1604 East Avis Drive | Madison Heights | MI | 48071 |
| Affordable Housing Network, LLC | 561-362-1099 | 5000 T-Rex Ave Suite 150 | Boca Raton | FL | 33431 |
| Airgas Refrigerants, Inc. | 800-473-3766 | 38-18 33rd Street | Long Island City | NY | 11101 |
| Albert Heating & Cooling, Inc. | 906-632-6900 | 3147 S. M-129 | McMillan | MI | 49783 |
| Alexander Transport, Inc. | 313-565-6352 | 2610 Sylvia | Inkster | MI | 48141 |
| Alliance Mechanical | 248-968-7400 | 20800 Hubbell Street | Oak Park | MI | 48237 |
| Allied Building Service Company of Detroit, Inc. | 313-230-0799 | 1801 Howard St. | Detroit | MI | 48216 |
| Alpha Mechanical Service Group, LLC | 734-744-9352 | 33200 SchoolCraft STE 112 | Livonia | MI | 48150 |
| Altech Mechanical | 734-669-6100 | 7885 Jackson Rd, #4 | Ann Arbor | MI | 48103 |
| Ancona Controls | 248-672-8002 | 28021 Grand Oaks Court | Wixom | MI | 48393 |
| Angels General Constrution, Inc. | 313-768-8907 | 7150 Michigan Ave. | Detroit | MI | 48210 |
| Aquatic Source | 248-366-0606 | 3155 Ridgeway Court | Commerce Township | MI | 48390 |

MITN

1/12

HVAC Replacement for Senior Centers
MITN Vendor Solicitation Listing

| | | | | | |
|---|--------------|---|------------------|----|-------|
| Arctic Air, Inc. | 248-280-1300 | 4918 Fernlee Ave. | Royal Oak | MI | 48073 |
| Arm Property Maintenance Inc | 313-505-2467 | 26125 West 8 Mile Rd | Redford | MI | 48240 |
| Autumn Heating & Cooling | 586-776-3377 | P O Box 411 | St Clair Shores | MI | 48080 |
| B&C Ten Air HVAC Systems Inc. | 248-348-1360 | 3861 Childs Lake Road | Milford | MI | 48381 |
| BAILEY INDUSTRIES | 313-408-5328 | 16837 ARDMORE ST | DETROIT | MI | 48235 |
| Bayview Electric Company, LLC | 313-255-5252 | 12230 Dixie Street | Detroit | MI | 48239 |
| BDI | 248-399-6001 | 7778 Market Street | Canton | MI | 48187 |
| Beard Associates Inc. | 313-220-2911 | 2727 Second Ave #105A | Detroit | MI | 48201 |
| Ben Washington & Sons Plumbing & Heating Inc. | 313-834-4400 | 7116 Tireman | Detroit | MI | 48204 |
| Benkari LLC | 313-592-0618 | 18427 W. McNichols | Detroit | MI | 48219 |
| Bernco, Inc. | 586-445-3700 | 20816 Eleven Mile Road Suite 202 | St. Clair Shores | MI | 48081 |
| Best Practices Consulting Services | 313-265-3062 | 2727 2nd Avenue | Detroit | MI | 48201 |
| Bratic Enterprise LLC | 248-582-1408 | 125 Woodlawn Ave. | Royal Oak | MI | 48073 |
| Breakthrough Developers, Inc. | 313-566-5772 | 30206 Summit Dr. | Farmington Hills | MI | 48334 |
| Brencal Contractors, Inc. | 586-758-6000 | 26079 Schoenherr Rd. | Warren | MI | 48089 |
| BRT Builders LLC | 248-431-3782 | 9935 Ortonville Road | Clarkston | MI | 48348 |
| Building Automated Systems and Services | 586-731-0793 | 6260 18 1/2 mile rd | Sterling Heights | MI | 48314 |
| Bumler Mechanical, Inc. | 586-731-0028 | 6260 18 1/2 Mile Road | Sterling Heights | MI | 48314 |
| Butcher & Butcher Construction Co., Inc. | 248-852-2323 | 3885 Industrial Drive | Rochester Hills | MI | 48309 |
| C And W Associates, Inc. | 313-831-1535 | 2727 Second Avenue, Suite 122 | Detroit | MI | 48201 |
| Carey Plumbing & Heating, Inc. | 989-687-2044 | 853 E. Saginaw Rd. | Sanford | MI | 48657 |
| Carrier Corporation | 248-994-6208 | 40120 Grand River | Novi | MI | 48375 |
| CHASE DEVELOPMENT GROUP INC | 313-999-9041 | 13201 W WARREN AVE STE 1 2ND FLR | DEARBORN | MI | 48126 |
| Citra, LLC | 734-756-9311 | 24 Frank Lloyd Wright Dr. C-1600. P O Box 536 | Ann Arbor | MI | 48105 |
| City Contracting Services | 248-430-0082 | 132 N. Old Woodward | Birmingham | MI | 48009 |
| Classic Painting Co., Inc. | 517-404-6344 | 9903 Viewcrest Ct. | Howell | MI | 48843 |

MITN

2/12

HVAC Replacement for Senior Centers
MITN Vendor Solicitation Listing

| | | | | | |
|--|--------------|---------------------------------|---------------------|----|-------|
| Clor & Associates, LLC | 313-343-0817 | 18524 Mack Ave | Grosse Pointe Farms | MI | 48236 |
| CMA Design Services | 586-726-1043 | P.O. Box 183392 | Shelby Township | MI | 48318 |
| Colasanti Construction Services, Inc. | 586-598-9700 | 24500 Wood Court | Macomb Twp | MI | 48042 |
| Comfort Temp Heating & Cooling | 586-677-7766 | 60786 Hayes | Ray | MI | 48096 |
| Constructeam | 866-372-1272 | 31780 Groesbeck Hwy | Frazer | MI | 48026 |
| Continuum Services | 248-286-5200 | One Towne Square | Southfield | MI | 48076 |
| Cool tech Comfort Inc | 248-249-4109 | 12824 West 7 Mile Road | Detroit | MI | 48235 |
| Cross Renovation | 734-286-2244 | 34133 Schoolcraft Rd. | Livonia | MI | 48178 |
| Crystal Bright Janitorial Services, Inc. | 248-217-2253 | 30931 Pear Ridge | Farmington Hills | MI | 48334 |
| CSM Mechanical, LLC | 248-521-0981 | 7400 Hickory Valley Drive | Fenton | MI | 48430 |
| D and J Contracting Inc. | 586-954-0008 | 22750 Macomb Industrial Drive | Clinton Township | MI | 48036 |
| D&R MAINTENANCE MANAGEMENT INC | 313-388-3770 | 20412 LORNE AVE | TAYLOR | MI | 48180 |
| d&t home improvement | 586-994-1642 | 21670 ambassador | Macomb Township | MI | 48044 |
| D.M. Burr Facilities Management, Inc. | 810-233-9114 | 4252 Holiday Drive | Flint | MI | 48507 |
| D.V.M. Utilities, Inc. | 586-979-0402 | 6045 Sims Rd., Suite 2, | Sterling Heights | MI | 48313 |
| Danboise Mechanical Inc. | 248-471-2230 | 31625 Grand River Avenue | Farmington | MI | 48336 |
| Davenport Brothers Construction Co | 734-697-2994 | 301 Industrial Park Dr | Belleville | MI | 48111 |
| DBC Company Inc. & Barrier Free Plus Inc | 877-598-9600 | 46754 Erb Drive | Macomb | MI | 48042 |
| DCC Construction, Inc. | 810-658-4322 | 9100 Lapeer Rd.Suite A | Davison | MI | 48423 |
| DE-CAL, Inc. | 586-754-4370 | 24659 Schoenherr Rd. | Warren | MI | 48089 |
| Degenhardt & Sons, Inc. | 248-642-0272 | 2610 Binbrooke Dr | Troy | MI | 48084 |
| Delta Temp, Inc. | 248-589-2828 | 500 Ajax Drive | Madison Heights | MI | 48071 |
| DeMaria Building Company | 313-870-2800 | 3031 West Grand Blvd Suite 624 | Detroit | MI | 48202 |
| Demonica Kemper Architects | 312-496-0000 | 125 N. Halsted Street Suite 301 | Chicago | IL | 60661 |

MITN

3/12

HVAC Replacement for Senior Centers
MITN Vendor Solicitation Listing

| | | | | | |
|--|--------------|----------------------------------|------------------|----|-------|
| Detroit Boiler Company | 313-921-7060 | 2931 Beaufait | Detroit | MI | 48207 |
| Detroit Piping Group | 313-963-9641 | 38291 Schoolcraft Road, Ste. 105 | Livonia | MI | 48150 |
| Discovery Mechanical Services | 248-623-0446 | 5002 Pelton Road | Clarkston | MI | 48346 |
| Diversified Htg & Clg, Inc. | 248-473-5690 | 20789 Parker St. | Farmington Hills | MI | 48336 |
| DMC Consultants, Inc. | 313-491-1815 | 13500 Foley Street | Detroit | MI | 48227 |
| Doring, Incorporated | 248-524-9620 | 23555 Lakepointe Drive | Clinton Township | MI | 48036 |
| Dunbar Mechanical, Inc. | 517-745-7450 | 2806 N. Reynolds Rd. | Toledo | OH | 43615 |
| Dusty Ducts Inc dba DDI General Contracting | 877-381-7801 | 31226 Six Mile Rd | Livonia | MI | 48152 |
| Dynalectric MI | 248-556-7200 | 25701 Commerce Drive | Madison Heights | MI | 48071 |
| East Muskegon Roofing and Sheet Metal Co. Inc. | 231-744-2461 | 1665 Holton Rd | Muskegon | MI | 49445 |
| Ecker Mechanical Contractors Inc | 810-742-8652 | PO Box 190099 | Burton | MI | 48519 |
| Ed Birkmeier Well Drilling | 810-638-5104 | PO Box 324 | New Lothrop | MI | 48460 |
| Ekklesia Building Corporation | 248-423-6400 | 23456 Southfield Road | Southfield | MI | 48075 |
| ELAN Engineering | 248-615-9300 | 55309 Lyon Industrial Drive | New Hudson | MI | 48165 |
| Electro-Matic Products, Inc. | 248-442-2942 | 23409 Industrial Park Ct. | Farmington Hills | MI | 48335 |
| Energy Management Systems | 800-965-9642 | 801 Springdale Dr., Suite 101 | Exton | PA | 19341 |
| Energy Sciences Resource Partners | 314-660-2911 | 725 South Adams Rd., Suite 252 | Birmingham | MI | 48009 |
| Engineered Climate, LLC | 248-814-9393 | P.O. Box 192 | Lake Orion | MI | 48361 |
| Evergreen Applied Technologies | 970-581-1810 | 3735 Evergreen Parkway | Evergreen | CO | 80439 |
| Executive Construction Management Company | 313-273-7099 | 16216 W. 7 Mile Road | Detroit | MI | 48235 |
| Fecteau Air Systems, LLC | 586-353-2104 | 24631 Gibson Street | Warren | MI | 48089 |
| Fife-Pearce Electric Company | 313-369-2560 | 20201 Sherwood | Detroit | MI | 48234 |

MITN

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HVAC Replacement for Senior Centers
MITN Vendor Solicitation Listing

| | | | | | |
|---|--------------|----------------------------------|------------------|----|-------|
| Filter Engineering Corporation | 586-268-7300 | 1415 Combermere Drive | Troy | MI | 48083 |
| Finishing Trades Consulting | 810-397-0799 | 7132 Abbey Lane | Swartz Creek | MI | 48473 |
| Flo-Aire Heating & Cooling, Inc. | 734-285-1809 | 15761 Eureka | Southgate | MI | 48195 |
| FM Sylvan, Inc. | 248-836-2200 | 815 Auburn Ave | Pontiac | MI | 48342 |
| Four Seasons Property Management Inc | 313-618-6932 | 3725 Vassar | Dearborn | MI | 48124 |
| Franklin Holwerda Company | 616-538-3231 | 2509 29th Street SW | Wyoming | MI | 49519 |
| GCA Education Services, Inc. | 248-568-4735 | 439 Elmwood Drive | Troy | MI | 48083 |
| Gen Power Products, Inc. | 248-624-7230 | 29905 Anthony Drive | Wixom | MI | 48393 |
| global green service group | 734-379-2054 | 27113 powers | dearborn heights | MI | 48125 |
| Go Green Contracting | 313-202-9025 | 10301 Joy Rd. | Detroit | MI | 48204 |
| Goldleaf Building, llc | 586-242-0405 | 18900, Strongford Drive | Macomb | MI | 48044 |
| Goyette Mechanical | 810-743-6883 | 3842 Gorey Ave. | Filnt | MI | 48506 |
| Great Lakes Roofing, Inc. | 248-268-1914 | 2525 Industrial Row Drive | troy | MI | 48084 |
| Greater Detroit Heating & Cooling, Inc. | 586-285-5600 | 44420 Reynolds Drive | Clinton Township | MI | 48036 |
| Green Titan Management | 313-888-9519 | 7310 Woodward Ave. Suite 702 | Detroit | MI | 48202 |
| Griffin International LLC | 586-948-2700 | 46430 Continental Drive, Suite A | Chesterfield | MI | 48047 |
| H&h metals | 734-728-8050 | 29131 Michigan Ave. | Inkster | MI | 48141 |
| H. V. Burton Company | 734-261-4220 | 30419 Industrial Road | Livonia | MI | 48150 |
| Harmon & Sons | 989-327-4205 | 217 monroe st. | caro | MI | 48723 |
| Harpco Mechanical Heat & Cold, Inc. | 248-790-9628 | 28 N. Saginaw Ste. 909 | Pontiac | MI | 48342 |
| Hastings Air Energy Control, Inc. | 262-364-0500 | 5555 South Westridge Drive | New Berlin | WI | 53151 |
| Hayes Mechanical | 989-401-5599 | 318 N.25th Street | Saginaw | MI | 48601 |
| Heaney General Contracting, IN.c | 734-434-9330 | 7560 Carpenter Rd. | Ypsilanti | MI | 48197 |
| Helm Electric, Inc. | 989-652-8779 | P.O. Box 282 | Frankenmuth | MI | 48734 |
| Heritage Contracting, LLC | 248-396-7574 | 3821 Camden Place | Clarkston | MI | 48348 |
| Hittle Construction Co. | 810-599-0998 | 487 North Ponchartrain | White Lake | MI | 48386 |

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HVAC Replacement for Senior Centers
MITN Vendor Solicitation Listing

| | | | | | |
|---|--------------|----------------------------------|------------------|----|-------|
| hollywood plumbing & heating, inc. | 586-774-5277 | 317 howard | mt. clemens | MI | 48043 |
| home service corp | 313-928-3833 | 2810 Oakwood | Melvindale | MI | 48122 |
| Honeywell International, Inc. | 248-926-5019 | 49116 Wixom Tech Drive | Wixom | MI | 48187 |
| Howell Construction Services | 248-877-8273 | 84 Harmon Rd. | Howell | MI | 48843 |
| HUDDLESTON GROUP & ASSOCIATES, LLC | 734-276-5980 | 3961 HILLSIDE DRIVE | YPSILANTI | MI | 48197 |
| Huron Valley Electric | 734-747-8840 | 425 Jackson Plaza | Ann Arbor | MI | 48103 |
| Indoor Air Technologies | 585-924-2010 | 61 School st. Suite B | Victor | NY | 14564 |
| Infinite Building Concepts and Design, LLC | 586-216-8851 | 13392 E 9 Mile Rd | Warren | MI | 48089 |
| Infinite Energy Solutions | 248-481-4194 | 1407 Allen Dr. Suite J | Troy | MI | 48083 |
| Infiniti Energy & Environmental, Inc | 313-964-0565 | 65 Cadillac Square, Suite 2815 | Detroit | MI | 48226 |
| Insurance Services Construction Corporation | 248-786-0127 | 1271 West Maple Road | Clawson | MI | 48017 |
| Integrated Design Solutions | 248-823-2100 | 1441 W. Long Lake Road Suite 200 | Troy | MI | 48098 |
| Intellectual Concepts, LLC | 202-321-4560 | 3300 Buckeye Road | Atlanta | GA | 30341 |
| International Mechanics Inc | 248-698-3626 | 1480 old us 23 | howell | MI | 48843 |
| International Radiant | 248-589-8150 | 959 E. Whitcomb | Madison Hgts | MI | 48071 |
| J Johnson Builder & General Contractor | 248-335-2670 | 358 W Huron St. | Pontiac | MI | 48341 |
| J.E.Johnson | 989-835-6671 | P.O.Box 1863 | Midland | MI | 48641 |
| J.F. Cavanaugh Company | 248-476-9366 | 20750 Sunnysdale Avenue | Farmington Hills | MI | 48336 |
| J.R. Mathews, Inc | 248-474-3642 | 22650 Maple | Farmington | MI | 48336 |
| Jacobs Technology | 248-633-1483 | 30800 Telegraph Road, Suite 4900 | Bingham Farms | MI | 48025 |
| Jenkins Construction, Inc. | 313-625-7200 | 985 E. Jefferson | Detroit | MI | 48207 |
| JMC Electrical Contractor LLC | 586-773-8026 | 33651 Giftos | Clinton Township | MI | 48035 |
| John E. Green Company | 313-868-2400 | 220 Victor Avenue | Highland Park | MI | 48203 |
| Johnson & Wood, LLC | 517-322-0000 | 4500 Empire way, Suite 2 | Lansing | MI | 48917 |

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HVAC Replacement for Senior Centers
MITN Vendor Solicitation Listing

| | | | | | |
|---|--------------|----------------------------------|---------------------|----|---------|
| Johnson Controls | 734-679-0019 | 2875 High Meadow Circle | Auburn Hills | MI | 48326 |
| Joseph Home Improvement, LLC | 586-777-4912 | 20610 Maxine | St. Clair Shores | MI | 48080 |
| K & S Ventures, Inc. | 248-299-4212 | 2767 Grant | Rochester Hills | MI | 48309 |
| Kapala Heating & Air Conditioning | 810-664-8865 | 1575 Imlay City Rd | Lapeer | MI | 48446 |
| KEI | 586-264-8990 | 35350 STANLEY | STERLING HEIGHTS | MI | 48312 |
| Keiper Mechanical, Inc. | 734-525-7437 | 12201 Merriman Road | Livonia | MI | 48150 |
| Kellett builders inc | 248-549-5400 | 783 cook rd | Grosse pointe woods | MI | 48236 |
| Kevin McNamara, LLC | 313-999-7495 | 45768 Prairiegrass Ct | Belleville | MI | 48111 |
| Kors Engineering Company, Inc. | 248-706-1540 | 2805 Pontiac Lake Road, Suite 2B | Waterford | MI | 48328 |
| Kropf Service Company | 734-427-6700 | 33792 capitol | livonia | MI | 48150 |
| Lake Star Construction Services, LLC | 248-636-7480 | 43576 SIMSBURY | CANTON | MI | 48187 |
| Land-HO Construction Company, Inc. | 313-565-0784 | 21710 Gregory | Dearborn | MI | 48124 |
| Laux Construction, LLC | 517-694-0117 | 4218 Charlar Drive | Holt | MI | 48842 |
| Lee Contracting, Inc. | 248-332-4646 | 631 Cesar E. Chavez Ave | Pontiac * | MI | 48342 * |
| Leidos Engineering, LLC | 248-926-3503 | 1250 North Pontiac Trail | Walled Lake | MI | 48390 |
| LESLIE ELECTRIC COMPANY | 248-332-9106 | 85 OAKLAND AVENUE | PONTIAC * | MI | 48342 * |
| LGC Global (Lakeshore Global Corporation) | 313-989-4141 | 7310 WOODWARD, Suite 500 | DETROIT | MI | 48202 |
| LIMBACH | 248-410-9432 | 926 Featherstone Rd | Pontiac * | MI | 48342 * |
| Lipten Company | 248-374-8910 | 28033 Center Oaks Court | Wixom | MI | 48393 |
| Long Mechanical | 248-349-0373 | 190 E. Main | Northville | MI | 48167 |
| M.L. Schoenherr Construction, Inc. | 586-739-2010 | 47630 Van Dyke | Utica | MI | 48317 |
| Macomb Mechanical, Inc. | 586-737-9900 | 6250 19 Mile Road | Sterling Heights | MI | 48314 |
| Macomb Pipe & Supply | 586-825-6963 | 6600 East 15 Mile Road | Sterling Heights | MI | 48312 |
| Madison Electric Co. | 586-825-0200 | 31855 Van Dyke | Warren | MI | 48093 |
| Marble Mechanical Service | 248-723-4411 | PO Box 2109 | Birmingham | MI | 48012 |

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HVAC Replacement for Senior Centers
MITN Vendor Solicitation Listing

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|--|--------------|---|------------------|------|------------|
| Maza Construction Engineering, Inc. | 734-223-9269 | 15876 Schaefer HWy | Canton | MI | 48188 |
| MCMI | 586-726-7500 | 6540 DIPLOMAT DRIVE | STERLING HEIGHTS | MI | 48314 |
| McNaughton - McKay Electric Co. | 248-399-7500 | 1357 E. Lincoln Ave. | Madison Hights | MI | 48071 |
| Mechanical System Services Corp. | 248-291-6793 | 1731 E 11 Mile Road | Madison Heights | MI | 48071 |
| MEP Engineers LLC | 248-488-9822 | 30403 W 13 Mile Rd | Farmington Hills | MI | 48334 |
| Meridian Contracting Group | 586-292-6132 | 6149 Trailside Dr. | Washington | MI | 48094 |
| Meridian Management | 904-285-3400 | 818 A1A North Suite #300 | Ponte Vedra | FL | 32082 |
| Metro Environmental, Inc. | 586-790-2500 | 22656 15 Mile Road | Clinton Township | MI | 48035 |
| Metro Management & Inspection, Inc. | 734-341-5893 | PO Box 314 | Wyandotte | MI | 48192 |
| Metro Trades LLC | 586-294-4101 | 33716 Doreka | Fraser | MI | 48026 |
| MFS, Inc. | 734-693-7105 | PO Box 2638 | Riverview | MI | 48193 |
| Michigan Mechanical Services Inc | 734-946-9948 | 25445 Brest Road | Taylor | MI | 48180 |
| Midwest Rehab 7 LLC | 586-339-4870 | 32494 Halmich Drive | warren | MI | 48092 |
| Miller-Boldt, Inc. | 586-997-3300 | 42826 Mound Rd. | Sterling Heights | MI | 48314 |
| mj mechanical services inc | 989-865-9633 | 11787 prior rd | st charles | MI | 48655 |
| Moran Iron Works Inc | 989-733-2011 | 11739 M-68/33 | Onaway | MI | 49765 |
| Motor City Electric Technologies, Inc. | 313-957-3433 | 9440 Grinnell | Detroit | MI | 48213 |
| Murtech Industries LLC | 734-212-2020 | 39111 6 Mile Rd | Livonia | MI | 48152 |
| NACC, Inc. | 248-890-0018 | 22529 Berg Rd | Southfield | MI | 48033 |
| Natural Resources Management, LLC | 419-466-9648 | 3793 Silica Road, Suite B | Sylvania | OH | 43560 |
| NIMCO Corporation | 313-289-0092 | 6660 Manor Street | Dearborn | MI | 48126 |
| NORA CONTRACTING LLC | 313-263-0040 | 3633 MICHIGAN AVE | DETROIT | MI | 48216 |
| NORESCO | 260-402-8201 | 13 EMS B42A Ln. | Leesburg | IN | 46538 |
| North Star Refrigeration, Heating and Cooling | 586-939-0070 | 50650 Corporate Dr. | Shelby Twp. | MI | 48315 |
| Northstar management LLC | 561-509-4986 | 13140 Sprey ave | Naples | FL | 34102 |
| Oakland Livingston Human Svc Agcy-Guardianship | 248-209-2772 | 196 Cesar E. Chavez Avenue PO Box 430598 | Pontiac * | MI * | 48343-0598 |

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HVAC Replacement for Senior Centers
MITN Vendor Solicitation Listing

| | | | | | |
|--|--------------|------------------------------------|-------------------|----|-------|
| Rohde Bros. Excavating, Inc. | 989-753-0294 | P.O. Box 14979 1240 N. Outer Drive | Saginaw | MI | 48601 |
| Romanoff Electric Co. LLC | 419-726-2627 | 5570 Enterprise Blvd. | Toledo | OH | 43612 |
| S & D Mechanical Contractors | 810-238-9333 | 1921 Howard Ave | Flint | MI | 48503 |
| Sachse Construction & Development Company, LLC | 313-481-8263 | 1528 Woodward Suite 600 | Detroit | MI | 48226 |
| Sanctum Contracting | 810-841-7112 | PO Box 101 | Yale | MI | 48097 |
| Sani-Vac Service Incorporated | 586-558-9200 | 5750 Enterprise Court | Warren | MI | 48092 |
| SE Industrial Inc. | 810-656-5306 | 3842 Huron St | North Branch | MI | 48461 |
| Securely Yours LLC | 248-723-5224 | 131 Guilford Road | Bloomfield Hills | MI | 48304 |
| SER Metro-Detroit, Jobs for Progress, Inc. | 313-945-5200 | 9301 Michigan Avenue | Detroit | MI | 48210 |
| Serv-Ice Refrigeration, Inc. | 248-735-6000 | 143 Cady Centre, # 207 | Northville | MI | 48167 |
| Service Heating & Plumbing Corp | 248-673-7900 | 1121 Tee Cee Dr | Waterford | MI | 48328 |
| Seventhwave | 608-210-7132 | 749 University Row | Madison | WI | 53716 |
| Shaw Electric Company | 248-228-2000 | 22100 Telegraph Rd. | Southfield | MI | 48033 |
| Siemens Industry, Inc. | 734-456-3800 | 45470 Commerce Center Drive | Plymouth Township | MI | 48170 |
| Simply Construction and Excavating | 586-879-1234 | 20905 Mapleridge | Southfield | MI | 48075 |
| SJR Pavement Repair, Inc. | 586-755-4206 | 22120 Ryan Rd. | Warren | MI | 48091 |
| Sleeves Consulting Services | 702-293-8761 | 220 Nevada Way | Boulder City | NV | 89005 |
| Smart Building Services LLC | 616-822-6299 | 6332 Belmont Ave NE | Belmont | MI | 49306 |
| Smart Lighting Solutions LLC | 586-822-6901 | 54491 Nottingham | Shelby Township | MI | 48315 |
| Sodexo USA | 407-339-3230 | 283 Cranes Roost Blvd. suite 260 | Altamonte Springs | FL | 32701 |
| Solrac Heating and Cooling LLC | 586-804-8950 | 33657 Colfax Dr. | Sterling Heights | MI | 48310 |
| Specialized Power Services, Inc. | 248-437-9299 | 60687 Lillian Street | South Lyon | MI | 48178 |
| stapleton enterprises llc | 260-418-9774 | 4514 Leighton lane | Fort Wayne | IN | 46816 |
| State Wide Janitorial Service, Inc. | 313-933-7322 | 11343 Schaefer | Detroit | MI | 48227 |

MITN

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HVAC Replacement for Senior Centers
MITN Vendor Solicitation Listing

| | | | | | |
|---|--------------|--------------------------------------|-----------------|----|-------|
| Streamline Electric | 313-808-4159 | 3939 Bellevue St., Suite 100 | Detroit | MI | 48207 |
| Stuart Mechanical, LLC | 248-918-1207 | 25531 Dequindre Road | Madison Heights | MI | 48071 |
| Systemp Corp | 248-852-2100 | 3909 Industrial drive | Rochester Hills | MI | 48309 |
| Systemp Corporation | 248-852-2100 | 3909 Industrial Dr. | Rochester Hills | MI | 48309 |
| SYTE Corporation | 773-276-5192 | 207 E Ohio Street, suite 194 | Chicago | IL | 60611 |
| Team Cares Inc/Marra Building Inc | 313-377-6690 | 1311 Ann Arbor Road | Plymouth | MI | 48170 |
| Tech Mechanical, Inc. | 248-322-5600 | 1490 Highwood East | Pontiac * | MI | 48340 |
| Technical Hot & Cold | 734-326-3900 | 37667 Cherry Hill | Westland | MI | 48186 |
| TEMPERATURE SERVICES INC. | 734-838-3200 | 37107 Schoolcraft | Livonia | MI | 48150 |
| The Aarell Company | 248-649-3810 | 1100 East Big Beaver Rd | Troy | MI | 48083 |
| THE BERESH GROUP, INC. | 313-265-2610 | 2051 Rosa Parks Blvd, 2nd Flr, Ste H | Detroit | MI | 48216 |
| The Boldt Company | 313-329-2700 | 51056 Century Ct. | Wixom | OK | 48393 |
| The Healthy School Food Collaborat | 504-322-1188 | 701 Loyola Ave. Suite 403 | New Orleans | LA | 70113 |
| The Petersen Companies Inc. | 248-305-7004 | 47904 Anna Court | Wixom | MI | 48393 |
| ThermalNetics | 248-276-3300 | 3955 Pinnacle Court | Auburn Hills | MI | 48326 |
| Thompson Plumbing & Heating, Inc. | 734-279-1244 | 170 Petersburg Rd. | Petersburg | MI | 49270 |
| Tollis Development | 586-784-8346 | 76302 Burman Rd. | Richmond | MI | 48062 |
| Tooles Contracting Group LLC | 313-221-8500 | 535 Griswold, Suite 2550 | Detroit | MI | 48226 |
| Trane Detroit | 734-452-2000 | 37001 Industrial Road | Livonia | MI | 48150 |
| Triangle Services, Inc. | 612-749-0820 | 6625 Lyndale Ave. S. Suite 426 | Richfield | MN | 55423 |
| Unifed Business Technologies Inc. | 248-588-1781 | 353 Indusco Ct., Suite C | Troy | MI | 48083 |
| Universal General Contractors, Inc. | 248-351-6284 | 20000 TOWNCENTER STE. 1900 | SOUTHFIELD | MI | 48075 |
| US Metro Group, Inc | 213-382-6435 | 605 S. Wilton Place | Los Angeles | CA | 90005 |
| Usztan, LLC | 248-332-7448 | 261 Collier Road | Auburn Hills | MI | 48326 |
| Utilities Instrumentation Service, Inc. | 734-482-1450 | PO Box 981123306 N. River Street | Ypsilanti | MI | 48198 |
| Vanguard Building Group, LLC | 248-650-6206 | 101 South Main Street, Suite 200 | Rochester | MI | 48307 |

MITN
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HVAC Replacement for Senior Centers RFP Direct Solicitation List 2017

| PONTIAC BASED COMPANIES | Address 1 | City | State | Zip | Phone | E-mail | Notification | Found in this Source |
|---|-----------------------|-----------------------|-------|-------|--------------|--|--|---|
| Alpine Refrigeration | 165 Elizabeth Lake Rd | PONTIAC | MI | 48341 | 248-334-9826 | | number disconnected | Greater Pontiac Business Directory |
| Bloomfield Heating & Cooling a division of Lizut Mechanical | 905 Orchard Lake Road | PONTIAC | MI | 48341 | 248-858-7730 | lizut@sbcbglobal.net | Sent copy of HVAC Rplcmnt RFP | Greater Pontiac Business Directory & Yellow Pages Oakland NW |
| Dynamic Heating & Cooling | | PONTIAC | MI | | 248-821-9577 | | Left Detailed Message | Yellow Pages Oakland Northwest |
| FM Sylvan | 815 Auburn Ave | PONTIAC | MI | 48342 | 248-836-2200 | gmcguckin@fmsylvan.com | | Greater Pontiac Business Directory & MITN notification |
| K & K Mechanical Contractors | 560 Lowell | PONTIAC | MI | 48343 | 248-335-2212 | kkmechanicalcontractors@gmail.com | Sent copy of HVAC Rplcmnt RFP | Greater Pontiac Business Directory & Yellow Pages Oakland NW |
| Limbach Company | 926 Featherstone Rd | PONTIAC | MI | 48342 | 248-335-4181 | john.glaeser@limbachinc.com | | Greater Pontiac Business Directory & MITN notification |
| Tech Mechanical | 1490 E Highwood Blvd | PONTIAC | MI | 48340 | 248-322-5600 | craigs@techmechanical.com | | Greater Pontiac Business Directory & MITN notification |
| Neighboring Communities | Address 1 | City | State | Zip | Phone | E-mail | Notification | Found in this Source |
| A AAA Emergency Heating Cooling & Refrigeration | | Sterling Heights | MI | | 248-626-4466 | sunshinehc@sbcbglobal.net | Sent copy of HVAC Rplcmnt RFP | Yellow Pages Oakland Northwest |
| A J Danboise Son Plumbing & Heating | 31015 Grand River | Farmington Hills | MI | | 248-642-1571 | bidding@danboisemechanical.com | Sent copy of HVAC Rplcmnt RFP | Yellow Pages Oakland Northwest |
| A I R Heating & Refrigeration | | Rochester Hills | MI | | 248-652-8537 | | Called and they said they are to busy to bid on the project | Yellow Pages Oakland Northwest |
| Air-Master Heating & Air Conditioning | 2870 Coolidge Hwy | Berkley | MI | | 248-399-1800 | mrenehan@airmastermi.com | Sent copy of HVAC Rplcmnt RFP | Yellow Pages Oakland Northwest |
| Allen's Service Heating & Cooling | | Waterford | MI | | 248-681-3089 | | Called and they said they are to busy to bid on the project | Yellow Pages Oakland Northwest |
| Ameritemp | 575 Lesperance Ct N | Rochester Hills | MI | | 248-652-0174 | | Mailbox Full Unable to leave message | Yellow Pages Oakland Northwest |
| Andy's Statewide Heating and Cooling | | Detroit Metro Area | MI | | 248-838-1803 | dbruck@ars.com | Sent copy of HVAC Rplcmnt RFP | Yellow Pages Oakland Northwest |
| Brainwood Heating & Cooling | | Lake Orion | MI | | 248-693-3676 | brainwoodheatingcooling@gmail.com | Sent copy of HVAC Rplcmnt RFP | Yellow Pages Oakland Northwest |
| Family Heating Cooling & Electrical | | Garden City | MI | | 248-886-8626 | | Called and they said they are to busy to bid on the project | Yellow Pages Oakland Northwest |
| Gary Air Conditioning | 1312 New Life Lane | Rochester Hills | MI | | 248-656-1010 | garybendixen@comcast.net | Sent copy of HVAC Rplcmnt RFP | Yellow Pages Oakland Northwest |
| Hearthside Heating Inc | | Tri County Area | MI | | 248-585-5452 | www.hearthsidehvac.info | contacted on website | Yellow Pages Oakland Northwest |
| Nichols Heating & Cooling | 5690 Dixie | Waterford | MI | | 248-623-6628 | nicholsheatingandcooling@msn.com | Sent copy of HVAC Rplcmnt RFP | Yellow Pages Oakland Northwest |
| Pousho Plumbing Heating & AC | 2388 E Highland Rd | Highland | MI | 48356 | 248-887-7561 | www.pousho.com | contacted on website | Yellow Pages Oakland Northwest |
| Premier Refrigeration | 6650 Highland Rd | Waterford Twp | MI | | 248-666-4777 | | Left Detailed Message | Yellow Pages Oakland Northwest |
| Smithers Mechanical Heating & Cooling | | Rochester | MI | | 248-651-8120 | www.smcmechanical.com | contacted on website | Yellow Pages Oakland Northwest |

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solicitation

HVAC Replacement for Senior Centers
MITN Vendor Solicitation Listing

| | | | | | |
|--|--------------|--------------------------------------|-----------------|----|-------|
| Vazquez Commercial Contracting, LLC | 616-263-6000 | 12 East Eighth Street #210 | Holland | MI | 49423 |
| VENICE CONTRACTING LLC | 248-862-6055 | 6381 PINECROFT DR | WEST BLOOMFIELD | MI | 48322 |
| Vetcon, Inc. | 810-252-7538 | 412 S. Saginaw St. Suite 206 | Flint | MI | 48502 |
| W.J. O'Neil | 734-458-2300 | 35457 Industrial Road | Livonia | MI | 48150 |
| W4 Construction Group LLC | 269-762-3492 | 9577 W XY Ave | Schoolcraft | MI | 49087 |
| Wade Trim | 734-947-9700 | 500 Griswold Avenue, Suite 2500 | Detroit | MI | 48226 |
| Walker's Heating & Cooling, Inc. | 248-229-6816 | 15921 West 8 Mile Road | Detroit | MI | 48235 |
| Walker-Miller Energy Services LLC | 313-366-8535 | 2990 West Grand Blvd suite 310 | Detroit | MI | 48202 |
| Walsh Construction | 313-456-6500 | 3031 West Grand Boulevard, Suite 640 | Detroit | MI | 48202 |
| Washtenaw Contractors Association | 734-662-2570 | 3135 S State St #350-H | Ann Arbor | MI | 48108 |
| Watson Bros. Company | 810-985-8174 | 325 Court Street | Port Huron | MI | 48060 |
| WCI Contractors, Inc. | 313-368-2100 | 20210 Conner | Detroit | MI | 48234 |
| Wesco Distribution | 517-887-0140 | 3440 Duncel Road | Lansing | MI | 48911 |
| West Construction Services | 248-758-9925 | 79 Oakland Avenue | Pontiac | MI | 48342 |
| White Pine Building and Development LLC | 586-489-3771 | 49047 Driftwood Drive | Shelby Township | MI | 48317 |
| Wilhelm & Associates | 248-625-9500 | 6485 Dixie Hwy | Clarkston | MI | 48346 |
| William E. Walter, Inc. | 810-232-7459 | 1921 Howard Avenue | Flint | MI | 48501 |
| Wing Construction, Inc. | 586-739-5995 | 8149 Millis Road | Utica | MI | 48317 |
| WWTS, L.L.C. - World Wide Technical Services | 248-670-1321 | 3686 Merriweather Ln | Rochester Hills | MI | 48306 |
| Yoku Remodeling | 248-421-9935 | 3919 mount vernon | bloomfield | MI | 48301 |
| ZON LED, LLC | 586-336-9377 | 111 Peyer Court | Romeo, | MI | 48065 |
| Zuniga Cement Construction Inc. | 586-754-5900 | 22500 Ryan Rd | Warren | MI | 48091 |

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HVAC Replacement for Senior Centers
MITN Vendor Solicitation Listing

| | | | | | |
|--|--------------|-------------------------|------------------|----|-------|
| OE 324 LMEC | 248-836-2731 | 500 Hulet Drive | Bloomfield Twp. | MI | 48302 |
| Optimum Contracting Solutions Inc | 248-346-3069 | 2211 Devonshire Rd. | Bloomfield Hills | MI | 48302 |
| Oscar W. Larson Co. | 248-620-0070 | 10100 Dixie Highway | Clarkston | MI | 48348 |
| Papa's Refrigeration Service Co. | 586-759-8400 | 11525 E. Nine Mile Rd | Warren | MI | 48089 |
| Paramount Consortium, LLC | 313-506-0013 | 24545 Forterra Dr | Warren | MI | 48089 |
| Perceptive Controls, Inc. | 269-685-3040 | 140 E. Bridge St | Plainwell | MI | 49080 |
| Performance Services | 248-497-5922 | 28175 Haggerty Rd | Novi | MI | 48377 |
| Phoenix Contractors, Inc. | 734-487-9640 | 2111 Golfside | Ypsilanti | MI | 48197 |
| Pollard Heating and Cooling | 313-551-4011 | 23062 Columbia Street | Dearborn | MI | 48124 |
| POWER PLUS Engineering, Inc | 800-765-3120 | 46575 Magellan Dr. | Novi | MI | 48377 |
| Pranam GlobalTech, Inc. | 734-855-4960 | 28980 Joy Road | Livonia | MI | 48150 |
| Premiere Developing Inc. | 734-732-3524 | 19951 James Couzens | Detroit | MI | 48235 |
| Preventive Maintenance Technologies, LLC | 248-374-6405 | 29395 Wall Street | Wixom | MI | 48393 |
| Pro Energy Logistics LLC | 810-869-3909 | 6502 Avalon Dr SE | Caledonia | MI | 49316 |
| Pro-Tech Mechanical Services | 517-272-4325 | 2556 Alamo Drive, #50B | Lansing | MI | 48911 |
| Property Monkey | 810-240-5361 | 10200 Dosh Dr | Otisville | MI | 48463 |
| Purvis & Foster, Inc. | 313-924-0538 | 9640 Grinnell St | Detroit | MI | 48213 |
| Quality Water & Air | 248-589-8010 | 1402 Souter | troy | MI | 48083 |
| R. W. Mead & Sons, Inc. | 586-296-3650 | 33795 Riveria | Fraser | MI | 48026 |
| R.L. Bondy Insulation | 248-547-8616 | 6600 E. 15 Mile Rd. | Sterling Heights | MI | 48310 |
| R.N.A. of ANN ARBOR | 734-260-3395 | 3684 CRYSTAL LAKE | ANN ARBOR | MI | 48108 |
| Rayne Construction, LLC | 313-288-4488 | 16000 W. Nine Mile Road | Southfield | MI | 48075 |
| Realty Transition LLC | 313-450-5313 | 22805 Goddard Road | Taylor | MI | 48180 |
| Refrigerant Services LLC | 248-255-5929 | 54000 Grand River Ave | New Hudson | MI | 48165 |
| Rite-Way Service, Inc. | 248-520-6482 | 6125 Ridge Hollow Ln. | Davisburg | MI | 48350 |
| RMH Construction | 586-747-0717 | PO Box 26 | Mt Clemens | MI | 48046 |
| Robbin Harsh Excavating, Inc. | 989-386-2752 | 9395 South Clare Avenue | Clare | MI | 48617 |

MITN
9/12

COMMUNITY & HOME IMPROVEMENT — DIVISION —



2016 Services and Programs

| | |
|--|----|
| Housing and Community Development Objectives | 2 |
| Household Income Limits | 2 |
| Housing Counseling Services | 3 |
| Emergency Housing Support | 3 |
| Home Improvement Program | 4 |
| Home Program | 4 |
| 2016 Projected Use of Community Development Block Grant Funds for Local Projects and Services | 5 |
| Notice of Intent to Request Release of Funds | 11 |
| Notice of Finding of No Significant Impact on the Environment | 11 |

MESSAGE FROM L. BROOKS PATTERSON

It gives me great pleasure to present the overview of Oakland County's Community & Home Improvement Division activities and a detailed account of the support to our local communities under the Community Development Block Grant in 2016.

I am very proud that for more than 50 years we have enhanced the quality of life for residents through housing counseling services, our home improvement program, and community development projects. My outstanding team in the Community & Home Improvement Division offers a variety of services and programs to prevent foreclosure, fix up homes and revitalize neighborhoods. And because of our longstanding partnerships with 57 communities, public service agencies, emergency shelters and community development organizations, Oakland County remains a great place to live, work, play and prosper.

We have now begun implementing our 2016-2020 Consolidated Plan. Hundreds of citizens, agencies and local officials participated in its development last year to set priorities over the next five years for housing, community development and public service activities benefiting low-income persons. Our strategy will help to keep our neighborhoods safe and resilient, sustain quality affordable housing and deliver critical human services. You can find out more by contacting us at (248) 858-0493.

L. Brooks Patterson
Oakland County Executive



Oakland County's housing and community development programs are funded by U.S. Department of Housing and Urban Development (HUD).





CITY OF PONTIAC

OFFICIAL MEMORANDUM

Executive Branch

TO: Honorable Council President Waterman, Pro Tem Pietila, and City Council Members

FROM: Mayor Deirdre Waterman

DATE: November 16, 2016

CC: Jane Bais-DiSessa, Deputy Mayor; Terrence King, DPW Director; Nevruz Nazarko, Finance Director; Garland Doyle, Deputy Director for Community Development and Dwayne Lyons, Community Relations

Subject: Recommended 2017 Neighborhood Empowerment Projects over \$10,000.

The 2017 Neighborhood Empowerment Project was developed in accordance with the City's **"Moving Pontiac Forward"** plan, which states: "... *grassroots neighborhood planning has been instrumental to reversing the trends of cities facing disinvestment*", and through citizen involvement, *"if cultivated, offers a strong mechanism for citizen engagement in City planning and decision-making processes, which is at the heart of any recovery effort."* I am pleased to report that the City of Pontiac received a total of twenty-two (22) applications for the 2017 Neighborhood Empowerment projects.

As stipulated in the NEP Application, any project over \$10,000 must adhere to the City's Purchasing Policy. After much review and discussion by members of the Executive Staff assigned to evaluate the 2017 Neighborhood Empowerment Project (NEP) applications, a total of seven (7) proposals whose budget exceeded the \$10,000 level were recommended for consideration.

For your information, attached is a summary table which lists the proposals recommended, and a copy of each of the NEP applications that exceed the \$10,000 level. Upon approval of these projects by the City Council, I will announce the remaining approved NEP projects that do not exceed the \$10,000 level.

In closing, I would like to express my appreciation to all NEP applicants for their time and effort in the development of a proposal for the 2017 Neighborhood Empowerment Project.

It is respectfully recommended that the City Council consider the attached resolution.

Let me know if any questions arise.

JBD

Attachments

City of Pontiac
Neighborhood Empowerment Project
2017 Recommended Projects Over \$10,000

| <u>Applicant/ Project Description</u> | <u>Council District</u> | <u>Original Budget</u> | <u>Amended Budget</u> | <u>Final Budget</u> |
|---|------------------------------------|-----------------------------------|----------------------------------|--------------------------------|
| • Project 1: District 2 Community Group/Oakhill Cemetery Historic Mausoleum Restoration Project | 7 | \$12,373 | | \$12,373 |
| • Project 6: Citizens District Council 7/ Construct New20X20 Park Pavilion at Richardson Park | 7 | \$20,200 | | \$20,200 |
| • Project 11: Friends of N. Kiwanis Park/ Upgrade N. Kiwanis Park by adding new park benches (6), garbage cans (5), soccer nets (2) and pet waste systems (2) | 3 | \$30,000 | \$16,000 | \$16,000 |
| • Project 12: Friends of N. Kiwanis Park/ Install Play Station donated by City of Pleasant Ridge | 3 | \$22,000 | | \$22,000 |
| • Project 17: The Rotary Club of Pontiac Charities, Inc./Construct a new 20X40 park Pavilion at Rotary Park | 1 | \$27,000 | | \$27,000 |
| • Project 18: Prospect Baptist Church/ Park Furnishings and repairs for New Mattie Hatchett Park to include: New Pedestal table (1), Park Bench (1), and Bike Rack (1). Repairs to be made: re-paint park pavilion, and resurface and paint basketball court | 7 | \$23,099 | \$15,000 | \$ 15,000 |
| • Project 19: Friends of the Pontiac Park Assoc./ Construct new play structure and benches (2) | 3 | \$9,918.84 | \$36,000 | \$36,000 |
| <u>Grand Total: \$148,573</u> | | | | |



Whereas, The 2017 Neighborhood Empowerment Program (NEP) was developed in accordance with the City, *Pontiac Moving Forward Plan*, which stresses the inclusion of civic involvement; and,

Whereas, applications were made available to community organizations and non-profit organizations, and,

Whereas, the City received a total of 22 projects and seven (7) are over ten thousand \$10,000 and require City Council approval and,

Whereas, the follow projects require city council approval;

- Project 1: District 2 Community Group/Oakhill Cemetery Historic Mausoleum Restoration Project \$12,373 and,
- Project 6: Better Pontiac Community Corporation District/Construct New 20x20 Pavilion at Richardson Park \$20, 200 and,
- Project 11: Friends of N. Kiwanis Park/Upgrade N. Kiwanis Park by adding new park benches (6), garbage cans (5), soccer nets (2) and pet waste systems (2) \$15,000 and,
- Project 12: Friends of N. Kiwanis Park/Install Park Station donated by City of Pleasant Ridge \$22,000 and,
- Project 17: The Rotary Club of Pontiac Charities, Inc. /Construct a new 20x40 park Pavilion at Rotary Park \$27,000 and,
- Project 18: Prospect Baptist Church/Park Furnishing and repairs of New Mattie Hatchett Park to include: New Pedestal table (1), Park Bench (1) and Bike Rack (1). Repairs to be made: re-paint park pavilion, and resurface and paint basketball court \$15,000.
- Project 19: Friends of the Pontiac Park Association/Construct new play structure and benches (2) \$36,000.

NOW THEREFORE BE IT RESOLVED that, The Pontiac City Council approves the above mentioned seven projects.