

# GENERAL GOVERNMENT and HEALTH & HUMAN SERVICES COMMITTEE

9/8/2015

304 E. Grand River, Board Chambers, Howell, MI 48843

6:00 PM

## AGENDA

1. **CALL TO ORDER**
  2. **APPROVAL OF MINUTES**  
Minutes of Meeting Dated: August 10, 2015
  3. **APPROVAL OF AGENDA**
  4. **REPORTS**
    - Budget Presentations:**
    - 6:00 p.m. - 6:40 p.m.**
      1. Introduction from Administration
      2. Human Resources
      3. MI Works!
      4. Purchasing
      5. Airport
      6. Register of Deeds
      7. Treasurer
    - 6:40 p.m. - 7:20 p.m.**
      8. Clerk (County Clerk, Circuit Court Clerk, Elections)
      9. Equalization
      10. Animal Control
      11. County Administration (BOC, Non-Profits, MSU-X)
      12. L.E.T.S. / Car Pool
    - 7:20 p.m. - 8:00 p.m.**
      13. Veterans Services
      14. Facility Services
      15. EMS
      16. Information Technology
      17. Public Health
  5. **CALL TO THE PUBLIC**
  6. **RESOLUTIONS FOR CONSIDERATION**
- 
- 07 **Car Pool**  
RESOLUTION AUTHORIZING CAPITAL EXPENDITURE FOR ONE (1) VEHICLE AND BUDGET AMENDMENT – Motor Pool / Building Department / General Government
- 
- 08 **Michigan Works**  
RESOLUTION APPROVING THE FISCAL YEAR 2016 PARTNERSHIP, ACCOUNTABILITY, TRAINING AND HOPE (PATH) PLAN FOR THE

DELIVERY OF JOB TRAINING SERVICES TO PUBLIC ASSISTANCE PARTICIPANTS

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- 09 Michigan Works**  
RESOLUTION APPROVING THE SIGNATURE OF THE CHAIRPERSON ON THE REEMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENT (RESEA) PROGRAM
- 

- 10 Facility Services**  
RESOLUTION AUTHORIZING RENOVATIONS TO THE DOWNTOWN AMPHITHEATER – Facility Services
- 

- 11 Facility Services**  
RESOLUTION TO AUTHORIZE A CONTRACT WITH DELAU FIRE SERVICES TO DELIVER FIRE EXTINGUISHER & FIRE SUPPRESSION: INSPECTION, TESTING & MAINTENANCE SERVICES - General Government / Finance / Board
- 

**12. CALL TO THE PUBLIC**

**13. ADJOURNMENT**

# MEETING MINUTES

LIVINGSTON COUNTY

August 10, 2015 - 7:30 PM

ADMINISTRATION BUILDING - BOARD CHAMBERS  
304 E. Grand River Avenue, Howell, MI 48843

## GENERAL GOVERNMENT & HEALTH AND HUMAN SERVICES COMMITTEE

COMM. CHILDS       COMM. DOLAN       COMM. GREEN       COMM. WILLIAMS

OTHERS:  
DON PARKER  
KATE LAWRENCE  
ELIZABETH YOUNG  
CHRIS FOLTS

KEN HINTON  
CAROL GRIFFITH  
KEVIN WILKINSON  
GREG KELLOGG

RICH MALEWICZ  
ALLISON NALEPA  
CINDY CATANACH  
DOUG BRITZ

1. **CALL to ORDER:** Meeting called to order by: **COMM. DENNIS DOLAN AT 7:33 PM.**
2. **APPROVAL of MINUTES: MINUTES OF MEETING JULY 14, 2015**

MOTION TO APPROVE THE MINUTES, AS PRESENTED.  
MOVED BY: GREEN / SECONDED BY: WILLIAMS  
ALL IN FAVOR - MOTION PASSED

3. **APPROVAL of AGENDA:**

MOTION TO APPROVE THE AGENDA, AS PRESENTED.  
MOVED BY: CHILDS / SECONDED BY: GREEN  
ALL IN FAVOR – MOTION PASSED

4. **REPORTS:** None.
5. **CALL TO THE PUBLIC:** None.
6. **RESOLUTIONS for CONSIDERATION.**

7. **MI WORKS!**                    **RESOLUTION APPROVING THE SUBMISSION OF THE MICHIGAN WORKS! STATEWIDE ACTIVITIES SERVICE CENTER OPERATION PLAN FOR THE PERIOD JULY 1, 2015 TO JUNE 30, 2016**

**RECOMMEND MOTION TO: FINANCE**  
**MOVED BY: WILLIAMS / SECONDED BY: CHILDS**  
**ALL IN FAVOR - MOTION PASSED**

8. **INFORMATION TECHNOLOGY**                    **RESOLUTION TO ADOPT A SOCIAL MEDIA POLICY, HANDBOOK, ACTION PLAN, AND USER GUIDELINES FOR THE MANAGEMENT OF LIVINGSTON COUNTY'S SOCIAL MEDIA**

**RECOMMEND MOTION TO: BOARD**  
**MOVED BY: WILLIAMS / SECONDED BY: CHILDS**  
**ALL IN FAVOR - MOTION PASSED**

➤ Allison Nalepa gave an overview of the information covered in the Resolution's supporting documents

9. **AIRPORT**                    **RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD AND ENTER INTO AN AGREEMENT WITH FONSON COMPANY, INC. OF BRIGHTON, MI TO PROVIDE SNOW REMOVAL SERVICES FOR THE 2015/16 TO 2048/19 SNOW SEASONS**

**RECOMMEND MOTION TO: FINANCE**  
**MOVED BY: WILLIAMS**  
**SECONDED BY: CHILDS**  
**ALL IN FAVOR - MOTION PASSED**

10. **CAR POOL**                    **RESOLUTION AUTHORIZING CAPITAL EXPENDITURE FOR ONE (1) VEHICLE AND BUDGET AMENDMENT**

**RECOMMEND MOTION TO: FINANCE**  
**MOVED BY: GREEN / SECONDED BY: WILLIAMS**  
**ALL IN FAVOR - MOTION PASSED**

➤ Doug Britz explained the Resolution to the Committee

11. **L.E.T.S.**                    **RESOLUTION TO AMEND RESOLUTION NUMBER 2013-09-263 AUTHORIZING CAPITAL EXPENDITURE AND ISSUANCE OF A PURCHASE ORDER FOR THE PURCHASE OF FACILITY CAMERA SYSTEMS**

**RECOMMEND MOTION TO: FINANCE**  
**MOVED BY: WILLIAMS / SECONDED BY: GREEN**  
**ALL IN FAVOR - MOTION PASSED**

➤ Doug Britz explained the Resolution to the Committee

**12. L.E.T.S. RESOLUTION AUTHORIZING A CONTRACT FOR FISCAL YEAR 2015 FOR L.E.T.S. FACILITY, BUSES, AND EQUIPMENT PREVENTATIVE MAINTENANCE**

**RECOMMEND MOTION TO: FINANCE  
MOVED BY: GREEN / SECONDED BY: WILLIAMS  
ALL IN FAVOR - MOTION PASSED**

**13. L.E.T.S. RESOLUTION AUTHORIZING CONTRACT BETWEEN LIVINGSTON COUNTY (L.E.T.S.) AND CORRIGAN TOWING FOR PROPANE FUEL**

**RECOMMEND MOTION TO: FINANCE  
MOVED BY: WILLIAMS / SECONDED BY: CHILDS  
ALL IN FAVOR - MOTION PASSED**

**14. CALL TO THE PUBLIC:**

- Doug Britz, L.E.T.S. Director, addressed the Committee: The back-up generator installed, parking lot is almost complete, and infrastructure for propane storage is complete.

**15. ADJOURNMENT:**

**MOTION TO ADJOURN AT 7:54 PM.  
MOVED BY: WILLIAMS / SECONDED BY: GREEN  
ALL IN FAVOR - MOTION PASSED**

Respectfully Submitted

**NATALIE HUNT**  
RECORDING SECRETARY

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION AUTHORIZING CAPITAL EXPENDITURE FOR ONE (1) VEHICLE AND BUDGET AMENDMENT – Motor Pool / Building Department / General Government**

**WHEREAS,** the Building Department is in need of a replacement vehicle to replace a vehicle that was totaled in an accident; and

**WHEREAS,** the vehicle being replaced was put into service October 2013 and it was a 2013 Ford F-150 Pick-Up; and

**WHEREAS,** the Livingston County Motor Pool has received \$16,400 in insurance proceeds from MMRMA (including salvage value) and twenty-two (22) months of lease payments in the amount of \$4,674 for a total of \$21,074; and

**WHEREAS,** currently, because of the end of the model year and a very limited supply of built contract work pick-up trucks, there is a search for either a Ford or GMC replacement pick-up because of the high demand of inspections at the Building Department because they cannot wait the minimum of 12 weeks for the delivery of an ordered vehicle; and

**WHEREAS,** if a Ford vehicle is found it will be purchased from the State of Michigan MIDEal purchasing Program (contract # 3958-0028A) from Gorno Ford of Woodhaven, Michigan or if a GMC, it will be purchased from the Oakland County cooperative purchasing (contract # 4019) from Red Holman Buick/GMC of Westland, Michigan; and

**WHEREAS,** the requested replacement vehicle was not intended to be replaced in the current year; therefore, the purchase of this vehicle was not budgeted within the current Fiscal Year Motor Pool Budget and a budget amendment not to exceed Twenty-Two Thousand dollars (\$22,000) is necessary to allow for the purchase; and

**WHEREAS,** the proposed amendment ensures compliance with the Uniform Budgeting and Accounting Act, as amended.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners

hereby approves and authorizes the Motor Pool Director to purchase one (1) MY

2015 Pick-Up truck from either Gorno Ford of Woodhaven, Michigan or Red

Holman Buick/GMC of Westland, Michigan for an amount not to exceed Twenty-

Two Thousand dollars (\$22,000).

**BE IT FURTHER RESOLVED** that the replacement vehicle will be leased back to the Building Department for the term of 48 months.

**BE IT FURTHER RESOLVED** that Livingston County Board of Commissioners hereby adopt the Proposed Amended 2015 Budget as follows;

<u>Fund</u>	<u>Amended Budget</u>	<u>Proposed Budget Amendment</u>	<u>Proposed Amended Budget</u>
Motor Pool	\$1,692,329	\$22,000	\$1,714,329

**BE IT FURTHER RESOLVED** that the Budgetary Status Reports showing the line item changes for this amendment will be attached as part of this amendment.

**BE IT FINALLY RESOLVED** that the Motor Pool Director is hereby authorized to dispose of the replaced vehicle per the County Purchasing/Disposal Policy.

# # #

MOVED:

SECONDED:

CARRIED:



# Memorandum

**To: Livingston County Board of Commissioners**  
**From: Doug Britz, Transportation Director**  
**Date: 9/2/2015**  
**Re: RESOLUTION AUTHORIZING CAPITAL EXPENDITURE FOR ONE  
(1) VEHICLE AND BUDGET AMENDMENT – Motor Pool / Building  
Department / General Government**

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Attached is a resolution for your consideration and approval for the purchase of a replacement vehicle and a budget amendment to the Motor Pool Budget.

The Building Department is in need of replacement vehicle that was totaled in an accident. The vehicle being replaced was put into service October 2013 and it is a MY 2013 Ford F-150 Pick-Up.

The Livingston County Motor Pool will be receiving \$16,400 in insurance proceeds from MMRMA (including salvage value) and twenty-two (22) months of lease payments in the amount of \$4,674 for a total of \$21,074.

Due to the current high demand on the Building Inspection Department, a replacement vehicle is needed as soon as possible as they do not have the time to wait to order a vehicle which would be a minimum of a 12 weeks for delivery after Board Approval. Therefore, I have requested a region area vehicle search for either a Ford or GMC pick-up due to end of year model year.

It is my hope that a replacement vehicle can be found from either Gorno Ford of Woodhaven, Michigan through the State of Michigan MIDeal Purchasing Program or Red Holman GMC of Westland, Michigan through the Oakland County Purchasing Program.

The requested replacement vehicle was not intended to be replaced in the current year and therefore, the purchase of this vehicle was not budgeted within the current Fiscal Year Motor Pool Budget, therefore the Motor Pool Budget will need a Budget Amendment not to exceed Twenty-Two Thousand dollars (\$22,000) for the purchase of this replacement vehicle.

Lastly, the replacement vehicle will be leased back to the Building Department for the term of 48 months.

Please contact me if you have any questions, my direct phone number is 517-540-7847



RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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RESOLUTION APPROVING THE FISCAL YEAR 2016 PARTNERSHIP, ACCOUNTABILITY, TRAINING AND HOPE (PATH) PLAN FOR THE DELIVERY OF JOB TRAINING SERVICES TO PUBLIC ASSISTANCE PARTICIPANTS

WHEREAS, The PATH Program was established as a way for assisting welfare applicants/recipients and low-wage workers in addressing employment barriers and succeeding in the labor market; and

WHEREAS, The emphasis of the program is on helping welfare applicants/recipients and other at-risk workers address employment barriers, stay employed, gain skills, and advance in their professions rather than only emphasizing initial placement; and

WHEREAS, The PATH Program is a partnership Michigan Works! agencies (MWAs), Michigan Department of Human Services (DHS), and Workforce Development Agency (WDA) to connect Michigan's families with the kind of employability services that will help them achieve self-sufficiency and meet the workforce and skill needs of Michigan's businesses; and

WHEREAS, The WDA requires that MWAs develop plans for submission to WDA to address PATH activities for the period October 1, 2015, through September 30, 2016; and

WHEREAS, The estimated plan budget amount for Livingston County is \$ 119,383 (\$102,300 from TANF and \$17,083 from General Fund/General purpose); and

WHEREAS, The WDA requires that the Workforce Development Council and the local elected officials approve the local PATH plan; and

WHEREAS, At their meeting on September 2, 2015, the Job Seeker Services Committee of the Workforce Development Council will review the plan; and

WHEREAS, At their meeting on September 10, 2015, the Executive Committee of the Workforce Development Council will review the plan.

**NOW THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the FY 2016 PATH Plan in the amount of \$119,383 for the period of October 1, 2015 to September 30, 2016.

**BE IT FURTHER RESOLVED** that the Chair of the Board of Commissioners is authorized to sign said plan for submission to the Workforce Development Agency, State of Michigan as well as any future amendments for monetary and contract language adjustments.

# # #

MOVED:

SECONDED:

CARRIED:



## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Bill Sleight, Director, Livingston County Michigan Works!**  
**Date: 8/14/2015**  
**Re: FY 2016 Partnership, Accountability, Training and Hope  
(PATH) program plan**

The Partnership, Accountability, Training and Hope (PATH) program is the current Welfare Reform program in the State of Michigan. The goal of PATH is to assist welfare applicants/recipients and low-wage workers succeed in the labor market. PATH places a strong emphasis on helping welfare applicants/recipients and other at-risk workers address employment barriers, stay employed, learn job skills and advance in their professions rather than only emphasizing initial placement.

The PATH Program is a partnership between Michigan Works Agencies (MWAs) and the Michigan Department of Human Services (DHS) to connect Michigan's families with the kind of employability services that will help them achieve self-sufficiency and meet the workforce and skill needs of Michigan's businesses.

The State of Michigan has implemented a 21-day Application Eligibility Period (AEP) which would require participants to participate in the PATH program for 21 days before their cases are processed. The goal of this approach is to provide MWAs with more time to evaluate, assess and prepare participants to attain employment and meet Federal Work Participation requirements.

The Workforce Development Agency requires that MWAs and local DHS offices develop plans to address PATH activities for the period October 1, 2015, through September 30, 2016. The initial FY 2016 PATH allocation is funded by two different funding sources: Federal Temporary Assistance for Needy Families (TANF) and State General Fund/General Purpose (GF/GP) funds. Funding from these two sources is allocated by formula to Workforce Development Boards (WDBs) to operate the PATH program through the MWAs. Preliminary funding for our area from the two funding streams is as follows:

Federal Temporary Assistance for Needy Families (TANF)	\$ 102,300
State General Fund/General Purpose (GF/GP)	\$ 17,083

**TOTAL**

**\$119,383**

Our program budget for last year was \$146,545. This would mark a decrease of \$27,162 for the FY 2016, due to a change in the allocation formula that the State uses and low projected caseloads for the year. All of the above allocations may be subject to change. We estimate that we will serve approximately 50 individuals in the program. The FY 2016 PATH Plan must be approved by both the Workforce Development Council and the Livingston County Board of Commissioners. The Job Seeker Service Committee will review the plan at their meeting on September 2, 2015 and the Executive Committee will review the plan at their meeting on September 10, 2015. A Resolution is attached for your consideration.

If you have any questions regarding this matter please contact me.

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION APPROVING THE SIGNATURE OF THE CHAIRPERSON ON THE REEMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENT (RESEA) PROGRAM**

**WHEREAS,** The Reemployment Services and Eligibility Assessment (RESEA) Program will be replacing the Unemployment Insurance Agency's (UIA) mandatory profiling program; and

**WHEREAS,** UI applicants receiving these benefits must participate in certain services through a Michigan Works! agency (MWA):

- Orientation to MWA Services
- Assessment of UI Eligibility performed in a confidential, personalized setting by WP merit-based staff
- Confirmation of an active profile on Pure Michigan Talent Connect (PMTTC)
- Verification of the Monthly Record of Work Search Form (Form #1583)
- Development of an Individual Service Strategy (ISS)
- Review specific Labor Market Information (LMI)
- Provide at least 2 ½ hours of Reemployment Services

**WHEREAS,** the program will be implemented in coordination between the UIA, Workforce Development Agency, State of Michigan and local Michigan Works! agencies; and

**WHEREAS,** these activities are required to be provided to RESEA referred people from October 1, 2015 through December 31, 2015; and

**WHEREAS,** Livingston County Michigan Works! will be provided \$215 for each eligible person served (estimated to be 23 people) for a total of \$4,965; and

**WHEREAS,** the plan must be approved by both the Livingston County Workforce Development Council and Livingston County Board of Commissioners; and

**WHEREAS,** this request will be reviewed by the Employer Services Committee of the Livingston County Workforce Development Council at their September 9 meeting and the Executive Committee of the Workforce Development Council will review the request at their meeting on September 10.

**IT IS THEREFORE RESOLVED** the Livingston County Board of Commissioners hereby approves the plan for the Reemployment Services and Eligibility Assessment (RESEA) Program for the time October 1, 2015 through December 31, 2015 in the amount of \$4,965.

**BE IT FURTHER RESOLVED** that the Chair of the Livingston County Board of Commissioners be authorized to sign said plans for submission to the Workforce Development Agency, State of Michigan.

# # #

**MOVED:  
SECONDED:  
CARRIED:**



## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Bill Sleight, Director, Livingston County Michigan Works!**  
**Date: 9/2/2015**  
**Re: Reemployment Services and Eligibility Assessment (RESEA) Program**

Reemployment Services and Eligibility Assessment (RESEA) Program will be replacing the Unemployment Insurance Agency's (UIA) mandatory profiling program. Under the RESEA, Unemployment Insurance (UI) applicants deemed as "likely to exhaust their unemployment" will receive a letter from UIA instructing them to make an appointment for the RESEA program at their local Michigan Works! Agency (MWA). Like the mandatory profiling program before it, the RESEA will provide additional job search services to UI applicants who have had several spells of unemployment in recent years, are from an industry that is projected to be declining for the foreseeable future or has education/work skills projected to be in decline.

MWAs must deliver all seven of the RESEA activities listed below:

- Orientation to MWA Services
- Assessment of UI Eligibility performed in a confidential, personalized setting by WP merit-based staff
- Confirmation of an active profile on Pure Michigan Talent Connect (PMTTC)
- Verification of the Monthly Record of Work Search Form (Form #1583)
- Development of an Individual Service Strategy (ISS)
- Review specific Labor Market Information (LMI)
- Provide at least 2 ½ hours of Reemployment Services

The program will be implemented in coordination between the UIA, the Workforce Development Agency, State of Michigan and local Michigan Works! offices. Persons eligible for RESEA will be notified by UIA and directed to go to a Michigan Works! agency to participate in required activities. Livingston County Michigan Works! will be provided \$215 for each eligible person served (estimated to be 23 from 10/1/15 through 12/31/15) for a total of \$4,965 to implement these activities.

The plan must be approved by both the Livingston County Workforce Development Council and Livingston County Board of Commissioners.

This request will be reviewed by the Employer Services Committee of the Livingston County Workforce Development Council at their September 9 meeting. The Executive Committee of the Workforce Development Council will review the request at their meeting on September 10. A resolution has been attached for your consideration.

If you have any questions regarding this matter please contact me.

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

**RESOLUTION AUTHORIZING RENOVATIONS TO THE DOWNTOWN AMPHITHEATER – Facility Services** General Government / Finance / Board

**WHEREAS,** it has been determined that renovations are required to the amphitheater area due to deteriorating conditions; and

**WHEREAS,** in partnership with Lindhout & Associates and the Purchasing Department, a competitive bid process was performed that was posted on MITN (363 vendors were notified) and an ad placed in the local newspaper in which two bids were received; and

**WHEREAS,** Evergreen Outdoor Services of Howell was the lowest bidder at \$191,000; and

**WHEREAS,** architectural and construction management services are required for this project by Lindhout & Associates for a sum not to exceed \$13,000; and

**WHEREAS,** electrical, irrigation, and steps and railing updates will be required to be done through Facility Services at a cost not to exceed \$13,000; and

**WHEREAS,** the total cost for this renovation will not exceed \$215,000 which has been planned for and budgeted within the Facility Services 2015 budget.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the renovation of the amphitheater area at a cost not to exceed \$215,000 as follows: Evergreen Outdoor Services - \$191,000, Lindhout & Associates - \$11,000 and Facility Services - \$13,000.

**BE IT FURTHER RESOLVED** that the Chair of the Livingston County Board of Commissioners be authorized to sign such documents as may be necessary to implement this resolution as prepared and/or required by Civil Counsel.

MOVED: # # #  
SECONDED:  
CARRIED:

Lindhout Associates architects aia pc

10465 citation drive, brighton, mi 48116

www.lindhout.com

810-227-5668 (fax) 810-227-5855



**DOWNTOWN HOWELL PLAZA RENOVATION**

**JOB NO. 1563**

Bidder	Bid Bond Y/N?	Base Proposal	Fees		Addenda	Base Bid Substitutions	Complete Per Schedule Y/N?
			Sub	Own			
Evergreen Outdoor	yes	P1 \$38,000	7.5	20	Yes	No	Yes
		P2 \$153,000					
		\$191,000					
Green-Up Landscaping	yes	P1 \$33,414	10	30	No	No	Yes
		P2 \$176,890					
		\$210,304					



**DATE:** September 2, 2015  
**TO:** Livingston County Board of Commissioners  
**FROM:** Chris Folts  
**RE:** Resolution authorizing renovations to the amphitheater at the Historical Courthouse – Facility Services Department

The Facility Services Department has the need to retain a contractor to preform renovations to the deteriorating conditions of the amphitheater area.

The Livingston County Facility Services Department has had the space redesigned to fit the place making definition while being consistent with the historical atmosphere of the space. In partnership with Lindhout & Associates and the Purchasing Department, a competitive bid process was performed that was posted on MITN (363 vendors were notified) and an ad placed in the local newspaper in which two bids were received. Evergreen Outdoor Services of Howell submitted the lowest bid at \$191,000 (see attached bid tabulation).

Architectural and construction management services are required for this project by Lindhout & Associates for a sum not to exceed \$11,000 and electrical, irrigation, and steps and railing updates will be required to be done through my department for \$13,000.

Facility Services has planned and budgeted for the project and has selected the lowest most qualified contractor. The total cost of this renovation will not exceed \$215,000.

Therefore, Facility Services is requesting that the attached resolution be approved that authorizes the landscape renovation services to the Livingston County Amphitheater at a cost not to exceed \$ 215,000.00. If you have any questions or concerns, please feel free to contact me.

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION TO AUTHORIZE A CONTRACT WITH DELAU FIRE SERVICES TO DELIVER FIRE EXTINGUISHER & FIRE SUPPRESSION: INSPECTION, TESTING & MAINTENANCE SERVICES - General Government / Finance / Board**

**WHEREAS,** various locations within Livingston County have fire extinguishers & fire suppression systems that require inspection, testing and maintenance services on an annual, semi-annual and as-needed basis; and

**WHEREAS,** per the Purchasing Policy, a competitive bid process was performed in which seven (7) sealed proposals were received and evaluated; and

**WHEREAS,** the review committee consisting of staff from LETS, Purchasing and Facility Services recommends an award to DeLau Fire Services;

**WHEREAS,** the contract will be for a five (5) year period based upon available appropriated funds for; and the expenditure for fire extinguisher and fire suppression system inspection, testing and maintenance has been planned for and approved in the Departmental 2015 budgets.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes Facility Services to establish an agreement with DeLau Fire Services, per the firm fixed pricing within the attached bid tabulation for a five (5) year contract period commencing on October 1, 2015.

**BE IT FURTHER RESOLVED** that the Chairman of the Board of Commissioners be authorized to sign any necessary documents pertaining to this matter upon review of Civil Counsel.

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**MOVED:**

**SECONDED:**

**CARRIED:**

**FIRE EXTINGUISHER PRICING  
RFP-LC-15-09 - BID TABULATION**

**INSPECTION PER UNIT**

TYPE OF UNIT	DELAU	FIRE PROS	GALLAGHER	S&S	SIEMENS	SIMPLEX GRINNELL	VANGUARD
ABC DRY CHEMICAL - 5#	\$ 1.00	\$ 1.35	\$ 3.00	\$ 3.50	\$ 6.60	\$ 2.75	\$ 2.00
ABC DRY CHEMICAL - 10#	\$ 1.00	\$ 1.35	\$ 3.00	\$ 3.50	\$ 6.60	\$ 2.75	\$ 2.00
ABC DRY CHEMICAL - 15#	\$ 1.00	\$ 1.35	\$ 3.00	\$ 3.50	\$ 6.60	\$ 2.75	\$ 2.00
ABC DRY CHEMICAL - 20#	\$ 1.00	\$ 1.35	\$ 3.00	\$ 3.50	\$ 6.60	\$ 2.75	\$ 2.00
CO2 – 10#	\$ 1.00	\$ 1.35	\$ 3.00	\$ 3.50	\$ 6.60	\$ 5.50	\$ 2.00
BC DRY CHEMICAL - 5#	\$ 1.00	\$ 1.35	\$ 3.00	\$ 3.50	\$ 6.60	\$ 2.75	\$ 2.00
PK DRY CHEMICAL	\$ 1.00	\$ 1.35	\$ 3.00	\$ 3.50	\$ 6.60	\$ 2.75	\$ 2.00
WHEEL UNIT	\$ 5.00	\$ 24.50	\$ 3.00	\$ 15.00	\$ 6.60	\$ 84.00	\$ 45.00
HALON 1211 MODEL, PA-H, 10-C	\$ 1.00	\$ 1.35	\$ 3.00	\$ 3.50	\$ 6.60	\$ 2.75	\$ 2.00
HALON 5# CA-0582, FE	\$ 1.00	\$ 1.35	\$ 3.00	\$ 3.50	\$ 6.60	\$ 2.75	\$ 2.00

**RECHARGED PER UNIT**

TYPE OF UNIT	DELAU	FIRE PROS	GALLAGHER	S&S	SIEMENS	SIMPLEX GRINNELL	VANGUARD
ABC DRY CHEMICAL - 5#	\$ 10.50	\$ 16.00	\$ 15.00	\$ 31.25	\$ 31.20	\$ 25.00	\$ 28.75
ABC DRY CHEMICAL - 10#	\$ 16.00	\$ 24.00	\$ 20.00	\$ 31.25	\$ 39.60	\$ 29.00	\$ 38.75
ABC DRY CHEMICAL - 15#	N/A	\$ 24.00	\$ 20.00	\$ 31.25	\$ 46.80	\$ 32.00	\$ 48.75
ABC DRY CHEMICAL - 20#	\$ 28.00	\$ 32.00	\$ 40.00	\$ 31.25	\$ 54.00	\$ 34.00	\$ 60.00
CO2 – 10#	\$ 5.00	\$ 16.50	\$ 20.00	\$ 37.50	\$ 78.00	\$ 36.00	\$ 13.10
BC DRY CHEMICAL - 5#	\$ 10.50	\$ 15.00	\$ 15.00	\$ 37.50	\$ 31.20	\$ 25.00	\$ 28.75
PK DRY CHEMICAL	\$ 10.50	\$ 26.50	\$ 40.00	\$ 81.25	\$ 91.20	\$ 29.00	\$ 28.75
WHEEL UNIT	\$ 28.00	\$3.50/LB	\$ 300.00	\$ 137.25	\$ 91.20	\$ 185.00	\$ 350.00
HALON 1211 MODEL, PA-H, 10-C	\$ 42.00	\$28.50/LB	\$ 280.00	\$ 182.00	\$ 390.00	N/A	REPLACE
HALON 5# CA-0582, FE	\$ 42.00	\$28.50/LB	\$ 100.00	\$ 182.00	\$ 222.00	N/A	REPLACE

**FIRE EXTINGUISHER PRICING  
RFP-LC-15-09 - BID TABULATION**

**HYDRO-TESTED PER UNIT**

TYPE OF UNIT	DELAU	FIRE PROS	GALLAGHER	S&S	SIEMENS	SIMPLEX GRINNELL	VANGUARD
ABC DRY CHEMICAL - 5#	\$ 12.00	\$ 12.50	\$ 24.50	\$ 31.25	\$ 52.20	\$ 60.00	\$ 10.75
ABC DRY CHEMICAL - 10#	\$ 12.00	\$ 12.50	\$ 24.50	\$ 56.25	\$ 60.60	\$ 60.00	\$ 10.75
ABC DRY CHEMICAL - 15#	\$ 12.00	\$ 12.50	\$ 24.50	\$ 56.25	\$ 67.80	\$ 60.00	\$ 10.75
ABC DRY CHEMICAL - 20#	\$ 12.00	\$ 12.50	\$ 24.50	\$ 56.25	\$ 75.00	\$ 60.00	\$ 10.75
CO2 – 10#	\$ 12.00	\$ 14.00	\$ 24.50	\$ 56.25	\$ 99.00	\$ 84.00	\$ 10.75
BC DRY CHEMICAL - 5#	\$ 12.00	\$ 12.50	\$ 24.50	\$ 56.25	\$ 52.20	\$ 60.00	\$ 10.75
PK DRY CHEMICAL	\$ 12.00	\$ 12.50	\$ 24.50	\$ 187.50	\$ 112.20	\$ 60.00	\$ 10.75
WHEEL UNIT	\$ 12.00	\$ 25.00	\$ 200.00	\$ 606.00	\$ 112.20	\$ 350.00	\$ 350.00
HALON 1211 MODEL, PA-H, 10-C	\$ 12.00	\$ 12.50	\$ 24.50	\$ 244.00	\$ 390.00	N/A	REPLACE
HALON 5# CA-0582, FE	\$ 12.00	\$ 12.50	\$ 24.50	\$ 244.00	\$ 222.00	N/A	REPLACE

**SIX (6) YEAR TEST**

TYPE OF UNIT	DELAU	FIRE PROS	GALLAGHER	S&S	SIEMENS	SIMPLEX GRINNELL	VANGUARD
ABC DRY CHEMICAL - 5#	\$ 10.50	\$ 16.00	\$ 18.00	\$ 37.50	\$ 31.20	\$ 50.00	\$ 28.75
ABC DRY CHEMICAL - 10#	\$ 16.00	\$ 24.00	\$ 22.00	\$ 37.50	\$ 39.60	\$ 50.00	\$ 38.75
ABC DRY CHEMICAL - 15#	N/A	\$ 24.00	\$ 22.00	\$ 37.50	\$ 46.80	\$ 50.00	\$ 48.75
ABC DRY CHEMICAL - 20#	\$ 28.00	\$ 32.00	\$ 35.00	\$ 37.50	\$ 54.00	\$ 50.00	\$ 60.00
CO2 – 10#	N/A	\$ 16.50	\$ 24.50	\$ 56.25	\$ 78.00	\$ 75.00	\$ 13.10
BC DRY CHEMICAL - 5#	\$ 10.50	\$ 15.00	\$ 18.00	\$ 37.50	N/A	\$ 50.00	\$ 28.75
PK DRY CHEMICAL	\$ 10.50	\$ 26.50	\$ 18.00	\$ 37.50	\$ 91.20	\$ 50.00	\$ 28.75
WHEEL UNIT	N/A	\$3.50/LB	\$ 100.00	\$ 469.00	\$ 91.20	\$ 250.00	\$ 350.00
HALON 1211 MODEL, PA-H, 10-C	\$ 42.00	\$28.50/LB	\$ 24.50	\$ 244.00	N/A	N/A	REPLACE
HALON 5# CA-0582, FE	\$ 42.00	\$28.50/LB	\$ 24.50	\$ 244.00	N/A	N/A	REPLACE

**MISCELLANEOUS FEES**  
**RFP-LC-15-09 - BID TABULATION**

MISCELLANEOUS FEES	DELAU	FIRE PROS	GALLAGHER	S&S	SIEMENS	SIMPLEX GRINNELL	VANGUARD
<b>SERVICE CALL FEE</b>	\$ 40.00	\$ 65.00	\$ 47.00	\$ 50.00	\$ 66.00	\$72.00 -\$95.00	\$ 65.00
<b>WHEN IS IT CHARGED?</b>	PER CALL	ER CALLS ONLY	PER CALL	NO	PER CALL	-	PER CALL
<b>MARK-UP PERCENTAGE ON PARTS</b>	20%	20%	20%	25%	18%	20%	20%
<b>REPAIR OF EXTINGUISHERS - LABOR CHARGE PER HOUR</b>	N/A	N/A	\$ 75.00	\$ 93.75	\$ 80.40	\$ 72.00	\$ 85.00
<b>TURN-AROUND TIME</b>	5 BUSINESS DAYS	48 HRS - LOANER(S) PROVIDED	48 HRS	3-5 Days	48 HRS	48 HRS - LOANER(S) PROVIDED	24 HRS

**FIRE SUPPRESSION SYSTEM PRICING**  
**RFP-LC-15-09 - BID TABULATION**

**FLAT RATE INSPECTION**

LOCATION	DELAU	FIRE PROS	GALLAGHER	S&S	SIEMENS	SIMPLEX GRINNELL	VANGUARD
EMS Building	\$ 110.00	\$55.00*	\$ 65.00	\$ 687.50	\$ 210.00	\$ 210.00	\$ 160.00
Jail	\$ 110.00	\$55.00*	\$ 65.00	\$ 687.50	\$ 210.00	\$ 210.00	\$ 160.00
911 Central Dispatch	\$ 225.00	\$ 185.00	\$ 150.00	\$ 995.00	\$ 321.60	\$ 850.00	\$ 250.00
Administration Building	\$ 225.00	\$ 185.00	\$ 150.00	\$ 995.00	\$ 321.60	\$ 850.00	\$ 250.00
Sheriff Administration	\$ 225.00	\$ 185.00	\$ 150.00	\$ 995.00	\$ 321.60	\$ 850.00	\$ 250.00
NOTES:		*Fusible links are not included - \$9.35 EA				*INCLUDES 2 PER YR	

**PER UNIT INSPECTION**

LOCATION	DELAU	FIRE PROS	GALLAGHER	S&S	SIEMENS	SIMPLEX GRINNELL	VANGUARD
EMS Building	\$ 110.00	\$55.00*	\$ 65.00	\$ 343.75	\$ 210.00	\$ 105.00	N/A
Jail	\$ 110.00	\$55.00*	\$ 65.00	\$ 343.75	\$ 210.00	\$ 105.00	N/A
911 Central Dispatch	\$ 225.00	\$ 185.00	\$ 150.00	\$ 498.00	\$ 321.60	\$ 425.00	N/A
Administration Building	\$ 225.00	\$ 185.00	\$ 150.00	\$ 498.00	\$ 321.60	\$ 425.00	N/A
Sheriff Administration	\$ 225.00	\$ 185.00	\$ 150.00	\$ 498.00	\$ 321.60	\$ 425.00	N/A
NOTES:		*Fusible links are not included - \$9.35 EA				*INCLUDES 2 PER YR	

**FIRE SPRINKLER WET/DRY SYSTEM PRICING**  
**RFP-LC-15-09 - BID TABULATION**

LOCATION	DELAU	FIRE PROS	GALLAHER	S&S	SIEMENS	SIMPLEX GRINNELL	VANGUARD
<b>ADMINISTRATION BUILDING</b>	\$300 Per Riser	\$ 255.00	\$ 350.00	\$ 550.00	\$ 664.80	\$ 185.00	\$ 150.00
<b>COMMUNITY MENTAL HEALTH</b>	\$300 Per Riser	\$ 85.00	\$ 150.00	\$ 138.00	\$ 443.20	\$ 185.00	\$ 75.00
<b>HISTORICAL COURTHOUSE</b>	\$300 Per Riser/ \$500.00 Fire Pump	\$ 525.00	\$ 150.00	\$ 1,194.00	\$ 1,255.20	\$ 185.00	\$ 150.00
<b>EAST COMPLEX</b>	\$300 Per Riser	\$ 170.00	\$ 300.00	\$ 275.00	\$ 513.60	\$ 297.00	\$ 70.00
<b>EMS</b>	\$300 Per Riser	\$ 170.00	\$ 150.00	\$ 275.00	\$ 423.60	\$ 185.00	\$ 70.00
<b>LAW CENTER</b>	\$300 Per Riser	\$ 85.00	\$ 150.00	\$ 138.00	\$ 343.20	\$ 185.00	\$ 70.00
<b>INTERMODAL BUIDLING</b>	\$300 Per Riser	\$ 225.00	\$ 175.00	\$ 550.00	\$ 664.80	\$ 370.00	\$ 150.00
<b>JAIL</b>	\$300 Per Riser	\$ 85.00	\$ 350.00	\$ 138.00	\$ 343.20	\$ 185.00	\$ 70.00
<b>JUDICIAL CENTER</b>	\$300 Per Riser	\$ 85.00	\$ 175.00	\$ 138.00	\$ 433.20	\$ 185.00	\$ 70.00
<b>GENOA EMS</b>	\$300 Per Riser	\$ 85.00	\$ 150.00	\$ 138.00	\$ 433.20	\$ 185.00	\$ 70.00



# Memorandum

**To: Livingston County Board of Commissioners**  
**From: Chris Folts, Director of Facility Services**  
**Date: August 31, 2015**  
**Re: RESOLUTION TO AUTHORIZE A CONTRACT WITH DELAU FIRE**  
**SERVICES TO DELIVER FIRE EXTINGUISHER & FIRE SUPPRESSION:**  
**INSPECTION, TESTING & MAINTENANCE SERVICES**

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The Livingston County has Fire Extinguisher & Fire Suppression systems that require annual inspection, semi-annual testing and on-going maintenance. In an effort to reduce duplicative efforts and increase contract related efficiencies, extinguisher and suppression system inspection, testing and maintenance services were combined.

Per the Purchasing Policy, Purchasing released a Request for Proposal (RFP) for Fire Extinguisher & Fire Suppression System: Inspection, Testing & Maintenance Services. Bid documents were posted on the Michigan Inter-Governmental Trade Network (MITN) website and an ad was placed in the local Argus & Press.

Purchasing received seven (7) proposals; attached please find the tabulation sheet outlining the pricing submitted by each vendor. After careful review, the evaluation committee is recommending an award to DeLau Fire Services.

As a result, we are requesting that the attached resolution be approved to authorize entering into a contract with DeLau Fire Services, 823 Terminal Road, Lansing, MI 48906, for a total contract period to not exceed a five (5) year term.

Additional back-up documentation regarding this solicitation is available in the Purchasing Office for review. For this information, please contact Elizabeth Young via email at [eyoung@livgov.com](mailto:eyoung@livgov.com).

Should you have any questions or concerns regarding this matter, please contact me at 517-540-7526 or via email at [cfolts@livgov.com](mailto:cfolts@livgov.com).