AGENDA
Committee on General Services
Tuesday, February 11, 2020 @ 3:30 p.m.
City Council Conference Room, City Hall 10th Floor

Councilmember Hussain, Chair
Councilmember Wood, Vice Chair
Councilmember Garza, Member

1. Call to Order

2. Approval of Minutes:
   - January 28, 2020

3. Public Comment on Agenda Items

4. Discussion/Action:
   A.) RESOLUTION – Claim Appeal #1731; S. Al-Saadi; 2004 W Miller Rd.; $469.00
   B.) RESOLUTION – Claim Appeal #1753; T Williams; 2710 W Miller; $265.00
   C.) DISCUSSION – City Contractors for Code Enforcement

5. Other
   a. Michigan Liquor Control Commission; Transfer License with Sunday Sales, Outdoor Service, Catering Bars and Dance-Entertainment from 7786 E. US 10, Walhalla to 419 Spring Street, Lansing. Transfer Governmental Unit from Branch Twp., Mason County to Lansing City, Ingham County (Pending Application)
   b. Michigan Liquor Control Commission; RID#RZ-1908-14021; Board of Trustees, Michigan State University, request to transfer of ownership of Escrowed 2019 Class C Licensed Business with Sunday Sales Permit (P.M.), Entertainment Permit and Sunday Sales Permit (A.M.) from HOA Restaurant Holder; transfer location from 172 E Edgewood Blvd., new Additional Bar Permit for a total of 2 bars, new outdoor service area; new specific purpose permit (golf), transfer classification from Class C License issued under MCL 436.1531 to Class C License issued under MCL436.1513(4) (non-transferable) at 3535 Forest Road, Suite C88A (Pending Application)

6. Adjourn
<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS</th>
<th>Purpose for Attending</th>
<th>Email Address</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sarah AlSaadi</td>
<td>2004 W. Miller</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lansing, MI 48911</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tasha Williams</td>
<td>2500 W. Miller Blvd</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Lansing, MI 48911</td>
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</tr>
</tbody>
</table>
MINUTES
Committee on General Services
Tuesday, January 28, 2020 @ 3:30 p.m.
City Council Conference Room, City Hall 10th Floor

CALL TO ORDER
The meeting called to order at 3:30 p.m.

ROLL CALL
Council Member Hussain, Chair
Council Member Wood, Vice Chair
Council Member Garza, Member

OTHERS PRESENT
Sherrie Boak, Council Office Manager
Eric Brewer, Internal Auditor
Lisa Hagen, Assistant City Attorney/Council Research Assistant
Heather Sumner, Deputy City Attorney
Renee Freeman, GLAC
Gloria Davis, GLAC
Reshane Lenzo, GLAC

Minutes
MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE MINUTES FROM DECEMBER 2, 2019. MOTION CARRIED 3-0.

Public Comment on Agenda Items
No public comment at this time.

Discussion/Action:
RESOLUTION – Community Funding Application; GLAC “Let’s Talk About It” Community Forum
Council Member Wood disclosed to the Committee she is an associate member of the GLAC organization and asked the OCA if that precludes her from discussion and/or voting. Ms. Sumner could not respond with an answer at this time but stated she would verify. Her current opinion was that she could not vote.

Council Member Hussain outlined the event application, and Ms. Freeman distributed a handout on the event and organization. Council Member Hussain asked Ms. Freeman to confirm for the record she was a City employee in the HRCS Department and it was confirmed.
Ms. Freeman, Ms. Davis and Ms. Lenzo outlined the 38 years of the GLAC, how they promote and encourage youth and women to contribute to the community, and how their organization is all about community service. Ms. Freeman continued by outlining the event itself which addresses their national mandate to do events around safe encounters. Therefore, this year they will be doing a community forum to address issues, and have secured panelist who will address concerns as it relates to youth and young adults as they respond when encountering police interaction. This will include a community mental health component, open forum with the youth and parents. They have incorporated assistance in the forum from MSU, LCC and local high schools. The event will be free and held at the Dwight Rich auditorium.

Ms. Sumner confirmed an earlier question that Council Member Wood could not vote on the request.

MOTION BY COUNCIL MEMBER GARZA TO RECUSE COUNCIL MEMBER WOOD. MOTION CARRIED 2-0.

MOTION BY COUNCIL MEMBER GARZA TO APPROVE THE COMMUNITY FUNDING FOR GLAC FOR THE REQUESTED $500.

Further discussion by the Committee on the amount.

COUNCIL MEMBER GARZA AMENDED HIS MOTION TO INCREASE THE AMOUNT TO A TOTAL OF $675, WHICH ACCORDING TO THEIR APPLICATION WAS THEIR REMAINING BALANCE. MOTION CARRIED 2-0.

DISCUSSION – Objection to Issuance of the SDM License for Rite Aid of Michigan, 1004 E. Michigan Avenue, Lansing MI 48912

Council Member Hussain recapped minutes from the September, 2019 meeting when the applicant’s attorney attended and agreed to hold neighborhood meetings on the request. Council Member Wood provided historical information on the Rite Aid establishment and no liquor license on site due to proximity to schools, churches and day cares. To her knowledge the neighborhood meetings in 2019 never occurred. The Committee reviewed the LARA information for the applicant, along with contacting the store to confirm they currently do not sell alcohol, beer or wine, and the OCA researched the State website confirming it was not active. Council Member submitted a letter from a resident; Nancy Mahlow, opposing the license. Council Member Wood concluded the discussion noting that unless Rite Air or its attorney come back to the Council, LARA does have the Committee objection letter.

MOTION BY COUNCIL MEMBER WOOD TO PLACE THE REQUEST ON FILE.

Other:

a. Michigan Liquor Control Commission; Transfer License with Sunday Sales, Outdoor Service, Catering Bars and Dance-Entertainment from 7786 E. US 10, Walhalla to 419 Spring Street, Lansing. Transfer Governmental Unit from Branch Twp., Mason County to Lansing City, Ingham County (Pending Application)

b. Michigan Liquor Control Commission; RID#RZ-1908-14021; Board of Trustees, Michigan State University, request to transfer of ownership of Escrowed 2019 Class C Licensed Business with Sunday Sales Permit (P.M.), Entertainment Permit and Sunday Sales Permit (A.M.) from HOA Restaurant Holder; transfer location from 172 E Edgewood Blvd., new Additional Bar Permit for a total of 2 bars, new outdoor service area; new specific purpose
permit (golf), transfer classification from Class C License issued under MCL 436.1531 to Class C License issued under MCL 436.1513(4) (non-transferable) at 3535 Forest Road, Suite C88A (Pending Application)

**Adjourned**
Adjourned at 3:57 p.m.
Submitted by Sherrie Boak, Office Manager, Lansing City Council
Approved by the Committee on ____________________
Claim #1731

2004 W. Miller Rd.

$469.00

Incident Date (per claim application) – 7/9/2019
Incident Date (per Code Report) – 6/19/2019

Taxes- $544 on 2019 Winter Tax Bill for Trash Removal

Filed Claim – 7/23/2019
Claims Review Committee Hearing – 10/31/2019
Claims Review Committee Letter – 10/31/2019
Referred to City Council – 12/10/2019
Referred to Committee on General Services – 1/6/2020
CLAIM FORM - PROPERTY DAMAGE OR PERSONAL INJURY

NAME: SARAH AL-SAADI
Mailing Address (No PO Boxes): 2004 W Miller RD
Email: Asole2007@yahoo.com
City: Lansing State: MI Zip Code: 48911
Telephone: Home (517) 3660160 Work ()
Date/Time of Incident: 07-09-2019 AMOUNT OF CLAIM: $469.00
Address or place where incident occurred: 2004 W Miller RD

Circumstances (attach additional page(s) if necessary):
I did not know this bill for trash I thought for grass. This is my first time
receive like this notice and after I asked my friend to translate for me they
letting me know that I need to call because it is fee than by the phone the
office of city attorney said I can apply for appeals to remove the fee.

For Personal Injuries, Please Fill out This Section

EXTENT OF INJURIES (attach additional page(s) if necessary):

Did you seek medical treatment? Place of treatment:

Mode of transportation: Police/Fire Dept involved? Report #:

Are you being seen by a physician? Physician's name:

Are you seeking medical reimbursement? Amount: $ (please attach statements)

Please provide names, addresses, telephone numbers of any witnesses (attach additional page(s) if necessary):

Claim(s) against any other party(ies)? If so, please name:

For Property Damage/Automobile Damage, Please Fill out This Section

Note: Please attach two estimates for the damage and include the declaration page from your insurance policy.

Have you filed a claim with your insurance company? Amount of deductible

Name of Insurance company Agent's name

Attach insurance company response.

Please provide names, addresses, telephone numbers of any witnesses (attach additional page(s) if necessary):

Return Completed Form to: Office of the City Attorney, 124 W. Michigan, 5th Floor, Lansing, MI 48933
October 31, 2019

Sarah Al-Saadi
2004 W. Miller Road
Lansing, MI 48911-4640

Re: Claim – 2004 W. Miller Rd.

Dear Ms. Al-Saadi:

Please be advised that the Claims Review Committee reviewed the claim you submitted in the amount of $469.00 for a trash violation for property located at 2004 W. Miller Rd., Lansing, Michigan, and denied the claim you filed with the City of Lansing.

You have the right to appeal the decision of the Claims Review Committee to the Lansing City Council. If you desire to do so, please submit your appeal in writing, within thirty (30) days of the date of this letter, to the Lansing City Clerk, 9th Floor, City Hall, Lansing, MI 48933, for placement on the Council’s agenda.

If you have any questions concerning this matter, please contact this office.

Sincerely,

[Signature]
Venus Kumar
Paralegal

Claim: 1731
PPN: 33-01-05-05-356-111
DATE SUBMITTED: 7/23/2019
ADDRESS OF VIOLATION: 2004 W. Miller Road
LISTED TAXPAYER OF RECORD: Al-Saadi, Sarah
OTHER TAXPAYER OF RECORD: Al-Saadi, Sarah
CLAIMANT: 2004 W. Miller Road
CLAIMANT'S ADDRESS: Lansing, MI 48911-4640

TYPE OF ACTIONS CONTESTED: Trash Removal
VIOLATION DATE: 06/19/2019
NOTIFICATION DATE: 06/19/2019
2ND NOTICE ASSESSMENT DATE:
AMOUNT OF ASSESSMENT: $469.00
CONTRACTOR NAME - INVOICE NO. - DATE: Crutcher 19-T022 7/01/2019
AMOUNT OF CLAIM: $469.00

ADDITIONAL ACTIONS CONTESTED:
VIOLATION DATE:
NOTIFICATION DATE:
2ND NOTICE ASSESSMENT DATE:
AMOUNT OF ASSESSMENT:
CONTRACTOR NAME - INVOICE NO. - DATE:
AMOUNT OF CLAIM:
MEMO DATE - INVOICE NO.:

HISTORY: Grass Violation 5/07/2019

CITATIONS IN PREVIOUS YEAR: Grass Violation 6/19/19

CLAIMANT'S CIRCUMSTANCES: See Attached

CODE OFFICER'S NOTES: This property was cited for a trash violation on 6/19/2019 with a compliance due date of 6/26/2019. The officer returned and checked the property the motor vehicle parts and tires had been removed but the furniture remained as seen in the recheck photos. The contractor arrived on 7/01/2019 12 days the furniture was still present and it was removed. This office recommends denial of the claim.
### Nuisance Fee Billing Statement

**Date Created:** 06/19/2019  
**Due Date:** 07/19/2019  
**Pay Invoice In Full**

#### AL-SAADI SARAH  
**2004 W MILLER RD**  
**LANSSING MI 48911-4640**

<table>
<thead>
<tr>
<th>Parcel: 33-01-05-05-356-111</th>
<th>Bill Detail</th>
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<tr>
<td><strong>Fee Details:</strong></td>
<td><strong>Quantity</strong></td>
<td><strong>Description</strong></td>
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<td>1.00</td>
<td>Trash 2nd Notice</td>
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</table>

### Nuisance Fee Billing Statement

**Date Created:** 07/02/2019  
**Due Date:** 08/01/2019  
**Pay Invoice In Full**

#### AL-SAADI SARAH  
**2004 W MILLER RD**  
**LANSSING MI 48911-4640**

<table>
<thead>
<tr>
<th>Parcel: 33-01-05-05-356-111</th>
<th>Bill Detail</th>
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<tr>
<td><strong>Fee Details:</strong></td>
<td><strong>Quantity</strong></td>
<td><strong>Description</strong></td>
</tr>
<tr>
<td>1.00</td>
<td>Trash - Admin Fee</td>
<td>$ 265.00</td>
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<tr>
<td>204.00</td>
<td>Trash - Contractor Charge</td>
<td>$ 204.00</td>
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</table>
Total Amount Due $ 544.00

Questions regarding this invoice: Contact CODE ENFORCEMENT at 517.483.4361

Payment Information:
- Make checks payable to: City of Lansing
- Mail payments or pay in person at:
  City of Lansing Treasurers Office
  124 W Michigan Ave 1st Fl
  Lansing MI 48933
- In order to assure proper credit, please send the top portion of this bill along with your payment.
- Payment in full is due within 30 days from the billing date
- Any unpaid balance remains as a lien against this property and will be added to the next property tax bill.

Appeals Process:
If you intend to appeal this nuisance fee and it is attached to your tax bill, you or your agent must file a written protest with the Claims Review Committee within 30 days after the nuisance fee is placed on the July or December Tax Roll. Claims forms are available in the City Attorney’s Office and the City of Lansing’s web address: www.lansingmi.gov. Return completed claim to: Lansing City Attorney’s Office, 124 West Michigan Ave 5th Fl, Lansing, MI 48933

Other Information:
- July property taxes are due and payable on or before August 31st. December property taxes are due and payable on or before February 14th.
- For Red Tag Monitoring Fees Only – invoices not paid within 30 days are subject to a 5% penalty which will be applied on the 31st day.

By Authority of the Lansing City Council - Ordinance Numbers 655, 676, 1060.08 and 1460.04
Payments may be made online or in person Monday thru Friday 8:00 a.m. - 4:30 p.m., at the above address or by mail
Eric's Refuse LLC  
P.O. Box 16035  
Lansing, MI 48901 US  
ericsrefuse@hotmail.com

**Invoice**

**BILL TO**  
Economic Development & Planning Code  
Enforcement Office  
316 N Capitol, Ste. C-1  
Lansing, MI 48933-1238

<table>
<thead>
<tr>
<th>PROPERTY ADDRESS</th>
<th>PARCEL NUMBER</th>
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<td>2004 W Miller RD</td>
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<tr>
<th>ACTIVITY</th>
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<th>RATE</th>
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<td>1</td>
<td>175.00</td>
<td>175.00</td>
</tr>
<tr>
<td>first hour and 3 cubic yards</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>city: add cy any after 3</td>
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<td>4 yards</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Tom Barry</td>
<td></td>
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<td></td>
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**BALANCE DUE**  
$204.00
Economic Development & Planning
Code Enforcement Office
316 N. Capitol, Ste C-1, Lansing, MI 48933-1238
(517) 483-4361 FAX (517) 377-0100

TRASH AND DEBRIS CORRECTION NOTICE

AL-SAADI SARAH
2004 W MILLER RD
LANSSING, MI 48911-4640

Violation Date: 06/19/2019
Violation Location: 2004 W MILLER RD
Parcel No: 33-01-05-05-356-111
Compliance Due Date: June 26, 2019

You are hereby notified that this Office has found a violation of the City of Lansing Housing Code Section 302 EXTERIOR PROPERTY at the above referenced location.

Violation: Deteriorated furniture
Violation: Motor vehicle parts debris
Violation: Junk tire debris

Failure to correct this violation by the Compliance Due Date shall cause this office to immediately hire a contractor to complete the cleanup. If any other additional trash and/or debris (as defined in Section 302) is found on the premises by the contractor it will also be removed without additional notice. The contractor’s expenses plus a $265.00 administrative services fee will be billed to you. If this bill is not paid within 30 days of the billing date, the amount will be assessed as a lien against your property. Please be advised that, in an effort to discourage repeat offenses of this nature, the City will assess you an extra $75.00 fee for each time there is an additional premise violation at the violation address above during this calendar year. If you have any questions or concerns about complying within the time indicated, you may contact me Monday through Friday between the hours of 8-9 AM or 12-1 PM.

Pursuant to Section 107.2 of the IPMC, you have the right to appeal this notice of violation. In accordance with Section 106.3 any action taken by the City on such premises shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.

Code Officer: Tom Barry (517) 483 4376 Tom.Barry@lansingmi.gov

"Equal Opportunity Employer"          Taxpayer's Copy
Trash Authorization Form

Submitted to: Eric Crutcher on 06/27/2019

TAXPAYER: AL-SAADI SARAH, 2004 W MILLER RD LANSING, MI 48911-4640

Location of Work: Enf Num: E19-17096

Address: 2004 W MILLER RD
Lot No:
Description:
Parcel No: 33-01-05-356-111

Remove Trash and Debris

Work Authorized:
Violation: Deteriorated furniture
Violation: Motor vehicle parts debris
Violation: Junk tire debris

PLUS ANY OTHER INCIDENTAL TRASH / DEBRIS ON THE PROPERTY

Authorized Time required to complete work: 1
Authorized Cubic Yards: 6

Warning Comment:
<NONE>

Submitted By: Tom Barry (517) 483 4376

This action is authorized by the Manager of Code Compliance
**Owner and Taxpayer Information**

**Owner**

AL-SAADI SARAH  
2004 W MILLER RD  
LANSING, MI 48911-4640

**Taxpayer**

SEE OWNER INFORMATION

---

**General Information for Tax Year 2019**

**Property Class**  
RESIDENTIAL – IMPROVED

**Unit**  
33 CITY OF LANSING - INGHAM

**School District**  
LANSING

**MAP #**  
DI-0005 -0650

**TOP TEN**

State Equalized Value: $24,700

**NEW PERMITS**

Date of Last Name Change: 09/25/2014

**USER ALPHA 3**

Notes: Not Available

**Historical District**

Census Block Group: Not Available

**TYPE CODE**

Exemption: No Data to Display

---

**Principal Residence Exemption Information**

**Homestead Date**  
09/30/2014

Principal Residence Exemption

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<th>MBOR Assessed</th>
<th>Final SEV</th>
<th>Final Taxable</th>
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<td>$23,800</td>
<td>$20,871</td>
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<tr>
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<td>2016</td>
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<td>$21,300</td>
<td>$20,260</td>
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**Previous Year Information**

**Year**

**Zoning Code**

Not Available

**Land Value**

$10,400

**Land Improvements**

$32

**Renaissance Zone**

No

**Renaissance Zone Expiration Date**

No Data to Display

**ECF Neighborhood**

72A

**Mortgage Code**

No Data to Display

**Lot Dimensions/Comments**

No Data to Display

---

**Sale History**

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<tr>
<th>Sale Date</th>
<th>Sale Price</th>
<th>Instrument</th>
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<td>AL-SAADI SARAH</td>
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### Building Information - 734 sq ft 1 STY (Residential)

#### General

<table>
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<tr>
<th>Description</th>
<th>Details</th>
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<tbody>
<tr>
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<tr>
<td>Garage Area</td>
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<tr>
<td>Foundation Size</td>
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<tr>
<td>Estimated TCV</td>
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<tr>
<td>Basement Area</td>
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#### Area Detail - Basic Building Areas

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<td>Living Area</td>
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<td>Living Area % Good</td>
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<tr>
<td>Walk Out Doors</td>
<td>0</td>
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<tr>
<td>No Concrete Floor Area</td>
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#### Plumbing Information

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</tr>
<tr>
<td>Separate Shower</td>
<td>1</td>
</tr>
</tbody>
</table>

#### Garage Information

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area</td>
<td>400 sq ft</td>
</tr>
<tr>
<td>Foundation</td>
<td>18 Inch</td>
</tr>
<tr>
<td>Exterior</td>
<td>Common Wall</td>
</tr>
<tr>
<td>Siding</td>
<td>Detached</td>
</tr>
<tr>
<td>Year Built</td>
<td>1975</td>
</tr>
<tr>
<td>Finished</td>
<td>No</td>
</tr>
<tr>
<td>Auto Doors</td>
<td>0</td>
</tr>
<tr>
<td>Mech Doors</td>
<td>1</td>
</tr>
</tbody>
</table>

#### Porch Information

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPP</td>
<td>24 sq ft</td>
<td>Foundation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Standard</td>
</tr>
</tbody>
</table>

**Disclaimer**: BS&A Software provides BS&A Online as a way for municipalities to display information online and is not responsible for the content or accuracy of the data herein. This data is provided for reference only and WITHOUT WARRANTY of any kind, expressed or inferred. Please contact your local municipality if you believe there are errors in the data.
Claim #1753
2710 W. Miller Rd.
$265.00

Incident Date (per claim application) – 10/9/2019
Incident Date (per Code Report) – 9/18/2019

Taxes- Not yet applied to tax bill

Filed Claim – 11/4/2019
Claims Review Committee Hearing – 11/20/2019
Claims Review Committee Letter – 11/26/2019
Referred to City Council – 12/23/2019
Referred to Committee on General Services – 1/6/2020
Claims Review Committee Form
(Commonly including: Grass, Trash, Weeds and Board-Up Violations)

NAME: Tashe Williams
DATE: 11/04/19

MAILING ADDRESS: P.O Box 121
EMAIL: will3218@msu.edu

CITY: Battle
STATE: MI
ZIP CODE: 48808

TELEPHONE: Home ( ) 321-83-9197
Work ( )

Please provide the following information on the incident(s) for which you are filing a claim. WE MAY NOT BE ABLE TO PROCESS YOUR CLAIM IF YOU DO NOT PROVIDE ALL OF THE INFORMATION BELOW.

ADDRESS: 2710 W Miller Rd
PARCEL NO. E 19-20485

DATE OF INCIDENT: 10/09/19
AMOUNT YOU WERE BILLED: 435.00

TOTAL AMOUNT YOU ARE CONTESTING: 265.00

TYPE OF ASSESSMENT: Grass and Weeds

Please give a detailed description of the circumstances surrounding the incident, including why you feel the City should not have charged you this fee. You may attach additional pages or documentation to this form as needed.

I purchased the property July 31st, during the time the property owner neglected to cut the grass as things were being switched over into my name, several pieces of mail weren't received. This made me miss important information and I was unable to cut the grass by the compliance date because I didn't know it. I am a first time home buyer and I did not know certain rules and regulations. I'm asking to remove the administration fee and allow me to just pay the contractor for cutting the grass.

A description of the claims review process is available on our website at: https://www.lansingmi.gov/349/Claims-Review-Process

To download the claim form: https://www.lansingmi.gov/DocumentCenter/View/4639/Claims-Review-Committee-Form?bidId=

Fifth Floor, City Hall • Lansing, Michigan 48933 • (517) 483-4320 • Fax (517) 483-4081 • cityatty@lansingmi.gov
CITY OF LANSING
316 N. CAPITOL SUITE C2
Lansing, MI 48933
Ph: (517) 483-4361
Fax: (517) 377-0100

DUE DATE: 11/08/2019

INVOICE
10/14/2019

TOTAL AMOUNT DUE:
$ 435.00

Invoices:

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Record No.</th>
<th>Address</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>00142339</td>
<td>B19-20485</td>
<td>2710 W MILLER RD</td>
<td>$435.00</td>
</tr>
</tbody>
</table>

10/09/2019
Grass and Weeds - Admin Fee
Grass and Weeds - Contractor C

TOTAL DUE: $435.00

Questions regarding this invoice: Contact CODE COMPLIANCE at 517.483.4361

Payment Information:
• Make checks payable to: City of Lansing
• Mail payments or pay in person at:
  City of Lansing Treasurers Office
  124 W Michigan Ave 1st Fl
  Lansing MI 48933
• In order to assure proper credit, please send the top portion of this bill along with your payment.
• Payment in full is due within 30 days from the billing date
• Any unpaid balance remains as a lien against this property and will be added to the next property tax bill.

Appeals Process:
If you intend to appeal this nuisance fee, you or your agent must file a written protest with the Claims Review Committee within 30 days after the nuisance fee is placed on the July or December Tax Roll. Claims forms are available in the City Attorney’s Office and the City of Lansing’s web address: www.lansingmi.gov. Return completed claim to: Lansing City Attorney’s Office, 124 West Michigan Ave 5th Fl, Lansing, MI 48933

Other Information:
• July property taxes are due and payable on or before August 31st. December property taxes are due and payable on or before February 14th.
• For Red Tag Monitoring Fees Only – invoices not paid within 30 days are subject to a 5% penalty which will be applied on the 31st day.

By Authority of the Lansing City Council - Ordinance Numbers 655, 676, 1060.08 and 1460.04
Payments may be made online or in person Monday thru Thursday 8:00 a.m. - 4:30 p.m., at the above address or by mail
To whom it may concern,

I would like to appeal the decision to deny my previous appeal. I am asking to appeal the original fine for weeds and griss of $365. This is the administration fee. I think it is fair to asking that I am a first time home buyer in Lansing and in general, I am not only asking because I feel this is fair for making a mistake one time it also because I'm a grad student and that's my only means of income and I can't afford it. Thanks for taking the time to read this.

Best,

Tasha Williams
321-831-9197
2710 W Miller Rd
Lansing, MI 48911
November 26, 2019

Tasha Williams  
P.O. Box 121  
Bath, MI  48808

Re: Claim – 2710 W. Miller Rd.

Dear Ms. Williams:

Please be advised that the Claims Review Committee reviewed the claim you submitted in the amount of $435.00 for a grass violation for property located at 318 W. Shiawassee St., Lansing, Michigan, and denied the claim you filed with the City of Lansing.

You have the right to appeal the decision of the Claims Review Committee to the Lansing City Council. If you desire to do so, please submit your appeal in writing, within thirty (30) days of the date of this letter, to the Lansing City Clerk, 9th Floor, City Hall, Lansing, MI  48933, for placement on the Council’s agenda.

If you have any questions concerning this matter, please contact this office.

Sincerely,

[Signature]

Venus Kumar  
Paralegal

Claim: 1753
PPN: 33-01-05-06-455-171
DATE SUBMITTED: 11/04/2019
ADDRESS OF VIOLATION: 2710 W. Miller Road
LISTED TAXPAYER OF RECORD: Williams, Tasha
OTHER TAXPAYER OF RECORD:
CLAIMANT: Williams, Tasha
CLAIMANT’S ADDRESS: P.O. Box 121
Bath, MI 48808

TYPE OF ACTIONS CONTESTED: Grass Mowing
VIOLATION DATE: 9/18/2019
NOTIFICATION DATE: 9/18/2019
2ND NOTICE ASSESSMENT DATE:
AMOUNT OF ASSESSMENT: $435.00
CONTRACTOR NAME - INVOICE NO. - DATE:
AMOUNT OF CLAIM: $265.00

ADDITIONAL ACTIONS CONTESTED:
VIOLATION DATE:
NOTIFICATION DATE:
2ND NOTICE ASSESSMENT DATE:
AMOUNT OF ASSESSMENT:
CONTRACTOR NAME - INVOICE NO. - DATE:
AMOUNT OF CLAIM:
MEMO DATE – INVOICE NO.:

HISTORY:
Grass Violation 5/19/2019 (prev owner)
Grass Violation 9/18/2019
DAMV 9/26/2019
Failure to Register Rental 10/15/2019

CITATIONS IN PREVIOUS YEAR:

CLAIMANT’S CIRCUMSTANCES: See Attached

CODE OFFICER’S NOTES: This property was cited for a grass violation on 9/18/2019. The property was rechecked on 9/26/2019 by the Premise Officer the property was found to still be in violation as noted in the pictures therefore the property was submitted to the grass contractor to mow. The contractor arrived on 10/6/2019 19 days after the initial notification was sent and the property still had not been mowed therefore the property was mowed by the contractor as noted in their pictures. This office recommends denial of the claim. This office would also like to note this claimant was charged a $75.00 2nd notice fee and when she called to complain about the fee I noticed that the previous owner received the first notification and she was a new owner so the fee was waived here in our office.
Questions regarding this invoice: Contact CODE COMPLIANCE at 517.483.4361

Payment Information:
• Make checks payable to: City of Lansing
• Mail payments or pay in person at:
  City of Lansing Treasurer’s Office
  124 W Michigan Ave 1st Fl
  Lansing MI 48933
• In order to assure proper credit, please send the top portion of this bill along with your payment
• Payment in full is due within 30 days from the billing date
• Any unpaid balance remains as a lien against this property and will be added to the next property tax bill.

Appeals Process:
If you intend to appeal this nuisance fee, you or your agent must file a written protest with the Claims Review Committee within 30 days after the nuisance fee is placed on the July or December Tax Roll. Claims forms are available in the City Attorney’s Office and the City of Lansing’s web address: www.lansingmi.gov. Return completed claim to: Lansing City Attorney’s Office, 124 West Michigan Ave 5th Fl, Lansing, MI 48933

Other Information:
• July property taxes are due and payable on or before August 31st. December property taxes are due and payable on or before February 14th.
• For Red Tag Monitoring Fees Only – invoices not paid within 30 days are subject to a 5% penalty which will be applied on the 31st day.

By Authority of the Lansing City Council - Ordinance Numbers 655, 676, 1060.08 and 1460.04
Payments may be made online or in person Monday thru Thursday 8:00 a.m. - 4:30 p.m., at the above address or by mail
10/17/2019-owner called wanted a copy of the furnace report I said she had to FOIA for that she was not the owner at the time she would need to go thru the law office then we started talking about the grass bill she was insistant she never got the original letter just the $75.00 bill that was mailed to the same address we spoke about the rental registration she said this was done at close and I told her it cant be she needed to pay a fee and fill out a form she indicated she was at the property every week and noticed the lawn needed to be cut but couldn't hire anyone to cut it and by the time she could the city had already mowed it I told her she would need to file a claim she has owned the property since July and has made no arrangements for lawn care she said she is from Florida and this isn't a thing down there I told her it was her responsibility to contact the City of Lansing to see about the rules of rentals/imp

19-G0019

10/15/2019-owner called Tom Barry she was upset because she was out of town for several months had a forward order in place with the post office and says she didn't get notice I informed Tom she should have changed her address with the City of Lansing also property is a
rental she has not registered the property if she had we would have sent notice to where she indicated she wanted her mail to go and bottom line she owned the property since 7/31/2019 and was not maintaining the property in her absence/lmp
Nuisance Fee Billing Statement

Date Created: 10/09/2019
Due Date: 11/08/2019

Pay Invoice In Full

Inv Number: 00142339
Parcel: 33-01-05-06-455-171
Address: 2710 W MILLER RD

WILLIAMS TASHA
4722 DUVERNAY
LANsing MI 48910

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Date of Service</th>
<th>Enforcement Num</th>
<th>Address</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>00142339</td>
<td>E19-20485</td>
<td>2710 W MILLER RD</td>
<td></td>
<td>$435.00</td>
</tr>
</tbody>
</table>

Fee Details: Quantity Description       Balance
1.000 Grass and Weeds - Admin Fee $265.00
2.000 Grass and Weeds - Contractor Cha $170.00

Total Amount Due $435.00

Questions regarding this invoice: Contact CODE ENFORCEMENT at 517.483.4361

Payment Information:
- Make checks payable to: City of Lansing
- Mail payments or pay in person at:
  City of Lansing Treasurers Office
  124 W Michigan Ave 1st Fl
  Lansing MI 48933
- In order to assure proper credit, please send the top portion of this bill along with your payment.
- Payment in full is due within 30 days from the billing date
- Any unpaid balance remains as a lien against this property and will be added to the next property tax bill.

Appeals Process:
If you intend to appeal this nuisance fee and it is attached to your tax bill, you or your agent must file a written protest with the Claims Review Committee within 30 days after the nuisance fee is placed on the July or December Tax Roll. Claims forms are available in the City Attorney's Office and the City of Lansing's web address: www.lansingmi.gov. Return completed claim to: Lansing City Attorney's Office, 124 West Michigan Ave 5th Fl, Lansing, MI 48933

Other Information:
- July property taxes are due and payable on or before August 31st. December property taxes are due and payable on or before February 14th.
- For Red Tag Monitoring Fees Only - invoices not paid within 30 days are subject to a 5% penalty which will be applied on the 31st day.

By Authority of the Lansing City Council - Ordinance Numbers 655, 676, 1060.08 and 1460.04
Payments may be made online or in person Monday thru Friday 8:00 a.m. - 4:30 p.m., at the above address or by mail
Date work completed: 10-06-19

From:
David Tomlinson
2500 Pinch Hwy.
Charlotte, MI 48813

Bill To:
City Of Lansing
Office of Code Compliance
316 North Capitol Avenue
Lansing, MI 48933-1238

Vendor Number: V001476
Purchase Order No: 86123

Violation Type: Grass and Weeds
Invoice Number: 19-G0019
Work Authorized: Entire Lot
Location: 2710 W MILLER RD
Location Description: 
Parcel Number: 33-01-05-06-455-171

Mowing Done by Tomlinson

TOTAL INVOICE $170.00 (OVER ONE HOUR)
GRASS AND WEEDS CORRECTION NOTICE

WILLIAMS TASHA or Current Occupant
4722 DUVERNAY
LANSing, MI 48910

Violation date: 09/18/2019
Violation Location: 2710 W MILLER RD
Parcel No: 33-01-05-06-455-171
Compliance Due Date: 09/25/2019

You are hereby notified that this Office has found a violation of the City of Lansing Housing Code Section 302 EXTERIOR PROPERTY AREA at the above referenced location.

Description
Grass & Weeds: Entire Yard Grass and weeds must be below the 8" maximum allowed length.

Any Premises or portion thereof on which there exists growth of grass and/or weeds exceeding eight inches in height located anywhere on the premises - which includes but not limited to front, side, rear, back yard, driveway, next to fences, between curb and sidewalk or next to vehicles - shall be deemed, and hereby declared to be a substandard premises and is subject to abatement pursuant to Section 302.4 of the Lansing Housing Code.

Failure to comply by the compliance due date will leave no alternative but to have the work completed by our contractor. All costs incurred, which consist of the contractor’s fees plus $265.00 City service charge, shall be charged to you as an assessment against your property. Please be advised that, in an effort to discourage repeat offenses of this nature, the City will assess you an extra $75.00 fee for each time there is an additional premise violation at the violation address above during this calendar year.
If you have any questions or concerns about complying within the time indicated, you may contact me Monday through Friday between the hours of 8-9 AM or 12-1 PM

Pursuant to Section 107.2 of the IPMC, you have the right to appeal this notice of violation. In accordance with Section 106.3 any action taken by the City on such premises shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.

Officer: Tom Barry (517) 483 4376 Tom.Barry@lansingmi.gov

Taxpayer’s Copy
GRASS AND WEEDS CORRECTION NOTICE

HINES STEVEN or Current Occupant
1480 JOLLY RD
OKemos, MI 48864

Violation date: 09/18/2019
Violation Location: 2710 W MILLER RD
Parcel No: 33-01-05-06-455-171
Compliance Due Date: 09/25/2019

You are hereby notified that this Office has found a violation of the City of Lansing Housing Code Section 302 EXTERIOR PROPERTY AREA at the above referenced location.

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Officer: Tom Barry (517) 483 4376 Tom.Barry@lansingmi.gov

Taxpayer's Copy
GRASS AND WEEDS CORRECTION NOTICE

Occupant or Current Occupant
2710 W MILLER RD
LANSONG, MI 48911

Violation date: 09/18/2019
Violation Location: 2710 W MILLER RD
Parcel No: 33-01-05-06-455-171
Compliance Due Date: 09/25/2019

You are hereby notified that this Office has found a violation of the City of Lansing Housing Code Section 302 EXTERIOR PROPERTY AREA at the above referenced location.

Description
Grass & Weeds: Entire Yard Grass and weeds must be below the 8” maximum allowed length.

Any Premises or portion thereof on which there exists growth of grass and/or weeds exceeding eight inches in height located anywhere on the premises - which includes but not limited to front, side, rear, back yard, driveway, next to fences, between curb and sidewalk or next to vehicles - shall be deemed, and hereby declared to be a substandard premises and is subject to abatement pursuant to Section 302.4 of the Lansing Housing Code.

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Pursuant to Section 107.2 of the IPMC, you have the right to appeal this notice of violation. In accordance with Section 106.3 any action taken by the City on such premises shall be charged against the real estate upon which the structure is located and shall be liens upon such real estate.

Officer: Tom Barry (517) 483 4376 Tom.Barry@lansingmi.gov

Taxpayer’s Copy
Weeds Authorization Form

Submitted to: David B Tomlinson on 09/26/2019

TAXPAYER: WILLIAMS TASHA, 4722 DUVERNAY LANSING, MI 48910

Location of Work: Enf Num: E19-20485

Address: 2710 W MILLER RD
Lot No:
Description:
Parcel No: 33-01-05-06-455-171

Violation:
Grass & Weeds: Entire Yard Grass and weeds must be below the 8" maximum allowed length.

Estimated Time required to complete work: 1

Warning Comment:
<NONE>

Submitted By: Tom Barry (517) 483 4376

This action is authorized by the Manager of Code Compliance

Document's Author: TBarry Date Created:09/26/19 04:39 PM
2710 W MILLER RD  LANSING, MI 48911  (Property Address)
Parcel Number: 33-01-06-455-171

Owner and Taxpayer Information

Owner: WILLIAMS TASHA
WILLIAMS TASHA
4722 DUVERNAY
LANSING, MI 48910

Taxpayer: SEE OWNER INFORMATION

General Information for Tax Year 2019

Property Class: RESIDENTIAL – IMPROVED
Unit: 33 CITY OF LANSING - INGHAM
School District: LANSING
MAP #: DI-0006 -0968
TOP TEN: Not Available
NEW PERMITS: Not Available
USER ALPHA 3: Not Available
Historical District: Not Available
TYPE CODE: Not Available
Exemption: No Data to Display

Principal Residence Exemption Information

Homestead Date: 08/27/2019
Principal Residence Exemption: June 1st % 0.0000
Final % 0.0000

Previous Year Information

Year | MBOR Assessed | Final SEV | Final Taxable
--- | --- | --- | ---
2018 | $34,600 | $34,600 | $34,600
2017 | $34,100 | $34,100 | $33,497
2016 | $33,500 | $33,500 | $33,199

Land Information

Zoning Code: Not Available
Land Value: $16,200
Land Improvements: $0
Renaissance Zone: No
Renaissance Zone Expiration Date: No Data to Display
ECF Neighborhood: 7ID
Mortgage Code: No Data to Display
Lot Dimensions/Comments: No Data to Display
Neighborhood Enterprise Zone: No

Lot(s):
Lot 1: Frontage: 120.00 ft
Depth: 200.00 ft

Total Frontage: 120.00 ft
Average Depth: 200.00 ft

Legal Description

COM 945.5 FT E OF S 1/4 POST, TH E 120 FT, N 233 FT, W 120 FT, S 233 FT TO BEG; SEC 6 T3N R2W

Sale History

Sale Date | Sale Price | Instrument | Grantor | Grantee | Terms of Sale | Liber/Page
--- | --- | --- | --- | --- | --- | ---
07/31/2019 | $129,900.00 | WD | HINES STEVE | WILLIAMS TASHA | CASH | 2019 026581
08/13/2018 | $56,000.00 | CD | U S BANK TRUST N A | HINES STEVE | 1ST SALE AFTER BANK | 2018 031508
03/14/2017 | $0.00 | WD | U S BANK TRUST N A | CASH/CONV-NOT USED | 2017 017694
**Building Information - 2329 sq ft BI-LEVEL (Residential)**

### General

<table>
<thead>
<tr>
<th>Area Detail - Basic Building Areas</th>
<th>Height</th>
<th>Foundation</th>
<th>Exterior</th>
<th>Area</th>
<th>Heated</th>
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<tbody>
<tr>
<td>Floor Area</td>
<td>2,329 sq ft</td>
<td></td>
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<tr>
<td>Garage Area</td>
<td>447 sq ft</td>
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<td>Foundation Size</td>
<td>1,195 sq ft</td>
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<tr>
<td>Year Built</td>
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<td>Occupancy</td>
<td>Single Family</td>
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<tr>
<td>AC w/Separate Ducts</td>
<td>No</td>
<td></td>
<td>Wood Stove Add-on</td>
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<td></td>
</tr>
<tr>
<td>Basement Rooms</td>
<td>0</td>
<td></td>
<td>Water</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st Floor Rooms</td>
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<td>Sewer</td>
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<td></td>
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<tr>
<td>2nd Floor Rooms</td>
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<td></td>
<td>Style</td>
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<tr>
<td>Basements</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

### Area Detail - Overhangs

<table>
<thead>
<tr>
<th>Area Detail - Overhangs</th>
<th>Area</th>
<th>Height</th>
<th>Exterior</th>
<th>Included in Size for Rates</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>36 sq ft</td>
<td>1 Story</td>
<td>Siding</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>27 sq ft</td>
<td>1 Story</td>
<td>Siding</td>
<td>1</td>
</tr>
</tbody>
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### Basement Finish

<table>
<thead>
<tr>
<th>Basement Finish</th>
<th>Area</th>
<th>Height</th>
<th>Recreation % Good</th>
<th>No Concrete Floor Area</th>
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<tbody>
<tr>
<td>Recreation</td>
<td>0 sq ft</td>
<td></td>
<td>0%</td>
<td>0 sq ft</td>
</tr>
<tr>
<td>Living Area</td>
<td>0 sq ft</td>
<td></td>
<td>0%</td>
<td>0 sq ft</td>
</tr>
<tr>
<td>Walk Out Doors</td>
<td>0</td>
<td></td>
<td>No</td>
<td>0 sq ft</td>
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</tbody>
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### Plumbing Information

<table>
<thead>
<tr>
<th>Plumbing Information</th>
<th>1 Fixture Bath</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Built-In Information

<table>
<thead>
<tr>
<th>Built-In Information</th>
<th>Garbage Disposal</th>
<th>Unvented Hood</th>
<th>Intercom, Master</th>
<th>Oven</th>
<th>Standard Range</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

### Garage Information

<table>
<thead>
<tr>
<th>Garage Information</th>
<th>Area</th>
<th>Exterior</th>
<th>Siding</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>447 sq ft</td>
<td>Common Wall</td>
<td>1 Wall</td>
</tr>
<tr>
<td>Foundation</td>
<td>42 Inch</td>
<td>Mech Doors</td>
<td>0</td>
</tr>
<tr>
<td>Year Built</td>
<td>1964</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auto Doors</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Porch Information

<table>
<thead>
<tr>
<th>Porch Information</th>
<th>WPP</th>
<th>Foundation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>136 sq ft</td>
<td>Standard</td>
</tr>
</tbody>
</table>

### Deck Information

<table>
<thead>
<tr>
<th>Deck Information</th>
<th>Treated Wood</th>
<th>216 sq ft</th>
</tr>
</thead>
</table>

**Disclaimer:** BS&A Software provides BS&A Online as a way for municipalities to display information online and is not responsible for the content or accuracy of the data herein. This data is provided for reference only and WITHOUT WARRANTY of any kind, expressed or inferred. Please contact your local municipality if you believe there are errors in the data.

Copyright © 2020 BS&A Software, Inc.
We do not post our bids on the City Website. We post our bids on the MITN website. www.mitn.info. Just in case someone asks.

Thank you,

Stephanie Robinson CPPB
Buyer - Purchasing
City of Lansing/Lansing Board of Water and Light
1110 S Pennsylvania Lansing Mi 48912
O: 517-702-6197 F: 517-702-6042 E:stephanie.robinson@lbwl.com

[EXTERNAL] This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.
Boak, Sherrie

From: Stephanie Robinson <Stephanie.Robinson@LBWL.COM>
Sent: Thursday, January 30, 2020 9:26 AM
To: Boak, Sherrie
Subject: [EXTERNAL] Board Up Bid
Attachments: 056 BOARD UP 2018-19.pdf; 056 PRO-SOIL SITE SERVICES amend without ck.p pf;
P086023 PROSOIL CODE COMPLIANCE FY 20 AMEND.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

I will do each one separately.
1. The current bid that was issued - was bid last year
2. The previous bid that was issued - B/19/056
3. The previous bid submitted by the awarded vendor - Prosoil
4. The current PO - P086023

Thank you,

Stephanie Robinson CPPB
Buyer - Purchasing
City of Lansing/Lansing Board of Water and Light
1110 S Pennsylvania Lansing Mi 48912
O: 517-702-6197 F: 517-702-6042 E:stephanie.robinson@lbwl.com
CITY OF LANSING
PURCHASING OFFICE
1110 S Pennsylvania Ave.
Lansing, Michigan 48912
(517) 702-6197
http://www.lansingmi.gov/787/purchasing

CITY OF LANSING
NOTICE TO BIDDERS

B/19/056 BOARD UP SERVICES 2018-2019

The City of Lansing officially distributes all Purchasing documents through the Michigan Inter-governmental Trade Network (MITN) and the City of Lansing Purchasing Office. Our office no longer mails bid documents, notices or addendums. To register for the MITN system or access bid information, including addendums, go to http://www.mitn.info

SEALED BIDS marked "B/19/056 BOARD UP SERVICES 2018-2019" will be accepted at the CITY OF LANSING PURCHASING OFFICE, 1110 S Pennsylvania Ave., LANSING MI. 48912 until, but not later than 2:00 PM local time in effect DECEMBER 18, 2018, at which time and place the bids will be publicly opened and read aloud.

Any changes made to the plans and/or specifications shall be made in the form of an Addenda prepared by the City of Lansing and posted on MITN. All addenda shall become part of the Contract Document and all bidders shall be bound by such Addenda, whether or not received by the Bidder. All addenda received shall be listed on the outside of the bid envelope by number, and date received. Any proposal received without each addendum listed by number on the outside of the bid proposal envelope, may be declared a non-responsive bid.

A Bid Guaranty (in accordance with Federal Circular No. 570) in the amount of ($250.00) Two Hundred Fifty dollars shall accompany all bids. Business Checks, Certified checks, bank drafts, negotiable U.S. Government Bonds (at par value), Small Business Administration Guaranteed Securities, or a Bid Bond will be acceptable. Bonding agencies must be approved for doing business in the State of Michigan. No "off-shore" bonding agencies will be accepted.

MAJOR CONTRACT ITEMS: Board up services for the City of Lansing Code Enforcement and Various City Departments

Location: Various locations in Lansing

The City reserves the right to accept any bids, to reject any or all bids and to make the award in the best interest of the City.

Bid results will only be released via email, self-addressed stamped envelopes or on the Internet at www.mitn.info. Please forward your email request to: stephanie.robinson@lbwl.com

****Two (2) copies of the bid proposal section required.***
The City of Lansing gives preference to Lansing-based job providers in the procurement of all goods and services, and will give priority to those firms that provide the City with goods the City may require for this or other projects as made or provided for by United States based firms, with appropriate documentation provided with bid response showing U.S. manufacturing or assembly.

The City strongly encourages general contractors to provide opportunities for minority- and women-owned businesses/subcontractors to participate in this project along with the use of Lansing-based businesses.

If you have any questions please contact Stephanie Robinson, Buyer at (517) 702-6197. Technical questions should be directed to Scott Sanford, Lead Housing Manager Code Enforcement @ (517) 483-4361.
CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

(1) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in transactions under any non-procurement programs by any federal, state or local agency.

(2) Have not, within the three-year period preceding, had one or more public transactions (federal, state, or local) terminated for cause or default; and

(3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three-year period preceding the proposal, been convicted of or had a civil judgment rendered against it:

   (a) For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local), or a procurement contract under such a public transaction;

   (b) For the violation of federal, or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or

   (c) For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, the general grant of this authority exists within the City’s Purchasing Ordinance, Sec. 206.02 (a) (1) (G).

[ ] I am able to certify to the above statements. [ ] I am unable to certify to the above statements. Attached is my explanation.

Name of Agency/Company/Firm (Please Print) __________________________

Name and title of authorized representative (Please Print) __________________________

Signature of authorized representative __________________________ Date __________________________
Attention Bidders

The City of Lansing in partnership with the business community recognizes the need to facilitate economic development in our community. As part of the economic growth strategy, the City has incorporated Local Preference into City Purchasing policies.

Local Preference Statement:

A Lansing based business that has been deemed responsive and responsible according to the requirements of the Purchasing Ordinance that is within 5% of the low bid will be given an opportunity to match the low bid amount to receive the contract. If there is more than one qualified, responsive and responsible Lansing based bidder, the first opportunity to match the low bid will go to the Lansing based firm with the lowest bid.

If the Lansing based business refuses to match the low bid, the contract will be awarded to the responsive and responsible low bidder.

Projects greater than $500,000 are exempt from the Ordinance.

Qualifications for Lansing Based Business status:

1) Pay City income taxes on Net Profits

2) Pay City property taxes on a plant or office and equipment used for the performance of the contract bid upon - or - other real or personal property in the City of Lansing equivalent in value to such plant or office and equipment for not less than one year prior to determination.

Additional Information:

The full copy of the Ordinance is on file in the Purchasing Office, the City Clerk’s office or on the City of Lansing Purchasing Web site located at:

http://www.lansingmi.gov/787/purchasing
Solicitation Number: B/19/056

Solicitation Name: Board Up Services 2018-2019

The City of Lansing Purchasing Office is collecting information regarding the use of the MITN e-procurement system. We are also collecting demographic information regarding Lansing based business. This form will not be used during the evaluation of bids or proposals. You may return this sheet, which is voluntary, with your submittal or shortly thereafter. Please, do not staple this to your bid document.

I. Where did your firm receive of this solicitation? Please check all that apply.
   
   ____ City of Lansing Purchasing Web Page [http://www.mitn.info](http://www.mitn.info)
   ____ City of Lansing Purchasing Office
   ____ Other, please
   
   list:___________________________________________________________________________

II. Demographic Information:

   Is your firm located or have a business office within the corporate city limits of Lansing
   yes____   no_____

III. Company Information

   Federal Tax ID Number _____________________

   Firm Name

   Address (Street, City, State, ZIP)

   Phone Number       Fax Number

   Web Site Address   Contact Person

   Thank you for your participation.
All bidders must submit the following certification statement in compliance with Public Act No. 517 of 2012 (the “Iran Economic Sanctions Act”) and attach this form to the bid. **The City of Lansing shall not accept a bid that does not include this sworn and notarized certification statement.** This form must be completed in its entirety.

The undersigned, the owner or authorized officer of ________________________ (the “Bidder”), pursuant to the compliance certification requirement provided in the City of Lansing Request for Proposal, hereby certifies, represents and warrants that the Bidder (including its officers, directors and employees) is not an “Iran linked business” within the meaning of the Iran Economic Sanctions Act, and that in the event the Bidder is awarded a contract as a result of the aforementioned Request for Proposal, the Bidder will not become an “Iran linked business” at any time during the course of performing the work or any services under the contract.

The Bidder further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than $250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification is made, whichever is greater, the cost of the City of Lansing’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date it is determined that the person has submitted the false certification.

**BIDDER:**

________________________________
Name of Bidder

By: ________________________________

Its: ________________________________

Date: ______________________________

STATE OF ____________________ )
COUNTY OF ____________________ ) ss.

This instrument was acknowledged before me on the ______ day of ________________, 20___, by

________________________________
, Notary Public

________________ County, ______________

My Commission Expires: __________________

Acting in the County of: ________________
REQUEST FOR BID #  B/19/056  FOR:  BOARD UP SERVICES 2018-2019  

DATE:  DEC. 3, 2018  Code Enforcement and Building Safety Section

QUOTES DUE 2:00 PM LOCAL TIME IN EFFECT DEC. 18, 2018

The City of Lansing Purchasing Office is requesting bids for BOARD UP SERVICES per the attached specifications.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>FLAT RATE PER HOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>TIME AND MATERIAL RATE PER SPECS ATTACHED</td>
<td>$ /FLAT RATE PER HR</td>
</tr>
<tr>
<td>B</td>
<td>CONTRACTOR CAN ARRIVE ON SITE WITHIN 30 – 45 MIN.</td>
<td>YES______ NO______</td>
</tr>
</tbody>
</table>

The City reserves the right to accept any quote, to reject any or all quotes and to make the award in the best interest of the City.

All vendors shall be current in payment of any taxes, licenses, fees, permits or any other monies due the City of Lansing at time of quote due date as per City of Lansing Ordinance Section 206.02(a)1(G).

Any contractual or quote package questions should be directed to Stephanie Robinson, Purchasing, at (517) 702-6197, fax (517) 702-6042. Technical questions may be directed to Scott Sanford at (517) 483-4361.

FEDERAL I.D.#__________________________  ADDRESS ____________________________  
COMPANY_____________________________  CITY & STATE ____________________________  
SIGNATURE___________________________  TELEPHONE _____________________________  
PRINTED NAME________________________  F.O.B.___________NA_________________________  
TITLE_______________________________  SHIP VIA/ROUTING:___NA___________________  
DATE:_______________________________  PAYMENT TERMS: ________________________  

NOTE:  Quote results will only be released via email request.

MICHIGAN CIVIL RIGHTS ACT
Contractor shall not discriminate in hiring or its terms and conditions of employment on the basis of race, religion, creed, nation origin, color, sex, marital status, age, height, or weight, nor on the basis of handicap except where the same is based on a bona fide job requirement. Neither shall Contractor discriminate in the sales of products or the rendering of services pursuant to this contract on the basis of any of those categories.
PROPOSAL AND CONTRACT

PROPOSAL: Vendor proposes to furnish all labor, materials, equipment, tools and services required to complete the work in accordance with the specifications and conditions contained herein in consideration of the sum or sums stated below and agree that this document will constitute the contract if accepted by the City of Lansing.

PLEASE BID ON A TIME AND MATERIAL RATE PER HOUR, for labor for boarding of ground floor openings on both residential and commercial buildings. THE BID SHOULD BE SET FOR A FLAT RATE PER HOUR for the labor to do this work, with the understanding, that the material costs for each job will vary based on the circumstances and the structure and number of openings being secured. There may also be from time to time a request to install steel T-Posts and snow fencing to secure open sites or block off areas around a damaged structure.

There is no guarantee on the number of board ups to be done each year. However, the City has averaged 270 board ups per year for the past 4 years. The City agrees to enter into a guaranteed payment for services to be a minimum of $40,000.00 per year for this contract. While there may be more paid under this agreement based on the work performed, this is the minimum guarantee granted.

The awarded vendor must be able to arrive on site within 30 to 45 minutes of call time. This will be a consideration of this bid and must be adhered to for the life of the contract.

Vendor Requirements:
Vendor must be registered with the City of Lansing Building Safety/Code Enforcement office.
Vendor must show proof of licensure by the State of Michigan as either a residential builder or a residential maintenance and alteration contractor.
Vendor must attach copies of licenses mentioned above.
Vendor must show proof of insurance with the City of Lansing named as additional insured upon award of bid.

BID PRICE: Contractor shall enter the cost of all work related to the boarding up of first floor openings (including Basement windows) for both residential and commercial structures.

All vendors shall be current in payment of any taxes, licenses, fees, permits or any other monies due the City of Lansing at time of quote due date as per City of Lansing Ordinance Section 206.02(a)1(G).

Board Up Outline

Expectations:

1. Must arrive on site within 30 to 45-minute of contact.
2. Contact information to be provided including cell phone number
3. Code Officer or Premise Inspector to remain on sight till work completed
4. 24-hour response, 365 days a year

Equipment (at a minimum):

1. Pasload (or equivalent) battery operated nail guns
2. 18-volt drill, panel saw
3. Battery operated lights for night calls
4. Step ladder, 6 ft. ladder, 18 extension ladder
5. Board ups to be done with T-111, ½ thick boards painted beige
6. Assortment of screwdrivers, nut drivers, allen wrenches and metric and standard wrenches.
7. 3-inch ring shank nails with heat activated glue, #8 self-tapping Phillips head screws

Procedure:

1. All board ups to be done with least amount of damage to property
2. Hardware (handles) to be removed from exterior storm/screen doors and hardware to be placed inside building.
3. Board ups will be done at the request of Code Enforcement/Building Safety

Billing:

1. Billing must be done on a weekly basis
2. Forms are to be prepared per the requirements of the Code Enforcement/Building Safety billing clerk
3. Forms must be filled out in their entirety with the correct information as requested
4. Examples of forms provided may change as to the needs of the Code Enforcement/Building Safety billing clerk

Contractor can comply with the above requirements?  Yes __________________No______________

(PLEASE LIST ANY EXCEPTIONS ON SEPARATE PAPER)
CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

(1) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in transactions under any non-procurement programs by any federal, state or local agency.

(2) Have not, within the three-year period preceding, had one or more public transactions (federal, state, or local) terminated for cause or default; and

(3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three-year period preceding the proposal, been convicted of or had a civil judgment rendered against it:

   (a) For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local), or a procurement contract under such a public transaction;

   (b) For the violation of federal, or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or

   (c) For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, the general grant of this authority exists within the City’s Purchasing Ordinance, Sec. 206.02 (a) (1) (G).

I am able to certify to the above statements. [ ] I am unable to certify to the above statements. Attached is my explanation.

[Signature]
Name of Agency/Company/Firm (Please Print)

[Signature]
Name and title of authorized representative (Please Print)

[Signature]
Signature of authorized representative

Date
Solicitation Number: B/19/056

Solicitation Name: Board Up Services 2018-2019

The City of Lansing Purchasing Office is collecting information regarding the use of the MITN e-procurement system. We are also collecting demographic information regarding Lansing based business. This form will not be used during the evaluation of bids or proposals. You may return this sheet, which is voluntary, with your submittal or shortly thereafter. Please, do not staple this to your bid document.

I. Where did your firm receive of this solicitation? Please check all that apply.

___ City of Lansing Purchasing Web Page http://www.mitn.info
___ City of Lansing Purchasing Office
___ Other, please

list: City Pulse

II. Demographic Information:

Is your firm located or have a business office within the corporate city limits of Lansing yes [ ] no [ ]

III. Company Information

<table>
<thead>
<tr>
<th>Firm Name</th>
<th>Federal Tax ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pro Soil</td>
<td></td>
</tr>
</tbody>
</table>

Address (Street, City, State, ZIP)

517. 367. 8767

Phone Number

www.prosoil.com

Fax Number

www.prosoil.com

Web Site Address

Thank you for your participation.
SWORN AND NOTARIZED AFFIDAVIT OF COMPLIANCE  
IRAN ECONOMIC SANCTIONS ACT  
Michigan Public Act No. 517 of 2012

All bidders must submit the following certification statement in compliance with Public Act No. 517 of 2012 (the “Iran Economic Sanctions Act”) and attach this form to the bid. The City of Lansing shall not accept a bid that does not include this sworn and notarized certification statement. This form must be completed in its entirety.

The undersigned, the owner or authorized officer of Pro-Soil (the “Bidder”), pursuant to the compliance certification requirement provided in the City of Lansing Request for Proposal, hereby certifies, represents and warrants that the Bidder (including its officers, directors and employees) is not an “Iran linked business” within the meaning of the Iran Economic Sanctions Act, and that in the event the Bidder is awarded a contract as a result of the aforementioned Request for Proposal, the Bidder will not become an “Iran linked business” at any time during the course of performing the work or any services under the contract.

The Bidder further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than $250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification is made, whichever is greater, the cost of the City of Lansing’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date it is determined that the person has submitted the false certification.

BIDDER: Pro-Soil
By: Dan Alden
Its: Owner
Date: 12/18/2018

STATE OF Michigan ss.
COUNTY OF Oakland ss.
This instrument was acknowledged before me on the 18th day of December, 2018, by Darren Teus.

Jesse Hatcher  
Notary Public

My Commission Expires: 6/29/2021
Acting in the County of: Ingham
CITY OF LANSING
PURCHASING OFFICE
1110 S Pennsylvania Ave.
LANSING, MICHIGAN 48912

THIS IS NOT AN ORDER
NOTE: If your bid/quote is not returned and completed on this form, it may not be considered.
Bid/quote number must appear on outside of return envelope.

REQUEST FOR BID # B/19/056 FOR: BOARD UP SERVICES 2018-2019
DATE: DEC. 3, 2018 Code Enforcement and Building Safety Section

QUOTES DUE 2:00 PM LOCAL TIME IN EFFECT DEC. 18, 2018

The City of Lansing Purchasing Office is requesting bids for BOARD UP SERVICES per the attached specifications.

<table>
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<tr>
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<td>TIME AND MATERIAL RATE PER SPECS ATTACHED</td>
<td>$135.40 /FLAT RATE PER HR</td>
</tr>
<tr>
<td>B</td>
<td>CONTRACTOR CAN ARRIVE ON SITE WITHIN 30 – 45 MIN.</td>
<td>YES X NO ___</td>
</tr>
</tbody>
</table>

The City reserves the right to accept any quote, to reject any or all quotes and to make the award in the best interest of the City.

All vendors shall be current in payment of any taxes, licenses, fees, permits or any other monies due the City of Lansing at time of quote due date as per City of Lansing Ordinance Section 206.02(a)(1)(G).

Any contractual or quote package questions should be directed to Stephanie Robinson, Purchasing, at (517) 702-6187, fax (517) 702-6042. Technical questions may be directed to Scott Sanford at (517) 483-4361

<table>
<thead>
<tr>
<th>FEDERAL I.D.#</th>
<th>ADDRESS</th>
<th>NOTE: Quote results will only be released via email request.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3323 N East Street</td>
<td></td>
</tr>
<tr>
<td>COMPANY</td>
<td>CITY &amp; STATE</td>
<td></td>
</tr>
<tr>
<td>Pro-Solv</td>
<td>Lansing, MI 48912</td>
<td></td>
</tr>
<tr>
<td>SIGNATURE</td>
<td>TELEPHONE</td>
<td></td>
</tr>
<tr>
<td>Darren Tews</td>
<td>517 267 8767</td>
<td></td>
</tr>
<tr>
<td>PRINTED NAME</td>
<td>F.O.B.</td>
<td></td>
</tr>
<tr>
<td>Darren Tews</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>TITLE</td>
<td>SHIP VIA/ROUTING:</td>
<td></td>
</tr>
<tr>
<td>President</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>DATE:</td>
<td>PAYMENT TERMS:</td>
<td></td>
</tr>
<tr>
<td>12/18/2018</td>
<td>Net 10 days</td>
<td></td>
</tr>
</tbody>
</table>

MICHIGAN CIVIL RIGHTS ACT
Contractor shall not discriminate in hiring or its terms and conditions of employment on the basis of race, religion, creed, nation origin, color, sex, marital status, age, height, or weight, nor on the basis of handicap except where the same is based on bona fide job requirement. Neither shall Contractor discriminate in the sales of products or the rendering of services pursuant to this contract on the basis of any of those categories.
CITY OF LANSING  
124 W. Michigan Ave  
Lansing, MI 48933  
(517) 483-4128

TO:  
PRO-SCIL SITE SERVICES INC  
3323 N EAST ST  
LANSING, MI 48906

PHONE#  FAX#

DELIVER ITEMS TO:  
EDP DEPARTMENT - CODE ENFORCEMENT DIVISION  
316 N CAPITOL AVE STE C-2  
LANSING, MI 48933-1238

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>QTY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>EXTENSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>CONTRACTOR IS TO BOARD UP STRUCTURES WHEN CONTACTED BY CODE ENFORCEMENT. CONTRACTOR IS PROVIDE ALL SUPPLIES. THE TOTAL PAYMENT AMOUNT IS BASED ON EACH JOB AND THE FULL CONTRACT DOLLAR AMOUNT IS NOT GUARANTEED. THIS CONTRACT RUNS FROM 7/01/2019 THRU 6/30/2020</td>
<td>50,000</td>
<td>EA</td>
<td>1.00</td>
<td>50,000.00</td>
</tr>
<tr>
<td>002</td>
<td>CONTRACTOR IS TO BOARD UP STRUCTURES WHEN CONTACTED BY CODE ENFORCEMENT. CONTRACTOR IS TO PROVIDE ALL SUPPLIES. THE TOTAL PAYMENT AMOUNT IS BASED ON EACH JOB AND THE FULL CONTRACT DOLLAR AMOUNT IS NOT GUARANTEED. THIS CONTRACT RUNS FROM 7/01/2019 THRU 6/30/2020</td>
<td>50,000</td>
<td>EA</td>
<td>1.00</td>
<td>50,000.00</td>
</tr>
</tbody>
</table>

THE ARTICLES SPECIFIED ARE SUBJECT TO THE FOLLOWING CONDITIONS:
1. Goods other than those specified on this order must not be substituted or prices changed without authorization.
2. If the quantity shipped is short of the purchase order quantity, specify on the packing slip if that quantity is on back order or cancelled.

Federal Tax ID: 38-6004628

AUTHORIZED SIGNATURE ___________________________
I will do each one separately.

1. The current bid that was issued 8/20/066 issued this week.
2. The previous bid that was issued 8/13/001
3. The previous bid submitted by the awarded vendor - Tomlinson
4. The current PO. PO 86123

Thank you,

Stephanie Robinson CPPB
Buyer - Purchasing
City of Lansing/Lansing Board of Water and Light
1110 S Pennsylvania  Lansing Mi 48912
O: 517-702-6197 F: 517-702-6042 E: stephanie.robinson@lbwl.com
NOTICE TO BIDDERS

B/13/001

GRASS MOWING CONTRACTOR, SPECIAL SERVICES

The City of Lansing officially distributes all Purchasing documents through the Michigan Inter-governmental Trade Network (MITN) and the City of Lansing Purchasing Office. Our office no longer mails bid documents, notices or addendums to our vendors. To register for the MITN system or access bid information, including addendums, go to www.mitn.info

Sealed Bids marked "B/13/001 GRASS MOWING CONTRACTOR, SPECIAL SERVICES" will be accepted at the Finance Department, Purchasing Office, 8th floor City Hall, 124 W. Michigan Avenue, Lansing, Michigan 48933, until 3:00 p.m., local time in effect on JULY 31, 2012. Bids will be opened and read aloud immediately thereafter in the conference room. Two copies of the bid proposal required.

Bid results will only be released via email, self-addressed stamped envelopes or on the Internet at www.mitn.info. Please forward your email request to: dburnham@lansingmi.gov.

If any changes or additions are required for this bid an addendum will be issued by the Finance Department. All addenda received shall be listed on the outside of your bid envelope. Any proposal received without each addendum listed by number and date received on the outside of the bid proposal when submitted, may be declared a non-responsive bid.

The City of Lansing encourages bids from all vendors including MBE/WBE and Lansing-based vendors.

The City of Lansing gives preference to Lansing-based job providers in the procurement of all goods and services, and will give priority to those firms that provide the City with goods the City may require for this or other projects as made or provided for by United States based firms, with appropriate documentation provided with bid response showing U.S.A. Manufacturing or assembly.

The City strongly encourages general contractors to provide opportunities for minority-and women-owned businesses/subcontractors to participate in this project along with use of Lansing-based businesses.

If you have any questions please contact Darleen Burnham, CPPB, Senior Buyer, at (517) 483-4129. Technical questions should be directed to Scott Sanford at (517) 483-6946.

Darleen Burnham, CPPB
Senior Buyer
CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

(1) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in transactions under any non-procurement programs by any federal, state or local agency.

(2) Have not, within the three year period preceding, had one or more public transactions (federal, state, or local) terminated for cause or default; and

(3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three year period preceding the proposal, been convicted of or had a civil judgment rendered against it:

(a) For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local), or a procurement contract under such a public transaction;

(b) For the violation of federal, or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or

(c) For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, the general grant of this authority exists within the City’s Purchasing Ordinance, Sec. 206.02 (a) (1) (G).

[ ] I am able to certify to the above statements.

Name of Agency/Company/Firm (Please Print)

Name and title of authorized representative (Please Print)

Signature of authorized representative __________________________ Date ____________

[ ] I am unable to certify to the above statements. Attached is my explanation.
Attention Bidders

The City of Lansing in partnership with the business community recognizes the need to facilitate economic development in our community. As part of the economic growth strategy, the City has incorporated the Local Preference into the City Purchasing policies.

Local Preference Statement:

A Lansing based business that has been deemed responsive and responsible according to the requirements of the Purchasing Ordinance that is within 5% of the low bid will be given an opportunity to match the low bid amount to receive the contract. If there is more than one qualified, responsive and responsible Lansing based bidder, the first opportunity to match the low bid will go to the Lansing based firm with the lowest bid.

If the Lansing based business refuses to match the low bid, the contract will be awarded to the responsive and responsible low bidder.

Projects greater than $500,000 are exempt from the Ordinance.

Qualifications for Lansing Based Business status:

1) Pay City income taxes on Net Profits

and

2) Pay City property taxes on a plant or office and equipment used for the performance of the contract bid upon - or - other real or personal property in the City of Lansing equivalent in value to such plant or office and equipment for not less than one year prior to determination.

Additional Information:

The full copy of the Ordinance is on file in the Purchasing Office, the City Clerk’s office or on the City of Lansing Purchasing Web site located at:

http://www.lansingmi.gov/finance/purchasing
Solicitation Number: _B/13/001_

Solicitation Name: **GRASS MOWING CONTRACTOR, SPECIAL SERVICES**

The City of Lansing Purchasing Office is collecting information regarding the use of the MITN e-procurement system. We are also collecting demographic information regarding woman-owned, minority-owned and Lansing based business. This form will not be used during the evaluation of bids or proposals. You may return this sheet, which is voluntary, with your submittal or shortly thereafter. Please, do not staple this to your bid document.

I. Where did your firm receive of this solicitation? Please check all that apply.

   ____ City of Lansing Purchasing Web Page [http://www.mitn.info](http://www.mitn.info)
   ____ City of Lansing Purchasing Office
   ____ Other, please list:_____________________________________________

II. Demographic Information:

   Is your firm located or have a business office within the corporate city limits of Lansing
   yes____ no____

   Is your firm owned (at least 51% ownership), operated and controlled by a member of the following minority groups? If so, please check all that apply:

   ____ African-American
   ____ Hispanic-American
   ____ Native-American (American Indian, Eskimo, Aleut, Native Hawaiian)
   ____ Asian-Pacific
   ____ Asian-Indian (India, Pakistan and Bangladesh)
   ____ Disabled-Owned

   Is your firm owned (at least 51% ownership), operated and controlled by a female: Yes____ No____

III. Company Information

   Federal Tax ID Number _____________________

   Firm Name

   Address (Street, City, State, ZIP)

   Phone Number

   Fax Number

   Web Site Address

   Contact Person

Thank you for your participation.
REQUEST FOR BID # B/13/001 FOR: GRASS MOWING CONTRACTOR, SPECIAL SERVICES

DATE: JULY 3, 2012

PND – CODE COMPLIANCE OFFICE

SEALED BIDS DUE 3:00 PM, LOCAL TIME IN EFFECT JULY 31, 2012

The City of Lansing Purchasing Office requests bids for GRASS MOWING CONTRACTOR, SPECIAL SERVICES FOR PND/CODE COMPLIANCE per the specifications in this document.

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<td>Hourly Rate bid for grass mowing in accordance with these specifications is: $_______________________ per hour – rate is all inclusive. The hourly rate established by this contract includes all equipment, means, and methods necessary to complete the work as specified. The charge for work performed under this contract shall be computed by multiplying the per hour charge by the actual time required to complete all cutting and other related work.</td>
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The City reserves the right to accept any bid, to reject any or all bids and to make the award in the best interest of the City. The City reserves the right to award to more than one vendor.

All vendors shall be current in payment of any taxes, licenses, fees, permits or any other monies due the City of Lansing at time of bid due date as per City of Lansing Ordinance Section 206.02(a)1(G).

Any contractual or bid package questions should be directed to Darleen Burnham at (517) 483-4129. Technical questions should be directed to Scott Sanford at (517) 483-6946.

NOTE: Bid results will only be released via email or on the Internet at www.mitn.info

MICHIGAN CIVIL RIGHTS ACT
Contractor shall not discriminate in hiring or its terms and conditions of employment on the basis of race, religion, creed, nation origin, color, sex, marital status, age, height, or weight, nor on the basis of handicap except where the same is based on a bona fide job requirement. Neither shall Contractor discriminate in the sales of products or the rendering of services pursuant to this contract on the basis of any of those categories.
SPECIFICATIONS

CONTRACT PERIOD AND COST:

This Contract will be for a period of one (1) year with the option to extend for additional years in one year increments, not to exceed an additional four (4) year period. The price shall remain firm for the first year of the contract. Cost increases thereafter will be subject to approval by the City of Lansing. Extensions are subject to review by the Purchasing Division and Building and Code Compliance Office. At a minimum, the review will include the contractor’s job performance, skills and specification compliance, and invoicing compliance.

SCOPE OF WORK:

Work proposed under this contract includes the cutting of residential and commercial lots within the city limits of Lansing. It is the intent of the contract that equipment used is heavy duty commercial type for large acreage, vacant lots, back, side, and front yard of residences and commercial properties. Contractor shall also be capable of cutting stubble and groom cuts when so directed. Work shall also include removal of cut material from the work site and of it being properly disposed of. Date stamped DIGITAL pictures are required before and after completing each grass mowing of the designated properties and are subject to approval by the Code Compliance Office before payment is released.

MINIMUM EQUIPMENT REQUIREMENT:

1. Two units capable of a minimum of 75” cutting width with at least 50 horse-power capacity. Assurance of a back-up unit available in case of breakdown or exceptionally heavy cutting needs. One 60” cut or larger groomer mower unit required for fine cuts as requested. Other cutting equipment as needed to perform work under this contract, i.e. hand-held H.D. commercial weed whips, small mowers of 4.5 HP or larger and other necessary equipment to perform required/specify services.

2. At least two mobile/cellular telephone units capable of communication with the Code Compliance Office at all times.

3. A DATE STAMPING DIGITAL camera is required to take clear and concise before and after mowing pictures at each work site.

4. Within two (2) days after bids are opened, all bidders will be required to make their equipment available for inspection and show proof of ownership. If unable to do so, the bid will be declared non-responsive.
5. A computer with a dedicated e-mail address to receive work orders from the City of Lansing.

INVOICING:

Contractor must submit all invoices via regular mail to the Code Compliance Office at 316 N. Capitol Avenue, Suite C1, Lansing, Michigan, 48933, within 5 days of completion of each 10 day work cycle. All invoices submitted to the City must be numbered, and must list, at a minimum, the parcel number of each location, date, and number of hours at each site. Pictures must be supplied on a flash drive and identify each property by address, and provided with each invoice. Each invoice breakdown is to also include the following information per property.

1. Starting time of work
2. Ending time of work
3. Rain delay information/notes and a listing of the rain dates.
4. Any other pertinent information that may be necessary to explain any additional costs as noted on invoice.

PAYMENT BOND:

The successful bidder will within ten (10) days of the notice of bid award provide the City with a payment bond as security for the payment of all persons, firms or corporations to whom the contractor may become legally indebted for labor, materials, tools, equipment, or services of any nature employed or used by them in performing the work as specified with the bid documents/contract.

CITY PROVIDED INFORMATION:

The City will provide to the successful contractor parcel maps. The City will also conduct a post-bid meeting, if needed, with the contractor to reiterate all requirements and expectations in the performance of this contract.

CONTRACT PERFORMANCE:

The contractor must perform the work within ten (10) working days (excluding inclement weather or other reasonable extra ordinary conditions) after notification to proceed is given by the City. If the work is postponed beyond four (4) calendar days by the contractor, this will result in non-payment for the affected parcels in that 10 day work cycle (sequence). If no work is performed by the contractor when requested to do so by the City, said contractor shall be removed as an approved vendor and banned from doing business with the City for a period of three (3) years. An alternate original bidder to the contract will be selected as the primary contractor and remain as such at the City's discretion.

INSURANCE: OTHER REQUIREMENTS:

No work connected with this contract shall be started until the contractor has submitted evidence to the Purchasing Division of the Finance Department, City of Lansing, that (A) Contractor is in compliance with Michigan Worker’s Disability compensation Act, and that (B) Contractor is
covered by property damage insurance in the amount of $1,000,000. All of the above insurance shall be maintained during the life of this contract. The City shall be carried as an “additional insured”. Partial payments shall not relieve the contractor from full responsibility for any damage which may result from any cause including payment. Any casualties shall not relieve the contractor from performing the contract. All insurance must include an endorsement providing for twenty (20) days prior written notice of termination, expiration, or material change of terms. The contractor shall also provide a copy, if requested, of a City of Lansing business license for the work as contracted before work is started.

REQUIRED BIDDER DOCUMENTATION:

Bidders must present the following with their bid or they will be considered non-responsive to the specifications and will not be considered for a bid award.

1. A description of the bidder’s experience and qualifications pertaining to the requirements described herein, in particular their experience with a project of this size and scope.
2. A listing of emergency contact phone and cell numbers for requesting service information.
3. Describe your on-call capabilities to perform the size and scope of this project.
4. A chart of the company’s organizational structure and number of staff. How many staff will be assigned to this project and what is their experience level?
5. An address, square footage, equipment storage capabilities, and any other information on your warehouse facility and/or storage facility that you would utilize to service the size and scope of this contract. List available hours of operation so a site inspection can be scheduled.
6. All required proofs of insurance as indicated in the specifications.
7. Provide a complete listing of all tools, equipment, year, make, model, working condition or not, and if paid for or not. Include information on the trailer, truck, etc that you utilize to transport your equipment. Provide make, model, year and if it is paid for or not.
8. Do you anticipate having to purchase equipment in order to service this contract?
9. A list of photo equipment including date stamping digital, make, model, and year.

Firm Name __________________________ Address (Street, City, State, ZIP) __________________________

Phone Number __________________________ Fax Number __________________________

E-mail Address __________________________ Contact Person __________________________
A. PREPARATION OF BID: Execute bid fully and properly. Submit the bid on this form in a sealed envelope to this office prior to the opening time when bids will be publicly opened and read aloud.

B. SIGNATURES: All bids, notifications, claims and statements must be signed as follows:

(1) CORPORATIONS: Signature of official shall be accompanied by a certified copy of the resolution of the Board of Directors authorizing the individual signing to bind the corporation.

(2) PARTNERSHIPS: Signature of one partner shall be accompanied by a certified copy of the power of attorney authorizing the individual signing to bind all partners. If bid is signed by all partners no authorization is needed.

C. REJECTION OR WITHDRAWAL: The City reserves the right to reject any bids and to waive any defects in bids. Bids may not be withdrawn within 90 days after opening date without forfeiting bid security.

D. CONTRACT: Upon acceptance by the City, this document will constitute the contract. The contract, however, shall not be in force until the Contractor has complied with all of the requirements of insurance and bonds.

E. DEFAULT TO CITY: It is understood that any bidder who is in default to the City at the time of submittal of the bid shall have his bid under the proposal declared null and void.

GENERAL CONDITIONS

1. DEFINITIONS:
   "CITY" - the City of Lansing.
   "DIRECTOR" - the head of the Department indicated in the proposal or his authorized representative.
   "CONTRACTOR" - the bidder whose proposal is accepted by the City.
   "NOTIFICATION" - written notice delivered in person or by mail.
   "CONTRACT DOCUMENTS" - this document and supplemental specifications and drawings.

2. CONFLICTS AND OMISSIONS: The intent of the contract documents is to provide everything necessary for the proper execution of the work. In case of conflict, the work shall not proceed until a decision has been agreed upon by all parties concerned. Directors decision shall be final.

3. ROYALTIES, PATENTS, NOTICES AND FEES: Contractor shall give all notices and pay all royalties and fees. He shall defend all suits or claims for infringement of any patent rights and shall save the City harmless from loss on account thereof. He shall comply with all laws, ordinances and codes applicable to any portion of the work.

4. MATERIALS AND WORKMANSHIP: Unless otherwise specified all materials and workmanship shall be new and of the best grade of their respective kinds for the purpose. Whenever an article, material, or equipment is specified by name, a substitute of equal qualifications may be used upon the written approval of the Director.

5. OTHER CONTRACTS: The City may let other contracts in connection with the work and the Contractor shall properly connect and coordinate his work with the work of such other contractors to execute their work as may be anticipated by these documents.

6. INSPECTION: Contractor shall at all times permit and facilitate inspection of the work by the Director.

7. TERMINATION FOR BREACH: The City may terminate this contract for violations hereof when violations are not stopped immediately and corrected within a reasonable length of time after notification by the Director. In the event of such termination, the City may complete the contracted work and the contractor will be liable for any excess cost occasioned the City thereby and in such case the City may take possession of and utilize in completing the work such materials and equipment as may be on the site and necessary therefore.

8. GUARANTEE: Contractor shall furnish the City with a written guarantee to remedy any defects due to faulty materials or workmanship which appear in the work within one year from the date of final acceptance by the City.

9. PAYMENT: Payment for the work will be made in one sum at the completion of the contract except that, at the City's option, partial payments aggregating 90% of the value of the completed work may be made at monthly intervals when the bonds in section 12 are furnished. If Contractor expects to request partial payments he shall submit a schedule of costs and quantities of the various parts of the work aggregating the total contract sum. When applying for payments, Contractor shall submit a statement based upon this schedule, itemized and supported as the Director may require.

Contract will not be considered complete until the work has been finally accepted by the City Unit and the Director and the following have been furnished:
(a) The required guarantees, and
(b) Satisfactory evidence that all payrolls, material bills, and other indebtedness connected with the work, have been paid.
(c) If contract is terminated by the City, Contractor shall be entitled solely to payment for that portion of the contract completed by said Contractor at the time of termination minus set off and/or damage to City occasioned by Contractor's breach. Payment shall not be made until after contract project is completed, as determined by the Director.

10. LIABILITY FOR TAXES: When the terms of this contract involves the lease of property real or personal to the City, it is understood that lessor shall be solely responsible for the payment of all taxes of any nature whatsoever that accrue on the property during the terms of the lease.

11. INSURANCE: No work connected with this contract shall be started until the Contractor has submitted evidence to the Director and City Clerk that (a) all workmen are insured to protect him from claims for damages for personal injury or death which may arise from operations under this contract and that (b) he is covered by $5,000,000.00 combined single limit for personal injury and property damage. All of the above insurance shall be maintained during the life of this contract. The City shall be carried as an "Additional Insured". Partial payments shall not relieve the Contractor from full responsibility for any damage which may result from any cause including fire or other casualty until completion of the contract and final payment. Any casualties shall not relieve the contractor from performing the contract. All insurance must include an endorsement providing for twenty (20) days prior written notice of termination, expiration, or material change of terms.

12. HOLD HARMLESS: To the fullest extent permitted by law, the contractor/vendor shall indemnify, defend, and hold harmless the City of Lansing, its officers, agents, employees, elected, and appointed officials, and volunteers from and against any and all claims, losses or liability, including attorney’s fees, arising from injury or death to persons or damage to property occasioned by any act, omission, or failure of the contractor/vendor and any of its officers, agents, employees, and volunteers in satisfying the terms required by this contract.
NOTICE TO BIDDERS
B/20/066
GRASS MOWING CONTRACTOR, SPECIAL SERVICES

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Sealed Bids marked "B/20/066 GRASS MOWING CONTRACTOR, SPECIAL SERVICES" will be accepted at the City of Lansing Purchasing Office, c/o LBWL, 1110 S. Pennsylvania Ave., Lansing, Michigan 48912, until 2:00 p.m., local time in effect on FEBRUARY 25, 2020. Bids will be opened and read aloud immediately thereafter in the conference room.

Bid results will only be released via email, self-addressed stamped envelopes or on the Internet at www.mitn.info. Please forward your email request to: stephanie.robinson@lbwl.com If any changes or additions are required for this bid an addendum will be issued by the Purchasing Office. All addenda received shall be listed on the outside of your bid envelope. Any proposal received without each addendum listed by number and date received on the outside of the bid proposal when submitted, may be declared a non-responsive bid.

The City of Lansing encourages bids from all vendors including MBE/WBE and Lansing-based vendors.

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If you have any questions please contact Stephanie Robinson, CPPB, Senior Buyer, at (517) 702-6197. Technical questions should be directed to Scott Sanford at (517) 483-6946.

Stephanie Robinson CPPB
Senior Buyer
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2. Have not, within the three-year period preceding, had one or more public transactions (federal, state, or local) terminated for cause or default; and

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[ ] I am able to certify to the above statements. [ ] I am unable to certify to the above statements. Attached is my explanation.

Name of Agency/Company/Firm (Please Print)

Name and title of authorized representative (Please Print)

Signature of authorized representative ____________________________ Date ____________________________
Attention Bidders

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and

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Additional Information:

The full copy of the Ordinance is on file in the Purchasing Office, the City Clerk’s office or on the City of Lansing Purchasing Web site located at:

http://www.lansingmi.gov/finance/787/purchasing
Solicitation Number: B/20/066

Solicitation Name: GRASS MOWING CONTRACTOR, SPECIAL SERVICES

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_____ City of Lansing Purchasing Web Page http://www.mitn.info
_____ City of Lansing Purchasing Office
_____ Other, please

II. Demographic Information:

Is your firm located or have a business office within the corporate city limits of Lansing
yes______ no______

III. Company Information

Federal Tax ID Number ________________

________________________________________________________________________
Firm Name

________________________________________________________________________
Address (Street, City, State, ZIP)

________________________________________________________________________
Phone Number Fax Number

________________________________________________________________________
Web Site Address Email Address Contact Person

Thank you for your participation.
REQUEST FOR BID # B/20/066 FOR: GRASS MOWING CONTRACTOR, SPECIAL SERVICES

DATE: JAN. 24, 2020 EDP – CODE ENFORCEMENT DIVISION

SEALED BIDS DUE 2:00 PM, LOCAL TIME IN EFFECT FEB. 25, 2020

The City of Lansing Purchasing Office requests bids for GRASS MOWING CONTRACTOR, SPECIAL SERVICES FOR EDP/CODE ENFORCEMENT per the specifications in this document.

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Any contractual or bid package questions should be directed to Stephanie Robinson at (517) 702-6197. Technical questions should be directed to Scott Sanford at (517) 483-6946.

FEDERAL I.D.#________________________
COMPANY____________________________
SIGNATURE__________________________
PRINTED NAME________________________
TITLE_______________________________
DATE:_______________________________

NOTE: 
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SPECIFICATIONS

CONTRACT PERIOD AND COST:

This Contract will be for a period of one (1) year with the option to extend for additional years in one-year increments, not to exceed an additional four (4) year period. The price shall remain firm for the first year of the contract. Cost increases thereafter will be subject to approval by the City of Lansing. Extensions are subject to review by the Purchasing Division and Code Enforcement Office. At a minimum, the review will include the contractor’s job performance, skills and specification compliance, and invoicing compliance.

SCOPE OF WORK:

Work proposed under this contract includes the cutting of residential and commercial lots within the city limits of Lansing. It is the intent of the contract that equipment used is heavy duty commercial type for large acreage, vacant lots, back, side, and front yard of residences and commercial properties. Contractor shall also be capable of cutting stubble and groom cuts when so directed. Work shall also include removal of cut material from the work site and of it being properly disposed of. Date stamped DIGITAL pictures are required before and after completing each grass mowing of the designated properties and are subject to approval by the Code Enforcement Office before payment is released.

MINIMUM EQUIPMENT REQUIREMENT:

1. Two units capable of a minimum of 75” cutting width with at least 50 horse-power capacity. Assurance of a back-up unit available in case of breakdown or exceptionally heavy cutting needs. One 60” cut or larger groomer mower unit required for fine cuts as requested. Other cutting equipment as needed to perform work under this contract, i.e. hand-held H.D. commercial weed whips, small mowers of 4.5 HP or larger and other necessary equipment to perform required/specifed services.

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5. A computer with a dedicated e-mail address to receive work orders from the City of Lansing.

INVOICING:

Contractor must submit all invoices via regular mail to the Code Enforcement Office at 316 N. Capitol Avenue, Suite C1, Lansing, Michigan, 48933, within 5 days of completion of each 10-day work cycle. All invoices submitted to the City must be numbered, and must list, at a minimum, the parcel number of each location, date, and number of hours at each site. Pictures must be supplied on a flash drive and identify each property by address, and provided with each invoice. Each invoice breakdown is to also include the following information per property.

1. Starting time of work
2. Ending time of work
3. Rain delay information/notes and a listing of the rain dates.
4. Any other pertinent information that may be necessary to explain any additional costs as noted on invoice.

PAYMENT BOND:

The successful bidder will within ten (10) days of the notice of bid award provide the City with a payment bond as security for the payment of all persons, firms or corporations to whom the contractor may become legally indebted for labor, materials, tools, equipment, or services of any nature employed or used by them in performing the work as specified with the bid documents/contract.

CITY PROVIDED INFORMATION:

The City will provide to the successful contractor parcel maps. The City will also conduct a post-bid meeting, if needed, with the contractor to reiterate all requirements and expectations in the performance of this contract.

CONTRACT PERFORMANCE:

The contractor must perform the work within ten (10) working days (excluding inclement weather or other reasonable extra ordinary conditions) after notification to proceed is given by the City. If the work is postponed beyond ten (10) calendar days by the contractor, this will result in non-payment for the affected parcels in that 10-day work cycle (sequence). If no work is performed by the contractor when requested to do so by the City, said contractor shall be removed as an approved vendor and banned from doing business with the City for a period of three (3) years. An alternate original bidder to the contract will be selected as the primary contractor and remain as such at the City’s discretion.

INSURANCE: OTHER REQUIREMENTS:

No work connected with this contract shall be started until the contractor has submitted evidence to the Purchasing Division of the CITY OF LANSING, City of Lansing, that (A) Contractor is in compliance with Michigan Worker’s Disability compensation Act, and that (B) Contractor is
covered by property damage insurance in the amount of $1,000,000. All of the above insurance shall be maintained during the life of this contract. The City shall be carried as an “additional insured”. Partial payments shall not relieve the contractor from full responsibility for any damage which may result from any cause including payment. Any casualties shall not relieve the contractor from performing the contract. All insurance must include an endorsement providing for twenty (20) days prior written notice of termination, expiration, or material change of terms. The contractor shall also provide a copy, if requested, of a City of Lansing business license for the work as contracted before work is started.

REQUIRED BIDDER DOCUMENTATION:

_Bidders must present the following with their bid or they will be considered non-responsive to the specifications and will not be considered for a bid award._

1. A description of the bidder’s experience and qualifications pertaining to the requirements described herein, in particular their experience with a project of this size and scope.

2. A listing of emergency contact phone and cell numbers for requesting service information.

3. Describe your on-call capabilities to perform the size and scope of this project.

4. A chart of the company’s organizational structure and number of staff. How many staff will be assigned to this project and what is their experience level?

5. An address, square footage, equipment storage capabilities, and any other information on your warehouse facility and/or storage facility that you would utilize to service the size and scope of this contract. List available hours of operation so a site inspection can be scheduled.

6. **All required proofs of insurance as indicated in the specifications.**

7. Provide a complete listing of all tools, equipment, year, make, model, working condition or not, and if paid for or not. Include information on the trailer, truck, etc that you utilize to transport your equipment. Provide make, model, year and if it is paid for or not.

8. Do you anticipate having to purchase equipment in order to service this contract?

9. A list of photo equipment including date stamping digital, make, model, and year.

<table>
<thead>
<tr>
<th>Firm Name</th>
<th>Address (Street, City, State, ZIP)</th>
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<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Phone Number</th>
<th>Fax Number</th>
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</table>

<table>
<thead>
<tr>
<th>E-mail Address</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
A. PREPARATION OF BID: Execute bid fully and properly. Submit the bid on this form in a sealed envelope to this office prior to the opening time when bids will be publicly opened and read aloud.

B. SIGNATURES: All bids, notifications, claims and statements must be signed as follows:

(1) CORPORATIONS: Signature of official shall be accompanied by a certified copy of the resolution of the Board of Directors authorizing the individual signing to bind the corporation.

(2) PARTNERSHIPS: Signature of one partner shall be accompanied by a certified copy of the power of attorney authorizing the individual signing to bind all partners. If bid is signed by all partners no authorization is needed.

C. REJECTION OR WITHDRAWAL: The City reserves the right to reject any bids and to waive any defects in bids. Bids may not be withdrawn within 90 days after opening date without forfeiting bid security.

D. CONTRACT: Upon acceptance by the City, this document will constitute the contract. The contract, however, shall not be in force until the Contractor has complied with all of the requirements of insurance and bonds.

E. DEFAULT TO CITY: It is understood that any bidder who is in default to the City at the time of submittal of the bid shall have his bid under the proposal declared null and void.

GENERAL CONDITIONS

1. DEFINITIONS:
"CITY" - the City of Lansing.
"DIRECTOR" - the head of the Department indicated in the proposal or his authorized representative.
"CONTRACTOR" - the bidder whose proposal is accepted by the City.
"NOTIFICATION" - written notice delivered in person or by mail.
"CONTRACT DOCUMENTS" - this document and supplemental specifications and drawings.

2. CONFLICTS AND OMISSIONS: The intent of the contract documents is to provide everything necessary for the proper execution of the work. In case of conflict, the work shall not proceed until a decision has been agreed upon by all parties concerned. Directors decision shall be final.

3. ROYALTIES, PATENTS, NOTICES AND FEES: Contractor shall give all notices and pay all royalties and fees. He shall defend all suits or claims for infringement of any patent rights and shall save the City harmless from loss on account thereof. He shall comply with all laws, ordinances and codes applicable to any portion of the work.

4. MATERIALS AND WORKMANSHIP: Unless otherwise specified all materials and workmanship shall be new and of the best grade of their respective kinds for the purpose. Whenever an article, material, or equipment is specified by name, a substitute of equal qualifications may be used upon the written approval of the Director.

5. OTHER CONTRACTS: The City may let other contracts in connection with the work and the Contractor shall properly connect and coordinate his work with the work of such other contractors to execute their work as may be anticipated by these documents.

6. INSPECTION: Contractor shall at all times permit and facilitate inspection of the work by the Director.

7. TERMINATION FOR BREACH: The City may terminate this contract for violations hereof when violations are not stopped immediately and corrected within a reasonable length of time after notification by the Director. In the event of such termination, the City may complete the contracted work and the contractor will be liable for any excess cost occasioned the City thereby and in such case the City may take possession of and utilize in completing the work such materials and equipment as may be on the site and necessary therefore.

8. GUARANTEE: Contractor shall furnish to the City with a written guarantee to remedy any defects due to faulty materials or workmanship which appear in the work within one year from the date of final acceptance by the City.

9. PAYMENT: Payment for the work will be made in one sum at the completion of the contract except that, at the City's option, partial payments aggregating 90% of the value of the completed work may be made at monthly intervals when the bonds in section 12 are furnished. If Contractor expects to request partial payments he shall submit a schedule of costs and quantities of the various parts of the work aggregating the total contract sum. When applying for payments, Contractor shall submit a statement based upon this schedule, itemized and supported as the Director may require.

Contract will not be considered complete until the work has been finally accepted by the City Unit and the Director and the following have been furnished:
(a) The required guarantees, and
(b) Satisfactory evidence that all payrolls, material bills, and other indebtedness connected with the work, have been paid.
(c) If contract is terminated by the City, Contractor shall be entitled solely to payment for that portion of the contract completed by said Contractor at the time of termination minus set off and/or damage to City occasioned by Contractor's breach. Payment shall not be made until after contract project is completed, as determined by the Director.

10. LIABILITY FOR TAXES: When the terms of this contract involves the lease of property real or personal to the City, it is understood that lessor shall be solely responsible for the payment of all taxes of any nature whatsoever that accrue on the property during the terms of the lease.

11. INSURANCE: No work connected with this contract shall be started until the Contractor has submitted evidence to the Director and City Clerk that (a) all workmen are insured to protect him from claims for damages for personal injury or death which may arise from operations under this contract and that (b) he is covered by $1,000,000.00 combined single limit for personal injury and property damage. All of the above insurance shall be maintained during the life of this contract. The City shall be carried as an "Additional Insured". Partial payments shall not relieve the Contractor from full responsibility for any damage which may result from any cause including fire or other casualty until completion of the contract and final payment. Any casualties shall not relieve the contractor from performing the contract. All insurance must include an endorsement providing for twenty (20) days prior written notice of termination, expiration, or material change of terms.

12. HOLD HARMLESS: To the fullest extent permitted by law, the contractor/vendor shall indemnify, defend, and hold harmless the City of Lansing, its officers, agents, employees, elected, and appointed officials, and volunteers from and against any and all claims, losses or liability, including attorney's fees, arising from injury or death to persons or damage to property occasioned by any act, omission, or failure of the contractor/vendor and any of its officers, agents, employees, and volunteers in satisfying the terms required by this contract.
To Whom It May Concern:

We would like to take this opportunity to thank you for allowing us to take part in the Grass Mowing for the City of Lansing Bid. Since we currently hold the contract, we firmly believe that we have been a great asset as a contracted business to provide the needed services clearly defined in your requested specifications.

As you can see from our list of employees, this is a primarily family based business. We have raised our children to be responsible, hard working individuals and that nothing comes for granted. Now that they are adults and working to help pay for college costs, car insurance and any other necessities, this scope of work has helped them to achieve good work ethics and learn the responsibilities of being employed.

My wife Lori, who currently does all the billing and works part-time on weekends mowing properties, will also be coming on full time. Her current position at WOW Cable (Broadstripe) has been terminated and will be starting work full time as of September 1. When we held the contracts with Olivet College and the City of Olivet, she was a hard worker and a great asset to the company as well.

Last year we were brought into the City of Lansing property mowing in late June. This year we were given the responsibility to have started the year with all properties. Now that we have seen the total scope of the project and if granted the new contract, we have already been in process of establishing a third crew to assist in the beginning of 2013.

We do know you receive numerous calls in regards to complaints of properties needing to be mowed. We do not know how many calls you receive in regards to compliments. Neighbors always come over after a property has been mowed to thank us. They state that they are going to call to let you know the fantastic job that is done by us. We are a small time business, but from my years of working at my family’s Gas Station & Feed Store in Holt, I have learned to respect the people of the community and try to give back to the community a job well done. That includes being courteous to the people in the neighborhood whether it be to talk to them and be neighborly and also to make sure that once a property is mowed that all grass clippings are removed from sidewalks and driveways and make the property look professionally mowed.

If you do renew the contract with us, we can guarantee that we will go above and beyond the scope of work required, we are honest and trustworthy individuals and very hard workers. Once again, we thank you for the opportunity to provide our services to the City of Lansing.

Sincerely,

David Tomlinson
CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in transactions under any non-procurement programs by any federal, state or local agency.

2. Have not, within the three year period preceding, had one or more public transactions (federal, state, or local) terminated for cause or default; and

3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three year period preceding the proposal, been convicted of or had a civil judgment rendered against it:

   a. For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local), or a procurement contract under such a public transaction;

   b. For the violation of federal, or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or

   c. For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, the general grant of this authority exists within the City’s Purchasing Ordinance, Sec. 206.02 (a) (1) (G).

[ ] I am able to certify to the above statements.

DAVID TOMLINSON

Name of Agency/Company/Firm (Please Print)

David Tomlinson, Owner

Name and title of authorized representative (Please Print)

Signature of authorized representative

Date 7-30-17

[ ] I am unable to certify to the above statements. Attached is my explanation.
Solicitation Number: B/13/001

Solicitation Name: GRASS MOWING CONTRACTOR, SPECIAL SERVICES

The City of Lansing Purchasing Office is collecting information regarding the use of the MITN e-procurement system. We are also collecting demographic information regarding woman-owned, minority-owned and Lansing based business. This form will not be used during the evaluation of bids or proposals. You may return this sheet, which is voluntary, with your submittal or shortly thereafter. Please, do not staple this to your bid document.

I. Where did your firm receive of this solicitation? Please check all that apply.

___ City of Lansing Purchasing Web Page http://www.mitn.info
___ City of Lansing Purchasing Office
X Other, please

list: Existing City of Lansing Contract Holder

II. Demographic Information:

Is your firm located or have a business office within the corporate city limits of Lansing?

yes ___ no X

Is your firm owned (at least 51% ownership), operated and controlled by a member of the following minority groups? If so, please check all that apply:

___ African-American
___ Hispanic-American
___ Native-American (American Indian, Eskimo, Aleut, Native Hawaiian)
___ Asian-Pacific
___ Asian-Indian (India, Pakistan and Bangladesh)
___ Disabled-Owned

Is your firm owned (at least 51% ownership), operated and controlled by a female: Yes ___ No X

III. Company Information

DAVID TOMLINSON

Firm Name

2500 PINCH HWY CHARLOTTE, MI 48813

Address (Street, City, State, ZIP)

517-543-7990 / 517-231-3089 517-543-7990

Phone Number  Fax Number

tomlinson2500@att.net  lori@tomlinson.com

Web Site Address  Contact Person

Thank you for your participation.
CITY OF LANSING  
FINANCE DEPARTMENT-PURCHASING OFFICE  
8TH FLOOR CITY HALL  
124 W. MICHIGAN AVENUE  
LANSING, MICHIGAN 48933

THIS IS NOT AN ORDER  
NOTE: If your bid/quotation is not returned and completed on this form, it may not be considered.  
Bid/quotation number must appear on outside of return envelope.

REQUEST FOR BID # B/13/001  
FOR: GRASS MOWING CONTRACTOR, SPECIAL SERVICES

DATE: JULY 3, 2012  
PND – CODE COMPLIANCE OFFICE

SEALED BIDS DUE 3:00 PM, LOCAL TIME IN EFFECT JULY 31, 2012

The City of Lansing Purchasing Office requests bids for GRASS MOWING CONTRACTOR,  
SPECIAL SERVICES FOR PND/CODE COMPLIANCE per the specifications in this document.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QTY</th>
<th>DESCRIPTION</th>
</tr>
</thead>
</table>
| 1    |     | Hourly Rate bid for grass mowing in accordance with these specifications is:  

$ 65.00 per hour – rate is all inclusive. The hourly rate established by this contract includes all equipment, means, and methods necessary to complete the work as specified. The charge for work performed under this contract shall be computed by multiplying the per hour charge by the actual time required to complete all cutting and other related work. |

The City reserves the right to accept any bid, to reject any or all bids and to make the award in the best interest of the City. The City reserves the right to award to more than one vendor.

All vendors shall be current in payment of any taxes, licenses, fees, permits or any other monies due the City of Lansing at time of bid due date as per City of Lansing Ordinance Section 206.02(a)1(G).

Any contractual or bid package questions should be directed to Darleen Burnham at (517) 483-4129.  
Technical questions should be directed to Scott Sanford at (517) 483-6946.

<table>
<thead>
<tr>
<th>FEDERAL I.D.#</th>
<th>COMPANY</th>
<th>ADDRESS</th>
<th>CITY &amp; STATE</th>
<th>TELEPHONE</th>
<th>F.O.B.</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DAVID TOMLINSON</td>
<td>2500 PINCH HWY</td>
<td>CHARLOTTE, MI</td>
<td>517-543-7990</td>
<td></td>
<td>7-30-12</td>
</tr>
</tbody>
</table>

NOTE: Bid results will only be released via email or on the Internet at www.mtn.info

MICHIGAN CIVIL RIGHTS ACT  
Contractor shall not discriminate in hiring or in its terms and conditions of employment on the basis of race, religion, creed, nation origin, color, sex, marital status, age, height, or weight, nor on the basis of handicap except where the same is based on a bona fide job requirement. Neither shall Contractor discriminate in the sales of products or the rendering of services pursuant to this contract on the basis of any of these categories.
covered by property damage insurance in the amount of $1,000,000. All of the above insurance shall be maintained during the life of this contract. The City shall be carried as an "additional insured". Partial payments shall not relieve the contractor from full responsibility for any damage which may result from any cause including payment. Any casualties shall not relieve the contractor from performing the contract. All insurance must include an endorsement providing for twenty (20) days prior written notice of termination, expiration, or material change of terms. The contractor shall also provide a copy, if requested, of a City of Lansing business license for the work as contracted before work is started.

REQUIRED BIDDER DOCUMENTATION:

Bidders must present the following with their bid or they will be considered non-responsive to the specifications and will not be considered for a bid award.

1. A description of the bidder’s experience and qualifications pertaining to the requirements described herein, in particular their experience with a project of this size and scope.

2. A listing of emergency contact phone and cell numbers for requesting service information.

3. Describe your on-call capabilities to perform the size and scope of this project.

4. A chart of the company’s organizational structure and number of staff. How many staff will be assigned to this project and what is their experience level?

5. An address, square footage, equipment storage capabilities, and any other information on your warehouse facility and/or storage facility that you would utilize to service the size and scope of this contract. List available hours of operation so a site inspection can be scheduled.

6. All required proofs of insurance as indicated in the specifications.

7. Provide a complete listing of all tools, equipment, year, make, model, working condition or not, and if paid for or not. Include information on the trailer, truck, etc that you utilize to transport your equipment. Provide make, model, year and if it is paid for or not.

8. Do you anticipate having to purchase equipment in order to service this contract?

9. A list of photo equipment including date stamping digital, make, model, and year.

* SEE ATTACHED SHEET

DAVID TOMLINSON 2500 PINCH HWY CHARLOTTE MI 48813

Firm Name

Address (Street, City, State, ZIP)

517-543-7990 / 517-231-3089 / 517-543-7990

Phone Number

Fax Number

tomlinson2500@att.net

Lori Tomlinson

E-mail Address

Contact Person
David Tomlinson
“B/13/001 GRASS MOWING CONTRACTOR, SPECIAL SERVICES”

1) The mowing business went into full time in April 1999 starting with just residential mowings throughout Charlotte, Dimondale, Grand Ledge and Potterville, MI. Obtained a three year mowing contract with Olivet College, which involved mowing and weed whipping of the campus grounds of approximately 30 acres, leaf and grounds clean up and snow plowing. Contract was not renewed as it was no longer offered as an outside contract based position. Also maintained a four year contract with the City of Olivet, which was approximately 20 acres, mowing sewer ponds, cemetery, parks and ball fields within the city limit. That was also not renewed as they no longer offered outside contract bids.

In 2004-2006 we obtained the 11 acres of Glenburne for the City of Lansing. This are was mowed per the schedule provided by the City of Lansing. All residential customers were maintained during these contracts.

2) Emergency Contact List and Numbers
   David Tomlinson  517-231-3089
   Lori Tomlinson  517-231-3109

3) Our on-call capabilities are available 24/7. If unable to take the call there is voice mail available to be able to return the call immediately.

4) Organizational Structure of the Company:
   David Tomlinson, Owner over 20 years experience
   Lori Tomlinson, Co-owner 15 years experience
   Ron Bryant, employee over 20 years experience
   Zach Tomlinson, employee 8 years experience
   Brandon Tomlinson, employee 6 years experience
   Dylan Malcuit, employee 3 years experience
   Don Youngs, part-time employee over 10 years experience

Currently able to run two full time mowing crews for the scope of work required.

5) Business Location:  2500 Pinch Hwy, Charlotte, MI 48813
   Square Footage:  3,000 sq. ft.
   Equipment Storage Facility:  24 x 36 barn & 2.5 car garage
   Hours of Operation:  Any requested time

6) Proof of insurance attached

7) Listing of all equipment and tools. All equipment, vehicles and trailers are paid for and owned by David Tomlinson.
   2-60" Zero-Turn Grasshopper Mowers  2009
1-52" Zero-Turn Woods Mower 2010
1-22" Self Propelled Push Mower 2011
5-Echo Commercial Weed Whackers 2012
1-EFCO Commercial Weed Whacker 2011
1-EFCO Commercial Blower 2011
1-Shindawa Commercial Back Pack Blower 2006
1-Little Giant Commercial Blowe 2004
1-Swisher Push Brush Cutter 2008
Various Pruners
1-16' Trailer 2009
1-12' Trailer 2004
1-10' Trailer 2000
Dodge Ram Pick Up 1997
Dodge Durango 1998

8) Do not anticipate having to buy any new equipment, but always watching for good deals to add any necessary equipment.

9) Purchased new camera in 2012, Sony Cyber Shot which allows the required time and date stamp.
Please find attached a copy of our new proposed insurance. If we are accepted with the new contract, that will go into effect as soon as we are advised.

Thank you,

David B. Tomlinson

David Tomlinson
Premium Summary

<table>
<thead>
<tr>
<th>Policy Type</th>
<th>Premium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bis-Pak</td>
<td>$400.00</td>
</tr>
<tr>
<td>Commercial Auto</td>
<td>$1,627.00</td>
</tr>
<tr>
<td><strong>Total Estimated Premium:</strong></td>
<td><strong>$2,027.00</strong></td>
</tr>
</tbody>
</table>

The premiums shown include a charge of $9.00 for terrorism coverage which cannot be excluded from your policy as a matter of law.

You may add additional terrorism coverage, as described in the attached notices. Please refer to the Terrorism Premium Information page included with this quote.

Direct Bill - Automatic Payment Options - via Checking or Savings

To save time and money, choose the Full Pay option with no service charges. 4-pay or 11-Pay options include a $2 service charge per installment. To enroll, simply complete the Automatic Payment Option Authorization Form (S-317) included with this quote.

- Full Pay - One Installment of $2,027.00
- 4-Pay - Four equal installments of $508.75 at 90-day intervals
- 11-Pay - Eleven equal installments of $186.27 at 30-day intervals

Direct Bill - Installment Payments Sent by Mail

*Installment payments include a $5 service charge per installment*

- 2-Pay - $1,018.50 down and balance of $1,018.50 due in 5 months
- 4-Pay - $511.75 down, balance due in 3 equal installments of $511.75 at 80, 170 and 260 days
- 5-Pay - $410.40 down, balance due in 4 equal installments of $410.40 at 30-day intervals

Premiums and pay plan options shown are estimates and may be subject to change upon policy issuance. Installment amounts and intervals may be adjusted due to policy changes.
ACUITY

Applicant: David Tomlinson
Date: 07/27/2012
Effective Date: 07/27/2012
MI -- New Business
Application Save Name: DAVID TOMLINSON

Bis-Pak Quotation
Agency Copy

Agency 6539: THE RATHBUN AGENCY INC
529 W SAGINAW ST
LANSING, MI 48933
Telephone: (517) 482-1316

Premium Summary

<table>
<thead>
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<td>Liability Coverages</td>
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<tr>
<td>Property Coverages</td>
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<td>Optional Coverages</td>
<td>$191.00</td>
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<tr>
<td>Total Estimated Premium</td>
<td>$400.00</td>
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</table>

The premiums shown include a charge of $0.00 for terrorism coverage which cannot be excluded from your policy as a matter of law.

You may add additional terrorism coverage, as described in the attached notices. Please refer to the Terrorism Premium Information page included with this quote.

Coverage Form: Contractor - No Property Coverage

Business Liability Limits

| Liability and Medical Expenses (Each Occurrence) | $1,000,000 |
| Products-Completed Operations Aggregate          | $2,000,000 |
| General Aggregate Limit (Other than Products-Completed Operations) | $2,006,000 |
| Medical Expenses (Any One Person)                | $5,000   |
| Damage to Premises Rented to You                 | $100,000 |

Premises 001       Building 001
2500 PINCH HWY
CHARLOTTE MI 48813

Liability Information

<table>
<thead>
<tr>
<th>Plan</th>
<th>Class Code</th>
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<th>Class Description</th>
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<tr>
<td>Contractor</td>
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<td>230</td>
<td>Lawn Care Services</td>
<td>$26,550 Payroll</td>
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Property Damage Deductible Per Claim: $500
Should the Property Damage Deductible apply to all operations of the applicant? Yes

Optional Coverage Information

<table>
<thead>
<tr>
<th>Accounts Receivable</th>
<th>$1,000 Limit</th>
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</thead>
</table>

Optional Coverage Total

Included

Total Premium for Building

Premium

$209.00
Vehicle Number | Total Covered Auto Coverage Premium
---|---
001 | $611.00
002 | $438.00
003 | $163.00
004 | $41.00

**Unit Options**

<table>
<thead>
<tr>
<th>Vehicle Number</th>
<th>Michigan Property Damage Liability Coverage Buyback</th>
<th>Michigan Statutory Assessment Premium Surcharge</th>
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<tbody>
<tr>
<td>001</td>
<td>$12.00</td>
<td>$175.00</td>
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<tr>
<td>002</td>
<td>$12.00</td>
<td>$175.00</td>
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</tbody>
</table>

**Total Unit Options** $374.00

**Policy Options**

**ACUITY Advantages - Business Auto**

- Auto Glass Repair Deductible: Waived
- Bail Bonds Supplementary Payment: $2,500
- Fuel in Vehicle: Actual Loss Sustained
- Knowledge of Claim or Suit: Broadened
- Miscellaneous Equipment Used With Covered Vehicle Coverage: Included
- Newly Acquired Organizations as an Insured: 180 days
- Original Equipment Manufacturer Electronic Equipment Coverage: Actual Loss Sustained
- Reasonable Expenses Incurred Supplementary Payment: $300
This list is intended to provide a basic summary of the coverages and limits of insurance available under the ACUITY Advantages endorsement. Only the policy, if issued, will contain the actual coverages, limits, terms and conditions that will apply.

**Rating Information**

<table>
<thead>
<tr>
<th>Vehicle Number</th>
<th>Model Year</th>
<th>Vehicle Description</th>
<th>Vehicle ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>1997</td>
<td>DODGE RAM 1500</td>
<td></td>
</tr>
<tr>
<td>002</td>
<td>1998</td>
<td>DODGE DURANGO</td>
<td></td>
</tr>
<tr>
<td>003</td>
<td></td>
<td>Nonowned Auto (1 Employees)</td>
<td></td>
</tr>
<tr>
<td>004</td>
<td></td>
<td>Hired Auto ($0 Estimated Cost Of Hire)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vehicle Number</th>
<th>State</th>
<th>Territory</th>
<th>Class Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>MI</td>
<td>128</td>
<td>03289</td>
</tr>
<tr>
<td>002</td>
<td>MI</td>
<td>128</td>
<td>01189</td>
</tr>
<tr>
<td>003</td>
<td>MI</td>
<td>128</td>
<td>600000</td>
</tr>
<tr>
<td>004</td>
<td>MI</td>
<td>128</td>
<td>500000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vehicle Number</th>
<th>Weight</th>
<th>Operate Only in MI</th>
<th>Radius in MI</th>
<th>Cost New</th>
<th>Stated Amount</th>
<th>Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Light</td>
<td>Yes</td>
<td>51 - 200 mi</td>
<td>$18,550</td>
<td></td>
<td>006</td>
</tr>
<tr>
<td>002</td>
<td>Light</td>
<td>Yes</td>
<td>0 - 50 mi</td>
<td>$26,400</td>
<td></td>
<td>008</td>
</tr>
</tbody>
</table>
Personal Injury Protection Information

<table>
<thead>
<tr>
<th>Vehicle Number</th>
<th>Work Comp For Drivers</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>No</td>
</tr>
<tr>
<td>002</td>
<td>No</td>
</tr>
</tbody>
</table>

Forms and Endorsements
Includes all state mandatory forms. Terrorism forms will be applied as appropriate upon policy issuance.

- IL-0017F 11-98 Common Policy Conditions
- IL-0021F 11-11 Nuclear Energy Liability Exclusion - Broad Form
- CA-9917F 03-06 Individual Named Insured
- IL-7012 11-11 Asbestos Exclusion
- CA-9941F 06-96 Michigan Property Damage Liability Coverage Buyback
- CA-2220R 10-11 Michigan Personal Injury Protection
- CA-2224F 03-06 Michigan Property Protection Coverage
- CA-7147 10-09 Michigan Changes
- CA-7148 10-09 Michigan Uninsured and Underinsured Motorists Coverage
- CA-7149 03-94 Michigan Private Passenger Auto Cancellation Endorsement
- IL-7032 01-02 Michigan Changes - Cancellation and Nonrenewal
- CA-0001F 12-11 Business Auto Coverage Form
- CA-7150 02-92 Michigan Statutory Assessment Premium Surcharge
- CA-2384F 01-06 Exclusion of Terrorism
- IL-7084 01-09 Michigan Filing Exemption
- CA-7246 09-09 ACUITY Advantages - Business Auto

State  Type  Version
MI    CA    135
MI    PA    

Agency 6539: THE RATHBUN AGENCY INC
529 W SAGINAW ST
LANSING, MI 48933
Telephone: (517) 482-1316
Commercial Automobile Quotation
Agency Copy

Agency 6539: THE RATHBUN AGENCY INC
529 W SAGINAW ST
LANSING, MI 48933
Telephone: (517) 482-1316

Premium Summary

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Premium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Covered Auto Coverages</td>
<td>$1,253.00</td>
</tr>
<tr>
<td>Unit Optional Coverages</td>
<td>$374.00</td>
</tr>
<tr>
<td>Policy Optional Coverages</td>
<td>Included</td>
</tr>
<tr>
<td>Total Estimated Premium</td>
<td>$1,627.00</td>
</tr>
</tbody>
</table>

Covered Auto Coverages

<table>
<thead>
<tr>
<th>Vehicle Number</th>
<th>Limit</th>
<th>PD Deductible</th>
<th>Premium</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>1,000,000</td>
<td></td>
<td>$438.00</td>
</tr>
<tr>
<td>002</td>
<td>1,000,000</td>
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<td>$269.00</td>
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<td>1,000,000</td>
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<td>$144.00</td>
</tr>
<tr>
<td>004</td>
<td>1,000,000</td>
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<td>$21.00</td>
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</table>

Medical Payments

<table>
<thead>
<tr>
<th>Limit</th>
<th>Premium</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Personal Injury Protection

<table>
<thead>
<tr>
<th>Vehicle Number</th>
<th>Limit</th>
<th>Deductible</th>
<th>Premium</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Statutory</td>
<td></td>
<td>$124.00</td>
</tr>
<tr>
<td>002</td>
<td>Statutory</td>
<td></td>
<td>$124.00</td>
</tr>
<tr>
<td>003</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>004</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Property Protection

<table>
<thead>
<tr>
<th>Limit</th>
<th>Premium</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,000,000</td>
<td>$12.00</td>
</tr>
<tr>
<td>$1,000,000</td>
<td>$8.00</td>
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Uninsured Motorists

<table>
<thead>
<tr>
<th>Vehicle Number</th>
<th>Limit</th>
<th>PD Deductible</th>
<th>Premium</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>1,000/1,000</td>
<td></td>
<td>$10.00</td>
</tr>
<tr>
<td>002</td>
<td>1,000/1,000</td>
<td></td>
<td>$10.00</td>
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<tr>
<td>003</td>
<td>1,000/1,000</td>
<td></td>
<td>$5.00</td>
</tr>
<tr>
<td>004</td>
<td>1,000/1,000</td>
<td></td>
<td>$10.00</td>
</tr>
</tbody>
</table>

Underinsured Motorists

<table>
<thead>
<tr>
<th>Limit</th>
<th>Premium</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,000/1,000</td>
<td>$27.00</td>
</tr>
<tr>
<td>1,000/1,000</td>
<td>$27.00</td>
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<tr>
<td>1,000/1,000</td>
<td>$14.00</td>
</tr>
<tr>
<td>1,000/1,000</td>
<td>$10.00</td>
</tr>
</tbody>
</table>
ACUITY Advantages - Liability Coverages

Bail Bonds Supplementary Payment
Knowledge of Claim or Suit
Newly Acquired Organizations as an Insured
Reasonable Expenses Incurred Supplementary Payment

$750
Broadened
180 Days
$300

This list is intended to provide a basic summary of the coverages and limits of insurance available under the ACUITY Advantages - Liability endorsement. Only the policy, if issued, will contain the actual coverages, limits, terms and conditions that will apply.

Contractor's Equipment

Scheduled Equipment
$10,000 Limit
$119.00

 Unscheduled Equipment
$1,500 Limit $500 Deductible Valuation: Actual Cash Value
$22.00

Damage to Premises Rented to You
$100,000 Limit Included

Voluntary Property Damage - Bis-Pak
$2,500 occurrence/$5,000 aggregate
$100 Deductible $50.00

Policy Optional Coverage Total $191.00

Forms and Endorsements

Includes all state mandatory forms. Terrorism forms will be applied as appropriate upon policy issuance.

CB-7068 08-06 Voluntary Property Damage - Bis-Pak
CB-0006 12-11 Bis-Pak Business Liability and Medical Expenses Coverage Form
CB-0009 09-04 Bis-Pak Common Policy Conditions
CB-1416 01-10 Snow Plow Products-Completed Operations Hazard Coverage
CB-7105 08-05 Contractor's Equipment
CB-0417 07-02 Employment - Related Practices Exclusions
CB-7023 09-04 Contractors Endorsement - Accounts Receivable
CB-0703 01-97 Business Liability Coverage-Prop Damage Liability Deductible(Per Claim Basis)
CB-0577 04-10 Fungi or Bacteria Exclusion (Liability)
CB-7264 04-10 ACUITY Advantages - Liability Coverages
IL-7012 11-11 Asbestos Exclusion
CB-7298 01-08 Exclusion of Punitive Damages Related to a Certified Act of Terrorism
CB-7299 01-08 Cap on Losses from Certified Acts of Terrorism - Liability
IL-7082 01-09 Disclosure Pursuant to Terrorism Risk Insurance Act
IL-7084 01-09 Michigan Filing Exemption
CB-7297 08-11 Exclusion of Certified Acts of Terrorism
CB-0002 12-11 Deluxe Bis-Pak Property Coverage Form
ACUITY

Applicant: David Tomlinson
Date: 07/27/2012
Effective Date: 07/27/2012
MI -- New Business
Application Save Name: DAVID TOMLINSON

State  Version
MI     154

Bis-Pak Quotation
Agency Copy

Agency 6539: THE RATHBUN AGENCY INC
529 W SAGINAW ST
LANSING, MI 48933
Telephone: (517) 482-1316
**PURCHASE ORDER**

- **P.O. NUMBER**: P086123
- **DATE**: 07/24/19
- **VENDOR I.D.**: V001476
- **DELIVERY Q.TY**: FOB
- **REQUISITION NO**: PR014591

**TO:** DAVID TOMLINSON  
2500 PINCH HWY  
CHARLOTTE, MI 48813

**PHONE** (517) 543-7990  **FAX**

**DEPART Item TO:**

**EDP DEPARTMENT - CODE ENFORCEMENT DIVISIO**
316 N CAPITOL AVE C-2  
LANGSG, MI 48933-1238

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>QTY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>EXTENSION</th>
</tr>
</thead>
</table>
| 001  | TEMPORARY GRASS AND WEEDS  
CONTRACT BEGINNING 7/01/2019  
AND RUNNING THRU 6/30/2020  
VENDOR TO PROVIDE ALL  
EQUIPMENT FOR THE COMPLETE  
REMOVAL OF GRASS AND WEEDS  
PER CITY OF LANSING  
ORDINANCE. THE TOTAL PAYMENT  
AMOUNT IS BASED ON EACH  
INDIVIDUAL JOB AND THE FULL  
CONTRACT DOLLAR AMOUNT IS NOT  
GUARANTEED | 50,000 | EA | 1.00 | 50,000.00 |
| 002  | THIS IS USED WHEN THE  
CONTRACTOR WAS REQUESTED TO  
PROVIDE A SERVICE AND FINDS  
THE GRASS HAS ALREADY BEEN  
MOWED BY THE OWNER CONTRACTOR  
IS PAID $25.00 FOR EACH DOB.  
THE FULL CONTRACT DOLLAR  
AMOUNT IS NOT GUARANTEED. | 10,000 | EA | 25.00 | 250,000.00 |

**TAX** | **0.00**

**TOTAL**: 300,000.00

**THE ARTICLES SPECIFIED ARE SUBJECT TO THE FOLLOWING CONDITIONS:**

1. Goods other than those specified on this order must not be substituted or prices changed without authorization.
2. If the quantity shipped is short of the purchase order quantity, specify on the packing slip if that quantity is on back order or cancelled.

Federal Tax ID: 38-6004626

**AUTHORIZED SIGNATURE** [Signature]
I will do each one separately.

1. **The current bid that was issued B/20/065** (this is the bid just issued this week)
2. **The previous bid that was issued B/14/082**
3. **The previous bid submitted by the awarded vendor – Eric’s Refuse**
4. **The current PO.**

We don’t have “contracts”. Our PO’s are the “contract”

Thank you,

Stephanie Robinson CPPB  
Buyer - Purchasing  
City of Lansing/Lansing Board of Water and Light  
1110 S Pennsylvania  Lansing Mi 48912  
O: 517-702-6197  F: 517-702-6042  E:stephanie.robinson@lbwl.com
NOTICE TO BIDDERS

B/14/082

TRASH REMOVAL SERVICES

The City of Lansing officially distributes all Purchasing documents through the Michigan Inter-governmental Trade Network (MITN) and the City of Lansing Purchasing Office. Our office no longer mails bid documents, notices or addendums to our vendors. To register for the MITN system or access bid information, including addendums, go to www.mitn.info

Sealed Bids marked "B/14/082, TRASH REMOVAL SERVICES“ will be accepted at the Finance Department, Purchasing Section, 8th floor City Hall, 124 W. Michigan Avenue, Lansing, Michigan 48933, until 3:00 p.m., local time in effect on MAY 20, 2014. Bids will be opened and read aloud immediately thereafter in the conference room.

Bid results will only be released via email, self-addressed stamped envelopes or on the Internet at www.mitn.info. Please forward your email request to: Stephanie.robinson@lansingmi.gov

If any changes or additions are required for this bid an addendum will be issued by the Finance Department. All addenda received shall be listed on the outside of your bid envelope. Any proposal received without each addendum listed by number and date received on the outside of the bid proposal when submitted, may be declared a non-responsive bid.

The City of Lansing encourages bids from all vendors including MBE/WBE vendors.

The City of Lansing gives preference to Lansing-based job providers in the procurement of all goods and services, along with those products of United States manufacture and assembly.

Any contractual or bid package questions should be directed to Stephanie Robinson at (517) 483-4128. Technical questions should be directed to Scott Sanford at 517-483-6946

Stephanie Robinson CPPB
Senior Buyer
Attention Bidders

The City of Lansing in partnership with the business community recognizes the need to facilitate economic development in our community. As part of the economic growth strategy, the City has incorporated the Local Preference into the City Purchasing policies.

Local Preference Statement:

A Lansing based business that has been deemed responsive and responsible according to the requirements of the Purchasing Ordinance that is within 5% of the low bid will be given an opportunity to match the low bid amount to receive the contract. If there is more than one qualified, responsive and responsible Lansing based bidder, the first opportunity to match the low bid will go to the Lansing based firm with the lowest bid.

If the Lansing based business refuses to match the low bid, the contract will be awarded to the responsive and responsible low bidder.

Projects greater than $500,000 are exempt from the Ordinance.

Qualifications for Lansing Based Business status:

1) Pay City income taxes on Net Profits

and

2) Pay City property taxes on a plant or office and equipment used for the performance of the contract bid upon - or - other real or personal property in the City of Lansing equivalent in value to such plant or office and equipment for not less than one year prior to determination.

Additional Information:

The full copy of the Ordinance is on file in the Purchasing Office, the City Clerk’s office or on the City of Lansing Purchasing Web site located at:

http://www.lansingmi.gov/finance/purchasing
Solicitation Number & Name: B/14/082 TRASH REMOVAL SERVICES

The City of Lansing Purchasing Office is collecting information regarding the use of the MITN e-procurement system. We are also collecting demographic information regarding woman-owned, minority-owned and Lansing based business. This form will not be used during the evaluation of bids or proposals. You may return this sheet, which is voluntary, with your submittal or shortly thereafter. Please, do not staple this to your bid document.

I. Where did your firm receive of this solicitation? Please check all that apply.

___ City of Lansing Purchasing Web Page http://www.mitn.info
____ City of Lansing Purchasing Office
___ Other, please list: ____________________________________________________________

II. Demographic Information:

Is your firm located or have a business office within the corporate city limits of Lansing

yes_____ no_____

III. Company Information

Federal Tax ID Number _____________________

Firm Name

Address (Street, City, State, ZIP)

Phone Number __________________ Fax Number __________________

Web Site Address __________________ Contact Person __________________

Thank you for your participation.
REQUEST FOR BID # B/14/082
FOR: TRASH REMOVAL SERVICES

DATE: April 16, 2014

LANSING FIRE DEPARTMENT CODE ENFORCEMENT SECTION

SEALED BIDS DUE 3:00 PM, LOCAL TIME IN EFFECT MAY 20, 2014

The City of Lansing Purchasing Office requests bids for the purchase of TRASH REMOVAL SERVICES as per the attached specifications. Please be sure to submit your bid on this form.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Removal of trash in accordance with specs attached</td>
<td>$/hour</td>
</tr>
<tr>
<td>B</td>
<td>Removal of compactable trash in excess of 3 cubic yards</td>
<td>$/cu yard</td>
</tr>
<tr>
<td>C</td>
<td>Removal of non compactable materials</td>
<td>$/cu yards</td>
</tr>
<tr>
<td>D</td>
<td>Removal of refrigerators and other appliances w/Freon</td>
<td>$/Ea</td>
</tr>
<tr>
<td>E</td>
<td>Removal of tires up to 32” in diameter, cleaned w/w-o rims</td>
<td>$/Ea.</td>
</tr>
<tr>
<td>F</td>
<td>Removal of tires over 32” in diameter w/wo rims</td>
<td>$/Ea.</td>
</tr>
</tbody>
</table>

The City reserves the right to accept any bid, to reject any or all bids and to make the award in the best interest of the City.

All vendors shall be current in payment of any taxes, licenses, fees, permits or any other monies due the City of Lansing at time of bid due date as per City of Lansing Ordinance Section 206.02(a)1(G).

MICHIGAN CIVIL RIGHTS ACT

Contractor shall not discriminate in hiring or its terms and conditions of employment on the basis of race, religion, creed, nation origin, color, sex, marital status, age, height, or weight, nor on the basis of handicap except where the same is based on a bona fide job requirement. Neither shall Contractor discriminate in the sales of products or the rendering of services pursuant to this contract on the basis of any of those categories.

NOTE: Bid results will only be released via email or on the Internet at www.mitn.info
INTRODUCTION

The City of Lansing Fire Department, Code Enforcement Section request bids on the removal and hauling of trash from properties located within the City of Lansing per the conditions attached.

Contractors’s Dump Site: (Location of dump site for waste material). Note: For City of Lansing projects, according to P.A. 641, ALL MATERIALS THAT MUST BE DISPOSED OF IN A LANDFILL, MUST BE SENT TO THE APPROPRIATELY LICENSED LANDFILL IN INGHAM, EATON OR CLINTON COUNTIES ONLY.

I will be using the following approved landfill site(s):

1. ________________________________________________________________________
   Name                                                                      Location

2. ________________________________________________________________________
   Name                                                                      Location

SCOPE OF WORK

SCOPE OF WORK:
Work under this contract includes all labor and equipment required for the complete removal of all trash, junk, tree branches, deteriorated appliances, furniture, garbage, animal feces, tires, deteriorated lumber and building materials as well as any other debris as directed by the Code Enforcement Section. The work may be performed on vacant lots, residential or commercial properties within the City of Lansing. The contractor(s) shall perform all work under the contract promptly and efficiently with courtesy to the occupants and property owners.

Photographs shall be taken at each work site to depict “before” and “after” situations. A sufficient number of pictures will be taken to adequately represent volume and type of materials taken.

The City shall, upon photographic documentation by the contractor that the property is already complied, pay $25.00 to the contractor in situations where compliance was “Done by Owner” (DBO).

DEFINITION OF TERMS:

HOURLY RATE: The hourly rate established by this contract includes actual work time at the job site required to remove materials described in the Work Authorization generated by the City to the nearest hour for the first hour and the nearest one quarter hour for work time in excess of one hour. The hourly rate shall specify a crew of two (2) workers at each job site with all equipment necessary to perform the work efficiently and as rapidly as possible unless prior approval is obtained from the Code Enforcement Section.

CUBIC YARD RATE (COMPACTABLE):
The compactable cubic yard rate, in accordance with the provisions set forth in this contract, shall be applied only to quantities of loose trash in excess of three cubic yards removed from any one site and shall be added to the hourly cost of removal.

CUBIC YARD RATE (NON-COMPACTABLE):
The non-compacted cubic yard rate shall be applied to quantities of non-compactable materials in excess of three yards removed from any one site and shall be added to the hourly cost of removal. Non-compactable materials include, but are not limited to, cinder blocks, bricks, concrete, asphalt, building materials, etc.
ESTIMATE/PAYMENT TO CONTRACTOR:
The City shall estimate the time and the quantity of material to be removed in excess of three yards. The contractor shall charge for actual work time at the job site and materials removed in excess of three yards. Contractor may dispute estimated quantities by contacting the Code Enforcement Section prior to removal of the materials. The Code Enforcement Section shall verify actual work time at the site and the actual quantity of material removed. Where actual work time and/or actual loose material removed exceeds estimated quantities, and the contractor does not dispute the estimated quantities prior to performing the work, the payment shall be based on estimated quantities.

DISPUTES: When disputes occur between the contractor and the property owner or the City regarding time at a job site and/or materials removed from a job site, the City will, through its review process, make a final determination and when required shall adjust payment to the contractor accordingly. Contractor shall have the opportunity to present data and/or appear at any hearing where such a determination is made.

CONTRACTOR REQUIREMENTS:
1. Contractor shall maintain a rubbish hauler license obtained from the City of Lansing at the time of bid opening, otherwise the bid will be declared non-responsive.

2. Contractor shall obtain and maintain a scrap tire license (to have proof at time of contract award).

3. Contractor shall submit a plan that demonstrates an adequate and acceptable method of Freon disposal which may be verified by the City of Lansing at their discretion.

4. Contractor shall have access to an approved landfill site and shall pay all charges resulting from work under this contract.

5. Contractor shall provide a crew of two (2) workers at each job site with all equipment necessary to perform the work efficiently and as rapidly as possible.

6. Contractor shall assure that all workers wear, in a conspicuous location, the pictured identification badge which will be provided by the City.

7. Contractor shall certify to the City that all workers have taken a class (approved by the City) in “Customer Service: Dealing with Irate People”.

8. Contractors must perform the work within five (5) working days (excluding inclement weather or other reasonable extra ordinary conditions) after a Work Authorization is issued by the City. If the work is not completed during this specified period, the City will issue three (3) successive written warning notices of non-performances. After the third notice, the City reserves the right to allocate Work Authorizations to an alternate contractor.

9. The contractor shall investigate each job site for which they have received a Work Authorization from the City. The contractor shall remove those materials described in the Work Authorization. Where all materials described in the order have been previously removed by the property owner (DBO), the contractor may charge $25.00 for operational expenses.

10. Contractor shall write each arrival and departure time on all billing invoices.

11. When, as determined by the City, a billing does not reflect actual time at the job site as described in the contract, or when a billing does not reflect actual materials removed in excess of three yards, the City reserves the right to reduce the payment to the contractor (See Disputes Section) or to cancel the contract immediately and select an alternate contractor.
12. The City reserves the right to require the contractor to submit a copy of each dump fee with invoices for payment. If the copies are not submitted, payment may be withheld by the City.

**MINIMUM EQUIPMENT REQUIREMENTS:**
Contractor shall have available to perform work under this contract the following equipment in good working order as determined by the City. Prior to award of contract, the City, represented by two Code Enforcement and one Purchasing Officer, shall inspect such equipment and the contractor shall provide such evidence as may be required by the City to prove ownership and/or availability of such equipment for the life of the contract.

- One truck with appropriate canvas and other features as may be required by local or state regulations that has “dump” capacity and holds a minimum of fifteen (15) cubic yards.
- One truck with appropriate canvas and other features as may be required by state of local regulations, that has “dump” capacity and holds a minimum of ten (10) cubic yards.
- Cellular telephone
- A vehicle commonly referred to as a “bob-cat” with front-end loader with trailer.
- Digital camera
- A dedicated business computer system with Internet access. The City will work with vendor to meet requirements of the City’s on-line billing system. Contractor will attach a list of all other equipment that they have available for use under this contract.

**INSURANCE:**
No work connected with this contract shall be started until the contractor has submitted evidence to the City Purchasing Office that they have obtained the following:
(a) Compliance with the Michigan Worker’s Disability Compensation Act
(b) Property Damage Insurance in the amount of $1,000,000
(c) Public Liability Insurance in the amount of $1,000,000.
All of the above insurance shall be maintained during the life of this contract. The contractor shall annually submit, to the City, documentation of continued insurance coverage. The City shall be carried as an “Additional Insured”. Partial payments shall not relieve the contractor from full responsibility for any damage which may result from any cause including fire or other casualty until completion of the contract and final payment. Any casualties shall not relieve the contractor from performing the contract. All insurance must include an endorsement providing for twenty (20) days prior written notice of termination, expiration, or material change of terms.

**INVOICES:**
Contractor shall submit all invoices to the Lansing Fire Department’s, Code Enforcement Section Office, 316 N. Capitol Avenue, Lansing, Michigan 48933 within fifteen (15) days of completion of each work order. All invoices for work from the City must be completed by the contractor within fifteen (15) days from receipt of same. All invoices are electronically submitted to the City. Invoices must be numbered and list: the address (or location in the case of a vacant lot), date, number of hours spent at the job site, and type of materials taken, as well as attached digital pictures and any notes from the contractor that affected the operation.

**BID AWARD:**
The successful bidder(s) shall demonstrate through experience and/or knowledge, as determined by the City, that they are capable of performing the work defined in this contract in a safe, efficient and courteous manner.
This contract will be for a period of one (1) year with the option to extend for one additional year, up to a maximum of four (4) one-year extensions. Contract extensions are subject to mutual agreement between the contractor and the City 30 days prior to the annual expiration date. *The City reserves the right to accept any proposal, to reject any or all proposals and to make the award in the best interest of the City.*
A. PREPARATION OF BID: Execute bid fully and properly. Submit the bid on this form in a sealed envelope to this office prior to the opening time when bids will be publicly opened and read aloud.

B. SIGNATURES: All bids, notifications, claims and statements must be signed as follows:

1. CORPORATIONS: Signature of official shall be accompanied by a certified copy of the resolution of the Board of Directors authorizing the individual signing to bind the corporation.

2. PARTNERSHIPS: Signature of one partner shall be accompanied by a certified copy of the power of attorney authorizing the individual signing to bind all partners. If bid is signed by all partners no authorization is needed.

C. REJECTION OR WITHDRAWAL: The City reserves the right to reject any bids and to waive any defects in bids. Bids may not be withdrawn within 90 days after opening date without forfeiting bid security.

D. CONTRACT: Upon acceptance by the City, this document will constitute the contract. The contract, however, shall not be in force until the Contractor has complied with all of the requirements of insurance and bonds.

E. DEFAULT TO CITY: It is understood that any bidder who is in default to the City at the time of submittal of the bid shall have his bid under the proposal declared null and void.

**GENERAL CONDITIONS**

1. DEFINITIONS:
   "CITY" - the City of Lansing.
   "DIRECTOR" - the head of the Department indicated in the proposal or his authorized representative.
   "CONTRACTOR" - the bidder whose proposal is accepted by the City.
   "NOTIFICATION" - written notice delivered in person or by mail.
   "CONTRACT DOCUMENTS" - this document and supplemental specifications and drawings.

2. CONFLICTS AND OMISSIONS: The intent of the contract documents is to provide everything necessary for the proper execution of the work. In case of conflict, the work shall not proceed until a decision has been agreed upon by all parties concerned. Director's decision shall be final.

3. ROYALTIES, PATENTS, NOTICES AND FEES: Contractor shall give all notices and pay all royalties and fees. He shall defend all suits or claims for infringement of any patent rights and shall save the City harmless from loss on account thereof. He shall comply with all laws, ordinances and codes applicable to any portion of the work.

4. MATERIALS AND WORKMANSHIP: Unless otherwise specified all materials and workmanship shall be new and of the best grade of their respective kinds for the purpose. Whenever an article, material, or equipment is specified by name, a substitute of equal qualifications may be used upon the written approval of the Director.

5. OTHER CONTRACTS: The City may let other contracts in connection with the work and the Contractor shall properly connect and coordinate his work with the work of such other contractors to execute their work as may be anticipated by these documents.

6. INSPECTION: Contractor shall at all times permit and facilitate inspection of the work by the Director.

7. TERMINATION FOR BREACH: The City may terminate this contract for violations hereof when violations are not stopped immediately and corrected within a reasonable length of time after notification by the Director. In the event of such termination, the City may complete the contracted work and the contractor will be liable for any excess cost occasioned the City thereby and in such case the City may take possession of and utilize in completing the work such materials and equipment as may be on the site and necessary therefore.

8. GUARANTEE: Contractor shall furnish the City with a written guarantee to remedy any defects due to faulty materials or workmanship which appear in the work within one year from the date of final acceptance by the City.

9. PAYMENT: Payment for the work will be made in one sum at the completion of the contract except that, at the City's option, partial payments aggregating 90% of the value of the completed work may be made at monthly intervals when the bonds in section 12 are furnished. If Contractor expects to request partial payments he shall submit a schedule of costs and quantities of the various parts of the work aggregating the total contract sum. When applying for payments, Contractor shall submit a statement based upon this schedule, itemized and supported as the Director may require.

Contract will not be considered complete until the work has been finally accepted by the City Unit and the Director and the following have been furnished:
(a) The required guarantees, and
(b) satisfactory evidence that all payrolls, material bills, and other indebtedness connected with the work, have been paid.
(c) If contract is terminated by the City, Contractor shall be entitled solely to payment for that portion of the contract completed by said Contractor at the time of termination minus set off and/or damage to City occasioned by Contractor's breach. Payment shall not be made until after contract project is completed, as determined by the Director.

10. LIABILITY FOR TAXES: When the terms of this contract involves the lease of property real or personal to the City, it is understood that lessor shall be solely responsible for the payment of all taxes of any nature whatsoever that accrue on the property during the terms of the lease.

11. INSURANCE: No work connected with this contract shall be started until the Contractor has submitted evidence to the Director and City Clerk that (a) all workmen are insured to protect him from claims for damages for personal injury or death which may arise from operations under this contract and that (b) he is covered by $1,000,000.00 combined single limit for personal injury and property damage. All of the above insurance shall be maintained during the life of this contract. The City shall be carried as an "Additional Insured". Partial payments shall not relieve the Contractor from full responsibility for any damage which may result from any cause including fire or other casualty until completion of the contract and final payment. Any casualties shall not relieve the contractor from performing the contract. All insurance must include an endorsement providing for twenty (20) days prior written notice of termination, expiration, or material change of terms.

12. HOLD HARMLESS: To the fullest extent permitted by law, the contractor/vendor shall indemnify, defend, and hold harmless the City of Lansing, its officers, agents, employees, elected, and appointed officials, and volunteers from and against any and all claims, losses or liability, including attorney's fees, arising from injury or death to persons or damage to property occasioned by any act, omission, or failure of the contractor/vendor and any of its officers, agents, employees, and volunteers in satisfying the terms required by this contract.
NOTICE TO BIDDERS

B/20/065

TRASH REMOVAL SERVICES

The City of Lansing officially distributes all Purchasing documents through the Michigan Inter-governmental Trade Network (MITN) and the City of Lansing Purchasing Office. Our office no longer mails bid documents, notices or addendums to our vendors. To register for the MITN system or access bid information, including addendums, go to www.mitn.info

Sealed Bids marked "B/20/065, TRASH REMOVAL SERVICES“ will be accepted at the City of Lansing Purchasing Office, 1110 S. Pennsylvania Ave., Lansing, Michigan 48912, until 2:00 p.m., local time in effect on FEB. 25, 2020. Bids will be opened and read aloud immediately thereafter in the conference room.

Bid results will only be released via email, self-addressed stamped envelopes or on the Internet at www.mitn.info. Please forward your email request to: Stephanie.robinson@lbwl.com

If any changes or additions are required for this bid an addendum will be issued by the Purchasing Office. All addenda received shall be listed on the outside of your bid envelope. Any proposal received without each addendum listed by number and date received on the outside of the bid proposal when submitted, may be declared a non-responsive bid.

The City of Lansing encourages bids from all vendors including MBE/WBE vendors.

The City of Lansing gives preference to Lansing-based job providers in the procurement of all goods and services, along with those products of United States manufacture and assembly.

Any contractual or bid package questions should be directed to Stephanie Robinson at (517) 702-6197. Technical questions should be directed to Scott Sanford at 517-483-6946

Stephanie Robinson CPPB
Senior Buyer
Attention Bidders

The City of Lansing in partnership with the business community recognizes the need to facilitate economic development in our community. As part of the economic growth strategy, the City has incorporated the Local Preference into the City Purchasing policies.

**Local Preference Statement:**

A Lansing based business that has been deemed responsive and responsible according to the requirements of the Purchasing Ordinance that is within 5% of the low bid will be given an opportunity to match the low bid amount to receive the contract. If there is more than one qualified, responsive and responsible Lansing based bidder, the first opportunity to match the low bid will go to the Lansing based firm with the lowest bid.

If the Lansing based business refuses to match the low bid, the contract will be awarded to the responsive and responsible low bidder.

Projects greater than $500,000 are exempt from the Ordinance.

**Qualifications for Lansing Based Business status:**

1) Pay City income taxes on Net Profits

and

2) Pay City property taxes on a plant or office and equipment used for the performance of the contract bid upon - or - other real or personal property in the City of Lansing equivalent in value to such plant or office and equipment for not less than one year prior to determination.

**Additional Information:**

The full copy of the Ordinance is on file in the Purchasing Office, the City Clerk’s office or on the City of Lansing Purchasing Web site located at:

[http://www.lansingmi.gov/finance/787/purchasing](http://www.lansingmi.gov/finance/787/purchasing)
Solicitation Number & Name: B/20/065 TRASH REMOVAL SERVICES

The City of Lansing Purchasing Office is collecting information regarding the use of the MITN e-procurement system. We are also collecting demographic information regarding Lansing based business. This form will not be used during the evaluation of bids or proposals. You may return this sheet, which is voluntary, with your submittal or shortly thereafter. Please, do not staple this to your bid document.

I. Where did your firm receive of this solicitation? Please check all that apply.

   ____ City of Lansing Purchasing Web Page http://www.mitn.info
   ____ City of Lansing Purchasing Office
   ____ Other, please list: __________________________________________

II. Demographic Information:

Is your firm located or have a business office within the corporate city limits of Lansing
   yes_____   no_____ 

III. Company Information

Federal Tax ID Number ____________________

_____________________________________________________________________

Firm Name

_____________________________________________________________________

Address (Street, City, State, ZIP)

_____________________________________________________________________

Phone Number          Fax Number

_____________________________________________________________________

Web Site Address       Contact Person

Thank you for your participation.
REQUEST FOR BID #  B/20/065  FOR: TRASH REMOVAL SERVICES

DATE:  JAN. 27, 2020  ECONOMIC DEVELOPMENT & PLANNING - CODE ENFORCEMENT DIVISION

SEALED BIDS DUE 2:00 PM, LOCAL TIME IN EFFECT FEB. 25, 2020

The City of Lansing Purchasing Office requests bids for TRASH REMOVAL SERVICES as per the attached specifications. Please be sure to submit your bid on this form.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Removal of trash in accordance with specs attached</td>
<td>$ /hour</td>
</tr>
<tr>
<td>B</td>
<td>Removal of compactable trash in excess of 3 cubic yards</td>
<td>$/cu yard</td>
</tr>
<tr>
<td>C</td>
<td>Removal of non-compactable materials</td>
<td>$/cu yards</td>
</tr>
<tr>
<td>D</td>
<td>Removal of refrigerators and other appliances w/Freon</td>
<td>$/Ea</td>
</tr>
<tr>
<td>E</td>
<td>Removal of tires up to 32” in diameter, cleaned w/w-o rims</td>
<td>$/Ea</td>
</tr>
<tr>
<td>F</td>
<td>Removal of tires over 32” in diameter w/wo rims</td>
<td>$/Ea</td>
</tr>
</tbody>
</table>

The City reserves the right to accept any bid, to reject any or all bids and to make the award in the best interest of the City.

All vendors shall be current in payment of any taxes, licenses, fees, permits or any other monies due the City of Lansing at time of bid due date as per City of Lansing Ordinance Section 206.02(a)1(G).

MICHIGAN CIVIL RIGHTS ACT
Contractor shall not discriminate in hiring or its terms and conditions of employment on the basis of race, religion, creed, nation origin, color, sex, marital status, age, height, or weight, nor on the basis of handicap except where the same is based on a bona fide job requirement. Neither shall Contractor discriminate in the sales of products or the rendering of services pursuant to this contract on the basis of any of those categories.

NOTE: Bid results will only be released via email or on the Internet at www.mitn.info
INTRODUCTION

The City of Lansing Economic Development & Planning-Code Enforcement Division request bids on the removal and hauling of trash from properties located within the City of Lansing per the conditions attached.

Contractors’s Dump Site: (Location of dump site for waste material). Note: For City of Lansing projects, according to P.A. 641, ALL MATERIALS THAT MUST BE DISPOSED OF IN A LANDFILL, MUST BE SENT TO THE APPROPRIATELY LICENSED LANDFILL IN INGHAM, EATON OR CLINTON COUNTIES ONLY.

I will be using the following approved landfill site(s):

1. ____________________________________________________________________________
   Name                                                                      Location

2. ____________________________________________________________________________
   Name                                                                      Location

SCOPE OF WORK

SCOPE OF WORK:
Work under this contract includes all labor and equipment required for the complete removal of all trash, junk, tree branches, deteriorated appliances, furniture, garbage, animal feces, tires, deteriorated lumber and building materials as well as any other debris as directed by the Code Enforcement Division. The work may be performed on vacant lots, residential or commercial properties within the City of Lansing. The contractor(s) shall perform all work under the contract promptly and efficiently with courtesy to the occupants and property owners.

Photographs shall be taken at each work site to depict “before” and “after” situations. A sufficient number of pictures will be taken to adequately represent volume and type of materials taken.

The City shall, upon photographic documentation by the contractor that the property is already complied, pay $25.00 to the contractor in situations where compliance was “Done by Owner” (DBO).

DEFINITION OF TERMS:
HOURLY RATE: The hourly rate established by this contract includes actual work time at the job site required to remove materials described in the Work Authorization generated by the City to the nearest hour for the first hour and the nearest one quarter hour for work time in excess of one hour. The hourly rate shall specify a crew of two (2) workers at each job site with all equipment necessary to perform the work efficiently and as rapidly as possible unless prior approval is obtained from the Code Enforcement Division.

CUBIC YARD RATE (COMPACTABLE): The compactable cubic yard rate, in accordance with the provisions set forth in this contract, shall be applied only to quantities of loose trash in excess of three cubic yards removed from any one site and shall be added to the hourly cost of removal.

CUBIC YARD RATE (NON-COMPACTABLE): The non-compactable cubic yard rate shall be applied to quantities of non-compactable materials in excess of three yards removed from any one site and shall be added to the hourly cost of removal. Non-compactable materials include, but are not limited to, cinder blocks, bricks, concrete, asphalt, building materials, etc.
ESTIMATE/PAYMENT TO CONTRACTOR:
The City shall estimate the time and the quantity of material to be removed in excess of three yards. The contractor shall charge for actual work time at the job site and materials removed in excess of three yards. Contractor may dispute estimated quantities by contacting the Code Enforcement Division prior to removal of the materials. The Code Enforcement Division shall verify actual work time at the site and the actual quantity of material removed. Where actual work time and/or actual loose material removed exceeds estimated quantities, and the contractor does not dispute the estimated quantities prior to performing the work, the payment shall be based on estimated quantities.

DISPUTES: When disputes occur between the contractor and the property owner or the City regarding time at a job site and/or material removed from a job site, the City will, through its review process, make a final determination and when required shall adjust payment to the contractor accordingly. Contractor shall have the opportunity to present data and/or appear at any hearing where such a determination is made.

CONTRACTOR REQUIREMENTS:
1. Contractor shall maintain a rubbish hauler license obtained from the City of Lansing at the time of bid opening, otherwise the bid will be declared non-responsive.
2. Contractor shall obtain and maintain a scrap tire license (to have proof at time of contract award).
3. Contractor shall submit a plan that demonstrates an adequate and acceptable method of Freon disposal which may be verified by the City of Lansing at their discretion.
4. Contractor shall have access to an approved landfill site and shall pay all charges resulting from work under this contract.
5. Contractor shall provide a crew of two (2) workers at each job site with all equipment necessary to perform the work efficiently and as rapidly as possible.
6. Contractor shall assure that all workers must carry paperwork identifying their company and their relationship to the City of Lansing.
7. Contractors must respond and complete a clean up request within ten (10) days but the City prefers that the response be a shorter turn around time (excluding inclement weather or other reasonable extra ordinary conditions) after a Work Authorization is issued by the City. If the work is not completed during this specified period, the City will issue three (3) successive written warning notices of non-performances. After the third notice, the City reserves the right to allocate Work Authorizations to an alternate contractor.
8. The contractor shall investigate each job site for which they have received a Work Authorization from the City. The contractor shall remove those materials described in the Work Authorization. Where all materials described in the order have been previously removed by the property owner (DBO), the contractor may charge $25.00 for operational expenses.
9. Contractor shall write each arrival and departure time on all billing invoices.
10. When, as determined by the City, a billing does not reflect actual time at the job site as described in the contract, or when a billing does not reflect actual materials removed in excess of three yards, the City reserves the right to reduce the payment to the contractor (See Disputes Division) or to cancel the contract immediately and select an alternate contractor.
12. The City reserves the right to require the contractor to submit a copy of each dump fee with invoices for payment. If the copies are not submitted, payment may be withheld by the City.

MINIMUM EQUIPMENT REQUIREMENTS:
Contractor shall have available to perform work under this contract the following equipment in good working order as determined by the City. Prior to award of contract, the City, represented by two Code Enforcement and one Purchasing Officer, shall inspect such equipment and the contractor shall provide such evidence as may be required by the City to prove ownership and/or availability of such equipment for the life of the contract.

- One truck with appropriate canvas and other features as may be required by local or state regulations that has “dump” capacity and holds a minimum of fifteen (15) cubic yards.
- One truck with appropriate canvas and other features as may be required by state of local regulations, that has “dump” capacity and holds a minimum of ten (10) cubic yards.
- Cellular telephone
- A vehicle commonly referred to as a “bob-cat” with front-end loader with trailer.
- Digital camera
- A dedicated business computer system with Internet access. The City will work with vendor to meet requirements of the City’s on-line billing system. Contractor will attach a list of all other equipment that they have available for use under this contract.

INSURANCE:
No work connected with this contract shall be started until the contractor has submitted evidence to the City Purchasing Office that they have obtained the following:
(a) Compliance with the Michigan Worker’s Disability Compensation Act
(b) Property Damage Insurance in the amount of $1,000,000
(c) Public Liability Insurance in the amount of $1,000,000.
All of the above insurance shall be maintained during the life of this contract. The contractor shall annually submit, to the City, documentation of continued insurance coverage.
The City shall be carried as an “Additional Insured”. Partial payments shall not relieve the contractor from full responsibility for any damage which may result from any cause including fire or other casualty until completion of the contract and final payment. Any casualties shall not relieve the contractor from performing the contract. All insurance must include an endorsement providing for twenty (20) days prior written notice of termination, expiration, or material change of terms.

INVOICES:
Contractor shall submit all invoices to the EDP’s, Code Enforcement Division Office, 316 N. Capitol Avenue, Lansing, Michigan 48933 within fifteen (15) days of completion of each work order. All invoices for work from the City must be completed by the contractor within fifteen (15) days from receipt of same. All invoices are electronically submitted to the City.
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The successful bidder(s) shall demonstrate through experience and/or knowledge, as determined by the City, that they are capable of performing the work defined in this contract in a safe, efficient and courteous manner.
This contract will be for a period of one (1) year with the option to extend for one additional year, up to a maximum of four (4) one-year extensions. Contract extensions are subject to mutual agreement between the contractor and the City 30 days prior to the annual expiration date.
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A. PREPARATION OF BID: Execute bid fully and properly. Submit the bid on this form in a sealed envelope to this office prior to the opening time when bids will be publicly opened and read aloud.

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GENERAL CONDITIONS

1. DEFINITIONS:
"CITY" - the City of Lansing.
"DIRECTOR" - the head of the Department indicated in the proposal or his authorized representative.
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7. TERMINATION FOR BREACH: The City may terminate this contract for violations hereof when violations are not stopped immediately and corrected within a reasonable length of time after notification by the Director. In the event of such termination, the City may complete the contracted work and the contractor will be liable for any excess cost occasioned the City thereby and in such case the City may take possession of and utilize in completing the work such materials and equipment as may be on the site and necessary therefore.

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Contract will not be considered complete until the work has been finally accepted by the City Unit and the Director and the following have been furnished:
(a) The required guarantees, and
(b) satisfactory evidence that all payrolls, material bills, and other indebtedness connected with the work, have been paid.
(c) If contract is terminated by the City, Contractor shall be entitled solely to payment for that portion of the contract completed by said Contractor at the time of termination minus set off and/or damage to City occasioned by Contractor's breach. Payment shall not be made until after contract project is completed, as determined by the Director.

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NOTICE TO BIDDERS

B/14/082

TRASH REMOVAL SERVICES

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Sealed Bids marked "B/14/082, TRASH REMOVAL SERVICES" will be accepted at the Finance Department, Purchasing Section, 8th floor City Hall, 124 W. Michigan Avenue, Lansing, Michigan 48933, until 3:00 p.m., local time in effect on MAY 20, 2014. Bids will be opened and read aloud immediately thereafter in the conference room.

Bid results will only be released via email, self-addressed stamped envelopes or on the Internet at www.mitn.info. Please forward your email request to: Stephanie.robinson@lansingmi.gov

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Stephanie Robinson CPPB
Senior Buyer
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Additional Information:

The full copy of the Ordinance is on file in the Purchasing Office, the City Clerk’s office or on the City of Lansing Purchasing Web site located at:

http://www.lansingmi.gov/finance/purchasing
CITY OF LANSING
FINANCE DEPARTMENT-PURCHASING SECTION
8TH FLOOR CITY HALL
124 W. MICHIGAN AVENUE
LANsing, MICHIGAN 48933

THIS IS NOT AN ORDER
NOTE: If your bid/quote is not returned and completed on this form, it may not be considered.
Bid/quote number must appear on outside of return envelope.

REQUEST FOR BID # B/14/082 FOR: TRASH REMOVAL SERVICES

DATE: April 16, 2014 LANSING FIRE DEPARTMENT CODE ENFORCEMENT SECTION

SEALED BIDS DUE 3:00 PM, LOCAL TIME IN EFFECT MAY 20, 2014

The City of Lansing Purchasing Office requests bids for the purchase of TRASH REMOVAL SERVICES as per the attached specifications. Please be sure to submit your bid on this form.

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<th>ITEM</th>
<th>DESCRIPTION</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Removal of trash in accordance with specs attached</td>
<td>$175/150</td>
</tr>
<tr>
<td></td>
<td></td>
<td>/hour</td>
</tr>
<tr>
<td>B</td>
<td>Removal of compactable trash in excess of 3 cubic</td>
<td>$22</td>
</tr>
<tr>
<td></td>
<td>yards</td>
<td>/cu yard</td>
</tr>
<tr>
<td>C</td>
<td>Removal of non compactable materials</td>
<td>$26</td>
</tr>
<tr>
<td></td>
<td></td>
<td>/cu yards</td>
</tr>
<tr>
<td>D</td>
<td>Removal of refrigerators and other appliances w/ Freon</td>
<td>$35</td>
</tr>
<tr>
<td></td>
<td></td>
<td>/Ft.</td>
</tr>
<tr>
<td>E</td>
<td>Removal of tires up to 32” in diameter, cleaned w/w-o</td>
<td>$5.50</td>
</tr>
<tr>
<td></td>
<td>rims</td>
<td>/ Ea.</td>
</tr>
<tr>
<td>F</td>
<td>Removal of tires over 32” in diameter w/wo rims</td>
<td>$25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>/ Ea.</td>
</tr>
</tbody>
</table>

The City reserves the right to accept any bid, to reject any or all bids and to make the award in the best interest of the City.

All vendors shall be current in payment of any taxes, licenses, fees, permits or any other monies due the City of Lansing at time of bid due date as per City of Lansing Ordinance Section 206.02(a)1(G).

FEDERAL I.D. # 1112223333
COMPANY Eric’s Refuse LLC
SIGNATURE Ericictures
PRINTED NAME Eric Crutcher
TITLE Owner
DATE 5-20-14

ADDRESS P.O. Box 16035
CITY & STATE Lansing, MI
TELEPHONE 517-372-5871

NOTE: Bid results will only be released via email or on the Internet at www.mifn.info

MICHIGAN CIVIL RIGHTS ACT
Contractor shall not discriminate in hiring or its terms and conditions of employment on the basis of race, religion, creed, nation origin, color, sex, marital status, age, height, or weight, nor on the basis of handicap except where the same is based on a bona fide job requirement. Neither shall Contractor discriminate in the sales of products or the rendering of services pursuant to this contract on the basis of any of those categories.
INTRODUCTION

The City of Lansing Fire Department, Code Enforcement Section request bids on the removal and hauling of trash from properties located within the City of Lansing per the conditions attached.

Contractor’s Dump Site: (Location of dump site for waste material). Note: For City of Lansing projects, according to P.A. 641, ALL MATERIALS THAT MUST BE DISPOSED OF IN A LANDFILL, MUST BE SENT TO THE APPROPRIATELY LICENSED LANDFILL IN INGHAM, EATON OR CLINTON COUNTIES ONLY.

I will be using the following approved landfill site(s):
1. Granger Land Fill Wood St Lansing, MI
   Name
   Location
2. Friedland Industries Maple St Lansing MI
   Name: (Recycler)
   Location

SCOPE OF WORK

SCOPE OF WORK:
Work under this contract includes all labor and equipment required for the complete removal of all trash, junk, tree branches, deteriorated appliances, furniture, garbage, animal feces, tires, deteriorated lumber and building materials as well as any other debris as directed by the Code Enforcement Section. The work may be performed on vacant lots, residential or commercial properties within the City of Lansing. The contractor(s) shall perform all work under the contract promptly and efficiently with courtesy to the occupants and property owners.

Photographs shall be taken at each work site to depict “before” and “after” situations.
A sufficient number of pictures will be taken to adequately represent volume and type of materials taken.

The City shall, upon photographic documentation by the contractor that the property is already complied, pay $25.00 to the contractor in situations where compliance was “Done by Owner” (DBO).

DEFINITION OF TERMS:
HOURLY RATE: The hourly rate established by this contract includes actual work time at the job site required to remove materials described in the Work Authorization generated by the City to the nearest hour for the first hour and the nearest one quarter hour for work time in excess of one hour.
The hourly rate shall specify a crew of two (2) workers at each job site with all equipment necessary to perform the work efficiently and as rapidly as possible unless prior approval is obtained from the Code Enforcement Section.

CUBIC YARD RATE (COMPACTABLE):
The compactable cubic yard rate, in accordance with the provisions set forth in this contract, shall be applied only to quantities of loose trash in excess of three cubic yards removed from any one site and shall be added to the hourly cost of removal.

CUBIC YARD RATE (NON-COMPACTABLE):
The non-compacted cubic yard rate shall be applied to quantities of non-compactable materials in excess of three yards removed from any one site and shall be added to the hourly cost of removal. Non-compactable materials include, but are not limited to, cinder blocks, bricks, concrete, asphalt, building materials, etc.
**To:** ERIC'S REFUSE LLC  
PO BOX 16035  
LANSING, MI 48901-6035  

**Phone:** (517) 372-5299  
**Fax:** (517) 372-5299

**PURCHASE ORDER**

<table>
<thead>
<tr>
<th>P.O. NUMBER</th>
<th>DATE</th>
<th>VENDOR I.D.</th>
<th>DELIVERY DATE</th>
<th>FOB</th>
<th>REQUISITION NO</th>
</tr>
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<tbody>
<tr>
<td>P086124</td>
<td>07/24/19</td>
<td>V007910</td>
<td></td>
<td>FOB</td>
<td>PR014591</td>
</tr>
</tbody>
</table>

Our purchase order number must appear on all invoices, packing list, and correspondence.

**Send Invoice To:**

EDP DEPARTMENT - CODE ENFORCEMENT DIV  
316 N CAPITOL AVE C-2  
LANSING, MI 48933-1238

**Deliver Items To:**

EDP DEPARTMENT - CODE ENFORCEMENT DIV  
316 N CAPITOL AVE C-2  
LANSING, MI 48933-1238

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>QTY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>EXTENSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>TEMPORARY TRASH CONTRACT BEGINNING 7/01/2019 AND RUNNING THRU 6/30/2020 VENDOR TO PROVIDE ALL LABOR &amp; EQUIPMENT FOR THE COMPLETE REMOVAL OF TRASH &amp; DEBRIS PER CITY OF LANSING ORDINANCE THE TOTAL PAYMENT AMOUNT IS BASED ON EACH INDIVIDUAL JOB AND THE FULL CONTRACT DOLLAR AMOUNT IS NOT GUARANTEED</td>
<td>150,000</td>
<td>EA</td>
<td>1.00</td>
<td>150,000.00</td>
</tr>
<tr>
<td>002</td>
<td>THIS IS USED WHEN THE CONTRACTOR WAS REQUESTED TO PROVIDE A SERVICE AND FINDS THE TRASH REMOVAL HAS ALREADY BEEN DONE BY THE OWNER. CONTRACTOR IS PAID $25.00 FOR EACH DOB. THE FULL CONTRACT DOLLAR AMOUNT IS NOT GUARANTEED</td>
<td>10,000</td>
<td>EA</td>
<td>25.00</td>
<td>250,000.00</td>
</tr>
</tbody>
</table>

**The Articles Specified Are Subject To The Following Conditions:**

1. Goods other than those specified on this order must not be substituted or prices changed without authorization.  
2. If the quantity shipped is short of the purchase order quantity, specify on the packing slip if that quantity is on back order or cancelled.

**Federal Tax ID:** 38-6904629

**Authorized Signature**

---

**Total:** 400,000.00
Dear General Services Committee members,

The following are the documents that were referenced by me today on 1-28-2020 after the General Service Committee meeting.

Attached
  - Bid Specs
  - Two Emails that contain Bid Specs – Inquiry about contract

Per the statement made by Amanda O’Boyle in the email dated 4-26-2018 for reference of Bid Specs.

“I was able to find the bid proposal for Eric's Refuse which outlines requirements of the bidders. Please look at the points I underlined which outline requirements of the contractor. While this isn't a contract (Code advised they don't have a copy), these are terms that Eric's Refuse must comply with.”

Since my employment with the City of Lansing no formal contract has been provided to CRC or the Internal Audit Office in regards to Eric’s Refuse services with the City of Lansing.

Sincerely,

Eric

Eric Brewer, CPA, MBA
Council Internal Auditor
City of Lansing – Internal Audit
124 W. Michigan Ave. | Lansing, MI 48933
Leslie and Eric,

I was able to find the bid proposal for Eric's Refuse which outlines requirements of the bidders. Please look at the points I underlined which outline requirements of the contractor. While this isn't a contract (Code advised they don't have a copy), these are terms that Eric's Refuse must comply with.

Thanks,
Amanda

-----Original Message-----
From: ITPRINTER@lansingmi.gov [mailto:ITPRINTER@lansingmi.gov]
Sent: Thursday, April 26, 2018 11:49 AM
To: O'Boyle, Amanda
Subject: TASKalfa 4052ci
[00:17:c8:4d:34:cb]

-----------------------
NOTICE TO BIDDERS

B/14/082

TRASH REMOVAL SERVICES

The City of Lansing officially distributes all Purchasing documents through the Michigan Intergovernmental Trade Network (MITN) and the City of Lansing Purchasing Office. Our office no longer mails bid documents, notices or addendums to our vendors. To register for the MITN system or access bid information, including addendums, go to www.mitn.info

Sealed Bids marked "B/14/082, TRASH REMOVAL SERVICES" will be accepted at the Finance Department, Purchasing Section, 8th floor City Hall, 124 W. Michigan Avenue, Lansing, Michigan 48933, until 3:00 p.m., local time in effect on MAY 20, 2014. Bids will be opened and read aloud immediately thereafter in the conference room.

Bid results will only be released via email, self-addressed stamped envelopes or on the Internet at www.mitn.info. Please forward your email request to: Stephanie.robinson@lansingmi.gov

If any changes or additions are required for this bid an addendum will be issued by the Finance Department. All addenda received shall be listed on the outside of your bid envelope. Any proposal received without each addendum listed by number and date received on the outside of the bid proposal when submitted, may be declared a non-responsive bid.

The City of Lansing encourages bids from all vendors including MBE/WBE vendors.

The City of Lansing gives preference to Lansing-based job providers in the procurement of all goods and services, along with those products of United States manufacture and assembly.

Any contractual or bid package questions should be directed to Stephanie Robinson at (517) 483-4128. Technical questions should be directed to Scott Sanford at 517-483-6946

Stephanie Robinson CPPB
Senior Buyer
Attention Bidders

The City of Lansing in partnership with the business community recognizes the need to facilitate economic development in our community. As part of the economic growth strategy, the City has incorporated the Local Preference into the City Purchasing policies.

Local Preference Statement:

A Lansing based business that has been deemed responsive and responsible according to the requirements of the Purchasing Ordinance that is within 5% of the low bid will be given an opportunity to match the low bid amount to receive the contract. If there is more than one qualified, responsive and responsible Lansing based bidder, the first opportunity to match the low bid will go to the Lansing based firm with the lowest bid.

If the Lansing based business refuses to match the low bid, the contract will be awarded to the responsive and responsible low bidder.

Projects greater than $500,000 are exempt from the Ordinance.

Qualifications for Lansing Based Business status:

1) Pay City income taxes on Net Profits

and

2) Pay City property taxes on a plant or office and equipment used for the performance of the contract bid upon - or - other real or personal property in the City of Lansing equivalent in value to such plant or office and equipment for not less than one year prior to determination.

Additional Information:

The full copy of the Ordinance is on file in the Purchasing Office, the City Clerk’s office or on the City of Lansing Purchasing Web site located at:

http://www.lansingmi.gov/finance/purchasing
Solicitation Number & Name: **B/14/082 TRASH REMOVAL SERVICES**

The City of Lansing Purchasing Office is collecting information regarding the use of the MITN e-procurement system. We are also collecting demographic information regarding woman-owned, minority-owned and Lansing based business. **This form will not be used during the evaluation of bids or proposals.** You may return this sheet, which is voluntary, with your submittal or shortly thereafter. Please, do not staple this to your bid document.

I. **Where did your firm receive of this solicitation?** Please check all that apply.

   ____ City of Lansing Purchasing Web Page [http://www.mitt.info](http://www.mitt.info)
   ____ City of Lansing Purchasing Office
   ____ Other, please list: _______________________________________________________

II. **Demographic Information:**

Is your firm located or have a business office within the corporate city limits of Lansing

   yes____   no____

III. **Company Information**


<table>
<thead>
<tr>
<th>Firm Name</th>
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<table>
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<tr>
<th>Address (Street, City, State, ZIP)</th>
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<thead>
<tr>
<th>Phone Number</th>
<th>Fax Number</th>
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</table>

<table>
<thead>
<tr>
<th>Web Site Address</th>
<th>Contact Person</th>
</tr>
</thead>
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</tbody>
</table>

Thank you for your participation.
REQUEST FOR BID #  B/14/082  FOR: TRASH REMOVAL SERVICES

DATE:  April 16, 2014  LANSING FIRE DEPARTMENT CODE ENFORCEMENT SECTION

SEALED BIDS DUE 3:00 PM, LOCAL TIME IN EFFECT MAY 20, 2014

The City of Lansing Purchasing Office requests bids for the purchase of TRASH REMOVAL SERVICES as per the attached specifications. Please be sure to submit your bid on this form.

<table>
<thead>
<tr>
<th>ITEM</th>
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<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Removal of trash in accordance with specs attached</td>
<td>$/hour</td>
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<td>Removal of non compactable materials</td>
<td>$/cu yards</td>
</tr>
<tr>
<td>D</td>
<td>Removal of refrigerators and other appliances w/Freon</td>
<td>$/Ea</td>
</tr>
<tr>
<td>E</td>
<td>Removal of tires up to 32” in diameter, cleaned w/w-o rims</td>
<td>$/Ea.</td>
</tr>
<tr>
<td>F</td>
<td>Removal of tires over 32” in diameter w/wo rims</td>
<td>$/Ea.</td>
</tr>
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The City reserves the right to accept any bid, to reject any or all bids and to make the award in the best interest of the City.

All vendors shall be current in payment of any taxes, licenses, fees, permits or any other monies due the City of Lansing at time of bid due date as per City of Lansing Ordinance Section 206.02(a)1(G).

FEDERAL I.D.#________________________ ADDRESS________________________
COMPANY_____________________________ CITY & STATE_____________________
SIGNATURE____________________________ TELEPHONE_______________________
PRINTED NAME________________________ F.O.B.____________________________
TITLE_______________________________ SHIP VIA/ROUTING:__________________
DATE:______________________________ TERMS:____________________________

NOTE: Bid results will only be released via email or on the Internet at www.mipt.info

MICHIGAN CIVIL RIGHTS ACT
Contractor shall not discriminate in hiring or its terms and conditions of employment on the basis of race, religion, creed, nation origin, color, sex, marital status, age, height, or weight, nor on the basis of handicap except where the same is based on a bona fide job requirement. Neither shall Contractor discriminate in the sales of products or the rendering of services pursuant to this contract on the basis of any of those categories.
INTRODUCTION

The City of Lansing Fire Department, Code Enforcement Section request bids on the removal and hauling of trash from properties located within the City of Lansing per the conditions attached.

Contractor's Dump Site: (Location of dump site for waste material). Note: For City of Lansing projects, according to P.A. 641, ALL MATERIALS THAT MUST BE DISPOSED OF IN A LANDFILL, MUST BE SENT TO THE APPROPRIATELY LICENSED LANDFILL IN INGHAM, EATON OR CLINTON COUNTIES ONLY.

I will be using the following approved landfill site(s):

1. 
   Name
   Location

2. 
   Name
   Location

SCOPE OF WORK

SCOPE OF WORK:
Work under this contract includes all labor and equipment required for the complete removal of all trash, junk, tree branches, deteriorated appliances, furniture, garbage, animal feces, tires, deteriorated lumber and building materials as well as any other debris as directed by the Code Enforcement Section. The work may be performed on vacant lots, residential or commercial properties within the City of Lansing. The contractor(s) shall perform all work under the contract promptly and efficiently with courtesy to the occupants and property owners.

Photographs shall be taken at each work site to depict “before” and “after” situations. A sufficient number of pictures will be taken to adequately represent volume and type of materials taken.

The City shall, upon photographic documentation by the contractor that the property is already complied, pay $25.00 to the contractor in situations where compliance was “Done by Owner” (DBO).

DEFINITION OF TERMS:
HOURLY RATE: The hourly rate established by this contract includes actual work time at the job site required to remove materials described in the Work Authorization generated by the City to the nearest hour for the first hour and the nearest one quarter hour for work time in excess of one hour. The hourly rate shall specify a crew of two (2) workers at each job site with all equipment necessary to perform the work efficiently and as rapidly as possible unless prior approval is obtained from the Code Enforcement Section.

CUBIC YARD RATE (COMPACTABLE):
The compactable cubic yard rate, in accordance with the provisions set forth in this contract, shall be applied only to quantities of loose trash in excess of three cubic yards removed from any one site and shall be added to the hourly cost of removal.

CUBIC YARD RATE (NON-COMPACTABLE):
The non-compactable cubic yard rate shall be applied to quantities of non-compactable materials in excess of three yards removed from any one site and shall be added to the hourly cost of removal. Non-compactable materials include, but are not limited to, cinder blocks, bricks, concrete, asphalt, building materials, etc.
ESTIMATE PREPARATION TO CONTRACTOR:
The City shall estimate the time and the quantity of material to be removed in excess of three yards. The contractor shall charge for actual work time at the job site and materials removed in excess of three yards. Contractor may dispute estimated quantities by contacting the Code Enforcement Section prior to removal of the materials. The Code Enforcement Section shall verify actual work time at the site and the actual quantity of material removed. Where actual work time and/or actual loose material removed exceeds estimated quantities, and the contractor does not dispute the estimated quantities prior to performing the work, the payment shall be based on estimated quantities.

DISPUTES: When disputes occur between the contractor and the property owner or the City regarding time at a job site and/or materials removed from a job site, the City will, through its review process, make a final determination and when required shall adjust payment to the contractor accordingly. Contractor shall have the opportunity to present data and/or appear at any hearing where such a determination is made.

CONTRACTOR REQUIREMENTS:
1. Contractor shall maintain a rubbish hauler license obtained from the City of Lansing at the time of bid opening, otherwise the bid will be declared non-responsive.

2. Contractor shall obtain and maintain a scrap tire license (to have proof at time of contract award).

3. Contractor shall submit a plan that demonstrates an adequate and acceptable method of Freon disposal which may be verified by the City of Lansing at their discretion.

4. Contractor shall have access to an approved landfill site and shall pay all charges resulting from work under this contract.

5. Contractor shall provide a crew of two (2) workers at each job site with all equipment necessary to perform the work efficiently and as rapidly as possible.

6. Contractor shall assure that all workers wear, in a conspicuous location, the pictured identification badge which will be provided by the City.

7. Contractor shall certify to the City that all workers have taken a class (approved by the City) in “Customer Service: Dealing with Irate People”.

8. Contractors must perform the work within five (5) working days (excluding inclement weather or other reasonable extra ordinary conditions) after a Work Authorization is issued by the City. If the work is not completed during this specified period, the City will issue three (3) successive written warning notices of non-performances. After the third notice, the City reserves the right to allocate Work Authorizations to an alternate contractor.

9. The contractor shall investigate each job site for which they have received a Work Authorization from the City. The contractor shall remove those materials described in the Work Authorization. Where all materials described in the order have been previously removed by the property owner (DBO), the contractor may charge $25.00 for operational expenses.

10. Contractor shall write each arrival and departure time on all billing invoices.

11. When, as determined by the City, a billing does not reflect actual time at the job site as described in the contract, or when a billing does not reflect actual materials removed in excess of three yards, the City reserves the right to reduce the payment to the contractor (See Disputes Section) or to cancel the contract immediately and select an alternate contractor.
12. The City reserves the right to require the contractor to submit a copy of each dump fee with invoices for payment. If the copies are not submitted, payment may be withheld by the City.

MINIMUM EQUIPMENT REQUIREMENTS:
Contractor shall have available to perform work under this contract the following equipment in good working order as determined by the City. Prior to award of contract, the City, represented by two Code Enforcement and one Purchasing Officer, shall inspect such equipment and the contractor shall provide such evidence as may be required by the City to prove ownership and/or availability of such equipment for the life of the contract.
- One truck with appropriate canvas and other features as may be required by local or state regulations that has “dump” capacity and holds a minimum of fifteen (15) cubic yards.
- One truck with appropriate canvas and other features as may be required by state of local regulations, that has “dump” capacity and holds a minimum of ten (10) cubic yards.
- Cellular telephone
- A vehicle commonly referred to as a “bob-cat” with front-end loader with trailer
- Digital camera
- A dedicated business computer system with Internet access. The City will work with vendor to meet requirements of the City’s on-line billing system. Contractor will attach a list of all other equipment that they have available for use under this contract.

INSURANCE:
No work connected with this contract shall be started until the contractor has submitted evidence to the City Purchasing Office that they have obtained the following:
(a) Compliance with the Michigan Worker’s Disability Compensation Act
(b) Property Damage Insurance in the amount of $1,000,000
(c) Public Liability Insurance in the amount of $1,000,000.
All of the above insurance shall be maintained during the life of this contract. The contractor shall annually submit, to the City, documentation of continued insurance coverage.
The City shall be carried as an “Additional Insured”. Partial payments shall not relieve the contractor from full responsibility for any damage which may result from any cause including fire or other casualty until completion of the contract and final payment. Any casualties shall not relieve the contractor from performing the contract. All insurance must include an endorsement providing for twenty (20) days prior written notice of termination, expiration, or material change of terms.

INVOICES:
Contractor shall submit all invoices to the Lansing Fire Department’s, Code Enforcement Section Office, 316 N. Capitol Avenue, Lansing, Michigan 48933 within fifteen (15) days of completion of each work order. All invoices for work from the City must be completed by the contractor within fifteen (15) days from receipt of same. All invoices are electronically submitted to the City.
Invoices must be numbered and list: the address (or location in the case of a vacant lot), date, number of hours spent at the job site, and type of materials taken, as well as attached digital pictures and any notes from the contractor that affected the operation.

BID AWARD:
The successful bidder(s) shall demonstrate through experience and/or knowledge, as determined by the City, that they are capable of performing the work defined in this contract in a safe, efficient and courteous manner.
This contract will be for a period of one (1) year with the option to extend for one additional year, up to a maximum of four (4) one-year extensions. Contract extensions are subject to mutual agreement between the contractor and the City 30 days prior to the annual expiration date.
*The City reserves the right to accept any proposal, to reject any or all proposals and to make the award in the best interest of the City.*
Bid Specs - Provided to CRC Committee

A. PREPARATION OF BID: Execute bid fully and properly. Submit the bid on this form in a sealed envelope to this office prior to the opening time when bids will be publicly opened and read aloud.

B. SIGNATURES: All bids, notifications, claims and statements must be signed as follows:

(1) CORPORATIONS: Signature of official shall be accompanied by a certified copy of the resolution of the Board of Directors authorizing the individual signing to bind the corporation.

(2) PARTNERSHIPS: Signature of one partner shall be accompanied by a certified copy of the power of attorney authorizing the individual signing to bind all partners. If bid is signed by all partners no authorization is needed.

C. REJECTION OR WITHDRAWAL: The City reserves the right to reject any bids and to waive any defects in bids. Bids may not be withdrawn within 90 days after opening date without forfeiting bid security.

D. CONTRACT: Upon acceptance by the City, this document will constitute the contract. The contract, however, shall not be in force until the Contractor has complied with all of the requirements of insurance and bonds.

E. DEFAULT TO CITY: It is understood that any bidder who is in default to the City at the time of submittal of the bid shall have his bid under the proposal declared null and void.

GENERAL CONDITIONS

1. DEFINITIONS:
"CITY" - the City of Lansing.
"DIRECTOR" - the head of the Department indicated in the proposal or his authorized representative.
"CONTRACTOR" - the bidder whose proposal is accepted by the City.
"NOTIFICATION" - written notice delivered in person or by mail.
"CONTRACT DOCUMENTS" - this document and supplemental specifications and drawings.

2. CONFLICTS AND OMISSIONS: The intent of the contract documents is to provide everything necessary for the proper execution of the work. In case of conflict, the work shall not proceed until a decision has been agreed upon by all parties concerned. Directors decision shall be final.

3. ROYALTIES, PATENTS, NOTICES AND FEES: Contractor shall give all notices and pay all royalties and fees. He shall defend all suits or claims for infringement of patents rights and shall save the City harmless from loss on account thereof. He shall comply with all laws, ordinances and codes applicable to any portion of the work.

4. MATERIALS AND WORKMANSHIP: Unless otherwise specified all materials and workmanship shall be new and of the best grade of their respective kinds for the purpose. Whenever an article, material, or equipment is specified by name, a substitute of equal qualifications may be used upon the written approval of the Director.

5. OTHER CONTRACTS: The City may let other contracts in connection with the work and the Contractor shall properly connect and coordinate his work with the work of such other contractors to execute their work as may be anticipated by these documents.

6. INSPECTION: Contractor shall at all times permit and facilitate inspection of the work by the Director.

7. TERMINATION FOR BREACH: The City may terminate this contract for violations hereof when violations are not stopped immediately and corrected within a reasonable length of time after notification by the Director. In the event of such termination, the City may complete the contracted work and the contractor will be liable for any excess cost occasioned the City thereby and in such case the City may take possession of and utilize in completing the work such materials and equipment as may be on the site and necessary therefore.

8. GUARANTEE: Contractor shall furnish the City with a written guarantee to remedy any defects due to faulty materials or workmanship which appear in the work within one year from the date of final acceptance by the City.

9. PAYMENT: Payment for the work will be made in one sum at the completion of the contract except that, at the City's option, partial payments aggregating 90% of the value of the completed work may be made at monthly intervals when the bonds in section 12 are furnished. If Contractor expects to request partial payments he shall submit a schedule of costs and quantities of the various parts of the work aggregating the total contract sum. When applying for payments, Contractor shall submit a statement based upon this schedule, itemized and supported as the Director may require.

Contract will not be considered complete until the work has been finally accepted by the City Unit and the Director and the following have been furnished:
(a) The required guarantees, and
(b) satisfactory evidence that all payrolls, material bills, and other indebtedness connected with the work, have been paid.
(c) If contract is terminated by the City, Contractor shall be entitled solely to payment for that portion of the contract completed by said Contractor at the time of termination minus set off and/or damage to City occasioned by Contractor's breach. Payment shall not be made until after contract project is completed, as determined by the Director.

10. LIABILITY FOR TAXES: When the terms of this contract involves the lease of property real or personal to the City, it is understood that lessor shall be solely responsible for the payment of all taxes of any nature whatsoever that accrue on the property during the terms of the lease.

11. INSURANCE: No work connected with this contract shall be started until the Contractor has submitted evidence to the Director and City Clerk that (a) all workmen are insured to protect him from claims for damages for personal injury or death which may arise from operations under this contract and that (b) he is covered by $1,000,000.00 combined single limit for personal injury and property damage. All of the above insurance shall be maintained during the life of this contract. The City shall be carried as an "Additional Insured". Partial payments shall not relieve the Contractor from full responsibility for any damage which may result from any cause including fire or other casualty until completion of the contract and final payment. Any casualties shall not relieve the contractor from performing the contract. All insurance must include an endorsement providing for twenty (20) days prior written notice of termination, expiration, or material change of terms.

12. HOLD HARMLESS: To the fullest extent permitted by law, the contractor/vendor shall indemnify, defend, and hold harmless the City of Lansing, its officers, agents, employees, elected, and appointed officials, and volunteers from and against any and all claims, losses or liability, including attorney’s fees, arising from injury or death to persons or damage to property occasioned by any act, omission, or failure of the contractor/vendor and any of its officers, agents, employees, and volunteers in satisfying the terms required by this contract.
### PARCE ORDER STATUS INQUIRY

**Vendor:** ERIC'S REFUSE LLC  
**Vendor Address:** PO BOX 16035  
**LANSING, MI 48901-6035**

**Report Date:** 07/01/2018

### PURCHASE ORDER INFORMATION

- **PO Number:** P085607
- **PR Number:** PR013853
- **Requestor:** BREWER, ERIC

### PURCHASE ORDER INQUIRY

**Vendor:** ERIC'S REFUSE LLC  
**Vendor Address:** PO BOX 16035  
**LANSING, MI 48901-6035**

- **Confirmation:**
  - **Requested by:** 12401
  - **Required Date (Req. Dt.):** 07/01/2018
  - **Approval Status:** AP
  - **Printed by:** SROBINSO
  - **Print Date (Print Dt.):** 05/01/2019
  - **Approved Status:** APRV
  - **Authorization:** Blanket
  - **Buyer:** B003
  - **Req. Codes:** ISAL

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**TEMPORARY TRASH CONTRACT**

- **Beginning:** 07/01/2018
- **End:** 06/30/2019
- **Vendor:** ERIC'S REFUSE LLC
- **Description:** PROVIDE ALL LABOR & EQUIPMENT REQUIRED FOR THE COMPLETE REMOVAL OF TRASH & DEBRIS PER CITY OF LANSING ORDNANCE. THE TOTAL PAYMENT AMOUNT IS BASED ON EACH INDIVIDUAL JOB AND THE FULL CONTRACT DOLLAR AMOUNT IS NOT GUARANTEED.

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**THIS IS USED WHEN THE CONTRACTOR WAS REQUESTED TO PROVIDE A SERVICE AND FINDS THE TRASH REMOVAL HAS ALREADY BEEN DONE BY THE OWNER. CONTRACTOR IS PAID $25.00 FOR EACH DBO. THE FULL CONTRACT DOLLAR AMOUNT IS NOT GUARANTEED.**

### APPROVAL STATUS

**This Requirement has been approved**

- **Requested by:** 
  - **Received In:** 2018/06/18 9:36:34  
  - **Processed Out:** 2018/06/28 16:40:47
  - **Approver:** 
  - **Status:** Accepted
  - **Received In:** 2018/06/18 9:36:34  
  - **Processed Out:** 2018/06/28 16:40:47
  - **Approval:** 
  - **Status:** Accepted
  - **Received In:** 2018/06/28 16:39:56  
  - **Processed Out:** 2018/06/28 16:39:56
  - **Approver:** 
  - **Status:** Accepted
  - **Received In:** 2018/06/29 7:27:16  
  - **Processed Out:** 2018/06/29 7:27:16

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# City of Lansing

**Report Date:** 07/01/2018

**PURCHASE ORDER STATUS INQUIRY**

**PO Number:** P085607  
**Vendor:** ERIC'S REFUSE LLC  
**PR Number:** PR014065  
**Account:** AP  
**Addr Cds:** PO BOX 16035 LANSING, MI 48901-6035

**PARTIAL HANDLING**

**Confirm:** Requested by: 12401  
**Account:** Approved Status: APVR  
**Bid:** Printed by: SROBINSO  
**Contract:**  
**Ship To:** End Use: LYNNEPUENTE  
**Bill To:**  
**Terms:**

## PURCHASE ORDER INFORMATION

**Vendor:** PR014065  
**Addr Cds:** PO BOX 16035  
**LANSING, MI 48901-6035**

**AP**

**Partially Paid**

**Vendor:** PR014065  
**Addr Cds:** PO BOX 16035  
**LANSING, MI 48901-6035**

**Blanket Number:**  
**Blanket Amount:** 0.00  
**Blanket Remaining:** 0.00

**Requested by:** BREWER, ERIC  
**Printed by:** SROBINSO  
**Approved:**

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## ITEMS

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**ITEMS**

TEMPORARY TRASH CONTRACT  
BEGINNING 7/01/2018 AND  
RUNNING THRU 6/30/2019 VENDOR  
IS TO PROVIDE ALL LABOR &  
EQUIPMENT REQUIRED FOR THE  
COMPLETE REMOVAL OF TRASH &  
DEBRIS PER THE CITY OF LANSING  
ORDINANCE. THE TOTAL PAYMENT  
AMOUNT IS BASED ON EACH  
INDIVIDUAL JOB AND THE FULL  
CONTRACT DOLLAR AMOUNT IS NOT  
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## ENCUMBRANCES

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**This Requisition has been approved**

**User:** BREWER, ERIC  
**Report:** RME_POST_CC_79  
**Page:** 11  
**Current Date:** 05/20/2019  
**Current Time:** 12:56:11
January 9, 2019

John Simmons
c/o Simmons Properties, LLC
info@glelevators.com

RID # 1901-00057  Reference/Transaction: Transfer Location 2018 Resort Class C & SDM License With Sunday Sales Permit (AM), Sunday Sales Permit (PM), Outdoor Service (1 Area), Catering Permit, (2) Bars And Dance-Entertainment Permit, (Original 550 Resort License, Not At Its Original Location, Must Meet Seating And Food Requirements) From 7786 E Us 10, Walhalla To 419 Spring St, Lansing And Transfer Governmental Unit From Branch Twp, Mason County To Lansing City, Ingham County

Please let this letter serve as notice the Michigan Liquor Control Commission has referred your application to our Enforcement Division for investigation of your request.

Applicant/Licensee: Simmons Properties, LLC

Business address and phone number: 419 Spring St, Lansing MI 48912, Ingham County

Home address and phone number of partner(s)/subordinates:

As part of the licensing process, an investigation is required by the Michigan Liquor Control Commission Enforcement Division. The Enforcement investigation will be conducted from the following designated District Office:

Lansing District Office (866) 813-0011

You may contact your designated District Office regarding any appointments or questions on documentation requested by the Investigator. Failure to provide requested information or to keep scheduled appointments will cause the application to be returned to the Lansing office for cancellation.

Since this request is a transfer under MCL 436.1529(1), approval of the local unit of government is not required. However, a copy of this notice is also being provided to Local Governmental Unit should they wish to submit an opinion on the application or advise of any local non-compliance issues.

Under administrative rule R 436.1105, the Commission shall consider the opinions of the local residents, local legislative body, or local law enforcement agency with regard to the proposed business when determining whether an applicant may be issued a license or permit.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. The licensee must obtain all other required state and local licenses, permits, and approvals before using this license for the sale of alcoholic liquor. Approval of this license by the Michigan Liquor Control Commission does not waive any of these requirements.

MICHIGAN LIQUOR CONTROL COMMISSION
Retail Licensing Division
(866) 813-0011

cc: Lansing City Clerk
Thursday, September 26, 2019

Michael J. Brown, Attorney
C/O BOARD OF TRUSTEES, MICHIGAN STATE UNIVERSITY
mbrown@cebhlaw.com

RID # RQ-1908-14021 Reference/Transaction: TRANSFER OWNERSHIP ESCROWED 2019 CLASS C LICENSED BUSINESS WITH SUNDAY SALES PERMIT (PM), ENTERTAINMENT PERMIT, AND SUNDAY SALES PERMIT (AM) FROM HOA RESTAURANT HOLDER, LLC (A DELAWARE LIMITED LIABILITY COMPANY); TRANSFER LOCATION FROM 172 E EDGECOOD BLVD TO 3535 FOREST RD, STE C88A, LANSING; NEW ADD BAR PERMIT, FOR A TOTAL OF (2) BARS; NEW OUTDOOR SERVICE AREA; NEW SPECIFIC PURPOSE PERMIT (GOLF); TRANSFER CLASSIFICATION FROM CLASS C LICENSED UNDER MCL 436.1531 TO CLASS C LICENSED UNDER MCL 436.1513(4) (NON-TRANSFERABLE) AT 3535 FOREST RD STE C88A, LANSING, MI 48910-3831 IN LANSING CITY IN INGHAM COUNTY

Please let this letter serve as notice the Michigan Liquor Control Commission has referred your application to our Enforcement Division for investigation of your request.

Applicant/Licensee: BOARD OF TRUSTEES, MICHIGAN STATE UNIVERSITY

Business address and phone number: 3535 FOREST RD STE C88A, LANSING, MI 48910-3831 IN LANSING CITY IN INGHAM COUNTY

Home address and phone number of partner(s)/subordinates:
Board of Trustees, Michigan State University; 426 Auditorium Rd Hannah Administration Building Rm 450 East Lansing MI 48824-1046

As part of the licensing process, an investigation is required by the Michigan Liquor Control Commission Enforcement Division. The Enforcement investigation will be conducted from the following designated District Office:

Lansing District Office (517) 284-6330

You may contact your designated District Office regarding any appointments or questions on documentation requested by the Investigator. Failure to provide requested information or to keep scheduled appointments will cause the application to be returned to the Lansing office for cancellation.

Since this request is a transfer under MCL 436.1529(1), approval of the local unit of government is not required. However, a copy of this notice is also being provided to Local Governmental Unit should they wish to submit an opinion on the application or advise of any local non-compliance issues.

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MICHIGAN LIQUOR CONTROL COMMISSION
Retail Licensing Division
(866) 813-0011

cc: HOA RESTAURANT HOLDER, LLC (A DELAWARE LIMITED LIABILITY COMPANY) estherm@hooters.com
LANSING CITY chris.swope@lansingmi.gov