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Executive Policy Manager
Marcell R. Todd, Jr.
Director, City Planning
Commission
Janese Chapman
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City of Detroit

CITY COUNCIL

LEGISLATIVE POLICY DIVISION
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Detroit, Michigan 48226
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Ian Tomashik
Emberly Vick
Ashley A. Wilson

TO: The Honorable City Council

FROM: David Whitaker, Director
Legislative Policy Division Staff

DATE: March 3, 2025

RE: **REVIEW OF CONTRACTS AND PURCHASING FILES**

Attached is the list of contracts submitted by the Office of Contracting and Procurement for the regular session of March 4, 2025.

The contracts submitted are included on the City Council's Agenda for referral to the Committees for review and report back to the City Council.

The comments and review of the Legislative Policy Division staff are printed in bold following each contract.

Attachments

cc:

Janice Winfrey	City Clerk
Laura Goodspeed	Auditor General
Sandra Stahl	Office of Contracting and Procurement
Irvin Corley	Legislative Policy Division
Marcell Todd	Legislative Policy Division
Malik Washington	Mayor's Office

TO: THE HONORABLE CITY COUNCIL

FROM: David Whitaker, Director
Legislative Policy Division Staff

DATE: March 3, 2025

RE: **CONTRACTS AND PURCHASE ORDERS SCHEDULED TO BE REFERRED AT
THE FORMAL SESSION MARCH 4, 2025.**

CONSTRUCTION & DEMOLITION-*waiver requested*

6006994 100% UTGO Bond Funding – To Provide Demolition and Remediation of the Maintenance and Refrigeration Buildings at the Rogell Golf Course. – Contractor: Salenbien Trucking and Excavating, Inc. – Location: 985 East Jefferson Avenue, Suite 300, Detroit, MI 48207 – Contract Period: Upon City Council Approval through March 31, 2026 – Total Contract Amount: \$121,148.50.

Funding

Account String: **4503-21002-470012-644124**
Fund Account Name: **General Obligation Bond Fund**
Appropriation Name: **2018 UTGO Bonds - Series B**
Funds Available: **\$2,391,760 Encumbered as of February 28, 2025**

Tax Clearances Expiration Date: **12-3-25**

Political Contributions and Expenditures Statement:

Signed: **11-1-24** Contributions: **none**

Consolidated Affidavits

Date signed: **11-1-24**

- Covenant of Equal Opportunity
- Hiring Policy Compliance;
Employment Application complies
- Slavery Era Records Disclosure
- Prison Industry Records Disclosure
- Immigrant Detention System Record
Disclosure

Bid Information

RFP opened December 18, 2024 & closed January 15, 2025. 8 suppliers invited to bid; 3 Bids Received.

Bids were evaluated based on Project Plan [13 points], Project Schedule [19 points];
Project Experience [13 points]; Capacity [10 points]; Cost Proposal [10 points];
Detroit Business Certification of Prime [15 points]; Detroit Business Certification of Subcontractors
[20 points]; Total Maximum points is 100 points.

All Bids

Salenbien Trucking & Excavating	[65 points]
Adamo Demolition Company	[52.50]
Inner City Contracting	[Ineligible for Award-Bid response not reviewed]

Contract Details:

Vendor Salenbien Trucking & Excavating	Bid: Highest Ranked [65 points]
Amount: \$121,148.50	End Date: March 31, 2026

Services:

- The Vendor must assign qualified personnel to perform or execute all aspects of these Services. Personnel must possess all necessary accreditations, licenses, endorsements, or certifications as required by all applicable laws, regulations, rules, or industry standards. Personnel must also possess the necessary experience to execute these Services safely, efficiently, and effectively as required by all applicable laws, regulations, rules, or industry standards.
- The Vendor is responsible for the work of any sub-contractor who performs or executes any aspect of these Services.
- The Vendor must provide all necessary equipment and materials to execute these Services safely, efficiently, and effectively.

Contract Discussion continues on the next page

CONSTRUCTION & DEMOLITION-*waiver requested*

6006994 100% UTGO Bond Funding – To Provide Demolition and Remediation of the Maintenance and Refrigeration Buildings at the Rogell Golf Course. – Contractor: Salenbien Trucking and Excavating, Inc. – Location: 985 East Jefferson Avenue, Suite 300, Detroit, MI 48207 – Contract Period: Upon City Council Approval through March 31, 2026 – Total Contract Amount: \$121,148.50.

Services-cont.:

- **The Vendor must ensure possession of all necessary permits to execute these Services. The Vendor must ensure that all permits are current and valid throughout the performance of any applicable Services.**
- **The Vendor may perform or execute these Services Monday through Friday from 7:30 a.m. until 5:30 p.m. However, on days when sunrise and/or sunset fall within the allowable hours of operation, Vendor operations are restricted to sunrise and/or sunset.**
- **The Vendor may use public streets and alleyways for the temporary parking of vehicles and equipment that are necessary to perform or execute these Services.**
- **At the end of each working day, the Vendor must ensure that the sidewalks, streets, alleyways, and surrounding properties are free of dust, debris, and other potential nuisances.**
- **Prior to mobilization for abatement, the Vendor must visit the assigned site(s) to: Conduct a Pre-Abatement Inspection. Using visual observation and destructive methods, the Vendor must thoroughly inspect the assigned site(s) to understand the conditions under which the abatement work will be performed and identify all safely accessible hazardous/regulated materials (including asbestos-containing materials) on site.**
- **The Vendor must identify any impediments to the execution or performance of these Services, and the Vendor must notify the Owner as directed. The Vendor must work with the Owner or relevant party to resolve the impediments to the greatest extent possible.**
- **Impediments may include, but are not limited to, occupants, collapsed/collapsing structural members, parked/abandoned vehicles, or flooded basements. To the greatest extent possible, the Vendor must provide a date- and time- stamped color photograph of any impediments to the abatement of the site.**
- **The Vendor must provide Abatement and Debris Removal, Transport and Disposal of Abatement Debris, Pre-Demolition Due Diligence, Demolition and Debris Removal, Transport and Disposal of Demolition Debris, Backfill and Grading services.**

EQUIPMENT

- **Salenbien anticipates mobilizing the following major equipment for the Demolition of Rogell Golf Course demolition project:**
 - **1 John Deere 245**
 - **2 Pick-up trucks**
 - **2 Water tanks**
 - **Various hand tools**

Personnel

- **Salenbien will mobilize the following trained and qualified personnel to the Demolition of Rogell Golf course. The Salenbien personnel listed are in addition to the project management and support personnel. All workers will have passed physicals prior to reporting for work. Training certificates will be provided for all personnel prior to the initiation of work activities.**
Personnel include:
 - **1-Foremen/ Superintendent/ Site Safety and Health Manager**
 - **1 Operator**
 - **2 – Labors**

Contract Discussion continues on the next page

CONSTRUCTION & DEMOLITION-waiver requested

6006994 100% UTGO Bond Funding – To Provide Demolition and Remediation of the Maintenance and Refrigeration Buildings at the Rogell Golf Course. – Contractor: Salenbien Trucking and Excavating, Inc. – Location: 985 East Jefferson Avenue, Suite 300, Detroit, MI 48207 – Contract Period: Upon City Council Approval through March 31, 2026 – Total Contract Amount: \$121,148.50.

PROJECT SCHEDULE

Vendor Name:	Salenbien Trucking & Excavating, Inc.
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Site	Irrigation Well Pump House	Maintenance Building	Refrigeration Building
Parcel ID #	22016650-2	22016650-2	22016650-2
1. Abatement Start Date	1/30/2025	1/30/2025	1/31/2025
2. Post-Abatement Passed Date	2/14/2025	2/14/2025	2/14/2025
1. to 2. delta (calendar days)	15	15	14
3. Knock Start Date	2/20/2025	2/20/2025	2/21/2025
2. to 3. delta (calendar days)	6	6	7
4. Open Hole Approval Date	2/27/2025	2/27/2025	2/27/2025

Project Schedule-cont.

3. to 4. delta (calendar days)	7	7	6
5. Certificate of Approval Date	3/5/2025	3/5/2025	3/5/2025
4. to 5. delta (calendar days)	6	6	6
6. Pre-Invoice Approval Date	3/19/2025	3/19/2025	3/19/2025
5. to 6. delta (calendar days)	14	14	14
Site Term of Performance	48	48	47
7. Total Term of Performance	48 Days	48 Days	47 days

Contract Discussion continues on the next page

CONSTRUCTION & DEMOLITION-waiver requested

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PROJECT IMAGES



Diesel AST and Gasoline AST were not observed on site during the site walkthrough.



Club house is not being demolished

Contract Discussion continues on the next page

CONSTRUCTION & DEMOLITION-waiver requested

6006994 100% UTGO Bond Funding – To Provide Demolition and Remediation of the Maintenance and Refrigeration Buildings at the Rogell Golf Course. – Contractor: Salenbien Trucking and Excavating, Inc. – Location: 985 East Jefferson Avenue, Suite 300, Detroit, MI 48207 – Contract Period: Upon City Council Approval through March 31, 2026 – Total Contract Amount: \$121,148.50.

Fees:

Organization Name:	SALENBIEN TRUCKING AND EXCAVATING, INC	
Business Address:	985 East Jefferson Suite 300 Detroit, MI 48207 / 9217 N Ann Arbor Rd Dundee MI 48131	
Point(s)-of-Contact:	Andy Salenbien	Carla McLaughlin
E-mail Address(es):	Andy@salenbienexcavating.com	Carla@salenbienexcavating.com
Phone #(s):	734-777-6424	734-529-3823 ext 101

All cost fields must reflect a cost. A blank cost field may not be substituted for a zero dollar (\$0.00) input.

Task ¹	Site ¹	Demolition Target	Hazardous / Regulated Materials Abatement	Demolition	Backfill & Grade	Demolition Total Costs	Grand Total Costs
5	Site A	Irrigation Well Pump House	Excluded - Roof	\$5,495.00	\$2,620.00	\$8,115.00	\$8,115.00
6	Site A	Maintenance Building	\$10,935.00	\$12,185.00		\$12,185.00	\$23,120.00
9	Site B	Refrigeration Building	\$675.00	\$13,632.00		\$13,632.00	\$14,307.00
#	#	Remediation Target	Clean, Removal, Transport, and Disposal	Backfill & Grade	Grand Total Costs		
1	Site A	Semi Trailer	\$2,030.00			\$2,030.00	
2	Site A	(10)Ten 55-Gallon Drums	\$4,730.00		\$0.00	\$4,730.00	
7	Site A	Soil (non-hazardous)- 55-gallon Drum Area	\$5,525.00		\$3,368.00	\$8,893.00	
8 (a & b)	Site A	Soil (non-hazardous)- Maintenance Building	\$16,240.00		\$10,595.00	\$26,835.00	
11	Site B	Soil (non-hazardous) - Refrigeration Building	\$10,570.00		\$7,117.00	\$17,687.00	
3	Site A	Gasoline AST (Empty)	\$0.00		\$0.00	\$0.00	
4	Site A	Diesel AST (Empty)	\$0.00		\$0.00	\$0.00	
10	Site B	Heating Oil AST	\$4,418.00		\$0.00	\$4,418.00	
Total						\$110,135.00	
Contingency 10%						\$11,013.50	
Grand Total						\$121,148.50	

¹ = Please reference the corresponding Site Map in Exhibit B for volume estimates and additional detail.

Certifications/ # of Detroit Residents:

Certified as Detroit Based Business until October 3, 2025.

GENERAL SERVICES

6006076-A1 100% City Funding – AMEND 1 – To Exercise One (1) Year Renewal for Recreation Summer Youth Program Services. – Contractor: Rosedale Park Baptist Church – Location: 14179 Evergreen Road, Detroit, MI 48223 – Previous Contract Period: June 24, 2024 through June 24, 2025 – Amended Contract Period: June 25, 2025 through June 24, 2026 – Contract Increase Amount: \$75,000.00 – Total Contract Amount: \$150,000.00.

Funding:

Account String: **1000-27470-472260-617900**
Fund Account Name: **General Fund**
Appropriation Name: **Recreation-GSD**
Funds Available: **\$3,414,446 as of February 28, 2025**

Tax Clearances Expiration Date: **6-14-25**

Political Contributions and Expenditures Statement:

Signed: **4-3-24** Contributions: **none**

Consolidated Affidavits:

Date signed: **4-3-24**

- Covenant of Equal Opportunity
- Hiring Policy Compliance; Employment App Complies
- Slavery Era Records Disclosure
- Prison Industry Records Disclosure
- Immigrant Detention System Record Disclosure

Bid Information

None. This is an amendment to an existing agreement. The amendment is for time through the contract's expiration date to June 24, 2026, and additional funds to provide structured, supervised summer camp programming for the General Services Department, Parks and Recreation Division.

Contract Details

Vendor: **Rosedale Park Baptist Church**

Amount: **+\$75,000; Total \$150,000**

End Date: **adds 1 year through June 24, 2026**

Services-remains the same:

- **Provide programming for up to fifty (50) campers ages 6-12, from 8:00 am to 6:00 pm Monday through Friday from June 24, 2024, to August 16, 2024.**
- **Programming will include a variety of activities and lessons within the following subject areas: recreation, cultural experiences, literacy, STEM, nature-based programs, athletics, and art.**
- **Host Site Location: Rosedale Park Baptist Church 14179 Evergreen Road Detroit, MI 48223.**
- **Three age groups (6-7 years, 8-10 years, 11-12 years)**
- **Schedule will include a breakfast, a lunch, and an afternoon snack. Breakfast & lunch will be provided by the City and stored onsite at the Summer Host Site location; Snacks will be provided by the Vendor.**
- **All Staff that will be on-site must maintain First Aid, and CPR Certification, teaching certifications, Police/FBI Clearance, TB Test Clearance, State and IdentaGo Background Checks, Clear Health Certificate, MI Registry, All COVID related protocols.**
- **Obtain and Maintain a Valid State of Michigan Camp License.**

Contract Discussion continues on the next page:

GENERAL SERVICES-cont.

6006076-A1 100% City Funding – AMEND 1 – To Exercise One (1) Year Renewal for Recreation Summer Youth Program Services. – Contractor: Rosedale Park Baptist Church – Location: 14179 Evergreen Road, Detroit, MI 48223 – Previous Contract Period: June 24, 2024 through June 24, 2025 – Amended Contract Period: June 25, 2025 through June 24, 2026 – Contract Increase Amount: \$75,000.00 – Total Contract Amount: \$150,000.00.

Amendment 1 Fees:

Amended Exhibit B1

City of Detroit - GSD - YDO Provider

DESCRIPTION OF KEY SERVICES: To provide structured, supervised summer camp programming from June 23, 2025 to August 15, 2025 from 8 am to 6 pm, Monday through Friday. Summer camps will be held onsite at partner locations. Each awarded vendor will receive up to \$1,500 per camper. A minimum of 30 campers and a maximum of 50 campers will be allowed. With 50 campers at a rate of \$1,500 per camper, the maximum award amount will be \$75,000. This Budget has been amended to reflect a second year of service.		Year 1:					Year 2:				
		Summer Day Camp					Summer Day Camp				
		Price Per Hour	Total Hours/Class (timeframe for one class)	Days/Week	Total Weeks (DO NOT EDIT)	Total	Price Per Hour	Total Hours/Class (timeframe for one class)	Days/Week	Total Weeks (DO NOT EDIT)	Total
1. Programs											
1.0	Administrative Costs (insert staff title + salary)										
1.1	Administrative Costs - Director, Site Director, Admin	\$60.00	10	5	8	\$24,000.00	\$60.00	10	5	8	\$24,000.00
1.1	Administrative Costs - Instructors	\$45.00	10	5	8	\$18,000.00	\$45.00	10	5	8	\$18,000.00
1.2	Administrative Costs - Camp Counselors & Staff Support	\$35.00	10	5	8	\$14,000.00	\$35.00	10	5	8	\$14,000.00
2.0	Material Costs (include the total material cost for all needed items)					\$19,000.00					\$19,000.00
						\$75,000.00					\$75,000.00
						Year 1 and Year 2 Total	\$150,000.00				

Material	Description	Cost
Snacks	.85 x 50 campers x 5 day x 8 wks	1,700.00
Sports Equipment	Sporting and game equipment	500
Games, recreational activities	Supplies and recreational equipment, etc	800
iREAD incentive prizes	Incentive prizes for reading goals	350
Water Slide Rentals	\$350 rental x 7 weeks, weekly water activity	2,450.00
Field Trips	50 campers, 10 staff x \$12.00 pp x 8 wks	5,040.00
Bus Transportation	\$300 x 2 buses = \$600 x 8 wks	4,800.00
End of Camp Festival	Bounce House, Cookout, Carnival Games	500
Specialty Sessions	Materials for 6 class sessions (ie Art, Photography, etc.	2,500
Miscellaneous	unexpected or unaccounted expense	360
Total Cost		\$19,000

Additional Information:

6006076 was initially approved at Formal Session July 23, 2024, to Provide Programming for up to Fifty (50) Campers Age 6-12 for \$75,000 through June 20, 2025.

GENERAL SERVICES

6006078-A1 100% City Funding – AMEND 1 – To Exercise One (1) Year Renewal for Recreation Summer Youth Program Services. – Contractor: Urban Neighborhood Initiatives – Location: 8300 Longworth, Detroit, MI 48209 – Previous Contract Period: May 7, 2024 through May 7, 2025 – Amended Contract Period: May 8, 2025 through May 7, 2026 – Contract Increase Amount: \$75,000.00 – Total Contract Amount: \$150,000.00.

Funding:

Account String: **1000-27470-472260-617900**
Fund Account Name: **General Fund**
Appropriation Name: **Recreation-GSD**
Funds Available: **\$3,414,446 as of March 3, 2025**

Tax Clearances Expiration Date: **3-28-25**

Political Contributions and Expenditures Statement:

Signed: **3-5-24** Contributions: **1 to a current CM in 2021.**

Consolidated Affidavits:

Date signed: **3-5-24**

- Covenant of Equal Opportunity
- Hiring Policy Compliance; Employment App Complies
- Slavery Era Records Disclosure
- Prison Industry Records Disclosure
- Immigrant Detention System Record Disclosure

Bid Information

None, because this is an amendment to add funds and extend the duration of the contract by 1 year. At the time of approval, this vendor was the 4th highest ranked bid of 8 bids received. Seven bids were awarded contracts.

Contract Details

Vendor: **Urban Neighborhood Initiatives**
End Date: **Add 1 year; thru May 7, 2026**

Amount: **Add \$75,000: total \$150,000**

Services – remains the same:

Provide structured, supervised enrichment opportunities for Detroit youth during the summer months. Each summer, the City of Detroit Recreation Department provides free childcare and enrichment programming to nearly 1,500 youth across the city. Including:

- **Provide programming for up to fifty (50) campers ages 6-12, from 8:00 am to 6:00 pm Monday through Friday from June 23, 2025 to August 15, 2025. The original programming period was from June 24, 2024, to August 16, 2024.**
- **Programming will include a variety of activities and lessons within the following subject areas: recreation, cultural experiences, literacy, STEM, nature-based programs, athletics, and art.**
- **Three age groups (6-7 years, 8-10 years, 11-12 years)**
- **Schedule will include a breakfast, a lunch, and an afternoon snack. Breakfast & lunch will be provided by the City and stored onsite at the Summer Host Site location; Snacks will be provided by the Vendor.**
- **All Staff that will be on-site must maintain First Aid, and CPR Certification, teaching certifications, Police/FBI Clearance, TB Test Clearance, State and Identago Background Checks, Clear Health Certificate, MI Registry, All COVID related protocols. The vendor must obtain and maintain a valid State of Michigan Camp License.**
- **Host Site Location: Urban Neighborhood Initiatives – 8300 Longworth, Detroit, MI 48209**

Contract Discussion continues on the next page.

GENERAL SERVICES – continued

6006078-A1 100% City Funding – AMEND 1 – To To Exercise One (1) Year Renewal for Recreation Summer Youth Program Services. – Contractor: Urban Neighborhood Initiatives – Location: 8300 Longworth, Detroit, MI 48209 – Previous Contract Period: May 7, 2024 through May 7, 2025 – Amended Contract Period: May 8, 2025 through May 7, 2026 – Contract Increase Amount: \$75,000.00 – Total Contract Amount: \$150,000.00.

Fees – Amendment 1 & Fees at the time of approval Combined:

DESCRIPTION OF KEY SERVICES: To provide structured, supervised summer camp programming from June 23, 2025 to August 15, 2025 from 8 am to 6 pm, Monday through Friday. Summer camps will be held onsite at partner locations. Each awarded vendor will receive up to \$1,500 per camper. A minimum of 30 campers and a maximum of 50 campers will be allowed. With 50 campers at a rate of \$1,500 per camper, the maximum award amount will be \$75,000. This Budget has been amended to reflect a second year of service.	Year 1					Year 2					
	Summer Day Camp					Summer Day Camp					
	Price Per Hour	Total Hours/Class (timeframe for one class)	Days/Week	Total Weeks (DO NOT EDIT)	Total	Price Per Hour	Total Hours/Class (timeframe for one class)	Days/Week	Total Weeks (DO NOT EDIT)	Total	
1. Programs											
1.0	Administrative Costs (insert staff title + salary)										
1.1	Administrative Costs	\$25.00	29.5	5	8	\$29,500.00	\$25.00	29.5	5	8	\$29,500.00
1.1	Administrative Costs	\$20.00	29.5	5	8	\$23,600.00	\$20.00	29.5	5	8	\$23,600.00
1.2	Administrative Costs										
2.0	Material Costs (include the total material cost for all needed)					\$53,100.00					\$53,100.00
						\$21,900.00					\$21,900.00
						\$75,000.00					\$75,000.00
											Year 1 and Year 2 Total \$ 150,000.00

Material	Description	Cost
	Transportation and Admission	\$ 750.00
	Vendor Contracts	\$17,765.00
	Insurance/Evaluation/Finance	\$ 3,385.00
	Total Cost	\$21,900

Additional Information:

6006078 was initially approved May 7, 2024 for \$75,000; through May 7, 2025.

GENERAL SERVICES

6006377-A1 100% City Funding – AMEND 1 – To Exercise One (1) Year Renewal for Recreation Summer Youth Program Services. – Contractor: Fit4Life Health and Wellness, LLC – Location: 19522 West McNichols, Detroit, MI 48219 – Previous Contract Period: June 18, 2024 through June 18, 2025 – Amended Contract Period: June 19, 2025 through June 18, 2026 – Contract Increase Amount: \$75,000.00 – Total Contract Amount: \$150,000.00.

Funding:

Account String: **1000-27470-472260-617900**
Fund Account Name: **General Fund**
Appropriation Name: **Recreation-GSD**
Funds Available: **\$3,414,446 as of March 3, 2025**

Tax Clearances Expiration Date: **10-25-25**
Political Contributions and Expenditures Statement:
Signed: **4-12-24** Contributions: **None**

Consolidated Affidavits:

Date signed: **4-12-24**
 Covenant of Equal Opportunity
 Hiring Policy Compliance;
Employment App Complies
 Slavery Era Records Disclosure
 Prison Industry Records Disclosure
 Immigrant Detention System Record
Disclosure

Bid Information

None, because this is an amendment to add funds and extend the duration of the contract by 1 year. At the time of approval, this vendor was the highest ranked bid of 7 bids received. The top 2 highest ranked bids were awarded contracts, including Fit4Life Health and Wellness, LLC and Advanced Big City Developments.

Contract Details

Vendor: **Fit4Life Health and Wellness, LLC** Amount: **Add \$75,000: total \$150,000**
End Date: **Add 1 year; thru June 18, 2026**

Services – remains the same:

Provide structured, supervised enrichment opportunities for Detroit youth during the summer months. Each summer, the City of Detroit Recreation Department provides free childcare and enrichment programming to nearly 1,500 youth across the city. Including:

- **Provide programming for up to fifty (50) campers ages 6-12, from 8:00 am to 6:00 pm Monday through Friday from June 23, 2025 to August 15, 2025. The original programming period was from June 24, 2024, to August 16, 2024.**
- **Programming will include a variety of activities and lessons within the following subject areas: recreation, cultural experiences, literacy, STEM, nature-based programs, athletics, and art.**
- **Three age groups (6-7 years, 8-10 years, 11-12 years)**
- **Schedule will include a breakfast, a lunch, and an afternoon snack. Breakfast & lunch will be provided by the City and stored onsite at the Summer Host Site location; Snacks will be provided by the Vendor.**
- **All Staff that will be on-site must maintain First Aid, and CPR Certification, teaching certifications, Police/FBI Clearance, TB Test Clearance, State and Identago Background Checks, Clear Health Certificate, MI Registry, All COVID related protocols. Vendor must obtain and maintain a valid State of Michigan Camp License.**
- **Host Site Location: St. Stephen’s African Methodist Church 6000 John E Hunter Drive**

Contract Discussion continues on the next page.

GENERAL SERVICES – continued

6006377-A1 100% City Funding – AMEND 1 – To To Exercise One (1) Year Renewal for Recreation Summer Youth Program Services. – Contractor: Fit4Life Health and Wellness, LLC – Location: 19522 West McNichols, Detroit, MI 48219 – Previous Contract Period: June 18, 2024 through June 18, 2025 – Amended Contract Period: June 19, 2025 through June 18, 2026 – Contract Increase Amount: \$75,000.00 – Total Contract Amount: \$150,000.00.

Amendment 1 Fees:

DESCRIPTION OF KEY SERVICES: To provide structured, supervised summer camp programming from June 23, 2025 to August 15, 2025 from 8 am to 6 pm, Monday through Friday. Summer camps will be held onsite at partner locations. Each awarded vendor will receive up to \$1,500 per camper. A minimum of 30 campers and a maximum of 50 campers will be allowed. With 50 campers at a rate of \$1,500 per camper, the maximum award amount will be \$75,000. This Budget has been amended to reflect a second year of service.		Year 1					Year 2				
		Summer Day Camp					Summer Day Camp				
		Price Per Hour	Total Hours/Class (timeframe for one class)	Days/Week	Total Weeks (DO NOT EDIT)	Total	Price Per Hour	Total Hours/Class (timeframe for one class)	Days/Week	Total Weeks (DO NOT EDIT)	Total
1. Programs											
1.0	Administrative Costs (insert staff title + salary)										
1.1	(Administrative Costs - Average for all leaders and staff)										
		\$23.00	25	5	8	\$23,000.00	\$23.00	25	5	8	\$23,000.00
1.1	Administrative Costs - Planning, Preparations, Insurance, Transportation, Field Trips, Training, Marketing										
		\$19.00	21	5	8	\$15,960.00	\$19.00	21	5	8	\$15,960.00
1.2	Administrative Costs - Average for Director										
		\$27.00	25	5	8	\$27,000.00	\$27.00	25	5	8	\$27,000.00
2.0	Material Costs (include the total material cost for all needed items)										
						\$9,040.00					\$9,040.00
						\$27,000.00					\$27,000.00
		Total Expenses				\$75,000.00					\$75,000.00
Year 1 and Year 2 Total											
\$ 150,000.00											

Material	Description	Cost
Arts and Crafts	Enough for 50 Campers	\$4,200
Equipment/Supplies	Tents, sporting, play, toys, etc.	\$3,500
Snacks/Food/Beverages	Various foods and pizza days	\$1,660
Total Cost		\$9,040

Fees – At the time of approval:

DESCRIPTION OF KEY SERVICES: The General Service Department and Parks and Recreation is seeking multiple vendors to provide structured, supervised summer camp programming from June 24, 2024 to August 16, 2024 from 8 am to 6 pm, Monday through Friday. Summer camps will be held onsite at partner locations, awarded via a separate RFP. Each awarded vendor will receive up to \$1,500 per camper. A minimum of 30 campers and a maximum of 50 campers will be allowed. With 50 campers at a rate of \$1,500 per camper, the maximum award amount will be \$75,000.		SCOPE 1:				
		Summer Day Camp				
		Price Per Hour	Total Hours/Class (timeframe for one class)	Days/Week	Total Weeks (DO NOT EDIT)	Total
1. Programs						
1.0	Administrative Costs (insert staff title + salary)					
1.1	(Administrative Costs - Average for all leaders and staff)					
		\$23.00	25	5	8	\$23,000.00
1.1	Administrative Costs - Planning, Preparations, Insurance, Transportation, Field Trips, Training, Marketing					
		\$19.00	21	5	8	\$15,960.00
1.2	Administrative Costs - Average for Director					
		\$27.00	25	5	8	\$27,000.00
2.0	Material Costs (include the total material cost for all needed items)					
						\$9,040.00
						\$27,000.00
		Total Expenses				\$75,000.00

Material	Description	Cost
Arts and Crafts	Enough for 50 Campers	\$4,200
Equipment/Supplies	Tents, sporting, play, toys, etc.	\$3,500
Snacks/Food/Beverages	Various foods and pizza days	\$1,660
Total Cost		\$9,040

Additional Information: 6006377 was initially approved June 18, 2024 for \$75,000; through June 24, 2025.

HOUSING & REVITLIZATION - *Waiver Requested*

6006958 100% City Funding – To Provide to Operate a Toolbank to Support the Serve Detroit Volunteer Program. – Contractor: Motor City Grounds Crew – Location: 4101 Barham, Detroit, MI 48224 – Contract Period: Upon City Council Approval through June 30, 2025 – Total Contract Amount: \$160,000.00.

Funding

Account String: **1000-26360-360150-617900**
Fund Account Name: **General Fund**
Appropriation Name: **Community Development**
Funds Available: **\$5,085,318 as of February 28, 2025**

Tax Clearances Expiration Date: **2-26-26**

Political Contributions and Expenditures Statement:
Signed: **10-28-24** Contributions: **None**

Consolidated Affidavits

Date signed: **10-28-24**
 Covenant of Equal Opportunity
 Hiring Policy Compliance.
Employment Application complies
 Slavery Era Records Disclosure
 Prison Industry Records Disclosure
 Immigrant Detention System Record

Bid Information

RFP opened October 3, 2024 & closed November 6, 2024. 165 Invited Suppliers; 3 Bids Received.

Bids were evaluated based on Experience [20 points]; Project Approach [20 points]; Community Access [10 points]; Cost/Budget [15 points]; D-BB/D-HB certifications of the Vendor [15 points]; D-BB/D-HB certifications of the sub-contractor(s), if applicable [20 points]. Maximum without certifications = 65 points. Maximum with certifications = 100 points.

All Bids:

Bailey Park	[51.68 points]
Motor City Grounds Crew	[55 points]
Premier Group Associates	[45.27 points – includes 15 points for D-BB & D-HB certifications of Vendor]

All 3 Vendors were awarded Contracts. The other 2 ToolBank contracts with Bailey Park and Premier Group were approved at the February 18, 2025 Formal Session.

Contract Details:

Vendor: **Motor City Grounds Crew**
Amount: **\$160,000**

Bid: **Multiple Awards**
End Date: **June 30, 2025**

Services:

Operate a Tool Bank to support the Serve Detroit program. The purpose of the Tool Bank is to serve as a community resource that lends tools and equipment to residents, community groups and non-profit organizations to encourage civic engagement and promote community development. Through partnerships with local Tool Banks, the city will provide access to an inventory of tools and equipment for volunteers participating in clean-up and beautification projects.

The program was also designed to encourage the shared use of resources by providing access to a wide range of tools and equipment from Tool Banks. The City aims to expand the Serve Detroit Program by increasing access to Tool Banks across all districts. The Vendor will be responsible for the management of the Tool Bank. Project Objective, includes:

- **User-Friendly access and operation: Maintain a system that easily allows resident block clubs, neighborhood associations and organizations to browse an inventory catalog, make reservations, and check out tools.**
- **Efficient Inventory Management: Maintain a tool catalog and tracking system to manage inventory, maintenance, and tool availability.**

Contract discussion continues onto the next page.

HOUSING & REVITLIZATION - *Waiver Requested – continued*

6006957 100% City Funding – To Provide to Operate a Toolbank to Support the Serve Detroit Volunteer Program. – Contractor: Bailey Park Neighborhood Development Corporation – Location: 2200 Hunt Street, #411, Detroit, MI 48207 – Contract Period: Upon City Council Approval through June 30, 2025 – Total Contract Amount: \$90,000.00.

Services – continued:

- **Data and Reporting Capabilities:** Generate reports on tool usage, inventory, and engagement for city planning and sustainability metrics.
- **Scalability and Sustainability:** Scale program to support future expansions of tool library services.
- **Community and Volunteer Engagement:** Foster a sense of community through shared resources.
- **Economic Equity:** Provide equitable access to tools for all residents, regardless of income.
- **Environmental Sustainability:** Reduce waste and consumption by encouraging tool sharing.
- **Vendor will complete Tool Bank Set-Up and Operations**
 - **Hour of Operations - Tuesdays, Thursdays, Fridays, and Saturdays, 9:00 am - 5:00 pm**
Spring, Summer and Fall months. 9:00 am – 3:00 pm during the Winter months
- **Tool Procurement and Inventory:** Establish or expand an inventory of tools (hand tools, power tools, gardening tools, etc.) and equipment necessary for community improvement projects.
- **Inventory Management System:** Implement an accessible system to catalog, track, and manage tools for check-out and return to include an online platform or database for user reservations and tool availability.

Tool Loan Process

- **Block clubs/ community associations registered with the Department of Neighborhoods must receive free membership and tool usage for community projects**
- **Tool Lending Procedures:** Develop user-friendly procedures for tool reservations, check-out, and return. This may include online and in-person loan options.
- **Terms of Use:** Define rules for borrowing tools, loan duration, late returns, damages, and potential fees or deposits.
- **Accessibility:** Ensure tools are available to a wide range of residents and community organizations, providing equitable access across the city.

This contract also includes

- **Regular inspection, maintenance, and repair of tools to ensure safety and usability, as well as Replacement of Worn or Damaged Tools.**
- **Data Reporting and Evaluation - Usage Reports:** Submit quarterly reports to the Department of Neighborhoods Project Manager city including Tool bank usage, user demographics, and project type; **User feedback Collection; Performance Evaluation:** Provide data on program success, including loan frequency, tool return rates, and maintenance logs; and **Any outside Partnerships involved in program services.**

Community Engagement and Outreach

- **Develop a marketing and outreach strategy to promote the tool bank’s services to residents, non-profits, and community organizations, as well as, Build relationships with local groups and agencies.**
- **Support the following Serve Detroit Initiatives: Motor City Makeover, Serve Detroit Snow Removal, Community clean- ups and Beautification, and DPSCD partnership activities**
- **Participate in bi- monthly meetings with Department of neighborhoods to exchange best practices, address challenges, and collaborate on strategies to enhance program impact and community engagement.**
- **Increase program awareness and encourage collaboration through: attending 1 DON Cast meeting a month; Attend 3 district meetings per month / 1 block club/ association meeting (will work DON team to identify those meetings); Host 3 workshops/ events to showcase tools, offer skill-building workshops, etc.**

Contract discussion continues onto the next page.

HOUSING & REVITLIZATION - *Waiver Requested* – continued

6006957 100% City Funding – To Provide to Operate a Toolbank to Support the Serve Detroit Volunteer Program. – Contractor: Bailey Park Neighborhood Development Corporation – Location: 2200 Hunt Street, #411, Detroit, MI 48207 – Contract Period: Upon City Council Approval through June 30, 2025 – Total Contract Amount: \$90,000.00.

Fees:

DESCRIPTION	AMOUNT
Tool/Equipment Purchase - One time Set Up Fee	\$35,000.00
Tool/Equipment Maintenance - Includes replacement/weekly maintenance	\$20,000.00
Operations/Administrative Cost - Administrative/Shop Labor/MyTurn/ Inventory Cost	\$105,000.00
Amount not to exceed	\$160,000.00

HOUSING AND REVITALIZATION

6004522-A1 100% ARPA Funding – AMEND 1 – To Provide an Extension of Time for Landlord Repair: 2nd Floor Apt Program. – Contractor: Southwest Detroit Business Association – Location: 7752 West Vernor Highway, Detroit, MI 48209 – Previous Contract Period: July 1, 2022 through March 15, 2025 – Amended Contract Period: Upon City Council Approval through December 31, 2025 – Contract Increase Amount: \$0.00 – Total Contract Amount: \$304,975.00.

Funding

Account String: **3923-22012-361111-617900-851206**
Fund Account Name: **ARPA**
Appropriation Name: **ARPA - Intergenerational Poverty 3**
Funds Available: **\$8,899,663 as of February 28, 2025**

Tax Clearances Expiration Date: **11-6-25**

Political Contributions and Expenditures Statement:
Signed: **10-10-24** Contributions: **None**

Consolidated Affidavits

Date signed: **10-10-24**

- Covenant of Equal Opportunity
- Hiring Policy Compliance;
Employment Application Complies
- Slavery Era Records Disclosure
- Prison Industry Records Disclosure
- Immigrant Detention System Record
Disclosure

ARPA Allowable Use:

The proposed project is deemed an allowable use within the State and Local Fiscal Recovery Funds (SLFRF) compliance and reporting guidance expenditure category for Services to Disproportionately Impacted Communities (EC3).

Bid Information

None. This is an amendment to an existing agreement.

Contract Details:

Vendor: **Southwest Detroit Business Association** Amount: **+\$0.00; Total \$304,975.00**
End Date: **adds Nine Months through December 31, 2025**

Services-at time of approval:

The Vendor will collaborate with HRD to design and administer a program that converts vacant, second-floor commercial space into apartment units, resulting in a minimum of eighteen (18) rental units, with the goal of a full twenty-four (24) rental units.

The Vendor must perform the following services:

Phase I – Program Design & Planning

- **Design an incentive capital structure (i.e. grant product) that is attractive to Detroit’s small commercial property owners and eases the financial burden of rehab, repairs and inspections related to providing new rental units. This program must deliver affordable rental units for 80% AMI households or lower; however, deeper affordability requirements are permissible/encouraged.**
- **Plan programming marketing activities to ensure adequate demand and full utilization/expenditure of the available funds. The properties participating in this program shall be located within Southwest Detroit. General parameters being Michigan Avenue to the north, Jefferson to the south, Wyoming to the west, and 15th Street to the east. HRD encourages focus on properties located within the Strategic Neighborhood Fund boundaries.**
- **Anticipate and plan appropriately for the challenges associated with managing sizeable building renovations and meeting the requirements of the City’s Property Maintenance and Rental Ordinance. Rental units must obtain a rental Certificate of Compliance (COC).**

Contract discussion continues onto the next page.

HOUSING AND REVITALIZATION-cont.

6004522-A1 100% ARPA Funding – AMEND 1 – To Provide an Extension of Time for Landlord Repair: 2nd Floor Apt Program. – Contractor: Southwest Detroit Business Association – Location: 7752 West Vernor Highway, Detroit, MI 48209 – Previous Contract Period: July 1, 2022 through March 15, 2025 – Amended Contract Period: Upon City Council Approval through December 31, 2025 – Contract Increase Amount: \$0.00 – Total Contract Amount: \$304,975.00.

Services-at time of approval-cont.:

- **Develop administrative materials and processes to effectively implement the program, inclusive of performance monitoring and quality control.**

Deliverables:

- **Financial Product Parameters: An outline of the grant product’s parameters and underwriting terms (i.e. amount(s), matching requirements, pre-payment or reimbursement, affordability terms).**
- **Target Geography Analysis: Conveyed analyses/recommendations for which neighborhoods/properties are best suited to target.**
- **Marketing/Outreach Strategy: Plan for how to market the grant product/program to small commercial property owners identified in Target Geography Analysis.**
- **Construction & Compliance Management Plan: Plan outlining how rehab/repair work will be conducted**
- **Program Renovation Schedule: Schedule outlining the flow/cadence of building renovations so as to allow for the completion of 24 rental units within the allowable implementation time period provided in this Contract.**
- **Program Workflow: Process flowchart for how property owners/units progress through the program (i.e. intake, award, rehab/repair, inspections, COC, closeout).**
- **Application Form: Finalized application form for the program.**
- **Grant File Documents: Finalized list of required documents for each award**
- **Record Keeping & Documentation Policy: Policy outlining how documents/records will be stored and for what length of time.**
- **Reporting Plan: Plan describing how the successful Respondent will report program results to HRD; to include reporting templates and cadence.**

Phase II – Program Implementation

- **Implement marketing/outreach strategies designed in Phase I to ensure adequate demand and full utilization/expenditure of the available funds. Implementation should account for/coincide with the intended schedule of renovations also developed in Phase I.**
- **Conduct intake and application processes.**
- **Conduct pre-screening activities (e.g. meet with property owner, survey the property, identify rehab/repair scope of work), and upon grant award, execute grant documents/agreement and other applicable administrative activities.**
- **Support property owners through the renovation process in accordance with the Construction & Compliance Management Plan developed in Phase I.**
- **Complete grant closeout inspection(s) and administrative activities. Again, all rental units must obtain a rental COC.**

Contract discussion continues onto the next page.

HOUSING AND REVITALIZATION-cont.

6004522-A1 100% ARPA Funding – AMEND 1 – To Provide an Extension of Time for Landlord Repair: 2nd Floor Apt Program. – Contractor: Southwest Detroit Business Association – Location: 7752 West Vernor Highway, Detroit, MI 48209 – Previous Contract Period: July 1, 2022 through March 15, 2025 – Amended Contract Period: Upon City Council Approval through December 31, 2025 – Contract Increase Amount: \$0.00 – Total Contract Amount: \$304,975.00.

Services-at time of approval cont.:

- Coordinate with HRD and other components of LRP (i.e. trainings) to ensure a favorable customer experience among property owners.
- Complete ongoing reporting and performance monitoring to understand program results and make recommendations for enhancements or improvements where applicable.

Phase III – Closeout & Evaluation

- Conduct applicable program closeout activities.
- Complete a final program assessment both in writing and presentation to City staff.

III. Project Timeline/Schedule

Milestone	Duration	Anticipated Delivery Date
1. Program Start		08/15/2022
2. Program Design & Planning	3 months	11/15/2022
3. Program Launch/Application Period	2 months	01/15/2023
4. Program Implementation/Construction	2 years	01/15/2025
5. Completion/Evaluation/Project Conclusion	2 months	03/15/2025

Amendment 1 services

Amendment 1 extends the Program Timeline and Schedule from March 15, 2025, until December 31, 2025.

III. Project Timeline/Schedule		
Milestone	Duration	Anticipated Delivery Date
1. Program Start		8/15/2022
2. Program Design & Planning	3 months	11/15/2022
3. Program Launch/Application	2 months	1/15/2023
4. Program Implementation/Construction	2 years	6/30/2025
5. Completion/Evaluation/Project Conclusio	2 months	6/30/2025

Contract discussion continues onto the next page.

HOUSING AND REVITALIZATION-cont.

6004522-A1 100% ARPA Funding – AMEND 1 – To Provide an Extension of Time for Landlord Repair: 2nd Floor Apt Program. – Contractor: Southwest Detroit Business Association – Location: 7752 West Vernor Highway, Detroit, MI 48209 – Previous Contract Period: July 1, 2022 through March 15, 2025 – Amended Contract Period: Upon City Council Approval through December 31, 2025 – Contract Increase Amount: \$0.00 – Total Contract Amount: \$304,975.00.

Fees-remains the same:

II. Project Fees

The following chart outlines the costs for this project:

Pricing Component	Dollar Amount
a) Phase I	23,000
b) Phase II – Incentive Capital	240,000
c) Phase III	14,250
d) Administrative Fee	27,725
Total	\$ 304,975

- Phase 1- Fixed cost program design and planning.
- Phase 2- up to 24 affordable housing units at an average of \$10,000 reimbursement, for a total of \$240,000
- Phase 3- Fixed cost for program evaluation conducted by Mission Life a Detroit-based company & partner in developing & implementing high quality evaluation processes through substantial scope of evaluation designs & ata collection methodologies, including both experimental & non-experimental methods quantitative & qualitative techniques.
- Phase 4- SBDA administrative costs flat rate of 10%. This includes general management, oversight & coordination of the contract.

Additional Information:

6004522 was initially approved at Formal Session July 12, 2022, to provide Design & Implementation Grant Prog. 2nd floor Spaces Rental Units for \$304,975 through March 15, 2025.

GENERAL SERVICES

6006075-A1 100% City Funding – AMEND 1 – To Exercise One (1) Year Renewal for Recreation Summer Youth Program Services. – Contractor: Word In Action Christian Center – Location: 19760 Meyers, Detroit, MI 48235 – Previous Contract Period: May 21, 2024 through May 21, 2025 – Amended Contract Period: May 22, 2025 through May 21, 2026 – Contract Increase Amount: \$75,000.00 – Total Contract Amount: \$150,000.00.

Funding:

Account String: **1000-27470-472260-617900**
Fund Account Name: **General Fund**
Appropriation Name: **Recreation-GSD**
Funds Available: **\$3,414,446 as of February 28, 2025**

Tax Clearances Expiration Date: **5-7-25**

Political Contributions and Expenditures Statement:

Signed: **4-18-24** Contributions: **none**

Consolidated Affidavits:

Date signed: **4-18-24**

- Covenant of Equal Opportunity
- Hiring Policy Compliance;
Employment App Complies
- Slavery Era Records Disclosure
- Prison Industry Records Disclosure
- Immigrant Detention System Record
Disclosure

Bid Information

None. This is an amendment to an existing agreement.

The Office of Contracting and Procurement is requesting amendment number one for the Summer Day Camp Programming with Word in Action Christian Center contract, CPA 6006075. The amendment is for time through the contract’s expiration date to May 21, 2026, and additional funds to provide structured, supervised summer camp programming for the General Services Department, Parks and Recreation Division.

Contract Details

Vendor: **Word In Action Christian Center**

Amount: **+\$75,000; Total \$150,000**

End Date: **adds One year through May 21, 2026**

Services-remains the same:

- **Provide programming for up to fifty (50) campers ages 6-12, from 8:00 am to 6:00 pm Monday through Friday from June 24, 2024, to August 16, 2024.**
- **Programming will include a variety of activities and lessons within the following subject areas: recreation, cultural experiences, literacy, STEM, nature-based programs, athletics, and art.**
- **Host Site Location: St. Suzanne Cody Rouge Community 19321 W. Chicago Detroit, MI 48228**
- **Three age groups (6-7 years, 8-10 years, 11-12 years)**
- **Schedule will include a breakfast, a lunch, and an afternoon snack. Breakfast & lunch will be provided by the City and stored onsite at the Summer Host Site location; Snacks will be provided by the Vendor.**
- **All Staff that will be on-site must maintain First Aid, and CPR Certification, teaching certifications, Police/FBI Clearance, TB Test Clearance, State and Identago Background Checks, Clear Health Certificate, MI Registry, All COVID related protocols.**
- **Obtain and Maintain a Valid State of Michigan Camp License.**

Contract Discussion continues on the next page:

**EMERGENCY CONTRACT FOR CITY COUNCIL REVIEW
POLICE**

3080738 Notification of Emergency - 100% City Funding – To Provide Single Lane Evolv Weapons Detectors. – Contractor: Groundwork 0, LLC – Location: 2000 Brush Street, Suite 262, Detroit, MI 48226 – Contract Period: January 8, 2025 through January 31, 2025 – Total Contract Amount: \$43,000.00.

Funding

Account String: **1000-29310-310200-622301**
Fund Account Name: **General Fund**
Appropriation Name: **Efficient and Innovative Operations Support – DoIT**
Funds Available: **\$12,784,139 as of February 28, 2025**

Tax Clearances Expiration Date: **11-12-25**
Political Contributions and Expenditures Statement:
Signed: **5-10-24** Contributions: **None**

Consolidated Affidavits

Date signed: **5-10-24**
 Covenant of Equal Opportunity
 Hiring Policy Compliance.
Employment Application complies
 Slavery Era Records Disclosure
 Prison Industry Records Disclosure
 Immigrant Detention System Record Disclosure

Bid Information

None, because this is a purchase order for an emergency rental of Single Lane Evolv Weapons Detectors, delivery, setup, orientation & teardown for the Department of Information and Technology and the City of Detroit for NFL Playoffs.

The equipment will be used for the safety and protection of the citizens for the NFL Playoff large-crowd event. Per the Detroit Police Department – After a record attendance for the NFL Draft and recent security threats in other large cities, the Detroit Police Department needed to ensure safety and security.

Pursuant to Section 17-5-91 c, The Purchasing Director, without prior approval of the City Council, may make, or authorize others to make, an emergency procurement when public exigencies require the immediate delivery of articles or performance of services or when there exists a threat to public health, welfare or safety under emergency conditions where prior approval of the City Council would be impossible or impracticable under the circumstances.

Contract Details:

Vendor: **Groundwork 0, LLC**
Amount: **\$43,000**

Bid: **Emergency Purchase**
End Date: **January 31, 2025**

Services & Fees:

DPD requested an 1-day rental of Evolv units on January 18, 2025 for the NFL Playoff for \$43,000.

This included delivery, set up, and teardown of the units by the supplier.

Certifications:

Certified as Detroit Based, Headquartered, and Small Business.