



## **BOARD OF DIRECTORS MEETING**

October 10, 2023

4:00 P.M.

Auburn Hills City Hall, Administrative Conference Room • 1827 N. Squirrel Road, Auburn Hills, MI  
Minutes of the TIFA Board Meeting will be on file in the City Clerk's Office • 248-370-9402

### **MEETING CALLED TO ORDER**

#### **1) ROLL CALL**

#### **2) PERSONS WISHING TO BE HEARD**

#### **3) APPROVAL OF MINUTES**

- a) TIFA Regular Meeting Minutes – September 12, 2023

#### **4) CORRESPONDENCE & PRESENTATIONS**

#### **5) CONSENT AGENDA**

All items listed are considered to be routine by the Tax Increment Finance Authority and will be enacted by one motion. There will be no separate discussion of these items unless a Board Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

- a) FY 2023 Adopted Budget and YTD Summary – September 30, 2023

#### **6) UNFINISHED BUSINESS**

#### **7) NEW BUSINESS**

- a) Bid Award for the Installation of Sound Reduction Panels at the Community Center

#### **8) EXECUTIVE DIRECTOR REPORT**

#### **9) BOARD MEMBER COMMENTS**

#### **10) ADJOURNMENT**

**Next Meeting is Scheduled for November 14, 2023 at 4:00 p.m.**



# CITY OF AUBURN HILLS CITY COUNCIL AGENDA

**MEETING DATE: OCTOBER 16, 2023**

**AGENDA ITEM NO \_\_\_\_\_**

**TAX INCREMENT FINANCE AUTHORITY**

**“Not Yet Approved”  
CITY OF AUBURN HILLS  
TAX INCREMENT FINANCE AUTHORITY MEETING**

**September 12, 2023**

**CALL TO ORDER:** Chairman Kneffel called the meeting to order at 4:04 PM.

**ROLL CALL:** Present: Kneffel, Goodhall, Carrier, Eldredge, Waltenspiel  
Absent: Gudmundsen, Moniz  
Also Present: Brandon Skopek, Assistant City Manager / TIFA Executive Director; Andrew Hagge, Management Assistant  
Guests: John Thompson, PEA Group; Lamar Sulaka, Bacall Development / Hyde Associates

**LOCATION:** Administrative Conference Room, 1827 N. Squirrel Road, Auburn Hills, MI 48326

**PERSONS WISHING TO BE HEARD**

None.

**APPROVAL OF MINUTES**

**A. TIFA Regular Meeting Minutes – August 8, 2023**

There was no discussion on the approval of the minutes.

**Moved by Mr. Goodhall to approve the TIFA Board of Directors Meeting Minutes from August 8, 2023 as presented.**

**Seconded by Mr. Carrier**

**Yes: Kneffel, Goodhall, Carrier, Eldredge, Waltenspiel**  
**No: none**

**Motion carried**

**B. TIFA Executive Session Meeting Minutes – August 8, 2023**

There was no discussion on the approval of the minutes.

**Moved by Mr. Goodhall to approve the TIFA Board of Directors Executive Session Meeting Minutes from August 8, 2023 as presented.**

**Seconded by Mr. Waltenspiel**

**Yes: Kneffel, Goodhall, Carrier, Eldredge, Waltenspiel**  
**No: none**

**Motion carried**

**CONSENT AGENDA**

**A. FY 2023 Adopted Budget and YTD Summary – August 31, 2023**

**RESOLVED:** To receive and file the financial report for the period ending August 31, 2023

**Moved by Mr. Carrier to approve the Consent Agenda.**

**Seconded by Mr. Eldredge**

**Yes: Kneffel, Goodhall, Carrier, Eldredge, Waltenspiel**

**No: none**

**Motion carried**

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

**A. Conveyance of TIFA Property to Bacall Development (Hyde Associates, LLC)**

Mr. Skopek presented the agenda item related to the property conveyance to the TIFA Board. Included in that presentation, Mr. Skopek advised the TIFA Board of why this action was necessary and how it could affect future development if this action was not taken. The TIFA Board asked clarifying questions about how the property parcels were originally divided up. Mr. Thompson from PEA Group, and Mr. Sulaka from Bacall Development, provided an explanation to the TIFA Board on why this property conveyance was necessary.

**Moved by Mr. Carrier to authorize the conveyance of the three-foot strip of property from Parcel Identification Number 14-36-126-027 to Hyde Associates, LLC and authorize the Executive Director to execute all documents necessary to complete the conveyance of property.**

**Seconded by Mr. Goodhall**

**Yes: Kneffel, Goodhall, Carrier, Eldredge, Waltenspiel**

**No: None**

**Motion Carried**

**B. Approval of 2024 Proposed Budget**

Mr. Skopek presented the agenda item regarding the 2024 Proposed Budget to the TIFA Board. Mr. Skopek covered all updates made to the budget in each of the districts within the TIFA. Updates to the 2024 Proposed Budget included shifting the Christmas Tree to the 2024 Budget, amongst other items.

**Moved by Mr. Goodhall to approve the 2024 Proposed Budget as presented. Furthermore, recommend to the City Council the inclusion of these budgets for adoption in the City's overall budget documents.**

**Seconded by Mr. Carrier**

**Yes: Kneffel, Goodhall, Carrier, Eldredge, Waltenspiel**

**No: None**

**Motion Carried**

**EXECUTIVE DIRECTOR REPORT**

Mr. Skopek informed the Board that he will be out of the office for an extended period because he is getting married on Friday, September 15<sup>th</sup>. Additionally, Mr. Skopek provided updates to the TIFA Board on some of the downtown developments, including the Cantina El Dorado restaurant.

**BOARD MEMBER COMMENTS**

The TIFA Board asked clarifying questions regarding parking in the downtown. Mr. Skopek provided an update regarding enforcement in the two-hour surface parking lot, as well as the status of the downtown parking survey.

**ANNOUNCEMENT OF NEXT MEETING**

The next regularly scheduled TIFA Board of Directors meeting is scheduled for Tuesday, October 10, 2023 at 4:00 p.m. in the Administrative Conference Room in City Hall at, 1827 N. Squirrel Road, Auburn Hills, Michigan 48326.

**ADJOURNMENT**

**Moved by Mr. Waltenspiel to adjourn the TIFA Board meeting.**

**Seconded by Mr. Carrier**

**Yes: Kneffel, Goodhall, Carrier, Eldredge, Waltenspiel**

**No: None**

**Motion carried**

**The TIFA Board of Directors meeting adjourned at 4:40 p.m.**

Steve Goodhall  
Secretary of the Board

Andrew Hagge  
Management Assistant



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TO: Chairman Kneffel and Members of the TIFA Board of Directors

FROM: Brandon Skopek, Assistant City Manager, TIFA Executive Director; Andrew Hagge, Management Assistant

DATE: October 4, 2023

SUBJECT: FY 2023 Adopted Budget and YTD Summary – September 30, 2023

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**STATEMENT OF NET POSITION**

- TIF-A Cash \$2.0 million
- \$1.2 million invested TIF-A
  - \$442,710 – Investment Pooling
  - \$282,959 – Insight
  - \$557,144– MiClass
- TIF-B Cash \$3.0 million
- \$11 million invested in TIF-B
  - \$7.9 million – Insight
  - \$3.1 million – MiClass
- TIF-D Cash \$1.9 million
- \$1.3 million invested TIF-D – Insight

**TIFA 85-A STATEMENT OF REVENUES AND EXPENDITURES**

- Approximately 85% of budgeted revenues have been received for TIF-A in fiscal year 2023.

Property Taxes:	\$1,110,114
Building Rental:	\$50,413
Interest:	\$25,564
EV Charging Fees:	\$460
	<b>\$1,186,551</b>
- Approximately 62% of budgeted expenditures have been utilized for fiscal year 2023.

**TIFA 85-B STATEMENT OF REVENUES AND EXPENDITURES**

- Approximately 115% of budgeted revenues have been received for TIF-B in fiscal year 2023.

Property Taxes:	\$1,617,383
Interest:	\$296,876
	<b>\$1,914,259</b>
- Approximately 53% of budgeted expenditures have been utilized for fiscal year 2023.

**TIFA 86-D STATEMENT OF REVENUES AND EXPENDITURES**

- Approximately 53% of budgeted revenues have been received for TIF-D in fiscal year 2023.

Property Taxes:	\$196,148
Interest:	\$47,370
EV Charging Fees:	\$395
Federal Grants:	\$130,020
	<b>\$373,933</b>
- Approximately 22% of budgeted expenditures have been utilized for fiscal year 2023.

**An appropriate motion is:**

**Move to receive and file the TIFA Financial Report for period ending September 30, 2023**

BALANCE SHEET REPORT FOR CITY OF AUBURN HILLS  
Balance As of 09/30/2023

GL Number	Description	YTD Balance 09/30/2023
<b>Fund: 251 TIFA A</b>		
<b>*** Assets ***</b>		
251-000-001.000	CASH	2,060,013.89
251-000-017.000	CASH - INVESTMENT POOLING	442,709.65
251-000-017.002	INVESTMENT MANAGER - CUTWATER	282,958.52
251-000-017.004	CASH - MICLASS	557,144.31
251-000-062.000	Lease Receivable	191,845.00
251-000-072.000	DUE FROM COUNTIES	510.15
251-000-084.703	DUE FROM TRUST AND AGENCY	(510.15)
251-000-130.000	LAND	6,120,355.86
251-000-132.000	LAND IMPROVEMENTS	5,170,325.27
251-000-133.000	ACCUM DEPREC-LAND & IMPROV	(2,242,635.19)
251-000-136.000	BLDGS, BLDG ADDITIONS AND	6,409,122.17
251-000-137.000	ACCUM DEPREC-BLDGS & ADDS & IMPROVEMNTS	(1,461,254.64)
251-000-146.000	OFFICE EQUIPMENT AND FURN	164,753.78
251-000-147.000	ACC. DEPR. - OFFICE EQUIP	(164,754.07)
251-000-158.000	CONSTRUCTION-IN-PROGRESS	15,000.26
251-000-159.000	MACHINERY & EQUIPMENT	167,877.38
251-000-160.000	ACCUM DEPREC-MACH & EQUIP	(89,156.33)
251-000-163.000	ROADS & INFRASTRUCTURE	17,713,486.23
251-000-164.000	ACCUM DEPREC-ROAD & INFRASTURE	(9,202,137.80)
<b>Total Assets</b>		<b>26,135,654.29</b>
<b>*** Liabilities ***</b>		
251-000-211.000	RETAINAGE PAYABLE	20,613.11
251-000-275.000	DUE TO TAXPAYERS	665.88
251-000-360.001	Deferred Inflow of Resources	191,845.00
<b>Total Liabilities</b>		<b>213,123.99</b>
<b>*** Fund Equity ***</b>		
251-000-390.000	FUND BALANCE	25,656,500.25
<b>Total Fund Equity</b>		<b>25,656,500.25</b>
<b>Total Fund 251:</b>		
<b>TOTAL ASSETS</b>		<b>26,135,654.29</b>
<b>BEG. FUND BALANCE</b>		<b>25,656,500.25</b>
<b>+ NET OF REVENUES &amp; EXPENDITURES</b>		<b>266,030.05</b>
<b>= ENDING FUND BALANCE</b>		<b>25,922,530.30</b>
<b>+ LIABILITIES</b>		<b>213,123.99</b>
<b>= TOTAL LIABILITIES AND FUND BALANCE</b>		<b>26,135,654.29</b>

BALANCE SHEET REPORT FOR CITY OF AUBURN HILLS  
Balance As of 09/30/2023

GL Number	Description	YTD Balance 09/30/2023
<b>Fund: 252 TIFA B</b>		
<b>*** Assets ***</b>		
252-000-001.000	CASH	3,050,953.58
252-000-017.002	INVESTMENT MANAGER - CUTWATER	7,920,993.52
252-000-017.005	CASH - MICLASS EDGE	3,104,582.30
252-000-132.000	LAND IMPROVEMENTS	1,415,205.92
252-000-133.000	ACCUM DEPREC-LAND & IMPROV	(987,566.76)
252-000-159.000	MACHINERY & EQUIPMENT	34,200.00
252-000-160.000	ACCUM DEPREC-MACH & EQUIP	(6,840.00)
252-000-163.000	ROADS & INFRASTRUCTURE	9,772,855.05
252-000-164.000	ACCUM DEPREC-ROAD & INFRASTURE	(3,033,858.03)
<b>Total Assets</b>		<b>21,270,525.58</b>
<b>*** Liabilities ***</b>		
252-000-275.000	DUE TO TAXPAYERS	15.12
<b>Total Liabilities</b>		<b>15.12</b>
<b>*** Fund Equity ***</b>		
252-000-390.000	FUND BALANCE	19,538,195.65
<b>Total Fund Equity</b>		<b>19,538,195.65</b>
<b>Total Fund 252:</b>		
<b>TOTAL ASSETS</b>		<b>21,270,525.58</b>
<b>BEG. FUND BALANCE</b>		<b>19,538,195.65</b>
<b>+ NET OF REVENUES &amp; EXPENDITURES</b>		<b>1,732,314.81</b>
<b>= ENDING FUND BALANCE</b>		<b>21,270,510.46</b>
<b>+ LIABILITIES</b>		<b>15.12</b>
<b>= TOTAL LIABILITIES AND FUND BALANCE</b>		<b>21,270,525.58</b>



BALANCE SHEET REPORT FOR CITY OF AUBURN HILLS  
Balance As of 09/30/2023

GL Number	Description	YTD Balance 09/30/2023
<b>Fund: 253 TIFA D</b>		
<b>*** Assets ***</b>		
253-000-001.000	CASH	1,995,402.48
253-000-017.002	INVESTMENT MANAGER - CUTWATER	1,361,674.83
253-000-130.000	LAND	2,017,211.00
253-000-132.000	LAND IMPROVEMENTS	3,726,962.87
253-000-133.000	ACCUM DEPREC-LAND & IMPROV	(1,295,202.07)
253-000-136.000	BLDGS, BLDG ADDITIONS AND	20,418,257.57
253-000-137.000	ACCUM DEPREC-BLDGS & ADDS & IMPROVEMNTS	(9,424,695.97)
253-000-146.000	OFFICE EQUIPMENT AND FURN	25,794.03
253-000-147.000	ACC. DEPR. - OFFICE EQUIP	(5,158.13)
253-000-158.000	CONSTRUCTION-IN-PROGRESS	170,403.43
253-000-159.000	MACHINERY & EQUIPMENT	42,919.48
253-000-160.000	ACCUM DEPREC-MACH & EQUIP	(34,852.93)
253-000-163.000	ROADS & INFRASTRUCTURE	8,984,067.60
253-000-164.000	ACCUM DEPREC-ROAD & INFRASTURE	(2,530,353.23)
<b>Total Assets</b>		<b>25,452,430.96</b>
<b>*** Liabilities ***</b>		
253-000-275.000	DUE TO TAXPAYERS	18,625.00
<b>Total Liabilities</b>		<b>18,625.00</b>
<b>*** Fund Equity ***</b>		
253-000-390.000	FUND BALANCE	25,391,499.20
<b>Total Fund Equity</b>		<b>25,391,499.20</b>
<b>Total Fund 253:</b>		
<b>TOTAL ASSETS</b>		<b>25,452,430.96</b>
<b>BEG. FUND BALANCE</b>		<b>25,391,499.20</b>
<b>+ NET OF REVENUES &amp; EXPENDITURES</b>		<b>42,306.76</b>
<b>= ENDING FUND BALANCE</b>		<b>25,433,805.96</b>
<b>+ LIABILITIES</b>		<b>18,625.00</b>
<b>= TOTAL LIABILITIES AND FUND BALANCE</b>		<b>25,452,430.96</b>

## REVENUE AND EXPENDITURE REPORT FOR CITY OF AUBURN HILLS

Balance As of 09/30/2023

GL Number	Description	2023 Amended Budget	YTD Balance 09/30/2023	Activity For 09/30/2023	Available Balance 09/30/2023	% Bdgt Used
<b>Fund: 251 TIFA A</b>						
<b>Account Category: Revenues</b>						
<b>Department: 735 TIFA A</b>						
251-735-402.000	AD VALOREM	1,103,139.00	1,110,114.13	153,904.11	(6,975.13)	100.63
251-735-412.000	DELINQUENT PERSONAL PROPERTY	4,200.00	0.00	0.00	4,200.00	0.00
251-735-414.000	MTT YE ACCRUAL	(4,000.00)	0.00	0.00	(4,000.00)	0.00
251-735-573.000	LOCAL COMMUNITY STABILIZATION SHARE	226,970.00	0.00	0.00	226,970.00	0.00
251-735-651.400	U&A FEES - ELECTRIC VEHICLE CHARGING	300.00	460.07	141.44	(160.07)	153.36
251-735-665.000	INTEREST REVENUE	0.00	58,792.37	0.00	(58,792.37)	100.00
251-735-667.000-CHAMBER_3395	BUILDING RENTAL - EXTERNAL	20,255.00	15,074.00	1,727.00	5,181.00	74.42
251-735-667.000-PKSTRUC_3381	BUILDING RENTAL - EXTERNAL	39,539.00	35,339.04	0.00	4,199.96	89.38
251-735-669.001	INTEREST REV EXT MANAGERS	0.00	(33,228.00)	0.00	33,228.00	100.00
Total Dept 735 - TIFA A		1,390,403.00	1,186,551.61	155,772.55	203,851.39	85.34
Revenues		1,390,403.00	1,186,551.61	155,772.55	203,851.39	85.34
<b>Account Category: Expenditures</b>						
<b>Department: 735 TIFA A</b>						
251-735-722.000	WORKERS COMPENSATION	82.72	82.72	0.00	0.00	100.00
251-735-729.000	PRINTING	1,500.00	0.00	0.00	1,500.00	0.00
251-735-730.000	POSTAGE	250.00	172.03	16.17	77.97	68.81
251-735-732.000	SOFTWARE & LICENSES SUBSCRIPTIONS	0.00	9,565.00	0.00	(9,565.00)	100.00
251-735-757.000-THEDEN__3388	OPERATING SUPPLIES	500.00	0.00	0.00	500.00	0.00
251-735-800.199	LANDSCAPE/GEN MAINT	200,615.00	111,515.08	10,500.00	89,099.92	55.59
251-735-802.000	CONTRACTED SERVICES	23,000.00	14,647.50	3,175.04	8,352.50	63.68
251-735-802.000-CHAMBER_3395	CONTRACTED SERVICES	6,250.00	3,437.25	439.65	2,812.75	55.00
251-735-802.000-THEDEN__3388	CONTRACTED SERVICES	6,250.00	3,437.25	439.65	2,812.75	55.00
251-735-810.000	INVESTMENT MANAGEMENT FEES	410.00	1,068.54	10.69	(658.54)	260.62
251-735-817.000	CONSULTANT SERVICES	25,400.00	0.00	0.00	25,400.00	0.00
251-735-851.000-PKSTRUC_3381	TELEPHONE	1,160.00	1,034.31	0.00	125.69	89.16
251-735-851.000-THEDEN__3388	TELEPHONE	0.00	563.42	0.00	(563.42)	100.00
251-735-885.000	COMMUNITY RELATIONS	5,000.00	3,000.00	0.00	2,000.00	60.00
251-735-885.000-TREELIGHTING	COMMUNITY RELATIONS	10,000.00	0.00	0.00	10,000.00	0.00
251-735-901.000	ADVERTISING/MARKETING	5,000.00	690.00	0.00	4,310.00	13.80
251-735-921.000-CHAMBER_3395	ELECTRIC	2,086.00	1,126.84	229.85	959.16	54.02
251-735-921.000-PKSTRUC_3381	ELECTRIC	25,000.00	14,045.71	542.42	10,954.29	56.18
251-735-921.000-THEDEN__3388	ELECTRIC	2,260.00	1,060.12	186.40	1,199.88	46.91
251-735-922.000	STREET LIGHTING	41,000.00	29,628.19	1,014.81	11,371.81	72.26
251-735-922.000-RIVERSD_3311	STREET LIGHTING	6,000.00	5,952.30	923.14	47.70	99.21
251-735-922.000-SKATEPRK_202	STREET LIGHTING	300.00	170.99	21.29	129.01	57.00
251-735-923.000-CHAMBER_3395	HEAT	1,600.00	944.70	1.40	655.30	59.04
251-735-923.000-PKSTRUC_3381	HEAT	250.00	119.71	3.05	130.29	47.88
251-735-923.000-THEDEN__3388	HEAT	1,500.00	1,110.48	1.40	389.52	74.03
251-735-924.000-CHAMBER_3395	CABLE TV SERVICES	1,455.00	808.27	0.00	646.73	55.55
251-735-924.000-THEDEN__3388	CABLE TV SERVICES	2,139.00	1,721.42	0.00	417.58	80.48
251-735-927.000-CHAMBER_3395	WATER CONSUMPTION	1,000.00	84.40	10.55	915.60	8.44
251-735-927.000-FIREST1_3483	WATER CONSUMPTION	3,300.00	2,049.60	449.32	1,250.40	62.11
251-735-927.000-PKSTRUC_3381	WATER CONSUMPTION	670.00	96.79	9.31	573.21	14.45
251-735-927.000-RIVERSD_3311	WATER CONSUMPTION	42,800.00	16,071.06	6,021.05	26,728.94	37.55
251-735-927.000-RIVERWDS_300	WATER CONSUMPTION	1,000.00	351.32	68.58	648.68	35.13
251-735-927.000-THEDEN__3388	WATER CONSUMPTION	800.00	95.89	37.11	704.11	11.99
251-735-929.000	IRRIGATION WATER AND MAINT.	20,000.00	37,894.57	8,293.88	(17,894.57)	189.47

## REVENUE AND EXPENDITURE REPORT FOR CITY OF AUBURN HILLS

Balance As of 09/30/2023

GL Number	Description	2023 Amended Budget	YTD Balance 09/30/2023	Activity For 09/30/2023	Available Balance 09/30/2023	% Bdgt Used
<b>Fund: 251 TIFA A</b>						
<b>Account Category: Expenditures</b>						
<b>Department: 735 TIFA A</b>						
251-735-929.000-SKATEPRK_202	IRRIGATION WATER AND MAINT.	0.00	2.23	0.20	(2.23)	100.00
251-735-931.000-CHAMBER_3395	BLDG. MAINTENANCE	6,253.00	3,827.64	0.00	2,425.36	61.21
251-735-931.000-PKSTRUC_3381	BLDG. MAINTENANCE	466,150.50	456,754.50	2,198.75	9,396.00	97.98
251-735-931.000-RIVERSD_3311	BLDG. MAINTENANCE	9,000.00	9,000.00	9,000.00	0.00	100.00
251-735-931.000-THEDEN__3388	BLDG. MAINTENANCE	9,000.00	7,083.07	7,000.00	1,916.93	78.70
251-735-937.000	PARKING LOT MAINTENANCE	2,500.00	0.00	0.00	2,500.00	0.00
251-735-937.001	PATHWAY MAINTENANCE	10,000.00	0.00	0.00	10,000.00	0.00
251-735-937.003	SIDEWALK MAINTENANCE	10,000.00	0.00	0.00	10,000.00	0.00
251-735-957.000	MISC/CONTINGENCY	100.00	1,588.78	0.00	(1,488.78)	1,588.78
251-735-957.002	LIABILITY INSURANCE	7,528.00	7,527.59	0.00	0.41	99.99
251-735-959.000	PROPERTY TAXES	5,500.00	1,683.66	0.00	3,816.34	30.61
251-735-967.100	SITE IMPROVEMENT GRANTS	190,000.00	0.00	0.00	190,000.00	0.00
251-735-972.000	LAND AND IMPROVEMENTS	150,000.00	0.00	0.00	150,000.00	0.00
251-735-972.000-RIVERSD_3311	LAND AND IMPROVEMENTS	0.00	1,364.75	636.75	(1,364.75)	100.00
251-735-995.004	ADMINISTRATIVE CHARGES	51,949.00	51,949.00	0.00	0.00	100.00
251-735-995.007	INTERFUND SERVICES	72,952.00	72,952.00	0.00	0.00	100.00
251-735-995.101	TRANSFER TO GENERAL FUND	44,242.88	44,242.88	0.00	0.00	100.00
Total Dept 735 - TIFA A		1,473,753.10	920,521.56	51,230.46	553,231.54	62.46
Expenditures		1,473,753.10	920,521.56	51,230.46	553,231.54	62.46
<b>Fund 251 - TIFA A:</b>						
TOTAL REVENUES		1,390,403.00	1,186,551.61	155,772.55	203,851.39	
TOTAL EXPENDITURES		1,473,753.10	920,521.56	51,230.46	553,231.54	
NET OF REVENUES & EXPENDITURES:		(83,350.10)	266,030.05	104,542.09	(349,380.15)	

## REVENUE AND EXPENDITURE REPORT FOR CITY OF AUBURN HILLS

Balance As of 09/30/2023

GL Number	Description	2023 Amended Budget	YTD Balance 09/30/2023	Activity For 09/30/2023	Available Balance 09/30/2023	% Bdgt Used
<b>Fund: 252 TIFA B</b>						
<b>Account Category: Revenues</b>						
<b>Department: 736 TIFA B</b>						
252-736-402.000	AD VALOREM	1,614,688.00	1,617,268.23	313,659.44	(2,580.23)	100.16
252-736-412.000	DELINQUENT PERSONAL PROPERTY	3,600.00	115.06	0.00	3,484.94	3.20
252-736-414.000	MTT YE ACCRUAL	(1,000.00)	0.00	0.00	(1,000.00)	0.00
252-736-665.000	INTEREST REVENUE	1,254.00	143,134.64	0.00	(141,880.64)	11,414.25
252-736-669.001	INTEREST REV EXT MANAGERS	0.00	153,741.00	0.00	(153,741.00)	100.00
252-736-676.001	REIMBURSED EXPENSES	41,791.00	0.00	0.00	41,791.00	0.00
Total Dept 736 - TIFA B		1,660,333.00	1,914,258.93	313,659.44	(253,925.93)	115.29
Revenues		1,660,333.00	1,914,258.93	313,659.44	(253,925.93)	115.29
<b>Account Category: Expenditures</b>						
<b>Department: 736 TIFA B</b>						
252-736-702.000	SALARIES/WAGES	55,640.00	0.00	0.00	55,640.00	0.00
252-736-713.000	CLOTHING ALLOWANCE	225.00	0.00	0.00	225.00	0.00
252-736-715.000	SOCIAL SECURITY	4,274.00	0.00	0.00	4,274.00	0.00
252-736-716.000	MEDICAL INSURANCE	7,192.00	219.82	0.00	6,972.18	3.06
252-736-716.001	MEDICAL INSURANCE EMPLOYEE PREMIUM	(770.00)	0.00	0.00	(770.00)	0.00
252-736-717.000	LIFE INSURANCE	258.00	10.92	0.00	247.08	4.23
252-736-719.000	EYE/DENTAL INSURANCE	1,714.00	43.97	0.00	1,670.03	2.57
252-736-720.000	PENSION DC	9,126.00	0.00	0.00	9,126.00	0.00
252-736-724.000	DISABILITY INSURANCE	1,115.00	73.67	0.00	1,041.33	6.61
252-736-725.000	PRESCRIPTION DRUGS	2,494.00	33.73	0.00	2,460.27	1.35
252-736-725.001	PRESCRIPTION EMPLOYEE PREMIUM	(125.00)	0.00	0.00	(125.00)	0.00
252-736-799.000	EQUIPMENT UNDER \$5,000	30,000.00	0.00	0.00	30,000.00	0.00
252-736-800.199	LANDSCAPE/GEN MAINT	196,000.00	80,034.12	3,651.12	115,965.88	40.83
252-736-810.000	INVESTMENT MANAGEMENT FEES	6,500.00	2,974.77	245.53	3,525.23	45.77
252-736-885.000	COMMUNITY RELATIONS	16,000.00	0.00	0.00	16,000.00	0.00
252-736-901.000	ADVERTISING/MARKETING	1,000.00	0.00	0.00	1,000.00	0.00
252-736-922.000	STREET LIGHTING	6,700.00	6,235.91	568.58	464.09	93.07
252-736-929.000	IRRIGATION WATER AND MAINT.	40,000.00	32,041.43	7,221.31	7,958.57	80.10
252-736-957.000	MISC/CONTINGENCY	600.00	40.78	0.00	559.22	6.80
252-736-967.100	SITE IMPROVEMENT GRANTS	100,000.00	0.00	0.00	100,000.00	0.00
252-736-972.000	LAND AND IMPROVEMENTS	1,500,000.00	0.00	0.00	1,500,000.00	0.00
252-736-973.005	NON MOTORIZED PATHWAYS	10,000.00	0.00	0.00	10,000.00	0.00
252-736-995.004	ADMINISTRATIVE CHARGES	29,543.00	29,543.00	0.00	0.00	100.00
252-736-995.007	INTERFUND SERVICES	30,692.00	30,692.00	0.00	0.00	100.00
Total Dept 736 - TIFA B		2,048,178.00	181,944.12	11,686.54	1,866,233.88	8.88
Expenditures		2,048,178.00	181,944.12	11,686.54	1,866,233.88	8.88
<b>Fund 252 - TIFA B:</b>						
TOTAL REVENUES		1,660,333.00	1,914,258.93	313,659.44	(253,925.93)	
TOTAL EXPENDITURES		2,048,178.00	181,944.12	11,686.54	1,866,233.88	
NET OF REVENUES & EXPENDITURES:		(387,845.00)	1,732,314.81	301,972.90	(2,120,159.81)	

## REVENUE AND EXPENDITURE REPORT FOR CITY OF AUBURN HILLS

Balance As of 09/30/2023

GL Number	Description	2023 Amended Budget	YTD Balance 09/30/2023	Activity For 09/30/2023	Available Balance 09/30/2023	% Bdg't Used
<b>Fund: 253 TIFA D</b>						
<b>Account Category: Revenues</b>						
<b>Department: 737 TIFA D</b>						
253-737-402.000	AD VALOREM	0.00	196,148.21	0.00	(196,148.21)	100.00
253-737-507.000-HAVAELECTION	FEDERAL GRANTS	0.00	5,020.00	0.00	(5,020.00)	100.00
253-737-528.000-COMMCTRKITCH	OTHER FEDERAL GRANTS	0.00	125,000.00	125,000.00	(125,000.00)	100.00
253-737-573.000	LOCAL COMMUNITY STABILIZATION SHARE	708,036.00	0.00	0.00	708,036.00	0.00
253-737-651.400	U&A FEES - ELECTRIC VEHICLE CHARGING	250.00	394.66	54.00	(144.66)	157.86
253-737-665.000	INTEREST REVENUE	0.00	32,465.07	0.00	(32,465.07)	100.00
253-737-669.001	INTEREST REV EXT MANAGERS	0.00	14,905.00	0.00	(14,905.00)	100.00
Total Dept 737 - TIFA D		708,286.00	373,932.94	125,054.00	334,353.06	52.79
Revenues		708,286.00	373,932.94	125,054.00	334,353.06	52.79
<b>Account Category: Expenditures</b>						
<b>Department: 737 TIFA D</b>						
253-737-757.000-FIREADM_3410	OPERATING SUPPLIES	0.00	49.66	0.00	(49.66)	100.00
253-737-800.199	LANDSCAPE/GEN MAINT	44,000.00	18,958.08	3,398.56	25,041.92	43.09
253-737-810.000	INVESTMENT MANAGEMENT FEES	1,200.00	835.17	45.54	364.83	69.60
253-737-885.000	COMMUNITY RELATIONS	1,500.00	0.00	0.00	1,500.00	0.00
253-737-922.000	STREET LIGHTING	52,000.00	43,186.93	1,708.38	8,813.07	83.05
253-737-927.000	WATER CONSUMPTION	100.00	249.08	38.08	(149.08)	249.08
253-737-927.000-2424SEYBURNX	WATER CONSUMPTION	400.00	0.00	0.00	400.00	0.00
253-737-927.000-2458ESEYBURN	WATER CONSUMPTION	0.00	17.38	2.42	(17.38)	100.00
253-737-927.000-ADMBLDG_1827	WATER CONSUMPTION	6,000.00	3,176.62	605.54	2,823.38	52.94
253-737-927.000-FIREADM_3410	WATER CONSUMPTION	0.00	140.60	19.30	(140.60)	100.00
253-737-927.000-LIBRARY_3400	WATER CONSUMPTION	4,000.00	2,005.98	355.32	1,994.02	50.15
253-737-927.000-SEYBURN MNSN	WATER CONSUMPTION	0.00	3,061.00	611.57	(3,061.00)	100.00
253-737-927.000-SPORTFD_1800	WATER CONSUMPTION	12,000.00	6,761.68	248.68	5,238.32	56.35
253-737-929.000	IRRIGATION WATER AND MAINT.	76,000.00	44,963.43	3,988.02	31,036.57	59.16
253-737-931.000-ADMBLDG_1827	BLDG. MAINTENANCE	132,850.00	32,850.00	0.00	100,000.00	24.73
253-737-931.000-COMMCTR_3350	BLDG. MAINTENANCE	38,750.00	38,750.00	0.00	0.00	100.00
253-737-931.000-LIBRARY_3400	BLDG. MAINTENANCE	34,800.00	34,800.00	0.00	0.00	100.00
253-737-931.000-OUTBLDG_1827	BLDG. MAINTENANCE	4,400.00	4,400.00	4,400.00	0.00	100.00
253-737-931.001-CIVICPK_1827	PARK MAINTENANCE	17,733.00	17,733.00	0.00	0.00	100.00
253-737-937.000	PARKING LOT MAINTENANCE	123,600.00	0.00	0.00	123,600.00	0.00
253-737-937.003	SIDEWALK MAINTENANCE	5,000.00	0.00	0.00	5,000.00	0.00
253-737-957.000	MISC/CONTINGENCY	100.00	40.78	0.00	59.22	40.78
253-737-967.100	SITE IMPROVEMENT GRANTS	9,828.00	9,827.24	0.00	0.76	99.99
253-737-972.000-CAMPUSSIGNXX	LAND AND IMPROVEMENTS	125,000.00	0.00	0.00	125,000.00	0.00
253-737-975.000	BLDG. ADDITIONS & IMPROVEMENTS	176,064.29	20,920.90	0.00	155,143.39	11.88
253-737-975.000-COMMCTRKITCH	BLDG. ADDITIONS & IMPROVEMENTS	25,000.00	12,794.69	0.00	12,205.31	51.18
253-737-975.000-FIREADM_3410	BLDG. ADDITIONS & IMPROVEMENTS	13,651.42	14,265.75	0.00	(614.33)	104.50
253-737-975.000-FIRESTATION2	BLDG. ADDITIONS & IMPROVEMENTS	580,000.00	0.00	0.00	580,000.00	0.00
253-737-975.000-STORAGE_BLDG	BLDG. ADDITIONS & IMPROVEMENTS	0.00	(60.79)	0.00	60.79	100.00
253-737-995.004	ADMINISTRATIVE CHARGES	16,150.00	16,150.00	0.00	0.00	100.00
253-737-995.007	INTERFUND SERVICES	5,749.00	5,749.00	0.00	0.00	100.00
Total Dept 737 - TIFA D		1,505,875.71	331,626.18	15,421.41	1,174,249.53	22.02
Expenditures		1,505,875.71	331,626.18	15,421.41	1,174,249.53	22.02
<b>Fund 253 - TIFA D:</b>						

# REVENUE AND EXPENDITURE REPORT FOR CITY OF AUBURN HILLS

Balance As of 09/30/2023

GL Number	Description	2023 Amended Budget	YTD Balance 09/30/2023	Activity For 09/30/2023	Available Balance 09/30/2023	% Bdgt Used
<b>Fund: 253 TIFA D</b>						
	TOTAL REVENUES	708,286.00	373,932.94	125,054.00	334,353.06	
	TOTAL EXPENDITURES	1,505,875.71	331,626.18	15,421.41	1,174,249.53	
	NET OF REVENUES & EXPENDITURES:	<u>(797,589.71)</u>	<u>42,306.76</u>	<u>109,632.59</u>	<u>(839,896.47)</u>	
Report Totals:						
	TOTAL REVENUES - ALL FUNDS	3,759,022.00	3,474,743.48	594,485.99	284,278.52	
	TOTAL EXPENDITURES - ALL FUNDS	5,027,806.81	1,434,091.86	78,338.41	3,593,714.95	
	NET OF REVENUES & EXPENDITURES:	<u>(1,268,784.81)</u>	<u>2,040,651.62</u>	<u>516,147.58</u>	<u>(3,309,436.43)</u>	



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TO: Chairman Kneffel and Members of the TIFA Board of Directors

FROM: Brandon Skopek, Assistant City Manager, TIFA Executive Director; Karen Adcock, Director of Recreation and Senior Services

DATE: September 28, 2023

SUBJECT: Bid Award for the Installation of Sound Reduction Panels at the Community Center

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### **INTRODUCTION AND HISTORY**

As TIFA Board may recall, there is funding allocated in the 2023 TIF District D budget to install Acoustical Sound Reduction panels in the Community Center banquet rooms, Seyburn A & B.

The Community Center banquet rooms Seyburn A and Seyburn B cathedral ceilings are about 18 feet tall. While the high ceilings are aesthetically pleasing, it does pose a challenge with noise amplification, creating a significant echo in the room. This is not only problematic for people with normal hearing, but also very challenging for those with hearing problems. Over the years this has been one of the top complaints from the seniors when they are attending events and programs.

Therefore, staff created an RFP for the installation of Acoustical Sound Reduction Panels. The RFP was placed on the Michigan Inter-Governmental Trade Network (MITN) on August 9, 2023. The RFP consisted of specifications and a required site visit. One company submitted a proposal: Division 9 of Stony Creek Services from Farmington Hills. The proposal was in the amount of \$32,984, which is slightly over the \$30,000 budgeted for this project. Staff met on site with Division 9 of Stony Creek Services to review the proposed option and to explore less expensive options.

The RFP proposed a product that is called Whisper Walls. This product has a 1" pad covered by fabric and is expected to absorb 95% of the sound. The fabric panels are proposed to be installed on the gable ends and on the soffit walls (example attached). The fabric will match very closely to the walls color.

The second, less expensive option involved spraying a product like plaster on the ceilings. This product is used in large arenas and on open ceilings in schools and churches with very high ceilings. Aesthetically this is not as nice looking as Whisper Walls, but the other concern is maintenance. The product looks like a deflated popcorn ceiling and could easily become dirty from dust particles. After reviewing each product, staff believes the Whisper Walls product would look nicer and will come with minimal maintenance. The Whisper Walls are installed as panels, so if there is an issue with a section it can be removed and replaced.

### **STAFF RECOMMENDATION**

Staff recommends approval of Division 9 of Stony Creek Services proposal of \$32,984.00 for the installation of Acoustical Sound Reduction panels at the Community Center. A budget amendment will not be required due to other projects coming under budget.

### **An appropriate motion is:**

**Move to approve the RFP from Division 9 of Stony Creek Services in the amount of \$32,984 for the installation of acoustical sound reduction panels.**

## REQUEST FOR PROPOSAL

**BID ID:** AH CC Acoustical Sound Panels #1

**BID NAME:** City of Auburn Hills Community Center Acoustical Sound Reduction Panels - Banquet Rooms Seyburn A & B #1

**ITEM:** Install Acoustical Sound Reduction Panels Seyburn A & B

**DEADLINE:** 10:30 am, August 22, 2023

The City of Auburn Hills is seeking proposals from qualified contractors for the purchase and installation of acoustical sound reduction panels for the City of Auburn Hills Community Center banquet rooms, hereafter referred to as Seyburn A & B.

Bids to receive consideration shall be received prior to the specified time of opening as designated on the bid form. **NO LATE BIDS WILL BE ACCEPTED.** Bids are considered received when received and date stamped by the office of the City Clerk.

Any questions regarding this bid should be directed to Karen Adcock, SDC, Director Recreation and Senior Services at 248-270-9353 or [kadcock@auburnhills.org](mailto:kadcock@auburnhills.org).

### **Bid Submission Instructions:**

- 1. Submit SEALED BID along with Bid ID- AH Community Center Acoustical Sound Reduction Panels #1, on the sealed envelope.**
- 2. Must be received by City Clerk's Office 1827 N. Squirrel Rd., Auburn Hills, MI 48326 no later than bid deadline of 10:30 am.**
- 3. Include one copy of page 5 (Bid Submission) of the bid document.**

The City reserves the right to reject any or all bids or waive any irregularities which it deems in the best interest of the City.

Pricing shall be stated in units of quantity specified in the Bid Document. In case of a discrepancy in computing the amount of the bid, the unit price bid will govern.

All quantities stated, unless indicated otherwise, are estimates and the City reserves the right to increase or decrease the quantity at the unit price bid as best fits its needs.



The bidding contractor is responsible for all costs associated with the research and preparation of their bidding document.

## **Insurance requirement for work on or within city property/facilities**

### **1. Liability Insurance**

An ACORD certificate of insurance, or its equivalent, shall be furnished to the City of Auburn Hills at 1827 North Squirrel Road, Auburn Hills, Michigan 48326 evidencing insurance in force for the duration of and applicable to this contract with an insurance company acceptable to the City of Auburn Hills with a minimum A.M. BEST rating of "A", and the following minimum requirements:

a. General Liability (affording coverage not less than ISO Commercial General Liability coverage form):

- I. Check mark indicating occurrence as opposed to claims made form
- II. Limits of Liability:
  - \$2,000,000 each occurrence
  - \$4,000,000 general and products-completed operations aggregates
- III. Personal Injury
  - \$2,000,000 aggregate

b. Automobile Liability:

- I. Check mark indicating coverage as to any automobile
- II. Certificate must reflect Michigan "No Fault" PIP and PPI statutory coverages are also afforded
- III. Limits of Liability: \$2,000,000 combined single limit

c. Acceptable alternate limits are combinations of primary and excess or umbrella limits to equal not less than those shown in (a) and (b) above.

d. Description section of ACORD form is to read: *It is understood and agreed that the following shall be additional insured: The City of Auburn Hills, including all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities, including but not limited to the Tax Increment Finance Authority, Brownfield Redevelopment Authority and the Building Authority, and their employees, representatives and volunteers. The coverage shall be primary to the additional insured and not contributing with any other insurance or similar protection available to the additional insured. This shall not apply to the contractor's required worker's compensation/employer's liability.*

e. The Description of Operation section of the Certificate shall also name or describe the project and/or event for which coverage is provided.

## **2. Owner's and Contractor's Protective Liability**

The Contractor shall procure and maintain during the life of the contract Owner's and Contractor's Protective Liability and Insurance in the name of the City of Auburn Hills, in an amount not less than \$2,000,000 per occurrence, and \$4,000,000 aggregate for injuries, including death, to persons and property damage including loss of use thereof. This insurance shall be in an insurance company acceptable to the City of Auburn Hills.

## **3. Workers Compensation**

The Contractor shall procure and maintain during the life of the contract, statutory Michigan Workers Compensation and Employers Liability Insurance for all employees employed at or in the vicinity of the Contractor's property, or any property used in connection with the Contractor's operation or in carrying out any work related to this contract.

Michigan Workers Compensation and Employers Liability Insurance shall be procured and maintained with the following limits of liability:

- \$100,000 E.L. each accident
- \$100,000 E.L. each disease – each employee
- \$500,000 E.L. Disease – Policy Limit

This insurance shall comply with all applicable rules and regulations of the State of Michigan and shall be in an insurance company acceptable to the City of Auburn Hills.

## **4. Certificate of Insurance**

The Contractor agrees that he/she will file all required Certificates of Insurance satisfactory to the City of Auburn Hills with the City of Auburn Hills simultaneously with or prior to the execution of this contract indicating that the insurance required herein has been issued and is in full force and effect.

Further, the Contractor will provide updated certificates annually prior to the policies' expiration dates, to indicate that the policies and conditions required hereunder are in full force and effect during the life of this contract.

## **5. Bid Bond**

A bid bond is not required for this project. Product and services charges will be paid upon completion and acceptance of the project by the City of Auburn Hills.

## **6. Project Specifications**

- A) The City of Auburn Hills is seeking proposals from qualified contractors for the purchase and installation of acoustical sound reduction panels for the City of Auburn Hills Community Center banquet rooms, hereafter referred to as Seyburn A & B.**
- B) The proposal is to include both the acquisition of required materials and installation of said material.**
- C) Warranty of equipment and installation shall meet or exceed industry standards.**
- D) Proposal recommendations to include sufficient detail including type of product, manufacturer, warranties, and time frame for project once awarded. Time frame to take into consideration lead time for orders, length of time to install equipment and complete project.**
- E) Acoustical panels are not to be hanging baffles or any other type of hanging acoustical panel.**
- F) Provide 3 recent business references of projects similar to this project.**

**A site visit is required for all submissions no later than August 18, 2023, by appointment. Call 248-370-9353 and ask for Karen Adcock or email [kadcock@auburnhills.org](mailto:kadcock@auburnhills.org).**

**CITY OF AUBURN HILLS BID SUBMISSION**

**City of Auburn Hills Community Center Acoustical Sound Reduction Panels -  
Banquet Rooms Seyburn A & B**

The undersigned does hereby submit a bid to the City of Auburn Hills for the above stated project. The following costs shall include all labor, materials, delivery, and equipment needed to accomplish this work.

**TOTAL BID AMOUNT:**     \$\_\_\_\_\_.

**NOTE: CONTRACT SHALL BE PAID IN FULL UPON THE COMPLETION AND  
ACCEPTANCE OF PROJECT BY THE CITY OF AUBURN HILLS.**

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

- 1) Professional Reference Contact: \_\_\_\_\_
  - a. Contact Phone: \_\_\_\_\_
  - b. Contact Email: \_\_\_\_\_
- 2) Professional Reference Contact: \_\_\_\_\_
  - a. Contact Phone: \_\_\_\_\_
  - b. Contact Email: \_\_\_\_\_
- 3) Professional Reference Contact: \_\_\_\_\_
  - a. Contact Phone: \_\_\_\_\_
  - b. Contact Email: \_\_\_\_\_

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Authorized Signature	Title
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Printed Name	Date
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## CITY OF AUBURN HILLS BID SUBMISSION

### City of Auburn Hills Community Center Acoustical Sound Reduction Panels - Banquet Rooms Seyburn A & B

The undersigned does hereby submit a bid to the City of Auburn Hills for the above stated project. The following costs shall include all labor, materials, delivery, and equipment needed to accomplish this work.

TOTAL BID AMOUNT: \$ 32,984

NOTE: CONTRACT SHALL BE PAID IN FULL UPON THE COMPLETION AND ACCEPTANCE OF PROJECT BY THE CITY OF AUBURN HILLS.

Company: DIVISION 9 OF STONY CREEK SERVICES

Address: 23751 RESEARCH DR., FARMINGTON HILLS, MI 48335

Telephone: 248-426-7771

Email: JVAN@STONYCREEKSERVICES.COM

- 1) Professional Reference Contact: WHISPER WALLS
  - a. Contact Phone: 303-671-6696
  - b. Contact Email: JHEKLY@WHISPERWALLS.COM
- 2) Professional Reference Contact: NEUMAT USA - JANE
  - a. Contact Phone: 631-261-1498
  - b. Contact Email: JANE@NEUMATUSA.COM
- 3) Professional Reference Contact: BURCH FABRIC
  - a. Contact Phone: 800-841-8111
  - b. Contact Email: A-R@BURCHFABRICS.COM

  
Authorized Signature

OPERATIONS MGR

Title

JON VANDERGRAAF

Printed Name

AUG 21, 2023

Date

## REQUEST FOR PROPOSAL

**BID ID:** AH CC Acoustical Sound Panels #1

**BID NAME:** City of Auburn Hills Community Center Acoustical Sound Reduction Panels - Banquet Rooms Seyburn A & B #1

**ITEM:** Install Acoustical Sound Reduction Panels Seyburn A & B

**DEADLINE:** 10:30 am, August 22, 2023

The City of Auburn Hills is seeking proposals from qualified contractors for the purchase and installation of acoustical sound reduction panels for the City of Auburn Hills Community Center banquet rooms, hereafter referred to as Seyburn A & B.

Bids to receive consideration shall be received prior to the specified time of opening as designated on the bid form. **NO LATE BIDS WILL BE ACCEPTED.** Bids are considered received when received and date stamped by the office of the City Clerk.

Any questions regarding this bid should be directed to Karen Adcock, SDC, Director Recreation and Senior Services at 248-270-9353 or [kadcock@auburnhills.org](mailto:kadcock@auburnhills.org).

### **Bid Submission Instructions:**

- 1. Submit SEALED BID along with Bid ID- AH Community Center Acoustical Sound Reduction Panels #1, on the sealed envelope.**
- 2. Must be received by City Clerk's Office 1827 N. Squirrel Rd., Auburn Hills, MI 48326 no later than bid deadline of 10:30 am.**
- 3. Include one copy of page 5 (Bid Submission) of the bid document.**

The City reserves the right to reject any or all bids or waive any irregularities which it deems in the best interest of the City.

Pricing shall be stated in units of quantity specified in the Bid Document. In case of a discrepancy in computing the amount of the bid, the unit price bid will govern.

All quantities stated, unless indicated otherwise, are estimates and the City reserves the right to increase or decrease the quantity at the unit price bid as best fits its needs.

The bidding contractor is responsible for all costs associated with the research and preparation of their bidding document.

## **Insurance requirement for work on or within city property/facilities**

### **1. Liability Insurance**

An ACORD certificate of insurance, or its equivalent, shall be furnished to the City of Auburn Hills at 1827 North Squirrel Road, Auburn Hills, Michigan 48326 evidencing insurance in force for the duration of and applicable to this contract with an insurance company acceptable to the City of Auburn Hills with a minimum A.M. BEST rating of "A", and the following minimum requirements:

a. General Liability (affording coverage not less than ISO Commercial General Liability coverage form):

- I. Check mark indicating occurrence as opposed to claims made form
- II. Limits of Liability:
  - \$2,000,000 each occurrence
  - \$4,000,000 general and products-completed operations aggregates
- III. Personal Injury
  - \$2,000,000 aggregate

b. Automobile Liability:

- I. Check mark indicating coverage as to any automobile
- II. Certificate must reflect Michigan "No Fault" PIP and PPI statutory coverages are also afforded
- III. Limits of Liability: \$2,000,000 combined single limit

c. Acceptable alternate limits are combinations of primary and excess or umbrella limits to equal not less than those shown in (a) and (b) above.

d. Description section of ACORD form is to read: *It is understood and agreed that the following shall be additional insured: The City of Auburn Hills, including all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities, including but not limited to the Tax Increment Finance Authority, Brownfield Redevelopment Authority and the Building Authority, and their employees, representatives and volunteers. The coverage shall be primary to the additional insured and not contributing with any other insurance or similar protection available to the additional insured. This shall not apply to the contractor's required worker's compensation/employer's liability.*

e. The Description of Operation section of the Certificate shall also name or describe the project and/or event for which coverage is provided.

## **2. Owner's and Contractor's Protective Liability**

The Contractor shall procure and maintain during the life of the contract Owner's and Contractor's Protective Liability and Insurance in the name of the City of Auburn Hills, in an amount not less than \$2,000,000 per occurrence, and \$4,000,000 aggregate for injuries, including death, to persons and property damage including loss of use thereof. This insurance shall be in an insurance company acceptable to the City of Auburn Hills.

## **3. Workers Compensation**

The Contractor shall procure and maintain during the life of the contract, statutory Michigan Workers Compensation and Employers Liability Insurance for all employees employed at or in the vicinity of the Contractor's property, or any property used in connection with the Contractor's operation or in carrying out any work related to this contract.

Michigan Workers Compensation and Employers Liability Insurance shall be procured and maintained with the following limits of liability:

- \$100,000 E.L. each accident
- \$100,000 E.L. each disease – each employee
- \$500,000 E.L. Disease – Policy Limit

This insurance shall comply with all applicable rules and regulations of the State of Michigan and shall be in an insurance company acceptable to the City of Auburn Hills.

## **4. Certificate of Insurance**

The Contractor agrees that he/she will file all required Certificates of Insurance satisfactory to the City of Auburn Hills with the City of Auburn Hills simultaneously with or prior to the execution of this contract indicating that the insurance required herein has been issued and is in full force and effect.

Further, the Contractor will provide updated certificates annually prior to the policies' expiration dates, to indicate that the policies and conditions required hereunder are in full force and effect during the life of this contract.

## **5. Bid Bond**

A bid bond is not required for this project. Product and services charges will be paid upon completion and acceptance of the project by the City of Auburn Hills.



## **6. Project Specifications**

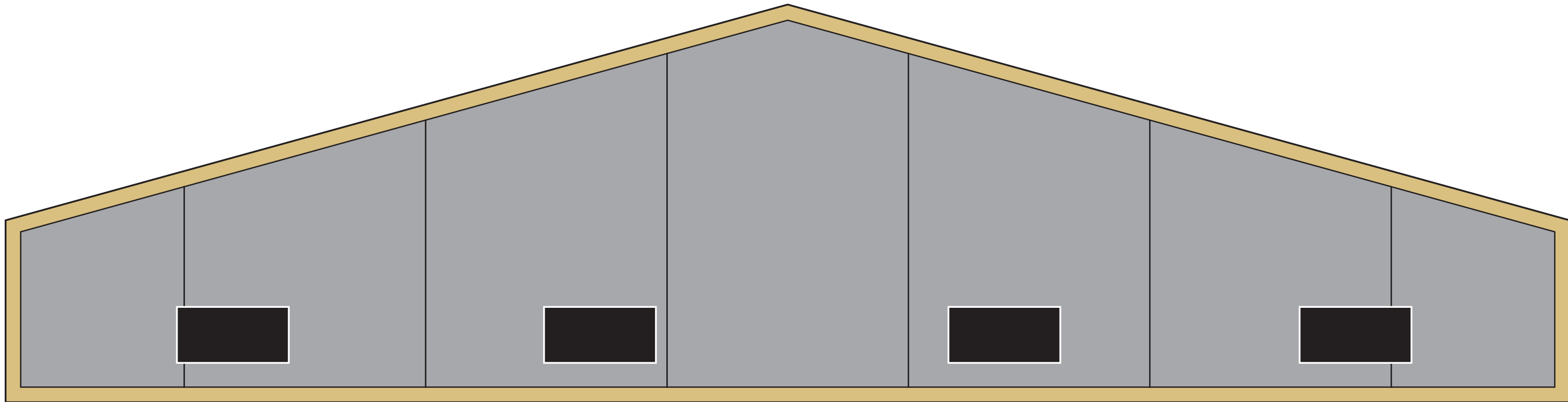
- A) The City of Auburn Hills is seeking proposals from qualified contractors for the purchase and installation of acoustical sound reduction panels for the City of Auburn Hills Community Center banquet rooms, hereafter referred to as Seyburn A & B.**
- B) The proposal is to include both the acquisition of required materials and installation of said material.**
- C) Warranty of equipment and installation shall meet or exceed industry standards.**
- D) Proposal recommendations to include sufficient detail including type of product, manufacturer, warranties, and time frame for project once awarded. Time frame to take into consideration lead time for orders, length of time to install equipment and complete project.**
- E) Acoustical panels are not to be hanging baffles or any other type of hanging acoustical panel.**
- F) Provide 3 recent business references of projects similar to this project.**

**A site visit is required for all submissions no later than August 18, 2023, by appointment. Call 248-370-9353 and ask for Karen Adcock or email [kadcock@auburnhills.org](mailto:kadcock@auburnhills.org).**

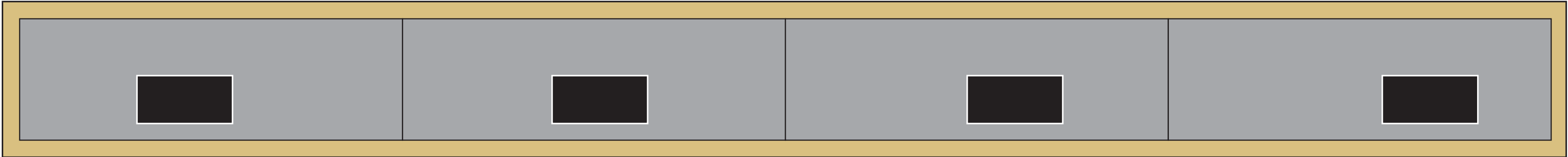


REVISIONS			
ZONE	REV	DESCRIPTION	DATE
		APPROVED	

CITY OF AUBURN HILLS  
Community Center



4 GABLE ENDS




4 SOFFIT WALLS



Issued For Approval: 9-28-2023

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_



**DIVISION9**  
OF STONY CREEK SERVICES  
23751 RESEARCH DRIVE,  
FARMINGTON HILLS, MI 48335  
TEL (248)426-7771  
FAX (248)426-7773

**CITY OF AUBURN HILLS  
COMMUNITY CENTER**

Karen Adcock  
1827 N. Squirrel Rd

SIZE D	FSCM NO.	DWG NO. D-0928202300000-JV	REV 0
SCALE None		SHEET 1 of 1	

Feb 10, 2022