



AUBURN HILLS MEETING SCHEDULE  
248-370-9402 | WWW.AUBURNHILLS.ORG

## FEBRUARY 2024

DAY	TITLE	TIME	LOCATION
1	Election Commission Meeting /Public Accuracy Test	5:30 PM	Council Chamber 1827 N. Squirrel Road
5	City Council Workshop	5:30 PM	Administrative Conference Room 1827 N. Squirrel Road
5	City Council Meeting	7:00 PM	Council Chamber 1827 N. Squirrel Road
7	Planning Commission	7:00 PM	<b>CANCELED</b>
8	Zoning Board of Appeals	4:00 PM	<b>CANCELED</b>
12	Library Board	7:00 PM	Auburn Hills Public Library 3400 Seyburn Drive
13	DDA/TIFA Joint Meeting	4:00 PM	Public Safety Building 1899 N. Squirrel Road
13	Tax Increment Finance Authority	Immediately following the DDA/TIFA Joint meeting	Public Safety Building 1899 N. Squirrel Road
15	City Council Special Meeting	3:00 PM	Council Chamber 1827 N. Squirrel Road
19	City Council Workshop	5:30 PM	Administrative Conference Room 1827 N. Squirrel Road
19	City Council Meeting	7:00 PM	Council Chamber 1827 N. Squirrel Road
20	<del>Brownfield Redevelopment Authority</del>	<del>6:00 PM</del>	<b>CANCELED</b>
26	Downtown Development Authority Informational Meeting*	5:30 PM	Administrative Conference Room 1827 N. Squirrel Road
26	Downtown Development Authority	*regular meeting following immediately	Administrative Conference Room 1827 N. Squirrel Road
27	<del>Public Safety Advisory Committee</del>	<del>5:00 PM</del>	<b>Rescheduled for 3/5/24</b>
27	Election Day	7:00 AM 8:00 PM	All Polling Locations

17-25 Early Voting  
Public Safety Building  
1899 N. Squirrel Road  
8:30 AM – 4:30 PM (except 2/22)  
2/22 from noon – 8:00 PM

**NOTE:** Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the City Clerk's Office at 248.370.9402 48 hours prior to the meeting. Staff will be pleased to make the necessary arrangements. PLEASE BE ADVISED, DUE TO A LACK OF AGENDA ITEMS, SOME MEETINGS MAY BE CANCELED.



## AUBURN HILLS MEETING SCHEDULE

248-370-9402 | WWW.AUBURNHILLS.ORG

### MARCH 2024

DAY	TITLE	TIME	LOCATION
4	City Council Workshop	5:30 PM	Administrative Conference Room 1827 N. Squirrel Road
4	City Council Meeting	7:00 PM	Council Chamber 1827 N. Squirrel Road
5	Board of Review Organizational Meeting	9:00 AM	Council Conference Room 1827 N. Squirrel Road
5	Public Safety Advisory Committee	5:00 PM	Public Safety Building 1899 N. Squirrel Road
6	Planning Commission	7:00 PM	Council Conference Room 1827 N. Squirrel Road
11	Board of Review	9:00 AM	Administrative Conference Room 1827 N. Squirrel Road
11	Downtown Development Authority	5:30 PM	Administrative Conference Room 1827 N. Squirrel Road
12	Library Board	7:00 PM	Auburn Hills Public Library 3400 Seyburn Drive
12	Board of Review	2:00 PM	Administrative Conference Room 1827 N. Squirrel Road
12	Tax Increment Finance Authority	4:00 PM	Council Chamber 1827 N. Squirrel Road
13	Pension Board/Retiree Health Care	3:00 PM	Administrative Conference Room 1827 N. Squirrel Road
14	Zoning Board of Appeals	7:00 PM	Council Conference Room 1827 N. Squirrel Road
18	City Council Meeting	7:00 PM	Council Chamber 1827 N. Squirrel Road

**NOTE:** Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the City Clerk's Office at 248.370.9402 48 hours prior to the meeting. Staff will be pleased to make the necessary arrangements. PLEASE BE ADVISED, DUE TO A LACK OF AGENDA ITEMS, SOME MEETINGS MAY BE CANCELED.



**CITY OF AUBURN HILLS**  
**MONDAY, FEBRUARY 19, 2024**

**Workshop Session ♦ 5:30 PM**

Admin Conference Room, 1827 N. Squirrel Road, Auburn Hills MI

**Regular City Council Meeting ♦ 7:00 PM**

Council Chamber, 1827 N. Squirrel Road, Auburn Hills MI

248-370-9402 ♦ [www.auburnhills.org](http://www.auburnhills.org)

Workshop Topic: Downtown Parking Study Presentation

**1. MEETING CALLED TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL OF COUNCIL**

**4. APPROVAL OF MINUTES**

4a. City Council Workshop Minutes, February 5, 2024.

4b. City Council Regular Meeting Minutes, February 5, 2024.

**5. APPOINTMENTS AND PRESENTATIONS**

5a. Promotion of Scott Smith to the rank of Detective.

5b. Friends of the Clinton River Trail Presentation

5c. Introduction of Elaine Evans, Volunteer Services Specialist.

5d. Fourth Quarter Investment Report Presentation by Brian Green, AndCo.

Motion – To receive and file the AndCo Consulting 4th quarter Cash Management Investment Performance Review.

**6. PUBLIC COMMENT**

**7. CONSENT AGENDA**

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

7a. Board and Commission Minutes

7a1. Tax Increment Finance Authority, January 9, 2024

7a2. Election Commission, February 1, 2024

7b. Motion – To approve the purchase of a 2024 RAM Promaster 1500 Van.

7c. Motion – To approve a custodial services contract with City Wide Facility Solutions.

7d. Motion – To adopt the annual Arbor Day Proclamation.

7e. Motion – To approve the purchase of 54 Water Meters for the Meter Maintenance Program.

**8. UNFINISHED BUSINESS**

**9. NEW BUSINESS**

9a. Motion – To adopt Resolution No. 1 to proceed with preparation of plans, specifications and cost estimates for the proposed Superior Court Special Assessment District.

**10. COMMENTS AND MOTIONS FROM COUNCIL**

**11. CITY ATTORNEY REPORT**

**12. CITY MANAGER REPORT**

**13. CLOSED SESSION**

13a. Motion – To meet in closed session to discuss labor negotiations pursuant to MCL 15.268(1)(c) of the Open Meetings Act.

City Council meeting minutes are on file in the City Clerk's Office. NOTE: Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the City Clerk's Office at 248.370.9402 or the City Manager's Office at 248.370.9440 48 hours prior to the meeting. Staff will be pleased to make the necessary arrangements.

#### **14. ADJOURNMENT**

City Council meeting minutes are on file in the City Clerk's Office. NOTE: Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the City Clerk's Office at 248.370.9402 or the City Manager's Office at 248.370.9440 48 hours prior to the meeting. Staff will be pleased to make the necessary arrangements.





# CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: FEBRUARY 19, 2024

AGENDA ITEM NO 4B

CITY COUNCIL



## CITY OF AUBURN HILLS REGULAR CITY COUNCIL MEETING **DRAFT** MINUTES

FEBRUARY 5, 2024

**CALL TO ORDER &:** Mayor Marzolf at 7:00 PM.

**PLEDGE OF ALLEGIANCE**

**LOCATION:** Council Chamber, 1827 N. Squirrel Road, Auburn Hills MI

**ROLL CALL:** Present: Council Members Ferguson, Fletcher, Hawkins, Knight, Marzolf, McDaniel, and Verbeke

Absent: None

Also Present: City Manager Tanghe, Assistant City Manager Skopek, City Attorney Beckerleg, City Clerk Pierce, Chief of Police Gagnon, Fire Chief Massingill, Manager of Fieldstone Golf Club Hierlihy, DPW Director Baldante, Manager of Fleet & Roads Hefner, Director of Recreation and Senior Services Adcock, Community Development Director Cohen, Construction Coordinator Lang, Engineer Juidici

5 Guests

A workshop session was held prior to the regular City Council meeting at 5:30 PM. Workshop Topic: Rental Housing/Discussion of Update to 2016 Study.

**4. APPROVAL OF MINUTES**

**4a.** City Council Regular Meeting Minutes, January 22, 2024.

**Moved by Knight, Seconded by Verbeke.**

**RESOLVED:** To approve the City Council Regular Meeting Minutes of January 22, 2024.

**VOTE: Yes:** Ferguson, Fletcher, Hawkins, Knight, Marzolf, McDaniel, Verbeke

**No:** None

**Resolution No. 24.02.20**

**Motion Carried (7 - 0)**

**5. APPOINTMENTS AND PRESENTATIONS**

**5a.** Avondale Youth Assistance Program Summary, presented by Michael Kazyak

Mr. Kazyak provided an overview of the Avondale Youth Assistance Program. He stated that this program prioritizes students that have overcome obstacles or personal achievements. There were 170 students that could be recognized and 11 were celebrated. He also provided information to the different events and programs that have helped support students in various ways.

**5b. Motion – To confirm the reappointment of Jay Boelter, Donearl Johnson, and Ron Moniz to the Public Safety Advisory Committee.**

Mr. Hawkins presented the following names to be reappointed to the Public Safety Advisory Committee for another term; Jay Boelter, Donearl Johnson, and Ron Moniz.

**Moved by Hawkins, Seconded by Knight.**

**RESOLVED: To confirm the reappointment of Mr. Ron Moniz, Mr. Donearl Johnson, and Mr. Jay Boelter to the Public Safety Advisory Committee for a term ending November 20, 2025.**

**VOTE: Yes: Ferguson, Fletcher, Hawkins, Knight, Marzolf, McDaniel, Verbeke**

**No: None**

**Resolution No. 24.02.21**

**Motion Carried (7 - 0)**

**5c. City Manager's Presentation of Awards**

Mr. Tanghe presented the Outstanding Assistant Award to Assistant City Manager Brandon Skopek and the Emerging Leader Award to Andrew Hagge, the Assistant to the City Manager from the Michigan Municipal Executives (MME) organization.

**6. PUBLIC COMMENT**

Representative from Nino's Restaurant shared his request for a solution with regards to the patio at this location and the water reassessment bill he received. Staff will follow up with him on this issue.

**7. CONSENT AGENDA**

**7a. Board and Commission Minutes**

**7a1. Brownfield Redevelopment Authority, January 16, 2024**

**7a2. Election Commission, January 24, 2024**

**RESOLVED: To receive and file the Board and Commission Minutes.**

**7b. Motion – To approve a Golf Cart GPS System.**

**RESOLVED: To approve a three-year contract with Tagmarshal, 975 Cobb Place Blvd., Suite 110, Kennesaw, GA 30144 to provide and install 88 golf cart GPS units and to approve a budget amendment in the amount of \$107,270.54 to FGC account number 584-753-808.000.**

**7c. Motion – To approve MDOT Public Act 51 Mapping Updates.**

**RESOLVED: To approve resolution 24-01 through resolution 24-03 to add extensions of Simmons Road, Alpeana Street, and Calgary Street to the MDOT ACT 51 Map. (Attachment A)**

**Moved by Verbeke, Seconded by Fletcher.**

**RESOLVED: To approve the Consent Agenda.**

**VOTE: Yes: Ferguson, Fletcher, Hawkins, Knight, Marzolf, McDaniel, Verbeke**

**No: None**

**Resolution No. 24.02.22**

**Motion Carried (7 - 0)**

**8. UNFINISHED BUSINESS**

**9. NEW BUSINESS**

**9a. Public Hearing / Motion – To adopt an Ordinance to amend Subsection (f) of Section 50-3. – Regulations Governing City Parks and City Recreational Grounds of Chapter 50 – Parks and Recreation of the Auburn Hills City Code on Second Reading.**

Ms. Adcock shared that staff has developed a program to offer beginning archery classes in the public parks, primarily at Hawk Woods. The development of the program is ensuring that all the requirements, especially safety, are followed.

The Mayor opened the Public Hearing at 7:33 PM  
Hearing no comment, the Public Hearing was closed at 7:34 PM

**Moved by Hawkins, Seconded by Verbeke.**

**RESOLVED: To adopt an Ordinance to amend Subsection (f) of Section 50-3. – Regulations Governing City Parks and City Recreational Grounds of Chapter 50 – Parks and Recreation of the Auburn Hills City Code on Second Reading. The Ordinance shall be known as Ordinance No. 24-937. (Attachment B)**

**VOTE: Yes: Ferguson, Fletcher, Hawkins, Knight, Marzolf, McDaniel, Verbeke  
No: None**

**Resolution No. 24.02.23**

**Motion Carried (7 - 0)**

**9b. Motion – To approve the purchase of a 2024 Sewer Easement Machine.**

Mr. Hefner presented the budgeted item, a sewer easement machine, for purchase with upgrades that provide more stability. The current machine is 20 years old. This item fulfills the city's purchasing ordinance.

**Moved by Ferguson, Seconded by Verbeke.**

**RESOLVED: To approve the purchase of an USJ Easement Machine for \$109,512.50 from Jack Doheny Company of Northville, Michigan under the Sourcewell contract and to be paid from 661-594-977.000.**

**VOTE: Yes: Ferguson, Fletcher, Hawkins, Knight, Marzolf, McDaniel, Verbeke  
No: None**

**Resolution No. 24.02.24**

**Motion Carried (7 - 0)**

**9c. Motion – To approve the purchase of a 2024 Vactor Sewer Cleaner/Vacuum Truck.**

Mr. Hefner requested approval for the purchase of the Vactor sewer cleaner/vacuum truck to aid in the cleaning of the storm sewers throughout the city. This item fulfills the city's purchasing ordinance.

**Moved by Knight, Seconded by Ferguson.**

**RESOLVED: To approve the purchase of a Vactor Truck for \$607,396.40 from Jack Doheny Company of Northville, Michigan under the Sourcewell contract and to be paid from 661-594-981.000.**

**VOTE: Yes: Ferguson, Fletcher, Hawkins, Knight, Marzolf, McDaniel, Verbeke  
No: None**

**Resolution No. 24.02.25**

**Motion Carried (7 - 0)**

**10. COMMENTS AND MOTIONS FROM COUNCIL**

Ms. Verbeke addressed her concerns with the additional water fee and would like to send a resolution regarding Senate Bills 549-554 stating that the City Council of Auburn Hills does not support the additional charge. She shared that it could be harmful to some of the residents, and it is not necessary due to the already existing programs that are available.

Information was provided that Orion Township, Rochester Hills as well as communities within Macomb County have passed resolutions in opposition to this bill. It was noted that if a resolution was drafted and then sent to the State Representatives in Lansing it would show the position of City Council.

**Moved by Verbeke, Seconded by Knight.**

**RESOLVED: To instruct the City Manager to prepare a resolution for Council's consideration to oppose the legislation.**

Ms. Verbeke and Mr. McDaniel thanked the residents that have reached out to them and shared that residents are pleased that this has been brought to their attention and do not feel that this decision is in the best interests of the community.

Mr. McDaniel shared that as a council they have worked hard to lower the cost of water bills to the residents and to increase the water bills now could be a potential hardship for some. The decision to increase the water bill is alleviating local control to the State where it will eventually be more of a burden on our residents.

Mayor Marzolf commented that the current programs only provide temporary assistance where this bill could have a permanent solution for some of our residents.

Mr. Ferguson shared that the creator of the bill is holding a town hall meeting on Monday the 12<sup>th</sup>.

Mr. Hawkins shared that he has appreciated the extensive communication he has had with the State Representatives regarding this issue.

After much discussion, Ms. Verbeke and Mr. Knight withdrew the motion.

**MOTION WITHDRAWN**

Dr. Fletcher suggested that the intersection of Squirrel Road and Shimmons Road be reevaluated with the potential of having a traffic light for safety purposes. She commented that the residents in the area have reached out to her and communicated that they had been hit or almost hit by the traffic in the area and this area should be reviewed. Mr. Tanghe will reach out to the resident that had been hurt.

Mr. Ferguson thanked Dr. Fletcher for the information and Mr. Cohen for the workshop.

Mr. Knight provided a report as the Brownfield Redevelopment Authority representative. He paid tribute to Larry Douglas who served on several committees for Auburn Hills and made a marvelous contribution to the City of Auburn Hills.

Mayor Marzolf also shared a tribute to Mr. Douglas and sent condolences to the family of Larry Douglas. He thanked staff for the State of the Community report.

**11. CITY ATTORNEY REPORT**

**12. CITY MANAGER REPORT**

**13. ADJOURNMENT**

**Moved by Hawkins, Seconded by Verbeke.**

**RESOLVED: To adjourn the meeting.**

**VOTE: Yes: Ferguson, Fletcher, Hawkins, Knight, Marzolf, McDaniel, Verbeke**

**No: None**

**Resolution No. 24.02.26**

**Motion Carried (7 - 0)**

The meeting adjourned at 8:08 PM.

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Brain W. Marzolf, Mayor

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Laura M. Pierce, City Clerk

**ATTACHMENT A**

**RESOLUTION NO. 24-01  
ACCEPTANCE OF SHIMMONS ROAD FROM LAPEER ROAD TO BALD MOUNTAIN ROAD**

At a regular meeting of the City Council of the City of Auburn Hills, Michigan, held at the City Hall on February 5, 2024, the following resolution was offered by Council Member Verbeke and seconded by Council Member Fletcher.

Whereas the City of Auburn Hills did acquire title to Shimmons Road.

And whereas it is necessary to furnish certain information to the State of Michigan to place this street within the City Street System for the purpose of obtaining funds under Act 51, P.A. 1951 as amended.

NOW THEREFORE IT IS RESOLVED:

1. That the centerline of said street as described:

CENTERLINE OF SHIMMONS ROAD (variable width)  
(BETWEEN PHILLIPS and LAPEER ROADS)

A centerline of road being situated in Section 11, Town 3 North, Range 10 East, City of Auburn Hills, Oakland County, Michigan, more particularly described as follows: Commencing at the Center of said Section 11; thence N 04°16'26" E 185.48 feet to a point on the centerline of Shimmons Road (variable width), also being the Point of Beginning; thence along said centerline: S 71°35'21" E 144.78 feet to the Point of Ending.

2. That said street is located within a City right-of-way and under the control of the City of Auburn Hills.

3. That said street is a public street and is for public street purposes.

4. That said street is accepted into the municipal street system and is open to the public for public use on or before December 31, 2023.

AYES:	7 (Ferguson, Fletcher, Hawkins, Knight, Marzolf, McDaniel, Verbeke)	
NAYS:	None	
ABSENT:	None	
ABSTENTIONS:	None	RESOLUTION ADOPTED

STATE OF MICHIGAN)  
COUNTY OF OAKLAND)

I, the undersigned, the duly qualified and appointed City Clerk of the City of Auburn Hills, Oakland County, Michigan do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council held on the 5<sup>th</sup> day February 2024, the original of which is on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my official signature on this \_\_\_\_ day of February 2024.

Laura M. Pierce, City Clerk

**RESOLUTION NO. 24-02**  
**ACCEPTANCE OF ALPEANA STREET FROM ONTARIO DRIVE TO EASTERN CONNECTION**

At a regular meeting of the City Council of the City of Auburn Hills, Michigan, held at the City Hall on February 5, 2024, the following resolution was offered by Council Member Verbeke and seconded by Council Member Fletcher.

Whereas the City of Auburn Hills did acquire title to Alpeana Street.

And whereas it is necessary to furnish certain information to the State of Michigan to place this street within the City Street System for the purpose of obtaining funds under Act 51, P.A. 1951 as amended.

NOW THEREFORE IT IS RESOLVED:

1. That the centerline of said street as described:

ALPEANA STREET (60 FT. WIDE)  
(BETWEEN ONTARIO DRIVE and MANITOBA STREET)

A centerline of road being situated in the NE 1/4 of Section 6, Town 3 North, Range 10 East, City of Auburn Hills, Oakland County, Michigan, more particularly described as follows: Commencing at the NW corner of Lot 37, “LAKE ANGELUS HEIGHTS”, as recorded in Liber 47 of Plats, Page 31, Oakland County Records; thence N 02°34’13” W 30.01 feet to a point on the centerline of Alpeana Street (60 ft. wide), also being the Point of Beginning; thence along said centerline N 85°59’03” E 205.00 feet to the Point of Ending.

2. That said street is located within a City right-of-way and under the control of the City of Auburn Hills.

3. That said street is a public street and is for public street purposes.

4. That said street is accepted into the municipal street system and is open to the public for public use on or before December 31, 2023.

AYES:	7 (Ferguson, Fletcher, Hawkins, Knight, Marzolf, McDaniel, Verbeke)	
NAYS:	None	
ABSENT:	None	
ABSTENTIONS:	None	RESOLUTION ADOPTED

STATE OF MICHIGAN)  
COUNTY OF OAKLAND)

I, the undersigned, the duly qualified and appointed City Clerk of the City of Auburn Hills, Oakland County, Michigan do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council held on the 5<sup>th</sup> day February 2024, the original of which is on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my official signature on this \_\_\_\_ day of February 2024.

Laura M. Pierce, City Clerk

**RESOLUTION NO. 24-03**  
**ACCEPTANCE OF CALGARY STREET FROM WALLER STREET TO EASTERN CONNECTION**

At a regular meeting of the City Council of the City of Auburn Hills, Michigan, held at the City Hall on February 5, 2024, the following resolution was offered by Council Member Verbeke and seconded by Council Member Fletcher.

Whereas the City of Auburn Hills did acquire title to Calgary Street.

And whereas it is necessary to furnish certain information to the State of Michigan to place this street within the City Street System for the purpose of obtaining funds under Act 51, P.A. 1951 as amended.

NOW THEREFORE IT IS RESOLVED:

1. That the centerline of said street as described:

CALGARY STREET (30 FT. WIDE)  
(BETWEEN WALLER STREET and QUEBEC STREET)

A centerline of road being situated in the NE 1/4 of Section 6, Town 3 North, Range 10 East, City of Auburn Hills, Oakland County, Michigan, more particularly described as follows: Commencing at the NW corner of Lot 104, "LAKE ANGELUS GARDENS", as recorded in Liber 47 of Plats, Page 32, Oakland County Records; thence N 85°18'47" E 30.01 feet along the North line of said Lot 104, also being the South right of way line of Calgary Street (30 ft. wide); thence N 04°41'13" W 15.00 feet to a point on the centerline of Calgary Street (30 ft. wide), also being the Point of Beginning; thence along said centerline N 85°18'47" E 120.05 feet to the Point of Ending.

2. That said street is located within a City right-of-way and under the control of the City of Auburn Hills.

3. That said street is a public street and is for public street purposes.

4. That said street is accepted into the municipal street system and is open to the public for public use on or before December 31, 2023.

AYES:	7 (Ferguson, Fletcher, Hawkins, Knight, Marzolf, McDaniel, Verbeke)	
NAYS:	None	
ABSENT:	None	
ABSTENTIONS:	None	RESOLUTION ADOPTED

STATE OF MICHIGAN)  
COUNTY OF OAKLAND)

I, the undersigned, the duly qualified and appointed City Clerk of the City of Auburn Hills, Oakland County, Michigan do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council held on the 5<sup>th</sup> day February 2024, the original of which is on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my official signature on this \_\_\_\_ day of February 2024.

Laura M. Pierce, City Clerk



## **ATTACHMENT B**

### **CITY OF AUBURN HILLS ORDINANCE NO. 24-937**

AN ORDINANCE TO AMEND SUBSECTION (f) OF SECTION 50-3. – REGULATIONS GOVERNING CITY PARKS AND RECREATIONAL GROUNDS, OF CHAPTER 50 – PARKS AND RECREATION, OF THE AUBURN HILLS CITY CODE, AS AMENDED, TO ALLOW THE POSSESSION AND USE OF BOWS AND ARROWS FOR CITY PROVIDED AND CITY APPROVED ARCHERY CLASSES, ARCHERY COMPETITION AND ARCHERY EXHIBITIONS IN ANY CITY PARK AND ON THE RECREATIONAL GROUNDS OF THE CITY CIVIC CENTER.

#### **THE CITY OF AUBURN HILLS ORDAINS:**

##### **SECTION 1.**

Subsection (f) of Section 50-3. – Regulations governing city parks and city recreational grounds, of Chapter 50 – Parks and Recreation, of the Auburn Hills City Code, as amended, is hereby amended to read as follows:

- (f) Except as authorized by law, it shall be unlawful for any person to possess any weapon in any city park or the recreational grounds of the city civic center, including, but not limited to, weapons such as firearms, BB guns, pellet guns, slingshots and bows and arrows, except that bows and arrows may be possessed and used during city provided and/or city approved archery classes, archery competitions and archery exhibitions taking place in any city park and/or on the recreational grounds of the city civic center. City provided and/or city approved archery classes, archery competitions and archery exhibitions are permitted uses in any city park and on the recreational grounds of the city civic center.

##### **SECTION 2. Repealer.**

All ordinances, or parts of ordinances, in conflict with this ordinance are repealed only to the extent necessary to give this ordinance full force and effect.

##### **SECTION 3. Severability.**

If any section, clause or provision of this Ordinance shall be declared to be unconstitutional, void, illegal or ineffective by any Court of competent jurisdiction, such section, clause or provision declared to be unconstitutional, void or illegal shall thereby cease to be a part of this Ordinance, but the remainder of this Ordinance shall stand and be in full force and effect.

##### **SECTION 4. Savings.**

All proceedings pending and all rights and liabilities existing, acquired or incurred at the time this Ordinance takes effect are saved and may be consummated according to the law when they were commenced.

**SECTION 5. Effective Date.**

The provisions of this Ordinance are hereby ordered to take effect upon publication in the manner prescribed by the Charter of the City of Auburn Hills.

**SECTION 6. Adoption.**

This Ordinance is hereby declared to have been adopted by the City Council of the City of Auburn Hills at a meeting thereof duly called and held on the 5<sup>th</sup> day of February, 2024, and ordered to be given publication in the manner prescribed by the Charter of the City of Auburn Hills.

AYES: 7 (Ferguson, Fletcher, Hawkins, Knight, Marzolf, McDaniel, Verbeke)  
NAYES: None  
ABSTENTIONS: None  
ABSENT: None

STATE OF MICHIGAN )  
 ) ss.  
COUNTY OF OAKLAND )

I, the undersigned, the duly qualified Clerk of the City of Auburn Hills, Oakland County, Michigan, do hereby certify that the foregoing is a true and complete copy of Ordinance No. 24-937 adopted by the Auburn Hills City Council on the 5<sup>th</sup> day of February, 2024, the original of which is in my office.

Laura M. Pierce  
City Clerk



# CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: FEBRUARY 19, 2024

AGENDA ITEM NO 4A

CITY COUNCIL



## CITY OF AUBURN HILLS CITY COUNCIL WORKSHOP **DRAFT** MINUTES

FEBRUARY 5, 2024

**CALL TO ORDER:** Mayor Marzolf at 5:30 PM

**LOCATION:** Admin Conference Room, City Hall, 1827 N. Squirrel Rd, Auburn Hills, MI 48326

Present: Mayor Marzolf, Council Members Ferguson, Fletcher, Hawkins, Knight McDaniel,  
Absent: Council Member Verbeke

Also Present: City Manager Tanghe, Assistant City Manager Skopek, City Attorney Beckerleg, City Clerk Pierce, Chief of Police Gagnon, Fire Chief Massingill, Community Development Director Cohen, Construction Coordinator Lang, Economic Development Director Carroll

2 Guests

Workshop Topic: Rental Housing/Discussion of Update to 2016 Study

Mr. Cohen led the discussion regarding the City's Housing Policy. He reviewed the history of residential land use, including the number of housing units. He presented an overview of the City's population demographics and housing stock. Mr. Cohen reviewed the inventory of the City's housing with a focus on attached single-family and multi-family housing stock.

Mr. Cohen discussed the results of past neighborhood studies. He stated that staff is looking for direction regarding housing such as should the City proactively seek to grow its residential population. He discussed the pros and cons of adding additional housing units, both single family homes and rental units. He noted that the City has a smaller amount of rental housing compared to other communities, however there are not a lot of rental housing opportunities left.

Discussion ensued regarding this item. It was noted that the younger generation do not want to own a home, but the older generation want to settle down. The increase in population will affect the cost for City services. It was suggested that a mobile home type park where each lot is owned separately could be a low-cost housing option. It was noted that apartments should be located in an area that is walkable to stores and restaurants. A tiny home community was also suggested. It was noted that there is a void in the market for ranch-style housing options. There was concern that if there were too many rentals and there is a downturn in the economy, those units would deteriorate and the demand would decrease. It was suggested that the City be particular and allow good projects with good architecture in the right area. There needs to be a balance and certain areas make sense.

The meeting adjourned at 6:40 PM.

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Brian W. Marzolf, Mayor

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Laura M. Pierce, City Clerk



# CITY OF AUBURN HILLS

## CITY COUNCIL AGENDA

**MEETING DATE: FEBRUARY 19, 2024**

**AGENDA ITEM NO 5D**

**FINANCE**

**To: Mayor and City Council**  
**From: Thomas A. Tanghe, City Manager; Salvatore Vittone, Deputy Treasurer**  
**Submitted: February 12, 2024**  
**Subject: Motion – To receive and file the AndCo Consulting 4th quarter Cash Management Investment Performance Review**

### **INTRODUCTION AND HISTORY**

Public Act 213 of 2007 requires local governments to prepare periodic investment reports for presentation to the governing body. The investment of the City's working capital or surplus monies is governed by the City's Investment Policy document which incorporates both state (Public Act 20 of 1943 as amended) and local statutes.

In January of 2011, the City engaged the services of a third-party consultant to provide a level of due diligence beyond internal staff review, perform quarterly reviews of the performance of the City's investment portfolio, and to ensure the City's investment portfolio remains in compliance with Public Act 20. Currently, the City's investment consultant is Brian Green of AndCo Consulting, and Mary Donovan of Insight Investment serves as the City's investment manager.

Beginning in 2015, cash and investment reporting was provided quarterly in a summarized format, to be included on the consent agenda. The City's investment consultant began addressing City Council a minimum of two times during the year, regarding the City's managed cash and investments.

Attached is the 4th quarter 2023 investment performance review condensed report prepared by AndCo Consulting. The select pages include both a Summary and Executive report. These pages provide a summary of the City's asset allocation of investments, past and current performance, market values, and an evaluation. The complete 17-page quarterly report is filed with the City Clerk and available for review at any time.

As has been the practice, AndCo Consulting's report includes only managed cash invested through Insight Investment, the Local Government Investment Pool, Michigan CLASS, and Certificate of Deposits. Cash held by the city for operational needs, is not reported. As of December 31, 2023 (unaudited), there was approximately \$40.6 M available for City operations in the City's operational checking account and allocated as follows:

\$17.1 M Governmental Funds  
\$12.1 M Enterprise Funds  
\$1.8 M Internal Service Funds  
\$9.5 M Component Unit Funds

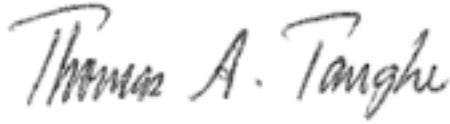
### **STAFF RECOMMENDATION**

The staff recommends the acceptance of the 2023 4th quarter ending December 31, 2023, Cash Management Investment Performance review as attached and submitted by AndCo Consulting.

**MOTION**

**Move to receive and file the AndCo Consulting 4th quarter Cash Management Investment Performance Review**

**I CONCUR:**

A handwritten signature in dark ink, reading "Thomas A. Tanghe". The signature is written in a cursive, flowing style. The first name "Thomas" is written with a large, sweeping capital 'T'. The middle initial "A." is written in a smaller, simpler font. The last name "Tanghe" is written with a capital 'T' and a trailing flourish.

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**THOMAS A. TANGHE, CITY MANAGER**

Investment Performance Review  
Period Ending December 31, 2023

## City of Auburn Hills - Cash Management

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## CONCLUSIONS

1. Investment Results for the \$90.9 million portfolio managed by Insight Investment and the Finance Director/Treasurer were ahead of expectations for the quarter and for the trailing year. The investment rate of return was +2.16% for the quarter and +4.61% for the past 12 months. These results compare to +1.37% return for T-Bills this quarter, and +5.02% for the past 12 months. While the portfolio has lagged the benchmark for the year, it has significantly outperformed peers over that same time period. Longer term results (trailing 3 year and 5 year) are well ahead of peers.

2. Investment Activity for the quarter:

<u>Manager</u>	<u>Interest</u>	<u>\$ FMV Adjustment</u>	<u>Total</u>
1) Insight Investment	\$361,152	\$1,184,856	\$1,546,008
2) Oakland County Invest Pool	\$26,286	\$170	\$26,456
3) CDs plus J Fund	\$992	N/A	\$992
4) Michigan CLASS	\$46,550	N/A	\$46,550
5) Michigan CLASS EDGE	\$291,983	\$41,592	\$333,575
<b>TOTAL</b>	<b>\$726,963</b>	<b>\$1,226,618</b>	<b>\$1,953,581</b>

3. Investment Activity for the trailing 12 months:

<u>Manager</u>	<u>Interest</u>	<u>\$ FMV Adjustment</u>	<u>Total</u>
1) Insight Investment	\$1,283,180	\$1,419,053	\$2,702,233
2) Oakland County Invest Pool	\$85,638	(\$3,737)	\$81,901
3) CDs plus J Fund	\$6,065	N/A	\$6,065
4) Michigan CLASS	\$218,791	N/A	\$218,791
5) Michigan CLASS EDGE	\$1,155,898	\$18,032	\$1,173,930
<b>TOTAL</b>	<b>\$2,749,572</b>	<b>\$1,433,348</b>	<b>\$4,182,920</b>

4. The Average Credit Quality on the portfolio is AAA.

5. General investment guidelines and policies, as well as specific guidelines on safety and liquidity, are being followed.

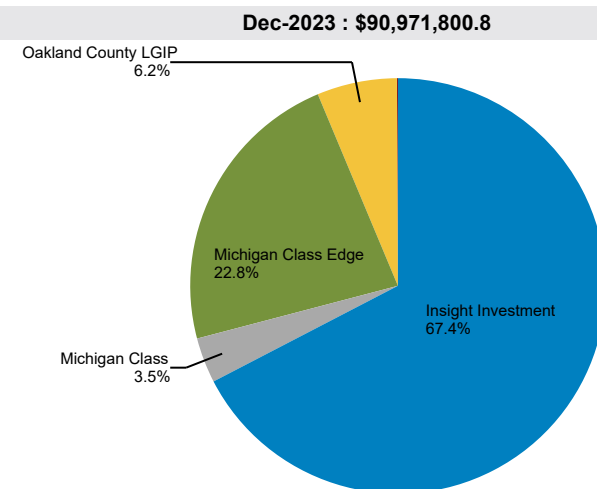
6. Insight Investment and the Finance Director/Treasurer are earning competitive returns, net-of-fees. The active cash management program is both paying for itself and providing a significantly greater return on investment for the city after more than 13 years. Of note, the professional management of the Cash pools has added \$1,392,234 in additional return since January 2010.



**Summary Report**  
**City of Auburn Hills - Cash Management**  
As of December 31, 2023

Asset Allocation & Performance												
	Allocation		Performance(%)									
	Market Value \$	%	QTR Ending Mar-2023	QTR Ending Jun-2023	QTR Ending Sep-2023	QTR Ending Dec-2023	1 YR	2 YR	3 YR	5 YR	Inception	Inception Date
<b>Aggregate Cash Management</b>	<b>90,971,801</b>	<b>100.0</b>	<b>1.34</b>	<b>0.23</b>	<b>0.81</b>	<b>2.16</b>	<b>4.61</b>	<b>1.75</b>	<b>1.13</b>	<b>1.78</b>	<b>1.20</b>	<b>01/01/2010</b>
90 Day U.S. Treasury Bill			1.07	1.17	1.31	1.37	5.02	3.22	2.15	1.88	0.91	
Insight Investment	61,299,641	67.4	1.56	-0.23	0.64	2.59	4.61	0.83	0.42	1.52	1.16	01/01/2010
90 Day U.S. Treasury Bill			1.07	1.17	1.31	1.37	5.02	3.22	2.15	1.88	0.91	
IM U.S. Cash Fixed Income (SA+CF) Median			1.23	1.27	1.38	1.77	5.62	3.03	2.25	2.28		
Michigan Class	3,214,828	3.5	1.18	1.29	1.34	1.37	5.28	3.50	2.34	2.00	1.92	05/01/2017
Michigan Class Edge	20,719,580	22.8	1.11	1.13	1.29	1.50	5.13				4.04	05/01/2022
Oakland County LGIP	5,660,440	6.2	0.31	0.37	0.31	0.47	1.47	1.16	1.00	1.35	1.29	05/01/2015
Comerica Govt Cash	77,311	0.1	1.07	1.25	1.14	1.00	4.54	2.85	1.90	1.64	1.42	03/01/2016

Financial Reconciliation					
	Market Value 01/01/2023	Income	Net Investment Gain/Loss	Net Cash Flow	Market Value 12/31/2023
<b>Aggregate Cash Management</b>	<b>96,542,175</b>	<b>2,749,575</b>	<b>1,433,347</b>	<b>-9,753,296</b>	<b>90,971,801</b>
Insight Investment	58,597,409	1,283,180	1,419,053	-	61,299,641
Michigan Class	4,496,034	218,794	-	-1,500,000	3,214,828
Michigan Class Edge	27,545,650	1,155,898	18,032	-8,000,000	20,719,580
Oakland County LGIP	5,580,598	85,638	-3,737	-2,058	5,660,440
Certificates of Deposit	251,927	2,328	-	-254,255	-
Comerica Govt Cash	70,557	3,737	-	3,017	77,311



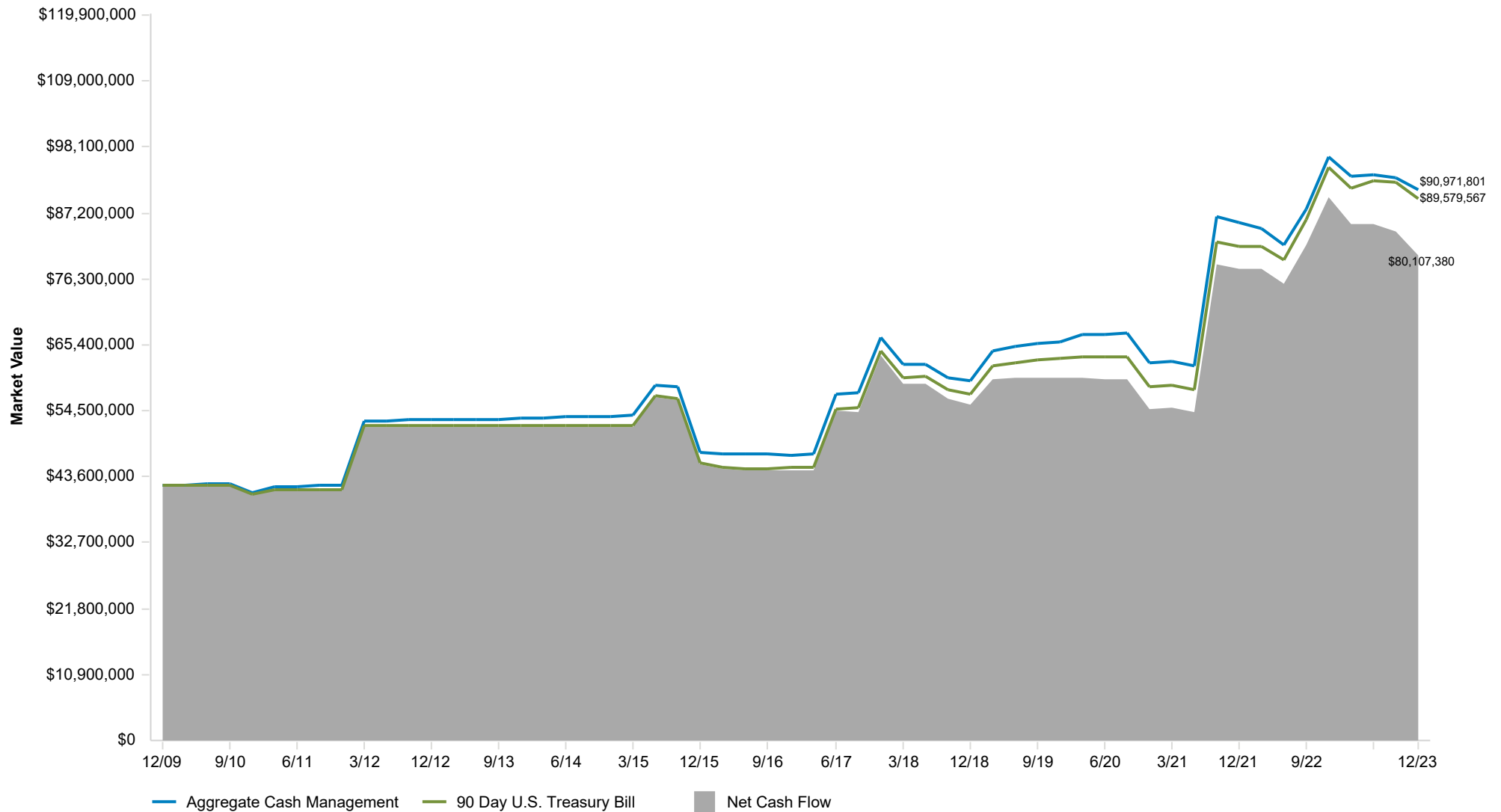
**Comparative Performance Trailing Returns**  
**City of Auburn Hills - Cash Management**  
As of December 31, 2023

Comparative Performance															
	MTH		QTR		YTD		1 YR		3 YR		5 YR		Inception		Inception Date
<b>Aggregate Cash Management</b>	<b>0.93</b>	<b>(82)</b>	<b>2.16</b>	<b>(81)</b>	<b>4.61</b>	<b>(25)</b>	<b>4.61</b>	<b>(25)</b>	<b>1.13</b>	<b>(10)</b>	<b>1.78</b>	<b>(8)</b>	<b>1.20</b>	<b>(17)</b>	<b>01/01/2010</b>
90 Day U.S. Treasury Bill	0.47	(92)	1.37	(95)	5.02	(14)	5.02	(14)	2.15	(3)	1.88	(4)	0.91	(49)	
IM U.S. Short Term Treasury/Govt Bonds (MF) Median	1.15		2.55		4.13		4.13		-0.66		0.88		0.90		
 Oakland County Investment Pool	 0.15	 (100)	 0.47	 (100)	 1.47	 (100)	 1.47	 (100)	 1.00	 (10)	 1.35	 (13)	 1.29	 (6)	 05/01/2015
90 Day U.S. Treasury Bill	0.47	(92)	1.37	(95)	5.02	(14)	5.02	(14)	2.15	(3)	1.88	(4)	1.43	(4)	
IM U.S. Short Term Treasury/Govt Bonds (MF) Median	1.15		2.55		4.13		4.13		-0.66		0.88		0.71		
 Michigan Class	 0.46	 (93)	 1.37	 (95)	 5.28	 (7)	 5.28	 (7)	 2.34	 (1)	 2.00	 (1)	 1.92	 (1)	 05/01/2017
90 Day U.S. Treasury Bill	0.47	(92)	1.37	(95)	5.02	(14)	5.02	(14)	2.15	(3)	1.88	(4)	1.79	(3)	
IM U.S. Short Term Treasury/Govt Bonds (MF) Median	1.15		2.55		4.13		4.13		-0.66		0.88		0.86		
 Michigan Class Edge	 0.54	 (86)	 1.50	 (85)	 5.13	 (11)	 5.13	 (11)	 N/A		 N/A		 4.04	 (3)	 05/01/2022
90 Day U.S. Treasury Bill	0.47	(92)	1.37	(95)	5.02	(14)	5.02	(14)	2.15	(3)	1.88	(4)	3.84	(4)	
IM U.S. Short Term Treasury/Govt Bonds (MF) Median	1.15		2.55		4.13		4.13		-0.66		0.88		1.49		
 Comerica Govt Cash	 0.41	 (96)	 1.00	 (100)	 4.54	 (26)	 4.54	 (26)	 1.90	 (8)	 1.64	 (9)	 1.42	 (8)	 03/01/2016
90 Day U.S. Treasury Bill	0.47	(92)	1.37	(95)	5.02	(14)	5.02	(14)	2.15	(3)	1.88	(4)	1.58	(4)	
IM U.S. Short Term Treasury/Govt Bonds (MF) Median	1.15		2.55		4.13		4.13		-0.66		0.88		0.79		
 Insight Investment	 1.17	 (47)	 2.59	 (48)	 4.61	 (25)	 4.61	 (25)	 0.42	 (12)	 1.52	 (10)	 1.16	 (20)	 01/01/2010
90 Day U.S. Treasury Bill	0.47	(92)	1.37	(95)	5.02	(14)	5.02	(14)	2.15	(3)	1.88	(4)	0.91	(49)	
IM U.S. Short Term Treasury/Govt Bonds (MF) Median	1.15		2.55		4.13		4.13		-0.66		0.88		0.90		
<i>Insight Investment (Net of Fees)</i>	<i>1.17</i>	<i>(47)</i>	<i>2.59</i>	<i>(48)</i>	<i>4.61</i>	<i>(25)</i>	<i>4.61</i>	<i>(25)</i>	<i>0.35</i>	<i>(13)</i>	<i>1.46</i>	<i>(11)</i>	<i>1.09</i>	<i>(30)</i>	

Returns for periods greater than one year are annualized.  
Returns are expressed as percentages.

**Schedule of Investable Assets**  
**City of Auburn Hills - Cash Management**  
 January 1, 2010 To December 31, 2023

**Schedule of Investable Assets**



**Schedule of Investable Assets**

Periods Ending	Beginning Market Value \$	Net Cash Flow \$	Gain/Loss \$	Ending Market Value \$	%Return
Jan-2010 To Dec-2023	42,139,379	37,968,001	10,864,420	90,971,801	1.20

AndCo compiled this report for the sole use of the client for which it was prepared. AndCo is responsible for evaluating the performance results of the Total Fund along with the investment advisors by comparing their performance with indices and other related peer universe data that is deemed appropriate. AndCo uses the results from this evaluation to make observations and recommendations to the client.

AndCo uses time-weighted calculations which are founded on standards recommended by the CFA Institute. The calculations and values shown are based on information that is received from custodians. AndCo analyzes transactions as indicated on the custodian statements and reviews the custodial market values of the portfolio. As a result, this provides AndCo with a reasonable basis that the investment information presented is free from material misstatement. This methodology of evaluating and measuring performance provides AndCo with a practical foundation for our observations and recommendations. Nothing came to our attention that would cause AndCo to believe that the information presented is significantly misstated.

This performance report is based on data obtained by the client's custodian(s), investment fund administrator, or other sources believed to be reliable. While these sources are believed to be reliable, the data providers are responsible for the accuracy and completeness of their statements. Clients are encouraged to compare the records of their custodian(s) to ensure this report fairly and accurately reflects their various asset positions.

The strategies listed may not be suitable for all investors. We believe the information provided here is reliable, but do not warrant its accuracy or completeness. Past performance is not an indication of future performance. Any information contained in this report is for informational purposes only and should not be construed to be an offer to buy or sell any securities, investment consulting, or investment management services.

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*Methodology for this Award: For the 2022 Greenwich Quality Award for Overall U.S. Investment Consulting – Midsize Consultants – Between February and November 2022, Coalition Greenwich conducted interviews with 727 individuals from 590 of the largest tax-exempt funds in the United States. These U.S.-based institutional investors are corporate and union funds, public funds, and endowment and foundation funds, with either pension or investment pool assets greater than \$150 million. Study participants were asked to provide quantitative and qualitative evaluations of their asset management and investment consulting providers, including qualitative assessments of those firms soliciting their business and detailed information on important market trends.*

Investment Performance Review  
Period Ending December 31, 2023

## City of Auburn Hills - Cash Management

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## CONCLUSIONS

1. Investment Results for the \$90.9 million portfolio managed by Insight Investment and the Finance Director/Treasurer were ahead of expectations for the quarter and for the trailing year. The investment rate of return was +2.16% for the quarter and +4.61% for the past 12 months. These results compare to +1.37% return for T-Bills this quarter, and +5.02% for the past 12 months. While the portfolio has lagged the benchmark for the year, it has significantly outperformed peers over that same time period. Longer term results (trailing 3 year and 5 year) are well ahead of peers.

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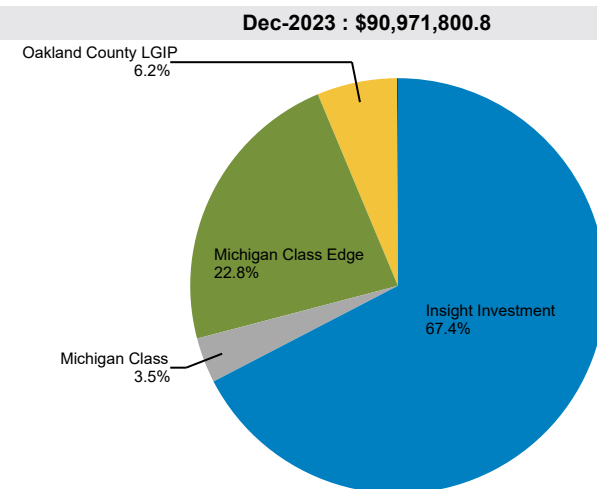
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**City of Auburn Hills - Cash Management**  
As of December 31, 2023

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Comerica Govt Cash	70,557	3,737	-	3,017	77,311



**Comparative Performance Trailing Returns**  
**City of Auburn Hills - Cash Management**  
As of December 31, 2023

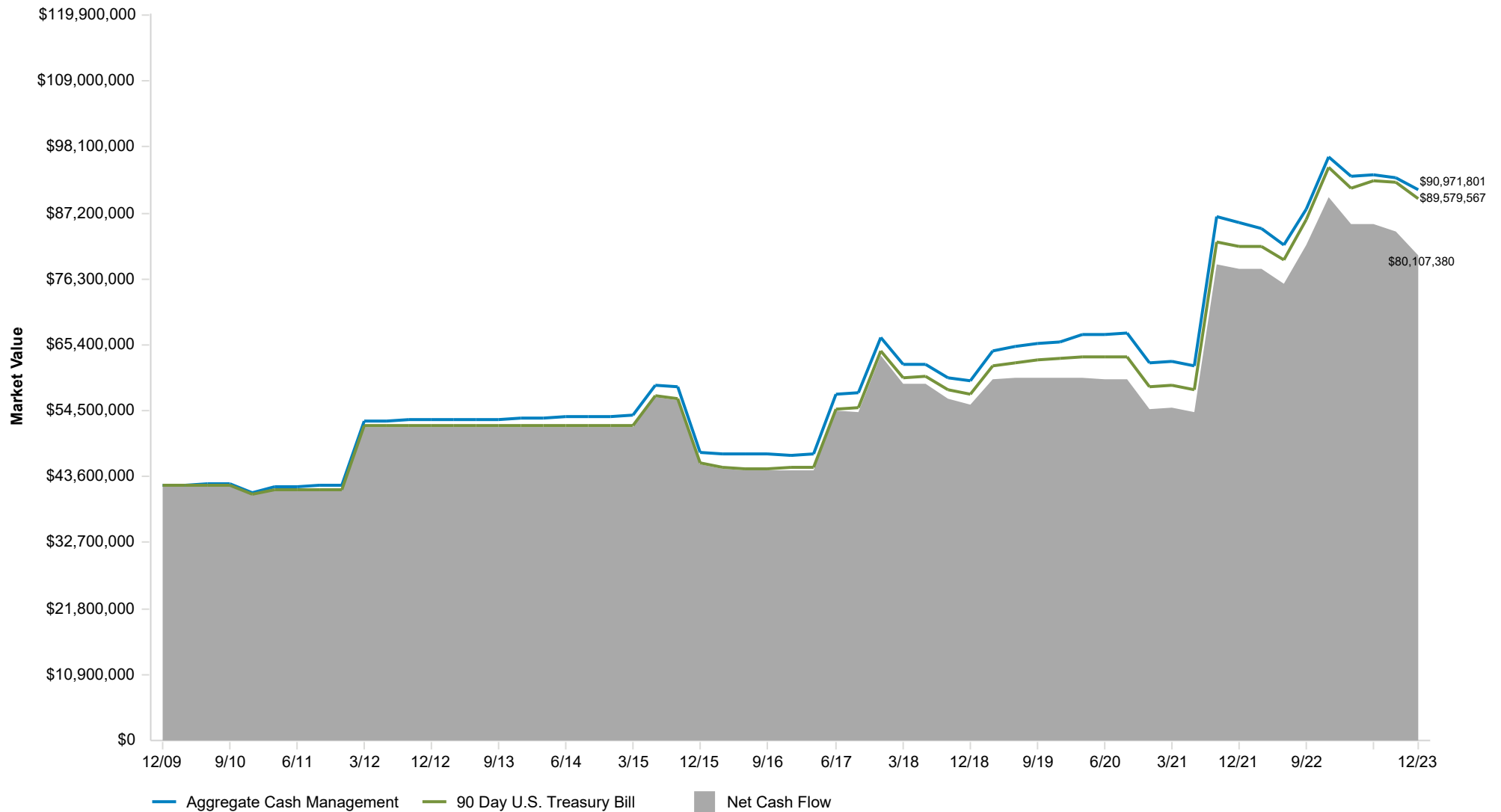
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<b>Aggregate Cash Management</b>	<b>0.93</b>	<b>(82)</b>	<b>2.16</b>	<b>(81)</b>	<b>4.61</b>	<b>(25)</b>	<b>4.61</b>	<b>(25)</b>	<b>1.13</b>	<b>(10)</b>	<b>1.78</b>	<b>(8)</b>	<b>1.20</b>	<b>(17)</b>	<b>01/01/2010</b>
90 Day U.S. Treasury Bill	0.47	(92)	1.37	(95)	5.02	(14)	5.02	(14)	2.15	(3)	1.88	(4)	0.91	(49)	
IM U.S. Short Term Treasury/Govt Bonds (MF) Median	1.15		2.55		4.13		4.13		-0.66		0.88		0.90		
 Oakland County Investment Pool	 0.15	 (100)	 0.47	 (100)	 1.47	 (100)	 1.47	 (100)	 1.00	 (10)	 1.35	 (13)	 1.29	 (6)	 05/01/2015
90 Day U.S. Treasury Bill	0.47	(92)	1.37	(95)	5.02	(14)	5.02	(14)	2.15	(3)	1.88	(4)	1.43	(4)	
IM U.S. Short Term Treasury/Govt Bonds (MF) Median	1.15		2.55		4.13		4.13		-0.66		0.88		0.71		
 Michigan Class	 0.46	 (93)	 1.37	 (95)	 5.28	 (7)	 5.28	 (7)	 2.34	 (1)	 2.00	 (1)	 1.92	 (1)	 05/01/2017
90 Day U.S. Treasury Bill	0.47	(92)	1.37	(95)	5.02	(14)	5.02	(14)	2.15	(3)	1.88	(4)	1.79	(3)	
IM U.S. Short Term Treasury/Govt Bonds (MF) Median	1.15		2.55		4.13		4.13		-0.66		0.88		0.86		
 Michigan Class Edge	 0.54	 (86)	 1.50	 (85)	 5.13	 (11)	 5.13	 (11)	 N/A		 N/A		 4.04	 (3)	 05/01/2022
90 Day U.S. Treasury Bill	0.47	(92)	1.37	(95)	5.02	(14)	5.02	(14)	2.15	(3)	1.88	(4)	3.84	(4)	
IM U.S. Short Term Treasury/Govt Bonds (MF) Median	1.15		2.55		4.13		4.13		-0.66		0.88		1.49		
 Comerica Govt Cash	 0.41	 (96)	 1.00	 (100)	 4.54	 (26)	 4.54	 (26)	 1.90	 (8)	 1.64	 (9)	 1.42	 (8)	 03/01/2016
90 Day U.S. Treasury Bill	0.47	(92)	1.37	(95)	5.02	(14)	5.02	(14)	2.15	(3)	1.88	(4)	1.58	(4)	
IM U.S. Short Term Treasury/Govt Bonds (MF) Median	1.15		2.55		4.13		4.13		-0.66		0.88		0.79		
 Insight Investment	 1.17	 (47)	 2.59	 (48)	 4.61	 (25)	 4.61	 (25)	 0.42	 (12)	 1.52	 (10)	 1.16	 (20)	 01/01/2010
90 Day U.S. Treasury Bill	0.47	(92)	1.37	(95)	5.02	(14)	5.02	(14)	2.15	(3)	1.88	(4)	0.91	(49)	
IM U.S. Short Term Treasury/Govt Bonds (MF) Median	1.15		2.55		4.13		4.13		-0.66		0.88		0.90		
<i>Insight Investment (Net of Fees)</i>	<i>1.17</i>	<i>(47)</i>	<i>2.59</i>	<i>(48)</i>	<i>4.61</i>	<i>(25)</i>	<i>4.61</i>	<i>(25)</i>	<i>0.35</i>	<i>(13)</i>	<i>1.46</i>	<i>(11)</i>	<i>1.09</i>	<i>(30)</i>	

Returns for periods greater than one year are annualized.  
Returns are expressed as percentages.



**Schedule of Investable Assets**  
**City of Auburn Hills - Cash Management**  
 January 1, 2010 To December 31, 2023

**Schedule of Investable Assets**



**Schedule of Investable Assets**

Periods Ending	Beginning Market Value \$	Net Cash Flow \$	Gain/Loss \$	Ending Market Value \$	%Return
Jan-2010 To Dec-2023	42,139,379	37,968,001	10,864,420	90,971,801	1.20

AndCo compiled this report for the sole use of the client for which it was prepared. AndCo is responsible for evaluating the performance results of the Total Fund along with the investment advisors by comparing their performance with indices and other related peer universe data that is deemed appropriate. AndCo uses the results from this evaluation to make observations and recommendations to the client.

AndCo uses time-weighted calculations which are founded on standards recommended by the CFA Institute. The calculations and values shown are based on information that is received from custodians. AndCo analyzes transactions as indicated on the custodian statements and reviews the custodial market values of the portfolio. As a result, this provides AndCo with a reasonable basis that the investment information presented is free from material misstatement. This methodology of evaluating and measuring performance provides AndCo with a practical foundation for our observations and recommendations. Nothing came to our attention that would cause AndCo to believe that the information presented is significantly misstated.

This performance report is based on data obtained by the client's custodian(s), investment fund administrator, or other sources believed to be reliable. While these sources are believed to be reliable, the data providers are responsible for the accuracy and completeness of their statements. Clients are encouraged to compare the records of their custodian(s) to ensure this report fairly and accurately reflects their various asset positions.

The strategies listed may not be suitable for all investors. We believe the information provided here is reliable, but do not warrant its accuracy or completeness. Past performance is not an indication of future performance. Any information contained in this report is for informational purposes only and should not be construed to be an offer to buy or sell any securities, investment consulting, or investment management services.

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**\*IMPORTANT DISCLOSURE INFORMATION RE GREENWICH QUALITY LEADER AWARD**

*These ratings are not indicative of AndCo's future performance. These awards or any other rankings and/or recognition by unaffiliated rating services and/or publications should not be construed as a guarantee that a client will experience a certain level of results or satisfaction if they invest with AndCo, nor should it be construed as a current or past endorsement by any of our clients. AndCo did not pay a fee to participate in this award survey.*

*Methodology for this Award: For the 2022 Greenwich Quality Award for Overall U.S. Investment Consulting – Midsize Consultants – Between February and November 2022, Coalition Greenwich conducted interviews with 727 individuals from 590 of the largest tax-exempt funds in the United States. These U.S.-based institutional investors are corporate and union funds, public funds, and endowment and foundation funds, with either pension or investment pool assets greater than \$150 million. Study participants were asked to provide quantitative and qualitative evaluations of their asset management and investment consulting providers, including qualitative assessments of those firms soliciting their business and detailed information on important market trends.*



# CITY OF AUBURN HILLS

## CITY COUNCIL AGENDA

**MEETING DATE: FEBRUARY 19, 2024**

**AGENDA ITEM NO 5E**

**FINANCE**

**To: Mayor and City Council**  
**From: Thomas A. Tanghe, City Manager; Salvatore Vittone, Deputy Treasurer**  
**Submitted: February 12, 2024**  
**Subject: Motion – To receive and file the AndCo Consulting 4th quarter Cash Management Investment Performance Review**

### **INTRODUCTION AND HISTORY**

Public Act 213 of 2007 requires local governments to prepare periodic investment reports for presentation to the governing body. The investment of the City's working capital or surplus monies is governed by the City's Investment Policy document which incorporates both state (Public Act 20 of 1943 as amended) and local statutes.

In January of 2011, the City engaged the services of a third-party consultant to provide a level of due diligence beyond internal staff review, perform quarterly reviews of the performance of the City's investment portfolio, and to ensure the City's investment portfolio remains in compliance with Public Act 20. Currently, the City's investment consultant is Brian Green of AndCo Consulting, and Mary Donovan of Insight Investment serves as the City's investment manager.

Beginning in 2015, cash and investment reporting was provided quarterly in a summarized format, to be included on the consent agenda. The City's investment consultant began addressing City Council a minimum of two times during the year, regarding the City's managed cash and investments.

Attached is the 4th quarter 2023 investment performance review condensed report prepared by AndCo Consulting. The select pages include both a Summary and Executive report. These pages provide a summary of the City's asset allocation of investments, past and current performance, market values, and an evaluation. The complete 17-page quarterly report is filed with the City Clerk and available for review at any time.

As has been the practice, AndCo Consulting's report includes only managed cash invested through Insight Investment, the Local Government Investment Pool, Michigan CLASS, and Certificate of Deposits. Cash held by the city for operational needs, is not reported. As of December 31, 2023 (unaudited), there was approximately \$40.6 M available for City operations in the City's operational checking account and allocated as follows:

\$17.1 M Governmental Funds  
\$12.1 M Enterprise Funds  
\$1.8 M Internal Service Funds  
\$9.5 M Component Unit Funds

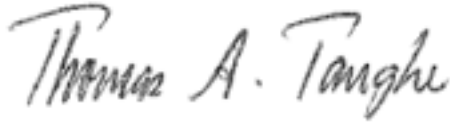
### **STAFF RECOMMENDATION**

The staff recommends the acceptance of the 2023 4th quarter ending December 31, 2023, Cash Management Investment Performance review as attached and submitted by AndCo Consulting.

**MOTION**

**Move to receive and file the AndCo Consulting 4th quarter Cash Management Investment Performance Review**

**I CONCUR:**

A handwritten signature in dark ink, reading "Thomas A. Tanghe". The signature is written in a cursive, flowing style. The first name "Thomas" is written with a large, prominent 'T'. The middle initial "A." is smaller and follows the first name. The last name "Tanghe" is written with a large, prominent 'T' and a long, sweeping tail that extends to the right.

---

**THOMAS A. TANGHE, CITY MANAGER**



# CITY OF AUBURN HILLS CITY COUNCIL AGENDA

**MEETING DATE: FEBRUARY 19, 2024**

**AGENDA ITEM NO 7A1**

**TAX INCREMENT FINANCE AUTHORITY**

## CITY OF AUBURN HILLS TAX INCREMENT FINANCE AUTHORITY MEETING

**January 9, 2024**

**CALL TO ORDER:** Chairman Kneffel called the meeting to order at 4:03 PM.

**ROLL CALL:** Present: Kneffel, Goodhall, Gudmundsen, Moniz, Fletcher  
Absent: Waltenspiel, Eldredge  
Also Present: Andrew Hagge, Assistant to the City Manager; Thomas Tanghe, City Manager  
Guests: Lamar Sulaka, Bacall Development

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

### PERSONS WISHING TO BE HEARD

None.

### APPROVAL OF MINUTES

#### **A. TIFA Informational Meeting Minutes – December 12, 2023**

There was no discussion on the approval of the minutes.

**Moved by Mr. Goodhall to approve the TIFA Board of Directors Informational Meeting Minutes from December 12, 2023, as presented.**

**Seconded by Mr. Gudmundsen**

**Yes:** Kneffel, Goodhall, Gudmundsen, Moniz, Fletcher  
**No:** none

**Motion carried**

#### **B. TIFA Regular Meeting Minutes – December 12, 2023**

There was no discussion on the approval of the minutes.

**Moved by Mr. Goodhall to approve the TIFA Board of Directors Regular Meeting Minutes from December 12, 2023, as presented.**

**Seconded by Mr. Moniz**

**Yes:** Kneffel, Goodhall, Gudmundsen, Moniz, Fletcher  
**No:** none

### CONSENT AGENDA

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

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

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

**Seconded by Dr. Fletcher**

**Yes: Kneffel, Goodhall, Gudmundsen, Moniz, Fletcher**

**No: none**

**Motion carried**

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

**A. Construction Staging Area Request for The Webster**

Mr. Hagge presented the agenda item related to the construction staging area request for The Webster. Mr. Hagge described the timeline of construction activities to the Board, and identified which part of the parking lot will be occupied from January 2024 through March 2024 and which part of the parking lot will be occupied from April 2024 through November 2025. The Board had questions regarding parking options during the construction period, and Mr. Tanghe explained that the existing parking deck is still an option while reminding the Board that the city will not be able to avoid growing pains as the downtown grows. Additionally, the Board asked about the certificate of insurance from Bacall Development. Mr. Hagge clarified to the Board that the User Agreement could still be signed before the City receives the certificate of insurance.

**Moved by Mr. Moniz to approve the request by Hyde Associates, LLC to utilize a portion of the Tax Increment Finance Authority owned property located at Parcel Identification Number 14-36-126-029 for construction staging for The Webster development to be located at 3342-3350 Auburn Road. This approval is contingent upon the execution of the attached Use Agreement. Furthermore, authorize Andrew Hagge, Assistant to the City Manager, to sign the Use Agreement on behalf of the Executive Director with the agreement that no trailers shall be placed on the property until necessary insurances have been satisfied by the City.**

**Seconded by Dr. Fletcher**

**Yes: Kneffel, Goodhall, Gudmundsen, Moniz, Fletcher**

**No: None**

**Motion Carried**

**EXECUTIVE DIRECTOR REPORT**

Mr. Hagge explained to the Board that the liquor license deficiencies, called out by the Michigan Liquor Control Commission, have been resolved. Additionally, Mr. Tanghe shared with the Board that a potential entertainment venue is considering moving into Auburn Hills, and specifically within TIFA district B. Mr. Tanghe explained that the TIFA Board has the ability to provide economic development incentives to the potential entertainment venue, assuming they choose to move to Auburn Hills.

**BOARD MEMBER COMMENTS**

None.

**ANNOUNCEMENT OF NEXT MEETING**

The next regularly scheduled TIFA Board of Directors meeting is scheduled for Tuesday, February 13, 2024 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. Goodhall to adjourn the TIFA Board meeting.**

**Seconded by Mr. Moniz**

**Yes: Kneffel, Goodhall, Gudmundsen, Moniz, Fletcher**

**No: None**

**Motion carried**

**The TIFA Board of Directors meeting adjourned at 5:04 p.m.**

Steve Goodhall  
Secretary of the Board

Andrew Hagge  
Assistant to the City Manager



# CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: FEBRUARY 19, 2024

AGENDA ITEM NO 7A2

ELECTION COMMISSION



## ELECTION COMMISSION MEETING

February 1, 2024, 5:30 PM

City Hall, Council Chamber

1827 N. Squirrel Road, Auburn Hills MI 48326

### **DRAFT** MINUTES

#### 1. CALL TO ORDER

The Clerk called the meeting to order at 5:45 PM.

#### 2. ROLL CALL

Present: Timothy Carrier  
Rolanda Peet  
Laura Pierce  
Absent: None

#### 3. APPROVAL OF THE MINUTES

3a. Minutes of January 24, 2024

**MOTION by Carrier, seconded by Peet:**

To approve the minutes of January 24, 2024 as presented.

VOTE: Yes: All

No: None

**MOTION CARRIED (3 - 0)**

#### 4. NEW BUSINESS

4a. Review List of Election Inspectors

**MOTION by Carrier, seconded by Peet:**

To approve the list of election inspectors, chairpersons, absentee voter counting board inspectors, early voting inspectors, early voting receiving board members and regular receiving board members for the February 27, 2024 Presidential Primary Election pursuant to MCL 168.674(1) and to authorize the City Clerk to make revisions as needed.

VOTE: Yes: All

No: None

**MOTION CARRIED (3 - 0)**



4b. Public Accuracy Test

The Election Commission conducted the Public Accuracy Test in accordance with Michigan Election Law.

**5. OTHER ITEMS**

None

**6. PUBLIC COMMENT**

Members of the public inquired about the early voting process.

**7. ADJOURNMENT**

The meeting adjourned at 7:44 PM.



# CITY OF AUBURN HILLS

## CITY COUNCIL AGENDA

MEETING DATE: FEBRUARY 19, 2024

AGENDA ITEM NO 7B

DEPARTMENT OF PUBLIC WORKS

**To:** Mayor and City Council  
**From:** Thomas A. Tanghe, City Manager; Jason Hefner, Manager of Fleet & Roads  
**Submitted:** February 6, 2024  
**Subject:** Motion – Approve Purchase of a 2024 RAM Promaster 1500 Van

### INTRODUCTION AND HISTORY

Budgeted within the 2024 Fleet Fund is the replacement of a 2015 RAM Promaster 1500 that is used for the City's water meter program in the DPW's Utilities Division. The replacement schedule for the current RAM Promaster is 8 years old or 80,000 miles. The van is over the age qualification and currently has 79,000 miles on it, meaning it will be over the mileage qualification once the van is delivered and in service.

Current electric vehicles on the market and the tasks asked of the current fleet were studied. At this time, the electric vehicles do not have the ability to run the continuous 24-hour shifts that are sometimes required with the utilities division's vehicles. The city has acquired and put into service a plug-in hybrid van for the community center, allowing extended range if needed while prioritizing usage of the battery. Additionally, the city has 7 Ford Maverick Hybrids that have begun to be delivered to be used across various departments.

The 2024 RAM Promaster 1500 van will be purchased under the MiDEAL contract #071B7700183 (State of Michigan contract) with LaFontaine Chrysler Dodge Jeep Ram FIAT of Lansing, MI, for \$50,690.00. All vehicles include a 3-year/ 36,000-mile bumper to bumper warranty and a 5-year/ 60,000-mile powertrain warranty. We have used cooperative bids throughout the years to purchase a variety of items that include vehicles, equipment, and road salt. The cooperative bids that are used most often are the State of Michigan MiDEAL, the Oakland County Cooperative, Sourcewell, and the Rochester Hills Consortium. These cooperative bids are based on larger volumes which result in lower prices, a high-quality contract, and meet the spirit of the Purchasing Ordinance.

### STAFF RECOMMENDATION

Staff recommends approval for the purchase of a RAM Promaster 1500 van for \$50,690.00 from LaFontaine Chrysler Dodge Jeep Ram FIAT of Lansing, MI under the MiDEAL contract #071B7700183. Funding for the purchase is available via account number 661-594-981.000.

### MOTION

**Move to approve the purchase of a RAM Promaster 1500 van for \$50,690.00 from LaFontaine Chrysler Dodge Jeep Ram FIAT of Lansing, MI under the MiDEAL contract #071B7700183.**

### EXHIBITS

Exhibit 1 – Vehicle Quote

I CONCUR:

---

THOMAS A. TANGHE, CITY MANAGER



LaFontaine CDJR-Lansing  
6131 S. Pennsylvania Ave.  
Lansing, MI 48911  
517-394-1022-Direct  
517-394-1205-Fax  
[mdeacon@lafontaine.com](mailto:mdeacon@lafontaine.com)

Name: City of Auburn Hills  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: Mi Zip: \_\_\_\_\_  
Contact: Jason Hefner  
Phone: 248.364.6931  
Email: [jhefner@auburnhills.org](mailto:jhefner@auburnhills.org)

Date: 2/2/2024  
Quote 020224

State of Michigan Contract 071B7700183	
2024 Ram 1500 Cargo Van High Roof 136"wb	\$50,500.00
22B 3.6L V6	
PW7 Bright White	
A7X9 Black Cloth Bucket Seats	
Per contract delivery is \$2.00 a mile one way mileage.	\$190.00
By signing the purchase agreement you agree to purchase of the vehicle or vehicles X _____	
Total Cost:	\$50,690.00

Signed Michelle Deacon

Please note payment is due within 30 days of delivery. Any invoices paid after 30 days may be subject to a 1.5% late fee



# CITY OF AUBURN HILLS

## CITY COUNCIL AGENDA

MEETING DATE: FEBRUARY 19, 2024

AGENDA ITEM NO 7B

DEPARTMENT OF PUBLIC WORKS

**To:** Mayor and City Council  
**From:** Thomas A. Tanghe, City Manager; Jason Hefner, Manager of Fleet & Roads  
**Submitted:** February 6, 2024  
**Subject:** Motion – Approve Purchase of a 2024 RAM Promaster 1500 Van

### INTRODUCTION AND HISTORY

Budgeted within the 2024 Fleet Fund is the replacement of a 2015 RAM Promaster 1500 that is used for the City's water meter program in the DPW's Utilities Division. The replacement schedule for the current RAM Promaster is 8 years old or 80,000 miles. The van is over the age qualification and currently has 79,000 miles on it, meaning it will be over the mileage qualification once the van is delivered and in service.

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### STAFF RECOMMENDATION

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### MOTION

**Move to approve the purchase of a RAM Promaster 1500 van for \$50,690.00 from LaFontaine Chrysler Dodge Jeep Ram FIAT of Lansing, MI under the MiDEAL contract #071B7700183.**

### EXHIBITS

Exhibit 1 – Vehicle Quote

I CONCUR:

---

THOMAS A. TANGHE, CITY MANAGER



LaFontaine CDJR-Lansing  
6131 S. Pennsylvania Ave.  
Lansing, MI 48911  
517-394-1022-Direct  
517-394-1205-Fax  
[mdeacon@lafontaine.com](mailto:mdeacon@lafontaine.com)

Name: City of Auburn Hills  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: Mi Zip: \_\_\_\_\_  
Contact: Jason Hefner  
Phone: 248.364.6931  
Email: [jhefner@auburnhills.org](mailto:jhefner@auburnhills.org)

Date: 2/2/2024  
Quote 020224

State of Michigan Contract 071B7700183	
2024 Ram 1500 Cargo Van High Roof 136"wb	\$50,500.00
22B 3.6L V6	
PW7 Bright White	
A7X9 Black Cloth Bucket Seats	
Per contract delivery is \$2.00 a mile one way mileage.	\$190.00
By signing the purchase agreement you agree to purchase of the vehicle or vehicles X _____	
Total Cost:	\$50,690.00

Signed Michelle Deacon

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# CITY OF AUBURN HILLS

## CITY COUNCIL AGENDA

MEETING DATE: FEBRUARY 19, 2024

AGENDA ITEM NO 7C

DEPARTMENT OF PUBLIC WORKS

**To:** Mayor and City Council  
**From:** Thomas A. Tanghe, City Manager; Tim Wisser, Manager of Municipal Properties  
**Submitted:** February 14, 2024  
**Subject:** Motion – to approve a custodial services contract with City Wide Facility Solutions

### INTRODUCTION AND HISTORY

The City of Auburn Hills' Department of Public Works currently employs three dedicated custodians who are responsible for providing cleaning services at the Library, Fire Administration building, Public Safety building, Police Garage, and City Hall. These DPW custodians handle the day-to-day cleaning operations at these city properties.

In order to augment the cleaning done by DPW staff, the department has a contract with CleanNet USA which covers supplemental custodial maintenance at 6 different park comfort stations around the city, as well as The Den, Chamber of Commerce, Fieldstone Golf Club, and the Department of Public Works facilities. This existing 3-year contract with CleanNet USA is set to expire at the end of February.

In preparation for the expiration of the CleanNet USA contract, the city published an Invitation to Bid on the Michigan Intergovernmental Trade Network on January 12, 2024 seeking custodial service providers that could fulfil the city's supplemental cleaning needs (**Exhibit 1**). The bid packet was downloaded by 47 different firms. Three firms attended mandatory site visits coordinated by the city on January 19, 2024. Following the site visits, the city received 3 sealed bids for the supplemental custodial contract by the January 31, 2024 submission deadline. The bids were formally opened and announced at the Office of the City Clerk on January 31, 2024.

COMPANY NAME	ADDRESS	TOTAL
City Wide Facility Solutions	44004 Woodward Ave, Suite 303, Bloomfield Twp	\$ 61,428.00
Detail XPerts	625 E. Grand Blvd, Detroit	\$ 60,565.00
Universal Contracting Services LLC	5671 Trumbull, Detroit 48208	\$ 123,043.90

A thorough selection process was used to determine the best custodial service provider for our contract. After receiving competitive bids, the two lowest cost qualified vendors were interviewed by a 3-person staff committee. In the interviews, the vendors discussed their experience, background, qualifications, and capabilities across 20 relevant criteria. City Wide Facility Solutions stood out for their quality, performance capability, availability, and adaptability to meet the City's needs. Based on the committee's unanimous recommendation, City Wide was selected as providing the overall best value and fit for the custodial services contract compared to the other bidder, Detail Xperts.

It should be noted that the proposed custodial services contract with City Wide Facility Solutions incorporates flexibility in addressing the city's cleaning needs. While the initial contract estimate is \$61,428 annually based on required services and frequencies outlined in the bid, the actual amount billed by City Wide will precisely match the custodial services actually provided. For instance, if a restroom or building is temporarily closed or unused, the city can cancel cleaning for that property during that time period and not incur any costs. Conversely, if usage of park facilities or other spaces increases significantly, necessitating additional cleanings, the city can request City Wide to take on those extra services and would only pay a proportional added cost. This variable, activity-based pricing



model allows spending on custodial services to precisely align with seasonal fluctuations or other changes impacting cleaning needs across city properties. The focus is on only paying for custodial services rendered.

### **STAFF RECOMMENDATION**

It is recommended that a 3-year contract, with two (2) 1-year optional renewals, be approved between the City of Auburn Hills and City Wide Facility Solutions for supplemental custodial services not to exceed the budgeted amounts of \$80,400.00 from the general fund (101-265-802.000) and \$28,000.00 from Fieldstone Golf Course (584-753-808.000). The contract would provide supplemental custodial services to city-owned properties including park facilities, The Den, Chamber of Commerce, Department of Public Works, and Fieldstone Golf Club. Funding for the services at The Den and Chamber of Commerce would be allocated from TIF-A.

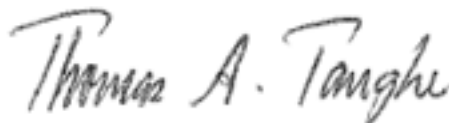
Location	Account #	Budget
Hawkwoods Comfort Station	101-265-802.000-HAWKWDS_3799	\$ 13,100.00
Pool House Restrooms	101-265-802.000-CIVICPK_1827	\$ 7,500.00
Civic Center Comfort Station	101-265-802.000-CIVICPK_1827	\$ 7,500.00
Multi-Sports Comfort Station	101-265-802.000-SPORTFD_1800	\$ 11,100.00
River Woods Comfort Station	101-265-802.000-RIVERWDS_300	\$ 13,100.00
Riverside Comfort Station	101-265-802.000-RIVERSD_3311	\$ 13,100.00
The Den	251-735-802.000-THE DEN_3388	\$ 8,000.00
Chamber of Commerce	251-735-802.000-CHAMBER_3395	\$ 8,000.00
Dept. of Public Works	101-265-802.000-DPWBLDG_1500	\$ 15,000.00
Fieldstone Golf Club	584-753-808.000	\$ 28,404.00

### **MOTION**

Move to award a 3-year contract for custodial services to City Wide Facility Solutions, not to exceed the budgeted amounts of \$80,400 from the General Fund and \$28,404 from the Golf Course. Furthermore, approval is subject to the following be added to any final Agreement with the vendor.

“The City of Auburn Hills has the unilateral right to terminate this Agreement for any reason whatsoever, or no reason, with fifteen (15) days’ notice. Such provision shall take precedence over Section 5, Penalty Clause, contained within the Scope of Work document found within the Request for Proposals”.

I CONCUR:




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THOMAS A. TANGHE, CITY MANAGER



### INVITATION TO BID

**BID ID:** ITB-CAH-01-31-2024-001

**BID NAME:** CUSTODIAL SERVICES

**ITEM:** CUSTODIAL SERVICES

**DUE DATE:** WEDNESDAY, JANUARY 31, 2024 AT 10:00 AM

#### IMPORTANT DATES

01/12/24 FRI	10A	Bid Posting
01/19/24 FRI	10A	Pre-Bid Meeting
01/31/24 WED	10A	Bid Opening

The City of Auburn Hills is seeking bids from highly qualified contractors for janitorial services at selected facilities.

Bids will be accepted by the City Clerk until **Wednesday, January 31, 2024 at 10:00 am**. Bids will be opened at that time in the front lobby of the City Clerk at 1827 N. Squirrel.

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.

#### 1) PREPARATION OF BID

- A) Unless otherwise approved by the City, all bidders must attend the **MANDATORY SITE VISIT** on **FRIDAY, JANUARY 19, 2024 at 10:00 am**. Bidders will meet at the Department of Public Works, 1500 Brown Road, Auburn Hills.
- B) Each bidder shall furnish all information required on the bid form. Erasures or other changes must be initialed by the person signing the bid form.
- C) If there is any doubt as to the meaning of any part of the specifications or other conditions within this invitation, contact Tim Wisser by email at: [TWisser@auburnhills.org](mailto:TWisser@auburnhills.org)

#### 2) SUBMISSION OF BIDS

- A) All bids shall be submitted in sealed envelopes and shall include the following information on the face of the envelope:

**Bidder's Name**  
**Bidder's Address**  
**Bid Number**  
**Bid Item (Name of Bid)**

Failure to do so may result in a premature opening of or failure to open such proposal. **All bids must be hand delivered or mailed to:**

**Auburn Hills City Clerk's Office**  
**1827 N. Squirrel Road**  
**Auburn Hills, MI 48326**

- B) Bidders are responsible for submitting proposals before stated closing time. Delays in the mail will not be considered. Any proposal received after the stated due date will be rejected.
- C) Any bid may be withdrawn by giving written notice to the Clerk's Office before stated closing time. After stated closing time, no bid may be withdrawn or canceled for a period of ninety (90) days after said closing time.

**General Information:**

The proposal evaluation criteria should be viewed as standards, which measure how well a vendor's approach meets the desired requirements and needs of the City.

All proposals shall be opened publicly at the date and time specified. Each shall be recorded with the name of the proposer. All proposals shall be in accordance with the Purchasing Ordinance and the requirements of this notice in order to be deemed "responsive."

No proposal will be accepted from any person, firm or corporation who is in arrears upon any obligation to the City or who otherwise may be deemed irresponsible or unreliable by the City.

No proposal will be allowed to be withdrawn after it has been deposited with the City of Auburn Hills, except as provided by law. All proposers are held to prices proposed for 90 days or award, whichever comes first, except the successful proposer whose prices shall remain firm through contract expiration.

Any deviation from the scope of work must be noted in the proposal.

The Invitation to Bid document together with its addenda, amendments, attachments and modifications, when executed, becomes the contract or part of the contract between the parties.

Any proposal submitted which requires a down payment or prepayment of any kind prior to work completion and full acceptance as being in conformance with specifications will not be considered for award.

All costs incurred in the preparation and presentation of this proposal, in any way whatsoever, shall be wholly absorbed by the prospective firm. All supporting documentation shall become the property of the City of Auburn Hills unless requested otherwise at the time of submission. The confidentiality or disclosure of any information submitted is governed by the Michigan Freedom of



Information Act (FOIA). The City cannot promise, warrant or guarantee confidentiality nor will the information presented be exempt from disclosure under the FOIA. The City may honor requests for confidentiality only to the extent that FOIA permits.

The City reserves the right to waive any informality in the proposal received, and to accept any proposal or part thereof, which it shall deem to be most favorable to the interests of the City of Auburn Hills.

Any deviation from the Auburn Hills specifications must be noted in the proposal.

### **Performance Bond**

A \$10,000 performance bond will be required for this contract. A material breach of any portion of the contract will be grounds for the forfeiture of the entire performance bond by the City.

### **Contractor Qualifications**

The City of Auburn Hills intends to award this contract to a qualified Contractor that is fully capable of completing the work in a timely and professional manner. To be a qualified bidder, the proposal must be accompanied by a list of at least three local, comparable clients currently engaged with. Contractors are encouraged to include background information about their firm that would demonstrate that they are well qualified to perform the work. The city may, in its sole judgement, consider the reputation of a firm to ensure that the services provided will be of high quality.

### **Insurance & Waiver**

Selected contractor must provide proof of insurance and complete the city's Hold Harmless Waiver as shown in this document before a contract can be awarded. Insurance and the Hold Harmless waiver must remain in effect for the duration of the contract.

### **General Specifications**

The Contractor must conform to all Federal, State, and Local Labor Laws.

All bidding Contractor's must visit all sites prior to bidding. Contractor's bid price shall be all inclusive. Contractor should include all labor, materials and equipment required to complete the project as described in the Scope of Work document (Exhibit 1).

The Contractor shall perform services in a safe and responsible fashion, abiding by all OSHA/MiOSHA regulations, with properly trained staff, and performing the work to the best standards of the trade.

Smoking is discouraged. Smoking in view of the public by contractor's staff is not allowed.

### **Scope of Services**

See Exhibit 1 – Scope of Services

### **Preparation of Proposal**

Qualified companies are invited to deliver proposals in accordance with the scope of work and specifications.

### **Subcontracting**

Bidder must be in the regular business of providing professional cleaning services directly to their customers. Subcontracting of services is not permitted. Businesses who operate as a franchise or dealership type model are ineligible to bid on this contract. This does not prohibit the franchisee or dealership themselves from bidding on this contract. The City's intention is to prohibit an umbrella organization from passing this contract from franchisee to franchisee during the course of the contract which is deemed by the City to be a disruption to the normal course of business.

### **Contract Award**

The City of Auburn Hills reserves the right to accept or reject any or all bids and to waive any informalities or irregularities in any proposal or the bid process. The competency and responsibility of all bidders shall be taken into consideration in the award of the contract for this work. If bidders are unknown to the City of Auburn Hills, or their competency questioned, it shall be understood that they will, upon request, file with the City of Auburn Hills reliable data and references for investigation. The City may make such investigation as it deems necessary to determine the ability of the bidder to perform the work. The City reserves the right to award the contract to the bidder offering the best value, but not necessarily to the one submitting the lowest price. City may award fewer than the indicated bid items and may award them in any combination deemed in the best interest of the City.

## Insurance Requirements City of Auburn Hills, Michigan

### 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 and/or temporary events/special event 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:
    - \$1,000,000 each occurrence
    - \$2,000,000 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: \$1,000,000 combined single limit
- c. Commercial Umbrella (Excess) of at least \$4,000,000
- d. The Contractor shall insure the Contractor's equipment and property and the City and those persons and entities described in section 1(e) herein shall not be liable and/or responsible for any damage to said equipment and/ or property.
- e. 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 Downtown Development Authority, and their officers, 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.*
- f. The Description of Operation section of the Certificate shall also name or describe the project and/or event for which coverage is provided.

### 2. 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:

- \$500,000 E.L. each accident
- \$500,000 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 from an insurance company acceptable to the City of Auburn Hills.

### **3. Hold Harmless/Indemnification Agreement**

It is further required that all contractors providing services or performing duties for the City of Auburn Hills and/or its Authorities shall enter into a Hold Harmless/Indemnification Agreement with the City and all other entities as set forth in section 1(e) herein, in which Agreement the Contractor and its employees, representatives and agents agrees to release, indemnify, defend, and hold harmless the City of Auburn Hills, including all elected and appointed officials, all employees, representatives, and volunteers, all boards, commissions, and/or authorities, including but not limited to the Tax Increment Finance Authority, Brownfield Redevelopment Authority and the Downtown Development Authority, and their officers, employees, representatives and volunteers from any injuries, liability, damages, expenses, attorney's fees, causes of action, suits, claims or judgments, costs, incurred and/or arising from the Contractor's performing its work, jobs, duties and/or any other actions and/or omissions of the Contractor and/or its employees, representatives and/or agents pertaining to and/or in connection with the Activity.

### **4. Certification 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.

It is understood and agreed that thirty (30) days advance written notice of cancellation, non-renewal, reduction and/or material change in coverage shall be mailed to:

- i. City Clerk's Office  
City of Auburn Hills

1827 North Squirrel Road  
Auburn Hills, MI 48326

**5. Sub-Contractors Insurance Requirements**

If approval is granted by the City of Auburn Hills for a Contractor to subcontract any or all of such contract to others, then prior to commencing the subcontract, the City's contract or agreement with the Contractor shall stipulate that the Contractor will require their subcontractor agreements to carry the same limits as required by the City of the Contractor.

**6. Requirement as Part of Contract**

These insurance requirements shall be expressly contained in and/or incorporated by reference into the contract executed between the contractor and the City.

**7. OTHER INSURANCE REQUIREMENTS THAT MAY BE APPLICABLE  
DEPENDING ON SCOPE OR TYPE OF WORK. IF CHECKED, THESE  
REQUIREMENTS ARE MANDATORY TO THE CONTRACT AND SHALL BE  
INCLUDED IN CONTRACT AND PROVIDED TO THE CITY AS DIRECTED.**

**a. 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 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 from an insurance company acceptable to the City of Auburn Hills.

**b. Professional Liability (\_\_\_\_\_)**

If the Contractor is providing professional services/work, then the Contractor shall procure and maintain during the life of the contract Professional Liability insurance in the amount of \$1,000,000. Evidence of such coverage must be provided to the City. (Professional services is defined but not limited to architects, builders, engineers, agents, attorney).

**c. Cyber Liability (\_\_\_\_\_)**

Cyber Liability Insurance with limits of at least \$1,000,000 and this policy shall include \$1,000,000 of third party liability. Required if the contractor is providing technological services (includes but not limited to programming of any systems/services, anything accessing private City data, or is related to phones/telecommunications/computers/electronic data/banking services).

**d. Employee Dishonesty**



(w/third party endorsement) (\_\_\_\_\_)

Employee Dishonesty coverage with limits of at least \$1,000,000 w/ third party of endorsement. Required when contractor is working on site in city owned buildings. May be required when contractor is working on site on city owned property.

## **2. Temporary Events and/or Special Events**

With respect to temporary events and special events, the City shall have the discretion to amend some or all of the insurance requirements set forth in this document upon request of the applicant and review by the City. Determination of such amendment will be solely at the discretion of the City and the City's consultants and such determination will consider the type of services being provided and any and all potential risk to City. Applicants granted amended insurance requirements for any event must request such amendment each event and or occurrence of such event that is separately contracted with the City. An applicant or vendor which utilizes fireworks or alcohol may not be considered for waiver and must be evaluated for additional licenses and permits. All applicants, at a minimum, must enter into a Hold Harmless/Indemnification Agreement.

This section intentionally left blank

**CITY OF AUBURN HILLS**  
**HOLD HARMLESS AGREEMENT**

As required for approval of the \_\_\_\_\_ Custodial Services Contract \_\_\_\_\_  
 (Activity)

\_\_\_\_\_ herein after referred to as \_\_\_\_\_  
 (Name of Company) (Abbreviated Name Form)

agrees to release, indemnify, defend, and hold harmless The City of Auburn Hills, including all elected and appointed officials, all employees, representatives, and volunteers, all boards, commissions, and/or authorities, including but not limited to the Tax Increment Finance Authority, Brownfield Redevelopment Authority and the Downtown Development Authority, and their officers, employees, representatives and volunteers from any injuries, liability, damages, expenses, attorney's fees, causes of action, suits, claims or judgments, costs, incurred and/or arising from the Contractor's performing its work, jobs, duties and/or any other actions and/or omissions of the Contractor and/or its employees, representatives and/or agents pertaining to and/or in connection with the Activity.

In addition, \_\_\_\_\_ agrees to furnish an ACORD certificate of insurance  
 (Abbreviated Name Form)

as required by the City of Auburn Hills with the description of the ACORD form to read as follows: *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, representatives and volunteers, all boards, commissions, and/or authorities, including but not limited to the Tax Increment Finance Authority, Brownfield Redevelopment Authority and the Downtown Development Authority, and their officers, 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.*

Name of Company

Witnesses

\_\_\_\_\_

\_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_\_

Dated \_\_\_\_\_



## Custodial Services

ITB CAH-01-09-2024-001

### PROPOSAL FORM

Contract period is for 3 years, with two 1- year renewals if mutually agreed upon.

The undersigned does hereby submit a bid to the City of Auburn Hills to provide all services as described in the Scope of Work (Exhibit 1). The City reserves the right to award all or part of the work itemized below and may add or delete facilities as it deems necessary in the course of business.

To furnish custodial services to the City of Auburn Hills as described in the Scope of Work:

Note: In order to ensure high quality, the City will provide refillable consumables (paper towel, toilet tissue, hand soap and trash liners) along with providing any required cleaning products. The contractor will provide all required labor, equipment, and tools to properly execute the scope of services.

Site Name	Square Feet	Estimated Service Days	Labor Hours Per Day	Cost Per 100 SQFT.	Estimated Annual Cost
Hawk Woods Comfort Station	500	7 days			
Pool House Restrooms	400	7 days, April-Oct			
Civic Center Comfort Station	400	7 days, April-Oct			
Multi-Sports Comfort Station	420	7 days, April-Oct			
River Woods Comfort Station	360	7 days, April-Oct			
Riverside Comfort Station	480	7 days			
The Den	2,250	Tue & Fri			
Chamber of Commerce	1,400	Friday			
Department of Public Works	6,100	Mon-Fri			
Fieldstone Golf Club	1,375	7 days, April-Oct			



- \_\_\_\_\_ Detailed proposal including schedule, estimated service times, service locations, number of employees, including daily, weekly, and monthly tasks.
- \_\_\_\_\_ References for 3 projects similar in scope are attached to the proposal form.
- \_\_\_\_\_ Information is attached that would demonstrate to the City that your firm is experienced and highly qualified to perform the services described in this bid.

Respectfully submitted by,

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

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

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

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

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**

**Approval of Contract**

\_\_\_\_\_  
**City Representative**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**





**SCOPE OF WORK  
CUSTODIAL SERVICES**

**Summary**

This scope of work describes the facilities, service days, labor, tools, and methods required for a well experienced contractor to perform custodial services at various sites throughout the city.

**Location of Work**

The City of Auburn Hills has facilities and restrooms located at the following locations. Square footage listed are for the requested facility service area.

Site Name	Address	SQFT	Service Days
Hawk Woods Comfort Station	3799 Bald Mountain Rd.	500	7 days
Pool House Restrooms	1827 N. Squirrel Rd.	400	7 days, April-Oct
Civic Center Comfort Station	1827 N. Squirrel Rd.	400	7 days, April-Oct
Multi-Sports Comfort Station	1800 Valley View Dr.	420	7 days, April-Oct
River Woods Comfort Station	300 River Woods Dr.	360	7 days, April-Oct
Riverside Comfort Station	3311 Squirrel Ct.	400	7 days
The Den	3388 Auburn Rd.	2,250	Tue & Fri
Chamber of Commerce	3395 Auburn Rd #A	1,400	Friday
Dept. of Public Works	1500 Brown Rd.	6,100	Mon-Fri
Fieldstone Golf Club	1984 Taylor Rd.	1,375	7 days, April-Oct

**Total Square Footage of Facilities: 15,005**

**Description of Work**

The work contemplated by these specifications consists of furnishing labor, tools, vehicles and equipment to perform all work required for the janitorial maintenance of the listed facilities. No additional compensation will be included for travel time from location to location.

**Paper Products & Supplies**

The City will provide the contractor with refillable consumables such as toilet tissue, paper towel, hand soap and trash liners for use in city owned dispensers and facilities along with providing any required cleaning products. The contractor will be required to email supply requests on a weekly basis for restocking purposes. The purpose is that the employees and visitors have become satisfied with the quality of refillable products being provided, and the City wishes to maintain those standards.

**Definition of Clean**

The Vendor is expected to take full ownership of the janitorial services for each facility included in the contract and perform all services to ensure that facilities are cleaned. Cleaning means that the facility is free from dirt, marks, unwanted matter and is sanitized. The vendor is expected to clean the facility by

using the best practices of the industry including, but not limited to, a regular application of washing, wiping, mopping, scrubbing, rinsing, vacuuming, polishing and similar methods.

### **Cleaning Standards**

**General:** General cleaning and servicing includes cleaning all areas of debris and all cleaning work that can be reached while standing on the floor unless otherwise specified. Spider webs/cobwebs shall be removed from all walls, ceilings, floors, windows, and fixtures each day, including outside the entrance doors. Every toilet, urinal, shower, countertop, window, lavatory, mirror, restroom partition, dispensers, drinking fountain and sink, associated fixtures and floors shall be properly cleaned, wiped, shined, mopped and disinfected each day, resulting in a "clean and disinfected" or "as new" appearance.

### ***Seasonal Facilities***

All seasonal facilities will be brought up to standard via special deep cleaning in the spring, prior to opening, or after any extended closure due to maintenance, construction, etc. This is not an additional service, rather a necessity to have the restrooms ready for daily cleaning thereafter and should be included in the quoted price.

**Sinks & Drinking Fountains:** Sinks and drinking fountains shall be cleaned thoroughly to a high luster finish using the appropriate cleaner. Faucets, handles, push buttons, and drinking spouts must be disinfected daily. Special care should be given to areas around the sink fixtures where dirt and grime build up.

**Toilets:** Toilet bowl exteriors shall be washed, disinfected and wiped clean. All water scale shall be removed immediately. Toilet bowl interiors and underside of rims shall be cleaned thoroughly with an acceptable toilet bowl cleaner. Toilet brush cleaning of interiors of toilet bowls shall include working the brush as far into the trap as it will reach. Toilet brush shall only be used for cleaning toilets and urinals, and shall not be used for cleaning the seating side of the toilet seat or the sink. Toilets shall be flushed after cleaning to rinse. Toilet seats shall be cleaned with germicidal detergent and left in the raised position. Chrome-plated hardware shall be cleaned to a high luster finish, being careful to remove all acid-based cleaners from the chrome.

**Urinals:** Urinal exteriors and adjacent walls shall be washed, disinfected and wiped clean. All water scale shall be removed immediately. Urinal interiors and underside of rims shall be cleaned thoroughly with a toilet bowl cleanser. Urinals shall be rinsed after cleaning. Chrome-plated hardware shall be cleaned to a high luster finish.

**Floors:** Floors shall be swept (including corners and hard to reach areas) and washed with suitable disinfectant cleanser and ample solution to thoroughly clean the floor. All water scale shall be removed immediately. This washing shall be done well enough to ensure that all dirt, scuffs and mildew will be removed with special care given to all edges and corners. The floor shall be thoroughly rinsed and dried after each cleaning. The floor drain p-traps shall be kept sufficiently filled to combat any bad odors. On a monthly basis, all floors should be deep cleaned to help prevent odors and staining. This deep cleaning will include scrubbing the floor and wall grout, as well as polishing and buffing.

**Shelves and Fixtures:** Shelves and miscellaneous fixtures shall be cleaned thoroughly, to a high luster finish. Walls and partitions shall be washed with a neutral cleaner. Grout joints shall also be kept clean. This shall be done to keep the walls and partitions free from streaks and soap film with a high luster finish. All graffiti shall be removed immediately. Ceiling light fixtures are to be taken down weekly to remove all



dead bugs, which will require a small ladder step stool. Special care should be taken to keep wall surfaces and wall grout clean at areas below hand drying stations.

**Mirrors / Windows:** Mirrors and windows should be cleaned to a streak free and high luster finish. All graffiti or stickers shall be removed immediately, including left over residue. Windows may require the use of a step stool or small ladder.

**Stainless Steel:** All stainless steel shall be cleaned with the grain using the proper stainless-steel cleaner and cleaning cloth. Care shall be taken to prevent the splashing of cleaning chemicals onto stainless steel, painted or other surfaces subject to damage by these chemicals.

**Counters:** All counters are to be cleaned with the grain using a neutral cleaner/disinfectant. Both inside and outside counters are to be cleaned.

**Specialty Items:** All specialty items will be cleaned with methods and products consistent with manufacturer specifications.

**Plunging:** Contractor shall be responsible for plunging any sink, toilet, urinal, or fixture that is plugged or draining slow. If contractor is unable to clear an obstruction, contractor shall place the item out of service with appropriate signage and notify the Department of Public Works. In the event that the blockage is severe enough that the function of the facility is impaired, the contractor will immediately notify the Department of Public Works using established procedures.

**Trash / Debris:** The contractor will be responsible for emptying and cleaning all trash receptacles inside and outside the facility adjacent to the entrance doors. The above receptacles shall be checked, emptied and re-lined daily. Before re-lining, waste receptacles shall be rinsed or wiped, as necessary. Trash shall be deposited in City dumpsites.

**Inspection:** Contractor shall train their personnel assigned to this contract to inspect the facilities during each cleaning for burned out lights, inoperable door locks, leaky fixtures, plugged systems, defective items, damage, vandalism, and excessive or apparent intentional filth. Each inspection shall be recorded on the Weekly Service Log and issues needing immediate attention shall be reported to the City immediately.

**Locking of Doors:** Doors are locked at night, contractor shall use the key or door card provided to unlock the door. Depending on the agreed upon start time, restroom doors may remain unlocked after completion of cleaning. Contractor shall be responsible for security of key and shall be responsible for the cost to rekey restroom locks if it is found that key was lost. Upon discovering that any key or door card has been lost, the contractor must notify the City immediately.

#### **Service Schedule**

Cleaning services of all park and golf course facilities must be started within a half hour before dusk and completed within 1 hour past sunset. All other facilities can be serviced between 5:00pm-10:00pm. Adjustments to the schedule may be made if mutually agreed upon by the City and Contractor.

### **Examination of Sites**

Each bidder shall be responsible for visiting the sites of the proposed work to fully acquaint themselves with existing conditions so that they may fully understand any difficulties performing the work under the proposed contract. Bidder shall thoroughly examine this bid document. The failure or omission of any bidder to receive and examine any form, instrument, addendum, or other document, or to visit the site(s) and acquaint themselves with existing conditions, shall in no way relieve any bidder from any obligation with respect to their bid or to the contract. The submission of a bid shall be taken as prima facie evidence of compliance with this section.

### **General Conditions**

The City of Auburn Hills reserves the right to add, delete, or modify any of the sites indicated if deemed to be in its best interest. All work outlined in the specifications will be subject to periodic field inspections by a representative of the City, and the Contractor's presence may be requested during inspections at any or all of the locations specified. Contractor guarantees the reimbursement, repair or replacement and restoration of any appurtenances damaged by careless or accidental use of equipment or machinery in the performance of the Contract. The Contractor will be responsible for setting up the original work schedule (excluding special events). The City will review and advise the Contractor of any variations to the schedule. The City reserves the right to alter said schedule based on the City's best interest at any time during the contract. Contractor shall not be permitted to assign or transfer this Contract to another party, company, partnership, or corporation or sublet any part of the work embraced by it without specific consent and approval in writing from the City of Auburn Hills. Successful bidder must be readily available to carry out the terms of the Contract, have available equipment, and the experience to perform the project properly. Failure to comply with standards specified by the City constitutes a breach of the Contract. The City reserves the right to correct or complete any work that the Contractor fails to perform in accordance with the specification and deduct the cost of this work from money owed to the Contractor. Please refer to the Penalty Clause for specifics.

All work shall be performed in accordance with the best modern practice and workmanship of highest quality. Failure to conform to standards specified by the City shall be considered a breach of the Contract.

A specific contact person such as a manager or supervisor will be identified for City personnel to contact for inquiries on anything related to the contract. The Contractor shall designate a supervisor who shall be available at all times to accommodate the City. The supervisor shall have the power to initiate immediate action to resolve disputes and/or complaints.

### **Weekly Service Logs**

The contractor will supply the City with weekly work logs that shall document the day and time services were performed, supplies used, maintenance issues found, and the name of the employee performing the work. The City may require photos of service areas if requested.

### **Employee Appearance & Conduct**

Contractor's employees shall always maintain a neat and clean appearance. Contractor's employees must display on their outermost garment the name of the contractor so they can be easily identified by members of the public and city staff. Contractor's garments or uniform should be plain and professional looking, and not display any noticeable logo's, designs, wording or insignia other than that of their employer. Contractor's employees must always be polite and courteous. Contractor's employees may not smoke, vape or use tobacco on city property, except in designated smoking areas.



**Approval of Contractor's Employees**

The City shall have the right to approve or reject employees the contractor assigns to perform services as part of this contract. The City may require contractor's employees to undergo security training, submit to background checks, and any other screening that the City's own employees are subject to.

The City may, at any time, exclude any of the Contractor's employees from performing work for the City. This right shall be at the sole discretion of the City, and the City does not have to show cause or provide any explanation to the contractor.

**Penalty Clause**

The City of Auburn Hills will perform inspections of each site making note of any deficiencies found. Should the Contractor fail, neglect or refuse to perform their duties under the Contract, the City shall have the right to terminate the Contract upon seven days written notice given to the Contractor and proceed to complete the work using other means. Should this occur, the contractor will forfeit the cash performance bond in its entirety. Failure to respond to three or more phone calls for janitorial assistance shall be considered a refusal to perform the duties under the contract.

Because of the nature of the work and the timeliness of the needed service, the City will provide the initial notice of the City's dissatisfaction of service / failure to perform, by phone call or e-mail only. Should the contractor fail to contact the City and make correction to City's satisfaction and/or in the time frame deemed acceptable to the City, City crews or another contractor will correct the situation, and continue corrections until Contractor resumes their responsibilities or the contract is terminated. Upon the second notice (and any thereafter) of the same issue, the City will deduct the per day cost per location and occurrence from the invoice as a penalty, and require immediate corrective action or reduce the payment on the invoice per the schedule below:

A. If completed by City Crews

Cost for labor (City's billable rate), supplies, equipment (MDOT schedule), and a 50% fee

B. If completed by another contractor

Invoiced amount plus a 50% administrative fee

Should there be insufficient invoiced amounts to cover penalties, Contractor will be billed. Should the contractor fail to pay the penalties the City will seek appropriate action for reimbursement, including forfeiture of contractor's cash performance bond. Each deficiency will be reviewed for possible termination of contract. The City of Auburn Hills reserves the right to terminate the contract upon written notice due to poor performance or for any reason deemed in its best interest.



## Custodial Services

ITB CAH-01-09-2024-001

### PROPOSAL FORM

Contract period is for 3 years, with two 1- year renewals if mutually agreed upon.

The undersigned does hereby submit a bid to the City of Auburn Hills to provide all services as described in the Scope of Work (Exhibit 1). The City reserves the right to award all or part of the work itemized below and may add or delete facilities as it deems necessary in the course of business.

To furnish custodial services to the City of Auburn Hills as described in the Scope of Work:

Note: In order to ensure high quality, the City will provide refillable consumables (paper towel, toilet tissue, hand soap and trash liners) along with providing any required cleaning products. The contractor will provide all required labor, equipment, and tools to properly execute the scope of services.

Site Name	Square Feet	Estimated Service Days	Labor Hours Per Day	Cost Per 100 SQFT.	Estimated Annual Cost
Hawk Woods Comfort Station	500	7 days	.75		\$6276
Pool House Restrooms	400	7 days, April-Oct	.5		\$2443
Civic Center Comfort Station	400	7 days, April-Oct	.5		\$2443
Multi-Sports Comfort Station	420	7 days, April-Oct	.75		\$3661
River Woods Comfort Station	360	7 days, April-Oct	.5		\$2443
Riverside Comfort Station	480	7 days	.5		\$4188
The Den	2,250	Tue & Fri	1.5		\$4560
Chamber of Commerce	1,400	Friday	1		\$1200
Department of Public Works	6,100	Mon-Fri	4.5		\$26,892
Fieldstone Golf Club	1,375	7 days, April-Oct	1.5		\$7322

**CITY OF AUBURN HILLS**  
**HOLD HARMLESS AGREEMENT**

As required for approval of the \_\_\_\_\_ Custodial Services Contract \_\_\_\_\_  
(Activity)

City Wide Facility Solutions herein after referred to as CW  
(Name of Company) (Abbreviated Name Form)

agrees to release, indemnify, defend, and hold harmless The City of Auburn Hills, including all elected and appointed officials, all employees, representatives, and volunteers, all boards, commissions, and/or authorities, including but not limited to the Tax Increment Finance Authority, Brownfield Redevelopment Authority and the Downtown Development Authority, and their officers, employees, representatives and volunteers from any injuries, liability, damages, expenses, attorney's fees, causes of action, suits, claims or judgments, costs, incurred and/or arising from the Contractor's performing its work, jobs, duties and/or any other actions and/or omissions of the Contractor and/or its employees, representatives and/or agents pertaining to and/or in connection with the Activity.

In addition, CW agrees to furnish an ACORD certificate of insurance  
(Abbreviated Name Form)

as required by the City of Auburn Hills with the description of the ACORD form to read as follows: *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, representatives and volunteers, all boards, commissions, and/or authorities, including but not limited to the Tax Increment Finance Authority, Brownfield Redevelopment Authority and the Downtown Development Authority, and their officers, 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.*

Name of Company

City Wide Facility Solutions

By Jamie Jones

Dated 11/30/24

Witnesses

\_\_\_\_\_  
\_\_\_\_\_



## Three References

### **Thornton & Grooms**

Erik Hein

[erikh@thorntonandgrooms.com](mailto:erikh@thorntonandgrooms.com)

(734) 674-1641

### **Rainbow Connection**

Kelly Collins

[kcollins@rainbowconnection.org](mailto:kcollins@rainbowconnection.org)

248-601-9474

### **Loomis**

Marty Engelmann

[Martin.Engelmann@us.loomis.com](mailto:Martin.Engelmann@us.loomis.com)

(313) 826-3427



- \_\_\_\_\_ Detailed proposal including schedule, estimated service times, service locations, number of employees, including daily, weekly, and monthly tasks.
- \_\_\_\_\_ References for 3 projects similar in scope are attached to the proposal form.
- \_\_\_\_\_ Information is attached that would demonstrate to the City that your firm is experienced and highly qualified to perform the services described in this bid.

Respectfully submitted by,

Company: City wide Facility solutions

Address: 580 Kirts Blvd #301 Troy, MI 48064

Telephone: 248-712-1400 Fax: —

Email: jamie.jones@gocitywide.com

<u>Jamie Jones</u>	<u>Sales Executive</u>
Authorized Signature	Title
<u>Jamie Jones</u>	<u>1/30/24</u>
Printed Name	Date

Approval of Contract

_____	_____
City Representative	Title
_____	_____
Printed Name	Date

Created for City of Auburn Hills  
Attention: Tim Wisser  
1500 Brown Rd. Auburn Hills, MI 48326  
734-452-3308 | twisser@auburnhills.org

## **Investment Recap**

### **City Wide Facility Solutions Janitorial Service Package**

*Includes all janitorial services outlined in the service agreement*

Based on 15,005 cleanable square feet

<b>Service(s) to be Performed</b>	<b>Frequency</b>	<b>Total Price Per Month</b>
Department Public Works	5 times per week	\$2241.00
Chamber of Commerce	1 time per week	\$100.00
The Den	2 times per week	\$380.00
Riverside Comfort	7 times per week	\$349.00
Hawk Woods Comfort	7 times per week	\$523.00
Fieldstone (Apr-Oct)	7 times per week	\$1046.00
Pool House Comfort (Apr-Oct)	7 times per week	\$349.00
Civic Center Comfort (Apr-Oct)		\$349.00
Multi Sports Comfort (Apr-Oct)		\$523.00
River Woods Comfort (Apr-Oct)		\$349.00
<b>Total Month Investment</b>		<b>\$6209.00</b>

#### **City Wide Facility Solutions**

Jamie Jones  
Authorized Representative Signature

Jamie Jones  
Printed Name

Sales Executive  
Title

1/30/24  
Date

TBD  
Start Date

#### **City of Auburn Hills**

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## **Auburn Hills-Department of Public Works**

### **Service Agreement**

City Wide Facility Solutions agrees to keep your building clean and disinfected.

In order to accomplish this, we agree to manage all services listed herein to provide complete and proper maintenance for your premises. We pay special attention to your lobby and restrooms because we understand how critical it is to keep high-profile areas looking good at all times. We disinfect high-touch surfaces with only EPA-registered disinfectants as a crucial step in keeping your employees and visitors healthy.

#### **Entry / Lobby**

Services to be performed five nights per week,  
Monday through Friday:

- ▶ Containers for waste materials will be emptied and waste taken to dumpster.
- ▶ All open surfaces of furniture will be damp wiped clean.
- ▶ Drinking fountains will be cleaned and disinfected.
- ▶ Hard floors will be dust mopped to remove dirt.
- ▶ Hard floors will be wet mopped to remove spills and tracking.
- ▶ Carpeting and/or walk off mats will be vacuumed.
- ▶ Fingerprints will be removed from moveable entryway glass.
- ▶ Lights will be turned off as directed.
- ▶ Entrance doors will be secured upon completion of our work.

#### **General Office Areas**

Services to be performed five nights per week,  
Monday through Friday:

- ▶ Containers for waste materials will be emptied and waste taken to dumpster.
- ▶ All open surfaces of desktops, furniture, window ledges, two-drawer filing cabinets, counters, and other 30" high horizontal surfaces will be damp dusted.
- ▶ Special attention will be made to remove soda spills and rings on tables and desks.
- ▶ Carpeting will be vacuumed.
- ▶ Hard floors will be dust mopped to remove dirt.

- ▶ Hard floors will be wet mopped, as needed to remove spills and tracking.
- ▶ Lights will be turned off as directed.
- ▶ Entrance doors will be secured upon completion of our work.

#### **Break Room**

Services to be performed five nights per week,  
Monday through Friday:

- ▶ Containers for waste materials will be emptied and waste taken to dumpster.
- ▶ Sinks will be cleaned and disinfected.
- ▶ Microwaves will be cleaned inside and out.
- ▶ Counters and tabletops will be cleaned, disinfected, and soda rings removed.
- ▶ Hard floors will be dust mopped to remove dirt.
- ▶ Hard floors will be wet mopped, as needed to remove spills or tracking.
- ▶ Lights will be turned off as directed.
- ▶ Doors will be secured upon completion of our work.

Services to be performed weekly:

- ▶ Vending machines will be damp wiped clean.

Services to be performed as needed:

- ▶ Upholstered chairs will be vacuumed.
- ▶ Walls around trash cans, light switches, and fronts of counters will be cleaned to remove all drips, spills, and fingerprints.



### Corridors

Services to be performed five nights per week, Monday through Friday:

- ▶ Drinking fountains will be cleaned and disinfected.
- ▶ Hard floors will be dust mopped to remove dirt.
- ▶ Hard floors will be wet mopped.
- ▶ Carpeting will be vacuumed and spot cleaned as needed where applicable.

### Restrooms

Services to be performed five nights per week, Monday through Friday:

- ▶ Containers for waste materials will be emptied and waste taken to dumpster.
- ▶ Mirrors will be cleaned.
- ▶ Sinks will be cleaned and disinfected.
- ▶ Countertops will be cleaned and disinfected.
- ▶ Surfaces of toilets and urinals will be thoroughly cleaned and disinfected.
- ▶ Bright work will be cleaned and polished.
- ▶ Floors will be swept.
- ▶ Floors will be wet mopped and disinfected.
- ▶ Dispensing units such as towels, toilet paper, and soap containers will be refilled from your stock.
- ▶ All repair items will be reported to the Facility Solutions Manager.

Services to be performed weekly:

- ▶ Low dusting will be performed on all horizontal surfaces to hand height including: sills, moldings, ledges, shelves, frames, ducts, and heating outlets.
- ▶ High dusting will be performed above hand height including: sills, moldings, ledges, shelves, frames, ducts, and heating outlets.
- ▶ Dispensers will be cleaned.
- ▶ Fingerprints will be removed from doors, frames, light switches, kick and push plates, handles, etc.

Services to be performed monthly:

- ▶ Tile walls will be damp wiped.

- ▶ Partition touch points will be cleaned and disinfected.

Services to be performed quarterly:

- ▶ Corners and edges will be detailed.
- ▶ Ceiling vents will be dusted.

### All Areas

Services to be performed weekly:

- ▶ All open surfaces of window ledges, tops of partitions, tops of four-drawer filing cabinets, tops of picture frames will be high dusted.
- ▶ Chairs and miscellaneous items will be low dusted.
- ▶ Tile floors will be wet mopped to remove spills or tracking.

Services to be performed monthly:

- ▶ Fingerprints from doors, frames, and light switches will be removed.

Services to be performed quarterly:

- ▶ Carpet corners will be edged and detailed.
- ▶ Tile corners will be edged and detailed.
- ▶ Ceiling vents will be dusted.

### Communication Log Book

A communication log book may be placed at every account location. This book will be checked daily by the janitorial staff to see if the client has any concerns. The janitorial staff will also use the communication log book to note any discrepancies in the building, such as maintenance problems, of which the client needs to be made aware.

### General

Customer is responsible for breaking down small boxes before being taken to dumpster.

Care will be taken to conserve water and power beyond that which is required for the performance of the crew's duties.



Every effort will be made to observe and report any unusual occurrences during our time or the crew's time in the building.

Any problem that may arise during the crew's work schedule will be reported directly to our contact.

### **Holidays**

Unless a request is made for service at an additional charge, the following holidays will be observed and no services shall be provided: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

## **Auburn Hills Chamber of Commerce**

### **Service Agreement**

City Wide Facility Solutions agrees to keep your building clean and disinfected.

In order to accomplish this, we agree to manage all services listed herein to provide complete and proper maintenance for your premises. We pay special attention to your lobby and restrooms because we understand how critical it is to keep high-profile areas looking good at all times. We disinfect high-touch surfaces with only EPA-registered disinfectants as a crucial step in keeping your employees and visitors healthy.

#### **Entry / Lobby**

Services to be performed one night per week, Friday:

- ▶ Containers for waste materials will be emptied and waste taken to dumpster.
- ▶ All open surfaces of furniture will be damp wiped clean.
- ▶ Drinking fountains will be cleaned and disinfected.
- ▶ Hard floors will be dust mopped to remove dirt.
- ▶ Hard floors will be wet mopped to remove spills and tracking.
- ▶ Carpeting and/or walk off mats will be vacuumed.
- ▶ Fingerprints will be removed from moveable entryway glass.
- ▶ Lights will be turned off as directed.
- ▶ Entrance doors will be secured upon completion of our work.

#### **General Office Areas**

Services to be performed one night per week, Friday:

- ▶ Containers for waste materials will be emptied and waste taken to dumpster.
- ▶ All open surfaces of desktops, furniture, window ledges, two-drawer filing cabinets, counters, and other 30" high horizontal surfaces will be damp dusted.
- ▶ Special attention will be made to remove soda spills and rings on tables and desks.
- ▶ Carpeting will be vacuumed.
- ▶ Hard floors will be dust mopped to remove dirt.
- ▶ Hard floors will be wet mopped, as needed to remove spills and tracking.
- ▶ Lights will be turned off as directed.

- ▶ Entrance doors will be secured upon completion of our work.

#### **Break Room**

Services to be performed one night per week, Friday:

- ▶ Containers for waste materials will be emptied and waste taken to dumpster.
- ▶ Sinks will be cleaned and disinfected.
- ▶ Microwaves will be cleaned inside and out.
- ▶ Counters and tabletops will be cleaned, disinfected, and soda rings removed.
- ▶ Hard floors will be dust mopped to remove dirt.
- ▶ Hard floors will be wet mopped, as needed to remove spills or tracking.
- ▶ Lights will be turned off as directed.
- ▶ Doors will be secured upon completion of our work.

Services to be performed as needed:

- ▶ Upholstered chairs will be vacuumed.
- ▶ Walls around trash cans, light switches, and fronts of counters will be cleaned to remove all drips, spills, and fingerprints.

#### **Corridors**

Services to be performed one night per week, Friday:

- ▶ Drinking fountains will be cleaned and disinfected.
- ▶ Hard floors will be dust mopped to remove dirt.
- ▶ Hard floors will be wet mopped.
- ▶ Carpeting will be vacuumed and spot cleaned as needed where applicable.

### Restrooms

Services to be performed one night per week, Friday:

- ▶ Containers for waste materials will be emptied and waste taken to dumpster.
- ▶ Mirrors will be cleaned.
- ▶ Sinks will be cleaned and disinfected.
- ▶ Countertops will be cleaned and disinfected.
- ▶ Surfaces of toilets and urinals will be thoroughly cleaned and disinfected.
- ▶ Bright work will be cleaned and polished.
- ▶ Floors will be swept.
- ▶ Floors will be wet mopped and disinfected.
- ▶ Dispensing units such as towels, toilet paper, and soap containers will be refilled from your stock.
- ▶ All repair items will be reported to the Facility Solutions Manager.
- ▶ Low dusting will be performed on all horizontal surfaces to hand height including: sills, moldings, ledges, shelves, frames, ducts, and heating outlets.
- ▶ High dusting will be performed above hand height including: sills, moldings, ledges, shelves, frames, ducts, and heating outlets.
- ▶ Dispensers will be cleaned.
- ▶ Fingerprints will be removed from doors, frames, light switches, kick and push plates, handles, etc.

Services to be performed monthly:

- ▶ Tile walls will be damp wiped.
- ▶ Partition touch points will be cleaned and disinfected.

Services to be performed quarterly:

- ▶ Corners and edges will be detailed.
- ▶ Ceiling vents will be dusted.

### All Areas

Services to be performed weekly:

- ▶ All open surfaces of window ledges, tops of partitions, tops of four-drawer filing cabinets, tops of picture frames will be high dusted.

- ▶ Chairs and miscellaneous items will be low dusted.
- ▶ Tile floors will be wet mopped to remove spills or tracking.

Services to be performed monthly:

- ▶ Fingerprints from doors, frames, and light switches will be removed.

Services to be performed quarterly:

- ▶ Carpet corners will be edged and detailed.
- ▶ Tile corners will be edged and detailed.
- ▶ Ceiling vents will be dusted.

### Communication Log Book

A communication log book may be placed at every account location. This book will be checked daily by the janitorial staff to see if the client has any concerns. The janitorial staff will also use the communication log book to note any discrepancies in the building, such as maintenance problems, of which the client needs to be made aware.

### General

Customer is responsible for breaking down small boxes before being taken to dumpster.

Care will be taken to conserve water and power beyond that which is required for the performance of the crew's duties.

Every effort will be made to observe and report any unusual occurrences during our time or the crew's time in the building.

Any problem that may arise during the crew's work schedule will be reported directly to our contact.

### Holidays

Unless a request is made for service at an additional charge, the following holidays will be observed and no services shall be provided: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.



## **Auburn Hills- The Den**

### **Service Agreement**

City Wide Facility Solutions agrees to keep your building clean and disinfected.

In order to accomplish this, we agree to manage all services listed herein to provide complete and proper maintenance for your premises. We pay special attention to your lobby and restrooms because we understand how critical it is to keep high-profile areas looking good at all times. We disinfect high-touch surfaces with only EPA-registered disinfectants as a crucial step in keeping your employees and visitors healthy.

#### **Entry / Lobby**

Services to be performed two nights per week, Tuesday and Friday:

- ▶ Containers for waste materials will be emptied and waste taken to dumpster.
- ▶ All open surfaces of furniture will be damp wiped clean.
- ▶ Drinking fountains will be cleaned and disinfected.
- ▶ Hard floors will be dust mopped to remove dirt.
- ▶ Hard floors will be wet mopped to remove spills and tracking.
- ▶ Carpeting and/or walk off mats will be vacuumed.
- ▶ Fingerprints will be removed from moveable entryway glass.
- ▶ Lights will be turned off as directed.
- ▶ Entrance doors will be secured upon completion of our work.

#### **General Office Areas**

Services to be performed two nights per week, Tuesday and Friday:

- ▶ Containers for waste materials will be emptied and waste taken to dumpster.
- ▶ All open surfaces of desktops, furniture, window ledges, two-drawer filing cabinets, counters, and other 30" high horizontal surfaces will be damp dusted.
- ▶ Special attention will be made to remove soda spills and rings on tables and desks.
- ▶ Carpeting will be vacuumed.
- ▶ Hard floors will be dust mopped to remove dirt.

- ▶ Hard floors will be wet mopped, as needed to remove spills and tracking.
- ▶ Lights will be turned off as directed.
- ▶ Entrance doors will be secured upon completion of our work.

#### **Break Room**

Services to be performed two nights per week, Tuesday and Friday:

- ▶ Containers for waste materials will be emptied and waste taken to dumpster.
- ▶ Sinks will be cleaned and disinfected.
- ▶ Microwaves will be cleaned inside and out.
- ▶ Counters and tabletops will be cleaned, disinfected, and soda rings removed.
- ▶ Hard floors will be dust mopped to remove dirt.
- ▶ Hard floors will be wet mopped, as needed to remove spills or tracking.
- ▶ Lights will be turned off as directed.
- ▶ Doors will be secured upon completion of our work.

Services to be performed as needed:

- ▶ Upholstered chairs will be vacuumed.
- ▶ Walls around trash cans, light switches, and fronts of counters will be cleaned to remove all drips, spills, and fingerprints.

#### **Corridors**

Services to be performed two nights per week, Tuesday and Friday:

- ▶ Drinking fountains will be cleaned and disinfected.
- ▶ Hard floors will be dust mopped to remove dirt.

- ▶ Hard floors will be wet mopped.
- ▶ Carpeting will be vacuumed and spot cleaned as needed where applicable.

### Restrooms

Services to be performed two nights per week, Tuesday and Friday:

- ▶ Containers for waste materials will be emptied and waste taken to dumpster.
- ▶ Mirrors will be cleaned.
- ▶ Sinks will be cleaned and disinfected.
- ▶ Countertops will be cleaned and disinfected.
- ▶ Surfaces of toilets and urinals will be thoroughly cleaned and disinfected.
- ▶ Bright work will be cleaned and polished.
- ▶ Floors will be swept.
- ▶ Floors will be wet mopped and disinfected.
- ▶ Dispensing units such as towels, toilet paper, and soap containers will be refilled from your stock.
- ▶ All repair items will be reported to the Facility Solutions Manager.

Services to be performed weekly:

- ▶ Low dusting will be performed on all horizontal surfaces to hand height including: sills, moldings, ledges, shelves, frames, ducts, and heating outlets.
- ▶ High dusting will be performed above hand height including: sills, moldings, ledges, shelves, frames, ducts, and heating outlets.
- ▶ Dispensers will be cleaned.
- ▶ Fingerprints will be removed from doors, frames, light switches, kick and push plates, handles, etc.

Services to be performed monthly:

- ▶ Tile walls will be damp wiped.
- ▶ Partition touch points will be cleaned and disinfected.

Services to be performed quarterly:

- ▶ Corners and edges will be detailed.
- ▶ Ceiling vents will be dusted.

### All Areas

Services to be performed weekly:

- ▶ All open surfaces of window ledges, tops of partitions, tops of four-drawer filing cabinets, tops of picture frames will be high dusted.
- ▶ Chairs and miscellaneous items will be low dusted.
- ▶ Tile floors will be wet mopped to remove spills or tracking.

Services to be performed monthly:

- ▶ Fingerprints from doors, frames, and light switches will be removed.

Services to be performed quarterly:

- ▶ Carpet corners will be edged and detailed.
- ▶ Tile corners will be edged and detailed.
- ▶ Ceiling vents will be dusted.

### Communication Log Book

A communication log book may be placed at every account location. This book will be checked daily by the janitorial staff to see if the client has any concerns. The janitorial staff will also use the communication log book to note any discrepancies in the building, such as maintenance problems, of which the client needs to be made aware.

### General

Customer is responsible for breaking down small boxes before being taken to dumpster.

Care will be taken to conserve water and power beyond that which is required for the performance of the crew's duties.

Every effort will be made to observe and report any unusual occurrences during our time or the crew's time in the building.

Any problem that may arise during the crew's work schedule will be reported directly to our contact.

**Holidays**

Unless a request is made for service at an additional charge, the following holidays will be observed and

no services shall be provided: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.



## **Auburn Hills-Hawk Woods & Riverside Comfort Stations**

### **Service Agreement**

City Wide Facility Solutions agrees to keep your building clean and disinfected.

In order to accomplish this, we agree to manage all services listed herein to provide complete and proper maintenance for your premises. We pay special attention to your lobby and restrooms because we understand how critical it is to keep high-profile areas looking good at all times. We disinfect high-touch surfaces with only EPA-registered disinfectants as a crucial step in keeping your employees and visitors healthy.

#### **Restrooms**

Services to be performed seven nights per week:

- ▶ Containers for waste materials will be emptied and waste taken to dumpster.
- ▶ Mirrors will be cleaned.
- ▶ Sinks will be cleaned and disinfected.
- ▶ Countertops will be cleaned and disinfected.
- ▶ Surfaces of toilets and urinals will be thoroughly cleaned and disinfected.
- ▶ Bright work will be cleaned and polished.
- ▶ Floors will be swept.
- ▶ Floors will be wet mopped and disinfected.
- ▶ Dispensing units such as towels, toilet paper, and soap containers will be refilled from your stock.
- ▶ All repair items will be reported to the Facility Solutions Manager.

Services to be performed weekly:

- ▶ Low dusting will be performed on all horizontal surfaces to hand height including: sills, moldings, ledges, shelves, frames, ducts, and heating outlets.
- ▶ High dusting will be performed above hand height including: sills, moldings, ledges, shelves, frames, ducts, and heating outlets.
- ▶ Dispensers will be cleaned.
- ▶ Fingerprints will be removed from doors, frames, light switches, kick and push plates, handles, etc.

Services to be performed monthly:

- ▶ Tile walls will be damp wiped.
- ▶ Partition touch points will be cleaned and disinfected.

Services to be performed quarterly:

- ▶ Corners and edges will be detailed.
- ▶ Ceiling vents will be dusted.

#### **Communication Log Book**

A communication log book may be placed at every account location. This book will be checked daily by the janitorial staff to see if the client has any concerns. The janitorial staff will also use the communication log book to note any discrepancies in the building, such as maintenance problems, of which the client needs to be made aware.

#### **General**

Customer is responsible for breaking down small boxes before being taken to dumpster.

Care will be taken to conserve water and power beyond that which is required for the performance of the crew's duties.

Every effort will be made to observe and report any unusual occurrences during our time or the crew's time in the building.

Any problem that may arise during the crew's work schedule will be reported directly to our contact.

#### **Holidays**

Unless a request is made for service at an additional charge, the following holidays will be observed and no services shall be provided: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

## ***Auburn Hills-Pool House, Civic Center, Multi-Sports, River Woods Comfort Stations***

### ***Service Agreement***

City Wide Facility Solutions agrees to keep your building clean and disinfected.

In order to accomplish this, we agree to manage all services listed herein to provide complete and proper maintenance for your premises. We pay special attention to your lobby and restrooms because we understand how critical it is to keep high-profile areas looking good at all times. We disinfect high-touch surfaces with only EPA-registered disinfectants as a crucial step in keeping your employees and visitors healthy.

#### **Restrooms**

Services to be performed seven nights per week  
April-October:

- ▶ Containers for waste materials will be emptied and waste taken to dumpster.
- ▶ Mirrors will be cleaned.
- ▶ Sinks will be cleaned and disinfected.
- ▶ Countertops will be cleaned and disinfected.
- ▶ Surfaces of toilets and urinals will be thoroughly cleaned and disinfected.
- ▶ Bright work will be cleaned and polished.
- ▶ Floors will be swept.
- ▶ Floors will be wet mopped and disinfected.
- ▶ Dispensing units such as towels, toilet paper, and soap containers will be refilled from your stock.
- ▶ All repair items will be reported to the Facility Solutions Manager.

Services to be performed weekly:

- ▶ Low dusting will be performed on all horizontal surfaces to hand height including: sills, moldings, ledges, shelves, frames, ducts, and heating outlets.
- ▶ High dusting will be performed above hand height including: sills, moldings, ledges, shelves, frames, ducts, and heating outlets.
- ▶ Dispensers will be cleaned.
- ▶ Fingerprints will be removed from doors, frames, light switches, kick and push plates, handles, etc.

Services to be performed monthly:

- ▶ Tile walls will be damp wiped.

- ▶ Partition touch points will be cleaned and disinfected.

Services to be performed quarterly:

- ▶ Corners and edges will be detailed.
- ▶ Ceiling vents will be dusted.

#### **Communication Log Book**

A communication log book may be placed at every account location. This book will be checked daily by the janitorial staff to see if the client has any concerns. The janitorial staff will also use the communication log book to note any discrepancies in the building, such as maintenance problems, of which the client needs to be made aware.

#### **General**

Customer is responsible for breaking down small boxes before being taken to dumpster.

Care will be taken to conserve water and power beyond that which is required for the performance of the crew's duties.

Every effort will be made to observe and report any unusual occurrences during our time or the crew's time in the building.

Any problem that may arise during the crew's work schedule will be reported directly to our contact.



**Holidays**

Unless a request is made for service at an additional charge, the following holidays will be observed and

no services shall be provided: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

## **Auburn Hills-Fieldstone Golf Club**

### **Service Agreement**

City Wide Facility Solutions agrees to keep your building clean and disinfected.

In order to accomplish this, we agree to manage all services listed herein to provide complete and proper maintenance for your premises. We pay special attention to your lobby and restrooms because we understand how critical it is to keep high-profile areas looking good at all times. We disinfect high-touch surfaces with only EPA-registered disinfectants as a crucial step in keeping your employees and visitors healthy.

#### **Entry / Lobby**

Services to be performed seven nights per week,  
April through October:

- ▶ Containers for waste materials will be emptied and waste taken to dumpster.
- ▶ All open surfaces of furniture will be damp wiped clean.
- ▶ Drinking fountains will be cleaned and disinfected.
- ▶ Hard floors will be dust mopped to remove dirt.
- ▶ Hard floors will be wet mopped to remove spills and tracking.
- ▶ Carpeting and/or walk off mats will be vacuumed.
- ▶ Fingerprints will be removed from moveable entryway glass.
- ▶ Lights will be turned off as directed.
- ▶ Entrance doors will be secured upon completion of our work.

#### **Corridors**

Services to be performed seven nights per week,  
April through October:

- ▶ Drinking fountains will be cleaned and disinfected.
- ▶ Hard floors will be dust mopped to remove dirt.
- ▶ Hard floors will be wet mopped.
- ▶ Carpeting will be vacuumed and spot cleaned as needed where applicable.

#### **Restrooms**

Services to be performed seven nights per week,  
April through October:

- ▶ Containers for waste materials will be emptied and waste taken to dumpster.
- ▶ Mirrors will be cleaned.
- ▶ Sinks will be cleaned and disinfected.
- ▶ Countertops will be cleaned and disinfected.
- ▶ Surfaces of toilets and urinals will be thoroughly cleaned and disinfected.
- ▶ Bright work will be cleaned and polished.
- ▶ Floors will be swept.
- ▶ Floors will be wet mopped and disinfected.
- ▶ Dispensing units such as towels, toilet paper, and soap containers will be refilled from your stock.
- ▶ All repair items will be reported to the Facility Solutions Manager.

Services to be performed weekly:

- ▶ Low dusting will be performed on all horizontal surfaces to hand height including: sills, moldings, ledges, shelves, frames, ducts, and heating outlets.
- ▶ High dusting will be performed above hand height including: sills, moldings, ledges, shelves, frames, ducts, and heating outlets.
- ▶ Dispensers will be cleaned.
- ▶ Fingerprints will be removed from doors, frames, light switches, kick and push plates, handles, etc.

Services to be performed monthly:

- ▶ Tile walls will be damp wiped.
- ▶ Partition touch points will be cleaned and disinfected.

Services to be performed quarterly:

- ▶ Corners and edges will be detailed.
- ▶ Ceiling vents will be dusted.

### All Areas

Services to be performed weekly:

- ▶ All open surfaces of window ledges, tops of partitions, tops of four-drawer filing cabinets, tops of picture frames will be high dusted.
- ▶ Chairs and miscellaneous items will be low dusted.
- ▶ Tile floors will be wet mopped to remove spills or tracking.

Services to be performed monthly:

- ▶ Fingerprints from doors, frames, and light switches will be removed.

Services to be performed quarterly:

- ▶ Carpet corners will be edged and detailed.
- ▶ Tile corners will be edged and detailed.
- ▶ Ceiling vents will be dusted.

### Communication Log Book

A communication log book may be placed at every account location. This book will be checked daily by the janitorial staff to see if the client has any concerns. The janitorial staff will also use the

communication log book to note any discrepancies in the building, such as maintenance problems, of which the client needs to be made aware.

### General

Customer is responsible for breaking down small boxes before being taken to dumpster.

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Any problem that may arise during the crew's work schedule will be reported directly to our contact.

### Holidays

Unless a request is made for service at an additional charge, the following holidays will be observed and no services shall be provided: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.



# CITY OF AUBURN HILLS

## CITY COUNCIL AGENDA

MEETING DATE: FEBRUARY 19, 2024

AGENDA ITEM NO 7C

DEPARTMENT OF PUBLIC WORKS

**To:** Mayor and City Council  
**From:** Thomas A. Tanghe, City Manager; Tim Wisser, Manager of Municipal Properties  
**Submitted:** February 14, 2024  
**Subject:** Motion – to approve a custodial services contract with City Wide Facility Solutions

### INTRODUCTION AND HISTORY

The City of Auburn Hills' Department of Public Works currently employs three dedicated custodians who are responsible for providing cleaning services at the Library, Fire Administration building, Public Safety building, Police Garage, and City Hall. These DPW custodians handle the day-to-day cleaning operations at these city properties.

In order to augment the cleaning done by DPW staff, the department has a contract with CleanNet USA which covers supplemental custodial maintenance at 6 different park comfort stations around the city, as well as The Den, Chamber of Commerce, Fieldstone Golf Club, and the Department of Public Works facilities. This existing 3-year contract with CleanNet USA is set to expire at the end of February.

In preparation for the expiration of the CleanNet USA contract, the city published an Invitation to Bid on the Michigan Intergovernmental Trade Network on January 12, 2024 seeking custodial service providers that could fulfil the city's supplemental cleaning needs (**Exhibit 1**). The bid packet was downloaded by 47 different firms. Three firms attended mandatory site visits coordinated by the city on January 19, 2024. Following the site visits, the city received 3 sealed bids for the supplemental custodial contract by the January 31, 2024 submission deadline. The bids were formally opened and announced at the Office of the City Clerk on January 31, 2024.

COMPANY NAME	ADDRESS	TOTAL
City Wide Facility Solutions	44004 Woodward Ave, Suite 303, Bloomfield Twp	\$ 61,428.00
Detail XPerts	625 E. Grand Blvd, Detroit	\$ 60,565.00
Universal Contracting Services LLC	5671 Trumbull, Detroit 48208	\$ 123,043.90

A thorough selection process was used to determine the best custodial service provider for our contract. After receiving competitive bids, the two lowest cost qualified vendors were interviewed by a 3-person staff committee. In the interviews, the vendors discussed their experience, background, qualifications, and capabilities across 20 relevant criteria. City Wide Facility Solutions stood out for their quality, performance capability, availability, and adaptability to meet the City's needs. Based on the committee's unanimous recommendation, City Wide was selected as providing the overall best value and fit for the custodial services contract compared to the other bidder, Detail Xperts.

It should be noted that the proposed custodial services contract with City Wide Facility Solutions incorporates flexibility in addressing the city's cleaning needs. While the initial contract estimate is \$61,428 annually based on required services and frequencies outlined in the bid, the actual amount billed by City Wide will precisely match the custodial services actually provided. For instance, if a restroom or building is temporarily closed or unused, the city can cancel cleaning for that property during that time period and not incur any costs. Conversely, if usage of park facilities or other spaces increases significantly, necessitating additional cleanings, the city can request City Wide to take on those extra services and would only pay a proportional added cost. This variable, activity-based pricing



model allows spending on custodial services to precisely align with seasonal fluctuations or other changes impacting cleaning needs across city properties. The focus is on only paying for custodial services rendered.

### **STAFF RECOMMENDATION**

It is recommended that a 3-year contract, with two (2) 1-year optional renewals, be approved between the City of Auburn Hills and City Wide Facility Solutions for supplemental custodial services not to exceed the budgeted amounts of \$80,400.00 from the general fund (101-265-802.000) and \$28,000.00 from Fieldstone Golf Course (584-753-808.000). The contract would provide supplemental custodial services to city-owned properties including park facilities, The Den, Chamber of Commerce, Department of Public Works, and Fieldstone Golf Club. Funding for the services at The Den and Chamber of Commerce would be allocated from TIF-A.

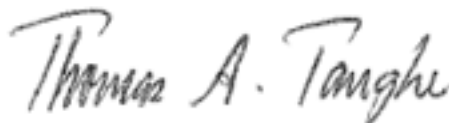
Location	Account #	Budget
Hawkwoods Comfort Station	101-265-802.000-HAWKWDS_3799	\$ 13,100.00
Pool House Restrooms	101-265-802.000-CIVICPK_1827	\$ 7,500.00
Civic Center Comfort Station	101-265-802.000-CIVICPK_1827	\$ 7,500.00
Multi-Sports Comfort Station	101-265-802.000-SPORTFD_1800	\$ 11,100.00
River Woods Comfort Station	101-265-802.000-RIVERWDS_300	\$ 13,100.00
Riverside Comfort Station	101-265-802.000-RIVERSD_3311	\$ 13,100.00
The Den	251-735-802.000-THEDEN_3388	\$ 8,000.00
Chamber of Commerce	251-735-802.000-CHAMBER_3395	\$ 8,000.00
Dept. of Public Works	101-265-802.000-DPWBLDG_1500	\$ 15,000.00
Fieldstone Golf Club	584-753-808.000	\$ 28,404.00

### **MOTION**

Move to award a 3-year contract for custodial services to City Wide Facility Solutions, not to exceed the budgeted amounts of \$80,400 from the General Fund and \$28,404 from the Golf Course. Furthermore, approval is subject to the following be added to any final Agreement with the vendor.

“The City of Auburn Hills has the unilateral right to terminate this Agreement for any reason whatsoever, or no reason, with fifteen (15) days’ notice. Such provision shall take precedence over Section 5, Penalty Clause, contained within the Scope of Work document found within the Request for Proposals”.

I CONCUR:




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THOMAS A. TANGHE, CITY MANAGER



### INVITATION TO BID

**BID ID:** ITB-CAH-01-31-2024-001

**BID NAME:** CUSTODIAL SERVICES

**ITEM:** CUSTODIAL SERVICES

**DUE DATE:** WEDNESDAY, JANUARY 31, 2024 AT 10:00 AM

#### IMPORTANT DATES

01/12/24 FRI	10A	Bid Posting
01/19/24 FRI	10A	Pre-Bid Meeting
01/31/24 WED	10A	Bid Opening

The City of Auburn Hills is seeking bids from highly qualified contractors for janitorial services at selected facilities.

Bids will be accepted by the City Clerk until **Wednesday, January 31, 2024 at 10:00 am**. Bids will be opened at that time in the front lobby of the City Clerk at 1827 N. Squirrel.

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.

#### 1) PREPARATION OF BID

- A) Unless otherwise approved by the City, all bidders must attend the **MANDATORY SITE VISIT** on **FRIDAY, JANUARY 19, 2024 at 10:00 am**. Bidders will meet at the Department of Public Works, 1500 Brown Road, Auburn Hills.
- B) Each bidder shall furnish all information required on the bid form. Erasures or other changes must be initialed by the person signing the bid form.
- C) If there is any doubt as to the meaning of any part of the specifications or other conditions within this invitation, contact Tim Wisser by email at: [TWisser@auburnhills.org](mailto:TWisser@auburnhills.org)

#### 2) SUBMISSION OF BIDS

- A) All bids shall be submitted in sealed envelopes and shall include the following information on the face of the envelope:

**Bidder's Name**  
**Bidder's Address**  
**Bid Number**  
**Bid Item (Name of Bid)**

Failure to do so may result in a premature opening of or failure to open such proposal. **All bids must be hand delivered or mailed to:**

**Auburn Hills City Clerk's Office**  
**1827 N. Squirrel Road**  
**Auburn Hills, MI 48326**



- B) Bidders are responsible for submitting proposals before stated closing time. Delays in the mail will not be considered. Any proposal received after the stated due date will be rejected.
- C) Any bid may be withdrawn by giving written notice to the Clerk's Office before stated closing time. After stated closing time, no bid may be withdrawn or canceled for a period of ninety (90) days after said closing time.

**General Information:**

The proposal evaluation criteria should be viewed as standards, which measure how well a vendor's approach meets the desired requirements and needs of the City.

All proposals shall be opened publicly at the date and time specified. Each shall be recorded with the name of the proposer. All proposals shall be in accordance with the Purchasing Ordinance and the requirements of this notice in order to be deemed "responsive."

No proposal will be accepted from any person, firm or corporation who is in arrears upon any obligation to the City or who otherwise may be deemed irresponsible or unreliable by the City.

No proposal will be allowed to be withdrawn after it has been deposited with the City of Auburn Hills, except as provided by law. All proposers are held to prices proposed for 90 days or award, whichever comes first, except the successful proposer whose prices shall remain firm through contract expiration.

Any deviation from the scope of work must be noted in the proposal.

The Invitation to Bid document together with its addenda, amendments, attachments and modifications, when executed, becomes the contract or part of the contract between the parties.

Any proposal submitted which requires a down payment or prepayment of any kind prior to work completion and full acceptance as being in conformance with specifications will not be considered for award.

All costs incurred in the preparation and presentation of this proposal, in any way whatsoever, shall be wholly absorbed by the prospective firm. All supporting documentation shall become the property of the City of Auburn Hills unless requested otherwise at the time of submission. The confidentiality or disclosure of any information submitted is governed by the Michigan Freedom of

Information Act (FOIA). The City cannot promise, warrant or guarantee confidentiality nor will the information presented be exempt from disclosure under the FOIA. The City may honor requests for confidentiality only to the extent that FOIA permits.

The City reserves the right to waive any informality in the proposal received, and to accept any proposal or part thereof, which it shall deem to be most favorable to the interests of the City of Auburn Hills.

Any deviation from the Auburn Hills specifications must be noted in the proposal.

### **Performance Bond**

A \$10,000 performance bond will be required for this contract. A material breach of any portion of the contract will be grounds for the forfeiture of the entire performance bond by the City.

### **Contractor Qualifications**

The City of Auburn Hills intends to award this contract to a qualified Contractor that is fully capable of completing the work in a timely and professional manner. To be a qualified bidder, the proposal must be accompanied by a list of at least three local, comparable clients currently engaged with. Contractors are encouraged to include background information about their firm that would demonstrate that they are well qualified to perform the work. The city may, in its sole judgement, consider the reputation of a firm to ensure that the services provided will be of high quality.

### **Insurance & Waiver**

Selected contractor must provide proof of insurance and complete the city's Hold Harmless Waiver as shown in this document before a contract can be awarded. Insurance and the Hold Harmless waiver must remain in effect for the duration of the contract.

### **General Specifications**

The Contractor must conform to all Federal, State, and Local Labor Laws.

All bidding Contractor's must visit all sites prior to bidding. Contractor's bid price shall be all inclusive. Contractor should include all labor, materials and equipment required to complete the project as described in the Scope of Work document (Exhibit 1).

The Contractor shall perform services in a safe and responsible fashion, abiding by all OSHA/MiOSHA regulations, with properly trained staff, and performing the work to the best standards of the trade.

Smoking is discouraged. Smoking in view of the public by contractor's staff is not allowed.

### **Scope of Services**

See Exhibit 1 – Scope of Services

### **Preparation of Proposal**

Qualified companies are invited to deliver proposals in accordance with the scope of work and specifications.

### **Subcontracting**

Bidder must be in the regular business of providing professional cleaning services directly to their customers. Subcontracting of services is not permitted. Businesses who operate as a franchise or dealership type model are ineligible to bid on this contract. This does not prohibit the franchisee or dealership themselves from bidding on this contract. The City's intention is to prohibit an umbrella organization from passing this contract from franchisee to franchisee during the course of the contract which is deemed by the City to be a disruption to the normal course of business.

### **Contract Award**

The City of Auburn Hills reserves the right to accept or reject any or all bids and to waive any informalities or irregularities in any proposal or the bid process. The competency and responsibility of all bidders shall be taken into consideration in the award of the contract for this work. If bidders are unknown to the City of Auburn Hills, or their competency questioned, it shall be understood that they will, upon request, file with the City of Auburn Hills reliable data and references for investigation. The City may make such investigation as it deems necessary to determine the ability of the bidder to perform the work. The City reserves the right to award the contract to the bidder offering the best value, but not necessarily to the one submitting the lowest price. City may award fewer than the indicated bid items and may award them in any combination deemed in the best interest of the City.



## Insurance Requirements City of Auburn Hills, Michigan

### 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 and/or temporary events/special event 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:
    - \$1,000,000 each occurrence
    - \$2,000,000 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: \$1,000,000 combined single limit
- c. Commercial Umbrella (Excess) of at least \$4,000,000
- d. The Contractor shall insure the Contractor's equipment and property and the City and those persons and entities described in section 1(e) herein shall not be liable and/or responsible for any damage to said equipment and/ or property.
- e. 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 Downtown Development Authority, and their officers, 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.*
- f. The Description of Operation section of the Certificate shall also name or describe the project and/or event for which coverage is provided.

### 2. 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:

- \$500,000 E.L. each accident
- \$500,000 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 from an insurance company acceptable to the City of Auburn Hills.

### **3. Hold Harmless/Indemnification Agreement**

It is further required that all contractors providing services or performing duties for the City of Auburn Hills and/or its Authorities shall enter into a Hold Harmless/Indemnification Agreement with the City and all other entities as set forth in section 1(e) herein, in which Agreement the Contractor and its employees, representatives and agents agrees to release, indemnify, defend, and hold harmless the City of Auburn Hills, including all elected and appointed officials, all employees, representatives, and volunteers, all boards, commissions, and/or authorities, including but not limited to the Tax Increment Finance Authority, Brownfield Redevelopment Authority and the Downtown Development Authority, and their officers, employees, representatives and volunteers from any injuries, liability, damages, expenses, attorney's fees, causes of action, suits, claims or judgments, costs, incurred and/or arising from the Contractor's performing its work, jobs, duties and/or any other actions and/or omissions of the Contractor and/or its employees, representatives and/or agents pertaining to and/or in connection with the Activity.

### **4. Certification 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.

It is understood and agreed that thirty (30) days advance written notice of cancellation, non-renewal, reduction and/or material change in coverage shall be mailed to:

- i. City Clerk's Office  
City of Auburn Hills



1827 North Squirrel Road  
Auburn Hills, MI 48326

**5. Sub-Contractors Insurance Requirements**

If approval is granted by the City of Auburn Hills for a Contractor to subcontract any or all of such contract to others, then prior to commencing the subcontract, the City's contract or agreement with the Contractor shall stipulate that the Contractor will require their subcontractor agreements to carry the same limits as required by the City of the Contractor.

**6. Requirement as Part of Contract**

These insurance requirements shall be expressly contained in and/or incorporated by reference into the contract executed between the contractor and the City.

**7. OTHER INSURANCE REQUIREMENTS THAT MAY BE APPLICABLE  
DEPENDING ON SCOPE OR TYPE OF WORK. IF CHECKED, THESE  
REQUIREMENTS ARE MANDATORY TO THE CONTRACT AND SHALL BE  
INCLUDED IN CONTRACT AND PROVIDED TO THE CITY AS DIRECTED.**

**a. 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 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 from an insurance company acceptable to the City of Auburn Hills.

**b. Professional Liability (\_\_\_\_\_)**

If the Contractor is providing professional services/work, then the Contractor shall procure and maintain during the life of the contract Professional Liability insurance in the amount of \$1,000,000. Evidence of such coverage must be provided to the City. (Professional services is defined but not limited to architects, builders, engineers, agents, attorney).

**c. Cyber Liability (\_\_\_\_\_)**

Cyber Liability Insurance with limits of at least \$1,000,000 and this policy shall include \$1,000,000 of third party liability. Required if the contractor is providing technological services (includes but not limited to programming of any systems/services, anything accessing private City data, or is related to phones/telecommunications/computers/electronic data/banking services).

**d. Employee Dishonesty**



(w/third party endorsement) (\_\_\_\_\_)

Employee Dishonesty coverage with limits of at least \$1,000,000 w/ third party of endorsement. Required when contractor is working on site in city owned buildings. May be required when contractor is working on site on city owned property.

## **2. Temporary Events and/or Special Events**

With respect to temporary events and special events, the City shall have the discretion to amend some or all of the insurance requirements set forth in this document upon request of the applicant and review by the City. Determination of such amendment will be solely at the discretion of the City and the City's consultants and such determination will consider the type of services being provided and any and all potential risk to City. Applicants granted amended insurance requirements for any event must request such amendment each event and or occurrence of such event that is separately contracted with the City. An applicant or vendor which utilizes fireworks or alcohol may not be considered for waiver and must be evaluated for additional licenses and permits. All applicants, at a minimum, must enter into a Hold Harmless/Indemnification Agreement.

This section intentionally left blank

**CITY OF AUBURN HILLS**  
**HOLD HARMLESS AGREEMENT**

As required for approval of the \_\_\_\_\_ Custodial Services Contract \_\_\_\_\_  
 (Activity)

\_\_\_\_\_ herein after referred to as \_\_\_\_\_  
 (Name of Company) (Abbreviated Name Form)

agrees to release, indemnify, defend, and hold harmless The City of Auburn Hills, including all elected and appointed officials, all employees, representatives, and volunteers, all boards, commissions, and/or authorities, including but not limited to the Tax Increment Finance Authority, Brownfield Redevelopment Authority and the Downtown Development Authority, and their officers, employees, representatives and volunteers from any injuries, liability, damages, expenses, attorney's fees, causes of action, suits, claims or judgments, costs, incurred and/or arising from the Contractor's performing its work, jobs, duties and/or any other actions and/or omissions of the Contractor and/or its employees, representatives and/or agents pertaining to and/or in connection with the Activity.

In addition, \_\_\_\_\_ agrees to furnish an ACORD certificate of insurance  
 (Abbreviated Name Form)

as required by the City of Auburn Hills with the description of the ACORD form to read as follows: *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, representatives and volunteers, all boards, commissions, and/or authorities, including but not limited to the Tax Increment Finance Authority, Brownfield Redevelopment Authority and the Downtown Development Authority, and their officers, 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.*

Name of Company

Witnesses

\_\_\_\_\_

\_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_\_

Dated \_\_\_\_\_



## Custodial Services

ITB CAH-01-09-2024-001

### PROPOSAL FORM

Contract period is for 3 years, with two 1- year renewals if mutually agreed upon.

The undersigned does hereby submit a bid to the City of Auburn Hills to provide all services as described in the Scope of Work (Exhibit 1). The City reserves the right to award all or part of the work itemized below and may add or delete facilities as it deems necessary in the course of business.

To furnish custodial services to the City of Auburn Hills as described in the Scope of Work:

Note: In order to ensure high quality, the City will provide refillable consumables (paper towel, toilet tissue, hand soap and trash liners) along with providing any required cleaning products. The contractor will provide all required labor, equipment, and tools to properly execute the scope of services.

Site Name	Square Feet	Estimated Service Days	Labor Hours Per Day	Cost Per 100 SQFT.	Estimated Annual Cost
Hawk Woods Comfort Station	500	7 days			
Pool House Restrooms	400	7 days, April-Oct			
Civic Center Comfort Station	400	7 days, April-Oct			
Multi-Sports Comfort Station	420	7 days, April-Oct			
River Woods Comfort Station	360	7 days, April-Oct			
Riverside Comfort Station	480	7 days			
The Den	2,250	Tue & Fri			
Chamber of Commerce	1,400	Friday			
Department of Public Works	6,100	Mon-Fri			
Fieldstone Golf Club	1,375	7 days, April-Oct			



- \_\_\_\_\_ Detailed proposal including schedule, estimated service times, service locations, number of employees, including daily, weekly, and monthly tasks.
- \_\_\_\_\_ References for 3 projects similar in scope are attached to the proposal form.
- \_\_\_\_\_ Information is attached that would demonstrate to the City that your firm is experienced and highly qualified to perform the services described in this bid.

Respectfully submitted by,

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

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

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

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

_____	_____
<b>Authorized Signature</b>	<b>Title</b>

_____	_____
<b>Printed Name</b>	<b>Date</b>

**Approval of Contract**

_____	_____
<b>City Representative</b>	<b>Title</b>

_____	_____
<b>Printed Name</b>	<b>Date</b>





**SCOPE OF WORK  
CUSTODIAL SERVICES**

**Summary**

This scope of work describes the facilities, service days, labor, tools, and methods required for a well experienced contractor to perform custodial services at various sites throughout the city.

**Location of Work**

The City of Auburn Hills has facilities and restrooms located at the following locations. Square footage listed are for the requested facility service area.

Site Name	Address	SQFT	Service Days
Hawk Woods Comfort Station	3799 Bald Mountain Rd.	500	7 days
Pool House Restrooms	1827 N. Squirrel Rd.	400	7 days, April-Oct
Civic Center Comfort Station	1827 N. Squirrel Rd.	400	7 days, April-Oct
Multi-Sports Comfort Station	1800 Valley View Dr.	420	7 days, April-Oct
River Woods Comfort Station	300 River Woods Dr.	360	7 days, April-Oct
Riverside Comfort Station	3311 Squirrel Ct.	400	7 days
The Den	3388 Auburn Rd.	2,250	Tue & Fri
Chamber of Commerce	3395 Auburn Rd #A	1,400	Friday
Dept. of Public Works	1500 Brown Rd.	6,100	Mon-Fri
Fieldstone Golf Club	1984 Taylor Rd.	1,375	7 days, April-Oct

**Total Square Footage of Facilities: 15,005**

**Description of Work**

The work contemplated by these specifications consists of furnishing labor, tools, vehicles and equipment to perform all work required for the janitorial maintenance of the listed facilities. No additional compensation will be included for travel time from location to location.

**Paper Products & Supplies**

The City will provide the contractor with refillable consumables such as toilet tissue, paper towel, hand soap and trash liners for use in city owned dispensers and facilities along with providing any required cleaning products. The contractor will be required to email supply requests on a weekly basis for restocking purposes. The purpose is that the employees and visitors have become satisfied with the quality of refillable products being provided, and the City wishes to maintain those standards.

**Definition of Clean**

The Vendor is expected to take full ownership of the janitorial services for each facility included in the contract and perform all services to ensure that facilities are cleaned. Cleaning means that the facility is free from dirt, marks, unwanted matter and is sanitized. The vendor is expected to clean the facility by

using the best practices of the industry including, but not limited to, a regular application of washing, wiping, mopping, scrubbing, rinsing, vacuuming, polishing and similar methods.

### **Cleaning Standards**

**General:** General cleaning and servicing includes cleaning all areas of debris and all cleaning work that can be reached while standing on the floor unless otherwise specified. Spider webs/cobwebs shall be removed from all walls, ceilings, floors, windows, and fixtures each day, including outside the entrance doors. Every toilet, urinal, shower, countertop, window, lavatory, mirror, restroom partition, dispensers, drinking fountain and sink, associated fixtures and floors shall be properly cleaned, wiped, shined, mopped and disinfected each day, resulting in a "clean and disinfected" or "as new" appearance.

### ***Seasonal Facilities***

All seasonal facilities will be brought up to standard via special deep cleaning in the spring, prior to opening, or after any extended closure due to maintenance, construction, etc. This is not an additional service, rather a necessity to have the restrooms ready for daily cleaning thereafter and should be included in the quoted price.

**Sinks & Drinking Fountains:** Sinks and drinking fountains shall be cleaned thoroughly to a high luster finish using the appropriate cleaner. Faucets, handles, push buttons, and drinking spouts must be disinfected daily. Special care should be given to areas around the sink fixtures where dirt and grime build up.

**Toilets:** Toilet bowl exteriors shall be washed, disinfected and wiped clean. All water scale shall be removed immediately. Toilet bowl interiors and underside of rims shall be cleaned thoroughly with an acceptable toilet bowl cleaner. Toilet brush cleaning of interiors of toilet bowls shall include working the brush as far into the trap as it will reach. Toilet brush shall only be used for cleaning toilets and urinals, and shall not be used for cleaning the seating side of the toilet seat or the sink. Toilets shall be flushed after cleaning to rinse. Toilet seats shall be cleaned with germicidal detergent and left in the raised position. Chrome-plated hardware shall be cleaned to a high luster finish, being careful to remove all acid-based cleaners from the chrome.

**Urinals:** Urinal exteriors and adjacent walls shall be washed, disinfected and wiped clean. All water scale shall be removed immediately. Urinal interiors and underside of rims shall be cleaned thoroughly with a toilet bowl cleanser. Urinals shall be rinsed after cleaning. Chrome-plated hardware shall be cleaned to a high luster finish.

**Floors:** Floors shall be swept (including corners and hard to reach areas) and washed with suitable disinfectant cleanser and ample solution to thoroughly clean the floor. All water scale shall be removed immediately. This washing shall be done well enough to ensure that all dirt, scuffs and mildew will be removed with special care given to all edges and corners. The floor shall be thoroughly rinsed and dried after each cleaning. The floor drain p-traps shall be kept sufficiently filled to combat any bad odors. On a monthly basis, all floors should be deep cleaned to help prevent odors and staining. This deep cleaning will include scrubbing the floor and wall grout, as well as polishing and buffing.

**Shelves and Fixtures:** Shelves and miscellaneous fixtures shall be cleaned thoroughly, to a high luster finish. Walls and partitions shall be washed with a neutral cleaner. Grout joints shall also be kept clean. This shall be done to keep the walls and partitions free from streaks and soap film with a high luster finish. All graffiti shall be removed immediately. Ceiling light fixtures are to be taken down weekly to remove all



dead bugs, which will require a small ladder step stool. Special care should be taken to keep wall surfaces and wall grout clean at areas below hand drying stations.

**Mirrors / Windows:** Mirrors and windows should be cleaned to a streak free and high luster finish. All graffiti or stickers shall be removed immediately, including left over residue. Windows may require the use of a step stool or small ladder.

**Stainless Steel:** All stainless steel shall be cleaned with the grain using the proper stainless-steel cleaner and cleaning cloth. Care shall be taken to prevent the splashing of cleaning chemicals onto stainless steel, painted or other surfaces subject to damage by these chemicals.

**Counters:** All counters are to be cleaned with the grain using a neutral cleaner/disinfectant. Both inside and outside counters are to be cleaned.

**Specialty Items:** All specialty items will be cleaned with methods and products consistent with manufacturer specifications.

**Plunging:** Contractor shall be responsible for plunging any sink, toilet, urinal, or fixture that is plugged or draining slow. If contractor is unable to clear an obstruction, contractor shall place the item out of service with appropriate signage and notify the Department of Public Works. In the event that the blockage is severe enough that the function of the facility is impaired, the contractor will immediately notify the Department of Public Works using established procedures.

**Trash / Debris:** The contractor will be responsible for emptying and cleaning all trash receptacles inside and outside the facility adjacent to the entrance doors. The above receptacles shall be checked, emptied and re-lined daily. Before re-lining, waste receptacles shall be rinsed or wiped, as necessary. Trash shall be deposited in City dumpsites.

**Inspection:** Contractor shall train their personnel assigned to this contract to inspect the facilities during each cleaning for burned out lights, inoperable door locks, leaky fixtures, plugged systems, defective items, damage, vandalism, and excessive or apparent intentional filth. Each inspection shall be recorded on the Weekly Service Log and issues needing immediate attention shall be reported to the City immediately.

**Locking of Doors:** Doors are locked at night, contractor shall use the key or door card provided to unlock the door. Depending on the agreed upon start time, restroom doors may remain unlocked after completion of cleaning. Contractor shall be responsible for security of key and shall be responsible for the cost to rekey restroom locks if it is found that key was lost. Upon discovering that any key or door card has been lost, the contractor must notify the City immediately.

#### **Service Schedule**

Cleaning services of all park and golf course facilities must be started within a half hour before dusk and completed within 1 hour past sunset. All other facilities can be serviced between 5:00pm-10:00pm. Adjustments to the schedule may be made if mutually agreed upon by the City and Contractor.

### **Examination of Sites**

Each bidder shall be responsible for visiting the sites of the proposed work to fully acquaint themselves with existing conditions so that they may fully understand any difficulties performing the work under the proposed contract. Bidder shall thoroughly examine this bid document. The failure or omission of any bidder to receive and examine any form, instrument, addendum, or other document, or to visit the site(s) and acquaint themselves with existing conditions, shall in no way relieve any bidder from any obligation with respect to their bid or to the contract. The submission of a bid shall be taken as prima facie evidence of compliance with this section.

### **General Conditions**

The City of Auburn Hills reserves the right to add, delete, or modify any of the sites indicated if deemed to be in its best interest. All work outlined in the specifications will be subject to periodic field inspections by a representative of the City, and the Contractor's presence may be requested during inspections at any or all of the locations specified. Contractor guarantees the reimbursement, repair or replacement and restoration of any appurtenances damaged by careless or accidental use of equipment or machinery in the performance of the Contract. The Contractor will be responsible for setting up the original work schedule (excluding special events). The City will review and advise the Contractor of any variations to the schedule. The City reserves the right to alter said schedule based on the City's best interest at any time during the contract. Contractor shall not be permitted to assign or transfer this Contract to another party, company, partnership, or corporation or sublet any part of the work embraced by it without specific consent and approval in writing from the City of Auburn Hills. Successful bidder must be readily available to carry out the terms of the Contract, have available equipment, and the experience to perform the project properly. Failure to comply with standards specified by the City constitutes a breach of the Contract. The City reserves the right to correct or complete any work that the Contractor fails to perform in accordance with the specification and deduct the cost of this work from money owed to the Contractor. Please refer to the Penalty Clause for specifics.

All work shall be performed in accordance with the best modern practice and workmanship of highest quality. Failure to conform to standards specified by the City shall be considered a breach of the Contract.

A specific contact person such as a manager or supervisor will be identified for City personnel to contact for inquiries on anything related to the contract. The Contractor shall designate a supervisor who shall be available at all times to accommodate the City. The supervisor shall have the power to initiate immediate action to resolve disputes and/or complaints.

### **Weekly Service Logs**

The contractor will supply the City with weekly work logs that shall document the day and time services were performed, supplies used, maintenance issues found, and the name of the employee performing the work. The City may require photos of service areas if requested.

### **Employee Appearance & Conduct**

Contractor's employees shall always maintain a neat and clean appearance. Contractor's employees must display on their outermost garment the name of the contractor so they can be easily identified by members of the public and city staff. Contractor's garments or uniform should be plain and professional looking, and not display any noticeable logo's, designs, wording or insignia other than that of their employer. Contractor's employees must always be polite and courteous. Contractor's employees may not smoke, vape or use tobacco on city property, except in designated smoking areas.



**Approval of Contractor's Employees**

The City shall have the right to approve or reject employees the contractor assigns to perform services as part of this contract. The City may require contractor's employees to undergo security training, submit to background checks, and any other screening that the City's own employees are subject to.

The City may, at any time, exclude any of the Contractor's employees from performing work for the City. This right shall be at the sole discretion of the City, and the City does not have to show cause or provide any explanation to the contractor.

**Penalty Clause**

The City of Auburn Hills will perform inspections of each site making note of any deficiencies found. Should the Contractor fail, neglect or refuse to perform their duties under the Contract, the City shall have the right to terminate the Contract upon seven days written notice given to the Contractor and proceed to complete the work using other means. Should this occur, the contractor will forfeit the cash performance bond in its entirety. Failure to respond to three or more phone calls for janitorial assistance shall be considered a refusal to perform the duties under the contract.

Because of the nature of the work and the timeliness of the needed service, the City will provide the initial notice of the City's dissatisfaction of service / failure to perform, by phone call or e-mail only. Should the contractor fail to contact the City and make correction to City's satisfaction and/or in the time frame deemed acceptable to the City, City crews or another contractor will correct the situation, and continue corrections until Contractor resumes their responsibilities or the contract is terminated. Upon the second notice (and any thereafter) of the same issue, the City will deduct the per day cost per location and occurrence from the invoice as a penalty, and require immediate corrective action or reduce the payment on the invoice per the schedule below:

A. If completed by City Crews

Cost for labor (City's billable rate), supplies, equipment (MDOT schedule), and a 50% fee

B. If completed by another contractor

Invoiced amount plus a 50% administrative fee

Should there be insufficient invoiced amounts to cover penalties, Contractor will be billed. Should the contractor fail to pay the penalties the City will seek appropriate action for reimbursement, including forfeiture of contractor's cash performance bond. Each deficiency will be reviewed for possible termination of contract. The City of Auburn Hills reserves the right to terminate the contract upon written notice due to poor performance or for any reason deemed in its best interest.



## Custodial Services

ITB CAH-01-09-2024-001

### PROPOSAL FORM

Contract period is for 3 years, with two 1- year renewals if mutually agreed upon.

The undersigned does hereby submit a bid to the City of Auburn Hills to provide all services as described in the Scope of Work (Exhibit 1). The City reserves the right to award all or part of the work itemized below and may add or delete facilities as it deems necessary in the course of business.

To furnish custodial services to the City of Auburn Hills as described in the Scope of Work:

Note: In order to ensure high quality, the City will provide refillable consumables (paper towel, toilet tissue, hand soap and trash liners) along with providing any required cleaning products. The contractor will provide all required labor, equipment, and tools to properly execute the scope of services.

Site Name	Square Feet	Estimated Service Days	Labor Hours Per Day	Cost Per 100 SQFT.	Estimated Annual Cost
Hawk Woods Comfort Station	500	7 days	.75		\$6276
Pool House Restrooms	400	7 days, April-Oct	.5		\$2443
Civic Center Comfort Station	400	7 days, April-Oct	.5		\$2443
Multi-Sports Comfort Station	420	7 days, April-Oct	.75		\$3661
River Woods Comfort Station	360	7 days, April-Oct	.5		\$2443
Riverside Comfort Station	480	7 days	.5		\$4188
The Den	2,250	Tue & Fri	1.5		\$4560
Chamber of Commerce	1,400	Friday	1		\$1200
Department of Public Works	6,100	Mon-Fri	4.5		\$26,892
Fieldstone Golf Club	1,375	7 days, April-Oct	1.5		\$7322

**CITY OF AUBURN HILLS**  
**HOLD HARMLESS AGREEMENT**

As required for approval of the Custodial Services Contract  
 (Activity)

City Wide Facility Solutions herein after referred to as CW  
 (Name of Company) (Abbreviated Name Form)

agrees to release, indemnify, defend, and hold harmless The City of Auburn Hills, including all elected and appointed officials, all employees, representatives, and volunteers, all boards, commissions, and/or authorities, including but not limited to the Tax Increment Finance Authority, Brownfield Redevelopment Authority and the Downtown Development Authority, and their officers, employees, representatives and volunteers from any injuries, liability, damages, expenses, attorney's fees, causes of action, suits, claims or judgments, costs, incurred and/or arising from the Contractor's performing its work, jobs, duties and/or any other actions and/or omissions of the Contractor and/or its employees, representatives and/or agents pertaining to and/or in connection with the Activity.

In addition, CW agrees to furnish an ACORD certificate of insurance  
 (Abbreviated Name Form)

as required by the City of Auburn Hills with the description of the ACORD form to read as follows: *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, representatives and volunteers, all boards, commissions, and/or authorities, including but not limited to the Tax Increment Finance Authority, Brownfield Redevelopment Authority and the Downtown Development Authority, and their officers, 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.*

Name of Company

City Wide Facility Solutions

By Jamie Jones

Dated 11/30/24

Witnesses

\_\_\_\_\_  
 \_\_\_\_\_



## Three References

### **Thornton & Grooms**

Erik Hein

[erikh@thorntonandgrooms.com](mailto:erikh@thorntonandgrooms.com)

(734) 674-1641

### **Rainbow Connection**

Kelly Collins

[kcollins@rainbowconnection.org](mailto:kcollins@rainbowconnection.org)

248-601-9474

### **Loomis**

Marty Engelmann

[Martin.Engelmann@us.loomis.com](mailto:Martin.Engelmann@us.loomis.com)

(313) 826-3427



- \_\_\_\_\_ Detailed proposal including schedule, estimated service times, service locations, number of employees, including daily, weekly, and monthly tasks.
- \_\_\_\_\_ References for 3 projects similar in scope are attached to the proposal form.
- \_\_\_\_\_ Information is attached that would demonstrate to the City that your firm is experienced and highly qualified to perform the services described in this bid.

Respectfully submitted by,

Company: City wide Facility solutions

Address: 580 Kirts Blvd #301 Troy, MI 48064

Telephone: 248-712-1400 Fax: —

Email: jamie.jones@gocitywide.com

<u>Jamie Jones</u>	<u>Sales Executive</u>
Authorized Signature	Title
<u>Jamie Jones</u>	<u>1/30/24</u>
Printed Name	Date

Approval of Contract

_____	_____
City Representative	Title
_____	_____
Printed Name	Date

Created for City of Auburn Hills  
Attention: Tim Wisser  
1500 Brown Rd. Auburn Hills, MI 48326  
734-452-3308 | twisser@auburnhills.org

## **Investment Recap**

### **City Wide Facility Solutions Janitorial Service Package**

*Includes all janitorial services outlined in the service agreement*

Based on 15,005 cleanable square feet

<b>Service(s) to be Performed</b>	<b>Frequency</b>	<b>Total Price Per Month</b>
Department Public Works	5 times per week	\$2241.00
Chamber of Commerce	1 time per week	\$100.00
The Den	2 times per week	\$380.00
Riverside Comfort	7 times per week	\$349.00
Hawk Woods Comfort	7 times per week	\$523.00
Fieldstone (Apr-Oct)	7 times per week	\$1046.00
Pool House Comfort (Apr-Oct)	7 times per week	\$349.00
Civic Center Comfort (Apr-Oct)		\$349.00
Multi Sports Comfort (Apr-Oct)		\$523.00
River Woods Comfort (Apr-Oct)		\$349.00
<b>Total Month Investment</b>		<b>\$6209.00</b>

#### **City Wide Facility Solutions**

Jamie Jones  
Authorized Representative Signature

Jamie Jones  
Printed Name

Sales Executive  
Title

1/30/24  
Date

TBD  
Start Date

#### **City of Auburn Hills**

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## **Auburn Hills-Department of Public Works**

### **Service Agreement**

City Wide Facility Solutions agrees to keep your building clean and disinfected.

In order to accomplish this, we agree to manage all services listed herein to provide complete and proper maintenance for your premises. We pay special attention to your lobby and restrooms because we understand how critical it is to keep high-profile areas looking good at all times. We disinfect high-touch surfaces with only EPA-registered disinfectants as a crucial step in keeping your employees and visitors healthy.

#### **Entry / Lobby**

Services to be performed five nights per week,  
Monday through Friday:

- ▶ Containers for waste materials will be emptied and waste taken to dumpster.
- ▶ All open surfaces of furniture will be damp wiped clean.
- ▶ Drinking fountains will be cleaned and disinfected.
- ▶ Hard floors will be dust mopped to remove dirt.
- ▶ Hard floors will be wet mopped to remove spills and tracking.
- ▶ Carpeting and/or walk off mats will be vacuumed.
- ▶ Fingerprints will be removed from moveable entryway glass.
- ▶ Lights will be turned off as directed.
- ▶ Entrance doors will be secured upon completion of our work.

#### **General Office Areas**

Services to be performed five nights per week,  
Monday through Friday:

- ▶ Containers for waste materials will be emptied and waste taken to dumpster.
- ▶ All open surfaces of desktops, furniture, window ledges, two-drawer filing cabinets, counters, and other 30" high horizontal surfaces will be damp dusted.
- ▶ Special attention will be made to remove soda spills and rings on tables and desks.
- ▶ Carpeting will be vacuumed.
- ▶ Hard floors will be dust mopped to remove dirt.

- ▶ Hard floors will be wet mopped, as needed to remove spills and tracking.
- ▶ Lights will be turned off as directed.
- ▶ Entrance doors will be secured upon completion of our work.

#### **Break Room**

Services to be performed five nights per week,  
Monday through Friday:

- ▶ Containers for waste materials will be emptied and waste taken to dumpster.
- ▶ Sinks will be cleaned and disinfected.
- ▶ Microwaves will be cleaned inside and out.
- ▶ Counters and tabletops will be cleaned, disinfected, and soda rings removed.
- ▶ Hard floors will be dust mopped to remove dirt.
- ▶ Hard floors will be wet mopped, as needed to remove spills or tracking.
- ▶ Lights will be turned off as directed.
- ▶ Doors will be secured upon completion of our work.

Services to be performed weekly:

- ▶ Vending machines will be damp wiped clean.

Services to be performed as needed:

- ▶ Upholstered chairs will be vacuumed.
- ▶ Walls around trash cans, light switches, and fronts of counters will be cleaned to remove all drips, spills, and fingerprints.



### Corridors

Services to be performed five nights per week, Monday through Friday:

- ▶ Drinking fountains will be cleaned and disinfected.
- ▶ Hard floors will be dust mopped to remove dirt.
- ▶ Hard floors will be wet mopped.
- ▶ Carpeting will be vacuumed and spot cleaned as needed where applicable.

### Restrooms

Services to be performed five nights per week, Monday through Friday:

- ▶ Containers for waste materials will be emptied and waste taken to dumpster.
- ▶ Mirrors will be cleaned.
- ▶ Sinks will be cleaned and disinfected.
- ▶ Countertops will be cleaned and disinfected.
- ▶ Surfaces of toilets and urinals will be thoroughly cleaned and disinfected.
- ▶ Bright work will be cleaned and polished.
- ▶ Floors will be swept.
- ▶ Floors will be wet mopped and disinfected.
- ▶ Dispensing units such as towels, toilet paper, and soap containers will be refilled from your stock.
- ▶ All repair items will be reported to the Facility Solutions Manager.

Services to be performed weekly:

- ▶ Low dusting will be performed on all horizontal surfaces to hand height including: sills, moldings, ledges, shelves, frames, ducts, and heating outlets.
- ▶ High dusting will be performed above hand height including: sills, moldings, ledges, shelves, frames, ducts, and heating outlets.
- ▶ Dispensers will be cleaned.
- ▶ Fingerprints will be removed from doors, frames, light switches, kick and push plates, handles, etc.

Services to be performed monthly:

- ▶ Tile walls will be damp wiped.

- ▶ Partition touch points will be cleaned and disinfected.

Services to be performed quarterly:

- ▶ Corners and edges will be detailed.
- ▶ Ceiling vents will be dusted.

### All Areas

Services to be performed weekly:

- ▶ All open surfaces of window ledges, tops of partitions, tops of four-drawer filing cabinets, tops of picture frames will be high dusted.
- ▶ Chairs and miscellaneous items will be low dusted.
- ▶ Tile floors will be wet mopped to remove spills or tracking.

Services to be performed monthly:

- ▶ Fingerprints from doors, frames, and light switches will be removed.

Services to be performed quarterly:

- ▶ Carpet corners will be edged and detailed.
- ▶ Tile corners will be edged and detailed.
- ▶ Ceiling vents will be dusted.

### Communication Log Book

A communication log book may be placed at every account location. This book will be checked daily by the janitorial staff to see if the client has any concerns. The janitorial staff will also use the communication log book to note any discrepancies in the building, such as maintenance problems, of which the client needs to be made aware.

### General

Customer is responsible for breaking down small boxes before being taken to dumpster.

Care will be taken to conserve water and power beyond that which is required for the performance of the crew's duties.



Every effort will be made to observe and report any unusual occurrences during our time or the crew's time in the building.

Any problem that may arise during the crew's work schedule will be reported directly to our contact.

### **Holidays**

Unless a request is made for service at an additional charge, the following holidays will be observed and no services shall be provided: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

## **Auburn Hills Chamber of Commerce**

### **Service Agreement**

City Wide Facility Solutions agrees to keep your building clean and disinfected.

In order to accomplish this, we agree to manage all services listed herein to provide complete and proper maintenance for your premises. We pay special attention to your lobby and restrooms because we understand how critical it is to keep high-profile areas looking good at all times. We disinfect high-touch surfaces with only EPA-registered disinfectants as a crucial step in keeping your employees and visitors healthy.

#### **Entry / Lobby**

Services to be performed one night per week, Friday:

- ▶ Containers for waste materials will be emptied and waste taken to dumpster.
- ▶ All open surfaces of furniture will be damp wiped clean.
- ▶ Drinking fountains will be cleaned and disinfected.
- ▶ Hard floors will be dust mopped to remove dirt.
- ▶ Hard floors will be wet mopped to remove spills and tracking.
- ▶ Carpeting and/or walk off mats will be vacuumed.
- ▶ Fingerprints will be removed from moveable entryway glass.
- ▶ Lights will be turned off as directed.
- ▶ Entrance doors will be secured upon completion of our work.

#### **General Office Areas**

Services to be performed one night per week, Friday:

- ▶ Containers for waste materials will be emptied and waste taken to dumpster.
- ▶ All open surfaces of desktops, furniture, window ledges, two-drawer filing cabinets, counters, and other 30" high horizontal surfaces will be damp dusted.
- ▶ Special attention will be made to remove soda spills and rings on tables and desks.
- ▶ Carpeting will be vacuumed.
- ▶ Hard floors will be dust mopped to remove dirt.
- ▶ Hard floors will be wet mopped, as needed to remove spills and tracking.
- ▶ Lights will be turned off as directed.

- ▶ Entrance doors will be secured upon completion of our work.

#### **Break Room**

Services to be performed one night per week, Friday:

- ▶ Containers for waste materials will be emptied and waste taken to dumpster.
- ▶ Sinks will be cleaned and disinfected.
- ▶ Microwaves will be cleaned inside and out.
- ▶ Counters and tabletops will be cleaned, disinfected, and soda rings removed.
- ▶ Hard floors will be dust mopped to remove dirt.
- ▶ Hard floors will be wet mopped, as needed to remove spills or tracking.
- ▶ Lights will be turned off as directed.
- ▶ Doors will be secured upon completion of our work.

Services to be performed as needed:

- ▶ Upholstered chairs will be vacuumed.
- ▶ Walls around trash cans, light switches, and fronts of counters will be cleaned to remove all drips, spills, and fingerprints.

#### **Corridors**

Services to be performed one night per week, Friday:

- ▶ Drinking fountains will be cleaned and disinfected.
- ▶ Hard floors will be dust mopped to remove dirt.
- ▶ Hard floors will be wet mopped.
- ▶ Carpeting will be vacuumed and spot cleaned as needed where applicable.

### Restrooms

Services to be performed one night per week, Friday:

- ▶ Containers for waste materials will be emptied and waste taken to dumpster.
- ▶ Mirrors will be cleaned.
- ▶ Sinks will be cleaned and disinfected.
- ▶ Countertops will be cleaned and disinfected.
- ▶ Surfaces of toilets and urinals will be thoroughly cleaned and disinfected.
- ▶ Bright work will be cleaned and polished.
- ▶ Floors will be swept.
- ▶ Floors will be wet mopped and disinfected.
- ▶ Dispensing units such as towels, toilet paper, and soap containers will be refilled from your stock.
- ▶ All repair items will be reported to the Facility Solutions Manager.
- ▶ Low dusting will be performed on all horizontal surfaces to hand height including: sills, moldings, ledges, shelves, frames, ducts, and heating outlets.
- ▶ High dusting will be performed above hand height including: sills, moldings, ledges, shelves, frames, ducts, and heating outlets.
- ▶ Dispensers will be cleaned.
- ▶ Fingerprints will be removed from doors, frames, light switches, kick and push plates, handles, etc.

Services to be performed monthly:

- ▶ Tile walls will be damp wiped.
- ▶ Partition touch points will be cleaned and disinfected.

Services to be performed quarterly:

- ▶ Corners and edges will be detailed.
- ▶ Ceiling vents will be dusted.

### All Areas

Services to be performed weekly:

- ▶ All open surfaces of window ledges, tops of partitions, tops of four-drawer filing cabinets, tops of picture frames will be high dusted.

- ▶ Chairs and miscellaneous items will be low dusted.
- ▶ Tile floors will be wet mopped to remove spills or tracking.

Services to be performed monthly:

- ▶ Fingerprints from doors, frames, and light switches will be removed.

Services to be performed quarterly:

- ▶ Carpet corners will be edged and detailed.
- ▶ Tile corners will be edged and detailed.
- ▶ Ceiling vents will be dusted.

### Communication Log Book

A communication log book may be placed at every account location. This book will be checked daily by the janitorial staff to see if the client has any concerns. The janitorial staff will also use the communication log book to note any discrepancies in the building, such as maintenance problems, of which the client needs to be made aware.

### General

Customer is responsible for breaking down small boxes before being taken to dumpster.

Care will be taken to conserve water and power beyond that which is required for the performance of the crew's duties.

Every effort will be made to observe and report any unusual occurrences during our time or the crew's time in the building.

Any problem that may arise during the crew's work schedule will be reported directly to our contact.

### Holidays

Unless a request is made for service at an additional charge, the following holidays will be observed and no services shall be provided: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.



## **Auburn Hills- The Den**

### **Service Agreement**

City Wide Facility Solutions agrees to keep your building clean and disinfected.

In order to accomplish this, we agree to manage all services listed herein to provide complete and proper maintenance for your premises. We pay special attention to your lobby and restrooms because we understand how critical it is to keep high-profile areas looking good at all times. We disinfect high-touch surfaces with only EPA-registered disinfectants as a crucial step in keeping your employees and visitors healthy.

#### **Entry / Lobby**

Services to be performed two nights per week, Tuesday and Friday:

- ▶ Containers for waste materials will be emptied and waste taken to dumpster.
- ▶ All open surfaces of furniture will be damp wiped clean.
- ▶ Drinking fountains will be cleaned and disinfected.
- ▶ Hard floors will be dust mopped to remove dirt.
- ▶ Hard floors will be wet mopped to remove spills and tracking.
- ▶ Carpeting and/or walk off mats will be vacuumed.
- ▶ Fingerprints will be removed from moveable entryway glass.
- ▶ Lights will be turned off as directed.
- ▶ Entrance doors will be secured upon completion of our work.

#### **General Office Areas**

Services to be performed two nights per week, Tuesday and Friday:

- ▶ Containers for waste materials will be emptied and waste taken to dumpster.
- ▶ All open surfaces of desktops, furniture, window ledges, two-drawer filing cabinets, counters, and other 30" high horizontal surfaces will be damp dusted.
- ▶ Special attention will be made to remove soda spills and rings on tables and desks.
- ▶ Carpeting will be vacuumed.
- ▶ Hard floors will be dust mopped to remove dirt.

- ▶ Hard floors will be wet mopped, as needed to remove spills and tracking.
- ▶ Lights will be turned off as directed.
- ▶ Entrance doors will be secured upon completion of our work.

#### **Break Room**

Services to be performed two nights per week, Tuesday and Friday:

- ▶ Containers for waste materials will be emptied and waste taken to dumpster.
- ▶ Sinks will be cleaned and disinfected.
- ▶ Microwaves will be cleaned inside and out.
- ▶ Counters and tabletops will be cleaned, disinfected, and soda rings removed.
- ▶ Hard floors will be dust mopped to remove dirt.
- ▶ Hard floors will be wet mopped, as needed to remove spills or tracking.
- ▶ Lights will be turned off as directed.
- ▶ Doors will be secured upon completion of our work.

Services to be performed as needed:

- ▶ Upholstered chairs will be vacuumed.
- ▶ Walls around trash cans, light switches, and fronts of counters will be cleaned to remove all drips, spills, and fingerprints.

#### **Corridors**

Services to be performed two nights per week, Tuesday and Friday:

- ▶ Drinking fountains will be cleaned and disinfected.
- ▶ Hard floors will be dust mopped to remove dirt.



- ▶ Hard floors will be wet mopped.
- ▶ Carpeting will be vacuumed and spot cleaned as needed where applicable.

### Restrooms

Services to be performed two nights per week, Tuesday and Friday:

- ▶ Containers for waste materials will be emptied and waste taken to dumpster.
- ▶ Mirrors will be cleaned.
- ▶ Sinks will be cleaned and disinfected.
- ▶ Countertops will be cleaned and disinfected.
- ▶ Surfaces of toilets and urinals will be thoroughly cleaned and disinfected.
- ▶ Bright work will be cleaned and polished.
- ▶ Floors will be swept.
- ▶ Floors will be wet mopped and disinfected.
- ▶ Dispensing units such as towels, toilet paper, and soap containers will be refilled from your stock.
- ▶ All repair items will be reported to the Facility Solutions Manager.

Services to be performed weekly:

- ▶ Low dusting will be performed on all horizontal surfaces to hand height including: sills, moldings, ledges, shelves, frames, ducts, and heating outlets.
- ▶ High dusting will be performed above hand height including: sills, moldings, ledges, shelves, frames, ducts, and heating outlets.
- ▶ Dispensers will be cleaned.
- ▶ Fingerprints will be removed from doors, frames, light switches, kick and push plates, handles, etc.

Services to be performed monthly:

- ▶ Tile walls will be damp wiped.
- ▶ Partition touch points will be cleaned and disinfected.

Services to be performed quarterly:

- ▶ Corners and edges will be detailed.
- ▶ Ceiling vents will be dusted.

### All Areas

Services to be performed weekly:

- ▶ All open surfaces of window ledges, tops of partitions, tops of four-drawer filing cabinets, tops of picture frames will be high dusted.
- ▶ Chairs and miscellaneous items will be low dusted.
- ▶ Tile floors will be wet mopped to remove spills or tracking.

Services to be performed monthly:

- ▶ Fingerprints from doors, frames, and light switches will be removed.

Services to be performed quarterly:

- ▶ Carpet corners will be edged and detailed.
- ▶ Tile corners will be edged and detailed.
- ▶ Ceiling vents will be dusted.

### Communication Log Book

A communication log book may be placed at every account location. This book will be checked daily by the janitorial staff to see if the client has any concerns. The janitorial staff will also use the communication log book to note any discrepancies in the building, such as maintenance problems, of which the client needs to be made aware.

### General

Customer is responsible for breaking down small boxes before being taken to dumpster.

Care will be taken to conserve water and power beyond that which is required for the performance of the crew's duties.

Every effort will be made to observe and report any unusual occurrences during our time or the crew's time in the building.

Any problem that may arise during the crew's work schedule will be reported directly to our contact.

**Holidays**

Unless a request is made for service at an additional charge, the following holidays will be observed and

no services shall be provided: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

## **Auburn Hills-Hawk Woods & Riverside Comfort Stations**

### **Service Agreement**

City Wide Facility Solutions agrees to keep your building clean and disinfected.

In order to accomplish this, we agree to manage all services listed herein to provide complete and proper maintenance for your premises. We pay special attention to your lobby and restrooms because we understand how critical it is to keep high-profile areas looking good at all times. We disinfect high-touch surfaces with only EPA-registered disinfectants as a crucial step in keeping your employees and visitors healthy.

#### **Restrooms**

Services to be performed seven nights per week:

- ▶ Containers for waste materials will be emptied and waste taken to dumpster.
- ▶ Mirrors will be cleaned.
- ▶ Sinks will be cleaned and disinfected.
- ▶ Countertops will be cleaned and disinfected.
- ▶ Surfaces of toilets and urinals will be thoroughly cleaned and disinfected.
- ▶ Bright work will be cleaned and polished.
- ▶ Floors will be swept.
- ▶ Floors will be wet mopped and disinfected.
- ▶ Dispensing units such as towels, toilet paper, and soap containers will be refilled from your stock.
- ▶ All repair items will be reported to the Facility Solutions Manager.

Services to be performed weekly:

- ▶ Low dusting will be performed on all horizontal surfaces to hand height including: sills, moldings, ledges, shelves, frames, ducts, and heating outlets.
- ▶ High dusting will be performed above hand height including: sills, moldings, ledges, shelves, frames, ducts, and heating outlets.
- ▶ Dispensers will be cleaned.
- ▶ Fingerprints will be removed from doors, frames, light switches, kick and push plates, handles, etc.

Services to be performed monthly:

- ▶ Tile walls will be damp wiped.
- ▶ Partition touch points will be cleaned and disinfected.

Services to be performed quarterly:

- ▶ Corners and edges will be detailed.
- ▶ Ceiling vents will be dusted.

#### **Communication Log Book**

A communication log book may be placed at every account location. This book will be checked daily by the janitorial staff to see if the client has any concerns. The janitorial staff will also use the communication log book to note any discrepancies in the building, such as maintenance problems, of which the client needs to be made aware.

#### **General**

Customer is responsible for breaking down small boxes before being taken to dumpster.

Care will be taken to conserve water and power beyond that which is required for the performance of the crew's duties.

Every effort will be made to observe and report any unusual occurrences during our time or the crew's time in the building.

Any problem that may arise during the crew's work schedule will be reported directly to our contact.

#### **Holidays**

Unless a request is made for service at an additional charge, the following holidays will be observed and no services shall be provided: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.



## **Auburn Hills-Pool House, Civic Center, Multi-Sports, River Woods Comfort Stations**

### **Service Agreement**

City Wide Facility Solutions agrees to keep your building clean and disinfected.

In order to accomplish this, we agree to manage all services listed herein to provide complete and proper maintenance for your premises. We pay special attention to your lobby and restrooms because we understand how critical it is to keep high-profile areas looking good at all times. We disinfect high-touch surfaces with only EPA-registered disinfectants as a crucial step in keeping your employees and visitors healthy.

#### **Restrooms**

Services to be performed seven nights per week  
April-October:

- ▶ Containers for waste materials will be emptied and waste taken to dumpster.
- ▶ Mirrors will be cleaned.
- ▶ Sinks will be cleaned and disinfected.
- ▶ Countertops will be cleaned and disinfected.
- ▶ Surfaces of toilets and urinals will be thoroughly cleaned and disinfected.
- ▶ Bright work will be cleaned and polished.
- ▶ Floors will be swept.
- ▶ Floors will be wet mopped and disinfected.
- ▶ Dispensing units such as towels, toilet paper, and soap containers will be refilled from your stock.
- ▶ All repair items will be reported to the Facility Solutions Manager.

Services to be performed weekly:

- ▶ Low dusting will be performed on all horizontal surfaces to hand height including: sills, moldings, ledges, shelves, frames, ducts, and heating outlets.
- ▶ High dusting will be performed above hand height including: sills, moldings, ledges, shelves, frames, ducts, and heating outlets.
- ▶ Dispensers will be cleaned.
- ▶ Fingerprints will be removed from doors, frames, light switches, kick and push plates, handles, etc.

Services to be performed monthly:

- ▶ Tile walls will be damp wiped.

- ▶ Partition touch points will be cleaned and disinfected.

Services to be performed quarterly:

- ▶ Corners and edges will be detailed.
- ▶ Ceiling vents will be dusted.

#### **Communication Log Book**

A communication log book may be placed at every account location. This book will be checked daily by the janitorial staff to see if the client has any concerns. The janitorial staff will also use the communication log book to note any discrepancies in the building, such as maintenance problems, of which the client needs to be made aware.

#### **General**

Customer is responsible for breaking down small boxes before being taken to dumpster.

Care will be taken to conserve water and power beyond that which is required for the performance of the crew's duties.

Every effort will be made to observe and report any unusual occurrences during our time or the crew's time in the building.

Any problem that may arise during the crew's work schedule will be reported directly to our contact.



**Holidays**

Unless a request is made for service at an additional charge, the following holidays will be observed and

no services shall be provided: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

## **Auburn Hills-Fieldstone Golf Club**

### **Service Agreement**

City Wide Facility Solutions agrees to keep your building clean and disinfected.

In order to accomplish this, we agree to manage all services listed herein to provide complete and proper maintenance for your premises. We pay special attention to your lobby and restrooms because we understand how critical it is to keep high-profile areas looking good at all times. We disinfect high-touch surfaces with only EPA-registered disinfectants as a crucial step in keeping your employees and visitors healthy.

#### **Entry / Lobby**

Services to be performed seven nights per week,  
April through October:

- ▶ Containers for waste materials will be emptied and waste taken to dumpster.
- ▶ All open surfaces of furniture will be damp wiped clean.
- ▶ Drinking fountains will be cleaned and disinfected.
- ▶ Hard floors will be dust mopped to remove dirt.
- ▶ Hard floors will be wet mopped to remove spills and tracking.
- ▶ Carpeting and/or walk off mats will be vacuumed.
- ▶ Fingerprints will be removed from moveable entryway glass.
- ▶ Lights will be turned off as directed.
- ▶ Entrance doors will be secured upon completion of our work.

#### **Corridors**

Services to be performed seven nights per week,  
April through October:

- ▶ Drinking fountains will be cleaned and disinfected.
- ▶ Hard floors will be dust mopped to remove dirt.
- ▶ Hard floors will be wet mopped.
- ▶ Carpeting will be vacuumed and spot cleaned as needed where applicable.

#### **Restrooms**

Services to be performed seven nights per week,  
April through October:

- ▶ Containers for waste materials will be emptied and waste taken to dumpster.
- ▶ Mirrors will be cleaned.
- ▶ Sinks will be cleaned and disinfected.
- ▶ Countertops will be cleaned and disinfected.
- ▶ Surfaces of toilets and urinals will be thoroughly cleaned and disinfected.
- ▶ Bright work will be cleaned and polished.
- ▶ Floors will be swept.
- ▶ Floors will be wet mopped and disinfected.
- ▶ Dispensing units such as towels, toilet paper, and soap containers will be refilled from your stock.
- ▶ All repair items will be reported to the Facility Solutions Manager.

Services to be performed weekly:

- ▶ Low dusting will be performed on all horizontal surfaces to hand height including: sills, moldings, ledges, shelves, frames, ducts, and heating outlets.
- ▶ High dusting will be performed above hand height including: sills, moldings, ledges, shelves, frames, ducts, and heating outlets.
- ▶ Dispensers will be cleaned.
- ▶ Fingerprints will be removed from doors, frames, light switches, kick and push plates, handles, etc.

Services to be performed monthly:

- ▶ Tile walls will be damp wiped.
- ▶ Partition touch points will be cleaned and disinfected.

Services to be performed quarterly:

- ▶ Corners and edges will be detailed.
- ▶ Ceiling vents will be dusted.

### All Areas

Services to be performed weekly:

- ▶ All open surfaces of window ledges, tops of partitions, tops of four-drawer filing cabinets, tops of picture frames will be high dusted.
- ▶ Chairs and miscellaneous items will be low dusted.
- ▶ Tile floors will be wet mopped to remove spills or tracking.

Services to be performed monthly:

- ▶ Fingerprints from doors, frames, and light switches will be removed.

Services to be performed quarterly:

- ▶ Carpet corners will be edged and detailed.
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### Holidays

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# CITY OF AUBURN HILLS

## CITY COUNCIL AGENDA

MEETING DATE: FEBRUARY 19, 2024

AGENDA ITEM NO 7D

DEPARTMENT OF PUBLIC WORKS

**To:** Mayor and City Council  
**From:** Thomas A. Tanghe, City Manager; Tim Wisser, Manager of Municipal Properties  
**Submitted:** February 14, 2024  
**Subject:** Motion – To adopt the annual Arbor Day Proclamation

### INTRODUCTION AND HISTORY

In 1976 the Arbor Day Foundation began the Tree City USA program. This is a nationwide program designed to promote the planting and preservation of public trees. 3,400 communities across the nation have made the commitment to become a Tree City USA member. This year will mark the 25th year that the City of Auburn Hills shares in this important distinction.

Participating in the Tree City USA program demonstrates our commitment to a healthy, sustainable, and responsible urban forestry program. These efforts reduce costs for energy and improve storm water management and erosion control. Trees can reduce energy consumption up to 25% when strategically planted around buildings.

The City of Auburn Hills meets or exceeds all four core requirements to be a Tree City USA member, which are: Having a tree board, a tree ordinance, a forestry program with an annual budget of at least \$2 per capita and an annual Proclamation with an Arbor Day Observance event.

Our annual Arbor Day event will be on Friday April 26, 2024, at Riverside Park. The event will take place at 1:00 pm with a presentation followed by the planting of a tree. Council members, city leadership and interested citizens are invited to attend.

### STAFF RECOMMENDATION

Staff recommends that the Annual Arbor Day Proclamation be adopted by City Council in support of maintaining our Tree City USA designation.

### MOTION

Move to adopt the annual Arbor Day proclamation designating April 26, 2024 as Arbor Day in the City of Auburn Hills.

I CONCUR:

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THOMAS A. TANGHE, CITY MANAGER



**CITY OF AUBURN HILLS**

**PROCLAMATION**

**Designation of Friday, April 26, 2024 as Arbor Day in  
The City of Auburn Hills**

**WHEREAS**, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

**WHEREAS**, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

**WHEREAS**, Arbor Day is now observed throughout the nation and the world; and

**WHEREAS**, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and

**WHEREAS**, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

**WHEREAS**, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

**WHEREAS**, trees, wherever they are planted, are a source of joy and spiritual renewal.

**NOW THEREFORE**, the Auburn Hills City Council does hereby proclaim April 26, 2024 as Arbor Day in the City of Auburn Hills, and urges all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

**FURTHER**, the Auburn Hills City Council urges all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Signed this 19th day of February, 2024, at the City of Auburn Hills

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Mayor Brian Marzolf

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Mayor Pro-Tem Eugene Hawkins, III

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Council Member Jack D. Ferguson

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Council Member Shawanna Fletcher

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Council Member Henry V. Knight

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Council Member Kevin McDaniel

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Council Member Cheryl Verbeke



# CITY OF AUBURN HILLS

## CITY COUNCIL AGENDA

MEETING DATE: FEBRUARY 19, 2024

AGENDA ITEM NO 7D

DEPARTMENT OF PUBLIC WORKS

**To:** Mayor and City Council  
**From:** Thomas A. Tanghe, City Manager; Tim Wisser, Manager of Municipal Properties  
**Submitted:** February 14, 2024  
**Subject:** Motion – To adopt the annual Arbor Day Proclamation

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Our annual Arbor Day event will be on Friday April 26, 2024, at Riverside Park. The event will take place at 1:00 pm with a presentation followed by the planting of a tree. Council members, city leadership and interested citizens are invited to attend.

### STAFF RECOMMENDATION

Staff recommends that the Annual Arbor Day Proclamation be adopted by City Council in support of maintaining our Tree City USA designation.

### MOTION

Move to adopt the annual Arbor Day proclamation designating April 26, 2024 as Arbor Day in the City of Auburn Hills.

I CONCUR:

---

THOMAS A. TANGHE, CITY MANAGER

**CITY OF AUBURN HILLS**

**PROCLAMATION**

**Designation of Friday, April 26, 2024 as Arbor Day in  
The City of Auburn Hills**

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Signed this 19th day of February, 2024, at the City of Auburn Hills

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Council Member Jack D. Ferguson

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Council Member Henry V. Knight

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Council Member Kevin McDaniel

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Council Member Cheryl Verbeke



# CITY OF AUBURN HILLS CITY COUNCIL AGENDA

**MEETING DATE: FEBRUARY 9, 2024**

**AGENDA ITEM NO 7E**

**DEPARTMENT OF PUBLIC WORKS**

**To: Mayor and City Council**  
**From: Thomas A. Tanghe, City Manager; Jason Deman, Manager of Public Utilities**  
**Submitted: February 13, 2024**  
**Subject: Motion – To Approve the Purchase of 54 Water Meters for the Meter Maintenance Program**

## **INTRODUCTION AND HISTORY**

Water meters, especially commercial water meters, are important to the health of the water and sewer fund. They are important in measuring the amount of water consumed by our customers, thus providing accurate billing and tracking where all our water is being used. Our focus this year remains on concentrating on the commercial meters in our system. These meters are more expensive, but they are tasked with accurately measuring our top water users, which can easily consume 10-20 times as much water as a residential property.

Our current standards, which generally align with the American Water Works Association (AWWA), is to look at replacing commercial meters after they exceed 20 years in service. The meters targeted for replacement were installed in the late 90's and early 2000's, so their useful life has been exhausted according to the standards. We are also finding issues with the first-generation digital meters, which were installed 10-12 years ago. These meters were planned for 15-20 years, but are unfortunately failing a lot sooner than that, causing our replacement schedule to be crowded with meters that should not be on the radar. Add this to the continued development and opening of manufacturing buildings, apartments, and mixed-use buildings, this has put a strain on our inventory of available water meters.

We have since moved on from the meter brand that provided us with the meters that failed early and have moved towards newer technology with larger water meters, utilizing ultra-sonic technology. The meters we are currently using are called Kamstrup, and we have been pleased with their performance so far. Since the larger meters are more expensive and lead times can vary greatly, we would like to place a larger order to make sure we get a jump on the anticipated number of units we will need in 2024. We are currently purchasing these meters through Everett J Prescott (EJP), who are the sole source vendor for the Kamstrup meters. EJP has been around since 1955, but primarily on the east coast. They are starting to expand with a few locations here in the Midwest and recently took over the Kamstrup account in the region.

This order, which contains 2, 3, and 4-inch meters will hopefully cover 50-60% of our needs for 2024, as we have about 123 commercial meters on the radar to be replaced. The total cost of the order is \$76,752, as you can see from Attachment 1. The current meter pricing from EJP is available as Attachment 2.

## **STAFF RECOMMENDATION**

In keeping on track with the current replacement plan and all upcoming water meter needs, Staff recommends approval for the purchase of the water meter order from EJP, which amounts to \$76,752. This purchase will come from account 592.536.770.000 in the water fund and will be utilizing 2024 budgeted funds.

## **MOTION**

**Move to approve the purchase of 54 water meters from Everett J Prescott in the amount of \$76,752.**



**ATTACHMENTS**

Attachment 1 – Meter order summary

Attachment 2 – EJP 2024 meter pricing

I CONCUR:

A handwritten signature in dark ink, reading "Thomas A. Tanghe". The signature is written in a cursive, flowing style.

---

THOMAS A. TANGHE, CITY MANAGER

HydroCorp Meter sales				
DESCRIPTION	ITEM	QTY	UNIT PRICE	TOTAL
4" x 14" FlowIQ3101EO	4" meter	5	\$ 2,076.00	\$ 10,380.00
3" x 12" FlowIQ3101EO	3" meter	9	\$ 1,756.00	\$ 15,804.00
2" x 15 1/4" FlowIQ3101EO	2" meter	40	\$ 1,248.00	\$ 49,920.00
6' Flying Lead	MIU to meter connector	54	\$ 12.00	\$ 648.00
			TOTAL=	\$ 76,752.00
P.O. #				
Date Ordered				
Quote #				



Created Date: 2/9/2024  
Expiration Date: 90 Days

**Prepared for**

End User: City of Auburn Hills MI

Attention:

Phone:

Email:

Address:

Sales Rep: Mark Underwood

Phone: 937 941-5716

Email: [mark.underwood@ejprescott.com](mailto:mark.underwood@ejprescott.com)

Address: 7980 Center Point 70 Blvd

Huber Heights

Ohio 45424

**Comments and considerations**

Should you have any questions, please do not hesitate to contact Mark Underwood.

**Quote line items**

Group 1: Small and Large Meters					
Ref #	Part #	Description	Quantity	Unit Price	Line Total
1		1-1/2" SS 3101 CF FLANGED METER	1	\$930.00	\$9,300.00
3		2" SS 3101 CF FLANGED METER 15-1/4"LL	1	\$1,248.00	\$1,248.00
4		2" SS 3101 CF FLANGED METER 17"LL	1	\$1,116.00	\$956.00
5		3" SS 3101 CF FLANGED METER	1	\$1,756.00	\$1,505.00
6		4" SS 3101 CF FLANGED METER	1	\$2,076.00	\$1,800.00
7		FLYING LEAD 6FT PER EACH METER	1	\$12.00	\$12.00
4		5/8X3/4 2100 ENCODED COMPOSITE METER	1	\$150.00	\$150.00
		3/4"X9" 2100 ENCODED COMPOSITE METER	1	\$180.00	\$180.00
		1" SS 3101 ENCODED METER	1	\$350.00	\$350.00
5					
6					
7					
8					
9					
10					
Group 1 Subtotal:					\$0.00

To accept this quotation, sign/date here and return:

Purchase Order Number: Quote Total: \$0.00



# CITY OF AUBURN HILLS CITY COUNCIL AGENDA

**MEETING DATE: FEBRUARY 9, 2024**

**AGENDA ITEM NO 7E**

**DEPARTMENT OF PUBLIC WORKS**

**To: Mayor and City Council**  
**From: Thomas A. Tanghe, City Manager; Jason Deman, Manager of Public Utilities**  
**Submitted: February 13, 2024**  
**Subject: Motion – To Approve the Purchase of 54 Water Meters for the Meter Maintenance Program**

## **INTRODUCTION AND HISTORY**

Water meters, especially commercial water meters, are important to the health of the water and sewer fund. They are important in measuring the amount of water consumed by our customers, thus providing accurate billing and tracking where all our water is being used. Our focus this year remains on concentrating on the commercial meters in our system. These meters are more expensive, but they are tasked with accurately measuring our top water users, which can easily consume 10-20 times as much water as a residential property.

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We have since moved on from the meter brand that provided us with the meters that failed early and have moved towards newer technology with larger water meters, utilizing ultra-sonic technology. The meters we are currently using are called Kamstrup, and we have been pleased with their performance so far. Since the larger meters are more expensive and lead times can vary greatly, we would like to place a larger order to make sure we get a jump on the anticipated number of units we will need in 2024. We are currently purchasing these meters through Everett J Prescott (EJP), who are the sole source vendor for the Kamstrup meters. EJP has been around since 1955, but primarily on the east coast. They are starting to expand with a few locations here in the Midwest and recently took over the Kamstrup account in the region.

This order, which contains 2, 3, and 4-inch meters will hopefully cover 50-60% of our needs for 2024, as we have about 123 commercial meters on the radar to be replaced. The total cost of the order is \$76,752, as you can see from Attachment 1. The current meter pricing from EJP is available as Attachment 2.

## **STAFF RECOMMENDATION**

In keeping on track with the current replacement plan and all upcoming water meter needs, Staff recommends approval for the purchase of the water meter order from EJP, which amounts to \$76,752. This purchase will come from account 592.536.770.000 in the water fund and will be utilizing 2024 budgeted funds.

## **MOTION**

**Move to approve the purchase of 54 water meters from Everett J Prescott in the amount of \$76,752.**



**ATTACHMENTS**

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Attachment 2 – EJP 2024 meter pricing

I CONCUR:

A handwritten signature in dark ink, reading "Thomas A. Tanghe". The signature is written in a cursive, flowing style. The first name "Thomas" is written with a large, prominent 'T'. The middle initial "A." is written in a smaller, more compact script. The last name "Tanghe" is written with a large, sweeping 'T' and a long, trailing 'h'.

---

THOMAS A. TANGHE, CITY MANAGER

HydroCorp Meter sales				
DESCRIPTION	ITEM	QTY	UNIT PRICE	TOTAL
4" x 14" FlowIQ3101EO	4" meter	5	\$ 2,076.00	\$ 10,380.00
3" x 12" FlowIQ3101EO	3" meter	9	\$ 1,756.00	\$ 15,804.00
2" x 15 1/4" FlowIQ3101EO	2" meter	40	\$ 1,248.00	\$ 49,920.00
6' Flying Lead	MIU to meter connector	54	\$ 12.00	\$ 648.00
			TOTAL=	\$ 76,752.00
P.O. #				
Date Ordered				
Quote #				



Created Date: 2/9/2024  
Expiration Date: 90 Days

**Prepared for**

End User: City of Auburn Hills MI

Attention:

Phone:

Email:

Address:

Sales Rep: Mark Underwood

Phone: 937 941-5716

Email: [mark.underwood@ejprescott.com](mailto:mark.underwood@ejprescott.com)

Address: 7980 Center Point 70 Blvd

Huber Heights

Ohio 45424

**Comments and considerations**

Should you have any questions, please do not hesitate to contact Mark Underwood.

**Quote line items**

Group 1: Small and Large Meters					
Ref #	Part #	Description	Quantity	Unit Price	Line Total
1		1-1/2" SS 3101 CF FLANGED METER	1	\$930.00	\$9,300.00
3		2" SS 3101 CF FLANGED METER 15-1/4"LL	1	\$1,248.00	\$1,248.00
4		2" SS 3101 CF FLANGED METER 17"LL	1	\$1,116.00	\$956.00
5		3" SS 3101 CF FLANGED METER	1	\$1,756.00	\$1,505.00
6		4" SS 3101 CF FLANGED METER	1	\$2,076.00	\$1,800.00
7		FLYING LEAD 6FT PER EACH METER	1	\$12.00	\$12.00
4		5/8X3/4 2100 ENCODED COMPOSITE METER	1	\$150.00	\$150.00
		3/4"X9" 2100 ENCODED COMPOSITE METER	1	\$180.00	\$180.00
		1" SS 3101 ENCODED METER	1	\$350.00	\$350.00
5					
6					
7					
8					
9					
10					
Group 1 Subtotal:					\$0.00

To accept this quotation, sign/date here and return:

Purchase Order Number: Quote Total: \$0.00



# CITY OF AUBURN HILLS

## CITY COUNCIL AGENDA

**MEETING DATE: FEBRUARY 19, 2024**

**AGENDA ITEM NO 9A**

**DEPARTMENT OF PUBLIC WORKS**

**To: Mayor and City Council**  
**From: Thomas A. Tanghe, City Manager; Jason Hefner, Manager of Fleet & Roads**  
**Submitted: February 7, 2024**  
**Subject: Motion – Adopt Resolution No. 1 to Proceed with Preparation of Plans, Specifications and Cost Estimates for Proposed Superior Court Special Assessment District**

### **INTRODUCTION AND HISTORY**

The 2024 Annual Budget that was adopted by City Council includes road improvements for Superior Court stemming from the City's Capital Plan. The proposed work which will occur on Superior Court includes removal of the existing concrete pavement, removal and replacement of failing curb and gutter, placement of new aggregate base throughout the road, replacement/extension of drive approaches as needed, paving the road with full depth 9-inch asphalt, and drainage structure repairs/relocates.

In April of 2016, City Council adopted a Special Assessment District (SAD) Assignment Policy. City Council also approved an amendment to the Auburn Hills Code of Ordinances, Chapter 58, Special Assessments. The ordinance amendment allows the City Council to assign up to 50% of the cost of an SAD project anywhere in the City. After the City's assigned share is deducted from the total cost for the public improvement, the remaining balance may be shared among the property owners who benefit directly from the improvement. The preliminary cost estimate to complete the project is depicted in the table below.

Estimated Construction Cost	\$725,000.00
Design Services	\$ 45,000.00
Construction Engineering/Construction Administration	\$ 65,000.00
Geotechnical Testing	\$ 15,000.00
Contingency	\$ 73,000.00
Special Assessment District Administration	\$ 15,000.00
Total Estimate of Cost	\$940,000.00
City Contribution	\$470,000.00
Total Estimate of SAD Cost	\$470,000.00
Total Number of Units	7
Cost Share per Unit	\$ 67,142.86

City staff has been engaged with the property owner's representatives (direct beneficiaries) along Superior Court. Notices have been sent to introduce the anticipated SAD road project plan. An informational meeting was also held with the property owner's representatives (beneficiaries) on February 15th, 2022. Additional information was provided to the beneficiaries, including the proposed road work, preliminary project cost estimate, the division of total cost share per property assessed, and the City's anticipated cost share. As a result of this documented due diligence the basic preliminary proceedings of a SAD assignment have been recognized.



Finally, provided in the packet is Resolution No. 1. Adoption of the resolution will provide direction to the City Manager to begin the proceedings of the SAD process. The City will then be able to proceed with the preparation of plans, specifications, and cost estimates for the proposed Superior Court SAD. An estimate of the life of the project, description of the proposed SAD, number of installments to be paid by the beneficiaries, and other pertinent information will be determined and provided to the City Council as the SAD proceedings move forward.

**STAFF RECOMMENDATION**

Staff recommends approval of the resolution provided regarding the proposed SAD for road improvements to Superior Court.

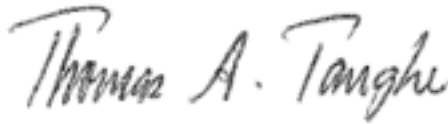
**MOTION**

**Move to approve Resolution No. 1 to Proceed with Preparation of Plans, Specifications, and Cost Estimates for proposed Special Assessment District regarding the repair of and improvements to Superior Court.**

**EXHIBITS**

Exhibit 1 – Resolution

I CONCUR:

A handwritten signature in dark ink, reading "Thomas A. Tanghe". The signature is written in a cursive, flowing style.

---

THOMAS A. TANGHE, CITY MANAGER

**CITY OF AUBURN HILLS**

**RESOLUTION TO PROCEED WITH PREPARATION OF PLANS,  
SPECIFICATIONS AND COST ESTIMATES FOR A  
PROPOSED SPECIAL ASSESSMENT DISTRICT (RESOLUTION NO. 1)**

At a regular meeting of the City Council of the City of Auburn Hills, Oakland County, Michigan, held in the Council Chambers at 1827 N. Squirrel Road, Auburn Hills, Michigan 48326, at 7:00 p.m. on the 19<sup>th</sup> day of February, 2024, the following resolution was offered by Councilperson \_\_\_\_\_ and supported by Councilperson \_\_\_\_\_:

WHEREAS, the City is considering the construction of the proposed improvement described below, and the establishment of a special assessment district to defray the cost of such improvement by special assessment against the benefited properties; and

WHEREAS, the proposed improvement (“the project”) is the repair of and improvements to Superior Court; and

WHEREAS, the City Council desires to proceed to the next step of having cost estimates and project description plans and specifications prepared for the project.

NOW, THEREFORE, it is hereby resolved as follows:

1. The City Manager shall direct OHM, the City’s registered professional engineers, to prepare plans and specifications for the project, a cost estimate for the project, an estimate of the life of the project, description of the proposed special assessment district, the number of installments in which assessments may be paid and other pertinent information that will permit the City Council to determine the estimated costs, extent and necessity of the project, including the portions to be paid by special assessments upon the properties that are specially benefited by the project and the portion, if any, to be paid by the City. Such information once prepared by OHM shall be filed with the City Clerk, along with the City Manager’s recommendations with respect to the project.

2. No contract or expenditure, except for the cost of preparing the necessary profiles, plans, designs, specifications and estimates of costs described above, shall be made for the project, nor shall any improvements be commenced until the City Council affirms the special assessment roll to defray the costs of the project.

AYES:

NAYES:

ABSENT:

ABSTENTIONS:

STATE OF MICHIGAN )  
 ) ss  
COUNTY OF OAKLAND )

I, Laura Pierce, the duly qualified and appointed City Clerk of the City of Auburn Hills, Oakland County, Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted at a regular meeting of the Auburn Hills City Council held on the 19<sup>th</sup> day of February, 2024, the original of which is on file in my office.

In witness whereof, I have hereunto affixed my official signature on this \_\_\_\_ day of \_\_\_\_\_, 2024.

Laura Pierce  
City Clerk



# CITY OF AUBURN HILLS

## CITY COUNCIL AGENDA

MEETING DATE: FEBRUARY 19, 2024

AGENDA ITEM NO 9A

DEPARTMENT OF PUBLIC WORKS

**To: Mayor and City Council**  
**From: Thomas A. Tanghe, City Manager; Jason Hefner, Manager of Fleet & Roads**  
**Submitted: February 7, 2024**  
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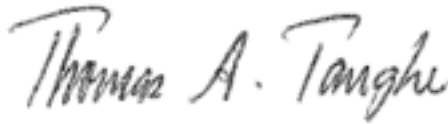
**MOTION**

**Move to approve Resolution No. 1 to Proceed with Preparation of Plans, Specifications, and Cost Estimates for proposed Special Assessment District regarding the repair of and improvements to Superior Court.**

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Exhibit 1 – Resolution

I CONCUR:

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THOMAS A. TANGHE, CITY MANAGER

**CITY OF AUBURN HILLS**

**RESOLUTION TO PROCEED WITH PREPARATION OF PLANS,  
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AYES:

NAYES:

ABSENT:

ABSTENTIONS:

STATE OF MICHIGAN )

) SS

COUNTY OF OAKLAND )

I, Laura Pierce, the duly qualified and appointed City Clerk of the City of Auburn Hills, Oakland County, Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted at a regular meeting of the Auburn Hills City Council held on the 19<sup>th</sup> day of February, 2024, the original of which is on file in my office.

In witness whereof, I have hereunto affixed my official signature on this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Laura Pierce  
City Clerk



# CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: FEBRUARY 19, 2024

AGENDA ITEM NO 13A

## 13. CLOSED SESSION

No Electronic Information Available

### MOTION

Move to meet in closed session to discuss labor negotiations pursuant to MCL 15.268(1)(c) of the Open Meetings Act.



# Auburn Hills helps 3 companies expand

## City uses strategic tax breaks



City of Auburn Hills sign at Squirrel Road. (Stephen Frye/MediaNews Group)

By **PEG MCNICHOL** | [pmcnichol@medianewsgroup.com](mailto:pmcnichol@medianewsgroup.com)

PUBLISHED: February 6, 2024 at 5:05 a.m. | UPDATED: February 6, 2024 at 12:33 p.m.

Tax breaks for three Auburn Hills businesses will result in nearly 600 new jobs, according to the companies. Each of the businesses supports electric vehicle production.

Auburn Hills City Manager Thomas Tanghe said municipalities work to attract or retain companies by offering a 50% tax break using an Industrial Facility Exemption Certificate (IFEC). This program was created by a 1974 state law to encourage industrial development and plant rehabilitation.

Each municipality is competing with other Michigan cities and other states to attract or keep big businesses, he said. He said this type of tax break is difficult to characterize as a loss.

"We view this as a gain of 50% of new taxes that may not have otherwise been generated had the companies not elected to build new or expand an existing facility here in our community," he said. "I often summarize it as '50% of something is better than 100% of nothing'."

### FANUC AMERICA

The company was looking at a number of different sites, Tanghe said.

FANUC's 8-year tax break is the basis for an \$86 million project to create a 671,100-square-foot light-industrial facility at 2630 Featherstone Road and add 100 jobs. So far, the company hired 20 people, earning an average \$65,000 a year, as part of a 2018 agreement with the Michigan Economic Development Corporation, which made a \$1 million grant to FANUC for this project.

The industrial robot maker will renovate the 132,745-square-foot former Cooley law school campus into a research and development center and training facility for robotics and automation workers.

The project includes a new 671,000-square-foot facility on the same site where there was undeveloped property.

FANUC opened its first robotics facility at 100 W. Entrance Drive in Auburn Hills four years ago. That site includes an 8-foot walking path to its Rochester Hills headquarters, about a half-mile away on foot.

#### INTRODUCTION

This is a request for approval to construct a 671,100 square foot light industrial facility (West Campus building) on a 67-acre site zoned T&R, Technology and Research district to house manufacturing, engineering, and R&D projects for FANUC America Corporation (FANUC). The property is located at 2630 Featherstone Road, which is the site of the former Thomas M. Cooley Law School Campus.



FANUC America's plans for a 671,100-square-foot light-industrial facility at 2630 Featherstone Road will include up to 100 jobs. Courtesy, City of Auburn Hills

## MAGNA SEATING

The company received a six-year 50% tax cut and agreed to continue operations for at least six years after the deal expires. The company will use the 40-acre former Oakland County Animal Shelter site at 1700 Brown Road for a \$50.75 million project that includes 280,000-square-foot of new offices, manufacturing space, and a warehouse. This facility will produce seats for GM's Orion electric-vehicle plant.

Magna is a global company and had an electronics facility in Auburn Hills for more than a decade, starting at 3800 Lapeer Road in 2012 with a subsidiary, P&F Systems, before converting the site to a seating division in 2020.

The company will need a site plan approval from the city, which will include special-use approval.

As part of the project, utilities to the site will be updated and a driveway from Brown Road to the parking lot will be added.

The plan includes room for a potential 100,000-square-foot expansion.

Among the jobs promised by Magna: 34 professional opportunities with an average hourly wage of \$45.67; two technical jobs that pay \$46.15 an hour; 189 production jobs that pay \$23.90 an hour, and 303 full-time semi-skilled positions that pay an average \$20.78 an hour.



Magna Seating has proposed a \$50.75 million redevelopment of the 40-acre former Oakland County Animal Shelter site at 1700 Brown Road in Auburn Hills. Courtesy, City of Auburn Hills

## TI AUTOMOTIVE SYSTEMS

The company received a 4-year tax-break for a \$17 million plan to use 9.5 acres at 2020 Taylor Road for a 49,375-square foot expansion to its existing facility for an e-Mobility Innovation Center. When the project is done, TI will have a 193,282-square-foot facility and plans to hire an estimated 60 more people.

Among the improvements planned: 18 electric-vehicle charging stations and plans for eight more, 169 new trees, and exterior lighting designed to minimize light pollution.

TI will also leave its current 66,000-square-foot tech center at 1227 Centre Road creating space for a new light-industrial company. Colliers, a commercial real-estate company, announced this week the site has been sold but did not name the buyer. For now, the new owner is leasing the site to TI until the Taylor Road project is complete.

Under TI's current site plan, there's not sufficient parking spaces to meet the city's requirements, TI and city officials agreed to use a parking lot on an adjacent parcel, which is part of the city-owned Fieldstone Golf Club. As part of the agreement, TI will invest an estimated \$825,000 to improve the golf club's maintenance building and surrounding yards according to city documents. TI would maintain the parking lot.

TI's global real estate director, Matthew Johnston, said it was hard to believe only eight years had passed since the company built their corporate offices in Auburn Hills.

"We're happy to see the need for an expansion," he said, praising the city's help in making sure all the paperwork was correct and filed before the deadline passed.

The city created an Industrial Development Districts – required to qualify for the tax break – for Magna and Fanuc; TI is located in an existing district.

Steve Cohen, Auburn Hills' community development director, said each tax break includes a clawback clause in case a company fails to meet the terms of its agreement with the city.

The last clawback happened in 2023, when Total Filtration closed its facility at 2521 Commercial Drive. The company paid back \$41,983.27 last year, he said.

"We work with the company to claw back their taxes," Cohen said. "It's good for people to know that an IFEC has teeth. Typically, an IFEC is a tool that expands our tax base, provides good-paying jobs. But if a company can't live up to its obligations, they need to pay back that money."

Auburn Hills has no new IFECs in development, Tanghe said, partly because the city doesn't have much more land for commercial and industrial development.

"We're not going to constantly beg people to pay only half their taxes," Tanghe said. But it is a program that we have available to them, and we certainly want to continue to offer a tax break as a tool to retain them and of course if it was a new build it would be an attraction tool."

EDITOR'S NOTE: This story has been updated to accurately reflect the final square footage of TI Automotive's Taylor Road facility.

## 'Handful' of ballots switched for a few Auburn Hills primary voters

Correct ballots have been sent to absentee voters who got the wrong one



City of Auburn Hills sign at Squirrel Road. (Stephen Frye/MediaNews Group)

By **PEG MCNICHOL** | [pmcnichol@medianewsgroup.com](mailto:pmcnichol@medianewsgroup.com)

PUBLISHED: February 13, 2024 at 5:34 a.m. | UPDATED: February 13, 2024 at 5:36 a.m.

Auburn Hills election officials corrected a mix-up after an initial bulk mailing sent the wrong absentee ballots to 17 voters, according to the city's clerk, Laura Pierce.

She said as absentee ballots were being prepared for mailing, "there were a handful of ballots that were mistakenly stuffed into the wrong envelope."

Some Republicans received ballots meant for Democrats, while some Democrats received Republican ballots, she said.

"The correct ballot type was assigned in our system, it was just human error in the stuffing (of mailing envelopes)," she said.

"As soon as we realized our error, we reached out to every affected voter to correct the mistake," she said. "We did leave several messages, but the majority of voters appreciated the call and a new ballot (with the correct party) was sent to the voter."

Her office left messages for all the voters affected and reached 10 as of Monday, telling them the correct ballot was in the mail and asking them to destroy the incorrect ballot.

The seven remaining voters with incorrect ballots can call the clerk's office at (248) 370-9402 or visit the office at 1827 N. Squirrel Road in Auburn Hills, "whichever works best for the voter," Pierce said.

The clerk's office documented which ballots were sent erroneously and spoiled those in the computer system.

"This basically rejects the ballot so it cannot be counted," she said.

Voters can make online and mail requests for an absentee ballot – but requests must be received by your municipal clerk by 5 p.m. the Friday before the election. Voters who are already registered may pick up a ballot in person at the local clerk's office anytime before 4 p.m. Monday, Feb. 26.

People who are registering to vote or updating their address in person at the clerk's office on Election Day can get an absent voter ballot at that time. Voters getting an absentee ballot on Monday, Feb. 26 or Tuesday, Feb. 27 must fill out the ballot in the clerk's office and return it at that time. Learn more at <https://mvic.sos.state.mi.us/Home/VoteAtHome>.

Auburn Hills voters can learn more here:

[https://auburnhills.org/departments/city\\_clerk/election\\_information/absentee\\_ballot\\_information.php](https://auburnhills.org/departments/city_clerk/election_information/absentee_ballot_information.php).

Voters who would like to automatically get an absentee ballot can sign up on the permanent ballot list through their city, township or village clerk's office, or online via the State of Michigan's website: <https://mvic.sos.state.mi.us/Home/VoteAtHome>.

All absentee ballots must be returned by 8 p.m. on Tuesday, Feb. 27.

## Police: Infant missing, believed to be with 'unstable' mother

Police ask public's help



Police say the infant has been missing since Feb. 2

By **AILEEN WINGBLAD** | [awingblad@medianewsgroup.com](mailto:awingblad@medianewsgroup.com) | The Oakland Press  
PUBLISHED: February 6, 2024 at 9:21 a.m. | UPDATED: February 6, 2024 at 10:18 a.m.

Police are asking the public's help in locating a 6-week-old infant missing from Auburn Hills, who is believed to be with her mother who reportedly can't properly care for her due to mental health issues.

According to Auburn Hills police, Amanda Rose Prowell-Smith, 32, and her baby, Eliza, have been missing since Feb. 2. Prowell-Smith allegedly assaulted a family member that day at a home on South Boulevard in Auburn Hills, with her infant present.

On Feb. 5, family members reported the two missing, telling police they hadn't been seen or heard from since the incident.



Prowell-Smith (image shared by Auburn Hills Police Dept.)

Family members told police that Prowell-Smith has a long history of mental illness and wasn't stable enough to care for a child.

Prowell-Smith's baby wasn't born in a hospital, has no documented birth record and hasn't been seen by a doctor, police said.

Police have learned from Children's Protective Services that Prowell-Smith has two other children that had been removed from care due to their mother's mental state. It's been determined that Prowell-Smith is incapable of caring for herself or her child, police said.

Prowell-Smith doesn't have a cell phone, vehicle, or any means of providing for herself or her child, police said.

Anyone with information on the whereabouts of Prowell-Smith or the baby is urged to call 911.



## Pontiac woman killed in Auburn Hills



File photo (Aileen Wingblad/MediaNews Group)

By **AILEEN WINGBLAD** | [awingblad@medianewsgroup.com](mailto:awingblad@medianewsgroup.com) | The Oakland Press  
PUBLISHED: February 5, 2024 at 12:06 p.m. | UPDATED: February 6, 2024 at 11:51 a.m.

A 32-year-old Pontiac woman died in a single-vehicle crash on a freeway exit ramp in Auburn Hills late Friday, officials said.

The crash, currently under investigation by the Auburn Hills Police Department, happened at approximately 11 p.m. on Feb. 2, on the I-75 exit ramp to M-59. The driver was the sole occupant of the vehicle, a 2017 Chevy Trax, according to the Auburn Hills Police Department.

The woman's name isn't being released at this time on request of her family, police said.

Anyone who may have witnessed or who has information about the crash is asked to contact the Auburn Hills Police Department at 248-370-9460.

# Six charged in smash-and-grab robberies at jewelry stores in Macomb, Oakland counties

About \$170,000 worth of jewelry stolen from Sparkes Jewelry recovered



Police stand over one of the suspects accused in a smash-and-grab robbery at Lakeside Mall in January. Five other people were also taken into custody. (PHOTO COURTESY OF RENE FANTUCCI PLIZGA)

By **MITCH HOTTS** | mhotts@medianewsgroup.com | Macomb Daily  
PUBLISHED: February 1, 2024 at 4:16 p.m. | UPDATED: February 1, 2024 at 6:14 p.m.

An alleged gang of six people who police say were responsible for smash-and-grab robberies from jewelry stores in Macomb, Oakland and Ingham counties is behind bars after being charged in the extensive caper.

The suspects were apprehended by police from Sterling Heights, Shelby Township and Troy last month after they allegedly struck a jewelry store at Lakeside Mall in Sterling Heights and stole approximately \$170,000 of jewelry from Sparkles Jewelry store.

They had been under investigation by several police agencies following similar robberies in other area communities.

"The arrests were a good collaborative effort between the Troy, Sterling Heights and Shelby Township police departments as well as the Eaton County Sheriff's Office," Sgt. Ben Hancock of the Troy Police Department said Thursday.



Courtez Lawrence

Deshawn Hammonds, 20, Jasmine Latricia Oneal, 29, Courtez Eugene Lawrence, 27, Eric Lamar Lambert Bennett, 27, Desean Shakari Hall, 31, and 21-year-old Andre Demond Jackson have all been arraigned and are being held in the Macomb County Jail.

The suspects reside in Detroit, Eastpointe, and Warren, investigators said.

The arrests took place Jan. 24 when a rental vehicle under surveillance from Troy police headed to Lakeside. Troy notified Sterling Heights and Shelby Township police to assist.



Desean Hall

Police said a vehicle entered the mall's parking lot on Hall Road, east of Schoenherr Road, and began to circle the lot with another vehicle that had been stolen about a week before from Harper Woods.

According to Troy police, four males got out of the vehicle and went inside Lakeside, leaving two individuals outside. All four were wearing hoods and surgical masks, police said.



Andre Jackson

After a few minutes of scouting the shopping center, the four entered the Sparkles Jewelry store near center court and immediately began smashing out cases, according to police. After grabbing what they could carry, they fled on foot in various directions, but were quickly apprehended by officers on scene.

All six suspects were transported to the Macomb County Jail and charged with armed robbery, except for Jackson, who was charged with unarmed robbery.

The stolen jewelry was recovered.



Eric Lambert Bennett

Investigators said a similar smash-and-grab theft took place on Jan. 13 at the Helzberg Diamonds in the Great Lakes Crossing Mall in Auburn Hills. In that incident, three men wearing hoodies and surgical masks entered the store, smashed out the cases and stole several thousand dollars' worth of jewelry.

Police learned the vehicle used in the incident was registered to a rental company and were able to identify the renter. identified. A short time later, that car was returned to a Lansing rental location, and a new vehicle was rented.

On Jan. 22, the Troy Special Investigations Unit was notified by the Lansing Mall of a smash and grab at their Kay Jewelers. The Eaton County Sheriff's Office determined the getaway vehicle from the theft was the newly rented vehicle. Further investigation concluded this same group was responsible for a total of six robberies in Michigan and Ohio.



Jazmine Oneal

Five of the suspects have been charged with armed robbery, while Jackson is charged with unarmed robbery and receiving and concealing stolen property.

The Troy Police Department credits the "exceptional effort" of the Troy Special Investigations Unit for this complex investigation and arrests. The unit is made up of officers from Auburn Hills, Birmingham, Bloomfield Township, Royal Oak and Troy police agencies.



Deshawn Hammonds

Troy police also said the collaborative efforts of the Eaton County Sheriff's Office, the Sterling Heights Community Response Unit and the Shelby Township Police Surveillance Unit were instrumental in the arrests.