

**DETROIT LIBRARY COMMISSION PROCEEDINGS****REGULAR MEETING****MAY 15, 2018**

President Thomas called the Regular Meeting of the Detroit Library Commission to order at 1:40 p.m.

Present: President Thomas, Commissioners Bellant, Jackson, Taylor (Ex-Officio)

Administrative Staff: Mondowney, Brown, Bruni, Call, Funchess, Johnson, Powell, Williams

Present Also: Janet Batchelder, Cheryl Blessett, Stacy Brooks, Lurine Carter, Deborah Dorsey, Christina Ladson, Noemi Miramontes, Carolyn Mosley, Christine Peele, Yvette Rice, Tiffani Simon,

Excused: Commissioners Adams, Gray, Inniss-Edwards

**APPROVAL OF MEETING MINUTES**

The minutes of the Committee of the Whole Meeting of April 17, 2018 and the Special Commission Meeting of April 24, 2018 were approved as recorded.

**PUBLIC COMMENTS**

There were no public comments.

## **REPORT OF THE EXECUTIVE DIRECTOR**

### **City of Detroit Financial Update**

Mrs. Mondowney reported that on April 30, 2018, three years after exiting bankruptcy and delivering three consecutive years of audited balanced budgets, the State of Michigan's Financial Review Commission released the City of Detroit from financial oversight. As a result of the release, the Library's budget is also no longer subjected to review by the State's Financial Review Commission.

### **Reading Teacher in the Library dates**

Mrs. Mondowney reported that DPL's "Reading Teacher in the Library," a free summer program that connects struggling readers in grades K-3 to certified reading specialists, is expanding to several additional branches this summer. In addition to the Duffield and Parkman branches, the expansion includes the Jefferson, Conely, Wilder and Edison branches. Young students are assessed by reading specialists who evaluate the obstacles that prevent them from reading at grade level. By working one-on-one and/or in small groups with the students, there is the opportunity to develop and strengthen reading skills. The program will begin in late June or early July, depending on the branch location. Parents or guardians can register students and obtain additional information by contacting each participating branch.

### **Summer Reading Kick Off**

Mrs. Mondowney reported that "Libraries Rock" is the theme for DPL's Summer Reading 2018, which will begin with a special launch from Noon – 3 p.m., on Saturday, June 16, 2018, on Main Library's Cass Avenue lawn. Families will enjoy a fun-filled afternoon that includes face painters, free books and visits from the Detroit Police K-9 Unit and the Detroit Fire Department. Summer reading programs are offered at all DPL locations, June – August.

### **Branch Activities**

Mrs. Mondowney reported that the Knapp Branch Library will host the University of Detroit Mercy Titans for Teeth Mobile June 25 – 28, 2018. The 38-foot vehicle is sponsored by the University of Detroit Mercy Dental School and the Delta Dental Foundation. Appointments are required and can be scheduled by contacting the Knapp Branch.

The Hubbard Branch Library will host an evening of "Jazz in Detroit," on Wednesday, June 27, 2018, 6 – 7 p.m. The audience will learn about the history of jazz in Detroit and enjoy music performed by Pam Jaslove.

### **Author Talks**

Mrs. Mondowney reported that Pulitzer Prize-winning journalist Charlie LeDuff will discuss his new book, *Sh\*tshow! The Country's Collapsing and the Ratings Are Great*, on Wednesday, May 30, 2018, at 5:30 p.m., at Main Library. *What Truth Sounds Like: Robert F. Kennedy, James Baldwin, and Our Unfinished Conversation About Race in America* is Dr. Michael Eric Dyson's newest book. He will discuss his work on Wednesday, June 20, 2018 at Main Library at 6 p.m.

### **Birmingham Society of Women Painters**

Mrs. Mondowney reported that the Birmingham Society of Women Painters are exhibiting their work in Main Library's Galleria through May 25, 2018. The organization was established in 1944 to provide formal instruction and workspace for women painters.

### **STEM Fair**

Mrs. Mondowney reported that DPL hosted a science, technology, engineering and math fair, "All About STEM," at Main Library on Saturday, April 14, 2018. There were exhibits and demonstrations in Adam Strohm Hall. Children's Library became a makerspace for students to have hands-on experience. More than 200 students and their families enjoyed an afternoon of exploring STEM activities.

### **Comerica Java Jazz**

Mrs. Mondowney reported that Isis Damil, one of Detroit's musical treasures, performed at Main Library on Tuesday, May 15, 2018 at 6 p.m. at Comerica Bank Java and Jazz. Ms. Damil is a singer, producer, songwriter, entrepreneur and a member of the Grammy-nominated group, J. Moss and PAJAM.

### **Children's Museum Partnership**

Mrs. Mondowney reported that the Children's Museum has once again provided a wonderful exhibit in the Cass Avenue display case. This exhibit features African masks from their collection. The exhibit provides a visual learning opportunity for library visitors and increases the community outreach for the Museum.

### **Noted**

Mrs. Mondowney also reported that on May 14, 2018, DPL closed on the sale of the property located at 5813 Second Avenue and received a check in the amount of \$50,000. The property was sold to the Michigan Department of Transportation (MDOT).

## **Discussion**

Commissioner Jackson asked how would the City of Detroit being released from financial oversight impact the library?

Mrs. Mondowney stated that DPL submits its budget to the City of Detroit (C of D). The C of D would then submit its entire budget to a financial oversight committee for approval. This step has been removed. However, this step could be reinstated if the City of Detroit has deficits over the next ten years.

## **COMMITTEE ON ADMINISTRATION**

### **Approval to Implement the Negotiated Salary Increase for Local 2200-UAW Association of Professional Librarians (APL), the Professional Organization of Librarians (POOL) and the Skilled Trade Unit**

The labor agreements for UAW Local 2200-Association of Professional Librarians (APL), the Professional Organization of Librarians (POOL) and the Skilled Trade Unit expired on June 30, 2017.

Management and the UAW-Local 2200 respective leadership conducted wage re-opener sessions on Tuesday, December 5, 2017 and Thursday, January 25, 2018. The Union accepted Management's wage proposal.

The salary increases will be applied as follows:

3% effective July 1, 2017

3% effective July 1, 2018

Wage re-opener effective July 1, 2019

As a result of a Special Conference on March 8, 2018 and a subsequent exchange of documents, the respective UAW units accepted new language consistent with Right to Work legislation for the Union Security Agreement and agreed to the new language regarding City of Detroit benefit provisions.

Also, during the Special Conference it was agreed that the UAW contracts for Local 2200 would forgo negotiations and be extended through June 30, 2021 (except for the inclusion of the recently agreed upon language changes for Article 5 (Union Security) and Schedules B, C, D, F and G, the detailing of the benefits in respective contracts).

Minutes were approved at the June 19, 2018 Commission Meeting

The language changes in the schedules serve to confirm that the City of Detroit is by law the fiduciary of the Detroit Public Library. It is further understood and agreed that the City of Detroit determines the benefits packages applicable to all employees of the Detroit Public Library, including employees covered by the expired UAW Agreement.

Therefore, the parties agree that the *medical benefits, retiree medical benefits, dental benefits, pension benefits, death benefits/life insurance, and optional defined contribution plan* applicable to employees covered by this agreement shall be determined by the City of Detroit, and those benefits may be changed in any manner by the City of Detroit.

It is further understood that current benefits are reflected in the City of Detroit Active Employee Benefits Summary, a copy of which will be made available to all members of UAW-Local 2200. Likewise, UAW members will be notified of future changes in employee benefits made by the City of Detroit and will be provided copies of the City of Detroit Active Employee Benefits summaries when available.

The UAW-Local 2200 ratified the extension of their respective contracts, inclusive of the changes stated above, on April 20, 2018.

Approval is requested on the contract extension and approval to implement the wage increases. Cost of the wage increases for July 1, 2017 is \$185,894.14, and for July 1, 2018, \$185,894.14. The total cost is \$371,788.28.

## **DISCUSSION**

Commissioner Bellant asked could the City of Detroit (C of D) change the terms of the UAW-Local 2200 contract as it relates to benefits?

Mrs. Mondowney stated that the C of D could only change the benefit options or choices, not the terms of the benefits.

## **COMMISSION ACTION**

Commissioner Jackson moved approval. Commissioner Taylor supported. The motion passed unanimously.

Approval of the Human Resources Report

The Human Resources Department Report provides information regarding personnel actions taken from April 1, 2018 through April 30 31, 2018. These actions have been approved by Administration.

**APPOINTMENTS (2)**

<b>Employee Name</b>	<b>Title</b>	<b>Hire date</b>
Akina Gordon	Customer Service Representative	April 16, 2018
Allen Williams	HVAC Technician	April 30, 2018

**RETIREMENTS (0)****SICK LEAVE PAYOUTS (0)****TOTAL PAYOUTS = \$0****POTENTIAL RETIREMENTS (1) Pending COD Approval**

<b>Employee Name</b>	<b>Last Day Worked</b>	<b>Retirement Date</b>
Carole Rihani	January 12, 2018	To be determined by COD

**SEPARATIONS (0)****EMPLOYEE HEADCOUNT\***

Headcount	April 2018	Headcount	April 2017
**Budgeted Positions =	325	Budgeted Positions =	334
Active Employees =	306	Active Employees =	293
Vacant Positions =	19	Vacant Positions =	41

\*Headcount Process based on Actual Headcount not Budgeted Numbers as in the past

\*\*The budgeted positions total has been adjusted as reflected on the City of Detroit Position Control Report

Minutes were approved at the June 19, 2018 Commission Meeting

**VACANT POSITIONS**

<b>POSITION</b>	<b># OF BUDGETED POSITIONS</b>	<b># OF FILLED POSITIONS</b>	<b>VACANT POSITIONS</b>
Manager	25	21	4
Librarian I & II	24	21	3
Librarian III	29	28	1
Pre-Professional Librarian In-Training	3	2	1
Senior Clerk	9	7	2
Custodian	13	8	5
**Customer Service Representative	91	90	1
Facilities	17	17	0
Senior Accountant	2	1	1
Security Officer	14	14	0
Publications Specialist	1	0	1
Total			19

**Only Position Titles with vacancies are listed.**

\*\*Customer Service Representative are Part-time 20 hours/week

Approval is requested to accept the Human Resources Report as presented.

**COMMISSION ACTION**

Commission Jackson moved approval. Commissioner Bellant supported. The motion passed unanimously.

**COMMITTEE ON BUILDINGS/FINANCE****NOTED**

The following action items were discussed and approved to be forwarded to the Commission for authorization at the May 8, 2018 Committee on Buildings and Committee on Finance meetings.

Minutes were approved at the June 19, 2018 Commission Meeting

Approval of the Rooftop Self-Contained Heating and Cooling HVAC Unit at the Franklin Branch Library

The Franklin Branch Library is 5,670 square feet with a 1950 combined HVAC heating and cooling system that is no longer functional and parts are no longer available for repairs.

An Invitation For Bid (IFB) was posted on DPL's website and sent to the MITN (Michigan Inter-governmental Trade Network) on October 10, 2017. The Library Commission approved the award of this IFB to Pro Tech Mechanical of Lansing, MI on February 20, 2018. Unfortunately, the company was unable to hold the quoted price due to a 5% increase from the equipment manufacturer. The Purchasing Department contacted the second lowest bidder, Tech Mechanical and their pricing had increased, as well. Companies are only required to hold the bid prices for ninety days. Since the ninety-day period had lapsed and there was a price increase, the Purchasing Department had to re-bid this equipment.

Another Invitation For Bid (IFB) was posted on DPL's website and sent to the MITN (Michigan Inter-governmental Trade Network) on March 26, 2018. The IFB was also advertised in the Detroit Legal Newspaper on March 28, 2018. The solicitation period was from March 26, 2018 until bid closing at 2:00 p.m. on April 9, 2018, at which time the bid documents were no longer available for download. The bid was downloaded from the MITN website by nineteen (19) Heating and Cooling companies. Eight (8) contractors attended the mandatory site visit on March 29, 2018. The Purchasing Department received six (6) bids on the project. The companies are as follows:

Johnson Controls 2875 High Meadow Circle Auburn Hills, MI 48326 248-408-4124	\$24,787
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Tech Mechanical, Inc. 1490 E. Highwood Pontiac, MI 48340 248-322-5600	\$28,760
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Allied Building Services 1801 Howard St. Detroit, MI 48216 313-230-0810	\$25,995
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Temperature Services, Inc. 37679 Schoolcraft	\$29,848
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Livonia, MI 48150  
734-838-3200

Miller-Boldt  
42826 Mound Rd.  
Sterling Heights, MI 48314  
586-997-3300

\$31,944

Arctic Air  
4918 Fernlee  
Royal Oak, MI 48073  
248-280-1300

\$25,550

In reviewing the bids with the Purchasing Department for the Franklin Heating and Cooling Unit, Johnson Controls is the lowest, responsible and qualified bidder.

Approval is requested to contract with Johnson Controls in an amount not to exceed \$24,787.

### **COMMISSION ACTION**

Commissioner Bellant moved approval. Commissioner Jackson supported. The motion passed unanimously.

### **NOTED**

President Thomas stated that the funds for this action are from the Capital Outlay Acquisitions budget leaving a balance of \$37,342.

### **Approval for Lawn Care Maintenance Services for All West and Southwest Locations**

A request was made by the Facilities Department to secure a new contract Lawn Care Maintenance Services for the Detroit Public Library's West and Southwest locations. Given the wide span of branch locations, it was determined that the Library would be better served by dividing the services into two separate contracts, one for the Eastside and another for the Westside branches. By dividing the award, it is believed that removing the geographic obstacle of servicing dispersed locations, each contractor can dedicate this time to provide a higher level of service at each branch.

The branches and locations that are included in the scope of this RFP are the following:

<i>Branch</i>	<i>Address</i>	<i>Hours Of Operation</i>
Bowen Branch	3648 W. Vernor, Detroit, MI 48216	M/W/S-10:00-6:00 pm,T/TH-12:00-8:00 pm
Chaney Branch	16101 Grand River, Detroit, MI 48227	M/W/S-10:00-6:00 pm,T/TH-12:00-8:00 pm
Chase Branch	17731 W. Seven Mile, Detroit, MI 48235	M/W/S-10:00-6:00 pm,T/TH-12:00-8:00 pm
Conely Branch	4600 Martin, Detroit, MI 48210	M/W/S-10:00-6:00 pm,T/TH-12:00-8:00 pm
Douglass Branch	3666 Grand River, Detroit, MI 48208	M-F-10:00-6:00 pm
Edison Branch	18400 Joy Road, Detroit, MI 48228	T/TH/S-10:00-6:00 pm,M/W-12:00-8:00 pm
Fort Street	3345-3427 W. Fort St., Detroit,MI 48216	
Hubbard Branch	12929 W. McNichols, Detroit, MI 48235	T/TH/S-10:00-6:00 pm,M/W-12:00-8:00 pm
Duffield Branch	2507 W. Grand Blvd., Detroit, MI 48208	M/W/S-10:00-6:00 pm,T/TH-12:00-8:00 pm
Parkman Branch	1766 Oakman Blvd., Detroit, MI 48238	T/TH/S-10:00-6:00 pm,M/W-12:00-8:00 pm
Redford Branch	21200 Grand River, Detroit, MI 48219	T/TH/S-10:00-6:00 pm,M/W-12:00-8:00 pm, S-1:00-5:00 pm
Sherwood Forest	7117 W. Seven Mile, Detroit, MI 48221	M/W/S-10:00-6:00 pm,T/TH-12:00-8:00 pm

A Request for Proposal (RFP), #DPL-CL-1808, was solicited and advertised in the Michigan Chronicle and Detroit Legal News. The RFP was also posted and available for download from the Michigan Inter-Governmental Trade Network ([www.bidnetdirect.com/mitn](http://www.bidnetdirect.com/mitn)) and the Detroit Public Library's web page ([www.Detroitpubliclibrary.org](http://www.Detroitpubliclibrary.org)). Lastly, in cooperation with the Michigan Minority Supplier Development Council (MMSDC), email notifications were sent to the lawn care firms for which they provide development services.

The Purchasing Department received five responses to the RFP. The evaluation committee reviewed the proposals submitted and scored each proposal based upon the following criteria:

Minutes were approved at the June 19, 2018 Commission Meeting

<b><u>Criteria</u></b>	<b><u>Possible Points</u></b>
Cost	60
Responsiveness to the Scope of Services	30
References	10

The evaluation results are as follows:

<b>Supplier</b>	<b>Base Bid</b>	<b>K. Johnson</b>	<b>C. Powell</b>	<b>Average Score</b>
Xpert Lawn and Snow 2437 Wolcott Street Ferndale, MI 48220	\$23,250.00/Year	77	85	81
Greg Davis Landscape Services 471 Renaud Grosse Pte Woods, MI 48236	\$31,530.00/Year	65	75	70
United Lawnscape 62170 Van Dyke Washington Twp, MI 48094	\$22,283.00/Year	85	85	85
Commercial Grounds Services P.O. Box 39854 Redford, MI 48239	\$38,446.00/Year	80	70	75

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New Detroit Mangagement, LLC  33825 James Ct. Drive  Farmington Hills, MI 48335	\$37,535.00/Year	62	60	61
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Approval is requested to contract with the highest ranked proposal, United Lawnscape, for one year with an ability to exercise a two-year renewal option based on performance, for a cost not to exceed \$23,250 annually (total for all three years \$69,750).

### **COMMISSION ACTION**

Commissioner Bellant moved approval. Commissioner Taylor supported. The motion passed unanimously.

### **NOTED**

President Thomas stated that the funds for this action are from the Facilities budget leaving a balance of \$167,717.

### **Approval for Lawn Care Maintenance Services for All East and Central Locations**

A request was made by the Facilities Department to secure a new contract Lawn Care Maintenance Services for the Detroit Public Library's Eastside and Central locations. Given the wide span of branch locations, it was determined that the Library would be better served by dividing the services into two separate contracts, one for the Eastside and another for the Westside branches. By dividing the award, it is believed that removing the geographic obstacle of servicing dispersed locations, each contractor can dedicate this time to provide a higher level of service at each branch.

The branches and locations that are included in the scope of this RFP are the following:

<i>Branch/Location</i>	<i>Address</i>
Main Library	5201 Woodward Ave., Detroit, MI 48202
Chandler Park	12800 Harper, Detroit, MI 48213
Franklin Branch	13651 E. McNichols, Detroit, MI 48205
Jefferson Branch	12350 E. Outer Drive, Detroit, MI 48224
Lincoln Branch	1221 E Seven Mile, Detroit, MI 48203
Monteith Branch	14100 Kercheval, Detroit, MI 48215
Knapp Branch	13330 Conant, Detroit, MI 48212
Skillman Branch	121 Gratiot, Detroit, MI 48226
Wilder Branch	7140 E. Seven Mile, Detroit, MI 48234
Service Building	5828 Third Street, Detroit, MI 48202
Lothrop Property	1529 W. Grand Blvd/Warren 48208

A Request for Proposal (RFP), #DPL-CL-1807, was solicited and advertised in the Michigan Chronicle and Detroit Legal News. The RFP was also posted and available for download from the Michigan Inter-Governmental Trade Network ([www.bidnetdirect.com/mitn](http://www.bidnetdirect.com/mitn)) and the Detroit Public Library's web page ([www.Detroitpubliclibrary.org](http://www.Detroitpubliclibrary.org)). Lastly, in cooperation with the Michigan Minority Supplier Development Council (MMSDC), email notifications were sent to the lawn care firms for which they provide development services.

The Purchasing Department received four responses to the RFP. The evaluation committee reviewed the proposals submitted and scored each proposal based upon the following criteria:

<b><u>Criteria</u></b>	<b><u>Possible Points</u></b>
Cost	60
Responsiveness to the Scope of Services	30
References	10

Minutes were approved at the June 19, 2018 Commission Meeting

The evaluation results are as follows:

<b>Supplier</b>	<b>Base Bid</b>	<b>K. Johnson</b>	<b>C. Powell</b>	<b>Average Score</b>
Xpert Lawn and Snow 2437 Wolcott Street Ferndale, MI 48220	\$26,050.00/Year	80	90	85
Greg Davis Landscape Services 471 Renaud Grosse Pte Woods, MI 48236	\$30,225.00/Year	68	75	71.5
Highly Favored 5289 Cadieux Detroit, MI 48224	\$49,790.00/Year	53	20	36.5
New Detroit Management, LLC 33825 James Ct. Drive Farmington Hills, MI 48335	\$29,470.00/Year	67	70	68.5

Approval is requested to contract with the highest ranked proposal, Xpert Lawn and Snow, for one year with an ability to exercise a two-year renewal option based on performance, for a cost not to exceed \$26,050 annually (total for all three years \$78,150).

### **COMMISSION ACTION**

Commissioner Bellant moved approval. Commissioner Jackson supported. The motion passed unanimously.

### **NOTED**

President Thomas stated that the funds for this action are from the Facilities budget leaving a balance of \$141,667.

Minutes were approved at the June 19, 2018 Commission Meeting

### **Approval for Elevator Maintenance and Repair Services for a Three (3) Year Period**

A request was made by the Facilities Department to secure a new contract for Elevator Maintenance and Repair Services for all Detroit Public Library locations.

The branches and locations that are included in the scope of this RFP are the following:

<i>Branch/Location</i>	<i>Address</i>
Main Library	5201 Woodward Ave., Detroit, MI 48202
Redford Branch	21200 Grand River, Detroit, MI 48219
Skillman Branch	121 Gratiot, Detroit, MI 48226

A Request for Proposal (RFP), #DPL-CL-1810, was solicited and advertised in the Michigan Chronicle and Detroit Legal News. The RFP was also posted and available for download from the Michigan Inter-Governmental Trade Network ([www.bidnetdirect.com/mitn](http://www.bidnetdirect.com/mitn)) and the Detroit Public Library's web page ([www.Detroitpubliclibrary.org](http://www.Detroitpubliclibrary.org)).

The Purchasing Department received two responses to the RFP. The evaluation committee reviewed the proposals submitted and scored each proposal based upon the following criteria:

<b><u>Criteria</u></b>	<b><u>Possible Points</u></b>
Cost	60
Responsiveness to the Scope of Services	30
References	10

The evaluation results are as follows:

Supplier	Base Bid	C. Emery	C. Powell	Average Score
Otis Elevator 25365 Interchange Court Farmington Hills, MI 48335	\$15,596.00/Year \$47,255.88/3 Year Est *Price includes no increase for Year 2 and 3% increase for Year 3. Parts invoiced at <u>20%</u> over Manufacturer's Price List	75	100	87.5
Thyssen Krupp 35432 Industrial Road Livonia, MI 48150	\$20,383.00/Year \$64,257.41/3 Year Est *Price includes 5% increase for Years 2 and 3. Parts invoiced at <u>25%</u> over Manufacturer's Price List	55	65	60

The Facilities Department is requesting approval to contract with the highest ranked proposal, Otis Elevator, for one year with a two-year renewal option based on acceptable performance at a cost not to exceed \$15,596 for year one (total for three years \$47,255.88).

### **COMMISSION ACTION**

Commissioner Bellant moved approval. Commissioner Taylor supported. The motion passed unanimously.

Minutes were approved at the June 19, 2018 Commission Meeting

**NOTED**

President Thomas stated that the funds for this action are from the Facilities budget leaving a balance of \$126,071.

**Approval for Heating and Cooling Repair Services for a Three (3) Year Period**

A request was made by the Facilities Department to secure a contract for Heating and Cooling Repair Services for all Detroit Public Library locations (DPL). The DPL has an aging heating and cooling infrastructure system. On occasion, the units need emergency repairs in order to restore library services to our customers. Cases where the repairs are beyond the ability of existing staff to correct in a timely manner, facilities department will use additional assistance.

A Request for Proposal (RFP), #DPL-CL-1804, was solicited and advertised in the Michigan Chronicle and Detroit Legal News. The RFP was also posted and available for download from the Michigan Inter-Governmental Trade Network ([www.bidnetdirect.com/mitn](http://www.bidnetdirect.com/mitn)) and the Detroit Public Library's web page ([www.Detroitpubliclibrary.org](http://www.Detroitpubliclibrary.org)) on January 4, 2018. All proposals were due to the Purchasing Department by 2:00 p.m. on February 15, 2018.

The Purchasing Department received a total of seven (7) proposals in response to the RFP. The evaluation committee reviewed the proposals submitted and scored each proposal based upon the following criteria:

<b><u>Criteria</u></b>	<b><u>Possible Points</u></b>
Cost	50
Responsiveness to the Scope of Services	30
Proof of Licenses	10
References	10

Minutes were approved at the June 19, 2018 Commission Meeting

The evaluation results are as follows:

Supplier	Base Bid	C. Powell
Arctic Air 4918 Fernlee Royal Oak, MI 48073	Labor: Journeyman, Regular – \$108.00/hr Journeyman, OT - \$162.00/hr Journeyman, Evening - \$162.00/hr Journeyman, Weekend - \$162.00/hr  \$18,238.94 - Year 1 \$18,676.68 – Year 2 \$19,087.57 – Year 3  *Price includes 2.4% increase for Year 2 and 2.2% increase for Year 3. Parts invoiced at <u>30-50%</u> over Manufacturer’s Price List, based on the cost of the part.	70
Supplier	Base Bid	C.Powell
Miller-Boldt 42826 Mound Road Sterling Heights, MI 48314	Labor: Journeyman, Regular – \$112.00/hr Journeyman, OT - \$168.00/hr	65

Minutes were approved at the June 19, 2018 Commission Meeting

	<p>Journeyman, Evening - \$168.00/hr</p> <p>Journeyman, Weekend - \$224.00/hr</p> <p>\$20,600.16 – Year 1</p> <p>\$21,012.17 – Year 2</p> <p>\$21,537.48 – Year 3</p> <p>**Price includes 2% increase for Year 2 and 2.5% increase for Year 3. Parts invoiced at <u>25%</u> over Manufacturer’s Price List</p>	
<p>Johnson Controls</p> <p>2875 High Meadow Circle</p> <p>Auburn Hills, MI 48326</p>	<p>Labor:</p> <p>Journeyman, Regular – \$97.00/hr</p> <p>Journeyman, OT - \$145.00/hr</p> <p>Journeyman, Evening - \$145.00/hr</p> <p>Journeyman, Weekend - \$145.00/hr</p> <p>\$16,362.33 – Year 1</p> <p>\$16,771.39 – Year 2</p> <p>\$17,190.68 – Year 3</p> <p>*Price includes 2.5% increase for Years 2 and 3. Parts invoiced at <u>20%</u> over Manufacturer’s Price List</p>	<p>82</p>

<p>Mechanical System Services 1731 E 11 Mile Road Madison Heights, MI 48071</p>	<p>Labor: Journeyman, Regular – \$98.00/hr Journeyman, OT - \$147.00/hr Journeyman, Evening - \$122.50/hr Journeyman, Weekend - \$171.50/hr  \$16,277.80 – Year 1 \$16,277.80 – Year 2 \$16,277.80 – Year 3  *Price includes 0% increase for Year 2 and 2% increase for Year 3. Parts invoiced at <u>12%</u> over Manufacturer's Price List</p>	78
<b>Supplier</b>	<b>Base Bid</b>	<b>C. Powell</b>
<p>R.W. Mead &amp; Sons 33795 Riviera Fraser, MI 48026</p>	<p>Labor: Journeyman, Regular – \$100.00/hr Journeyman, OT - \$142.00/hr Journeyman, Evening - \$142.00/hr Journeyman, Weekend - \$192.00/hr  \$17,803.58 – Year 1 \$18,337.69 – Year 2 \$18,887.82 – Year 3</p>	75

	*Price includes 3% increase for Year 2 and 3% increase for Year 3. Parts invoiced at <u>30%</u> over Manufacturer's Price List	
Allied Building Services 1801 Howard Street Detroit, MI 48216	<p>Labor:</p> <p>Journeyman, Regular – \$90.00/hr</p> <p>Journeyman, OT - \$115.00/hr</p> <p>Journeyman, Evening - \$115.00/hr</p> <p>Journeyman, Weekend – \$115.00/hr</p> <p>\$13,050 – Year 1</p> <p>\$13,050 – Year 2</p> <p>\$13,050 – Year 3</p> <p>*Price includes 0% increase for Years 2 and 3. Parts invoiced at <u>10%</u> over Manufacturer's Price List</p>	<p>0</p> <p>– Non-Compliant</p> <p>(Does not possess licenses, which are a minimum requirement)</p>

Expert Mechanical Service 542 Biddle Avenue Wyandotte, MI 48192	Labor: Journeyman, Regular – \$97.00/hr Journeyman, OT - \$127.50/hr Journeyman, Evening - \$127.50/hr Journeyman, Weekend - \$157.00/hr  \$15,681.02 – Year 1 \$16,073.05 – Year 2 \$16,555.25 – Year 3  *Price includes 2.5% increase for Year 2 and 3.0% increase for Year 3. Parts invoiced at <u>-10%</u> from Manufacturer’s Price List	75
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\*annual amount based on 20 service calls.

Approval is requested to contract with the highest ranked proposal, Johnson Controls, for one year, with an ability to exercise two-year renewal option based on performance for an amount of \$16,362.33 (\$50,324.40 three-year total).

### **COMMISSION ACTION**

Commissioner Bellant moved approval. Commissioner Jackson supported. The motion passed unanimously.

### **NOTED**

President Thomas stated that the funds for this action are from the Facilities budget leaving a balance of \$85,637.67.

Minutes were approved at the June 19, 2018 Commission Meeting

## **Approval to Purchase Shelving for the Franklin Branch Library**

Phase II of the Franklin Renovation Project begins in FY19 with the purchase of shelving, furniture and computer equipment.

The Estey brand of shelving has been installed in all of DPL's recent renovation projects. Staff has found this shelving to be well designed, of high quality, and easy to use. The brand also offers a full line of styles, sizes and features that enable it to support DPL's wide range of shelving needs. Purchasing the Estey brand for the Franklin project ensures: 1) that staff will be satisfied with their shelving; and 2) that the DPL will have the flexibility to move pieces and units between agencies, as needed.

Library Designs of Plymouth, MI, is an authorized Estey dealer. Through their Ohio office, Library Designs can purchase the Estey product under the State of Ohio's cooperative purchasing program for schools and libraries. (A similar program is not available for the Estey product in Michigan.) The Ohio state contract allows for DPL to receive a 55% discount off the listed price.

The DPL received the following quote from Library Designs for the Estey shelving for the Franklin Branch: \$36,360.57.

Approval is requested to purchase shelving for the Franklin Branch from Library Designs, of Plymouth, Michigan, for a total cost not to exceed \$ \$36,360.57.

### **COMMISSION ACTION**

Commissioner Bellant moved approval. Commissioner Taylor supported. The motion passed unanimously.

### **NOTED**

President Thomas stated that the funds for this action are from the Capital Outlay budget leaving a balance of \$367,639.43.

## **Approval to Purchase Shelving for the Main Library's Music, Arts & Literature Department**

Earlier this year, old metal shelving was removed from the Main Library's Music, Arts & Literature Department to allow for the installation of new flooring. The shelving, which was original to the building, cannot be reused and needs to be replaced.

The Estey brand of shelving has been installed in all of DPL's recent renovation projects. Staff has found this shelving to be well designed, of high quality, and easy to use.

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The brand also offers a full line of styles, sizes and features that enable it to support DPL's wide range of shelving needs. Purchasing the Estey brand for Main Library ensures: 1) that staff will be satisfied with their shelving; and 2) that the DPL will have the flexibility to move pieces and units between agencies, if needed.

Library Designs of Plymouth, MI, is an authorized Estey dealer. Through their Ohio office, Library Designs can purchase the Estey product under the State of Ohio's cooperative purchasing program for schools and libraries. (A similar program is not available for the Estey product in Michigan.) The Ohio state contract allows for DPL to receive a 55% discount off the listed price.

The DPL received the following quote from Library Designs for the Estey shelving for the MAL area: \$23,328.89.

Approval is requested to purchase shelving for the MAL area from Library Designs, of Plymouth, Michigan, for a total cost not to exceed \$23,328.89.

### **COMMISSION ACTION**

Commissioner Bellant moved approval. Commissioner Jackson supported. The motion passed unanimously.

### **NOTED**

President Thomas stated that the funds for this action are from the Capital Outlay budget leaving a balance of \$344,310.54

### **Approval to Purchase Furniture for the Franklin Branch Library**

Phase II of the Franklin Renovation Project begins in FY19 with the purchase of shelving, furniture and computer equipment.

The Cooperative Purchasing Network (TCPN) is a not-for-profit purchasing cooperative that serves libraries, schools and other government entities. They award purchasing contracts through a competitive RFP process which has been validated by the Institute for Public Procurement as being compliant with generally accepted public procurement standards and principles. By making purchases under a TCPN contract, the DPL receives competitive pricing on items, saves the time and expense of going through a bid process, and meets the legally required competition for contracts.

The DPL received the following quote from Office Express, an authorized TCPN dealer, for furniture for the Franklin Branch:

Office Express           \$111,207.88  
Troy, MI

Approval is requested to purchase furniture for the Franklin Branch from Office Express for a total cost not to exceed \$ 111,207.88.

**COMMISSION ACTION**

Commissioner Bellant moved approval. Commissioner Taylor supported. The motion passed unanimously.

**NOTED**

President Thomas stated that the funds for this action are from the Capital Outlay budget leaving a balance of \$256,431.55

**COMMITTEE ON FINANCE**

The following accounts have been examined and found correct by the staff of Business and Financial Operations and ratification of payment is recommended.

<u>Summary of Expenditures</u>				
<u>PUBLIC FUNDS</u>				
<u>PAYMENTS PROCESSED BY THE CITY OF DETROIT</u>				
1	Total Payroll	April 2018		\$925,189.89
2	Total Vouchers – Processed on Fusion	587 – 642		\$280,500.53
3	FY 2018 Benefits Plan			\$0.00
4	FY 2018 General Retirement System (GRS)			\$0.00
5	FY 2018 Central Staffing Services			\$0.00
6	FY 2018 Hybrid Pension Plan			\$0.00
<b>Total Processed by City of Detroit</b>				<b><u>\$1,205,690.42</u></b>
<u>PAYMENTS PROCESSED BY DPL</u>				
1.	Public Funds/Comerica Checking	None		\$0.00
2.	Branch & Main Library Deposit Checking Account	Checks	5522 - 5625	\$40,327.03
3.	Professional Service Contracts	None		\$0.00
<b>Total Processed by DPL</b>				<b><u>\$40,327.03</u></b>
<b>GRAND TOTAL</b>				<b><u>\$1,246,017.45</u></b>

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<u>Summary of Expenditures</u>			
<b><u>RESTRICTED/DESIGNATED FUNDS</u></b>			
1. Burton Endowment Checking	Checks	None	\$0.00
2. O'Brien Checking	Checks	4633 - 4639	\$2,167.50
3. Programs & Gifts	Checks	2465 - 2478	<u>\$17,092.03</u>
<b>GRAND TOTAL</b>			<b><u>\$19,259.53</u></b>
<b><u>CREDIT CARD EXPENDITURES</u></b>			
1. Executive Director			\$29.90
2. Executive Director's Office – used for general office purpose			\$0.00
3. Chief Financial Officer			\$223.81
4. Human Resources Department			-\$385.05
5. Marketing Department			\$1,641.04
6. Technical Services			\$2,356.39
7. Facilities Department			\$8,008.72
8. Information Technology			\$79.86
9. Purchasing			\$636.60
10. Public Services			<u>\$4,970.46</u>
<b>GRAND TOTAL</b>			<b><u>\$17,561.83</u></b>
<b>Note: These are February 2018 Credit Card Purchases</b>			

### **COMMISSION ACTION**

Commissioner Bellant moved approval of the finance report as presented.  
Commissioner Taylor supported. The motion passed unanimously.

### **OLD BUSINESS**

Commissioner Jackson asked about the status of the Skillman Branch Library.

Mr. Powell stated that the DPL's insurance company authorized the repair of a gold leaf wall located on the grand staircase at Skillman. Repairs should be completed near the end of July.

The meeting was adjourned at 2:31 p.m.

Minutes were approved at the June 19, 2018 Commission Meeting

