

CHAIRPERSON
DALE COPELGE

VICE-CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM
VINCE DRAGONETTI

COUNTY SERVICES COMMITTEE
DIANNE HOLMAN, CHAIR
ANDY SCHOR
MARK GREBNER
VICTOR CELENTINO
DEBBIE DE LEON
DON VICKERS

INGHAM COUNTY BOARD OF COMMISSIONERS

P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, JUNE 5, 2012 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [May 15, 2012](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Parks Commission - Interview
2. Economic Development Corporation - Interviews
3. Register of Deeds - Resolution to Contract with [Legal Aid of Central Michigan](#) to Take Client Referrals from Ingham County Register of Deeds and Ingham County Treasurer
4. Facilities Department
 - a. Resolution Authorizing Entering into Agreements with [Guardian Alarm](#) to Provide Alarm Monitoring Services at Various County Locations
 - b. Resolution Awarding a Contract to [Dietz Janitorial](#) for Cleaning Services at the Human Services Building (HSB), the Grady Porter Building (GPB), the Veterans Memorial Courthouse (VMC), the Willow Clinic, the Ingham County Family Center (ICFC), the Well Child Clinic and the 911 Dispatch Center
5. Management Information Services - Resolution to Approve the Renewal of the Munis Software Annual Support Agreement from [Tyler Technologies](#)
6. Board of Commissioners
 - a. Resolution Specifying the Board of Commissioners' Authority to Appoint, Employ and Remove Certain Positions and to Amend [Resolution #11-245](#) Which Delegates Certain Authority to the Ingham County Parks and Recreation Commission
 - b. Resolution Urging the [American Red Cross](#) to Preserve Workers' Rights to Collectively Bargain and Resolve the Strike

7. Human Resources - Resolution Approving Modifications to the 2012 Managerial and Confidential [Personnel Manual](#)
8. Controller's Office - Update: Clerk's Office Data Retrieval
9. Department of Transportation & Roads - Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Department of Transportation and Roads
10. Board Referral - Letter from the State of Michigan [Department of Transportation](#) Regarding Guidance on the New Duties of Board of Commissioners with the County Road Commission

Announcements
Public Comment
Adjournment

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OR SET TO MUTE OR VIBRATE TO AVOID
DISRUPTION DURING THE MEETING**

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at www.ingham.org.

COUNTY SERVICES COMMITTEE
May 15, 2012
Minutes

Members Present: Dianne Holman, Andy Schor, Mark Grebner, Victor Celentino, Debbie De Leon, and Don Vickers

Members Absent: None

Others Present: Becky Bennett, Board Chairperson Copedge, Mary Lannoye, Travis Parsons, Michelle Rutkowski, Renee Canady, Willis Bennett, Jim Hudgins, Chuck Gray, Eric Schertzing, Mary Ruttan, Jill Rhode, and others

The meeting was called to order by Chairperson Holman at 6:01 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the May 1, 2012 Minutes

The May 1, 2012 Minutes were approved as submitted.

Additions to the Agenda

- 11a. Substitute - Resolution Updating Various Fees for County Services Budget

- 12. Late - Resolution Authorizing the County to Continue the Ingham County Road Commission Cafeteria Plan for Road Commission Transferred Employees; and Authorize all Necessary Changes to the Ingham County's Section 125 Plan

Limited Public Comment

None.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. CELENTINO, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ITEMS:

- 6. Health Department - Resolution to Amend Resolution #12-110 to Correct Job Titles and Position Numbers

- 7. Circuit Court
 - a. Request to Waive the Hiring Freeze for Deputy Clerk III
 - b. Request to Waive Hiring Delay and Hiring Freeze for Deputy Clerk Juvenile Register III

- 9. Financial Services - Resolution Approving a Contract for Health Care Consulting

10. Parks Department - Resolution Amending Board of Commissioner Resolution #02-285 Limiting the Parks Low Income Vehicle Entrance Fee Policy to Ingham County Residents Only
11. Controller's Office
 - a. Resolution Updating Various Fees for County Services Budget
 - b. Resolution Authorizing the Controller to Negotiate a Memorandum of Understanding with the Teamsters Local 580 and Fraternal Order of Police Lodge 141 and Absent Such Memorandum's of Understanding, to Fix the Initial Terms and Conditions of Employ Consistent with the Legacy Agreements
12. Resolution Authorizing the County to Continue the Ingham County Road Commission Cafeteria Plan for Road Commission Transferred Employees; and Authorize all Necessary Changes to the Ingham County's Section 125 Plan.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Schor and Grebner

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Schor and Grebner

3. Historical Commission - Interview

The Committee interviewed Thomas Coulter for the Historical Commission. There is one vacancy.

(Comm. Grebner arrived at 6:06 p.m.)

Comm. Celentino disclosed he knows Mr. Coulter and thinks he will bring a new perspective to the Historical Commission.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. DE LEON, TO APPOINT THOMAS COULTER TO THE HISTORICAL COMMISSION.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Schor

1. LEAP Presentation (*No Materials*)

Mr. Trezise thanked the Board of Commissioners for staying with LEAP and explained since becoming involved in November he has torn down and rebuilt LEAP.

He overviewed the many industries, national companies, headquarters, colleges and universities in the region and shared his enthusiasm to change the national perception based on these assets. He further overviewed current economic development trends that are reaching across urban borders into suburban and rural areas.

Mr. Trezise explained that the region deserved a great organization to help expand business and that has to be LEAP. He acknowledged before becoming involved with LEAP there were problems. He assured the Committee those problems are in the past and the focus has been changed from marketing to economic development. Mr. Trezise informed the Committee that LEAP is transparent and financial statements, salaries and projects can be found online.

Mr. Trezise described the New Economy Division Program stating Mr. Jeff Smith and Mr. Ken Szymusiak are Co-Directors, and Ms. Sara Graham is the Talent and Communications Director. He further described the Out-County Business Development where Mr. Rich Howard is the Director.

Mr. Trezise informed the Committee that he had traveled to Europe with Governor Snyder for the purpose of bringing back manufacturers to Michigan. He noted there were about a dozen prospects. He also made a visit to a Delhi Township parent company in Austria where he met with the Vice-President. He believed the visit left a favorable impression of Delhi Township.

Board Chairperson Copedge asked about the potential of making I-69 a transportation link. Mr. Trezise stated that it does have merit; however, there are questions of implementing the logistics of the corridor and grant performance concerns that need to be worked out.

Comm. Vickers stated he was pleased about the definition of region which includes out-counties. Comm. De Leon stated she was pleased with the new direction of LEAP and expressed her prior concerns of structure. Mr. Robert Trezise, LEAP will provide the Committee with printed materials that define the organizational structure. He made note that the by-laws have been re-written and there is a new membership structure.

Mr. Trezise mentioned there may be news that LEAP has entered into a contract with the City of Lansing. He wanted to assure the Committee it is a contract.

2. Department of Transportation & Roads - Managing Director Update (*No Materials*)

Mr. Conklin provided a handout which is available at: www.inghamcrc.org and under the link "road construction". He then reviewed the upcoming road construction. The Committee asked for a map outline in the future.

The Committee discussed the road construction approval process. In summary, the staff will review pavement condition, accidents, speed, and hold discussions with the Advisory Board for recommendation. Once approved by the Advisory Board their recommendation will be forwarded to County Services for approval and then sent to the full Board for their approval. public hearings could either be held at the County Services meeting or the regular Board meeting.

Mr. Conklin highlighted the Tri-County Planning Commission approval process with submissions required in December and the Tri-county Planning Commissions process beginning in January or February. Board Chairperson Copedge suggested considering refining the process to allow more time between County submission and the Planning Commission process.

4. Potter Park Zoo Board - Appointment

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. CELENTINO, TO APPOINT GEORGE BERGHORN TO THE POTTER PARK ZOO ADVISORY BOARD.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Schor

Comm. De Leon asked if there were different designated slots on the Zoo Board. Mr. Bennett explained certain positions are designated by the City of Lansing contract and the remainder by Ingham County. Comm. De Leon suggested filling open seats with individuals who have similar backgrounds as those who left. Mr. Bennett stated Mr. Berghorn's experience is similar to the person who recently resigned.

5. Treasurer - Resolution to Provide the Ingham County Land Bank Fast Track Authority with Capacity Building Funding

MOVED BY COMM. DE LEON, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION TO PROVIDE THE INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY WITH CAPACITY BUILDING FUNDING.

Mr. Schertzing explained that since two weeks ago he and the Controller have had time to discuss this resolution. Mr. Schertzing further explained this resolution came from the Land Bank Board requesting additional base operation funding. He noted this year tax foreclosures were up 60% or 15% if externalities are thrown out.

(Comm. Schor arrived at 7:01 p.m.)

The Committee discussed the current indebtedness, future demand, as well as, costs associated with foreclosed properties reverting back to Ingham County.

Mr. Schertzing explained there are federal revenue funds that help deal with demolition costs. He noted that preliminary estimates have identified 90 properties for demolition and without federal resources there would be 55 properties the County would have to deal with.

Comm. Vickers asked for information on the commercial property auction. Mr. Schertzing stated there will be a commercial property auction plus 72 homes are slated for auction. Ms. Ruttan explained the challenge with the commercial properties is the environmental issues associated with them. Comm. Vickers asked to be notified of the auction dates. Ms. Ruttan stated the commercial properties will be done by a sealed bid on July 9, 2012 with the live auction on July 13, 2012. Mr. Schertzing stated the Treasurer's auction is tentatively scheduled for July 30, 2012 and August 30, 2012.

Comm. Grebner expressed his concern that the Land Bank is holding properties that have no value to anyone because of the location or zoning. He suggested the County give away these properties. Mr. Schertzing stated that some of these properties people will not take, say, about 10 per year. Mr. Schertzing noted the market is better than the past three years.

Comm. Celentino asked the Controller if she was more comfortable with the resolution and were her issues with the resolution resolved since tabling two weeks ago. Ms. Lannoye answered yes, and noted some of the language has changed.

Mr. Schertzing expressed his gratitude to Ms. Ruttan for the work she has done and informed the Committee she will be retiring.

Board Chairperson Copedge asked how much value is actually saved in the communities. Ms. Ruttan stated they are working on a way to calculate a multiplier that will provide them with that information.

MOTION CARRIED UNANIMOUSLY.

8. Facilities - Resolution Awarding a Contract to RNA Janitorial, Inc. for Cleaning Services at the Human Services Building (HSB), the Grady Porter Building (GPB), the Veterans Memorial Courthouse (VMC), the Willow Clinic, the Ingham County Family Center (ICFC), the Well Child Clinic and the 911 Dispatch Center

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. SCHOR, TO APPROVE THE RESOLUTION AWARDING A CONTRACT TO RNA JANITORIAL, INC. FOR CLEANING SERVICES AT THE HUMAN SERVICES BUILDING (HSB), THE GRADY PORTER BUILDING (GPB), THE VETERANS MEMORIAL COURTHOUSE (VMC), THE WILLOW CLINIC, THE INGHAM COUNTY FAMILY CENTER (ICFC), THE WELL CHILD CLINIC AND THE 911 DISPATCH CENTER.

The Committee discussed the current cost of the contract, the inclusion of the 911 Center, experience levels and the living wage. The Committee expressed their concerns for the Dietz employees.

The Committee directed the Controller and Mr. Hudgins to include language in the contract that addresses the living wage for substitute/alternate employees. Board Chairperson Copedge suggested language giving the County the ability to cancel the contract if the vendor does not comply with the living wage for substitute/alternate employees. The Committee expressed their concern that substitute/alternate employees should not be working in the 911 Center and all RNA Janitorial employees are required to have a background check by Ingham County.

Comm. De Leon stated since RNA Janitorial will be hiring employees to fulfill this contract and since RNA Janitorial has agreed to consider current Dietz employees first she would like a report of anyone who was not hired and the reason they were not hired.

Board Chairperson Copedge asked if there were contingencies. Mr. Hudgins answered no this is a three year fixed rate contract.

MOTION CARRIED UNANIMOUSLY.

Announcements

Comm. Vickers announced that tomorrow is the Annual Safety Patrol Picnic from 9:00 a.m. to 1:00 p.m. at Hawk Island Park.

Comm. De Leon questioned, Item #10, the entrance fees for City of Lansing residents outside of Ingham County.

MOVED BY COMM. DE LEON, SUPPORTED BY COMM. CELENTINO, TO DIRECT THE CONTROLLER TO CLARIFY THE LANGUAGE IN THE RESOLUTION (ITEM #10) TO INCLUDE THE CITY OF LANSING RESIDENTS WHO LIVE OUTSIDE OF INGHAM COUNTY.

MOTION CARRIED UNANIMOUSLY.

Board Chairperson Copedge asked to have Mr. Bennett provide a follow-up on the land purchased on Meridian Road near Lake Lansing Park North.

Board Chairperson Copedge requested a Closed Session in June so the County Services Committee could discuss Collective Bargaining.

Public Comment

None.

The meeting adjourned at approximately 7:42 p.m.

Respectfully submitted,

Julie Buckmaster

JUNE 5, 2012 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY

ACTION ITEMS:

The Controller recommends approval of the following action items:

3. Register of Deeds - *Resolution to Contract with Legal Aid of Central Michigan to Take Client Referrals from Ingham County Register of Deeds and Ingham County Treasurer.*

This resolution would renew the contract with Legal Aid of South Central Michigan to refer clients who have been affected by the foreclosure process. The contract will not exceed \$60,000 and will be taken from the Delinquent Tax Revolving Fund.

- 4a. Facilities Department - *Resolution Authorizing Entering into Agreements with Guardian Alarm to Provide Alarm Monitoring Services at Various County Locations.*

The resolution authorizes entering into agreements with Guardian Alarm to provide alarm monitoring services to the Ingham County Courthouse, Hilliard Building and seven (7) sites at the Potter Park Zoo. The new agreements will include two (2) additional Zoo locations, Parking Admissions and Zoo Admissions, both of which are included in the above mentioned seven sites. Alarm services will be provided for a total annual cost of \$20,560, for all locations, for a period of five (5) years, which is a \$1741 annual savings from previous years. Funds are available within the various budgets.

- 4b. Facilities Department - *Resolution Authorizing Entering into a Contract with Dietz Janitorial for Cleaning Services at the Human Services Building, Grady Porter Building, Veteran's Memorial Courthouse, Ingham County Family Center, Well Child Clinic and the 911 Dispatch Center.*

At the last County Services meeting the Committee authorized a resolution authorizing an agreement with a different vendor. It was subsequently discovered that the vendor had not submitted a responsible bid in that their bid assumed the hiring of 1099 contract employees and therefore they did not meet the county's living wage requirements. The resolution authorizes awarding a contract to Dietz Janitorial Service, for the purpose of providing cleaning services to several county locations. After going through a competitive bidding process, both the Purchasing and Facilities Departments agree that a contract is awarded to Dietz Janitorial Service who submitted the lowest responsive and responsible bid of \$2,000,277.00 for a three year contract beginning August 1, 2012 through July 31, 2015 with an optional two (2) year renewal.

5. Management Information Services - *Resolution to Approve the Renewal of the Munis Software Annual Support Agreement from Tyler Technologies*

The Munis application has been utilized for years in Ingham County for Finance, Budgeting, Human Resources and Purchasing operations. In order to maintain the application, receive support, and receive needed software updates an annual maintenance agreement is required and has been purchased every year since Ingham County has owned the application. Last year's total maintenance cost was \$133,776.63 and this year's cost proposed by Tyler Technologies is \$140,300.46, or a 5% increase. In 2011, our increase was also 5%.

7. Human Resources - *Resolution Approving Modifications to the 2012 Managerial and Confidential Personnel Manual.*

The resolution would extend the MCF Manual through December 31, 2012. The first major change involves a 1.8% increase in the employee's contribution to the pension system. The Plan also includes a number of changes for new hires including placement in a hybrid pension plan, eligibility changes for retiree health insurance, decrease in sick & vacation leave accruals, and the elimination of eligibility for longevity. There are also a number of changes recommended related to steps including: allowing the HR Director to approve hiring a new employee at step 2, allowing physicians and dentists to start at the top step provided they meet certain criteria as verified by the Health Officer and the HR Director, and finally to allow the Chair of County Services to approve step increases for direct reports to the Board as opposed to the committee.

OTHER ACTION ITEMS

- 6a. Board of Commissioners - *Resolution Specifying the Board of Commissioners' Authority to Appoint, Employee and Remove Certain Positions and the Amend Resolution #11-245 Which Delegates Certain Authority to the Ingham County Parks and Recreation Commission.*
- 6b. Board of Commissioners - *Resolution urging the American Red Cross to Preserve Worker's Rights to Collectively Bargain and Resolve the Strike.*
9. Department of Transportation & Roads - *Resolution to Approve the Special and Routine Permits for the Ingham County Department of Transportation and Roads*

Agenda Item 3

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONTRACT WITH LEGAL AID OF CENTRAL MICHIGAN TO TAKE CLIENT REFERRALS FROM INGHAM COUNTY REGISTER OF DEEDS AND INGHAM COUNTY TREASURER

WHEREAS, Ingham County and its residents have been hit especially hard by the foreclosure crisis; and

WHEREAS, Ingham County Register of Deeds Curtis Hertel Jr. has uncovered potential fraudulent documents in his office that call into question the legality of thousands of foreclosures in his office; and

WHEREAS, the foreclosure crisis has directly impacted the county budget by lowering property values across the county and increased the counties tax foreclosure costs; and

WHEREAS, Legal Aid of South Central Michigan has served over 130 Ingham County Residents in the last year based on the county's funding; and

WHEREAS, there are 39 active cases being adjudicated using Ingham County Grant dollars currently; and

WHEREAS, Legal Aid and the Register of Deeds Office was part of a dozen town halls across the County helping to explain the problem foreclosures present to our communities, and to find victims of illegal foreclosures; and

WHEREAS, Legal Aid has helped uncover cases of notary and foreclosure fraud that have been referred to the Attorney General's office and FBI for investigation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Register of Deeds office and the County Treasurer to continue its contract with Legal Aid of South Central Michigan, to refer clients who have been effected by this crisis in the amount of 60,000 dollars to be taken from the delinquent tax fund.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Richard Terrill, Facilities Director

DATE: May 21, 2012

SUBJECT: RESOLUTION AUTHORIZING ENTERING INTO AGREEMENTS WITH GUARDIAN ALARM TO PROVIDE ALARM MONITORING SERVICES TO VARIOUS COUNTY LOCATIONS

The resolution before you authorizes entering into agreements with Guardian Alarm to provide alarm monitoring services to the Ingham County Courthouse, Hilliard Building and seven (7) sites at the Potter Park Zoo.

The new agreements will include two (2) additional Zoo locations, Parking Admissions and Zoo Admissions, both of which are included in the above mentioned seven sites. Alarm services will be provided for a total annual cost of \$20,560.08, for all locations, for a period of five (5) years, which is a \$1741.20 annual savings from previous years.

Funds for this contract are available within the following contractual account, 101-23303-931100 for the Ingham County Courthouse and Hilliard Building and 258-69300-931100-37000 for the Potter Park Zoo locations.

I recommend approval of this resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO AGREEMENTS WITH GUARDIAN ALARM TO PROVIDE ALARM MONITORING SERVICES AT VARIOUS COUNTY LOCATIONS

WHEREAS, the current agreements for alarm monitoring services include the following locations, Ingham County Courthouse, Hilliard Building and five (5) sites at the Potter Park Zoo; and

WHEREAS, the current agreements have been negotiated to streamline costs; and

WHEREAS, Parking Admissions and Zoo Admissions are being added to the current agreements as they have no hold up alarms, in the ticket booths; and

WHEREAS, Guardian Alarm is providing new equipment, upon re-negotiation, at no cost to the county; and

WHEREAS, the county is currently paying \$22,301.28 annually, for all locations; and

WHEREAS, the new agreements, including the two (2) new locations, will bring the total annual cost to \$20,560.08, for all locations, for a period of five (5) years, which is an annual savings of \$1,741.20 from previous years; and

WHEREAS, after review, both the Purchasing and Facilities Departments recommend that the agreements with Guardian Alarm be re-negotiated to provide alarm monitoring services to the previous locations, as well as the two additional locations; and

WHEREAS, funds for the agreements are available within the following contractual accounts, 101-23303-931100 for the Ingham County Courthouse and Hilliard Building and 258-69300-931100-37000 for the Potter Park Zoo.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into agreements with Guardian Alarm, 20800 Southfield Road, Southfield, MI, 48075 for alarm monitoring services at the Ingham County Courthouse, Hilliard Building and Potter Park Zoo.

BE IT FURTHER RESOLVED, that the agreements will be effective immediately, based on their proposal as recommended by the Purchasing and Facilities Departments.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary contract documents that are consistent with this resolution and approved as to form by the County Attorney.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Richard Terrill, Facilities Director

DATE: May 30, 2012

SUBJECT: RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH DIETZ JANITORIAL FOR CLEANING SERVICES AT THE HUMAN SERVICES BUILDING, GRADY PORTER BUILDING, VETERANS MEMORIAL COURTHOUSE, THE WILLOW CLINIC, INGHAM COUNTY FAMILY CENTER, WELL CHILD CLINIC AND THE 911 DISPATCH CENTER

The resolution before you authorizes awarding a contract to Dietz Janitorial Service, for the purpose of providing cleaning services to several county locations.

After going through a competitive bidding process, both the Purchasing and Facilities Departments agree that a contract is awarded to Dietz Janitorial Service who submitted the lowest responsive and responsible bid of \$2,000,277.00 for a three year contract beginning August 1, 2012 through July 31, 2015 with an optional two (2) year renewal.

Funds for this contract are available within the appropriate operating building budgets, 931100 Maintenance Contractual and 818000 Contractual Services, for the 911 Dispatch Center.

I recommend approval of this resolution.

MEMORANDUM

TO: County Service and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: May 30, 2012

SUBJECT: Proposal Summary for Janitorial Services

Project Description:

Proposals were sought from interested and qualified vendors experienced with cleaning office buildings and medical facilities for the purpose of entering into a 3-year agreement with an option for a 2-year renewal to provide janitorial services at the Human Services Building (HSB), Grady Porter Building (GPB), Veterans Memorial Courthouse (VMC), new 911 Dispatch Center, Ingham County Family Center (ICFC), Willow Clinic, and Well Child Clinic.

Proposal Summary:

Vendors contacted: 14 Local: 7

Vendors responding: 7 Local: 2

Company	Year 1 Cost	Year 2 Cost	Year 3 Cost	Total 3-Year Cost	Local
Kleen-Tech	\$435,444	\$435,444	\$435,444	\$1,306,332	N – Denver, CO
Real Clean RCI	\$452,725	\$452,725	\$466,307	\$1,371,757	N – Fort Smith, AR
RNA Janitorial	\$589,010	\$589,010	\$589,010	\$1,767,030	N – Ann Arbor
Dietz Janitorial	\$647,360	\$666,133	\$686,784	\$2,000,277	Y – Lansing
Knight FM	\$771,103	\$771,103	\$771,103	\$2,313,309	N – Saginaw
Boiling Janitorial	\$770,700	\$788,426	\$806,560	\$2,365,686	Y – Lansing
Magic Brite	\$861,560	\$861,560	\$861,560	\$2,584,680	N – Las Vegas, NV

Local Firms Not Responding:

1. Commercial Janitorial, Lansing – Left voice mail with firm. No response.
2. Ellis Cleaning, Lansing – Contact representative was on vacation and did not see the RFP.
3. Spartan Cleaning Services, Lansing – Left message with firm but call was not returned.

Recommendation:

The Evaluation Committee recommends awarding a 3-year contract with an option for a 2-year renewal to Dietz Janitorial in an amount not to exceed \$2,000,277. Having prior experience working with the County, Dietz is fully aware of the County’s buildings and staff and understands and will comply with the Living Wage policy.

RNA Janitorial was originally recommended for the award of this contract; however, it was recently discovered that RNA planned to “1099” its employees working on this contract. (Essentially, RNA would treat its employees as subcontractors, and not employees.) Doing so precludes RNA from paying its share of matching FICA and Medicare, and state and federal unemployment taxes. Since RNA did not disclose this salient fact in its proposal, it is no longer being recommended for the award of the contract.

Neither Kleen-Tech or Real Clean RCI are Michigan-based firms and both have limited commercial cleaning experience in medical and commercial-type buildings and, therefore, are not being recommended for the award of this contract.

Advertisement:

The RFP was advertised in the City Pulse, The Chronicle and posted on the Purchasing Department Web Page.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AWARDING A CONTRACT TO DIETZ JANITORIAL FOR CLEANING SERVICES AT THE HUMAN SERVICES BUILDING (HSB), THE GRADY PORTER BUILDING (GPB), THE VETERANS MEMORIAL COURTHOUSE (VMC), THE WILLOW CLINIC, THE INGHAM COUNTY FAMILY CENTER (ICFC), THE WELL CHILD CLINIC AND THE 911 DISPATCH CENTER

WHEREAS, the current janitorial contract, which includes a two (2) year renewal option, is due to expire July 31, 2012 for the HSB, GPB, VMC, ICFC and the Willow Clinic; and

WHEREAS, the Well Child Clinic and the 911 Dispatch Center are also in need of janitorial services; and

WHEREAS, the Purchasing Department solicited proposals from qualified, and experienced vendors who are familiar with providing cleaning services for office buildings and medical facilities; and

WHEREAS, the contract term would be for three (3) years, starting August 1, 2012 through July 31, 2015, the contract will include an option to renew for an additional two (2) years; and

WHEREAS, the funds for said services are located within the appropriate operating building budgets, 931100 Maintenance Contractual and 818000 Contractual Services, for the 911 Dispatch Center; and

WHEREAS, after review, both the Purchasing and Facilities Departments recommend that a three (3) year contract be awarded to Dietz Janitorial Service, who submitted the lowest responsive bid, for a not to exceed cost of \$2,000,277.00, with a two (2) year renewal option for the following listed annual costs:

Year 1 – 2012 – 2013	\$ 647,360.00
Year 2 – 2013 – 2014	\$ 666,133.00
Year 3 – 2014 – 2015	\$ 686,784.00
Total cost for 3 years	\$2,000,277.00

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a three (3) year contract with Dietz Janitorial Service 6910 Cedar Street, Suite 3, Lansing, Michigan, 48911, starting August 1, 2012 through July 31, 2015, with a two (2) year renewal option, to provide janitorial services for the HSB,GPB, VMC, Willow Health, ICFC, Well Child Clinic and the 911 Dispatch Center, for a not to exceed cost of \$2,000,277.00.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson and the County Clerk to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.

Ingham County Management Information Services
Tom Shewchuk, Director

To: Board of Commissioners

From: Tom Shewchuk

CC:

Date: May 18, 2012

Re: Tyler Technologies Munis Software - Annual Support Agreement Resolution

Dear Commissioners,

The Munis application has been utilized for years in Ingham County for Finance, Budgeting, Human Resources and Purchasing operations. In order to maintain the application, receive support, and receive needed software updates an annual maintenance agreement is required and has been purchased every year since Ingham County has owned the application. Last year's total maintenance cost was \$133,776.63 and this year's cost proposed by Tyler Technologies is \$140,300.46, or a 5% increase. In 2011 our increase was also 5%.

I recommend Ingham County continue to maintain service on the Munis software and enter into an agreement with Tyler Technologies.

Thank you for your consideration and feel free to contact me if you have any questions.

Sincerely,

Tom

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RENEWAL OF THE MUNIS SOFTWARE ANNUAL SUPPORT AGREEMENT FROM TYLER TECHNOLOGIES

WHEREAS, Ingham County currently utilize Tyler Technologies Munis Software as our county-wide Financial, Budget, Human Resource, and Purchasing application; and

WHEREAS, annual maintenance is required to maintain the system and had been purchased every year since Ingham County purchased the software; and

WHEREAS, the payment totaling \$140,300.46 for annual support is due for the 2012/2013 time period; and

WHEREAS, the annual contract amount proposed by Tyler is a 5% increase from the prior year and the increase amount for the previous year was also 5%; and

WHEREAS, this annual payment has been planned for and budgeted and will provide the needed application support and upgrades needed to maintain our current applications.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorize renewing a contract with Tyler Technologies for the annual maintenance contract for our Munis Software.

BE IT FURTHER RESOLVED, the total cost of \$140,300.46 will be paid from the Equipment/Maintenance Fund (636-95800-932020); and

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners and the County Clerk are authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION SPECIFYING THE BOARD OF COMMISSIONERS' AUTHORITY TO APPOINT,
EMPLOY AND REMOVE CERTAIN POSITIONS AND TO AMEND RESOLUTION #11-245
WHICH DELEGATES CERTAIN AUTHORITY TO THE INGHAM COUNTY
PARKS AND RECREATION COMMISSION**

WHEREAS, Ingham County employs a number of department heads and directors whose appointment, employment, and removal is authorized by an elected or appointed official, Judges, the Board of Commissioners or a citizen advisory board; and

WHEREAS, the Fair Board recommends to the Board of Commissioners a Fair Board Executive Director and the Board of Commissioners has the authority to appoint and terminate employment of the position; and

WHEREAS, pursuant to State law, effective June 1, 2012, the Board of Commissioners will have the authority to appoint and remove the Managing Director of the Department of Transportation and Roads (also known as the Road Commission); and

WHEREAS, the Veterans Affairs Committee is statutorily responsible for the appointment and removal of the Veterans Affairs Director; and

WHEREAS, Resolution #05-295, delegated certain authority to the Ingham County Parks and Recreation Commission, one of which is to appoint a Parks Director, and authorize such employees as necessary to assist the Parks and Recreation Commission in the maintenance and operation of the Parks system, subject to budgetary limitations. Under that resolution such persons are County employees and are overseen by the Parks and Recreation Commission; and

WHEREAS, Resolution #11-245, amended Resolution #05-295 to indicate that the Parks Director shall report to the County Controller/Administrator who shall have day to day supervisory authority over the Parks Director; and

WHEREAS, the Board of Commissioners does not feel it is appropriate for a citizen advisory board to have exclusive authority for appointment, employment, and removal of certain positions, unless required by State Statute.

THEREFORE BE IT RESOLVED, that the Board of Commissioners has exclusive authority for appointment, employment, and removal of certain positions, including those that require direct Board appointment/employment, as well as certain other County positions which include the Animal Control Director, Board Coordinator, County Civil Attorney/Corporation Counsel, County Controller/Administrator, Equalization Director, Health Officer, Medical Examiner, Fair Board Executive Director and Managing Director of the Department of Transportation and Roads.

BE IT FURTHER RESOLVED, that Resolution #11-245 is hereby amended to delegate the authority of appointment and removal of the Parks Director to the Board of Commissioners.

BE IT FURTHER, the Board of Commissioners has the authority to authorize employees as necessary to assist the Parks and Recreation Commission in the maintenance and operation of the Parks system, subject to budgetary limitations. Such employees shall be overseen by the Parks Director.

BE IT FURTHER RESOLVED, that the Controller/Administrator will continue to have day to day supervisory authority over the Animal Control Director, Fair Board Executive Director, Managing Director of the Department of Transportation and Roads, Parks Director and have administrative supervision over the Equalization Director.

Introduced by the County Services Committee:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION URGING THE AMERICAN RED CROSS TO PRESERVE
WORKERS' RIGHTS TO COLLECTIVELY BARGAIN AND RESOLVE THE STRIKE**

WHEREAS, on February 14, 2012, American Red Cross Service workers in Cleveland, Ohio walked off the job because the American Red Cross wanted its workers to accept staffing levels that could endanger blood supplies; and

WHEREAS, for the dedicated staff members at blood collection sites, these are critical issues that cannot be sacrificed; and

WHEREAS, on March 30, 2012, the American Red Cross Blood Services Division Workers of Lansing were forced to strike to protect their rights to collectively bargain; and

WHEREAS, the American Red Cross has stated as part of their bargaining objectives that they wish to strip the rights of the workers to bargain over their wage package; and

WHEREAS, the American Red Cross has been responsible for numerous safety violations by the FDA resulting in millions of dollars worth of fines, as a result, staff has been harassed and discriminated against for reporting such safety issues to the FDA; and

WHEREAS, the American Red Cross has also been found guilty by the National Labor Relations Board of violating the rights of its workers by committing several unfair labor practices.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners strongly urges the American Red Cross to meet and bargain fairly with its employees to resolve this strike in an equitable manner that not only assists in protecting the blood supply, but also preserves workers' rights to collectively bargain.

Agenda Item 7

To: County Services Committee
From: Mary A. Lannoye
Subject: 2012 Managerial & Confidential Personnel Manual
Date: May 30, 2012

In January 2012, we formed a Managerial/Confidential Elected Official Steering Committee. The Committee met on 3 different occasions and solicited input from employees covered by the plan regarding benefit and salary changes to the Managerial & Confidential (MCF) Personnel Manual. The recommendations are summarized below and in the attached resolution.

- Effective Date - The MCF Manual changes are effective the date of adoption of this resolution and expire on December 31, 2012.
- Compensation - There are no changes to the salary schedule.
- Pensions for Existing Employees - There are no changes for existing employees; however, all existing employees will increase their pension contributions by 1.8%.
- New hires - The Plan also includes a number of changes for new hires including placement in a hybrid pension plan, eligibility changes for retiree health insurance, decrease in sick & vacation leave accruals, and the elimination of eligibility for longevity.
- Steps - There are also a number of changes related to steps including: allowing the HR Director to approve hiring a new employee at step 2, allowing physicians and dentists to start at the top step provided they meet certain criteria as verified by the Health Officer and the HR Director, and finally to allow the Chair of the appropriate liaison committee to approve step increases for direct reports to the Board as opposed to the appropriate liaison Committee.

I realize these changes in starting step placements may cause consternation among the Committee members. Currently the County Service Committee must approve starting any new MCF employee above step one. The new Plan would allow the HR Director to approve starting a new MCF employee at step 2. This practice is consistent with other collective bargaining agreements.

As you are all aware there has been considerable debate among the committee members each time the Health Department brings a request to start a physician or dentist above the first step. This Plan would delegate that authority to the HR Director and the Health Officer. Since the plan expires on December 31, 2012, that should provide all of us a time frame in which to develop a more long-term solution.

And finally, the current practice has been that each employee is eligible to receive a step increase on their anniversary date, subject to approval by their supervisor, presiding judge, or the appropriate liaison committee (i.e. for Board direct reports). The new plan would change the approval process from the liaison committee to the Chair of the Committee.

I look forward to a continued discussion at Committee. Please feel free to contact me before hand to discuss any of these issues.

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING MODIFICATIONS TO THE
2012 MANAGERIAL AND CONFIDENTIAL PERSONNEL MANUAL**

WHEREAS, the Managerial/Confidential/Elected Officials Steering Committee solicited input from managerial and confidential employees regarding benefit and salary changes to the Managerial/Confidential Personnel Manual; and

WHEREAS, after careful consideration, the Steering Committee recommended changes for the 2012 Managerial/Confidential Personnel Manual.

THEREFORE BE IT RESOLVED, the Ingham Board of Commissioners approves the following recommendations, as proposed by the Managerial/Confidential/Elected Officials Steering Committee, to the 2012 Managerial and Confidential Employee Personnel Manual as follows:

1. Change in language under Purpose and Intent: It is the intent of the Board of Commissioners that this Manual will be amended to equivalently match changes negotiated in collective bargaining agreements, including recognition of the earlier implementation of the 1.8% increase in employee's pension contribution.
2. Change in employee contribution toward retirement: Employees hired prior to the effective date of this agreement shall contribute an additional 1.8% of gross wages to the employee retirement, increasing the total contribution for Managerial employees to 8.19% and Confidential employees to 7.16%.
3. Add new retirement plan: Employees hired on or after the effective date of this agreement will be covered by the Municipal Employees' Retirement System's Hybrid Plan - consisting of a Defined Benefit (DB) component with a 1.0% Benefit Multiplier and a Defined Contribution (DC) component with an employer match of the Employee's contribution in an amount up to 2.5% of the employee's payroll.
4. Change in the language under Compensation Plan: 2. Step increases will be subject only to the approval of the immediate supervisor with the exception of those positions reporting directly to the Board of Commissioners or Judges. Those positions include but may not be limited to the Health Officer, Animal Control Director, Veterans Affairs Director, Friend of the Court, Circuit Court Administrator, District Court Administrator and Magistrate, Probate Court Administrator, and the Controller, and must be approved by the appropriate presiding Judge or liaison committee Chairperson of the Board of Commissioners.
5. Change in the language under Compensation Plan: 7. Upon justification by the department and approval of the Human Resources Director, a new employee may be started at step 2.
At the discretion of the Ingham County Health Department and with the approval of the Human Resources Director, Primary Care Physicians and Dentists may be started at step 5 based on applicable experience.
6. Employees hired after the effective date of this agreement are not eligible to receive longevity bonus.
7. Decrease sick time accruals for employees hired on or after the effective date of this agreement as follows: Each full-time employee hired on or after the effective date of this agreement shall earn 3.69 hours per pay period. Three quarter-time and part-time employees shall earn 75% and 50% of that amount, respectively.

8. Change the donation of sick time to read: A total of 16 sick hours may be donated by an employee under this manual in any department, irrespective of the employee group affiliation or bargaining unit membership.
9. Change to Section J (2) regarding if the request for donated sick time is approved by the County Services Committee under the 6 step procedure outlined in the agreement and that the Sick Leave Donation Policy may be terminated by County Services Committee, in its discretion, after the expiration of this manual: *New language - Any decision by the County Services Committee shall not be subject to the Complaint Procedure.*
10. Change in Retiree Health Insurance: Employee hired on or after the effective date of the agreement shall not be eligible for single retiree health insurance coverage until after they reach 60 years of age, subject to the scale based on years of service.
Retirees that purchase dental and vision insurance at group rates and subsequently choose to discontinue the coverage, may not re-enroll.
11. Change in vacation leave earned: New employees hired on or after the effective date of this agreement shall be subject to the reduced accrual of vacation based on years of service.
12. Change in Other Specific Managerial Benefits (Appendix A): Elimination of dry cleaning and laundering allowance and elimination of clothing reimbursement.
Addition of “on-call” language: In accordance with Ingham County Board of Commissioners Resolution #03-042, physicians employed by the County under the Managerial and Confidential Employee Personnel Manual shall participate in “on-call” coverage and shall be paid an “on-call” bonus. The “on-call” bonus shall be paid on quarterly.
13. Provide salary increases as follows: There will be no change in the compensation levels reflected in Appendix D for the duration of this agreement.

BE IT FURTHER RESOLVED, that the Managerial and Confidential Employee Personnel Manual will be effective the date of adoption of this resolution and shall expire on December 31, 2012.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE SPECIAL AND ROUTINE PERMITS FOR THE
INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS**

WHEREAS, as of June 1, 2012, the Ingham County Road Commission becomes the Ingham County Department of Transportation and Roads per Resolution #12-123; and

WHEREAS, the Ingham County Road Commission periodically approved Special and Routine Permits as part of the their roles and responsibilities; and

WHEREAS, this will now be the responsibility of the Board of Commissioners to approve these permits as necessary.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated May 30, 2012 as submitted.

LIST OF CURRENT PERMITS ISSUED

<u>PERMIT#</u>	<u>APPLICANT/CONTRACTOR</u>	<u>WORK</u>	<u>LOCATION</u>	<u>CITY/TWP.</u>	<u>SECTION</u>
2012-0170	SCHROEDER BUILDERS INC	RESIDENTIAL DRIVE	5206 TWINGING LANE	MERIDIAN	14
2012-0171	MARSHA SWAIN	PAVE EXISTING DRIVE	2795 ROWLEY ROAD	LOCKE	31
2012-0172	DAVE BIRNEY	PAVE EXISTING DRIVE	2976 OKEMOS ROAD	ALAIEDON	9
2012-0175	EARL CHAPMAN	RESIDENTIAL DRIVE	6012 BISHOP ROAD	DELHI	7
2012-0177	ROBERT FULLER	RESIDENTIAL DRIVE	5880 BUNKER ROAD	AURELIUS	17
2012-0178	TOM PERRY	RESIDENTIAL DRIVE	2631 COLLEGE ROAD	DELHI	12
2012-0179	MAYBERRY HOMES	RESIDENTIAL DRIVE	2623 LUPINE DRIVE	MERIDIAN	32
2012-0180	MAYBERRY HOMES	RESIDENTIAL DRIVE	2594 LUPINE DRIVE	MERIDIAN	32
2012-0181					
2012-0182	PHILLIP BALLARD	PAVE EXISTING DRIVE	3762 KIPP ROAD	AURELIUS	13

<u>R/W PERMIT#</u>	<u>R/W APPLICANT /CONTRACTOR</u>	<u>R/W WORK</u>	<u>R/W LOCATION</u>	<u>R/W CITY/TWP.</u>	<u>R/W SECTION</u>
2012-0173	CONSUMERS ENERGY	GAS	HASLETT RD BET PARK LAKE RD & MARSH RD	MERIDIAN	9 & 10
2012-0174	AT&T	CABLE / UG	VARIOUS	DELHI	
2012-0176	ONE WAY ASPHALT PAVING	MISCELLANEOUS	VARIOUS	MERIDIAN	

PERMIT SUPERVISOR: _____

MANAGING DIRECTOR: _____

DATE: May 30, 2012

DATE: May 30, 2012

RECEIVED

MAY 18 2012



AGENDA ITEM # 10

RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

KIRK T. STEUDLE
DIRECTOR

May 16, 2012

Mr. Dulles D. Copedge, Chairperson
Ingham County Board of Commissioners
341 Jefferson Street
Lansing, Michigan 48854

Dear Mr. Copedge:

This is in response to your May 4, 2012, letter to David Wresinski requesting guidance on the new duties a Board of Commissioners (BOC) will assume upon dissolution of an appointed County Road Commission. To obtain Act 51 funding, the BOC must meet the following requirements:

- conduct public hearings
- obtain permit approvals prior to the commencement of projects
- approval of contracts including reporting oversight

Purchasing and contracting using federal aid projects require competitive bidding. For most federal aid projects, the local agency contracts with the Michigan Department of Transportation (MDOT) to let the project on their behalf. However, there are occasions where local agencies let projects funded partially with federal aid.

When using its MTF funds, the local agency has the latitude to develop its own purchasing and contracting procedures. Whether or not a contract or letting must be approved by the board or the public is a local decision. All federal aid projects are let through MDOT with electronic bidding (no public bid opening). On occasion, an enhancement project might be let by the county (with MDOT overseeing the process steps). Enclosed is a copy of MDOT's FY 2012 letting schedule, which may be useful to you in identifying milestone dates when turning in projects for bid letting.

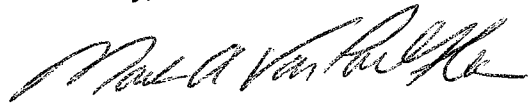
The roles and responsibilities of county road commissions are outlined in Act 51 of 1951. That document covers funding, maintenance, establishment of a road network (primary, local, etc.), transfer of jurisdiction to other agencies, and other information. This document will assist you in understanding the functions that would be part of your responsibility as it relates to transportation. A copy of Act 51 may be accessed at <http://legislature.mi.gov/doc.aspx/mcl-act51-of-1951>.

Mr. Dulles D. Copedge
Page 2
May 16, 2012

In addition, the Monroe County Board assumed the duties of their county road commission a few years ago. As an agency with recent experience in transitioning responsibilities, they may be a point of contact for information or guidance. Other agencies that may be a good resource include the Tri-County Regional Planning Commission (metropolitan planning organization for Ingham, Eaton, and Clinton Counties), and the County Road Association of Michigan's Web site.

If you have any questions, please contact me at 517-241-3998.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Van Port Fleet". The signature is fluid and cursive, with a long horizontal stroke at the end.

Mark Van Port Fleet, Director
Bureau of Highway Development

Enclosure

MDOT Local Agency Programs (LAP) FY 2012 Project Planning Guide - REVISED

TS&L or <u>Pre GI</u>	Program <u>Application</u>	Submit Acceptable G.I. Package	Approximate Grade Inspection Date	ROW Cert, Permits, Final Plans, Proposal, & Estimate to LAP	All MDOT Requested Revisions to LAP (4)	Advertise Date <u>5 week</u>	Letting Date	Commission Meeting (Tentative) <u>Thursday</u>	Ad Board Meeting (1st & 3rd <u>Tuesday</u>)
04/15/11 F	05/13/11 F	05/27/11 F	06/24/11 F	07/29/11 F	08/12/11 F	08/26/11 F	10/07/11	10/27/11	11/01/11
05/13/11 F	06/10/11 F	06/24/11 F	07/22/11 F	08/26/11 F	09/09/11 F	09/23/11 F	11/04/11	* 11/17/11	12/06/11
06/10/11 F	07/08/11 F	07/22/11 F	08/19/11 F	09/23/11 F	10/07/11 F	10/21/11 F	12/02/11	12/22/11	01/03/12
07/15/11 F	08/12/11 F	08/26/11 F	09/23/11 F	*10/26/11 W	*11/09/11 W	*11/23/11 W	01/06/12	01/26/12	02/07/12
08/12/11 F	09/09/11 F	09/23/11 F	10/21/11 F	*11/23/11 W	12/09/11 F	*12/22/11 TH	02/03/12	02/23/12	03/06/12
09/09/11 F	10/07/11 F	10/21/11 F	11/18/11 F	*12/22/11 TH	01/06/12 F	01/20/12 F	03/02/12	03/29/12	04/03/12
10/14/11 F	*11/10/11 TH	*11/23/11 W	*12/22/11 TH	01/27/12 F	02/10/12 F	02/24/12 F	04/06/12	04/26/12	05/01/12
*11/10/11 TH	12/09/11 F	*12/22/11 TH	01/20/12 F	02/24/12 F	03/09/12 F	03/23/12 F	05/04/12	05/24/12	06/05/12
12/09/11 F	01/06/12 F	01/20/12 F	02/17/12 F	03/23/12 F	04/06/12 F	04/20/12 F	06/01/12	06/28/12	07/17/12
01/13/12 F	02/10/12 F	02/24/12 F	03/23/12 F	04/27/12 F	05/11/12 F	05/25/12 F	07/06/12	07/26/12	08/07/12
02/10/12 F	03/09/12 F	03/23/12 F	04/20/12 F	05/25/12 F	06/08/12 F	06/22/12 F	08/03/12	08/23/12	09/04/12
03/16/12 F	04/13/12 F	04/27/12 F	05/25/12 F	06/29/12 F	07/13/12 F	07/27/12 F	09/07/12	09/27/12	10/02/12
04/13/12 F	05/11/12 F	05/25/12 F	06/22/12 F	07/27/12 F	08/10/12 F	08/24/12 F	10/05/12	10/25/12	11/06/12
05/11/12 F	06/08/12 F	06/22/12 F	07/20/12 F	08/24/12 F	09/07/12 F	09/21/12 F	11/02/12	*11/20/12 Tu	12/04/12
06/15/12 F	07/13/12 F	07/27/12 F	08/24/12 F	09/28/12 F	10/12/12 F	10/26/12 F	12/07/12	*12/20/12	01/15/13

Revised 01/26/12

1. All bridge projects (bridge replacement and major rehabilitation regardless of funding) require a Type, Size and Location (TS&L) submittal.
2. For projects that may require an Environmental Assessment, the Program Application and supporting documents must be submitted to LAP at least one year prior to advertisement date.
3. For reconstruction (4R) projects on the National Highway System (NHS) and over \$5,000,000 in total cost, submit Plans, Proposal, and Estimate to LAP at least two weeks prior to the dates shown in this guide.
4. Final date that all MDOT requested revisions are to be received by MDOT LAP, so that all modifications identified during the final plan review can be incorporated.
5. * : Date adjusted due to holiday. i : Earlier turn in date due to busiest lettings. ^ : Tentative Date
6. Schedule is based on requirements for letting projects through E-Proposal and ProjectWise
7. M- Monday, T- Tuesday, W- Wednesday, TH- Thursday, F- Friday
8. Revisions to correct inaccurate dates in columns "TS&L or Pre GI", "Program Application", and "Submit Acceptable G.I. Package" for projects in 2012 letting