



TO: Thomas R. Kneeland
Members of Council
City Attorney

FROM: Dottie A. Franey
Director of Public Service and Engineering

DATE: April 13, 2018

SUBJECT: Report to Council, April 23, 2018

ACTION ITEMS FROM THE DIRECTOR OF ENGINEERING

ACTION ITEM # 1 – 2018 CCTV and Sanitary Sewer Cleaning Project –

Award Contract: The 2018 CCTV and Sanitary Sewer Cleaning project consists of cleaning and video recording of approximately 49,813 feet of sanitary sewer pipe and inspection of 221 manholes. Bids for the 2017 CCTV & Sanitary Sewer Cleaning Project were opened on Tuesday, April 10, 2018. The lowest responsive and responsible bidder is Pipetek Infrastructure Services with a bid of \$125,152.80 which was below the Engineer's Estimate of \$136,500.00. We are requesting a 10% contingency to cover any unforeseen project costs which would bring the total amount to \$137,668.08. We have checked for completeness of their bid and have obtained positive references regarding other CCTV projects they have performed.

We are respectfully requesting legislation authorizing the Mayor to enter into contract with Pipetek Infrastructure Services. (Bid Summary and Contract attached).

Requested Legislation and Funding

- **Legislation Needed:** Ordinance
- **Emergency/Waiver:** N/A
- **Name & Address:**
Pipetek Infrastructure Services
861 William
Plymouth, MI 48170
- **Already Appropriated (Amounts & Accounts):** 662.361.5596-
\$137,668.08

ACTION ITEM # 2 – 2018 Sewer Rehab Project – Award Contract: The 2018 sanitary sewer rehab project consists of heavy cleaning, pipe lining and sewer point repairs. On Tuesday, April 10, 2018 bids were opened and reviewed. The lowest responsive and responsible bidder is Insight Pipe Contracting, LLC. We have checked for completeness of the bid and have obtained positive references regarding other projects they have performed.

The bid price is \$108,258.00 to perform the work. We are requesting a 10% contingency to cover any unforeseen project costs which would bring the total amount to \$119,083.80.

We are respectfully requesting legislation authorizing the Mayor to enter into contract with Insight Pipe Contracting, LLC. (Bid Summary and Contract attached).

Requested Legislation and Funding

- **Legislation Needed:** Ordinance
- **Emergency/Waiver:** N/A
- **Name & Address:**
Insight pipe Contracting LLC
232 E. Lancaster Rd
Harmony, PA 16037
- **Already Appropriated (Amounts & Accounts):** 662.361.5596-
\$119,083.80

ACTION ITEMS FROM THE DIRECTOR OF PUBLIC SERVICE

ACTION ITEM # 1 – Asbestos Abatement and Demolition of 181 Granville Street Award: This project consists of asbestos abatement and demolition of all buildings, structures and appurtenances located at 181 Granville Street. On March 23, 2018, bids were opened and reviewed. The lowest and best bidder is Steve Rauch Inc. We have checked for completeness of the bid and have obtained positive references regarding other projects they have performed.

The bid price is \$81,288.00 to perform the work. We are requesting a 10% contingency to cover any unforeseen project costs which would bring the total amount to \$89,417.

We are respectfully requesting legislation authorizing the Mayor to enter into contract with Steve Rauch Inc. Funds for this project have already been appropriated (bid summary and contract attached).

Requested Legislation and Funding

- **Legislation Needed:** ordinance
- **Emergency/Waiver:** none
- **Name & Address:** Steve Rauch Inc, 1550 Soldiers Home-West Carrollton Rd, Dayton, OH 45417

- **Already Appropriated (Amounts & Accounts):** \$89,417 from 224.704.5596
- **Supplemental/Transfer (Amounts & Accounts):** none

ACTION ITEM # 2 – Auction Listing Service Agreement: When we created our current fleet program, we tried to design it to encourage efficient behaviors and discourage waste. One specific issue that had plagued us was what we refer to as “fleet creep.” One negative to fleet creep is when departments acquire equipment that requires regular preventive maintenance even though it is not often used and should actually be rented when needed.

In an effort to encourage each department to “right-size” their fleet, the fleet program includes the caveat that the proceeds from the sale of equipment would be held for future equipment purchases by the department that sold the equipment. IronPlanet (dba GovPlanet) is a National Joint Powers Alliance cooperative purchasing partner that specializes in auction listings that help government agencies achieve faster sales and generate higher returns. Auction revenues for items that are inspected and managed by IronPlanet (vehicles, heavy equipment, etc) are shared with 85% going to the City and 15% going to IronPlanet. The City receives 100% of auction revenues for items that are inspected and managed internally by the City (file cabinets, chairs, desks, televisions, etc).

We are respectfully requesting legislation authorizing the Mayor to enter into contract with IronPlanet (dba GovPlanet). Since this is solely a revenue generating contract, no City funds are required to cover this service agreement (Service Agreement attached).

Requested Legislation and Funding

- **Legislation Needed:** ordinance
- **Emergency/Waiver:** none
- **Name & Address:** IronPlanet (dba GovPlanet), 3825 Hopyard Rd, Suite 250, Pleasanton, CA 94588-8528
- **Already Appropriated (Amounts & Accounts):** n/a (revenue generating)
- **Supplemental/Transfer (Amounts & Accounts):** none

ACTION ITEM #3 – Fleet Program Auction Proceeds Supplemental

Appropriation: When we created our current fleet program, we tried to design it to encourage efficient behaviors and discourage waste. One specific issue that had plagued us was what we refer to as “fleet creep.” One negative to fleet creep is when departments acquire equipment that requires regular preventive maintenance even though it is not often used and should actually be rented when needed.

In an effort to encourage each department to “right-size” their fleet, the fleet program includes the caveat that the proceeds from the sale of equipment would be held for future equipment purchases by the department that sold the equipment. For this piece of the program to work, Council action is required to supplementally

appropriate the money from the sale of equipment to the proper expense line items so that the funds can be encumbered and spent on future equipment. We have begun performing this action on a quarterly basis. We are currently bringing forward the auction proceeds from 1st quarter 2018.

We are respectfully requesting supplemental appropriations as noted in the table below:

1st Quarter 2018, Auction Proceeds (January-March)			
Department (Current Fund)	Revenue Acct. No. (where revenue is currently located)	Expense Acct. No. (where revenue needs appropriated)	Total Auction Proceeds
Parks and Rec (General Fund)	101.140.4641	101.512.5515.003	\$13,557
Police (General Fund)	101.140.4641	101.211.5515	\$4,020
Streets (Streets Fund)	220.330.4641	220.330.5515	\$1,215
Water (Water Fund)	651.350.4641	651.350.5515	\$4,768
Sewer (Sewer Fund)	661.360.4641	661.360.5515	\$4,768

Requested Legislation and Funding

- **Legislation Needed:** Ordinance
- **Emergency/Waiver:** n/a
- **Name & Address:** n/a
- **Already Appropriated (Amounts & Accounts):** n/a
- **Supplemental/Transfer (Amounts & Accounts):** see above

ACTION ITEM #4 – Insurance Claim Proceeds Supplemental Appropriation:

When damage occurs to City property (vehicle, streetlight, fire hydrant, etc) the repairs are paid out of our current appropriations. Our appropriations are tight and do not necessarily have enough money to cover damage from unforeseen accidents. When we receive the insurance payments, we ultimately want those funds to end up in the expense accounts that paid for the repairs. We have begun performing this action on a quarterly basis. We are currently bringing forward the insurance claims proceeds from 1st quarter 2018.

We are respectfully requesting supplemental appropriations as noted in the table below:

1st Quarter 2018, Insurance Claim Proceeds (January-March)			
Department (Current Fund)	Revenue Acct. No. (where revenue is currently located)	Expense Acct. No. (where revenue needs appropriated)	Total Insurance Proceeds
Streetlights (General Fund)	101.141.4634	101.140.5214	\$8,321
Vehicle Repairs (General Fund, All Depts)	101.141.4634	101.512.5317.001	\$1,075
Vehicle Replacement (General Fund, Police)	101.141.4634	101.211.5515	\$22,356
Equipment and Repairs (Streets Fund)	220.330.4634	220.330.5306	\$870
Fire Hydrants (Water Fund)	651.350.4634	651.350.5333	\$4,530

Requested Legislation and Funding

- Legislation Needed: Ordinance
- Emergency/Waiver: n/a
- Name & Address: n/a
- Already Appropriated (Amounts & Accounts): n/a
- Supplemental/Transfer (Amounts & Accounts): see above

ACTION ITEM #5 – Water Meter Proceeds Supplemental Appropriation: For each new build/new development the City charges developers a water meter fee. This fee reimburses the City the cost of purchasing the new water meters that are required to be installed. When we receive reimbursement for such purchases, we ultimately want those funds to end up in the expense accounts that paid for the new water meters. We have begun performing this action on a quarterly basis. We are currently bringing forward the auction proceeds from 1st quarter 2018.

We are respectfully requesting supplemental appropriations as noted in the table below:

1st Quarter 2018, Water Meter Proceeds (January-March)			
Department (Current Fund)	Revenue Acct. No. (where revenue is currently located)	Expense Acct. No. (where revenue needs appropriated)	Total Auction Proceeds
Water Meters (Water Fund)	651.350.4405	651.350.5332	\$969

Requested Legislation and Funding

- **Legislation Needed:** Ordinance
- **Emergency/Waiver:** n/a
- **Name & Address:** n/a
- **Already Appropriated (Amounts & Accounts):** n/a
- **Supplemental/Transfer (Amounts & Accounts):** see above