



**CITY OF ROMULUS – CITY COUNCIL
REGULAR MEETING AGENDA
March 4, 2024
7:30 PM**

Members of the public can view the Regular City Council Meetings live via the Romulus Public Access Channel 12 and YouTube at www.youtube.com/cityofromulus. Public comments can also be emailed to publiccomment@romulusgov.com

Pledge of Allegiance

Roll Call

1. Agenda

- A. Approval of Agenda

2. Minutes

- A. Approval of Minutes from the Regular Meeting held on February 26, 2024, at 7:30 p.m.
- B. There were no special meetings held.

3. Petitioner

4. Chairperson's Report, John Barden, Mayor Pro-Tem

- A. 2022-2023 State of the Library
- B. Approval of the Chairperson's Report

5. Mayor's Report – Robert A. McCraight, Mayor

- A. Appointment to the Recreation Commission
- B. Piggyback on NPPGov Contract for the purchase of six (6) sets of Personal Protective Equipment for RFD
- C. Piggyback on GSA Schedule for the Purchase of eCIVIS Cloud Based Grant Management Solution & Annual Support Costs
- D. ITB 23/24-6 Two Year Pricing - UPM Cold Patch

6. Clerk's Report – Ellen L. Craig-Bragg, Clerk

- A. Study Session Request for Monday, March 11, 2024, at 6:30 pm to discuss the Quarterly Investment Report, ending 12/31/23.

7. Treasurer's Report – Stacy Paige, Treasurer

8. Public Comment - Citizens are to limit their comments to three (3) minutes. All citizens wishing to speak will be heard.

9. Unfinished Business

10. New Business

11. Communication

12. Adjournment



RULES REGARDING THE PUBLIC ADDRESSING A CITY MEETING

Any member of the public shall have the right to address the City Council, Board or Commission on any item on the agenda under the following conditions:

1. Individuals requesting to address City Council, a Board or Commission on an agenda item or under public comment must fill out a “*Request to Address*” card provided – listing name, address, phone number and agenda item on which comments are desired to be made and present it to the Clerk or recording secretary.
2. When the agenda item is reached, the clerk or recording secretary shall call upon the person or persons who filed the request to speak. A member of the public shall not be permitted to enter into debate with a petitioner.
3. Individuals that would like to address City Council under the public comment portion of the agenda, must raise their hand and when recognized by the chair, the person shall approach the microphone and state their name and address.
4. Remarks shall be limited to three (3) minutes, subject to being extended an additional three (3) minutes by consent of the chair. There shall be no personal attacks. Remarks shall not contain any profanity, racial, ethnic, religious, sexual or national origin slurs or overtones. Anyone making such remarks shall lose his/her right to address the City Council, Board or Commission.
5. No person shall be permitted to address the group on any item more than once at any one meeting without the approval of a majority of the quorum present.
6. All of the foregoing does not apply to a person previously granted a hearing at the meeting in question.
7. This rule does not permit members of the public to join in debate or discussion with petitioners, members of the body or with other members of the public present at such meeting.
8. Once a motion is on the floor, discussion from the public shall no longer be permitted on that agenda item.
9. The public may make a request to the Chairperson of the Council on a form provided by the Clerk, to be added to the agenda of a future Council meeting to address a subject that Council would have authority to address. If the Chairperson denies the request, the request may be made to the entire Council under the Public Comment section of the Council’s agenda. If the request is granted by a majority of the Council, it will be added as an agenda item at the next regular meeting of the Council.

The meeting will be held in the City Council Chambers, Romulus City Hall, 11111 South Wayne Road, Romulus, MI 48174. NOTE: Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA), is asked to contact the Clerk’s Office (734-942-7540) 48 hours prior to the meeting – the staff will be pleased to make the necessary arrangements.



City of Romulus

Agenda

Council Meeting Held: **March 4, 2024**

Item No. A.

General Description: Approval of Agenda

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
<i>Seconded by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

<i>Ayes:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
<i>Nays:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
<i>Abstain:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED



City of Romulus

Minutes

Council Meeting Held: **March 4, 2024**

Item No. A.

General Description: Approval of Minutes from the Regular Meeting held on February 26, 2024, at 7:30 p.m.

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
<i>Seconded by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

<i>Ayes:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
<i>Nays:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
<i>Abstain:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED



MINUTES OF THE REGULAR ROMULUS CITY COUNCIL MEETING
February 26, 2024
Romulus City Hall Council Chambers, 11111 Wayne Rd, Romulus, MI 48174

Pledge of Allegiance

The meeting was called to order at 7:30 pm by Mayor Pro Tem, John Barden.

Roll Call

Present: Kathy Abdo, John Barden, Celeste Roscoe, Tina Talley, William Wadsworth,
Virginia Williams, Allen Wilson

Absent / Excused: None

Administrative Officials in Attendance:

Robert McCraight, Mayor Ellen L. Craig-Bragg, Clerk Stacy Paige, Treasurer

Administrative Staff in Attendance:

D'Sjonaun Hockenhull, Deputy Clerk

1. Agenda

- A.** Moved by **Tina Talley**, seconded by **Celeste Roscoe** for Approval of the Agenda.

Roll Call Vote: Ayes - Abdo, Barden, Roscoe, Talley, Wadsworth, Williams, Wilson

Nays - None

Motion Carried Unanimously

2. Minutes

- A. Res. #24-050** Moved by **William Wadsworth**, seconded by **Kathy Abdo** for Approval of the Minutes from the Regular Meeting held on Monday, February 12, 2024, at 7:30 pm.

Roll Call Vote: Ayes - Abdo, Barden, Roscoe, Talley, Wadsworth, Williams, Wilson

Nays - None

Motion Carried Unanimously

- B.** No special meeting(s) was held on Monday, February 12, 2024.

3. Petitioner - None

4. Chairperson's Report, John Barden, Mayor Pro-Tem

- A.** Moved by **Celeste Roscoe**, seconded by **Tina Talley** to accept the Chairperson's Report

Roll Call Vote: Ayes - Abdo, Barden, Roscoe, Talley, Wadsworth, Williams, Wilson

Nays - None

Motion Carried Unanimously

5. Mayor's Report – Robert A. McCraight, Mayor

6. Clerk's Report – Ellen L. Craig-Bragg, Clerk

The City Clerk reminded the public about the Presidential Election on February 27, 2024. She also advised voters to use alternate entrances at precincts located in school buildings.

- A. Res. #24-051** Moved by **Celeste Roscoe**, seconded by **William Wadsworth**, to approve the Second Reading and Final Adoption of amendments to Chapter 24, Section 24-21, and Section 24-29 of the Romulus Code of Ordinances.

Roll Call Vote: Ayes - Abdo, Barden, Roscoe, Talley, Wadsworth, Wilson
Nays - Williams

Motion Carried Unanimously

- B. Res. # 24-052** Moved by **Celeste Roscoe**, seconded by **Tina Talley** to approve the Special Meeting - Study Session Request for Monday, March 11, 2024, at 7:00 pm.

Roll Call Vote: Ayes - Abdo, Barden, Roscoe, Talley, Wadsworth, Williams, Wilson
Nays - None

Motion Carried Unanimously

7. Treasurer's Report – Stacy Paige, Treasurer

The City Treasurer reminded the public that February 29 is the last day to pay Summer and Winter taxes at the Treasurer's office. March 1, State Law requires the unpaid taxes to be turned over to the County.

8. Public Comment

A resident inquired about raising the water shut-off threshold.
A resident addressed the council regarding air quality in the city.
A resident inquired about the construction on Wick and Vinning Roads.
A resident addressed the council regarding the Huron Twp PD violating jurisdictional boundaries.
A resident inquired about the status of a property he has been trying to purchase for two years.
A resident thanked Councilman Wadsworth and all the volunteers for the Dog and Cat Inoculation Day.

9. Unfinished Business

-The Mayor responded to inquiries and comments made by residents under public comment.
-Councilwoman Williams inquired about the ownership of the property on the Demo list and commented on the water shut-off threshold.
-Councilwoman Abdo commented on complaints about the trucks going down Ozga & Wick; signs are down.
-Councilwoman Talley thanked the council members who gave status reports from boards and commissions they serve on as council liaisons and inquired about the process for raising the water shut-off threshold.
-Councilman Wadsworth inquired about the status of the Veteran's Memorial Monument.
-Councilman Wilson asked for an update on the air quality.

10. New Business

Councilman Wadsworth announced the St. Aloysius Lent Fish Fry will be on Fridays through March 22. and he commented on the Dog and Cat Inoculation Day.

11. Warrant

- A. Res. # 24-053** Moved by **Kathy Abdo**, seconded by **Tina Talley** for Approval of Warrant #: 24-04 for checks presented in the amount of \$1,287,880.33.

Roll Call Vote: Ayes - Abdo, Barden, Roscoe, Talley, Wadsworth, Williams, Wilson
Nays - None

Motion Carried Unanimously

12. Communication

-Councilwoman Talley commented on the Clerk's Office and Early Voting. She also talked about some upcoming community events, including those she recently attended, such as the Black History Presentation at Romulus Community Schools, Mother & Son Bowling Night, Friends of the Library, and Kindergarten Round-up. Additionally, she expressed her gratitude towards the Director of Recreation for her tireless efforts in organizing various programs and events in the community.

-Councilwoman Williams asked for a memorial resolution for Harry Scott Jr. and reminded the public of Forgotten Harvest.

Res # 24-054 Motion by Williams and Second by Abdo for a memorial resolution for Harry Scott Jr.

13. Adjournment

Moved by **William Wadsworth**, seconded by **Kathy Abdo** to adjourn the meeting at 8:25 pm.

Roll Call Vote: Ayes - Abdo, Barden, Roscoe, Talley, Wadsworth, Williams, Wilson

Nays - None

Motion Carried Unanimously

I, Ellen L. Craig-Bragg, Clerk for the City of Romulus, Michigan, certify the foregoing to be a true copy of the minutes of the regular meeting of the Romulus City Council held on February 26, 2024.



Ellen L. Craig-Bragg, City Clerk
City of Romulus, Michigan



City of Romulus

Petitioner

Council Meeting Held:

March 4, 2024

Item No. 3

General Description: _____

Resolution No. _____

Moved by: Abdo Barden Roscoe Talley Wadsworth Williams Wilson

Seconded by: Abdo Barden Roscoe Talley Wadsworth Williams Wilson

Ayes: All Abdo Barden Roscoe Talley Wadsworth Williams Wilson

Nays: All Abdo Barden Roscoe Talley Wadsworth Williams Wilson

Abstain: All Abdo Barden Roscoe Talley Wadsworth Williams Wilson

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED



City of Romulus

Chairperson's Report, John Barden, Mayor Pro-Tem

Council Meeting Held: **March 4, 2024**

Item No. A.

General Description: 2022-2023 State of the Library

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
<i>Seconded by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

<i>Ayes:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
<i>Nays:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
<i>Abstain:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED



Romulus Public Library

State of the Library

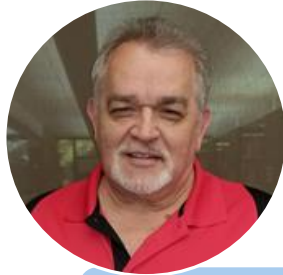
Celebrating 100 Years of Service!

JULY 1, 2022 – JUNE 30, 2023

Library Leadership



Jennifer Johnson
President
Huron Twp Representative



Jim Napiorkowski
Vice President



Candace Lewkowicz
Secretary



Debra Hoffman
Treasurer



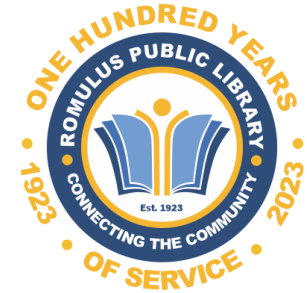
Councilwoman
Kathy Abdo
Council Liaison



Patty Braden
Director



Overview



- 100 Years Celebration
- Building Improvements
- Service to the Community
- Partnership with Area Schools
- Services and Collection Enhancements
- Library Usage
- Current Projects and Goals for 2023/24



100 Years Celebration

- Presented a history of the city and the Library 1923-2023 to the community
- Digitized library historical photos and documents
- Created new Library logos
- Held a 100 Years story time and mini-parade

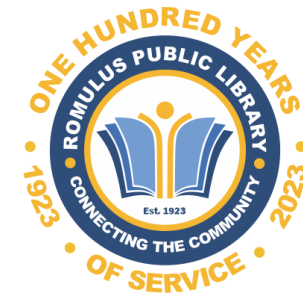




Building Improvements

- Held Grand Reopening Celebration and ribbon-cutting for newly renovated space
- Installed new outdoor building signage
- Installed security locks on staff doors





Service to the Community

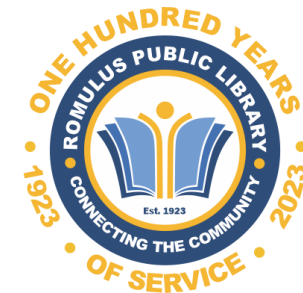
- Added three youth computers with educational games (grant-funded)
- Donated 100 lbs of food to Helping Hand food bank
- Hosted Coffee Hours with Senator Camilleri, Rep. Reggie Miller, and Rep. Dylan Wegela
- Participated in the city's first annual Juneteenth Celebration
- Completed Romulus High School Yearbook Digitizing Project, 1945-2018
- Provided free COVID test kits to residents
- Completed 73 of 74 Strategic Plan goals
- Expanded Library hours to open at 9:30 a.m. Monday – Saturday
- **Beginning January 22, 2024 Library Open at 9 a.m. Monday – Friday (60.5 hours/week)**



Partnership with Area Schools

- Held classes for students on how to do research
- Began offering Story time at area schools and preschools
- Began offering Student Library Cards for K-12 students
- Welcomed first high school student fieldtrip to the Library





Services and Collection Enhancements

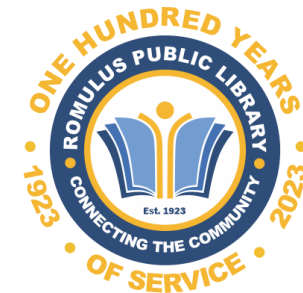
- Completed staff restructuring and promoted several staff
- Subscribed to Kanopy for downloadable movies and documentaries
- Created new Mystery Kits Collection
- Initiated multiple intergenerational programs
- Offered five-weeks of youth theatre classes



Library Usage

- 39,145 Visitors to the Library (up 4%)
- 4,003 Public Computer Uses (up 29%)
- Wi-Fi Uses (up 141%)
- 57,723 Total Checkouts (down 6%)
- 15,393 Downloadable checkouts (up 10%)
- 463 Summer Reading registrations (up 38%)
- 238 Programs held (up 17%)
- 5,684 Total program participants (up 20%)





Current Projects and 2023-24 Goals

- Modernize interior space with updated lighting and furnishings
- Add Study Rooms for quiet study
- Create Lounge Area for reading, working, studying, or meeting friends
- Add power in floor for patrons to charge devices
- Completion date April 2024
- **Create a New Three-Year Strategic Plan for 2024-27**
- Continue partnership and support of area schools



Thank You Community Partners!

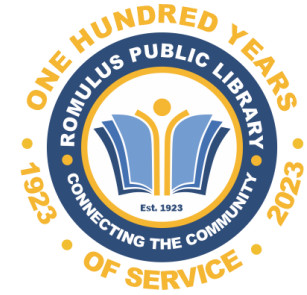
- Romulus and Huron Township Residents





"If everyone is moving forward together, then success takes care of itself". – Henry Ford

Thank you!



Romulus Public Library 11121 Wayne Road Romulus, MI 48174
734-942-7589 romuluslibrary.org



City of Romulus

Chairperson's Report, John Barden, Mayor Pro-Tem

Council Meeting Held: **March 4, 2024**

Item No. B.

General Description: Approval of the Chairperson's Report

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
<i>Seconded by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

<i>Ayes:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
<i>Nays:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
<i>Abstain:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED



City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: **March 4, 2024**

Item No. A.

General Description: Appointment to the Recreation Commission

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
<i>Seconded by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

<i>Ayes:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
<i>Nays:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
<i>Abstain:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED

City of Romulus

INTEROFFICE MEMORANDUM

TO: The Honorable Romulus City Council
FROM: Mayor Robert A. McCraight
SUBJECT: Appointment to the Recreation Commission
DATE: February 28, 2024

I am requesting approval to appoint Cheyenne Hicks to the Recreation Commission with a term to expire on December 31, 2026.

Motion by _____ supported by _____,
to concur with the administration and approve the appointment of Cheyenne Hicks to the Recreation Commission with a term to expire on December 31, 2026.

INTER-OFFICE MEMORANDUM

DATE: February 26, 2024
TO: Mayor Robert A. McCraight
FROM: Colleen Dumas, Director of Parks and Recreation

SUBJECT: Parks and Recreation Commission New Appointment

The parks and recreation commission shall consist (9) members appointed by the Mayor and confirmed by the City Council. The parks and recreation commission meets on the third Tuesday of each month at 5:30 a.m. in the City Council Chambers.

We currently have two (2) vacancies on the parks and recreation commission that have terms that expired December 31, 2023,

The following Romulus resident has requested to be appointed to the parks and recreation commission to fill one of the vacancies with a term to expire on December 31, 2026.

Cheyenne Hicks

From: [Lambert, Jill](#)
To: [Lambert, Jill](#)
Subject: FW: Online Form Submittal: Board & Commission Application Form
Date: Wednesday, February 28, 2024 3:56:21 PM

Board & Commission Application Form

PERSONAL INFORMATION

Prefix	Mrs.
First Name	Cheyenne
Last Name	Hicks
Address	12068 Craig St
City	Romulus
State	MI
Zip	48174
Home Phone Number	734-890-2821
Email Address	Cheyenneoakley@gmail.com
Employer	First Class Self-Storage, LLC
Title/Occupation	General Manager
Employer Address	12068 Craig St
State	MI
Zip Code	48174

(Section Break)

ADDITIONAL INFORMATION

How long have you lived continuously in the City of Romulus	Romulus
Are you a registered voter	Yes
Are you affiliated with any political party?	No

Are you a graduate of Romulus Citizen Academy?	No
Are you related to any employed by, or an elected official of the City of Romulus?	No
If yes, please provide the person's name and your relationship	<i>Field not completed.</i>
Have you ever been convicted for anything other than a minor traffic violation?	No
Do you have access to electronic resources?	Yes

(Section Break)

BOARDS & COMMISSIONS

Select UP TO three (3) boards or committees you wish to apply for in the order of your preference	Planning Commission, Recreation Commission
Selections	Parks & Rec!!

(Section Break)

EDUCATIONAL & WORK BACKGROUND

High School	Romulus
Year of Completion	2009
Degree Obtained	HS diploma
College or University	Central Michigan
Year of Graduation	2014
Degree Obtained	Bachelor's of Science
Trade or Business School	<i>Field not completed.</i>
Year of Completion	<i>Field not completed.</i>

Certificate Obtained	<i>Field not completed.</i>
Other Certifications or Degrees	<i>Field not completed.</i>
Professional Qualifications and/or Work Experience Relevant to the Board or Commission	Classroom Teacher (2014-2021), K-8 summer teacher and coordinator (2009-2019), full-time parent (2019-current). Able to coordinate and work well with others, creative and eager to implement new ideas in the city of Romulus.

(Section Break)

COMMUNITY ENGAGEMENT

Community Activities and/or Other Experience	<i>Field not completed.</i>
Three Personal or Business References	Jessica Radcliff jradcliff714@gmail.com Colleen Dumas cdumas@romulusgov.com Mike Fyfe 15711 Drake, Southgate MI
Why are you interested in this particular board or commission?	Events in our city are crucial to keeping a general sense of community, and that community and kinship starts with our youth. Parks and rec are directly related to bringing events that bind both our youth and adults, seniors. The experience and ideas I have would best suit this commission, particularly first-time involvement.
Any other additional information you would like to share	<i>Field not completed.</i>

SUPPLEMENTAL INFORMATION

Please review the "Boards and Commissions Application Attachment" for the desired qualifications for each board and commission. Check the appropriate box or boxes to indicate whether you have experience or professional credentials that may be needed to fill a specific seat. Resumes are encouraged and may be attached to your **completed application**.

Some boards and commissions are a mix of citizens with certain qualifications and others are citizens representing the general public. Even if you do not have any of the experience or professional background listed below, we urge you to apply for consideration. Romulus needs citizens with diverse backgrounds on its boards and commissions.

Upload here	<i>Field not completed.</i>
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Board & Commission Application Attachment

Application Attachment

EXPECTATIONS

If appointed, members are expected to make every effort to be active members of the board, committee, or commission. This includes:

1. Attending meetings on a regular basis
2. Reviewing meeting materials prior to the meeting.
3. Adhering to the city's ethics policy
4. Representing the interests of the Romulus community as a whole
5. Learning and utilizing key tools such as plans, policies, and input from public engagement.

IMPORTANT PUBLIC RECORDS INFORMATION

All information submitted in this application is public information and subject to disclosure in response to a public records request made pursuant to the Freedom of Information Act. Please contact the City Clerk's office at 734-942-7540 if you have any questions or concerns about the disclosure of specific information.

TRUTH AND
ACCURACY

I agree.

Electronic Signature

Cheyenne Hicks

Date Signed

2/24/2024

Email not displaying correctly? [View it in your browser.](#)



City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: **March 4, 2024**

Item No. B.

General Description: Piggyback on NPPGov Contract for the purchase of six (6) sets of Personal Protective Equipment for RFD

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
<i>Seconded by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

<i>Ayes:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
<i>Nays:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
<i>Abstain:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED

City of Romulus

INTEROFFICE MEMORANDUM

TO: The Honorable Romulus City Council
FROM: Mayor Robert A. McCraight
SUBJECT: Piggyback on NPPGov Contract #PS20065 for the purchase of six (6) sets of Personal Protective Equipment for the Romulus Fire Department
DATE: February 27, 2024

I concur with the recommendation of Ken Chapman, Deputy Fire Chief and Gary Harris, Purchasing Director, and respectfully request Council's authorization to piggyback on the NPPGov cooperative contract #PS20065 for the purchase of six (6) sets of PPE for the Romulus Fire Department for a total cost of \$23,184 (\$3,864 per set) from Phoenix Safety Outfitters.

Victoria Trush, Assistant Finance Director, has verified that funds for the purchase are currently available in the Public Safety Fund, Fire Department Capital Outlay expense account #205-336-970.000.

Motion by _____, supported by _____, to concur with the administration and consent to piggyback on the NPPGov cooperative contract #PS20065 for the purchase of six (6) sets of PPE for the Romulus Fire Department for a total cost of \$23,184 (\$3,864 per set) from Phoenix Safety Outfitters.



MEMORANDUM

DATE: February 26, 2024
TO: Mayor Robert A. McCraight
FROM: Gary Harris, Purchasing Director
SUBJECT: Piggyback on NPPGov Contract #PS20065 for the purchase of six (6) sets of Personal Protective Equipment for the Romulus Fire Department

Deputy Fire Chief, Ken Chapman, has requested to purchase six (6) sets of Personal Protective Gear (PPE) by piggybacking on the NPPGov cooperative contract #PS20065.

Please be informed that the requirement of the City of Romulus Purchasing Ordinance to solicit competitive bids for this purchase is exempt under the exception to competition clause allowing piggybacking on a contract solicited and awarded by another agency and as further outlined in subsection 39-11(d)(10) of the Ordinance:

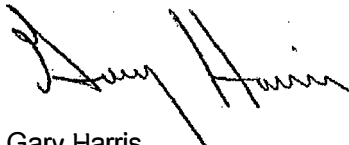
"The city's procurement by competitive sealed bids shall be waived and the city may piggyback on an existing extendable contract, where the materials, services or goods in combination with services are purchased from a state or local governmental agency's bid that has been sufficiently advertised and was the subject of sealed bids so that in the opinion of the purchasing director or their designee the procedure meets the intent of competitive sealed bidding under this chapter."

The League of Oregon Cities solicited public bids for and acted as the lead agency for NPPGov a national cooperative procurement organization that competitively solicited bids for an extendable contract for Firefighter Turnout Gear (PPE). This resulted in a six year contract, #PS20065, being awarded to Lion PPE on April 13, 2020 and expiring April 13, 2026. Phoenix Safety Outfitters is the authorized distributor in the State of Michigan.

It is the recommendation of myself and Deputy Fire Chief Ken Chapman to proceed with this purchase. If you concur, please request Council's permission to piggyback on the NPPGov cooperative contract #PS20065 for the purchase of six (6) sets of PPE for the Romulus Fire Department for a total cost of \$23,184 (\$3,864 per set) from Phoenix Safety Outfitters.

Victoria Trush, Assistant Financial Services Director, has verified that funds for the purchase totaling \$23,184 are currently available in the Public Safety Fund, Fire Department Capital Outlay-expense account (205-336-970.000).

If I can be of any further assistance to you regarding this matter, please contact me.



Gary Harris
Purchasing Director

TO: Purchasing Director Gary Harris
SUBJECT: PPE purchase (6 sets)
DATE: February 26, 2024

Mr. Harris,

Attached, please find a quote for Lion, V-Force PPE (Personal Protective Equipment). PPE is protective clothing used for structural firefighting activity.

We are establishing a schedule to ensure that our PPE will always be compliant with NFPA (National Fire Protection Association) 1971 Standard (the selection, care, and maintenance of protective ensembles for structural and proximity firefighting). This standard sets a 10 year mandatory retirement schedule for PPE.

We currently have 27 personnel assigned to Operations within the Fire Department. By establishing a replacement schedule for this equipment, the gear replacement will be accomplished over a specified time period, in lieu of one fiscal year.

Please be informed that Phoenix Safety Outfitters, is an authorized distributor for the manufacturer of the gear, Lion PPE. Lion PPE was the awarded company of a publically solicited bid through the League of Oregon Cities and NPPGov. The Romulus Fire Department is requesting Council's permission to piggyback on the NPPGov contract number PS20065 for the purchase of six (6) sets of PPE.

The total price will be \$23,184, to be paid from Capital Outlay (205-336-970.000). This purchase was planned and identified in the 23/24 Fiscal Year budget.

Should you have any questions and/or concerns, please feel free to contact me.

Ken Chapman



PHOENIX SAFETY OUTFITTERS 19 S. Fostoria Ave., Springfield, OH 45505, 800.257.1875

January 26, 2024

Ken Chapman
City of Romulus Fire Dept
28777 Eureka Rd.
Romulus, MI 48174

Chief:

I have provided pricing for the Lion V-Force Turnout gear with the options changes you requested. Please review the attached copy of detailed spec.

Immediately below, is summary pricing for your convenience. Please note this pricing meets the NPP.GOV buying Consortium.

DESCRIPTION	MSRP	PRICE PER SET
LION V-FORCE COAT PER ATTACHED SPECIFICATION (ARMOR AP) DLRQ2564	\$ 4,488.00	\$ 2,298.00
LION PANT PER ATTACHED SPECIFICATION (ARMOR AP) DLRQ2564	\$ 3,059.00	\$ 1,566.00
TOTAL	\$ 7,547.00	\$ 3,864.00

TERMS:

- No oversize charges
- PHOENIX will size your personnel using sizing sets
- Delivery: 100-125 days upon completion of sizing
- Net 20 Day Payment Terms
- Freight: No Charge Freight

PHOENIX Safety Outfitters has been serving Fire departments for more twenty years. We hope we have that continued opportunity to serve you. If you have any questions, please do not hesitate contacting me at 419-386-6355 or email jshimel@phoenixoutfitters.com

Regards,

Jeff Shimel
PHOENIX Safety Outfitters
www.pheonixoutfitters.com
jshimel@phoenixoutfitters.com
(P) 419-386-6355
(F) 614-474-1472



FUNDS VERIFICATION FORM

DEPARTMENT:

Fire

FUND NAME:

Capital Outlay

ACCOUNT NUMBER/S:

205-336-970.000

PURPOSE FOR REQUEST:

To purchase Personal Protective Equipment or Structural Fire Equipment. This is protective clothing used for emergency operations in the fire service.

AMOUNT OF EXPENDITURE:

\$23,184 total (\$3,864 per set)

SIGNATURE OF DEPARTMENT HEAD:**FUNDS CURRENTLY AVAILABLE:**~~\$80,347.57~~ \$103,501.57**FINANCE DEPARTMENT APPROVAL:***Victoria Crush***DATE:**

2/22/2024



City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: **March 4, 2024**

Item No. C.

General Description: Piggyback on GSA Schedule for the Purchase of eCIVIS Cloud Based Grant Management Solution & Annual Support Costs

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
<i>Seconded by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

<i>Ayes:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
<i>Nays:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
<i>Abstain:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED

City of Romulus

INTEROFFICE MEMORANDUM

TO: The Honorable Romulus City Council
FROM: Mayor Robert A. McCraight
SUBJECT: Piggyback on GSA Schedule #47QSWA18D for the Purchase of eCIVIS Cloud Based Grant Management Solution & Annual Support Costs
DATE: February 28, 2024

I concur with the recommendation of Kevin Krause, Director of Community Safety & Development and Gary Harris, Purchasing Director, and respectfully request Council's authorization to piggyback on the GSA schedule #47QSWA18D for the purchase of eCIVIS Cloud Based Grant Management Solution & Annual Costs at a cost of \$23,775.00. Subsequent years recurring cost of \$20,000 will be approved and budgeted for by the TIFA board.

Victoria Trush, Assistant Finance Director, has verified that funds for the purchase are currently available in the General Fund, Community & Economic Development, Project Cost Expense account #101-728-980.000.

Motion by _____, supported by _____, to concur with the administration and consent to piggyback on the GSA schedule #47QSWA18D for the purchase of eCIVIS Cloud Based Grant Management Solution & Annual Costs at a cost of \$23,775.00. Subsequent years recurring cost of \$20,000 will be approved and budgeted for by the TIFA board.



MEMORANDUM

DATE: February 27, 2024
TO: Mayor Robert A. McCraight
FROM: Gary Harris, Purchasing Director
SUBJECT: Piggyback on GSA Schedule # 47QSWA18D for the Purchase of eCIVIS Cloud Based Grant Management Solution & Annual Support Costs

Kevin Krause, Director of Community Safety & Development, is requesting to Piggyback on GSA Schedule 47QSWA18D for the purchase of a Cloud based Grant Management Solution to allow for the City to manage grant funding opportunities from submissions through reporting. Our current process is ineffective and labor intensive. The eCivis system will efficiently aid the City in identifying grant funding opportunities using the resources of eCivis' certified grant managers and by providing the means for the City to track application win rates, provide reporting requirement status and other metrics to improve grant transparency and accountability. The initial set up cost of the program, with unlimited licenses and programming will cost \$23,775. Additionally, upon determining if the system has proven it to be a value, Mr. Krause is requesting Council's permission for the City to continue to use the system at an annual cost of \$20,000 (TIFA will be funding subsequent years).

Please be advised that the City is not required to solicit competitive bids for this purchase under the exception to competition clause of the Romulus Purchasing Ordinance which allows for the piggybacking on a contract solicited and awarded by another agency and as further outlined in subsection 39-11(d)(10) of the Ordinance:

"The city's procurement by competitive sealed bids shall be waived and the city may piggyback on an existing extendable contract, where the materials, services or goods in combination with services are purchased from a state or local governmental agency's bid that has been sufficiently advertised and was the subject of sealed bids so that in the opinion of the purchasing director or their designee the procedure meets the intent of competitive sealed bidding under this chapter."

The eCivis program is available to the City via the General Services Administration (GSA) is an independent agency of the United States government established in 1949 to help manage and support the basic functioning of federal agencies. GSA supplies products and communications for U.S. government offices, provides transportation and office space to federal employees, and develops government-wide cost-minimizing policies and other management tasks.

City Corporate Counsel, Steve Hitchcock has reviewed the language of the contract documents and has no objection to the city entering in to the proposed contract.

It is the recommendation of myself and Director of Community Safety & Development Kevin Krause to proceed with this purchase. If you concur, please request council's permission to piggyback on GSA Schedule # 47QSWA18D for the purchase of eCIVIS Cloud Based Grant Management Solution & Annual Support Costs at a cost off \$23,775.00. Subsequent years recurring cost of \$20,000.00 will be approved and budgeted for by the TIFA board.

Assistant Financial Services Director, Victoria Trush, has verified that funds for this purpose are currently available in the General Fund, Community & Economic Dev, Project Cost Expense Account (101-728-980.000).

If I can be of any further assistance to you regarding this matter, please contact me.

Gary Harris
Purchasing Director

MEMORANDUM

TO: Mayor Robert A. McCraight and Honorable City Council
CC: Julie Wojtylko, Chief of Staff
FROM: Kevin Krause, Director of Community Safety and Development
DATE: January 26, 2024
SUBJECT: eCivis Grant Management Software

Attached please find a copy of the proposed eCivis Grant Management Proposal and Quote.

This proposal is between the City of Romulus and eCivis, a cloud based grant management solution. Currently, the city does not have a centralized system, or process, for managing grant funding from submissions through reporting. In addition, current funding opportunities are labor intensive as we rely on general public notifications and hours of research combing through funding databases and sources. eCivis will allow the city to leverage the resources of certified grant managers for identifying grant opportunities, as well as provide data on win rates, reporting requirement status, and other metrics which will allow for greater transparency and accountability for our grant funding.

eCivis, a sole source independent software vendor will provide unlimited user licenses and programming for \$23,775 to be paid within 30 days of the execution of this agreement. On an annual basis, the city will be able to review the value the system is adding and the opportunity to continue at a recurring annual fee of \$20,000. We are requesting to piggyback on GSA Schedule No: 47QSWA18D008F.

Our city attorney has reviewed the agreement and approved it.

I am respectfully asking for the approval to execute this agreement between the City of Romulus and eCivis.

GOVERNMENT - PRICE QUOTATION

CARAHSOFT TECHNOLOGY CORP

11493 SUNSET HILLS ROAD | SUITE 100 | RESTON, VIRGINIA 20190
PHONE (703) 871-8500 | FAX (703) 871-8505 | TOLL FREE (888) 66CARAH
WWW.CARAHSOFT.COM | ECIVIS@CARAHSOFT.COM

carahsoft.



TO: Maria Caruso
Grant Administrator
Romulus
11111 Wayne Rd
Romulus, MI 48174 USA

FROM: Garrett Smith
Carahsoft Technology Corp.
11493 Sunset Hills Road
Suite 100
Reston, Virginia 20190

EMAIL: mcaruso@romulusgov.com

EMAIL: Garrett.Smith@carahsoft.com

PHONE: (734) 942-6851

PHONE: (571) 662-3062

FAX: (703) 871-8505

TERMS: GSA Schedule No: 47QSWA18D008F
Term: August 22, 2018 - August 21, 2028
FTIN: 52-2189693
Shipping Point: FOB Destination
Credit Cards: VISA/MasterCard/AMEX
Remit To: Same as Above
Payment Terms: Net 30 (On Approved Credit)
Cage Code: 1P3C5
DUNS No: 088365767
UEI: DT8KJHZXVJH5
Business Size: Other than Small
Sales Tax May Apply

QUOTE NO: 42756393
QUOTE DATE: 01/29/2024
QUOTE EXPIRES: 02/28/2024
RFQ NO:
SHIPPING: ESD
TOTAL PRICE: \$23,706.25
TOTAL QUOTE: \$23,706.25

LINE NO.	PART NO.	DESCRIPTION	QUOTE PRICE	QTY	EXTENDED PRICE
SAAS SUBSCRIPTION					
1	PRE-B100250M-1-2	Grants Network Grantee Pre-Award - Between \$100-250 Million - Annual eCivis, Inc. - PRE-B100250M-1	\$5,000.00	OM 1	\$5,000.00
2	PRES-B100250M-1-2	Grants Network Grantee Pre-Award - State Research - Between \$100-250 Million - Annual eCivis, Inc. - PRES-B100250M-1	\$5,000.00	OM 1	\$5,000.00
3	POST-B100250M-1-2	Grants Network Grantee Post-Award - Between \$100-250 Million - Annual eCivis, Inc. - POST-B100250M-1	\$5,000.00	OM 1	\$5,000.00
4	GN-USR-1-2	Grants Network - Users - Per User, Annual Unlimited eCivis, Inc. - GN-USR-1	\$0.00	OM 1	\$0.00
SAAS SUBSCRIPTION SUBTOTAL:					\$15,000.00
IMPLEMENTATION SERVICES					
5	EC-PM-1-2	eCivis - Implementation Services - Hourly eCivis, Inc. - EC-PM-1	\$248.75	OM 35	\$8,706.25
IMPLEMENTATION SERVICES SUBTOTAL:					\$8,706.25
SUBTOTAL:					\$23,706.25
TOTAL PRICE:					\$23,706.25
TOTAL QUOTE:					\$23,706.25



GOVERNMENT - PRICE QUOTATION

CARAHSOFT TECHNOLOGY CORP

11493 SUNSET HILLS ROAD | SUITE 100 | RESTON, VIRGINIA 20190
PHONE (703) 871-8500 | FAX (703) 871-8505 | TOLL FREE (888) 66CARAH
WWW.CARAHSOFT.COM | ECIVIS@CARAHSOFT.COM

carahsoft.

Pricing valid through: 2/28/24

Q4 Promotional Discount (\$5,000)

- eCivis annual subscription is based on a 5 year term
- eCivis apply a 5% increase beginning in year 2
- Above pricing in US dollars.
- Applicable Taxes Extra.
- Pricing is not applicable in response to a formal RFP Process.

Terms of Payment:

Software:

- 100% upon Contract Effective Date (Net 30)
- Year 2 due 365 days from Contract Effective Date and annually thereafter

Professional Services:

- 100% upon Contract Effective Date (Net 30)

"- Lack of Appropriations. If You fail to receive sufficient appropriation of funds for continuation of this Agreement or like services, You may unilaterally terminate this Agreement upon thirty (30) days written notice to Us. Non-appropriation of funds as used herein means a level of funding that results in less funding than that which was allocated for the Services in the immediately preceding fiscal year. You will not be entitled to a refund or offset of previously paid, but unused fees. You agree not to use termination for lack of appropriations as a substitute for termination for convenience

Please include the following on your PO:

- PO made out to Carahsoft with our current address (11493 Sunset Hills Road, Suite 100. Reston, VA 20190)
- Payment terms: Net30
- Ship to and bill to address listed



City of Romulus, MI Grants Management System

Statement of Work January 26, 2024

This information is confidential. Use of this information is strictly for the development and submission of a Statement of Work (SOW) by eCivis, Inc.





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1.0 PURPOSE

This Statement of Work (SOW) ensures expectations are documented and understood by all entities engaged in this project. The following sections include: project overview, responsibilities and assumptions, software-as-a-service/commercial-off-the-shelf, project scope, tasks to be accomplished/functions to be performed, products and services, out of scope for this project, eCivis responsibilities, eCivis project management contacts, project schedule and key milestones, and cost assumptions.

2.0 PROJECT OVERVIEW

To meet the goals of the City of Romulus (Romulus), eCivis will rapidly deploy eCivis cloud-hosted, Commercial-off-the-shelf (COTS) Software-as-a-Service (SaaS) full lifecycle grants management system. eCivis will implement its proprietary grants management systems configured for ROMULUS authorized internal users to administer the grants management process and provide ROMULUS with direct management, accountability and oversight of federal funds in compliance with 2 CFR 200. eCivis will also include services for its solution with all relevant systems without impact to existing processes, developing, and providing appropriate comprehensive training of personnel, and all other applicable implementation and support services.

3.0 ROMULUS RESPONSIBILITIES AND ASSUMPTIONS

The projected deployment date and project implementation start date will be determined after a contract is executed after which ROMULUS can commit to the implementation schedule and the following responsibilities and assumptions:

1. ROMULUS shall provide a designated single point of contact for the duration of planning and implementation engagement.
2. ROMULUS shall engage in bi-weekly status meetings with eCivis to go over current progress, issues, resolutions, and other agenda.
3. ROMULUS shall provide all required data calls by the dates agreed upon in the project plan





Staffing

ROLE	RESPONSIBILITY	NAME, Title	Contact Information Mailing Address Email Telephone
GMS IMPLEMENTATION TEAM			
eCivis Project Manager	Responsible for planning, executing, monitoring, controlling, and closing the project. Responsible for the day-to-day management, coordination, planning, problem solving, and implementation of requirements to achieve task completion as presented in the Integrated Project Plan. Accountable for the project scope, project team, resources, and success of the project.		
eCivis Solution Architect	SME on GMS System, Responsible for System Configuration.		
eCivis Trainer	Responsible training, coordinating the training schedule, providing training materials.		
ROMULUS Grants Team Lead	Primary decision maker and contact for business requirements and deployment planning		
ROMULUS Grants Team SME	Review and approve business and systems configuration requirements		
ROMULUS PMO Project Manager	Co-responsibility for the Integrated GMS Project Plan and Reporting. Maintain SharePoint project page. Track and report budget status.		
SUPPORT POST-IMPLEMENTATION TEAM			
eCivis Executive Sponsor	Responsible for ensuring that the project's goals are aligned with the needs of the customer. Champions the project by gathering support, communicating goals, and overcoming resistance.		





ROLE	RESPONSIBILITY	NAME, Title	Contact Information Mailing Address Email Telephone
	Provide ongoing direction to the project team during a project's lifecycle.		
eCivis Sr. Customer Success Manager	Responsible for the ongoing user support and adoption of GMS.		
eCivis Customer Support Lead	Provide technical support to GMS users.		
ROMULUS Technical Support Manager	IT infrastructure support		
ROMULUS Help Desk	Support GMS trouble management processes and application performance reporting.		

4.0 SOFTWARE-AS-A-SERVICE / COMMERCIAL-OFF-THE-SHELF

eCivis is a cloud-hosted, Commercial-off-the-shelf (COTS) SaaS grants management platform. The system is compatible with any hardware device that provides Internet access via a modern web browser and requires minimal internal IT support beyond the initial implementation.

eCivis is specifically built for managing the full grants management lifecycle and will standardize and streamline processes so that ROMULUS staff can save time, increase transparency, reduce redundancies, data entry, mitigate compliance risk, and improve organizational collaboration and knowledge.

eCivis provides ongoing innovation with continual updates, leading to:

- Consistently updated software features and functions.
- Improved data sharing with systems





- Uniform Grant Guidance training, indirect cost support and fund maximization, and access to additional learning resources
- Improved internal control and regulatory requirements compliance

5.0 PROJECT SCOPE

This project will implement eCivis' grants management solution for ROMULUS . The solution will be implemented across all applicable agencies and departments performing grant management functions. eCivis' project approach includes a Master Strategic Timeline that will be finalized upon contract execution.

The project approach is conducted in a hybrid waterfall agile phased-gate approach. A phased - gate approach allows for quick added software value, concurrent active phases, and early user adoption while ensuring critical dependencies are completed. The phases outlined below will support the Project Scope from initial Preparation to Full Product Adoption - Go Live. All Project Scope areas will be incorporated within the Strategic Timeline and will be discussed in more depth to address deliverables and descriptions.

eCivis proposes the following Statement of Work (SOW):

1. Preparation
 - a. Pre Kick Off Meeting
 - i. Review Project Plan Components
 - ii. Communicate Master Project TimeLine
 - iii. Provide Data Call forms
 - b. Project Kick Off Meeting
2. Plan and Design
 - a. Data Gathering
3. Configuration
 - a. Grantee Pre/Post-award management
4. User Acceptance Testing
 - a. Review all implementation components built, configured, migrated and imported during the build and configuration stage are delivered and operational.
5. Project Closeout
 - a. Remote training, training manuals and support





6. Go Live

6.0 TASKS TO BE ACCOMPLISHED/FUNCTIONS TO BE PERFORMED

During each phase, work proceeds in several areas and will be performed by both ROMULUS and eCivis.

1.0 Preparation

Task	Deliverable	Description
Preparation: Pre-Kickoff Meeting Tasks	Pre Kickoff Presentation Document Master Project Timeline All data call forms	eCivis and ROMULUS to review master project timeline, scope of work and identify risks. - eCivis will email master project timeline to ROMULUS - eCivis will email pertinent eCivis staff contact information to ROMULUS . - eCivis will schedule required meetings with ROMULUS eCivis will provide ROMULUS with the following data call forms which are due back to eCivis by the time agreed upon in the project timeline: - Add User/Department form (Excel Template) eCivis will record Project Goals and Objectives determined during Pre Kick Off Meeting
Project Kickoff Meeting	Project Kickoff Presentation Document	- Assemble Teams (eCivis and ROMULUS resources) - Conduct a formal Project Kick-Off meeting - Review Project Objectives and Master Project Timeline - Record Project Goals and Objectives determined during Kick Off Meeting





2.0 Plan and Design

Task	Deliverable	Description
Department Structure	ROMULUS to provide ALL completed data call forms to eCivis	ROMULUS staff has compiled and completed the following data call forms for eCivis to validate prior to configuration of their Grants Network account: • User information and Department structure

3.0 Configuration

Task	Deliverable	Description
Configure		• eCivis will load new users and configure the eCivis system

4.0 User Acceptance Testing

Task	Deliverable	Description
Validate imported data	Readiness Assessment	ROMULUS staff will review and validate all implementation components built, configured, migrated, and imported during the build and configuration stage are delivered and operational.

5.0 Training

Task	Deliverable	Description
User Training	• Training Manuals, Virtual User Training • Communicate ongoing	eCivis will work with ROMULUS to complete the following initiatives: • *Provide standard user guides and training resources • Provide training for licensed users of Grants Network • Ongoing support details





	support details	*ROMULUS will provide and maintain training resources unique to their specific use case and business processes.
--	-----------------	---

6.0 Go-Live

Task	Deliverable	Description
Go Live	Final Readiness Assessment	Go Live Success and Support Meeting – eCivis will continue to support ROMULUS

7.0 Products and Services

PRODUCT(S):

- Grantee Pre-Post Award

8.0 Out of Scope for this project

- Customizations or enhancements that are not mutually agreed upon by eCivis and ROMULUS in this statement of work.
- Historical award data
- System integrations that are not mutually agreed upon by eCivis and ROMULUS in this statement of work.
- Reporting integration outside of eCivis Grants Network

9.0 eCivis RESPONSIBILITIES

1. eCivis shall provide the following personnel

- Project Manager





- Customer Success Manager
2. eCivis will provide Master Project Timeline, and software user training resources.
3. eCivis shall provide Service Level Agreement (SLA), which will include:
- 99.9% monthly uptime.
 - Single point of contact made via email or by calling a toll-free support number.
 - Phone and email Technical Support Monday-Friday 8am-5pm ET
 - Access to all patches (patches developed internally by ECivis to address core software issues like security, performance, etc.
 - Access to new versions/upgrades
 - Seamless modifications/enhancements per month

10.0 eCivis PROJECT MANAGEMENT CONTACTS

The eCivis' Project Manager and Customer Success Manager will be determined after contract execution.

11.0 Project Schedule and Key Milestones

Start date for the project will be influenced by the executed, signed contract. A detailed project plan will be developed after the project kick off meeting.

12.0 COST ASSUMPTIONS



From: Steve Hitchcock
To: Krause, Kevin
Subject: RE: Please review. Thank you.
Date: Tuesday, January 30, 2024 3:35:34 PM

Kevin,

Assuming you are alright with the staff involvement in the implementation of this software, I do not have any proposed changes and recommend it for Council consideration.

Steve Hitchcock

Giarmarco, Mullins & Horton, P.C.
Tenth Floor Columbia Center
101 West Big Beaver Road
Troy, Michigan 48084-5280
Phone: (248) 457-7024
Fax: (248) 404-6324
Email: sjh@gmhlaw.com
www.gmhlaw.com

From: Krause, Kevin <kkrause@romulusgov.com>
Sent: Tuesday, January 30, 2024 8:55 AM
To: Steve Hitchcock <sjh@gmhlaw.com>
Subject: Please review. Thank you.

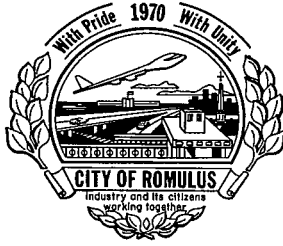
Steve;

Can you please review, we just go the contract late from ecivis. I am trying to make the CC meeting for next week. Thank you.

Kevin W. Krause
Director of Community Safety & Development
Office: 734-955-4547
Cell: 248-342-0258
KKrause@Romulusgov.com



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FUNDS VERIFICATION FORM

DEPARTMENT: Community Development

FUND NAME: General

ACCOUNT NUMBER/S: 101-728-980.000

PURPOSE FOR REQUEST:

Purchase of eCivis cloud based software for grant management.

AMOUNT OF EXPENDITURE: \$23,775 first year and \$20,000 recurring.

Future years to be budgeted in TIFA

SIGNATURE OF DEPARTMENT HEAD:

Ken H. Kean

FUNDS CURRENTLY AVAILABLE:

\$ 814,606.39

FINANCE DEPARTMENT APPROVAL:

Victoria Smith

DATE:

2-28-2024



City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: **March 4, 2024**

Item No. D.

General Description: ITB 23/24-6 Two Year Pricing - UPM Cold Patch

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
<i>Seconded by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

<i>Ayes:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
<i>Nays:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
<i>Abstain:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED

City of Romulus

INTEROFFICE MEMORANDUM

TO: The Honorable Romulus City Council
FROM: Mayor Robert A. McCraight
SUBJECT: ITB 23/24-6 Two Year Pricing – UPM Cold Patch
DATE: February 21, 2024

I concur with the recommendation of Don Straub, Assistant DPW Director, and Gary Harris, Purchasing Director and respectfully request Council award ITB 23/24-06 to Cadillac Asphalt (Year one at \$135.00 per ton, Year two at \$140.00 per ton) and Ajax Paving (Year one at \$130.00 per ton, Year two at \$140.00 per ton) for a two (2) year pricing for UPM – Cold Patch with a term to expire on February 28, 2026 with an additional request to extend the bid for not more than three additional one year terms per the terms of the original bid and upon written mutual agreement.

Awarding the bid to the two vendors gives the Department the flexibility to obtain the product from either location, depending on their needs.

Maria Farris, Finance Director, has verified funds for this acquisition have been budgeted and are available in the Major and Local Street Funds, Routine Maintenance Expense account #202-463-730.000 & 203-463-730.00.

Motion by _____, supported by _____, to concur with the administration and award ITB 23/24-6 to Cadillac Asphalt (Year one at \$135.00 per ton, Year two at \$140.00 per ton) and Ajax Paving (Year one at \$130.00 per ton, Year two at \$140.00 per ton) for a two (2) year pricing for UPM – Cold Patch with a term to expire on February 28, 2026 and approve the additional request to extend the bid for not more than three additional one year terms per the terms of the original bid and upon written mutual agreement.



MEMORANDUM

DATE: February 22, 2024
TO: Mayor Robert A. McCraight
FROM: Gary Harris, Purchasing Director
SUBJECT: ITB 23/24-6 TWO YEAR PRICING - UPM COLD PATCH

Bids were solicited to secure two (2) year pricing for UPM – Cold Patch for the City of Romulus Department of Public Works.

In addition to being advertised in the 1/18/2024 issue of The Associated Newspaper Eagle, bid documents were made available to down load from the MITN Purchasing Group page of BidNet Direct at www.mitn.info. The MITN System notified 87 companies of the bid and of them, 14 companies downloaded the bid specifications and 3 companies were sent a courtesy email to inform them of the bidding opportunity (See courtesy Email list attached).

On 2/15/2024, 3 bids were timely received and publicly opened.

I concur with the recommendation of Assitant DPW Director, Don Straub to award the contract to two of the companies bidding, Cadillac Asphalt (Year 1 at \$135.00 per ton, Year 2 at \$140.00 per ton) and Ajax Paving (Year 1 at \$130.00 per ton, Year 2 at \$140.00 per ton) for a two (2) year term to expire 2/28/2026. Awarding the bid to the two vendors gives the department the flexibility to obtain the product from either location, depending on their needs. Additionally, please request Council's permission to extend the bid for not more than three additional one year terms per the terms of the original bid and upon written mutual agreement.

Maria Farris, Finance Director has verified that funds for this acquisition have been budgeted for and are available in the Major & Local Street Funds, Routine Maintenance Expense Accounts, (202-463-730.000 & 203-463-730.000).

If I can be of any further assistance to you regarding this matter, please contact me.

Gary Harris,
Purchasing Director

Interoffice Memorandum

TO: Garry Harris, Purchasing Director
FROM: Don Straub, Asst. DPW Director *ds*
CC: Roberto Scappaticci, DPW Director

DATE: February 20th, 2024

SUBJECT: Bid Award – Bid ITB-23/24-06 Two Year Pricing UPM Cold Patch - DPW

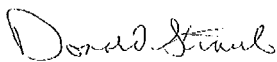
It is the recommendation of the DPW to award Bid ITB – 23/24-06 for UPM Cold Patch purposes to both Cadillac Asphalt and Ajax Paving. Both companies are located in Romulus and are conveniently located on opposite sides of the Airport.

Each plant has different hours and days of operation and we can use them when one, or the other is closed.

Funds were budgeted for these purchases in accounts #202-463-730.000 and #203-463-730.000

There was a third Bidder, Seaboard Asphalt located in Baltimore, Maryland. Seaboard does not have a local plant, therefore does not offer a customer pickup option. For this reason, they should not be considered for this Bid.

Don Straub *ds*



Asst. DPW Director

MINUTES OF ITB 23/24-06 Two Year Pricing-UPM Cold Patch

The public opening of the afore mentioned solicitation was held at 3:00 PM, in the Council Chambers at Romulus City Hall on Thursday, February 15, 2024.

The following were present for the opening:

Gary Harris – Purchasing Director
Lynn A. Conway – Purchasing Advisor

Three sealed bids were received and publicly opened.

Cadillac Asphalt LLC, 39255 Country Club Dr., Farmington Hills, MI 48331
Ajax Materials Corporation, 1957 Crooks Road, Troy MI 48084
Seaboard Asphalt Products Company, 3601 Fairfield Road, Baltimore, MD 21226

A copy of the tabulation sheet is attached.

Respectfully submitted,



Gary Harris,
Purchasing Director

I, Gary Harris, Purchasing Director for the City of Romulus, do hereby certify the foregoing to be a true copy of the minutes of ITB 23/24-06 held on February 15, 2024.



Gary Harris,
Purchasing Director

TABULATION SHEET
ITB 23/24-06 Two Year Pricing - UPM Cold Patch

COMPANY	Seaboard Asphalt**		Ajax Materials Corp.		Cadillac Asphalt LLC	
Attachment I References	Yes		Yes		Yes	
Attachment II – Exceptions to Specifications	Yes		No		No	
Attachment III Additional Reimbursable Charges	No		No		No	
	YEAR 1	YEAR 2	YEAR 1	YEAR 2	YEAR 1	YEAR 2
Cold Patch/UPM price for pickup per ton	\$	\$	\$130.00	\$140.00	\$135.00	\$140.00
Cold Patch/UPM price for delivery per ton	\$300.00	\$300.00	\$140.00	\$145.75	\$143.00	\$147.00
Address of Plant for Pickup of UPM	N.A.		8744 Inkster Romulus, MI		67 Mary St. Mt. Clemens, MI	
Plant Hours of Operation – Include plant closed days	N.A.		M & W 8-2 Winter M-F Summer		M-Th 7-3	
Number of miles from plant to DPW	N.A.		5		45	
Response time for delivery following order, Hours	5 day ARO		24-48 hours		48 hours	
Minimum Tons required for Delivery	24 tons		50 tons		50	
Exceptions from Specifications	Yes		No		No	
Attachment IV Mix Design & list of material supplies	Yes		Yes		No	
MSDS SHEETS	Yes		Yes		No	
Payment Terms	-		-		Net 30	
Extension/Piggy Back of Bid Pricing	Yes		Yes		No	
Insurance?	Yes		Yes		Yes	
Business References	Yes		Yes		Yes	
# Copies Included	2		2		2	
Certified?	Yes		Yes		Yes	

****** Seaboard Asphalt also electronically submitted a bid on City of Troy documents

PUBLICLY OPENED AT, 3:00 PM, Thursday, 2/15/2024, IN THE ROMULUS CITY COUNCIL OFFICE.

THOSE IN ATTENDANCE:

#	NAME	COMPANY	TITLE
1	Gary Harris	CITY OF ROMULUS	PURCHASING DIRECTOR
2	Lynn A. Conway	CITY OF ROMULUS	PURCHASING ADVISOR
3			
4			
5			

REQUEST FOR COMPETITIVE BIDS

DO NOT FILL THIS FORM IN AND SAVE A COPY TO THIS FOLDER!!!!

- You can save a copy to the Completed forms from Departments Folder or to your own Department's folder.
- Email the completed form to Gary Harris

DEPARTMENT NAME: <u>NDP</u>		DATE: <u>12/27/2023</u>	
I HEREBY REQUEST THAT COMPETITIVE BIDS BE LET FOR THE FOLLOWING MATERIAL,			
PURPOSE: <u>UPM- Cold Patch</u>			
IF REPLACEMENT, WILL EQUIPMENT BE (CHECK ONE IF APPLICABLE):			
☐ Traded in ☐ Sold at auction ☐ Transferred for use elsewhere, if so where? _____ ☐ Used for parts ☐ Disposed of			
BUDGET YEAR <u>24/25</u>			
ACCOUNT INFORMATION			
ACCOUNT/S NUMBER		\$ AMOUNT BUDGETED	
<u>202-463-730.000</u>		\$ <u>15,500.00 - FY 23/24</u>	
<u>203-463-730.000</u>		\$ <u>25,000.00 - FY 23/24</u>	
<u>592-591-730.000</u>		\$ <u>7,500.00 - FY 23/24</u>	
SIGNATURE OF DEPARTMENT HEAD: <u>Donald Harris</u>		DATE: <u>1-3-2024</u>	

FINANCE DEPARTMENT APPROVAL	
FUNDS AVAILABILITY	
ACCOUNT/S NUMBER	\$ FUNDS AVAILABLE
<u>202-463-730.000</u>	\$ <u>15,500.00</u>
<u>203-463-730.000</u>	\$ <u>25,500.00</u>
<u>592-591-730.000</u>	\$ <u>7,500.00</u>
SIGNATURE OF FINANCE DEPARTMENT: <u>VM Harris</u>	DATE: <u>Jan 3, 2024</u>

ADMINISTRATIVE APPROVAL	
I HAVE REVIEWED THE REQUEST AND AUTHORIZE TO LET FOR COMPETITIVE BIDS.	
SIGNATURE OF MAYOR: <u>[Signature]</u>	DATE: <u>1-8-24</u>

AVAILABILITY OF FUNDS FOR AWARD	
THE BID SHALL BE AWARDED IN THE AMOUNT OF \$ _____	
I AFFIRM THAT THE FUNDS ARE AVAILABLE IN THE ABOVE MENTIONED ACCOUNT/S	
FINANCE DEPT. APPROVAL: _____	DATE: _____



City of Romulus

Clerk's Report – Ellen L. Craig-Bragg, Clerk

Council Meeting Held: **March 4, 2024**

Item No. A.

General Description: Study Session Request for Monday, March 11, 2024, at 6:30 pm to discuss the Quarterly Investment Report, ending 12/31/23.

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
<i>Seconded by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

<i>Ayes:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
<i>Nays:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
<i>Abstain:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED



MEMORANDUM

To: Honorable City Council

From: Ellen L. Craig-Bragg, City Clerk

Date: March 5, 2024

Re: Request for Study Session

City Treasurer Stacy Paige requests a 30-minute Study Session on Monday, March 11, 2024, from 6:30 pm to 7:00 pm to discuss the quarterly investment report.

The date and time are both available.

INTEROFFICE MEMORANDUM

TO: ELLEN CRAIG-BRAGG, CITY CLERK
FROM: STACY PAIGE, CITY TREASURER
SUBJECT: REQUEST FOR STUDY SESSION
DATE: MARCH 11, 2024

I am respectfully requesting a Study Session with Romulus City Council for the purpose of discussing our quarterly investment report.

I will need 30 minutes and I have confirmed availability on Monday, March 11, 2024 from 6:30 pm to 7:00 p.m.

Thank you for your consideration.



City of Romulus

Treasurer's Report

Council Meeting Held:

March 4, 2024

Item No. 7.

General Description: _____

Resolution No. _____

Moved by: Abdo Barden Roscoe Talley Wadsworth Williams Wilson

Seconded by: Abdo Barden Roscoe Talley Wadsworth Williams Wilson

Ayes: All Abdo Barden Roscoe Talley Wadsworth Williams Wilson

Nays: All Abdo Barden Roscoe Talley Wadsworth Williams Wilson

Abstain: All Abdo Barden Roscoe Talley Wadsworth Williams Wilson

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED



City of Romulus

Public Comment

Council Meeting Held:

March 4, 2024

Item No. 8.

General Description: _____

Resolution No. _____

Moved by: Abdo Barden Roscoe Talley Wadsworth Williams Wilson

Seconded by: Abdo Barden Roscoe Talley Wadsworth Williams Wilson

Ayes: All Abdo Barden Roscoe Talley Wadsworth Williams Wilson

Nays: All Abdo Barden Roscoe Talley Wadsworth Williams Wilson

Abstain: All Abdo Barden Roscoe Talley Wadsworth Williams Wilson

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED



City of Romulus

Unfinished Business

Council Meeting Held:

March 4, 2024

Item No. 9.

General Description: _____

Resolution No. _____

Moved by: Abdo Barden Roscoe Talley Wadsworth Williams Wilson

Seconded by: Abdo Barden Roscoe Talley Wadsworth Williams Wilson

Ayes: All Abdo Barden Roscoe Talley Wadsworth Williams Wilson

Nays: All Abdo Barden Roscoe Talley Wadsworth Williams Wilson

Abstain: All Abdo Barden Roscoe Talley Wadsworth Williams Wilson

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED



City of Romulus

New Business

Council Meeting Held:
Item No. 10.

March 4, 2024

General Description: _____

Resolution No. _____

Moved by: Abdo Barden Roscoe Talley Wadsworth Williams Wilson

Seconded by: Abdo Barden Roscoe Talley Wadsworth Williams Wilson

Ayes: All Abdo Barden Roscoe Talley Wadsworth Williams Wilson

Nays: All Abdo Barden Roscoe Talley Wadsworth Williams Wilson

Abstain: All Abdo Barden Roscoe Talley Wadsworth Williams Wilson

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED



City of Romulus

Communication

Council Meeting Held:
Item No. 11,

March 4, 2024

Councilperson Abdo: _____

Councilperson Barden: _____

Councilperson Roscoe: _____

Councilperson Talley: _____

Councilperson Wadsworth: _____

Councilperson Williams: _____

Councilperson Wilson: _____



City of Romulus

Adjournment

Council Meeting Held:

March 4, 2024

Item No. 12

General Description: _____

Resolution No. _____

Moved by: Abdo Barden Roscoe Talley Wadsworth Williams Wilson

Seconded by: Abdo Barden Roscoe Talley Wadsworth Williams Wilson

Ayes: All Abdo Barden Roscoe Talley Wadsworth Williams Wilson

Nays: All Abdo Barden Roscoe Talley Wadsworth Williams Wilson

Abstain: All Abdo Barden Roscoe Talley Wadsworth Williams Wilson

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED