COPIES OF THE DISBURSEMENT LIST ARE NOW AVAILABLE IN THE CONTROLLER'S OFFICE

INTER-OFFICE MEMO
CITY OF ROSEVILLE, MICHIGAN
OFFICE OF THE CITY CLERK

TO: **Steve Truman, City Manager**

FROM: **Richard M. Steenland, City Clerk** RS/ss

DATE: **June 6, 2008**

RE: **Amendment to Resolution passed on January 22, 2008**

The City Clerk Richard M. Steenland requests the Council to approve an amendment to the resolution approved on January 22, 2008.

The City Clerk is asking to have Council's support to mail Absentee Voter Ballot Applications to all City of Roseville Registered Voters age 60 and older and all voters included on the City's Permanent Absentee Voters List for future elections at the discretion of the City Clerk.

If you have any questions, please feel free to call.

Memorandum

To: Stephen Truman, City Manager

From: Peter Provenzano, Assistant City Manager

Date: June 3, 2008

Re: **Emergency Generator**
Bid # 592-010805

Bid Advertised:	April 11, 2008 in the Macomb Daily
Pre-Bid Meeting:	April 24, 2008
Bid Due:	May 13, 2008 at 11:00 a.m. Local Time
Present at Bid Opening:	Paul VanDamme, Purchasing Assistant Jill Cross, Administrative Assistant Bernie Larsh, Building Maintenance Foreman Representatives from: Acorn Electric, Shoreview Electric, Doe & Assoc., Summit Electric and Consumers Energy

Specifications were written for an Emergency Generator Project. Bid invitations were sent to eleven (11) companies. A pre-bid meeting was held at City Hall to review specifications in detail. Ten (10) contractors attended. Six (6) companies responded with quotations. Two (2) companies are Roseville-based businesses.

The low bid was received from Consumers Energy, a Roseville-based business, in the amount of $59,222.00. The bid was reviewed and meets specifications. Consumers Energy has done maintenance work for the City in the past in a satisfactory manner. Consumers Energy has also completed projects for the State and other municipalities.

Therefore, it is recommended that we accept the bid submitted by **Consumers Energy** in the amount of **$59,222.00** for the purchase and installation of an emergency generator system.

/jc

Attachment

City of Roseville

Inter-Office Memorandum

To: Steve Truman

From: Bernard Larsh
Supervisor, Building Maintenance

Re: Generator Bid

CC: Paul Van Damme

After reviewing specifications set forth by the City of Roseville, It is felt that Consumers Energy meets all the criteria for the installation of a new Cummins-Onan 150 kw Generator for the City Hall building.

I am also choosing option 1 on additional work as is two 20 amp circuits are needed to be run to the Transfer Switch area for the Block Heater and the Battery Charger. This puts the total bid acceptance price at 59,480.00. If there are any further questions please feel free to contact me.

GENERATOR
BID 592-010805
DUE 5/13/08

			5% Rsvl	
BIDDERS	Total		Business	
Consumers Energy	**$ 59,222.00**	*	$ 56,260.90	
Consumers Energy (Alternate)	$ 57,128.00	*	$ 54,271.60	Does not meet Specs
Acorn Electric	$ 61,861.00	*	$ 58,767.95	
Summit Electric	$ 62,000.00			
Doe & Associates	$ 68,000.00			
Shoreview Electric	$ 59,938.00			
		*	Roseville Based Business	
Present at Bid Opening:	Paul VanDamme, Purch Assist			
	Jill Cross, Admin Assist.			
	Bernie Larsh, Bldg. Mtc. Foreman			
	Reps from: Acorn Elec, Consumers Power, Shoreview Elec.			
	Doe & Assoc and Summit Elec			

Memorandum

To: Stephen Truman, City Manager

From: Peter Provenzano, Assistant City Manager

Date: June 3, 2008

Re: Combination Single Engine Sewer Cleaner - Bid #592-030806

Bid Advertised:	May 14, 2008 in the Macomb Daily
Bid Due:	June 3, 2008 at 11:00 a.m. Local Time
Present at Opening:	Paul VanDamme, Purchasing Assistant Jill Cross, Administrative Assistant Brian McGrail, Director of Water Department Representative from North River Truck

Specifications were written for a combination single engine sewer cleaner (vactor) by the Water Department. Bid invitations were sent to nine (9) companies of which two (2) companies responded with a quotation.

The low bid was submitted from Jack Doheny Supplies of Northville, Michigan in the amount of $289,500.00. A trade-in allowance of $50,000 was quoted for the 1998 jet vactor. Note that the purchase of the combination single engine sewer cleaner is a 2008-2009 budgeted item. Delivery is scheduled for July 2008.

Brian McGrail, Director of the Water Department, has reviewed the bid and finds that Jack Doheny Supplies meets all specifications. The City has done business with Jack Doheny Supplies successfully for many years.

Therefore, it is recommended that the City accept the low bid from **Jack Doheny Supplies** in the total amount, including the $50,000 trade-in allowance, of **$239,500**.

/jc

Attachments

Inter-Office Memo
Water Department

To: Pete Provanzano
From: Brian McGrail, Director-Water
Date: 6/2/08
Re: Purchase of Sewer Jet/Vactor

Pete,

In reviewing the two (2) bids for the new sewer Jet/Vactor, I am recommending that we award the bid to Jack Doheny Supplies Inc. in the amount of $289,500.00 less the Trade-In of $50,000.00 making the total $239,500.00.

This bid meets all our specification and is the low bid. We have dealt with this company in the past with no problems.

Should you require any future information please do not hesitate to contact me?

Sincerely, [redacted]

Brian McGrail
Director
Roseville Water and Sewer

VACTOR
BID 592-030806
DUE 6/03/08

BIDDERS	Vactor	Less Trade-In	Total
Jack Doheny Supplies	$ 289,500.00	$ (50,000.00)	$ 239,500.00
North River Truck & Trailer	$ 335,640.75	$ (50,000.00)	$ 285,640.75
Present at Bid Opening:	Paul VanDamme, Purch Assistant		
	Jill Cross, Admin Assistant		
	Brian McGrail, Director of Water Dept.		
	Rep from: North River Truck		

INTER-OFFICE MEMO

TO: Mayor and Council

FROM: Steve Truman, City Manager

DATE: June 6, 2007

RE: Employment Agreements

Pursuant to the Study Session of May 27, 2008 the following Employment Agreements are presented with the proposed changes:

Deputy Treasurer: The agreement provides for the retirement of Deputy Treasurer Joan Logghe. This agreement allows Mrs. Logghe to continue working as a contract employee at the same rate of pay (85% of the Treasurer's salary), without benefits. She remains an at will employee serving at the pleasure of the treasurer.

City Manager's Office: It is probable that an agreement will not be reached with the Supervisor's Union by July 1, 2008. The wages of the City Manager, the Human Resources Assistant, and the Manager's Secretary are to be frozen at the 2007-2008 rate per the new contracts.

The Manager's base salary remains at the July 1, 2006 rate. The Manager's health benefits will be tied to the Command, RPOA and Clerical contracts, with the length being tied to the Command and RPOA (June 30, 2012).

The Human Resources Assistant's contract has been amended to allow entry into the Deferred Retirement Option Plan no earlier than December 22, 2011.

Please be advised that all employees in the Manager's Office are at-will. The City Attorney has reviewed all of the proposed agreements.