

AGENDA
WYOMING CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS
MONDAY, OCTOBER 15, 2012, 7:00 P.M.

- 1) Call to Order**
- 2) Invocation**
Pastor Blake McDaniel, Resurrection Life Church
- 3) Pledge of Allegiance**
- 4) Roll Call**
- 5) Student Recognition**
- 6) Approval of Minutes**
From the regular meeting of October 1, 2012
- 7) Approval of Agenda**
- 8) Public Hearings**
- 9) Public Comment on Agenda Items** (3 minute limit per person)
- 10) Presentations and Proclamations**
 - a) Presentations
 1. Government Finance Officers Association Award
 2. Statement of Support for the Guard and Reserve
 - b) Proclamations
- 11) Petitions and Communications**
 - a) Petitions
 - b) Communications
- 12) Reports from City Officers**
 - a) From City Council
 1. Expense Report for Mayor Poll and Councilmembers Bolt and Ver Hulst – Michigan Municipal League Annual Conference
 - b) From City Manager
- 13) Budget Amendments**
 - 1) DDA Budget Amendment No. 1 – To Appropriate \$30,000 of Budgetary Authority to Provide Funding for the 28th Street Marketing/Promotion Plan
- 14) Consent Agenda**

(All items under this section are considered to be routine and will be enacted by one motion with no discussion. If discussion is desired by a Council member, that member may request removal from the Consent Agenda.)

 - a) Of Appreciation to Gerald Snyder for His Service as a Member of the Housing Commission for the City of Wyoming
- 15) Resolutions**
 - b) For Transfer of Ownership of a Tavern Licensed Business at 3766 S. Division Avenue, Wyoming, MI 49548 from Southland Tavern, Inc. and for Transfer of Classification from Tavern to Class C, at the Same Location (Amending Resolution 24300)
 - c) To Approve the West Michigan Regional Planning Commission's – 2012 Comprehensive Economic Development Strategy

- d) To Reaffirm the Community Development Block Grant Citizen Participation Plan for the City of Wyoming
- e) To Authorize the Mayor and City Clerk to Enter into a Nonprofit Organization Participation Agreement for DTE Energy's Residential Energy Efficiency Assistance Program

16) Award of Bids, Contracts, Purchases, and Renewal of Bids and Contracts

- f) For Authorization of Additional Funds for Median and Miscellaneous Mowing 2012
- g) To Accept Grant Funding Received Through the City of Grand Rapids – Combined Auto Theft Team – Multi-Jurisdictional Task Force (Budget Amendment No. 21)
- h) To Accept a Quotation to Repair Two Burn Simulators (Budget Amendment No. 20)
- i) To Accept a Quotation to Purchase Rescue Tools (Budget Amendment No. 19)
- j) To Authorize the Mayor and City Clerk to Execute an Agreement for Printing and Related Services
- k) To Award a Bid for the Replacement of the Public Works and Water Treatment Plant Two-Way Radio Communication System
- l) To Award a Bid for Bulk Pick-up and Disposal of Street Sweepings to Ottawa County Farms Landfill/Republic Services
- m) To Award a Bid for Furnishing and Placement of Trees

17) Ordinances

18) Informational Material

19) Acknowledgment of Visitors

20) Closed Session (as necessary)

21) Adjournment



STATEMENT OF SUPPORT FOR THE GUARD AND RESERVE



City of Wyoming

We recognize the Guard and Reserve are essential to the strength of our nation and the well-being of our communities.

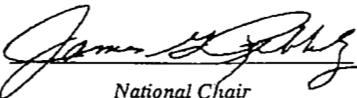
In the highest American tradition, the patriotic men and women of the Guard and Reserve serve voluntarily in an honorable and vital profession. They train to respond to their community and their country in time of need. They deserve the support of every segment of our society.

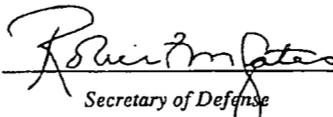
If these volunteer forces are to continue to serve our nation, increased public understanding is required of the essential role of the Guard and Reserve in preserving our national security.

Therefore, we join other employers in pledging that:

- We fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA).
- Our managers and supervisors will have the tools they need to effectively manage those employees who serve in the Guard and Reserve.
- We will continually recognize and support our country's service members and their families in peace, in crisis, and in war.

Employer


National Chair
Employer Support of the Guard and Reserve


Secretary of Defense

Date



RESOLUTION NO. _____

RESOLUTION OF APPRECIATION TO GERALD SNYDER FOR HIS SERVICE
AS A MEMBER OF THE HOUSING COMMISSION
FOR THE CITY OF WYOMING

WHEREAS:

1. Gerald Snyder has served faithfully and effectively as a member of the Housing Commission since November 4, 2002.

NOW, THEREFORE, BE IT RESOLVED:

1. Council Members and citizens of the City of Wyoming wish to express their deep appreciation to Gerald Snyder for his dedicated service as a member of the Housing Commission.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on: October 15, 2012.

Heidi A. Isakson, Wyoming City Clerk

STATE OF MICHIGAN
DEPARTMENT OF LABOR & ECONOMIC GROWTH
LIQUOR CONTROL COMMISSION

RESOLUTION NO. 24300 Amended

At a Regular meeting of the Wyoming City Council
(Regular or Special) (Township Board, City or Village Council)

called to order by Mayor Poll on October 15, 2012 at 7:00 P.M.

The following resolution was offered:

Moved by _____ and supported by _____

That the request from:

Kuzzins II, Ltd. for transfer of ownership of a Tavern licensed business at 3766 S. Division Avenue, Wyoming, MI 49548 from Southland Tavern, Inc. and for transfer of classification from Tavern to Class C, at the same location

be considered for _____ **“above all others”**
(Approval or Disapproval)

APPROVAL

DISAPPROVAL

Yeas: _____

Yeas: _____

Nays: _____

Nays: _____

Absent: _____

Absent: _____

It is the consensus of this legislative body that the application be:

Recommended for issuance
(Recommended or not Recommended)

State of Michigan)

County of Kent)

I hereby certify that the foregoing is a true and complete copy of a resolution offered and

adopted by the Wyoming City Council at a Regular
(Township Board, City or Village Council) (Regular or Special)

meeting held on October 15, 2012
(Date)

SEAL

(Signed) _____
(Township, City or Village Clerk)

Heidi A. Isakson, City Clerk
City of Wyoming, Michigan
1155 28th Street SW
Wyoming, MI 49509-0905

Resolution No. 24300 Amended

MEMORANDUM
City of Wyoming, Michigan

TO : Curtis L. Holt, City Manager

FROM: Heidi A. Isakson, City Clerk

DATE: October 10, 2012

RE: Kuzzins, Inc. / Kuzzins II, Ltd.
Liquor License Approved at 3766 S. Division Avenue

On October 1, 2012, the City Council adopted resolution #24300, approving the transfer of ownership of the liquor license at 3766 S. Division Avenue from Southland Tavern to Kuzzins, Inc. and approving the change in classification from Tavern to Class C.

I have received the attached correspondence from Mike Farah's attorney, indicating that the company name which will operate the business and liquor license is Kuzzins II, Ltd., and asking the City Council to acknowledge the name change.

I have provided an amended resolution #24300 to reflect this name change for the City Council's consideration on October 15, 2012.

RESOLUTION NO. _____

RESOLUTION TO APPROVE THE WEST MICHIGAN REGIONAL PLANNING
COMMISSION'S - 2012 COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY

WHEREAS:

1. The U.S. Economic Development Administration (EDA) requires the submission of a Comprehensive Economic Development Strategy (CEDS) report from districts wishing to maintain eligibility for EDA grant and loan programs.
2. The City of Wyoming actively participates in the economic development district activities of the West Michigan Regional Planning Commission (Region 8).
3. The Region 8 Comprehensive Economic Development Strategy (CEDS) Committee has overseen the development of a CEDS Report including the review of goals and objectives, project development and prioritization, and plan implementation strategies, and recommends the submission to EDA the 2012 CEDS for the Region 8 District.
4. Members of the West Michigan Regional Planning Commission (WMRPC) have approved Region 8's 2012 Comprehensive Economic Development Strategy.

NOW, THEREFORE, BE IT RESOLVED:

1. The Wyoming City Council does hereby approve the 2012 Comprehensive Economic Development Strategy performed by the West Michigan Regional Planning Commission.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on:

Heidi A. Isakson, Wyoming City Clerk

ATTACHMENTS:

Resolution No. _____

STAFF REPORT

Date: October 9, 2012

Subject: West Michigan Regional Planning Commission – 2012 Comprehensive Economic Development Strategy (CEDS)

From: Tim Cochran, City Planner

Cc: Barb VanDuren, Deputy City Manager
Rebecca Rynbrandt, Director of Community Services

Meeting Date: October 15, 2012

RECOMMENDATION:

It is recommended that the City Council approve the 2012 Comprehensive Economic Development Strategy performed by the West Michigan Regional Planning Commission.

SUSTAINABILITY CRITERIA:

Environmental Quality – The U.S Economic Development Administration’s (EDA) Investment Policies place a high priority on development projects that encompass best practices in environmentally sustainable development that enhance environmental quality and develop, and implement green products, processes, and buildings as part of the green economy.

Social Equity – The EDA prioritizes investments that strengthen diverse communities that have suffered disproportionate economic and job losses and are rebuilding to become more competitive in the global economy.

Economic Strength – The EDA supports community initiatives that encourage job growth and business expansion in clean energy; green technologies; sustainable manufacturing; information technology infrastructure; communities severely impacted by automotive industry restructuring; and innovations in science, health care and alternative fuel technologies.

DISCUSSION:

The City of Wyoming is a member of the West Michigan Regional Planning Commission (Region 8). The WMRPC membership also includes Allegan County, Ottawa County, Ionia County, Kent County, Mecosta County, Montcalm County, Osceola County and the City of Grand Rapids. Barry County has aligned with the WMRPC and is awaiting EDA authorization to change regions. The WMRPC maintains an active role with the U.S Economic Development Administration. The EDA administers the Comprehensive Development Strategy (CEDS), a national grant program that provides federal investment funding to community economic

development projects. The EDA's policies require a new five-year update to the prior CEDS document.

Region 8, through the CEDS Committee, has developed the 2012 CEDS document in accordance with the policies of the EDA. The document strives to put forth viable economic development projects throughout the Region that will provide job growth, payrolls and tax base to support it's residents. Utilizing the EDA's criteria, Site36 (the redevelopment plan for the former GM Stamping Plant) has been designated by WMRPC with the second highest regional priority within the CEDS document (see attached). An estimated \$1.8 million was identified as a funding amount. This effectively serves as a legitimate placeholder within the CEDS document. The potential awarding of a grant will be dependant upon identifying an advanced manufacturing business to occupy the property, the number and quality of the jobs being created, determination of the specific infrastructure (utilities, internal roads, and storm water management) necessary to support the development, and available EDA funding.

The 2012 CEDS document was approved by the West Michigan Regional Planning Commission on September 21, 2012. It will be forwarded to the EDA in November. Resolutions of approval from the membership of the WMRPC are requested in to accompany the document submittal.

BUDGET IMPACT:

If the City is awarded an EDA grant for the redevelopment of Site36 match monies will be required. These matching funds may come from a variety of sources, including State, local, foundation or private entities.

DRAFT

**2012 COMPREHENSIVE ECONOMIC
DEVELOPMENT STRATEGY**

For

**Allegan, Ionia, Kent, Mecosta,
Montcalm, Osceola, and Ottawa Counties**

Prepared by the

WEST MICHIGAN REGIONAL PLANNING COMMISSION

submitted as Region 8's

Comprehensive Economic Development Strategy (CEDS)

**in accordance with requirements of the
U.S. Economic Development Administration**

August 2012

City of Wyoming – Kent County – Site36 (Redevelopment of 36th Street GM Plant)

This is the site of a former GM Plant located on a 92 acre site on 36th Street, just east of US-131. The former 3 million square foot facility has been demolished and the site is being prepared and marketed for manufacturers and other businesses. Site36 is designed as a public-private partnership between the City of Wyoming, the developer, Lormax Stern, and the economic developer, The Right Place, Inc. Together, this redevelopment team has set a vision to attract one or two large-scale smart manufacturers that will carry forward the site’s legacy of generating long-term economic growth (the former plant was built in the 1930s and employed 3,500 people).

Located in the City of Wyoming in the heart of West Michigan, the expansive site is serviced by nearly every major mode of transportation. This site has immediate access to a major north/south highway, US-131, direct freight rails service, and is eight miles from the Gerald R. Ford International Airport. Site36 offers some of the best industrial infrastructure in Michigan. The site is development-ready with industrial water, sewer, power, and unlimited options for added utility infrastructure and support. From high speed fiber-optic communication lines to state-of-the-art power, Site36 has the capacity to power any business into the future.

When fully remediated and readied for development, Site36 will be pre-approved by environmental and government agencies, making it one of the most sought-after manufacturing sites in the Midwest.

Street and utility extensions to accommodate advanced manufacturing facilities are needed to complete the site.

Estimated Cost: \$1.8 million

Project Evaluation Score

<u>Category</u>	<u>Score</u>	<u>Category</u>	<u>Score</u>
EDA Eligibility	2	Ownership	5
Employment	6	WMRPC Membership	5
Ratio of EDA Share to Jobs	5	Community Goals	5
Investment Priorities	6	Private Sector Support	5
Regional Impact	5	Private Sector Investment	5
Matching Funds	5	Regional Cooperation	5
Engineering	0	Total	66
Utilities	7	Ranking	2/24

Broadband Internet Partnership – Mecosta County – Broadband Implementation and Training

This is a project to bring Broadband/High Speed Internet to the underserved rural population in Mecosta County. The project will include education programs and computer centers. BIP is

2012 EDA Targeted Community Projects Summary – Ranked in Order

Rank	Project	Cost
1/24	Lakewood Wastewater Authority – Ionia County – Wastewater Expansion Project	\$4,211,000
* 2/24	City of Wyoming – Kent County – Site36 (Redevelopment of 36th St. GM Plant)	\$1,800,000
3/24	City of Big Rapids – Mecosta County – Baldwin Street Bridge and Industrial Park Improvements	\$5,800,000
4/24	City of Reed City – Osceola County – Waste to Energy Bio-Bas Project	\$3,000,000
5/24	City of Grand Rapids – Kent County – Seward Avenue Extension, Wealthy Street to Butterworth Avenue	\$10,300,000
5/24	Osceola County Brownfield Redevelopment Authority – Osceola County – Revolving Loan Fund	\$425,000
6/24	City of Grand Rapids – Kent County – Life Science Research Incubator/Accelerator Feasibility Study	\$100,000
7/24	Montcalm Community College – Montcalm County – Montcalm County Business and Technology Incubator	\$3,000,000
8/24	City of Holland – Ottawa County & Allegan County – West Michigan Regional Airport Renovation	\$24,000,000
9/24	City of Allegan – Allegan County – Allegan Area Business Park	\$1,000,000
9/24	City of Grand Rapids – Kent County – Godfrey Avenue from South City Limits to Market Avenue	\$12,050,000
9/24	City of Reed City – Osceola County – Relocate Production Water Well #4	\$500,000
10/24	Broadband Internet Partnership – Mecosta County – Broadband Implementation and Training	TBD
11/24	Allegan County Road Commission – Allegan County – 146th Avenue	\$500,000
11/24	City of Grand Rapids – Kent County – Grand Rapids Eastern Rail Corridor from Leonard Street/Plainfield Avenue to Michigan Street/East Beltline	\$26,000,000
11/24	City of Big Rapids – Mecosta County – Airport Runway Extension	\$3,000,000
12/24	Village of Pewamo – Ionia County – State Street and Utility Revitalization	\$500,000
12/24	Ottawa County – Agricultural Technology Business Incubator	\$5,000,000
12/24	City of Holland – Ottawa & Allegan Counties – Industrial District Heating	\$60,000,000
13/24	City of Reed City – Osceola County – Upgrade WWTP Processing Equipment	\$2,500,000
13/24	City of Holland – Ottawa & Allegan Counties – New Industrial Road South of 48th Street	\$12,000,000
14/24	City of Big Rapids – Mecosta County – Street Improvements	\$2,230,000
14/24	Osceola County – City of Evart Downtown Business Incubator	\$200,000
15/24	City of Reed City – Osceola County – Water & Sewer Transmission Line Replacement (Chestnut Avenue), old US-131	\$1,500,000
Total		\$179,616,000

RESOLUTION NO. _____

RESOLUTION TO REAFFIRM THE COMMUNITY DEVELOPMENT
BLOCK GRANT PROGRAM CITIZEN PARTICIPATION PLAN
FOR THE CITY OF WYOMING

WHEREAS:

1. The City of Wyoming is required, and has previously adopted, a Citizen Participation Plan (CPP) in order to apply for and spend Federal Department of Housing and Urban Development Community Development Block Grant (CDBG) funds.
2. The City is required to follow a CPP, which sets forth the City's policies and procedures to provide its citizens with adequate opportunities to participate in the development, implementation and evaluation of the Consolidated Housing and Community Development Plan.
3. Upon periodic review of the CPP for accuracy and compliance with federal regulations, it is necessary for the City to reaffirm the adopted CPP.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby reaffirm the adopted Wyoming Citizen Participation Plan.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on:

Heidi A. Isakson, Wyoming City Clerk

ATTACHMENT:

Wyoming Citizen Participation Plan

STAFF REPORT

Date: October 2, 2012

Subject: Council Reaffirmation of the Wyoming Citizen Participation Plan

From: Rebecca Rynbrandt, Director of Community Services

Meeting Date: October 15, 2012

RECOMMENDATION:

It is recommended that the City Council affirm the Wyoming Citizen Participation Plan (CPP) for its Community Development Block Grant (CDBG) program.

SUSTAINABILITY CRITERIA:

Environmental Quality – Our CDBG program’s activities support the following national objectives which have a direct impact on the City’s environment: 1) Benefit to low- and moderate-income (LMI) persons; 2) Aid in the prevention or elimination of slums or blight.

Social Equity – The CPP sets forth the City’s policies and procedures to provide its citizens with adequate opportunities to participate in the development, implementation and evaluation of the Consolidated Housing and Community Development Plan (CHCDP). The CPP strives to ensure that all segments of our community have equitable opportunity to provide input into the development and expenditures of our community development program.

Economic Strength –The CHCDP consists of the overall five year plan and corresponding one year plans which identify the housing and economic needs of the city, prioritizes those needs and formulates an implementation strategy to address the needs based on available funds. Well maintained housing is a foundational element in our community’s economic vitality. Correspondingly, citizen participation in the plan’s development supports our community’s economic strength.

DISCUSSION:

As part of our ongoing review of policies and procedures within our CBDG program, Kim Lucar brought to my attention that the CPP lacked a date of approval by the City Council.

The City of Wyoming has operated under the attached policy for over 30 years. Said policy has been approved by and on file with HUD. A review of the policy at this time affirms that it remains in compliance with current HUD standards and that no changes

are necessary. In addition, review by our City Attorney has occurred, finding no recommendations for change. In order to further establish a clean record, we are seeking Council action to affirm the policy.

BUDGET IMPACT:

Does not apply.

WYOMING CITIZEN PARTICIPATION PLAN WYOMING, MICHIGAN

Introduction

The following Citizen Participation Plan (CPP) sets forth the City of Wyoming's (the City) policies and procedures to provide its citizens with adequate opportunities to participate in the development, implementation and evaluation of the Consolidated Housing and Community Development Plan (CHCDP). The CHCDP consists of a five year plan and one year plans which identify the housing and economic needs of the city, prioritizes those needs and formulates an implementation strategy to address the needs based on available funds.

I. General

A. Requirement to Adopt

The City is required to adopt a CPP in order to apply for and spend Federal Department of Housing and Urban Development Community Development Block Grant (CDBG) funds [24CFR91.105(a)].

B. Encouragement of Citizen Participation

1. General

The City encourages its citizens to participate in the development of the CHCDP, any amendments to the plan and the plan's performance report. The City will encourage citizen participation through a Community Development Committee (CDC) appointed by the City Council. The CDC shall be made up of 9 city residents which will represent the City at large. The CDC will recommend an annual CHCDP to the City Council and will also approve any amendments.

2. Low- and Moderate-Income Persons

The City encourages participation by low- and moderate-income persons in blighted areas as well as other areas where CDBG funds are proposed to be used. The City will also take whatever actions deemed necessary to encourage the participation of all its citizens, including minorities, non-English speaking persons and persons with disabilities.

3. Public Housing Agencies, Residents of Public Housing and Assisted Housing

The City encourages, in conjunction with consultation with public housing authorities, the participation of residents of public housing and assisted housing developments, in the citizen participation process.

4. Citizen Comments on CPP

The City will provide citizens reasonable opportunity to comment on the CPP and any amendments through public hearings with a 15 day published public notice. The CPP will be available to the public at the Wyoming City Offices, 1155 28th St SW Wyoming MI 49509, and the Wyoming Public Library, 3350 Michael SW Wyoming MI 49509. The CPP will be in a format accessible to persons with disabilities, upon request.

II. Citizen Participation in the Development of the Consolidated Housing and Community Development Plan (CHCDP)

A. General

This section sets forth the policies and procedures concerning citizen participation for the development of the CHCDP.

B. Proposed CHCDP

1. Items to be Included in Notices

Before the City adopts a CHCDP, the City will make available to citizens, public agencies and other interested parties information that includes the amount of assistance the City expects to receive (including grant funds and program income) and the range of activities that may be undertaken, including the estimated amount that will benefit persons of low- and moderate-income.

2. Plans to Minimize Displacement

Consistent with the goals and objectives of activities assisted under the Housing and Community Development Act of 1974, as amended, the City will take the following steps to minimize the displacement of persons from their homes:

- a. For development projects, alternate designs will be developed and extra weight will be given to alternatives having fewer displaced persons.
- b. Priorities will be given to those projects with vacant structures.
- c. Significant displacement will occur only when City officials believe that there is significant neighborhood value gained with the project.
- d. Displacees shall have priority in obtaining available subsidized housing units.

3. Availability of Proposed Plan Information

The proposed CHCDP will be available at the Wyoming City offices and the Wyoming Public Library.

C. Publishing and Disseminating of Proposed CHCDP Information

Prior to adoption by the City Council, a summary of the CHCDP will be published in a newspaper of general circulation and will also be available at the Wyoming City Offices and Wyoming Public Library. The summary will describe the contents of the CHCDP and will include a list of the locations where copies of the entire proposed CHCDP may be examined. The City will provide a reasonable number of copies of the CHCDP to citizens and groups that request it.

D. Public Hearing for Proposed CHCDP

At least one public hearing will be held during the development phase of the proposed CHCDP.

E. Comment Period

The city will provide a period, of not less than 30 days, to receive comments from citizens on the proposed CHCDP.

F. Citizen Comments on Proposed CHCDP

The city will consider any comments or views of citizens received in writing, or orally at public hearings, in preparing the final CHCDP. A summary of all comments or views will be attached to the final CHCDP.

III. Amendments to the CHCDP

A. Criteria for Amendment

An amendment to the CHCDP is required whenever there is a “substantial change” in the purpose, scope, location or beneficiaries of an activity. This includes substantial changes in the use of CDBG funds from one eligible activity to another. A “substantial change” occurs whenever one or more of the following factors are in evidence:

1. Purpose: The scope changes, as noted in No. 2 below.
2. Scope: The dollar amount of all activity changes exceeds 15 percent of the applicable fiscal year’s CDBG grant.

WYOMING CITIZEN PARTICIPATION PLAN

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B. Notice and Opportunity to Comment

A notice in a newspaper of general circulation will be published when considering an amendment to the CHCDP. The City will provide a period, or not less than 30 days, to receive comments from citizens on the proposed amendment.

C. Summary of Comments

The City will consider any comments or views of citizens received in writing, or orally at public hearings, in preparing an amendment to the CHCDP. A summary of all comments or views will be attached to the amendment of the CHCDP.

IV. Performance Reports

A. Notice and Opportunity to Comment

A notice in a newspaper of general circulation will be published concerning the CHCDP performance report. The City will provide a period, of not less than 15 days, to receive comments from citizens on the CHCDP performance report.

B. Summary of Comments

The City will consider any comments or views of citizens received in writing, or orally at public hearings, in preparing the CHCDP performance report. A summary of all comments or views will be attached to the CHCDP performance report.

V. Public Hearings

A. General

The City will hold a minimum of two public hearings per year to obtain citizens' views and to respond to proposals and questions, one at the development stage and one at the final stage. The first hearing will address housing and community development needs, development of proposed activities and review of program performance. The second hearing will be held to obtain citizen comments prior to final adoption of the CHCDP.

B. Notice

Notices for these meetings will be published in a newspaper of general circulation.

C. Times and Locations

These notices will be published not less than 15 days prior to each hearing and will be posted at the Wyoming City Offices and the Wyoming Public Library.

WYOMING CITIZEN PARTICIPATION PLAN

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D. Needs of Non-English Speaking Residents

When a significant number of non-English speaking residents can be reasonably expected to attend a public hearing, an interpreter will be present.

VI. Meetings

All meetings will be publicly announced and be at a handicapped accessible public building and held between the hours of 7:00 PM and 11:00 PM EST.

VII. Availability of Information to the Public

The CHCDP, any amendments and the performance report will be available during normal business hours at the Wyoming City Offices and the Wyoming Public Library. The documents will be available in a form accessible to persons with disabilities, upon request.

VIII. Access to Records

The City will provide citizens, public agencies and other interested persons access to information and records relating to the CHCDP and use of assistance under the programs completed during the preceding five years.

IX. Technical Assistance

The City will provide reasonable technical assistance to groups representative of persons of low- and moderate-income that request such assistance in developing proposals for funding assistance under any of the programs covered by the CHCDP.

X. Complaints

The City will provide a substantive written response to every written citizen complaint, within 15 working days, with regard to the CHCDP, any amendments and the performance report.

XI. Use of Citizen Participation Plan

The City will follow its Citizen Participation Plan.

XII. Jurisdiction Responsibility

The Department of Housing and Urban Development requirements for citizen participation do not restrict the responsibility or authority of the City for the development and execution of its CHCDP.

Wyoming City Council Reaffirmation: _____

RESOLUTION NO. _____

A RESOLUTION TO AUTHORIZE THE MAYOR AND CITY CLERK TO ENTER INTO A
NONPROFIT ORGANIZATION PARTICIPATION AGREEMENT FOR DTE ENERGY'S
RESIDENTIAL ENERGY EFFICIENCY ASSISTANCE PROGRAM

WHEREAS:

1. The City of Wyoming Community Development (CD) Rehabilitation Home Loan program works to ensure low and moderate income homeowners can maintain safe, code compliant housing.
2. CD rehabilitation funds activities including wall and band joist insulation, use of programmable thermostats, and replacing natural gas furnaces.
3. DTE has created a rebate program which would provide for program income to the CD Rehabilitation Home Loan program for its repairs and improvements on low-income homeowner properties.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council hereby authorizes the Mayor and City Clerk to enter into a nonprofit organization participation agreement for DTE Energy's Residential Energy Efficiency Assistance Program.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on:

Heidi A. Isakson, Wyoming City Clerk

ATTACHMENTS:
Agreement

STAFF REPORT

Date: October 2, 2012

Subject: DTE Residential Energy Efficiency Program (a.k.a. Rebate Program)

From: Rebecca Rynbrandt, Director of Community Services

Meeting Date: October 15, 2012

RECOMMENDATION:

It is recommended that the City Council enter into an agreement with DTE Energy for its Residential Energy Efficiency Assistance Program (REEAP).

SUSTAINABILITY CRITERIA:

Environmental Quality – The City of Wyoming Community Development Rehabilitation Home Loan program works to ensure low and moderate income homeowners can maintain safe, code compliant housing. Our program works to limit community blight and deteriorated housing thereby maintaining stable property values for our neighborhoods.

Social Equity – DTE Energy is required to reinvest a portion of its proceeds into energy efficiency programs. To this end, they have developed REEAP, a program seeking to address energy loss in homes of low and moderate income persons. Income eligibility requirements are:

- Current program participants at or below 200 percent of the FY 2012 Federal Poverty Guideline or the 2012 HUD Low Income Limit (at or below 80 percent AMI as per Section 8, Section 221(d) (3) BMIR, Section 235 and Section 236).
- Participants deemed eligible for any of the following state of Michigan, federal or nonprofit low-income programs: LIHEAP, FAP, SSI, SER, AFDC, TANF, WAP, THAW or WIC

Economic Strength –REEAP, in partnership with our Community Development Rehabilitation Home Loan program, offers an opportunity for the City of Wyoming to obtain rebates. Per our CDBG program the City of Wyoming would participate in the following rebate activities:

- wall insulation
- band (rim) joist insulation
- programmable thermostat's
- natural gas furnace replacements

Rebates, the value of which is noted on the attached Energy Efficiency Assistance Program Measures flyer, would be considered program income attributed to a specific property, thus lowering our low-income homeowner's loan principal. Program income is re-invested in the CDBG fund for expanded programming.

DISCUSSION:

As the City of Wyoming must pre-qualify our Rehab Loan program clients, we collect all the information necessary to participate in this program. To remain active and in good standing with the DTE program we would need to process two (2) rebates per every 180 days (6 months) or five (5) within a one-year period. As we have a CDBG program goal of impacting 19 homes this year, such requirements shall be met.

BUDGET IMPACT:

At a minimum, we anticipate to generate \$10,000 in rebates (e.g. program income) through this program.



Save energy.
Save money.
Together we will.

Residential Energy Efficiency
Assistance Program
Nonprofit Organization
Participation Agreement

Together we can help customers save energy and money!

DTE Energy has a portfolio of programs promoting energy efficiency and conservation that includes incentives and education. DTE Energy's residential Energy Efficiency Assistance (EEA) Program offers incentives to participating nonprofit organizations for identifying qualified low-income residential DTE Energy electric and MichCon gas customers, in a fairly wide variety of low-income programs, and for taking the lead in selecting appropriate energy efficiency measures for those customers. DTE Energy will then share the cost of the installation of selected qualifying energy-efficient measures in those residences with the nonprofit organization.

Qualified housing development and weatherization organizations interested in participating in the DTE Energy residential EEA Program ("Program") should complete this Participation Agreement, which is intended to spell out the relationship between the nonprofit organization ("NPO") and DTE Energy, and defines the terms under which the NPO agrees to participate in the Program. Under the terms of this Agreement, the parties mutually agree to the following:

DTE Energy offers the NPO, upon completion and acceptance of this Participation Agreement, and completion of any required training:

- Incentives, for applicable measures installed in residences of eligible income qualified customers, as funds are available
- Written Program procedures, requirements and qualifying measure specifications
- Random pre and post-installation verification of qualifying measures and on-going support to ensure best-practices
- If requested, the NPO's contact information will be placed on the participating nonprofit organization list on DTE Energy's website.
 - The NPO agrees that DTE Energy provides the list of participating non-profit organizations solely for informational purposes. DTE Energy is not responsible for and makes no guarantees on the quality of the NPO's work or products, nor of the Program eligibility of any referred applicants.

Nonprofit Organization (NPO) Agrees to:

- Follow all instructions outlined in this Participation Agreement and associated Program Guidelines in effect at the time of measure installation.
- Ensure DTE customers meet income eligibility guidelines.*

*Examples of income eligibility that may qualify an account holder are as follows: Clients at or below 200% of the FY 2012 Federal Poverty Guideline or the 2012 HUD Low Income Limit (at or below 80% AMI as per Section 8, Section 221(d)(3) BMIR, Section 235 and Section 236) may be eligible for DTE Energy's Efficiency Assistance Program. A client may also qualify if deemed eligible for any of the following State of Michigan, Federal or nonprofit low income programs: LIHEAP, FAP, SSI, SER, AFDC, TANF, WAP, THAW or WIC.
- Submit a minimum of two (2) qualifying Rebate Applications every 180 days and a minimum of five (5) within a one-year period. A NPO not meeting these minimum requirements will be considered as non-participating and may be removed from the Program. NPOs are encouraged to submit their applications online at www.dteenergyeea.com or via the NPO Rebate Application Form ("Rebate Application").
- NPO shall (and shall also require its contractors to do so) advise eligible customers for whom audits, installations and other Program work is being performed that any and all material and/or service warranty issues will be addressed by the contractor completing the work and that any questions or issues shall be directed to that contractor and not to DTE Energy.
- Hold and maintain required licenses and insurance coverage, including documentation of licenses and insurances of subcontractors, while participating in the Program.
- Utilize only State of Michigan Weatherization BPI, RESNET or equivalent certified technicians to perform comprehensive home energy audits.
- Install all qualifying measures for which incentives are provided in a professional manner, consistent with industry standards, and in conformance with all applicable building codes, zoning laws, and local, state and federal requirements.
- NPO shall (and shall also require its contractors to do so) advise eligible customers for whom audits, installations and other Program work is being performed that any and all material and/or service warranty issues will be addressed by the contractor completing the work and that any questions or issues shall be directed to that contractor and not to DTE Energy.
- While performing any activities connected to the Program, such as comprehensive home energy audits, installation of measures, or post-installation diagnostic tests and inspections, the NPO must comply with all applicable State of Michigan Technical Weatherization Polices, BPI, RESNET or equivalent, Program-approved certification standards governing home performance inspections, diagnostics and treatments.

- In order to comply with the Program's core requirement to educate homeowners on their energy usage during a comprehensive home energy audit, NPO must provide the homeowner with professional documentation containing comprehensive recommendations for improving the energy efficiency, comfort, and safety of the home.
 - NPO must agree to allow random field inspections by DTE Energy of work that has been performed. NPO, upon request from DTE Energy, and at no additional cost to the customer, shall make reasonable repairs or corrections to work that NPO has performed to bring such work up to Program standards.
 - Maintain and retain accurate business records relating to the installation of qualifying measures according to customary industry or federal practice.
 - For all installations, accurately document the measure detail** required on the Application form (Rebate Application available at www.dteenergy.com).
- **Misrepresentation of the installed measures will not be tolerated. If the NPO is found in violation of this or any of the terms of the Agreement and/or policies and procedures, it will be subject to removal from the Program or restricted Program participation.
- Submit all paperwork, including Rebate Application (filled out completely) and invoice (model, serial number, quantity of installed measures and installation date), on all installed equipment.
 - Participating NPO shall not communicate with the media about the Program without written authorization and coordination with DTE Energy.
 - Use DTE Energy Residential Program promotional materials (including DTE Energy logo) only as directed with the express written consent of DTE Energy.
 - Submit Rebate Application and required paperwork within 120 days of installation date on application.

DTE Energy and the NPO agree to the following additional Terms and Conditions:

Independent Contractor: The relationship between DTE Energy and the NPO is strictly that of owner and independent contractor. The NPO has no authority to represent or work on behalf of DTE Energy, and may not imply such authority either verbally or through the use of any DTE Energy logos, trademarks or service marks.

Compliance: The NPO must comply with all applicable laws and codes. Failure of the NPO to comply with applicable laws, codes or DTE Energy guidelines or any failure to resolve customer concerns may result in the NPO's removal from the Program.

No Endorsements: Participating NPO status does not imply DTE Energy's endorsement of the NPO in any way; it simply identifies those NPO's who have adhered to the Program requirements, are committed to actively promoting the Program, and agree to complete the Rebate Application.

Term: The term of this Participation Agreement and NPO's involvement in the program shall begin September 1, 2012 and end December 31, 2012. DTE Energy may, at any time and for any reason terminate his Participation Agreement and NPO's work hereunder by providing three days prior written notice.

Directory Information: The information provided in the "Participating Nonprofit Organization Information" section of the Participation Agreement will be the information listed in the Participating Nonprofit Organization Directory. When signing this Participation Agreement, the NPO confirms that it will ensure staff ARE adequately trained on the Program and will participate by pursuing eligible rebates offered, and share appropriate funding credit to income qualified customers. In cases of noncompliance, the NPO will be subject to removal from the Program.

Confidentiality: Any information received by the NPO through its collection of customer data and any and all records, data or information made available to the NPO through EEA shall be considered confidential data belonging to DTE Energy. The NPO agrees to hold all such data confidential and shall not disclose it to any third party for any reason. Further, any information provided to the NPO during the engagement, including but not limited to any confidential company or customer data, shall be returned or destroyed at DTE Energy's (or its contractor's) request. The NPO shall not use any confidential company or customer data for any purpose whatsoever except for the purposes set forth in the Participation Agreement. Furthermore, should the NPO either receive or develop during the process of completing the work hereunder any aggregate data with respect to DTE Energy or its customers, the NPO shall not, either during the term of the Agreement or thereafter, reverse engineer or otherwise manipulate such data for the purpose of obtaining personally identifiable customer information.

Liability: The NPO acknowledges and agrees that DTE Energy is merely providing incentives to NPOs and rebates for qualified installs, and, therefore, is not responsible for any losses, liabilities, claims, damages or expenses (including attorneys' fees) arising out of or in any way connected with the Program, including but not limited to death or injury to any person, warranty claims based on the Program work, or damage to any property ("Claims") and the NPO shall defend, indemnify and hold DTE Energy harmless from and against any and all Claims.

Participating NPO Information

Organization:		Tax ID#:	
Tax Exempt Status:			
Street Address:			Apt/Ste:
City:		State:	ZIP:
Phone:		Fax:	
Primary Email (including flaw responses):		Secondary Email (program updates only):	
Website:			

Website Locator Listing

Please select "Yes" or "No" to indicate your Organization's desire to be included on DTE Energy's website as a provider of:
Energy Efficiency Assistance Yes No

Participating NPO Signature

By signing below, a duly authorized officer or director of the NPO confirms: (i) The NPO has read, understood and agreed to all of the definitions, terms and conditions that are a part of this Agreement and the referenced Rebate Application; and (ii) the organization does not have any unresolved or outstanding complaints before the Michigan Department of Human Services or Licensing and Regulatory Affairs, or a pattern of outstanding litigation that involves his or her work and does not employ contractors with outstanding complaints.

Organization Representative

Name (please print):	
Title:	
Signature:	Date:

Please submit this NPO Agreement via mail, email or fax to:

DTE Energy
c/o ICF International
719 Griswold, Suite 820
Detroit, MI 48226

Email: EEA@icfi.com

Fax: 313.394.0545

For more information about the DTE Energy residential Energy Efficiency Assistance program, call 313.394.0197 or visit www.dteenergy.com.



Energy Efficiency Assistance Program Measures

Measure	Required Information to Claim Measure	Unit of Measure for Rebate	Total Rebate
Electric Utility Measures:			
CFL Bulbs (Maximum of 20 per household)	<ul style="list-style-type: none"> Must replace 60-watt or greater incandescent bulbs in fixtures used greater than 2 hours/day 	Per Unit	\$3.00
ENERGY STAR® Refrigerator Replacement	<ul style="list-style-type: none"> Include copy of refrigerator invoice with client name 	Per Unit	\$334.00
Variable speed furnace motor (ECM)	<ul style="list-style-type: none"> Include copy of the HVAC invoice indicating new furnace is equipped with variable speed motor (ECM) and include client name 	Per Unit	\$270.00
Gas Utility Measures:			
Attic Insulation	<ul style="list-style-type: none"> Minimum 10% infiltration reduction, with blower door pre- and post-test Attic Insulation claimed in combination with Air Sealing requires 20% minimum infiltration reduction Include contractor's invoice or Certificate of Insulation indicating square feet of insulation installed Only attic insulation qualifies 	Per Square Foot Installed	\$0.55
Mobile Home Belly Insulation	<ul style="list-style-type: none"> Include contractor's invoice or Certificate of Insulation indicating square feet of insulation installed May not exceed square footage of mobile home 	Per Square Foot Installed	\$0.55
Wall Insulation	<ul style="list-style-type: none"> Include contractor's invoice or Certificate of Insulation indicating square feet of insulation installed 	Per Square Foot Installed	\$0.55
Band (Rim) Joist Insulation	<ul style="list-style-type: none"> Include contractor's invoice or Certificate of Insulation indicating square feet of insulation installed Penetrations must be sealed before insulation installation 	Per Square Foot Installed	\$0.42
Air Sealing	<ul style="list-style-type: none"> Minimum 10% infiltration reduction, with blower door pre- and post-test Air sealing claimed in combination with attic insulation requires 20% minimum infiltration reduction Provide square footage of conditioned living space 	Per Square Foot of Conditioned Living Space	\$0.24
Programmable Thermostat	<ul style="list-style-type: none"> Provide square footage of conditioned living space 	Per Unit	\$54.00
Natural Gas Furnace O&M Tune-up	<ul style="list-style-type: none"> May not claim in combination with natural gas furnace replacement Include copy of the HVAC invoice: Model, serial number, output (must be provided in kBtu), and client name 	Per Unit	\$60.00
Natural Gas Furnace Replacement (.95 AFUE +)	<ul style="list-style-type: none"> Must replace existing natural gas furnace Include copy of the HVAC invoice: Model, serial number, output (must be provided in kBtu), and client name 	Per Unit	\$1,620.00
Natural Gas Boiler Replacement (.95 AFUE +)	<ul style="list-style-type: none"> Must replace existing natural gas boiler Include copy of the HVAC invoice: Model, serial number, output (must be provided in kBtu), and client name 	Per Unit	\$1,620.00

RESOLUTION NO. _____

RESOLUTION FOR AUTHORIZATION OF ADDITIONAL FUNDS
FOR MEDIAN AND MISCELLANEOUS MOWING 2012

WHEREAS:

1. On December 19, 2011, the City Council awarded the bid for median mowing to Natural Landscapes and the mowing of the cul-de-sacs and miscellaneous parcels to Kuiper Landscape Management, Resolution Number 24092.
2. Due to the unusually warm weather this spring, the Public Works Department authorized the mowing companies to begin mowing one month earlier than was requested in the bid award.
3. An additional \$7,500.00 is requested for the median mowing and \$5,000.00 is requested for the miscellaneous mowing locations. Sufficient funds are available in the Major Street Maintenance and Local Street Maintenance accounts, 202-441-46300-930.000 and 203-441-46300-930.000.

NOW, THEREFORE, BE IT RESOLVED:

The City Council authorizes additional funds to Natural Landscapes for the mowing of medians and authorizes additional funds to Kuiper Landscape Management for mowing the cul-de-sacs and miscellaneous parcels.

Moved by Councilmember:
Seconded by Councilmember:
Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on: October 15, 2012.

Heidi A. Isakson, Wyoming City Clerk

ATTACHMENTS:
Staff Report

STAFF REPORT

DATE: October 9, 2012

SUBJECT: Authorization of Additional Funds – Median and Miscellaneous Mowing

FROM: William D. Dooley, Director of Public Works

Date of Meeting: October 15, 2012

RECOMMENDATION

The Public Works Department recommends that the City Council authorizes additional funds to Natural Landscapes for the mowing of medians. It is also recommended that the City Council authorizes additional funds to Kuiper Landscape Management for mowing the cul-de-sacs and miscellaneous parcels.

SUSTAINABILITY CRITERIA

Environmental Quality

This program keeps the weeds from spreading through the neighborhoods.

Social Equity

This program is spread throughout the entire City. The cost of the program is covered by the Motor Fuel Tax collected by the State of Michigan

Economic Strength

Mowing the medians and miscellaneous locations maintains aesthetics of the community and contributes to maintaining property values.

DISCUSSION

On December 19, 2011, the City Council awarded the bid for median mowing to Natural Landscapes and the mowing of the cul-de-sacs and miscellaneous parcels to Kuiper Landscape Management, Resolution Number 24092. Due to the unusually warm weather this spring, the Public Works Department authorized the mowing companies to begin mowing six weeks earlier than was requested in the bid award.

BUDGET IMPACT

An additional \$7,500.00 is requested for the median mowing and \$5,000.00 is requested for the miscellaneous mowing locations. Sufficient funds are available in the Major Street Maintenance and Local Street Maintenance accounts, 202-441-46300-930.000 and 203-441-46300-930.000.

ATTACHMENTS:

Resolution Number 24092
Staff Report – December 13, 2011

RESOLUTION NO. 24092

RESOLUTION TO AWARD THE BID FOR MEDIAN AND
MISCELLANEOUS MOWING FOR 2012, 2013, AND 2014

WHEREAS:

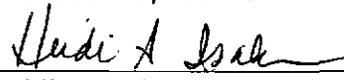
1. On October 25, 2011, the City received seven bids for Median and Miscellaneous Mowing.
2. The City maintains, mows and edges approximately 30 acres of medians and 168 miscellaneous locations throughout the City during approximately twenty-six weeks each year.
3. Natural Landscapes, LLC., submitted the lowest bid of \$24,938.00 to mow the medians and Public Works site for 2012, 2013, and 2014.
4. Kuiper Landscape Management, submitted the lowest bid of \$19,804.00 to mow the 168 miscellaneous locations for 2012, 2013, and 2014.
5. Sufficient funds have been appropriated in the Major Street Maintenance account 202-441-46300-930.000 and the Local Street Maintenance account 203-441-46300-930.000.

NOW, THEREFORE, BE IT RESOLVED:

1. The Wyoming City Council awards the bid for mowing the medians and Public Works site to Natural Landscapes, LLC., in the amount of \$24,938.00.
2. The Wyoming City Council also awards the bid for mowing 168 miscellaneous locations to Kuiper Landscape Management, in the amount of \$19,804.00.

Moved by Councilmember: Burrill
Seconded by Councilmember: Voorhees
Motion Carried Yes 7
 No 0

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on: December 19, 2011.


Heidi A. Isakson, Wyoming City Clerk

ATTACHMENTS:
Staff Report
Bid Tabulation

STAFF REPORT

DATE: December 13, 2011
SUBJECT: Award of Bid for Median and Miscellaneous Mowing
FROM: William D. Dooley, Director of Public Works
Date of Meeting: December 19, 2011

RECOMMENDATION

It is recommended that the City Council award the bid to Natural Landscapes for the mowing of medians and Public Works site portion of the bid. It is also recommended that the City Council award the bid to Kuiper Landscape Management for mowing the cul-de-sac and miscellaneous parcel portion of the bid.

SUSTAINABILITY CRITERIA

Environmental Quality

This program keeps the weeds from spreading through the neighborhoods.

Social Equity

This program is spread throughout the entire City. The cost of the program is covered by the Motor Fuel Tax collected by the State of Michigan

Economic Strength

Mowing the medians and miscellaneous locations maintains aesthetics of the community and contributes to maintaining property values.

DISCUSSION

On Tuesday, October 25, 2011, the City received seven bids for median and miscellaneous mowing. Invitations to bid were sent to seven prospective bidders. The bid is for mowing the areas the Public Works operation is responsible for over the next three years. The medians and Public Works site account for 30.12 acres at 10 separate locations that are mowed every week. The cul-de-sacs account for 76 locations that are mowed once every 2 weeks. The miscellaneous parcels account for 92 locations that are mowed every 2-8 weeks depending upon the location.

Two of the bidders submitted NO BID's. Natural Landscapes submitted the lowest bid for the medians and Public Works site portion of the bid. Kuiper Landscape Management submitted the lowest bid for the cul-de-sac and miscellaneous location portions of the bid. A tabulation of the bids is attached.

BUDGET IMPACT

Sufficient funds have been budgeted in the Major Street Maintenance and Local Street Maintenance accounts, 202-441-46300-930000 and 203-441-46300-930000.

WDD:wsz

RESOLUTION NO. _____

RESOLUTION TO ACCEPT GRANT FUNDING
RECEIVED THROUGH THE CITY OF GRAND RAPIDS
– COMBINED AUTO THEFT TEAM
– MULTI-JURISDICTIONAL TASK FORCE

WHEREAS:

1. The City of Wyoming has requested to participate in the "Combined Auto Theft Team" CATT – City of Grand Rapids Multi-Jurisdictional Task Force, as appointed by the State of Michigan Automobile Theft Prevention Authority.
2. The City of Wyoming would accept \$59,854 in grant funds designated for 50% of salary, fringe benefits and vehicle rental for one Wyoming Police Department Detective participating in the Multi-jurisdictional Task Force.
3. That the City of Wyoming Police Department is authorized to receive said grant funds from the City of Grand Rapids, where their Police Department is serving as host agency for the Multi-jurisdictional Task Force.

NOW, THEREFORE, BE IT RESOLVED:

1. Chief James Carmody shall serve on the Board of Directors of the Task Force.
2. Timothy Smith shall serve as the Finance Director responsible for the Wyoming Police Department quarterly financial status reports to be submitted to the City of Grand Rapids for reimbursement.
3. The attached Budget Amendment is approved.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on: October 15, 2012.

Heidi A. Isakson, Wyoming City Clerk

Attachments
Budget Detail Report
Grant Contract
Budget Amendment

Resolution No. _____

CITY OF WYOMING BUDGET AMENDMENT

Date: October 15, 2012

Budget Amendment No. 02 1

To the Wyoming City Council:

A budget amendment is requested for the following reason: To appropriate \$119,710 of budgetary authority and to recognize related grant revenue to be received through the City of Grand Rapids Combined Auto Theft Team Multi-Jurisdictional Task Force per attached resolution.

<u>Description/Account Code</u>	<u>Current</u>	<u>Increase</u>	<u>Decrease</u>	<u>Amended</u>
General Fund				
State Grants Auto Theft Prevention Authority ATPA post 2009.2013.Revenue				
101-543.000 ATPA post 2009.2013.Revenue	\$0	\$119,710		\$119,710
Police - Crime Investigation Services - Salaries - Uniform Salaries ATPA post 2009.2013.Expense				
101-305-31000-705.000 ATPA Post 2009.2013	\$0	\$66,550		\$66,550
Police - Crime Investigation Services - Salaries - Uniform O.T. Salaries ATPA post 2009.2013.Expense				
101-305-31000-709.000 ATPA Post 2009.2013	\$0	\$3,330		\$3,330
Police - Crime Investigation Services - FICA ATPA post 2009.2013.Expense				
101-305-31000-715.000 ATPA Post 2009.2013	\$0	\$5,340		\$5,340
Police - Crime Investigation Services - Hospitalization ATPA post 2009.2013.Expense				
101-305-31000-716.000 ATPA Post 2009.2013	\$0	\$19,860		\$19,860
Police - Crime Investigation Services - Life Insurance ATPA post 2009.2013.Expense				
101-305-31000-717.000 ATPA Post 2009.2013	\$0	\$1,000		\$1,000
Police - Crime Investigation Services - DB Pension ATPA post 2009.2013.Expense				
101-305-31000-718.000 ATPA Post 2009.2013	\$0	\$16,290		\$16,290
Police - Crime Investigation Services - Workers Comp Insurance ATPA post 2009.2013.Expense				
101-305-31000-719.000 ATPA Post 2009.2013	\$0	\$2,370		\$2,370
Police - Crime Investigation Services - Insurance Liability ATPA post 2009.2013.Expense				
101-305-31000-910.000 ATPA Post 2009.2013	\$0	\$1,160		\$1,160
Police - Crime Investigation Services - Motor Pool Rental ATPA post 2009.2013.Expense				
101-305-31000-947.100 ATPA Post 2009.2013	\$0	\$3,810		\$3,810
Fund Balance/Working Capital				

Recommended: 
Finance Director


City Manager

Motion by Councilmember _____, seconded by Councilmember _____ that the General Appropriations Act for Fiscal Year 2012-2013 be amended by adoption of the foregoing budget amendment.

Motion carried: _____ yeas, _____ nays

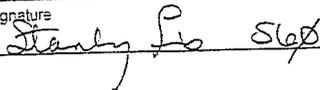
I hereby certify that at a _____ meeting of the Wyoming City Council duly held on _____ the foregoing budget amendment was approved.

City Clerk

ATPA GRANT APPLICATION

Submit three original copies of the signed application, and all required documentation via the U.S. Postal Service to:

Return To: Automobile Theft Prevention Authority 333 S. Grand Ave., P.O. Box 3064 Lansing, Michigan 48909-0634 Phone: (517) 241-1087		FOR ATPA USE ONLY Project / Grant Number:	
I. Applicant Information			
Read instructions first before completing ATPA Grant Application form. Type or clearly print answers to all fields and attach extra pages as additional space is needed.			
1. Name of Applicant Organization City of Grand Rapids Police Department		2. Federal ID Number 386004689	
3. Mailing Address 1 Monroe Center NW, Grand Rapids Mi. 49503			
4. Name of Government Unit (if applicable) City of Grand Rapids		5. Type of Government Unit <input type="checkbox"/> State <input checked="" type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> Other:	
6. Address 300 Monroe Ave NW, Grand Rapids Mi 49503			
7. Project Title Combined Auto Theft Team (CATT)		8. Beginning Date of Grant October 1, 2012	9. Ending Date of Grant September 30, 2013
10. Project Area (City/Township/County) City of Grand Rapids, City of Kentwood and City of Wyoming			
11. All Agencies Participating in the Project (if cooperative effort) City of Grand Rapids Police Department City of Kentwood Police Department City of Wyoming Police Department			
The undersigned understand and agree that a grant received as a result of this application is subject to 1992 PA 174, the policies of the Automobile Theft Prevention Authority, and the grant conditions as outlined on pages 2 through 4. We certify that all information provided is true and accurate.			
12.a. Typed Name and Title of Grant Official - PROJECT DIRECTOR Jeffrey Hertel, Captain of Investigations Grand Rapids Police		b. Signature <i>Jeffrey Hertel</i>	
c. Business Address 1 Monroe Center NW			
d. City Grand Rapids	e. State Mi.	f. Zip Code 49503	
g. E-mail address jhertel@ci.grand-rapids.mi.us	h. Fax (616) 456-3799	i. Telephone Number (616) 456-3499	j. Date Signed 5/25/2012

13.a. Typed Name and Title of Grant Official – PROJECT CONTACT Stanley Lis GRPD Sgt. Auto Team Supervisor		b. Signature 	
c. Business Address 1 Monroe Center NW			
d. City Grand Rapids	e. State Mi.	f. Zip Code 49503	
g. E-mail address slis@ci.grand-rapids.mi.us	h. Fax (616) 456-3799	i. Telephone Number (616) 456-3338	j. Date Signed 5/25/12
14.a. Typed Name and Title of Grant Official – FINANCIAL CONTACT Kari VanBennekom Police Financial Coordinator		b. Signature 	
c. Business Address 1 Monroe Center NW			
d. City Grand Rapids	e. State Mi.	f. Zip Code 49503	
g. E-mail address kvanbenn@ci.grand-rapids.mi.us	h. Fax (616) 456-4108	i. Telephone Number (616) 456-3418	j. Date Signed 5/25/12
15. Description of Project (Briefly describe the problems and the procedures to be implemented)			
<p>This grant request for 2012-2013 is to continue to fund the Combined Auto Theft Team (CATT). The covered area includes the 2nd largest city in the state of Michigan, and two adjoining communities and experiences all the types of thefts and frauds commonly seen in a large metropolitan area.</p> <p>The team will consist of three (3) Grand Rapids officers, one (1) Kentwood Detective and one (1) Wyoming Detective. It will be supervised by a non-grant funded Grand Rapids Sergeant and supplemented by additional non-funded officers and evidence technicians as needed. The entire team will be housed and work as a unit out of the headquarters of the Grand Rapids Police Department.</p> <p>The goal is to prevent or reduce loss due to automobile related thefts and frauds. Auto thefts have shown a decline in the past decade but Kent County (which the team area covers the majority of the population) still ranks in the top 5 counties for thefts in Michigan.</p> <p>The theft numbers continue to hover around a 20 year low but the team (4 detectives and 1 sgt.) remained busy with over 2400 reports reviewed and more than 1600 cases assigned for investigation. Thefts in the city of Grand Rapids continue to show a decline 422 (2009) 391 (2010) 364 (2011) but with the changing demographics the thefts are increasing in the adjoining cities and outlying areas keeping the total numbers almost static.</p> <p>The past funding cuts have left the CATT team the only auto team between Lansing and Lake Michigan north of Kalamazoo. We continue to provide our experience and assistance to outside agencies when possible and have worked with a number of state, local and federal agencies.</p> <p>The team will continue to change its focus and methods as theft trends change. Traditional hands on investigation remains our mainstay, with technological solutions used when needed. All the vehicle thefts reported will be reviewed and evaluated by team members. The team also expanded our scope to include not only vehicle thefts but also insurance frauds, false reports, title frauds, bad check purchase frauds and larceny from autos (which insurance companies indicate are a large financial loss). Our partnerships with the insurance industry and outside agencies will continue to expand also. The team continues to host the West Michigan ACT meetings and the HEAT program has expanded in West Michigan and hosted its first West Michigan Breakfast in Grand Rapids.</p> <p>We hope to continue the progress that has been made in our cooperative efforts with the ATPA.</p>			

16. MEASURABLE OBJECTIVES

(Use ATPA-suggested objectives or present unique goals for your project and discuss your priorities during orientation meeting)

The measurable objectives submitted in the grant application are revised as follows:

1. Reduce the number of thefts in your grant area by investigating the cases that have the highest potential for reducing the demand for stolen vehicles, by arresting the subjects who are involved, and by reducing false theft reports.
2. Reduce the economic gain associated with auto theft by recovering stolen vehicles or parts/equipment incidents, and by constantly identifying possible insurance frauds.
3. Recover more in stolen vehicles/parts/equipment value than the ATPA's total approved budget for project.
4. Comply with all ATPA guidelines/policies, and those of the Uniform Crime Reporting System.
5. Maintain clear and reliable documentation for project's performance activity and financial expenditures.
6. Report dollar amount deposited into forfeiture account following auction.
7. Attend regular meetings for area detectives and insurance investigators.

17. EVALUATION CRITERIA

(Use ATPA-suggested criteria or offer new criteria to measure the success of your project's unique objectives)

The evaluation criteria submitted in the grant application are revised as follows:

- 1) Number 14 point MVT related arrests
- 2) Number 12 point MVT related arrests
- 3) Number 10 point MVT related arrests
- 4) Number 8 point MVT related arrests
- 5) Number 6 point MVT related arrests
- 6) Number 4 point MVT related arrests
- 7) Number 2 point MVT related arrests
- 8) Number passenger vehicles recovered
- 9) Dollar value of recovered passenger vehicles
- 10) Number other vehicles recovered
- 11) Dollar value of other vehicles recovered
- 12) Number parts recovery incidents
- 13) Dollar value of recovered parts/equipment
- 14) Dollar amount deposited into forfeiture account following auction

GRANT SUMMARY OF PERSONNEL BUDGET INFORMATION

In the space provided below input a summary of each supporting employee.

A. Sworn Employees					
	Name	Title /Position	Name of Governmental Unit	Grant Project Title	Total Salary /Wage /Fringes
1	JAMIE FUGATE	OFFICER	GRAND RAPIDS PD	CATT	\$94,751.90
2	E P WALKER	OFFICER	GRAND RAPIDS PD	CATT	\$94,816.90
3	CRAIG GLOWNEY	OFFICER	GRAND RAPIDS PD	CATT	\$95,385.90
4	ERIC WILER	DET	WYOMING PD	CATT	\$115,901.88
5	MIKE COVAL	DET	KENTWOOD PD	CATT	\$115,901.88
6					
7					
8					
9					
10					
11					
12					
13					
14					
TOTAL SWORN EMPLOYEES <i>(Carry to Page 10 A)</i>					\$516,758.46

B. Other Employees					
	Name	Title /Position	Name of Grantee Organization	Grant Project Title	Total Salary /Wage /Fringes
1					
2					
3					
4					
5					
6					
7					
TOTAL OTHER EMPLOYEES <i>(Carry to Page 10 B)</i>					

* Supply further budget detail as illustrated and outlined in SAMPLE Attachments 1, 2 and 3

Total Grant Budget Information

A. TOTAL COST FOR SWORN EMPLOYEES (Attach detailed listing of costs—See attached sample documentation)		\$516,758.46
B. TOTAL COST FOR OTHER EMPLOYEES (See attached sample documentation)		
C. TOTAL COST FOR VEHICLES (See attached sample documentation)		\$37,796.40
D. TOTAL COST FOR OFFICE OPERATIONS (See attached sample documentation)		\$2,100.00
E. TOTAL COST FOR FIELD OPERATIONS (See attached sample documentation)		\$1,000.00
F. TOTAL COST FOR OTHER EXPENSES (See attached sample documentation)		
TOTAL BUDGET		\$557,654.86
ATPA SHARE 50%		\$278,827.43
*NON-ATPA SHARE 50%		\$278,827.43

*NONPROFIT/NEIGHBORHOOD ORGANIZATIONS (501(c)(3)) AGENCIES – NO MATCHING FUNDS REQUIRED

GRAND RAPIDS POLICE DEPARTMENT
 ATPA GRANT 2012 APPLICATION
 OCTOBER 1 2012 TO SEPT 30 2013

Grand Rapids Police Department

Position	Wages	FICA	Health Ins.	Pension	Overtime 5%	Total
Police Officer	\$ 65,378.00	\$ 971.00	\$ 11,593.00	\$ 13,541.00	\$ 3,268.90	\$ 94,751.90
Police Officer	\$ 65,378.00	\$ 975.00	\$ 11,593.00	\$ 13,602.00	\$ 3,268.90	\$ 94,816.90
Police Officer	\$ 65,878.00	\$ 978.00	\$ 11,593.00	\$ 13,643.00	\$ 3,293.90	\$ 95,385.90
Fugate			\$ 94,751.90			
Walker			\$ 94,816.90			
Glowney			\$ 95,385.90			
			\$ 284,954.70			
TOTAL COST FOR VEHICLES						
Four Vehicles	3	8000 EACH	\$ 24,000.00			
TOTAL COST FOR OFFICE OPERATIONS						
OFFICE SUPPLIES			\$ 1,500.00			
MEETING REFRESHMENTS			\$ 600.00			
			\$ 2,100.00			
TOTAL COST FOR FIELD OPERATIONS						
			\$ 1,000.00			
			\$ 312,054.70			

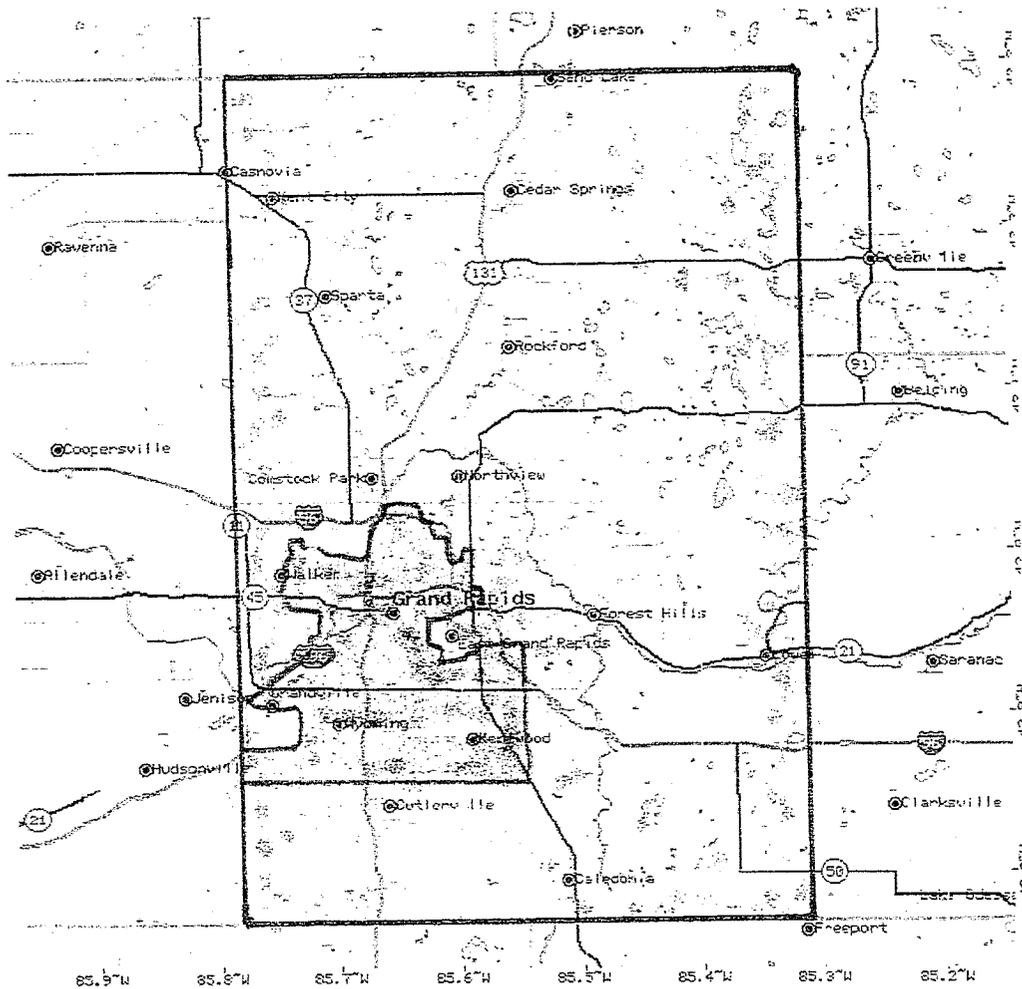
KENTWOOD POLICE DEPARTMENT
 ATPA PROPOSED BUDGET (Det. Coval)
 2013

	Annual	Budget Detail
SALARY		
Base Salary	61,589	29.61 per hour x 2080 hours
Overtime	3,079	5% base salary
TOTAL SALARY	64,668	
BENEFITS		
Health	15,372	1,281 per month x 12
Disability	204	17 per month x 12
Life Ins	156	13 per month x 12
Dental Ins	1,104	92 per month x 12
		x total salary (Defined Benefit v.
Pension	30,588	47.30% previous Defined Contribution)
Worker's Comp	2,684	0.0415 x total salary
FICA	4,947	0.0765 x total salary
TOTAL BENEFITS	55,055	
VEHICLE		IRS rate 55.5 cents/mile x Avg. Mileage p/year of 18,000
Costs	9,990	Note: costs may be mileage or purchase of new vehicle split over several years.
TOTAL VEHICLE	9,990	
TOTAL REQUESTED	\$129,713	

CITY OF WYOMING
ATPA
2013 GRANT YEAR

	<u>Total Grant</u>	
	Year	
Salary	\$ 66,546.48	66,546.48 Oct 12-Sept 13 - 30.47 X 1.05 out of class
Overtime (5% of salary)	3,327.32	
FICA 7.65%	5,345.35	
Work Comp. 3.45%	2,372.38	
Pension 23.31%	16,267.58	
Liability Ins. 1.75%	1,164.56	
Life Ins 1.50%	998.20	
Health Ins.	19,850.00	
Vehicle Rental	3,806.40	317.20 X 12 months
	<u>\$ 119,708.28</u>	
Total		

Kent County, Michigan



RED DENOTES COVERAGE AREA

Grant file copy

Master

AUTOMOBILE THEFT PREVENTION AUTHORITY (ATPA) ORIENTATION MEETING AGREEMENT

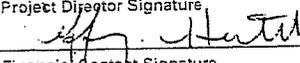
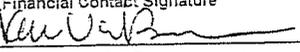
AUTHORITY: 1992 PA 174, as amended; COMPLIANCE: Voluntary, however, failure to complete will result in cancellation of the grant/loss of the grant fund.
This orientation meeting agreement is a summary of the issues discussed during the orientation meeting. It serves as an addendum to the grant. Return one complete set with original signatures to the ATPA.

Return To:
Automobile Theft Prevention Authority
333 S. Grand Ave., P.O. Box 30634
Lansing, Michigan 48909-0634
Phone: (517) 241-1087

Project Number: 22-13

I. Grantee Information	
1. Name of Grantee City Of Grand Rapids Police Dept.	2. Orientation Meeting Date 8/30/12 10:30 AM
3. Project Title/Acronym Combined Auto Theft Team	
4. Meeting Conducted By ATPA Staff: Dan Varanian, Executive Director • Tracy Lamport, Financial Auditor • Tim Baior, Program Coordinator	
5. Printed Name and Rank/Title of Grant Official Project Director Attending Capt. Jeffrey Hertel	
6. Printed Name and Rank/Title of Grant Official Financial Contact Attending Fin. Cord Kari VanBennekom	
II. Program Review and Summary	
A. The project number written above must be included on all correspondence addressed to the ATPA regarding this grant.	
B. A change in project director, financial officer, project contact, participating agency, or personnel assigned to the ATPA program requires written notification to the ATPA by means of a Project Modification Request (EX-034) which can be downloaded from the ATPA Web site at www.michigan.gov/atpa .	
C. All grantees must comply with Uniform Crime Reporting (UCR) requirements. Any grantees not in compliance will be ineligible for any portion of the grant award.	
D. The Progress Report (EX-37), Financial Reports for Nonprofit Neighborhood Organizations (EX-35 series), and Financial Reports for Law Enforcement Agencies (EX-36 series) can be downloaded from the ATPA Web site at www.michigan.gov/atpa . The grantee agrees to submit reports in accordance with the schedule on page four of this Agreement.	
E. Grantees will not be allowed to move grant award amounts from one participating agency to another, except when filling vacancies. Any unused portion of the grant award must be returned to the ATPA.	
F. ATPA grant award: This award is to be utilized solely for the benefit of auto theft prevention programs	
G. All projects must maintain adequate supporting documentation for financial and performance activity reports to the ATPA. Failure to provide adequate supporting documentation for financial and performance activity reports may adversely affect current-year reimbursements and/or future ATPA grant requests. ATPA staff will make appointments with grantee's personnel in order to conduct on-site project and financial reviews.	
H. Membership in an ATPA Task Force: When an agency withdraws its employee from an ATPA Task Force, the ATPA approved budget for that position will remain with the Task Force. The Project Director must inform the ATPA when the withdrawal occurs and the vacant position must be replaced within the required 30 day time period.	
I. All employees who are funded by an ATPA Task Force must have their activities approved by the Task Force commander.	
III. Financial Review and Summary	
A. Grantees must maintain separate accounting records to document grant revenues and expenditures.	
B. All payments for salaries and wages must be supported by payroll records and daily activity logs. Retain documentation for your files. Each person's overtime hours may not exceed five percent (5%) of the person's actual regular hours worked.	
C. All payments for expenditures (e.g., utilities, office rental, copier use, vehicle lease/rental, furniture/equipment purchases) must be supported by an actual invoice or the method of determining cost. Supporting documentation must be included with the financial report.	
D. All overnight out-of-state travel requires prior notification to ATPA staff. The ATPA will only reimburse salary expenses.	
E. Public communications materials or news releases that result from this grant must cite the "Automobile Theft Prevention Authority" as the source of funding. Copies of the materials or news releases must be sent to the ATPA. The ATPA has the royalty-free right to copy, publish, and distribute any data or material associated with this grant.	
F. Any amount of the grant award received or forfeiture funds generated as a result of auto theft prevention activities shall be used to enhance auto theft prevention programs. Forfeiture funds include, but are not limited to, forfeiture of cash and receipts from sale of property. If auto theft prevention activities are terminated, the unexpended revenues shall be promptly returned to the Automobile Theft Prevention Authority, 333 S. Grand Ave., P.O. Box 30634, Lansing, Michigan 48909-0634.	
G. Participating agencies that receive funds from the ATPA grant award are expected to participate on the ATPA Task Force that received the grant award for the entire grant period. Participating agencies that withdraw personnel from the ATPA Task Force before the end of the grant period will be reimbursed based upon the percentage of the grant period they participated. The ATPA Board of Directors reserve the right to deny future grant awards based on lack of participation for the entire grant period.	

VI. Nonprofit Neighborhood Organization Measurable Objectives	
1. Conduct _____ auto theft awareness programs/seminars. 2. Lead an area-wide effort to etch _____ vehicles. 3. Distribute _____ fliers/brochures on auto theft prevention. 4. Write no less than _____ articles about auto theft prevention and publish in a newsletter. The article must cite the ATPA as a source of funding. Forward a copy of the article to the ATPA. 5. Maintain clear and reliable documentation of project's financial expenditures and performance activity	
VII. Nonprofit Neighborhood Organization Evaluation - Reporting Criteria	
1. Number programs/seminars conducted 2. Number vehicles etched 3. Number fliers/brochures distributed 4. Number theft prevention articles written and published in a newsletter	
VIII. Prosecutor Measurable Objectives	
1. Provide full-time access to the judicial system for ATPA Task Forces in your area and provide them a regular opportunity to informally discuss cases and legal issues. 2. Vertically prosecute all selected auto theft related cases. 3. Maintain a policy of only plea bargaining when absolutely necessary 4. Achieve an overall conviction rate of eighty percent (80%). 5. Achieve a trial conviction rate of seventy percent (70%). 6. Strive for maximum sentence lengths for defendants. 7. Maintain clear and reliable documentation of project's financial expenditures and performance activity	
IX. Prosecutor Evaluation Criteria	
1. Number of cases initiated 2. Number of preliminary exams held 3. Number of preliminary exams waived 4. Number of cases disposed pre-trial 5. Number of defendants who pled guilty to original charge 6. Number of defendants who pled guilty to lesser included offense 7. Number of plea bargain dismissals 8. Number of other dismissals	9. Number of cases disposed by trial (jury/judge) 10. Number of defendants convicted on original charge 11. Number of defendants convicted on reduced charge 12. Number of defendants incarcerated 13. Number of defendants fined/placed on probation 14. Dollar amount of restitution ordered 15. Number of defendants convicted of insurance fraud
X. Eligible Expenditures for Law Enforcement, Prosecutors and Nonprofit Neighborhood Organizations	
1. Regular salaries 2. Fringe benefits 3. Each person's overtime hours must not exceed five percent (5%) of the person's actual regular hours worked 4. Travel and meals for an officer who is required to travel outside normal territory not to exceed \$500 per employee/per year 5. Film and processing costs not to exceed \$500 6. Vehicle operation cost not to exceed: a. law enforcement agency - \$10,000 per employee engaged in road patrols/investigations for grant year 2013 b. prosecutor's office - \$1,500 per assistant prosecuting attorney for mileage and parking reimbursement c. nonprofit neighborhood organization - \$1,500 per employee for mileage reimbursement	7. Office space rental (prior approval is required) 8. Desk for new project only not to exceed \$325 per desk 9. Chair for new project only not to exceed \$150 per chair 10. File cabinet not to exceed \$250 per cabinet 11. Camera not to exceed \$300 per camera 12. Tape recorder not to exceed \$100 per tape recorder 13. Copier usage not to exceed: a. law enforcement agency - \$200 per month b. prosecutor's office - \$1,000 per year c. nonprofit neighborhood organization - \$250 per year 14. Phone installation
XI. Ineligible Expenditures for Law Enforcement, Prosecutors and Nonprofit Neighborhood Organizations	
1. Inordinate fringes, including, but not limited to, lump sum payments (e.g., banked sick/vacation time, pensions health benefits) 2. Indirect costs 3. Expenditure(s) incurred before or after the grant period 4. In-car terminals and system 5. LEIN usage fees	6. Liability insurance 7. Membership and agency dues 8. First class travel 9. Entertainment 10. Expenditures in excess of approved budget 11. Clothing/cleaning/gun allowance

XIV. Grant Award Disbursement		
Prior to disbursement of any portion of the grant award, the following must be complied with:		
a. A complete set of the ATPA Project Orientation Meeting Agreement with original Grant Official Signatures must be returned to ATPA. Please keep a copy for your records.		
AGREEMENT SIGNATURES		
Agreement The undersigned has the authority to accept the terms of this report as an addendum to the grant.		
Printed Name and Rank / Title of Grant Official Project Director Capt. Jeffrey Hertel	Project Director Signature 	Date
Printed Name and Rank / Title of Grant Official Financial Contact Fin. Cord Kari VanBennekorn	Financial Contact Signature 	Date 8/30/12
ATPA Executive Director Mr. Dan Vartanian	ATPA Executive Director Signature	Date

In the event that the above named grant officials were unable to attend, you, as their authorized grantee representative, will sign below and present this Agreement and all information provided to you to the above named grant officials for original Grant Official signatures. This Agreement must be returned to the ATPA no later than September 27, 2012. Authorized grantee representatives must sign below and fill out the contact information sheet on page six of this Agreement.

Printed Name and Rank/Title of Authorized Grantee Representative	Authorized Grantee Representative Signature	Date
Printed Name and Rank/Title of Authorized Grantee Representative	Authorized Grantee Representative Signature	Date

PLEASE CHECK ONE:

- Grant Official Change - Project Director
- Grant Official Change - Project Contact
- Grant Official Change - Financial Contact
- Personnel Change
- Financial Change
- Program Change
- Other

ATPA PROJECT MODIFICATION REQUEST

Prior approval is required. See instructions on Page 2 for further details. Attach additional pages if necessary.

1. Name of Grantee Organization City of Grand Rapids Police Department		2. Name of Grant Project Combined Auto Theft Team		3. Project Number & FY 22-12	
4. Street Address & P.O. Box 1 Monroe Center NW					
5. City, State Grand Rapids MI			Zip Code 49503		6. Effective Date of Change 08/13/2012
7. Project Director Jeffrey Hertel			8. Title Police Captain		
9. Project Director Address 1 Monroe Center NW					
10. Phone Number (616) 456-3499		11. Fax Number (616) 456-4490		12. E-Mail Address jhertel@grcity.us	
13. Personnel Modification and/or Explanation Note: Please indicate the person's name, their role in the grant, title, email address, mailing address, phone and fax numbers. Detective Pam Keen will be replacing Detective Eric Wiler on the CATT Team effective August 13, 2012					
14. Other Modification and/or Explanation					
				ATPA USE ONLY	
15.		16.		19.	
Budget or Modification Requested		Current Approved Amount		Approved Budget Amount	
17.		18.			
		Amount of Change Requested (+ or -)		Revised Budget Amount	
(A) Sworn Employees					
(B) Other Employees					
(C) Vehicles					
(D) Field Operations					
(E) Office Operations					
(F) Contractual Services/Other					
TOTAL					
20. Typed Name & Signature of Project Director Captain Jeffrey Hertel				23. Date 9/4/2012	
22. Approval of ATPA Executive Director				28. Date	
Mail To: Michigan State Police Automobile Theft Prevention Authority 333 S. Grand Ave. P.O. Box 30634 Lansing, MI 48909-0634				Telephone: (517) 241-1087 Fax: (517) 241-0161 Note: Requests must be submitted in a timely manner.	
AUTHORITY: 1992 PA 174 COMPLIANCE: Voluntary, but modification will not be approved unless form is submitted.					

**AUTOMOBILE THEFT PREVENTION AUTHORITY (ATPA)
PROJECT MODIFICATION GRANT OFFICIAL CHANGE INSTRUCTIONS**

The Grant Officials for each grant are critical to official correspondence and should be updated as soon as possible if there is a change. Definitions for the three Grant Officials are listed below to help you determine who within your organization is the most appropriate for each. One person can be named for more than one role; however, it should be clarified if that is the case.

The Project Director – This individual should be actively involved with grant personnel and day-to-day operations of the Grant Project. This person provides executive direction to the grant, and is not paid by the grant.

The Project Contact - This individual is a vital part of the grant program and project. The person in this role will be listed as a contact on the ATPA Web site and should be more readily available to answer questions about the project than the Project Director. Questions could come from various sources, including but not limited to, other auto-theft organizations. The Project Contact will usually be copied on correspondence and email communications that are sent to the Project Director. When a Project Modification Request (EX-034) form is approved by the ATPA, the Project Contact will also receive a copy of the approved changes.

The Financial Contact – This individual will receive reminders about upcoming financial reports and should relay the information to any other financial contacts involved in financial report preparation.

RESOLUTION NO. _____

RESOLUTION TO ACCEPT A QUOTATION
TO REPAIR TWO BURN SIMULATORS

WHEREAS:

1. As detailed in the attached Staff Report from the City's Fire Chief, it is recommended that the City Council accept a quotation from Kidde Fire Trainers to perform necessary repairs to two burn simulators located at the Fire Training Center in the amount of \$12,472.00.
2. The repairs will require the approval of the attached budget amendment.

NOW, THEREFORE, BE IT RESOLVED:

1. The Wyoming City Council does hereby accept the quotation from Kidde Fire Trainers to repair two burn simulators located at the Fire Training Center in the amount of \$12,472.00 and approves the attached budget amendment.

Moved by Councilmember:
Seconded by Councilmember:
Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on: October 15, 2012.

ATTACHMENTS:
Staff Report
Quotation
Budget Amendment

Heidi A. Isakson, Wyoming City Clerk

Resolution No. _____

CITY OF WYOMING BUDGET AMENDMENT

Date: October 15, 2012

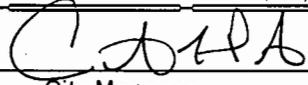
Budget Amendment No. 02 0

To the Wyoming City Council:

A budget amendment is requested for the following reason: To appropriate \$12,480 of budgetary authority to provide funding for the Repair of Two Burn Simulators per attached resolution.

<u>Description/Account Code</u>	<u>Current</u>	<u>Increase</u>	<u>Decrease</u>	<u>Amended</u>
<u>General Fund</u>				
Fire - Buildings - Capital Outlay 101-337-33800-975.000	\$0	\$12,480		\$12,480
Fund Balance/Working Capital (Fund 101)				\$12,480

Recommended: 
Finance Director


City Manager

Motion by Councilmember _____, seconded by Councilmember _____ that the General Appropriations Act for Fiscal Year 2012-2013 be amended by adoption of the foregoing budget amendment.

Motion carried: _____ years, _____ nays

I hereby certify that at a _____ meeting of the Wyoming City Council duly held on _____ the foregoing budget amendment was approved.

City Clerk

Staff Report

Date: October 9, 2012
Subject: Burn Simulator Repair at the Gezon Training Center
From: Robert C. Austin, Fire Chief
Meeting Date: October 15, 2012

Recommendation:

It is recommended that the City Council authorize Kidde Fire Trainers to perform the necessary repairs to the two burn simulators at the Fire Training Center at a cost of \$12,472.00.

Sustainability Criteria:

Environmental Quality: Does not significantly impact this criterion.

Social Equity: Does not significantly impact this criterion.

Economic Strength: Does not significantly impact this criterion.

Discussion:

The training burn simulator located at the Gezon Training Center was installed in 1998 through grant monies. The unit has since been using the original gas sensors. At this point, the gas sensors are out of calibration and therefore not allowing the burn 'fire place' to operate. The amount requested includes the replacement of the gas sensor system and provides a complete tune-up of both training props.

Budget Impact:

A budget transfer from the General Fund balance is required for the repair of the burn simulators in the Fire Buildings Repairs Account: 101-337-33800-975000. Since the time of installation, we have collected user fees from area fire departments, including the annual payment from the City of Grand Rapids, which have been deposited directly into the General Fund. These fees more than exceed this expenditure request.



Kidde Fire Trainers, Inc.
 17 Phillips Parkway
 Montvale, NJ 07645-1810 USA
 Tel +1 201-300-8100 Fax +1 201-300-8101

Our Quotation # 004862-00

06/11/2012

To :

WYOMING, CITY OF
 1155-28TH STREET S W
 PO BOX 905
 WYOMING MI 49509-0905

Quotation Valid Thru : 08/04/2012

Terms: NET 30

FOB: MONTVALE, NJ

Phone: (616) 530-7252

Fax: (616) 249-3435

Attention : BOB AUSTIN

WYOMING - T&MAINT SENSOR UPGRADE

To Place An Order Please Complete The Attached Form And Fax To (201) 300-8101.

Item	Part / Rev / Description / Details	Quantity Quoted	Unit Price	Extended Price
001	LABOR HOURS ESTIMATED LABOR HOURS	16.0000	190.0000	\$ 3,040.00
002	TRAVEL HOURS ESTIMATED TRAVEL HOURS	8.0000	140.0000	\$ 1,120.00
003	AIRFARE ESTIMATED AIRFARE	1.0000	900.0000	\$ 900.00
004	225130-004 CALIBRATION KIT,PROP,50%LEL (CB) Rev -	1.0000	920.0000	\$ 920.00
005	4A1-006-903 GAS DETECT SYSTEM ASSY Rev -	2.0000	2,169.0000	\$ 4,338.00
006	006265-007 CS ONLY TRANSMITTER,ELEC,W/RELAYS,F/U9500A Rev -	2.0000	900.0000	\$ 1,800.00
007	2218040 CABLE,TRAY,18AWG,4C,600V,BLK,W/SHD Rev -	125.0000	2.0000	\$ 250.00
008	102740-002 MAGNET,CALIBRATION,DETRONICS Delivery: 1-2 WEEKS Rev -	2.0000	52.0000	\$ 104.00

Customer

Page # 1

Authorized Signature



Kidde Fire Trainers, Inc.
 17 Philips Parkway
 Montvale, NJ 07645-1810 USA
 Tel +1 201-300-8100 Fax +1 201-300-8101

Our Quotation # 004862-00

06/11/2012

To :

WYOMING, CITY OF
 1155-28TH STREET S W
 PO BOX 905
 WYOMING MI 49509-0905

Quotation Valid Thru : 08/04/2012

Terms:

FOB: MONTVALE, NJ

Phone: (616) 530-7252

Fax: (616) 249-3435

Attention : BOB AUSTIN

Item	Part / Rev / Description / Details	Quantity Quoted	Unit Price	Extended Price
Total Items Price				\$ 12,472.00
<p>ALL SALES ARE SUBJECT TO KIDDE FIRE TRAINERS, INC. TERMS AND CONDITIONS ATTACHED HERETO AND NO OTHER TERMS AND CONDITIONS, ORAL OR WRITTEN, SHALL BE OF ANY FORCE OR EFFECT. ANY ADDITIONAL, DIFFERENT, OR CONFLICTING TERMS OR CONDITIONS CONTAINED IN BUYER'S PURCHASE ORDER OR IN ANY OTHER CORRESPONDENCE, PREVIOUS OR SUBSEQUENT, SHALL BE DEEMED REFUSED AND OBJECTED TO BY KIDDE FIRE TRAINERS, INC. AND SHALL NOT BE BINDING IN ANY WAY ON KIDDE FIRE TRAINERS, INC., UNLESS BUYER AND KIDDE FIRE TRAINERS INC. SPECIFICALLY AGREE IN WRITING ON TERMS AND CONDITIONS ADDITIONAL TO OR DIFFERENT FROM THOSE CONTAINED HERETO.</p> <p>KIDDE FIRE TRAINERS TERMS AND CONDITIONS ATTACHED</p> <p>SHIPPING IS ADDITIONAL.</p> <p>IF USING CREDIT CARD PLEASE PROVIDE BILLING POC AND ADDRESS AS WELL AS THE 3 DIGIT IDENTIFIER ON THE BACK OF THE CC.</p> <p>PLEASE PROVIDE TAX EXEMPT CERTIFICATE IF APPLICABLE.</p>				

Customer

Page # 2

Authorized Signature

RESOLUTION NO. _____

RESOLUTION TO ACCEPT A QUOTATION
TO PURCHASE RESCUE TOOLS

WHEREAS:

1. As detailed in the attached Staff Report from the City's Fire Chief, it is recommended that the City Council accept a quotation from Genesis Rescue Tools to purchase rescue tools in the amount of \$30,180.00.
2. The purchase of the rescue tools will require the approval of the attached budget amendment.

NOW, THEREFORE, BE IT RESOLVED:

1. The Wyoming City Council does hereby accept the quotation from Genesis Rescue Tools to purchase rescue tools in the amount of \$30,180.00 and approves the attached budget amendment.
2. The City Council does hereby waive the provisions of Sections 2-252, 2-253, 2-254 and 2-256 of the City Code regarding publication and posting of bid notices, notification of bidders and the bid opening procedure.

Moved by Councilmember:
Seconded by Councilmember:
Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on: October 15, 2012.

ATTACHMENTS:
Staff Report
Quotation
Budget Amendment

Heidi A. Isakson, Wyoming City Clerk

Resolution No. _____

Staff Report

Date: October 9, 2012
Subject: Extrication Tools for New Fire Engine
From: Robert C. Austin, Fire Chief
Meeting Date: October 15, 2012

Recommendation:

It is recommended that the City Council award the purchase of a Genesis Rescue System to Rescue Resources, LLC, at a cost of \$30,180.00.

Sustainability Criteria:

Environmental Quality: Does not significantly impact this criterion.

Social Equity: Does not significantly impact this criterion.

Economic Strength: Does not significantly impact this criterion.

Discussion:

This purchase will replace rescue tools that have been in service since the early 1980's which had been used as a backup tool for the Department. The current rescue tool system being used by the Department will then be placed as the backup and the recommended system will be placed as the 'first line' rescue tool.

The metal used in the new vehicle construction is much stronger which prevents the older tool to cut through this material, therefore creating the need for replacement. The recommended Genesis Rescue System is the same manufacturer of the existing system which will allow for ease of training and interchangeability in the event both tools are needed during the same incident.

The recommended Genesis Rescue System includes the following:

- (1) Genesis S49XL Spreader
- (1) Genesis C-236 Cutter
- (1) 6.5 Honda Power Unit
- (2) 30' Hydraulic Extension Hose
- (1) Genesis 31" Push/Pull Ram with Push/Pull Ram Kit
- (1) Quik-Kut HD Pneumatic Kit
- (1) Heavy Duty Chain Kit
- (1) Kodiak Strut Kit
- (1) Kodiak Chain Wedge Head
- (1) MV Fire & Rescue Craft Kit

The total cost of this system is \$30,180.00.

Budget Impact:

A budget transfer from the General Fund balance is required for the purchase of the Rescue System in the Fire Fighting Operating Supplies Account: 101-337-33900-975000.

Rescue Resources L.L.C.

6754 Kitson NE • Rockford, MI 49341 • 616.540.2023
E Mail: KTSFIRE@SBCGLOBAL.NET

August 22, 2012

Chris Velzen
Wyoming Fire Department
1250 36th SW
Wyoming, MI 49509

Dear Chris:

Rescue Resources hereby submits the following quote for Genesis Rescue Systems equipment from American Rescue Technology.

One- Genesis S49XL Spreader with standard couplers Price \$6,000.00

- 28 inch opening w/74,000 pounds of spreading force
- NFPA #1936 compliant, DIN#14751 compliant & ISO 9001 certified
- http://www.howellrescue.com/toolpages/spreaders/genesis_spreaders.htm
- P/N: ART.593.363.3 the spreader weight is 44 pounds

One-Genesis C-236 Cutter with NXT Gen Blades with standard couplers Price \$6,900.00

- 8.0 inch opening w/ 236,250 cutting force
- Hand rotates 360 degrees and removable
- NFPA Test A8/B9/C8/D9/E9
- NFPA #1936 compliant
- <http://www.howellrescue.com/toolpages/cutters/c236cutter.htm>
- the cutter weight is 43.9 pounds
- P/N:593.575.8

One-Mach-III Outlaw Power Unit 6.5 Honda standard couplers Price \$6,320.00

- Simultaneous operation, overdrive
- NFPA compliant
- <http://www.howellrescue.com/toolpages/Powerunits/genesispowerunits.htm>
- P/N:ART.593.338.2

Two-30 foot hydraulic ext. hose, standard couplers w/Oetikers clamps \$680.00 each Price \$1,360.00

- NFPA compliant
- P/N: ART30EXT

GENESIS RESCUE TOOLS

Sales • Service • Training

One-Genesis 31" Push Pull Ram with standard couplers Price \$2,595.00

- NFPA #1936 compliant
- <http://www.howellrescue.com/toolpages/rams/pushpullram.htm>
- P/N:ART.031.900.1

One-Push Pull Ram Kit with slip Fit Extension Price \$1,425.00

- Angled "V" Head
- "X" Head, 10" Extension, 5" Extension,
- Spanner Wrench, Slip Fit Extension, Plastic Carry/Storage Case
- P/N: ART. 011.515.2

One-Quik-Kut HD Pneumatic Kit Price \$1,895.00

Quik-Kut Kit includes the following:

- Heavy Duty Air Hammer, 8" 11" & 18" curved flat bits
- 11" (T) Panel & dual Cutter Bits, 18" Bullpoint & Flat face Bits
- 4500 psi Regulator, 20 Ft. Air Supply Hose
- Air Tool Oil, Impact Wrench, 12 Deep Well Sockets
- Storage/carry case
- P/N:HRS.89502

One-Heavy Duty One Chain Kit Price \$ 825.00

- 1-C-hook, 1-J-hook, & 1-T-hook assemblies, 2 Cheater chains,
- 1-pulling chain,1-extension chain, 2-HD Plastic Storage/carry box
- P/N:HRS70001

Kodiak Strut Kit Price \$1,600.00

Kodiak Set includes the following:

- 2 - Strut 27" to 42"
- 2- 15" Extensions
- 2- 30" Extensions
- 2 - Ratchet Strap w/C- Hook
- 2- End Attachments
- 1-Bag
- P/N ART.500.100.1

Kodiak Chain Wedge Head 1 @ \$180.00 = 2 @ Price \$ 360.00

P/N: ART.500202.1

One-MV Fire & Rescue Craft Kit Price \$ 600.00

- Crash kit includes
- ART Glass Removal Tool, MP-1000 blanket, V-Blade Cutter,
- Hand Tool, Plug Pattie & gloves, Battery Cable Cutter,
- Spring Window Punch, 9 1/2" Griplocks, 8" Adj. Wrench,
- 6-1 screwdriver, Valve Stem Tool, Hacksaw & 2 blades,
- Storage/carrying Pouch
- P/N:ART97000

GENESIS RESCUE TOOLS

Sales • Service • Training

Total	Price \$29,880.00
Shipping	Price \$ 300.00
Total with Shipping	Price \$30,180.00

Please consider the following points after reviewing this quote:

- Rescue Resources will provide a three hour extrication class at the time of delivery.
- Rescue Resources, LLC also provides emergency services for our GENESIS customers. In the event that you would need loaner tools Rescue Resources guarantees you will have a loaner tool made available to you within 24 hours of notification, often sooner. If emergency service is required a tool can be picked up and exchanged at our Rockford office or delivered to you at a fee of \$70.00 per hour drive time one way. Rescue Resources, LLC has 3 power units, 3 cutters, 2 spreaders, a combi tool and a ram available to you as a loaner in the event that your power unit, cutter, spreader or ram is sent to Ohio for work or is being repaired at our facility for non warranty service.
- Rescue Resources will provide a User Manual for each rescue tool provided at the time of delivery.
- Rescue Resources has a preventive maintenance program available that is conducted at your station. This in depth program includes disassembly, cleaning, lubrication, torque setting/adjustments and pressure setting/adjustments. During this service Rescue Resources will change and properly dispose of all fluids in the system. In the event an individual tool would need to come back to our facility for repair a loaner is left at no cost to your department. The cost for the 75 point yearly maintenance is \$425.00 and \$70.00 per hour (one way) drive time for our Service Technician.

If you have any questions, I can be reached at 616.540.2023, 24/7. I can also be reached after normal business hours at 616.874.2533. Thank you for the opportunity to submit this quote.

Prices Good Through: December 30, 2012
Delivery: 60 days or less normally
Terms: 15 days
F.O.B: Dayton, Ohio

If you have any questions, I can be reached at 616.540.2023, 24/7. I can also be reached after normal business hours at 616.874.2533. Thank you for the opportunity to submit this quote.

Thank you.

Kevin Sehlmeier

GENESIS RESCUE TOOLS

Sales • Service • Training

Pg 3

RESOLUTION NO. _____

RESOLUTION TO AUTHORIZE THE MAYOR AND CITY CLERK TO EXECUTE AN
AGREEMENT FOR PRINTING AND RELATED SERVICES

WHEREAS:

1. The City has an agreement with AcraGraphics Inc. through December 7, 2012 that provides printing and related services.
2. Section I, Subsection H of the City's Agreement with AcraGraphics, Inc. states "This agreement shall be binding upon the heirs, successors and assigns of the parties hereto, but shall not be assignable without the approval of the City Council."
3. AcraGraphics, Inc. and Gilson Graphics, Inc. have joined operations and will operate under the name of Gilson Graphics, Inc.
4. Gilson Graphics, Inc. has provided the City with an Assignment and Assumption Agreement and a proposal to extend the current agreement pricing through December 6, 2013.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby authorize the Mayor and City Clerk to execute an Agreement for printing and related services with Gilson Graphics through December 6, 2013.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on:

ATTACHMENTS:

Assignment and Assumption Agreement
Letter dated September 26, 2012
Letter dated October 3, 2012
AcraGraphic, Inc.'s 2009 Proposal

Heidi A. Isakson, Wyoming City Clerk

Resolution No. _____

ASSIGNMENT AND ASSUMPTION AGREEMENT

RECITALS AND IDENTIFICATION OF PARTIES

This **ASSIGNMENT AND ASSUMPTION AGREEMENT** is made this 1st day of October, 2012 by and between Acragraphics (herein referred to as "**Assignor**") and Gilson Graphics, Inc. (herein referred to as "**Assignee**"). Assignor maintains its principal offices at 800 Monroe Ave NW, Suite 110, Grand Rapids, MI 49503. Assignee maintains its principal offices at 2000 Oak Industrial Drive, Grand Rapids, MI 49505.

AGREEMENT

NOW, THEREFORE, Assignor and Assignee agree as follows:

1. **Assignment:** For good and valuable consideration, the receipt and sufficiency of which is acknowledged, Assignor hereby grants, conveys, transfers and assigns unto Assignee all of Assignor's rights, title and interest in and to those contracts and agreements described on the Attached Exhibit A (collectively, the "Contracts"), together with any additions thereto and replacements thereof (including renewals, modifications, schedules or amendments of the Contracts).
2. **Assumption:** Assignee hereby undertakes and assumes and agrees to perform, pay or discharge effective after the date of this Agreement, to the extent not required to be performed, paid or discharged by Assignors prior to the date of the Agreement, all liabilities and obligations of Assignor relating to the Contracts and agrees to hold Assignor harmless from all such obligations.
3. **Consideration:** This Agreement is given pursuant to an asset purchase agreement titled "AGREEMENT FOR SALE OF ASSETS" between the two parties.
4. **Other Provisions:** This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan (except for the choice of law provisions thereof). This Agreement shall be binding upon and inure to the benefit of and be enforceable by the parties hereto and their respective successors and assigns. This Agreement constitutes the entire Agreement of the parties hereto and supersedes any prior agreements or understandings, whether oral or written, between them with respect to the subject matter hereof. The headings herein are for convenience only and will not control or affect the meaning or construction of the provisions of this Agreement. This Agreement may not be terminated, modified or amended orally or by any course of conduct or usage of trade, but only by an agreement in writing duly executed by the parties hereto. This Agreement may

be executed simultaneously or in one or more counterparts, each of which shall be deemed and original and all of which shall constitute one and the same instrument. Any waiver of a breach of any provisions of this Agreement shall be limited to the particular breach, shall not be deemed to be a continuing waiver of the same breach and shall not be deemed a waiver of any other provision of this Agreement. If any portion, section, or subsection of this Agreement shall be determined to be unenforceable or invalid, it shall not affect the remainder of this Agreement, which shall be and remain binding and effective as against all parties hereto and their respective successors and assigns.

ATTESTATION:

The Parties hereto have executed this Assignment and Assumption Agreement on the date first set forth above.

Assignor:

Assignee:

By:

Phillip J. Malinin

Title: VP

By:

David Silva

Title: President, Gilson Graphics Inc.

APPROVED AS TO FORM:

John Silva

AcraGraphics^{INC.}

800 Monroe Ave NW, Suite 110
Grand Rapids, MI 49503
616.454.1916 • Fax 616.454.3126

September 26, 2012

CITY OF WYOMING PURCHASING DEPARTMENT
ATTN: LAURA JACKSON
1155 28TH ST SW -- PO BOX 905
WYOMING, MI 49509-0905

With a desire to provide increased value and resources to our existing clients and greater opportunities for our associates, as of October 1, 2012, AcraGraphics, Inc. and Gilson Graphics have agreed to join operations. The combined companies will operate under the name of Gilson Graphics.

In addition to the current AcraGraphics print and finishing capabilities, we will now be able to offer a greatly expanded array of products and services.

The combined operations will also provide increased capacity with additional equipment and multiple work shifts.

These areas of increased capabilities include:

- Creative/Design Services
- On-Line Technology solutions
- Ignition Web services, which include Web based marketing via e-mail blasts, personalized URLs (pURLs) and online advertising
- Mailing & fulfillment
- Multiple full color digital output devices
- Full color large format & Prototyping Equipment with production sizes ranging from fractions of an inch to 8 x 10 feet
- Digital Color Asset Management of artwork and production files

We will also continue to offer the very finest in traditional offset printing that has been the very foundation of our two companies along with digital black and white.

Our capabilities in the traditional offset printing area include:

- 5 & 6 color presses up to 40" with inline aqueous coating for either spot or flood coverage
- Traditional finishing/bindery operations plus carton folding and gluing
- In-house die cutting and scoring with our 40" high speed Bobst equipment
- UV coating both flood and spot.

We look forward to the continuation of our great relationship and are excited about the expanded capabilities that we can now offer.

AcraGraphics^{inc.}

800 Monroe Ave NW, Suite 110
Grand Rapids, MI 49503
616.454.1916 • Fax 616.454.3126

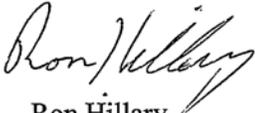
Our new address and contact information is as follows:

Phil Maxim
mobile: 616.443.4973
pmaxim@gilsongraphics.com

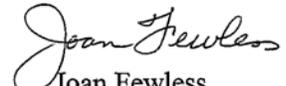
Joan Fewless phone: 616.459.4539
fax: 616.459.8903
jfewless@gilsongraphics.com

Gilson Graphics
2000 Oak Industrial Drive NE
Grand Rapids, MI 49505
phone: 616.459.4539 800.638.3743 fax: 616.459.8903

Best regards,


Ron Hillary


Phil Maxim


Joan Fewless

October 3, 2012



City of Wyoming
1155 28th Street, SW
Box 905
Wyoming, Michigan 45509-0905
Attention Laura Jackson

Dear Laura Jackson:

Please consider this letter Gilson Graphics' formal request to extend the current bid pricing on file for an additional 12 months, from December 7, 2012 through December 6, 2013. I look forward to the opportunity of servicing the City of Wyoming. Thank you for your consideration.

Sincerely,

David Gilson
President, Gilson Graphics, Inc.

BID PROPOSAL FORM

State bid price for printing and related services as per the specifications contained herein delivered F.O.B. to the various City buildings and the City's contracted mailer if requested.

Please circle the appropriate answer:

My company can perform up to:

- 1 color processing
- 2 color processing
- 3 color processing
- 4 color processing

More than 4 color processing.

STORAGE CAPABILITIES:

What are your storage and warehousing capabilities; (Please indicate by square footage):

2500 sq. foot - warehouse/production
1000 " " - OFFICE + PREPARES

Is storage/warehousing kept on-site or off-site? On-site

If off-site please include address of storage location:

Will you store completed work for the City? Yes No

Will you deliver to the City's Presort Vendor? Yes No

EXPERIENCE:

Please indicate number of years your company has been in the printing industry: 25 years.

DIGITAL PRINTING, FINISHING AND COPYING

	Price per copy/each if ordered in increments of:					
	Less Than 100		100-500		Greater Than 500	
	One Sided	Two Sided	One Sided	Two Sided	One Sided	Two Sided
1st Year - 2010						
DIGITAL PRINTING (price per copy)						
8.5 x 11 Black & White Printing						
White 20# Bond	.037	.0668	.0347	.0622	.0322	.0572
White 24# Bond	.039	.0688	.0367	.0642	.0342	.0592
White 32# Bond	.0418	.0716	.0395	.067	.037	.062
Color 24# Bond	.0398	.0696	.0375	.065	.035	.06
Color 24# Blank	.01	.01	.01	.01	.01	.01
65# Cardstock	.0508	.0806	.0485	.076	.046	.071
65# Cardstock Blank	.021	.021	.021	.021	.021	.021
110# Cardstock	.054	.0836	.0515	.079	.049	.074
110# Cardstock Blank	.024	.024	.024	.024	.024	.024
NCR Per Sheet <i>3 1/2 SET</i>	.32	.54	.188	.30	.146	.214
Astrobrights 60#T	.0508	.0806	.6485	.676	.046	.071
Crack 'n' Peel <i>OFFSET PRINTED</i>	.51	.81	.33	.464	.274	.35
11 x 17 Black & White Printing						
White 20# Bond	.0745	.134	.0699	.1249	.0649	.1149
White 24# Bond	.0791	.1387	.0745	.1295	.0695	.1195
White 32# Bond	.0827	.1423	.0781	.1331	.0731	.1231
Color 24# Bond	.0796	.1392	.075	.13	.07	.12
Color 24# Blank	.02	.02	.02	.02	.02	.02
65# Cardstock	.1016	.1612	.097	.152	.092	.142
65# Cardstock Blank	.042	.042	.042	.042	.042	.042
110# Cardstock	.108	.1672	.103	.158	.098	.148
110# Cardstock Blank	.048	.048	.048	.048	.048	.048
8 1/2 x 11 Color Printing						
White 20# Bond						
65# Cardstock						
110# Cardstock						
11 x 17 Sheet Size						
White 20# Bond						

	Price per copy each ordered in increments of:		
	Less than 100	100-500	Greater than 500
65# Cardstock			
110# Cardstock			
FINISHING (price per each) BASED ON 1000 SHEETS			
Booklet Making			
Coil binding	\$1.00/book		
Collating (hand)	.075/SHEET →	.059/SHEET →	.047/SHEET →
Collating Paper			
Comb binding (plastic, 15-19 rings in assorted colors)	.80/book →	.80/book →	.80/book →
Copying Services	SEE DIGITAL PRINTING - PRICE PER COPY		
Cutting PER SHEET	.036 →	.0178 →	.0086 →
Digital Imaging	SEE DIGITAL PRINTING - PRICE PER COPY		
Drilling PER 1000 SHEETS	.012/SHEET		
Dye cut (over the doorknob)			
Folding (tri-fold and z fold) PER 1000 SHEETS	.014/SHEET		
Graphic Design	\$80 ⁰⁰ PER HOUR		
Inserting (hand)			
Laminating			
Layout	SIMPLE PROJECTS \$25 ⁰⁰ COMPLEX \$50 ⁰⁰ +		
Padding	20 PAGES 50/PAGE = 1000 SHEETS @ \$14.44 LOT PRX		
Perforating	PER 1000 SHEETS .0178 PER SHEET		
Post binding			
Scoring	PER 1000 SHEETS .0178 PER SHEET		
Sequential Numbering	" " " .025 PER SHEET		
Stapling (1, 2 or 3 staples)	.005 / STAPLE		
Stitch binding	.005 / SADDLE STITCH		
Tab printing (mylar)	.17 EACH - ANY QUANTITY		
Tabs (insertion)	.16 EACH UP TO 500 QUANTITY		
Tape binding	.80 PER BOOK UP TO 500 QUANTITY		
Thermal binding			
Typesetting	SIMPLE PROJECT \$25 ⁰⁰ COMPLEX \$50 ⁰⁰		

	Price per copy (each) ordered in increments of					
	Less than 100		100-500		Greater than 500	
	One Sided	Two Sided	One Sided	Two Sided	One Sided	Two Sided
Velo binding						
Wire-O binding	\$1.00 PER BOOK up to 500 BOOKS					
COPYING (price per copy)						
Price per black and white copy using a standard copy machine	SEE DIGITAL PRINTING - PRICE PER COPY					
Price per color copy using a standard copy machine						

WILL HOLD PRICING
LEVEL FOR SECOND YEAR

DIGITAL PRINTING, FINISHING AND COPYING

Price per copy, each if ordered in increments of:						
	Less than 100	100-500	500-1000	1000-5000	Greater than 5000	
	One Sided	Two Sided	One Sided	Two Sided	One Sided	Two Sided
2nd Year - 2011						
DIGITAL PRINTING (price per copy)						
8.5 x 11 Black & White Printing						
White 20# Bond	.037	.0668	.0347	.0622	.0322	.0572
White 24# Bond	.039	.0688	.0367	.0642	.0342	.0592
White 32# Bond	.0418	.0716	.0395	.067	.037	.062
Color 24# Bond	.0398	.0696	.0375	.065	.035	.06
Color 24# Blank	.01	.01	.01	.01	.01	.01
65# Cardstock	.0508	.0806	.0485	.076	.046	.071
65# Cardstock Blank	.021	.021	.021	.021	.021	.021
110# Cardstock	.054	.0836	.0515	.079	.049	.074
110# Cardstock Blank	.024	.024	.024	.024	.024	.024
NCR Per Sheet ^{3/4" SET}	.32	.54	.188	.30	.146	.214
Astrobrights 60#	.0508	.0806	.6485	.676	.046	.071
Crack'n'Peel ^{OFFSET} _{REGISTER}	.51	.81	.33	.464	.274	.35
11 x 17 Black & White Printing						
White 20# Bond	.0745	.134	.0699	.1249	.0649	.1149
White 24# Bond	.0791	.1387	.0745	.1295	.0695	.1195
White 32# Bond	.0827	.1423	.0781	.1331	.0731	.1231
Color 24# Bond	.0796	.1392	.075	.13	.07	.12
Color 24# Blank	.02	.02	.02	.02	.02	.02
65# Cardstock	.1016	.1612	.097	.152	.092	.142
65# Cardstock Blank	.042	.042	.042	.042	.042	.042
110# Cardstock	.108	.1672	.103	.158	.098	.148
110# Cardstock Blank	.048	.048	.048	.048	.048	.048
8 1/2 x 11 Color Printing						
White 20# Bond						
65# Cardstock						
110# Cardstock						
11 x 17 Sheet Size						
White 20# Bond						

	Price per copy each if ordered in increments of:	
	Less than 100	100-500
	One Sided	Two Sided
65# Cardstock		
110# Cardstock		
FINISHING (price per each) BASED ON 1000 SHEETS		
Booklet Making		
Coil binding	\$1.00/book	
Collating (hand)	.075/SHEET →	.059/SHEET →
Collating Paper		
Comb binding (plastic, 15-19 rings in assorted colors)	.80/BOOK →	.80/BOOK →
Copying Services	SEE DIGITAL PRINTING - PRICE PER COPY	
Cutting	.036 →	.0178 →
Digital Imaging	SEE DIGITAL PRINTING - PRICE PER COPY	
Drilling	PER 1000 SHEETS .012/SHEET	
Dye cut (over the doorknob)		
Folding (tri-fold and z fold)	PER 1000 SHEETS .014/SHEET	
Graphic Design	\$80.00 PER HOUR	
Inserting (hand)		
Laminating		
Layout	SIMPLE PROJECTS \$25.00 COMPLEX \$50.00 +	
Padding	20 PAGES 50/PAGE = 1000 SHEETS @ \$14.44 LOT PK	
Perforating	PER 1000 SHEETS .0178 PER SHEET	
Post binding		
Scoring	PER 1000 SHEETS .0178 PER SHEET	
Sequential Numbering	" " "	.025 PER SHEET
Stapling (1, 2 or 3 staples)	.005 / STAPLE	
Stitch binding	.005 / SADDLE STITCH	
Tab printing (mylar)	.17 EACH - ANY QUANTITY	
Tabs (insertion)	.16 EACH UP TO 500 QUANTITY	
Tape binding	.80 PER BOOK UP TO 500 QUANTITY	
Terral binding		
Typesetting	SIMPLE PROJECT \$25.00 COMPLEX \$50.00	

	Price per copy/each in ordered increments of					
	Less Than 100	100-500	500-1000	1000-5000	Greater Than 5000	Greater Than 5000
	One Sided	Two Sided	One Sided	Two Sided	One Sided	Two Sided
Velo binding						
Wire-O binding	\$1.00 PER BOOK UP TO 500 BOOKS					
COPYING (price per copy)						
Price per black and white copy using a standard copy machine	SEE DIGITAL PRINTING - PRICE PER COPY					
Price per color copy using a standard copy machine						

DIGITAL PRINTING, FINISHING AND COPYING CONTINUED:

Price per copy based on order quantity of:						
	Less than 100		100-500		Greater than 500	
	One Sided	Two Sided	One Sided	Two Sided	One Sided	Two Sided
3rd Year - 2012						
DIGITAL PRINTING (price per copy)						
8.5 x 11 Black & White Printing						
White 20# Bond	.038	.069	.036	.064	.033	.059
White 24# Bond	.04	.071	.038	.066	.035	.061
White 32# Bond	.043	.074	.041	.069	.038	.064
Color 24# Bond	.041	.072	.039	.067	.036	.062
Color 24# Blank	.0103	.0103	.0103	.0103	.0103	.0103
65# Cardstock	.052	.083	.05	.078	.047	.073
65# Cardstock Blank	.022	.022	.022	.022	.022	.022
110# Cardstock	.056	.086	.053	.081	.05	.076
110# Cardstock Blank	.025	.025	.025	.025	.025	.025
3PT SET NCR Per Sheet	.33	.556	.194	.309	.15	.22
Astrobrights 60#T	.052	.083	.668	.696	.047	.073
Crack 'n' Peel OFFSET ALTERNATIVE	.525	.834	.34	.478	.282	.361
11 x 17 Black & White Printing						
White 20# Bond	.077	.138	.072	.129	.067	.118
White 24# Bond	.081	.143	.077	.133	.072	.123
White 32# Bond	.085	.147	.08	.137	.075	.127
Color 24# Bond	.082	.143	.077	.134	.072	.124
Color 24# Blank	.021	.021	.021	.021	.021	.021
65# Cardstock	.105	.166	.10	.157	.095	.146
65# Cardstock Blank	.043	.043	.043	.043	.043	.043
110# Cardstock	.111	.172	.106	.163	.101	.152
110# Cardstock Blank	.049	.049	.049	.049	.049	.049
8 1/2 x 11 Color Printing						
White 20# Bond						
65# Cardstock						
110# Cardstock						
11 x 17 Sheet Size						
White 20# Bond						

	Price per copy/each or call for dimensions	Price per 100	Price per 500	Price per 1000
	One Sided	Two Sided	One Sided	Two Sided
65# Cardstock				
110# Cardstock				
FINISHING (price per each) BASED ON 1000 SHEETS				
Booklet Making				
Coil binding	\$1.03/BOOK			
Collating (hand)	.017/SHEET → .061/SHEET → .048/SHEET →			
Collating Paper				
Comb binding (plastic, 15-19 rings in assorted colors)	.824/BOOK			
Copying Services	SEE DIGITAL PRINTING - PRICE PER COPY			
Cutting PER SHEET	.037 → .018 → .009 →			
Digital Imaging	SEE DIGITAL PRINTING - PRICE PER COPY			
Drilling PER 1000 SHEETS	.0124/SHEET			
Dye cut (over the doorknob)				
Folding (tri-fold and z fold) PER 1000 SHEETS	.0144/SHEET			
Graphic Design	\$82.50 PER HOUR			
Inserting (hand)				
Laminating				
Layout	SIMPLE PROJECTS \$25.00 COMPLEX \$50.00 +			
Packing	20 PAGES 50/PAGE = 1000 SHEETS @ \$15.00 LOT PRICE			
Perforating	PER 1000 SHEETS .0183 PER SHEET			
Post binding				
Scoring	PER 1000 SHEETS .0183 PER SHEET			
Sequential Numbering	" " " .026 PER SHEET			
Stapling (1, 2 or 3 staples)	.0052 PER STAPLE			
Stitch binding	.0052 PER SADDLE STITCH			
Tab printing (mylar)	.175 EACH - ANY QUANTITY			
Tabs (insertion)	.165 EACH UP TO 500 QUANTITY			
Tape binding	.825 PER BOOK UP TO 500 QUANTITY			
Thermal binding				
Typesetting	SIMPLE PROJECT \$25.00 COMPLEX 50.00			

	Price per copy/each order (minimums of)					
	Less than 100	100-500	500-1000	1000-5000	Greater than 5000	
	One Sided	Two Sided	One Sided	Two Sided	One Sided	Two Sided
Velo binding						
Wire-O binding	<i>\$ 1.03 PER BOOK UP TO 500 BOOKS</i>					
COPYING (price per copy)						
Price per black and white copy using a standard copy	<i>SEE DIGITAL PRINTING - PRICE PER COPY</i>					
Price per color copy using a standard copy machine						

OFFSET PRINTING AND HIGH VOLUME COLOR PRINTING

	State Price Per Ream if ordered in increments of		State Price Per Box if ordered in increments of		State Price Each if ordered in increments of		
	1-50	50-100	1-50	50-100	1-500	500-1,000	1,000-5,000
1st Year - 2010							
Letterhead 8.5 x 11; 20# Ultra Bright White with Cockle Finish and Watermarked with the City Logo	SEE ATTACHED SHEETS		SEE ATTACHED SHEETS		SEE ATTACHED SHEETS		
Letterhead (second sheet-blank) 8.5 x 11; 20# Ultra Bright White with Cockle Finish and Watermarked with the City Logo	SEE ATTACHED SHEETS		SEE ATTACHED SHEETS		SEE ATTACHED SHEETS		
Envelopes (to match letterhead) (500 per box)	SEE ATTACHED SHEETS		SEE ATTACHED SHEETS		SEE ATTACHED SHEETS		
Envelopes (to match letterhead) Window and Plastic Overlay	SEE ATTACHED SHEETS		SEE ATTACHED SHEETS		SEE ATTACHED SHEETS		
Business Cards (with different names) (500 per box)	SEE ATTACHED SHEETS		SEE ATTACHED SHEETS		SEE ATTACHED SHEETS		
Postcards 5x7; 120# Stock, Full Color/black reverse, full bleed	SEE ATTACHED SHEETS		SEE ATTACHED SHEETS		SEE ATTACHED SHEETS		
Rack Cards 4x9; 120# Stock; Full color, full bleed	SEE ATTACHED SHEETS		SEE ATTACHED SHEETS		SEE ATTACHED SHEETS		
Brochures 8.5 x 11; 90#; Tri-fold; full color, full bleed	SEE ATTACHED SHEETS		SEE ATTACHED SHEETS		SEE ATTACHED SHEETS		
Booklets 8.5 x 11; 90#; Half-folded, stapled, full bleed	SEE ATTACHED SHEETS		SEE ATTACHED SHEETS		SEE ATTACHED SHEETS		

OFFSET PRINTING AND HIGH VOLUME COLOR PRINTING CONTINUED

	State Price Per Ream Ordered in increments of		State Price Per Box Ordered in increments of		State Price Each if ordered in increments of			
	50	50-100	50	50-100	500	500-1,000	1,000-5,000	
2nd Year - 2011								
Letterhead 8.5 x 11; 20# Ultra Bright White with Cockle Finish and Watermarked with the City Logo	<i>SEE ATTACHED SHEETS</i>		<i>SEE ATTACHED SHEETS</i>					
Letterhead (second sheet-blank) 8.5 x 11; 20# Ultra Bright White with Cockle Finish and Watermarked with the City Logo	<i>SEE ATTACHED SHEETS</i>		<i>SEE ATTACHED SHEETS</i>					
Envelopes (to match letterhead) (500 per box)	<i>SEE ATTACHED SHEETS</i>		<i>SEE ATTACHED SHEETS</i>					
City Envelopes (to match letterhead) Window and Plastic Overlay	<i>SEE ATTACHED SHEETS</i>		<i>SEE ATTACHED SHEETS</i>					
Business Cards (with different names) (500 per box)	<i>SEE ATTACHED SHEETS</i>		<i>SEE ATTACHED SHEETS</i>					
Postcards 5x7; 120# Stock, Full Color/black reverse, full bleed								
Rack Cards 4x9; 120# Stock; Full color, full bleed								
Brochures 8.5 x 11; 90#; tri-fold; full color, full bleed								
Booklets 8.5 x 11; 90#; half-folded, stapled, full bleed					<i>SEE ATTACHED SHEETS</i>			

OFFSET PRINTING AND HIGH VOLUME COLOR PRINTING CONTINUED

	State Price Per Ream if ordered in increments of:		State Price Per Box if ordered in increments of:		State Price Each if ordered in increments of:			
	50	100	50	100	1,500	500-1,000	1,000-5,000	5,000+
3rd Year - 2012								
Letterhead 8.5 x 11; 20# Ultra Bright White with Cockle Finish and Watermarked with the City Logo	SEE ATTACHED SHEETS							
Letterhead (second sheet-blank) 8.5 x 11; 20# Ultra Bright White with Cockle Finish and Watermarked with the City Logo	SEE ATTACHED SHEETS							
Envelopes (to match letterhead) (500 per box)			SEE ATTACHED SHEETS					
Envelopes (to match letterhead) Window and Plastic Overlay			SEE ATTACHED SHEETS					
Business Cards (with different names) (500 per box)			SEE ATTACHED SHEETS					
Postcards 5x7; 120# Stock, Full Color/black reverse, full bleed								
Rack Cards 4x9; 120# Stock; full color, full bleed								
Brochures 8.5 x 11; 90#; tri-fold; full color, full bleed								
Booklets 8.5 x 11; 90#; half-folded, stapled, full bleed					SEE ATTACHED SHEETS			

AcraGraphics, Inc.
800 Monroe Ave NW (Suite 110)
Grand Rapids, MI 49503
Phone: 616-454-1916
Fax: 616-454-3126

Estimate Number: 14404

10/26/2009

Customer ID: N/A
 HEIDI ISAKSON
 CITY OF WYOMING

This estimate includes all operations and materials to complete the work as specified, based on the receipt of customer artwork. It does not include any typesetting, keylining, layout or prep work, unless specifically noted. The final quote is subject to a review of artwork or electronic files. Standard trade customs, (including + or - 10%) apply. This estimate is valid for 60 days.

Quantities	500	1000	5000
Unit Cost:	\$0.168	\$0.09	\$0.0288
Unit Cost per 1000:	\$168.00	\$90.00	\$28.80
Estimate Price	\$84.00	\$90.00	\$144.00

Estimate Specifications

Description: LETTERHEAD
Type of Estimate: Flat Sheet
Finished Size: 8.5 x 11
Stock Description: NO PAPER ADDED 8.5X11 TEXT No Reference Code, NOT SPECIFIED, 60#
Ink Colors Front: BLACK, PMS SPECIAL MIX

Ronald A. Wilbur, Jr.

Authorized By: _____ Date: 10-26-09

2nd yr \$86.⁵⁰ \$92.⁷⁰ \$148.⁵⁰

3rd yr \$89.⁰⁰ \$95.⁵⁰ \$153.⁰⁰

AcraGraphics, Inc.
 800 Monroe Ave NW (Suite 110)
 Grand Rapids, MI 49503
 Phone: 616-454-1916
 Fax: 616-454-3126

Estimate Number: 14404

10/26/2009

Customer ID: N/A
 HEIDI ISAKSON
 CITY OF WYOMING

This estimate includes all operations and materials to complete the work as specified, based on the receipt of customer artwork. It does not include any typesetting, keylining, layout or prep work, unless specifically noted. The final quote is subject to a review of artwork or electronic files. Standard trade customs, (including + or - 10%) apply. This estimate is valid for 60 days.

Quantities	10000	15000	20000
Unit Cost:	\$0.021	\$0.01847	\$0.01645
Unit Cost per 1000:	\$21.00	\$18.47	\$16.45
Estimate Price	\$210.00	\$277.00	\$329.00

Estimate Specifications

Description: LETTERHEAD
 Type of Estimate: Flat Sheet
 Finished Size: 8.5 x 11
 Stock Description: NO PAPER ADDED 8.5X11 TEXT No Reference Code, NOT SPECIFIED, 60#
 Ink Colors Front: BLACK, PMS SPECIAL MIX

Authorized By: *Ronell A. Wilbur* Date: 10-26-09

2nd yr \$ 216.³⁰ \$ 285.³⁰ \$ 338.⁹⁰

3rd yr \$ 222.⁸⁰ \$ 293.⁸⁵ \$ 349.⁰⁰

AcraGraphics, Inc.
800 Monroe Ave NW (Suite 110)
Grand Rapids, MI 49503
Phone: 616-454-1916
Fax: 616-454-3126

Estimate Number: 14404

10/26/2009

Customer ID: N/A
 HEIDI ISAKSON
 CITY OF WYOMING

This estimate includes all operations and materials to complete the work as specified, based on the receipt of customer artwork. It does not include any typesetting, keylining, layout or prep work, unless specifically noted. The final quote is subject to a review of artwork or electronic files. Standard trade customs, (including + or - 10%) apply. This estimate is valid for 60 days.

Quantities	30000	40000	50000
Unit Cost:	\$0.0154	\$0.01455	\$0.01396
Unit Cost per 1000:	\$15.40	\$14.55	\$13.96
Estimate Price	\$462.00	\$582.00	\$698.00

Estimate Specifications

Description: LETTERHEAD
 Type of Estimate: Flat Sheet
 Finished Size: 8.5 x 11
 Stock Description: NO PAPER ADDED 8.5X11 TEXT No Reference Code, NOT SPECIFIED, 60#
 Ink Colors Front: BLACK, PMS SPECIAL MIX

Authorized By: Ronald A. Williams, Jr. Date: 10-26-09

2 nd yr	\$475. ⁸⁵	\$599. ⁵⁰	\$718. ⁹⁵
3 rd yr	\$490. ¹⁵	\$617. ⁵⁰	\$740. ⁵⁰

AcraGraphics, Inc.
800 Monroe Ave NW (Suite 110)
Grand Rapids, MI 49503
Phone: 616-454-1916
Fax: 616-454-3126

Estimate Number: 14406

10/26/2009

Customer ID: N/A
 CITY OF WYOMING

This estimate includes all operations and materials to complete the work as specified, based on the receipt of customer artwork. It does not include any typesetting, keylining, layout or prep work, unless specifically noted. The final quote is subject to a review of artwork or electronic files. Standard trade customs, (including + or - 10%) apply. This estimate is valid for 60 days.

Quantities	500	1000	5000
Unit Cost:	\$0.19	\$0.111	\$0.0468
Unit Cost per 1000:	\$190.00	\$111.00	\$46.80
Estimate Price	\$95.00	\$111.00	\$234.00

Estimate Specifications

Description: #10 ENVELOPES
Type of Estimate: Flat Sheet
Finished Size: 4,125 x 9.5
Stock Description: #10 REG. WHITE ENV. RegWhtEnv, White, 24#
Ink Colors Front: BLACK, PMS SPECIAL MIX

Authorized By: Ronald A. Wilbur, spec Date: 10-26-09

2nd yr \$97.⁸⁵ \$114.⁷⁵ \$241.⁰⁰
 3rd yr \$100.⁸⁰ \$117.⁸⁰ \$248.²⁵

AcraGraphics, Inc.
800 Monroe Ave NW (Suite 110)
Grand Rapids, MI 49503
Phone: 616-454-1916
Fax: 616-454-3126

Estimate Number: 14406

10/26/2009

Customer ID: N/A
 CITY OF WYOMING

This estimate includes all operations and materials to complete the work as specified, based on the receipt of customer artwork. It does not include any typesetting, keylining, layout or prep work, unless specifically noted. The final quote is subject to a review of artwork or electronic files. Standard trade customs, (including + or - 10%) apply. This estimate is valid for 60 days.

Quantities	10000	15000	20000
Unit Cost:	\$0.0387	\$0.036	\$0.034
Unit Cost per 1000:	\$38.70	\$36.00	\$34.00
Estimate Price	\$387.00	\$540.00	\$680.00

Estimate Specifications

Description: #10 ENVELOPES
 Type of Estimate: Flat Sheet
 Finished Size: 4.125 x 9.5
 Stock Description: #10 REG. WHITE ENV. RegWhtEnv, White, 24#
 Ink Colors Front: BLACK, PMS SPECIAL MIX

Authorized By: *Ronald A. Wilberg* Date: 10-26-09

2nd yr \$398.⁶⁰ \$556.²⁰ \$700.⁴⁰

3rd yr \$410.⁶⁰ \$572.⁹⁰ \$721.⁵⁰

AcraGraphics, Inc.
 800 Monroe Ave NW (Suite 110)
 Grand Rapids, MI 49503
 Phone: 616-454-1916
 Fax: 616-454-3126

Estimate Number: 14406

10/26/2009

Customer ID: N/A
 CITY OF WYOMING

This estimate includes all operations and materials to complete the work as specified, based on the receipt of customer artwork. It does not include any typesetting, keylining, layout or prep work, unless specifically noted. The final quote is subject to a review of artwork or electronic files. Standard trade customs, (including + or - 10%) apply. This estimate is valid for 60 days.

Quantities	25000	30000	40000
Unit Cost:	\$0.03332	\$0.03287	\$0.03198
Unit Cost per 1000:	\$33.32	\$32.87	\$31.98
Estimate Price	\$833.00	\$986.00	\$1,279.00

Estimate Specifications

Description: #10 ENVELOPES
 Type of Estimate: Flat Sheet
 Finished Size: 4.125 x 9.5
 Stock Description: #10 REG. WHITE ENV. RegWhtEnv, White, 24#
 Ink Colors Front: BLACK, PMS SPECIAL MIX

Authorized By: Ronell A. Williams, Jr. Date: 10-26-09

2 nd yr	\$858. ⁰⁰	\$1,015. ⁶⁰	\$1,317. ⁴⁰
3 rd yr	\$883. ⁷⁵	\$1,046. ⁰⁰	\$1,357. ⁰⁰

AcraGraphics, Inc.
800 Monroe Ave NW (Suite 110)
Grand Rapids, MI 49503
Phone: 616-454-1916
Fax: 616-454-3126

Estimate Number: 14406

10/26/2009

Customer ID: N/A
CITY OF WYOMING

This estimate includes all operations and materials to complete the work as specified, based on the receipt of customer artwork. It does not include any typesetting, keylining, layout or prep work, unless specifically noted. The final quote is subject to a review of artwork or electronic files. Standard trade customs, (including + or - 10%) apply. This estimate is valid for 60 days.

Quantities	50000	0	0
Unit Cost:	\$0.03122	\$0	\$0
Unit Cost per 1000:	\$31.22	\$0.00	\$0.00
Estimate Price	\$1,561.00	\$0.00	\$0.00

Estimate Specifications

Description: #10 ENVELOPES
Type of Estimate: Flat Sheet
Finished Size: 4.125 x 9.5
Stock Description: #10 REG. WHITE ENV. RegWhtEnv, White, 24#
Ink Colors Front: BLACK, PMS SPECIAL MIX

Authorized By:

Ronald A. Wilton

Date: 10-26-09

2nd yr

\$1,607.⁸⁵

3rd yr

\$1,656.⁰⁰

AcraGraphics, Inc.
800 Monroe Ave NW (Suite 110)
Grand Rapids, MI 49503
Phone: 616-454-1916
Fax: 616-454-3126

Estimate Number: 14406

10/26/2009

Customer ID: N/A
 CITY OF WYOMING

This estimate includes all operations and materials to complete the work as specified, based on the receipt of customer artwork. It does not include any typesetting, keylining, layout or prep work, unless specifically noted. The final quote is subject to a review of artwork or electronic files. Standard trade customs, (including + or - 10%) apply. This estimate is valid for 60 days.

Quantities	500	1000	5000
Unit Cost:	\$0.194	\$0.114	\$0.0498
Unit Cost per 1000:	\$194.00	\$114.00	\$49.80
Estimate Price	\$97.00	\$114.00	\$249.00

Estimate Specifications

Description: #10 WINDOW ENVELOPES
Type of Estimate: Flat Sheet
Finished Size: 4.125 x 9.5
Stock Description: #10 REG WHITE WINDOW ENV WhtWndwEnv, White, 24#
Ink Colors Front: BLACK, PMS SPECIAL MIX

Authorized By: *Ronald A. Hillery, Jr.* Date: 10-26-09

2nd yr *999.90* *\$117.40* *9256.50*

3rd yr *9102.90* *\$120.95* *9264.00*

AcraGraphics, Inc.
800 Monroe Ave NW (Suite 110)
Grand Rapids, MI 49503
Phone: 616-454-1916
Fax: 616-454-3126

Estimate Number: 14406

10/26/2009

Customer ID: N/A
 CITY OF WYOMING

This estimate includes all operations and materials to complete the work as specified, based on the receipt of customer artwork. It does not include any typesetting, keylining, layout or prep work, unless specifically noted. The final quote is subject to a review of artwork or electronic files. Standard trade customs, (including + or - 10%) apply. This estimate is valid for 60 days.

Quantities	10000	15000	20000
Unit Cost:	\$0.0418	\$0.03913	\$0.03705
Unit Cost per 1000:	\$41.80	\$39.13	\$37.05
Estimate Price	\$418.00	\$587.00	\$741.00

Estimate Specifications

Description: #10 WINDOW ENVELOPES
Type of Estimate: Flat Sheet
Finished Size: 4.125 x 9.5
Stock Description: #10 REG WHITE WINDOW ENV WhtWndwEnv, White, 24#
Ink Colors Front: BLACK, PMS SPECIAL MIX

Authorized By: Ronald A. Wilbur, Jr. Date: 10-26-09

2nd yr \$430.⁵⁰ \$604.⁶⁰ \$763.²⁵

3rd yr \$443.⁴⁵ \$622.⁷⁵ \$786.⁰⁰

AcraGraphics, Inc.
 800 Monroe Ave NW (Suite 110)
 Grand Rapids, MI 49503
 Phone: 616-454-1916
 Fax: 616-454-3126

Estimate Number: 14406

10/26/2009

Customer ID: N/A
 CITY OF WYOMING

This estimate includes all operations and materials to complete the work as specified, based on the receipt of customer artwork. It does not include any typesetting, keylining, layout or prep work, unless specifically noted. The final quote is subject to a review of artwork or electronic files. Standard trade customs, (including + or - 10%) apply. This estimate is valid for 60 days.

Quantities	25000	30000	40000
Unit Cost:	\$0.0364	\$0.03597	\$0.03505
Unit Cost per 1000:	\$36.40	\$35.97	\$35.05
Estimate Price	\$910.00	\$1,079.00	\$1,402.00

Estimate Specifications

Description: #10 WINDOW ENVELOPES
 Type of Estimate: Flat Sheet
 Finished Size: 4.125 x 9.5
 Stock Description: #10 REG WHITE WINDOW ENV WhtWndwEnv, White, 24#
 Ink Colors Front: BLACK, PMS SPECIAL MIX

Authorized By: _____

Ronald A. Wilton

Date: 10-26-09

2nd yr

\$ 937.³⁰

\$ 1,111.⁴⁰

\$ 1,444.⁰⁰

3rd yr

\$ 965.⁴⁰

\$ 1,144.⁷⁰

\$ 1,487.⁴⁰

AcraGraphics, Inc.
 800 Monroe Ave NW (Suite 110)
 Grand Rapids, MI 49503
 Phone: 616-454-1916
 Fax: 616-454-3126

Estimate Number: 14406

10/26/2009

Customer ID: N/A
 CITY OF WYOMING

This estimate includes all operations and materials to complete the work as specified, based on the receipt of customer artwork. It does not include any typesetting, keylining, layout or prep work, unless specifically noted. The final quote is subject to a review of artwork or electronic files. Standard trade customs, (including + or - 10%) apply. This estimate is valid for 60 days.

Quantities	50000	0	0
Unit Cost:	\$0.0343	\$0	\$0
Unit Cost per 1000:	\$34.30	\$0.00	\$0.00
Estimate Price	\$1,715.00	\$0.00	\$0.00

Estimate Specifications

Description: #10 WINDOW ENVELOPES
 Type of Estimate: Flat Sheet
 Finished Size: 4.125 x 9.5
 Stock Description: #10 REG WHITE WINDOW ENV WhtWndwEnv, White, 24#
 Ink Colors Front: BLACK, PMS SPECIAL MIX

Authorized By: Ronald A. Wilbur, Jr. Date: 10-26-09

2nd yr \$1,766.⁴⁵

3rd yr \$1,819.⁴⁵

AcraGraphics, Inc.
 800 Monroe Ave NW (Suite 110)
 Grand Rapids, MI 49503
 Phone: 616-454-1916
 Fax: 616-454-3126

Estimate Number: 14407

10/26/2009

Customer ID: N/A
 HEIDI ISAKSON
 CITY OF WYOMING

This estimate includes all operations and materials to complete the work as specified, based on the receipt of customer artwork. It does not include any typesetting, keylining, layout or prep work, unless specifically noted. The final quote is subject to a review of artwork or electronic files. Standard trade customs, (including + or - 10%) apply. This estimate is valid for 60 days.

Quantities	500	1000	2000
Unit Cost:	\$0.14	\$0.075	\$0.0425
Unit Cost per 1000:	\$140.00	\$75.00	\$42.50
Estimate Price	\$70.00	\$75.00	\$85.00

Estimate Specifications

Description: BSNS CARDS
 Type of Estimate: Flat Sheet
 Finished Size: 2 x 3.5
 Stock Description: 80# COUGAR OPAQUE SMOOTH COVER No Reference Code, Smooth White, 80#
 Ink Colors Front: BLACK, PMS SPECIAL MIX

Authorized By: Donell A. Wilkins, pres. Date: 10-26-09

<i>2nd yr</i>	<i>\$72¹⁰</i>	<i>\$77²⁵</i>	<i>\$87⁵⁵</i>
<i>3rd yr</i>	<i>\$74²⁵</i>	<i>\$79⁶⁰</i>	<i>\$90²⁰</i>

AcraGraphics, Inc.
 800 Monroe Ave NW (Suite 110)
 Grand Rapids, MI 49503
 Phone: 616-454-1916
 Fax: 616-454-3126

BOOKLETS

Estimate Number: 14411

10/26/2009

Customer ID: N/A
 CITY OF WYOMING

BLACK INK ONLY

This estimate includes all operations and materials to complete the work as specified, based on the receipt of customer artwork. It does not include any typesetting, keylining, layout or prep work, unless specifically noted. The final quote is subject to a review of artwork or electronic files. Standard trade customs, (including + or - 10%) apply. This estimate is valid for 60 days.

Quantities	500	750	1000
Unit Cost:	\$0.51	\$0.404	\$0.349
Unit Cost per 1000:	\$510.00	\$404.00	\$349.00
Estimate Price	\$255.00	\$303.00	\$349.00

Estimate Specifications

Description: 12 PAGE SELF COVER BOOKLET
 Type of Estimate: Booklet
 Finished Size: 8.5 x 11
 Total Pages in Booklet: 12

12 PAGE BOOKLET

Quantities	500	750	1000
Finished Size:	8.5 x 11		
Stock Description:	80# LYNX WHITE TEXT 11.5X17.5 No Reference Code, White, 80#		
Ink Colors Front:	BLACK		
Ink Colors Back:	BLACK		
Bindery Operation:	Machine booklet binding		

Authorized By: Ronald A. Wilbur, pres. Date: 10-26-09

2nd yr \$262.⁶⁵ \$312.⁰⁰ \$360.⁰⁰

3rd yr \$270.⁶⁰ \$321.⁴⁵ \$370.⁸⁰

AcraGraphics, Inc.
 800 Monroe Ave NW (Suite 110)
 Grand Rapids, MI 49503
 Phone: 616-454-1916
 Fax: 616-454-3126

BOOKLETS

Estimate Number: 14411

10/26/2009

Customer ID: N/A
 CITY OF WYOMING

2 color (BLACK + 1 PMS COLOR)

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Quantities	500	750	1000
Unit Cost:	\$0.844	\$0.64	\$0.536
Unit Cost per 1000:	\$844.00	\$640.00	\$536.00
Estimate Price	\$422.00	\$480.00	\$536.00

Estimate Specifications

Description: 12 PAGE SELF COVER BOOKLET
 Type of Estimate: Booklet
 Finished Size: 8.5 x 11
 Total Pages in Booklet: 12

12 PAGE BOOKLET

Quantities	500	750	1000
Finished Size:	8.5 x 11		
Stock Description:	80# LYNX WHITE TEXT 11.5X17.5 No Reference Code, White, 80#		
Ink Colors Front:	BLACK, PMS SPECIAL MIX		
Ink Colors Back:	BLACK, PMS SPECIAL MIX		
Bindery Operation:	Machine booklet binding		

Authorized By:

Ronell A. Williams

Date: 10-26-09

2 nd yr	\$434. ⁷⁵	\$495. ⁰⁰	\$552. ⁰⁰
3 rd yr	\$447. ⁷⁵	\$510. ⁰⁰	\$569. ⁰⁰

PARKS & RECREATION DEPARTMENT
Parks & Recreation Brochure and Youth Programs Brochure

State bid price for printing services as per the specifications contained herein, delivered F.O.B., to the City's Contractor Mailer and/or the City's Parks & Recreation Department, 1155 - 28th Street, SW, Wyoming, Michigan 49509:

Parks & Recreation Brochure:

Number of Pages	Season (printed four times per year)	Price per Brochure	Total Price for 30,000 Brochures	Date Bidder requires document from the City	Date Bidder will provide the City
1st Year					
24	Fall				
	Winter				
	Spring				
	Summer				
32	Fall				
	Winter				
	Spring				
	Summer				
2nd Year					
24	Fall				
	Winter				
	Spring				
	Summer				
32	Fall				
	Winter				
	Spring				
	Summer				
3rd Year					
24	Fall				
	Winter				
	Spring				
	Summer				
32	Fall				
	Winter				
	Spring				
	Summer				

State method required to submit brochure to be printed as per the specifications contained herein:

PDF FILE IN PRETER'S SPREADS

Youth Program Brochure:

Number of Pages	Season (Printed four times per year)	Price per Brochure	Total Price for 2,500 Brochures	Number of days the bidder will require to complete project
1st Year				
8	Fall	\$.14587	\$ 364.675	5-7 BIDS DAYS
	Winter	SAME	SAME	SAME
	Spring	SAME	SAME	SAME
12	Summer	\$.19787	\$ 494.675	SAME
2nd Year				
8	Fall	\$.15027	\$ 375.675	5-7 BIDS DAYS
	Winter	SAME	SAME	SAME
	Spring	SAME	SAME	SAME
12	Summer	\$.20387	\$ 509.675	SAME
3rd Year				
8	Fall	\$.15480	\$ 387.000	5-7 BIDS DAYS
	Winter	SAME	SAME	SAME
	Spring	SAME	SAME	SAME
12	Summer	\$.21000	\$ 525.000	SAME

State method required to submit brochure to be printed as per the specifications contained herein:

SEE ABOVE

UTILITIES DEPARTMENT
Water Quality Report

State bid price for printing services as per the specifications contained herein, delivered F.O.B., to the City's Contractor Mailer and/or the Clean Water Plant located at 2350 Ivanrest, SW, Wyoming, Michigan 49418:

Est. Qty. Per Year	Price Per Report	Price Per Report with Alternate 6.5" x 11" Inserts	Date Bidder Requires Document From the City	Date Bidder Will Provide The City with The Color Proof	Date By Which City Must Return Approved Proof to Bidder
1st Year - 2010					
95,000					
2nd Year - 2011					
95,000					
3rd Year - 2012					
95,000					

State method required to submit Water Quality Report to be printed as per the specifications contained herein:

UTILITY BILLING/TREASURERS DEPARTMENT

Regular Water Bills, Delinquent Notices, Final Notices, Real Tax Forms and Personal Tax Forms

State bid price for printing services as per the specifications contained herein, delivered F.O.B., to the City's Contractor- Mailer and/or the City's Utility Billing/Treasurers Department located 1155 - 28th Street, SW, Wyoming, Michigan 49509:

Description	Est. Monthly Amount Printed		Total Bid Price Per Month for Est. Monthly Amount	Additional Price Per 500 above the estimated monthly amount
1st Year - 2010				
Regular Water Bills	8,000	Month		
Delinquent Notices	2,500	Month		
Final Notices	1,500	Month		
Real Tax Forms	25,000	2 x Per Year		
Personal Tax Forms	5,000	2 x Per Year		
2nd Year - 2011				
Regular Water Bills	8,000	Month		
Delinquent Notices	2,500	Month		
Final Notices	1,500	Month		
Real Tax Forms	25,000	2 x Per Year		
Personal Tax Forms	5,000	2 x Per Year		
3rd Year - 2012				
Regular Water Bills	8,000	Month		
Delinquent Notices	2,500	Month		
Final Notices	1,500	Month		
Real Tax Forms	25,000	2 x Per Year		
Personal Tax Forms	5,000	2 x Per Year		

State method required to submit forms to be printed as per the specifications contained herein:

COMMUNITY SERVICES
Wyoming Record

State bid price for printing services as per the specifications contained herein, delivered F.O.B., to the City's Contractor Mailer and/or the City's Community Services Department located at 1155 - 28th Street, SW, Wyoming, Michigan 49509:

Description	Est. Monthly Amount Printed	Total Bid Price Per Month (or Est. Monthly Amount)	Additional Price Per 500 above the estimated monthly amount
1st Year - 2010			
8 1/2" x 11", Black Ink and PMS, 2 sided	7,500	\$ 533. ⁰⁰	\$ 35. ⁵⁵
2nd Year - 2011			
8 1/2" x 11", Black Ink and PMS, 2 sided	7,500	\$ 549. ⁰⁰	\$ 36. ⁶⁰
3rd Year - 2012			
8 1/2" x 11", Black Ink and PMS, 2 sided	7,500	\$ 566. ⁰⁰	\$ 37. ⁷⁵

State method required to submit the Wyoming Record to be printed as per the specifications contained herein:

WILL WORK WITH WHATEVER SYSTEM IS
IN PLACE NOW.

SALE AND/OR TRADE-IN OF EXISTING EQUIPMENT

State bid price offered for the purchase of existing printing equipment and/or trade-in (if awarded the RFP), to be picked-up by successful bidder at the Printing Department located at 2650 DeHoop Avenue, Wyoming, Michigan 49509:

Equipment	Purchase Price	Trade-In Price
Printing Press – AM Multigraphics 1450K with T-52		
Printing Press – Chief 15		
Plate Maker – AM Multigraphics SP 990		
Plate Burner – V28-1200 SE		
Paper Drill		
Challenge Paper Cutter		
MBM Folder 352		
Stitch & Fold Machine		
Baum Quick Set Collector		
Numbering Machine		

LIQUIDATION OF CURRENT PAPER SUPPLY

Is the bidder willing to use or apply credit for the remaining paper supply located in the print shop?

Yes No

If yes, please explain:

 If paper is ream wrapped and in usable condition.

OTHER

Is bidder willing to honor bid pricing for other Kent and Ottawa Counties municipalities for the term of this proposal?

Kent County XX Yes _____ No

Ottawa County XX Yes _____ No

TERMS: Net 30 days

COMPANY: AcraGraphics, Inc.

ADDRESS: 800 Monroe Avenue NW - Suite 110

CITY: Grand Rapids STATE: MI ZIP CODE: 49503

AUTHORIZED BY (Please Print): Ronald A. Hillary

AUTHORIZED SIGNATURE: *Ronald A. Hillary* DATE 10/26/09

PHONE: 616.454.1916 CELL PHONE: 616.581.6069

FAX: 616.454.3126 E-MAIL: acragraphics@pathwaynet.com

WEB SITE: _____

All proposals are to be in sealed envelopes and plainly marked "PROPOSAL FOR PRINTING AND RELATED SERVICES." The City Council of the City of Wyoming reserves the right to accept or reject all or any bids or to waive formalities, and to award the proposal in any manner deemed to be in the best interest of the City.

PROPOSAL DUE: **11:00 A.M., Tuesday, October 27, 2009**
Wyoming City Clerk's Office
1155 - 28th Street SW
P.O. Box 905
Wyoming, Michigan 49509-0905



AcraGraphics, Inc.
 800 Monroe Ave NW (Suite 110)
 Grand Rapids, MI 49503
 Phone: 616-454-1916
 Fax: 616-454-3126

Estimate Number: 14404

11/4/2009

Customer ID: N/A
 HEIDI ISAKSON
 CITY OF WYOMING

STOCK INCLUDED

This estimate includes all operations and materials to complete the work as specified, based on the receipt of customer artwork. It does not include any typesetting, keylining, layout or prep work, unless specifically noted. The final quote is subject to a review of artwork or electronic files. Standard trade customs, (including + or - 10%) apply. This estimate is valid for 60 days.

Quantities	500	1000	5000
Unit Cost:	\$0.2	\$0.12	\$0.0566
Unit Cost per 1000:	\$200.00	\$120.00	\$56.60
Estimate Price	\$100.00	\$120.00	\$283.00

Estimate Specifications

Description: LETTERHEAD
 Type of Estimate: Flat Sheet
 Finished Size: 8.5 x 11
 Stock Description: 20# ULTRA BRIGHT WHITE WATERMARKED No Reference Code, BRIGHT WHITE, 20#
 Ink Colors Front: BLACK, PMS SPECIAL MIX

Authorized By: *Ronald A. Volkmann, Jr.* Date: *11-5-09*

2nd yr \$ *103.00* \$ *123.60* \$ *291.50*

3rd yr \$ *106.00* \$ *127.30* \$ *298.00*

AcraGraphics, Inc.
 800 Monroe Ave NW (Suite 110)
 Grand Rapids, MI 49503
 Phone: 616-454-1916
 Fax: 616-454-3126

Estimate Number: 14404

11/4/2009

Customer ID: N/A
 HEIDI ISAKSON
 CITY OF WYOMING

STOCK INCLUDED

This estimate includes all operations and materials to complete the work as specified, based on the receipt of customer artwork. It does not include any typesetting, keylining, layout or prep work, unless specifically noted. The final quote is subject to a review of artwork or electronic files. Standard trade customs, (including + or - 10%) apply. This estimate is valid for 60 days.

Quantities	10000	15000	20000
Unit Cost:	\$0.0485	\$0.04587	\$0.0438
Unit Cost per 1000:	\$48.50	\$45.87	\$43.80
Estimate Price	\$485.00	\$688.00	\$876.00

Estimate Specifications

Description: LETTERHEAD
 Type of Estimate: Flat Sheet
 Finished Size: 8.5 x 11
 Stock Description: 20# ULTRA BRIGHT WHITE WATERMARKED No Reference Code, BRIGHT WHITE, 20#
 Ink Colors Front: BLACK, PMS SPECIAL MIX

Authorized By: *Ronald A. Hillman, owner* Date: *11-5-09*

2nd yr \$498.⁰⁰ \$708.⁶⁵ \$898.⁰⁰

3rd yr \$513.⁰⁰ \$730.⁰⁰ \$925.⁰⁰

AcraGraphics, Inc.
 800 Monroe Ave NW (Suite 110)
 Grand Rapids, MI 49503
 Phone: 616-454-1916
 Fax: 616-454-3126

Estimate Number: 14404

11/4/2009

Customer ID: N/A
 HEIDI ISAKSON
 CITY OF WYOMING

STOCK INCLUDED

This estimate includes all operations and materials to complete the work as specified, based on the receipt of customer artwork. It does not include any typesetting, keylining, layout or prep work, unless specifically noted. The final quote is subject to a review of artwork or electronic files. Standard trade customs, (including + or - 10%) apply. This estimate is valid for 60 days.

Quantities	30000	40000	50000
Unit Cost:	\$0.0427	\$0.04183	\$0.04122
Unit Cost per 1000:	\$42.70	\$41.83	\$41.22
Estimate Price	\$1,281.00	\$1,673.00	\$2,061.00

Estimate Specifications

Description: LETTERHEAD
 Type of Estimate: Flat Sheet
 Finished Size: 8.5 x 11
 Stock Description: 20# ULTRA BRIGHT WHITE WATERMARKED No Reference Code, BRIGHT WHITE, 20#
 Ink Colors Front: BLACK, PMS SPECIAL MIX

Authorized By: *Ronald M. Webber, pres* Date: *11-5-09*

2nd yr \$1,319.⁰⁰ \$1,723.⁰⁰ \$2,123.⁰⁰

3rd yr \$1,359.⁰⁰ \$1,775.⁰⁰ \$2,187.⁰⁰ !

RESOLUTION NO. _____

RESOLUTION TO AWARD A BID FOR THE REPLACEMENT OF THE PUBLIC WORKS
AND WATER TREATMENT PLANT TWO-WAY RADIO COMMUNICATION SYSTEM

WHEREAS:

1. On September 24, 2012, the City received a quote from Tele Rad for the replacement of the Public Works and Water Treat Plant two-way radio communication system.
2. The quote for the communication system is based on Motorola's bid with the State of Michigan, for which Tele Rad is an authorized retailer for Motorola.
3. It is anticipated that cost of the new system will not exceed \$173,890.50. Sufficient funds are available in the Motor Pool Capital Outlay Account, 661 441 58500 987.000

NOW, THEREFORE, BE IT RESOLVED:

The City Council hereby awards the bid to Tele Rad, Motorola's authorized retailer, under the State of Michigan's bid for price not to exceed \$173,890.50.

Moved by Councilmember:
Seconded by Councilmember:
Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on: October 15, 2012.

Heidi A. Isakson, Wyoming City Clerk

ATTACHMENTS:
Staff Report

STAFF REPORT

DATE: October 10, 2012

SUBJECT: Public Works Radio System

FROM: William D. Dooley, Director of Public Works

Date of Meeting: October 15, 2012

RECOMMENDATION

The Public Works Department recommends that the City Council award the purchase of a new radio system to Tele-Rad.

SUSTAINABILITY CRITERIA

Environmental Quality

Has no substantial impact on the environment

Social Equity

Radios enable the Public Works Department and Water Treatment Plant to provide service to all the citizens of the City of Wyoming.

Economic Strength

The new radio system will be digital which will require less energy to operate. The new radio system will reduce the maintenance cost to operate a radio system.

DISCUSSION

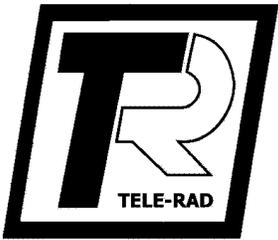
The City of Wyoming currently operates a two-way radio communication system within the Public Work Department and the Water Treatment Plant. The existing system operates on analog technology which must be replaced with digital technology by January 1, 2013 as mandated by the Federal Communication Commission (FCC). The FCC is attempting to narrow the band width used by radio users similar to the process television communications went through approximately 5-years ago.

City staff has been meeting with telecommunication providers for over a year to identify the best option for the various departments. On September 24, 2012 we received a quote from Tele-Rad, a Motorola authorized dealer, for \$173,890.50. The quote is approximately \$20,000 less than the State Bid Pricing.

The system will provide communication within the City of Wyoming and a 5-mile wide area between the City of Wyoming and Water Treatment Plant. Additionally, the system will allow communication within the Water Treatment Plant where communication has been limited or non-existent. The radio system utilizes a GPS tracking system and a Man-down which will provide additional safety to the City's employees.

BUDGET IMPACT

Sufficient funds have been budgeted in the Motor Pool Capital Outlay Account 661 441 58599 987.000



511 E. 8th St.

Holland MI 49423-3759
 (616) 396-3541 Fax: (616) 392-9707

QUOTATION

QUOTE NO.: 10467 - 00 EC

DATE: 9/24/12

TERMS: NET 15 DAYS

DELIVERY:

Please reference Quote No. on
 Correspondence & purchase orders.

Quote expires: 10/24/2012

TO: 1WYOMP
 WYOMING MOTOR POOL, CITY OF
 2660 BURLINGAME AVENUE SW
 WYOMING, MI 49509

WE ARE PLEASED TO QUOTE YOU THE FOLLOWING:

QTY	DESCRIPTION	UNIT PRICE	DISC%	TOTAL
6	MOTO MTR3000 BASE RADIO	2,775.00		16,650.00
6	** FREQUENCY REQUIRED ** USE MEMO LINE TO INDICATE FREQ			
6	ADD: UHF 40W R4 403-470 MHZ	2,550.00		15,300.00
6	HIGH PERF PRESELECTOR	375.00		2,250.00
2	MOTO XPR8400 403-470MHZ 25-50W	2,175.00		4,350.00
2	Duplexer for XPR8400	830.00		1,660.00
4	Enhanced GPS Lic	665.00		2,660.00
3	CAB 46" / 2 RAILS	475.00		1,425.00
1	CABINET 30 2 RAILS-INCH	296.00		296.00

Continued on following page

ORDERS SUBJECT TO SHIPPING & HANDLING AND SALES TAX IF APPLICABLE. TERMS SUBJECT TO CREDIT REVIEW
 Orders over \$50,000 may require a 25% down payment to be invoiced at time of order.
 Unpaid balances over 30 days are subject to 1.5% monthly interest charge (18% annually).
 BY SKIP PETROVICH 7006

THIS QUOTATION DOES NOT CONSTITUTE A SALES ORDER UNLESS SIGNED BY YOU, OUR CLIENT. SEE TERMS AND CONDITIONS OF SALE ATTACHED.

Accepted
 by _____ P.O. No. _____
 LEGAL NAME OF PURCHASER
 _____ Date _____
 AUTHORIZED SIGNATURE

QTY	DESCRIPTION	UNIT PRICE	DISC%	TOTAL
75	XPR6550 403-470M 4W DSPL W/GPS	745.00		55,875.00
75	UHF GPS WHIP ANTENNA 430-470 (PMAE4024)			
75	IMPRES REMOTE SPEAKER MIC 3.5	75.00		5,625.00
5	HEAVY DUTY HEADSET- MOTOTRBO	425.00		2,125.00
2	CORE EARSET D SHELL	53.75		107.50
2	REC ONLY EARPIECE	50.00		100.00
20	VEHICULAR IN-CAR CHARGER	285.00		5,700.00
8	IMPRESS SIX UNIT GANG CHARGER	371.25		2,970.00
16	CABLE N-MALE/N-MALE 2'	86.00		1,376.00
16	COAX CABLE W/CONNECTORS 2'	75.00		1,200.00
8	CABLE/BATTERY BACKUP/LTD	53.00		424.00
8	DEEP CELL BATTERIES	100.00		800.00
200	3/8 ULTRAFLEX COAX CABLE-INCH	3.00		600.00
10	N-MALE CRIMP RG8/LMR400	5.00		50.00
8	SURGE ARRESTOR	60.00		480.00
6	ANTENNA OMNI 150-158 3DB/6DB DB222	325.00		1,950.00
550	7/8 CABLE	6.50		3,575.00
16	7/8 CABLE FEMALE CONNECTORS	29.00		464.00
16	7/8 CABLE MALE CONNECTORS	29.00		464.00
2	LAIRD OMNI ANTENNA	125.00		250.00
1	MAN DOWN OPTION FOR 4 RADIOS	1,340.00		1,340.00

Continued on following page

QUOTE NO. 10467-00
 WYOMING MOTOR POOL, CITY OF

PAGE 3
 DATE 9/24/12

QTY	DESCRIPTION	UNIT PRICE	DISC%	TOTAL
1	TELEPHONE INTERCONNECT	4,665.00		4,665.00
1	GPS SOFTWARE	14,915.00		14,915.00
4	MOTOTRBO XPR4350 UHF 32CH 40W NUMERIC DISPLAY WITH GPS	541.00		2,164.00
1	TOWER CLIMBER	6,000.00		6,000.00
1	SALES ORDER INSTALLATION GRAND RAPIDS SERVICE	4,000.00		4,000.00
1	SALES ORDER PROGRAMMING / FCC GRAND RAPIDS SERVICE	2,275.00		2,275.00
4	ASTRON POWER SUPPLY	150.00		600.00
6	FACTORY INSTALLED DUPLEXER	1,106.00		6,636.00
		Item summary		171,321.50
		Subtotal		171,321.50
		Freight		2,569.00
		Sales Tax		.00
		GRAND TOTAL:		173,890.50

RESOLUTION NO. _____

RESOLUTION TO AWARD A BID
FOR BULK PICK-UP AND DISPOSAL OF STREET SWEEPINGS
TO OTTAWA COUNTY FARMS LANDFILL / REPUBLIC SERVICES

WHEREAS:

1. On September 11, 2012, the City received two bids from qualified bidders for the bulk pick-up and disposal of street sweepings.
2. The Public Works Department recommends that the City Council awards the bid to the lowest qualified bidder, Ottawa County Farms Landfill / Republic Services, for \$20.05, \$20.50, and \$21.00 per ton for fiscal year 2013, 2014, and 2015 respectively.
3. It is anticipated that approximately 1,500 tons of street sweepings will be picked up each fiscal year. Sufficient funds are available in the Solid Waste Service Account: 230-441-44300-956.000

NOW, THEREFORE, BE IT RESOLVED:

The City Council hereby awards the bid to the lowest qualified bidder, Ottawa County Farms Landfill / Republic Services, to perform the bulk pick-up and disposal of street sweepings for fiscal year 2013, 2014 and 2015.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on: October 15, 2012.

Heidi A. Isakson, Wyoming City Clerk

ATTACHMENTS:
Staff Report

STAFF REPORT

DATE: October 9, 2012

SUBJECT: Bid Award – Bulk Pick-Up and Disposal of Street Sweepings

FROM: William D. Dooley, Director of Public Works

Date of Meeting: October 15, 2012

RECOMMENDATION

The Public Works Department recommends that the City Council authorizes the lowest qualified bidder, Ottawa County Farms Landfill, owned by Republic Services, to perform the pick-up and disposal of street sweepings for fiscal years 2013, 2014 and 2015.

SUSTAINABILITY CRITERIA

Environmental Quality

The contractor is required to dispose of the material in a Class 2 landfill to protect the environment.

Social Equity

The proper disposal of the material protects all of the citizens of the City of Wyoming.

Economic Strength

Sweeping the streets reduces the amount of material that needs to be removed from the catch basins.

DISCUSSION

On September 11, 2012, the City received two bids from qualified bidders for the bulk pick-up and disposal of street sweepings. Three bid packages were picked up by potential bidders. The bulk pick-up and disposal of street sweepings includes the picking-up, hauling and disposal of the material at a Michigan Department of Environmental Quality approved landfill.

BUDGET IMPACT

The cost of the bulk pick-up and disposal of street sweepings will be \$20.05, \$20.50, and \$21.00 per ton for fiscal year 2013, 2014, and 2015 respectively. It is anticipated that approximately 1,500 tons of street sweepings shall be picked up each fiscal year. Sufficient funds are available in the Solid Waste Service Account: 230-441-44300-956.000

ATTACHMENTS:

Bid Tabulations

CITY OF WYOMING, MICHIGAN
TABULATION OF BIDS

ON BULK PICK-UP AND DISPOSAL OF STREET SWEEPINGS

Opened By City Clerk On September 11, 2012 At 11:00 a.m. o'clock

Pick-Up and Disposal of Street Sweepings	Ottawa County Farms Landfill / Republic Services		Waste Management	
	Unit Cost (Per Ton)	ESTIMATED TOTAL PER F.Y. (Approx. 1,500 Tons)	Unit Cost (Per Ton)	ESTIMATED TOTAL PER F.Y. (Approx. 1,500 Tons)
<i>July 2012 – June 2013</i>	\$ 20.05	\$ 30,075.00	\$ 21.75	\$ 32,625.00
<i>July 2013 – June 2014</i>	\$ 20.50	\$ 30,750.00	\$ 22.35	\$ 33,525.00
<i>July 2014 – June 2015</i>	\$ 21.00	\$ 31,500.00	\$ 23.00	\$ 34,500.00

RESOLUTION NO. _____

RESOLUTION TO AWARD A BID
FOR FURNISHING & PLACEMENT OF TREES

WHEREAS:

1. On August 7, 2012 bids were received for furnishing and placement of 24 trees for Ideal Park and Battjes Parks with the low bid received from Brookview Landscaping in the amount of \$7,312.50.
2. As detailed in the attached Staff Report, on September 25, 2012 the City accepted bids for an additional 24 trees to replace trees lost to the Emerald Ash Borer at Ideal Park.
3. It is recommended the Wyoming City Council accept the low bid received by Brookview Landscaping for the additional 24 trees in the total amount of \$6,492.00.
4. A grant has been received from the Consumers Energy Tree Program in the amount of \$2,400.00 and sufficient funds for the furnishing and placement of trees are available in the Parks and Recreation Capital Outlay account number 208-752-75600-987151.

NOW, THEREFORE, BE IT RESOLVED:

1. The Wyoming City Council does hereby award the bid received on September 25, 2012 for furnishing & placement of trees to Brookview Landscaping in the total amount of \$6,492.00.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on: October 15, 2012.

ATTACHMENTS:
Staff Report
Tabulation Sheets

Heidi A. Isakson, Wyoming City Clerk

Resolution No. _____

STAFF REPORT

Date: October 8, 2012
Subject: Community Tree Planting Project
From: Jeff Anderson, Parks and Facilities Supervisor
Cc: Rebecca Rynbrandt, Director of Community Services
Meeting Date: October 15, 2012

RECOMMENDATION:

That the City Council accepts the low bid of \$6,492 from Brookview Landscaping to furnish and plant twenty four trees. The 24 trees are scheduled to be planted at Ideal Park to replace the trees that were lost to Emerald Ash Borer (EAB).

SUSTAINABILITY CRITERIA:

Environmental Quality – By replacing the trees that were lost to EAB the new trees will provide shade for recreational activities and improve the aesthetics of the park. New trees help with adding oxygen to the environment and control soil erosion.

Social Equity – All citizens that utilize the park will have new trees for shade and recreational activities.

Economic Strength – The contractor has the appropriate equipment and trained staff that can plant the trees safely and efficiently ensuring tree survival.

DISCUSSION:

The City has been awarded grant funds from the Consumers Energy Tree Planting Grant program in the amount of \$2,400. The program matches existing budgeted funds in the Parks and Recreation Capital Outlay Tree Planting Fund. The grant requires the trees be planted by November 16, 2012. On Tuesday, September 25, 2012, four responses were received in answer to our invitation to bid for the furnishing and placement of trees at Ideal Park. One hundred and seventeen invitations to bid were sent to prospective bidders and the results are as shown on the attached tabulation sheet.

BUDGET IMPACT:

Funding for this project is available in the Parks and Recreation Capital Outlay Account #208-752-75600-987151.

**CITY OF WYOMING, MICHIGAN
TABULATION OF BIDS**

On Furnishing & Placement of Trees

Opened By City Clerk On August 7, 2012 At 11:00 a.m. o'clock

All bid prices reduced to net. All bid prices shown are firm through completion of the plantings.

Type of Tree	Est. Qty.	Brookview Landscaping		Katerberg-Verhage, Inc.	
		Cost Per Tree	Total Price for Est. Qty.	Cost Per Tree	Total Price for Est. Qty.
Kentucky Coffee Tree	6	\$318.75	\$1,912.50	\$440.00	\$2,640.00
Blackgum	6	\$318.75	\$1,912.50	\$533.00	\$3,198.00
Red Maple	6	\$262.50	\$1,575.00	\$309.00	\$1,854.00
Horsechestnut	6	\$318.75	\$1,912.50	\$478.00	\$2,868.00
Total			\$7,312.50		\$10,560.00

**CITY OF WYOMING, MICHIGAN
TABULATION OF BIDS**

On Furnishing & Placement of Trees

Opened By City Clerk On September 25, 2012 At 11:00 a.m. o'clock

All bid prices reduced to net. All bid prices shown are firm through completion of the plantings.

Type of Tree	Est. Qty.	Brookview Landscaping		Katerberg-Verhage, Inc.		Twin Lakes Nursery, Inc.		Heyboer Landscape Maintenance Inc.	
		Cost Per Tree	Total Price for Est. Qty.	Cost Per Tree	Total Price for Est. Qty.	Cost Per Tree	Total Price for Est. Qty.	Cost Per Tree	Total Price for Est. Qty.
Sycamore-American	6	\$294.50	\$1,767.00	\$321.00	\$1,926.00	\$315.00	\$1,890.00	\$370.00	\$2,220.00
Sugar Maple	6	\$262.50	\$1,575.00	\$243.00	\$1,458.00	\$280.00	\$1,680.00	\$290.00	\$1,740.00
Red Maple	6	\$262.50	\$1,575.00	\$243.00	\$1,458.00	\$280.00	\$1,680.00	\$275.00	\$1,650.00
Linden-Little Leaf	6	\$262.50	\$1,575.00	\$291.00	\$1,746.00	\$325.00	\$1,950.00	\$275.00	\$1,650.00
Total			\$6,492.00		\$6,588.00		\$7,200.00		\$7,260.00