



Item Number: {{item.number}}

# CITY OF GRAND RAPIDS

## AGENDA ACTION REQUEST

**DATE:** October 22, 2024

**TO:** Mark Washington, City Manager

**COMMITTEE:** Fiscal Committee

**LIAISON:** Molly Clarin, Chief Financial Officer

**FROM:** Molly Clarin, Chief Financial Officer  
Purchasing

**SUBJECT:** **Bid List Resolution for October 22, 2024**

The Bid List Resolution for October 22, 2024 (attached) includes the recommendation for the award of 6 items for City Commission's review and approval. Following is information regarding the bid list recommendations:

1. Haviland Products Company (Sodium Bisulfite, Bulk and Totes) NTE \$80,000.00  
Low total bid is recommended for a one-year term contract with two, one-year renewal options for the purchase and delivery of bulk tanker loads of sodium bisulfite for the Environmental Services Department and for tote delivery for the Lake Michigan Filtration Plant from Haviland Products Company for the annual "not-to-exceed" amount of \$80,000.00 (three-year estimated total of \$240,000.00). Renewal costs for Years 2 and 3 will be obtained by the Purchasing Department and the contract renewed if costs are found to be competitive.

Purchases under this contract will be funded by the Environmental Services Department through the Sewage Disposal Fund and by the Water Department through the Water Supply Fund. Invitations to Bid were issued to 76 companies with 4 responses received (bid tabulation attached). The awards are based on low total bid that met the bid requirements and specifications. The Regional Bid Discount for each company was applied for analysis, but it did not factor into the award.

Sodium Bisulfite is a purifier of water, a de-coloring agent, and also assists with the removal of chlorine residuals.

Contracts will be prepared for the Mayor's signature in a form to be approved by the City Attorney.

2. Kennedy Industries (Frequency Drives, ABB) Contract Extension NTE \$85,000.00

On September 14, 2021 Proceeding No. 91056, the City Commission approved the recommendation to award the Original Equipment Manufacturer (O.E.M.) authorized distributor for ABB Variable Frequency Drives for a one-year term contract with two, one-year renewal options through Kennedy Industries for an annual “not-to-exceed” amount of \$85,000.00.

At this time, it is recommended to extend the contract with Kennedy Industries for a one-year term contract with two, one-year renewal options for the purchase and delivery of various “as needed” O.E.M. ABB frequency drives for the Water Resource Recovery Facility (WRRF) for the annual “not-to-exceed” amount of \$85,000.00; the three-year estimated total is \$255,000.00; there is no bid tabulation for this item.

Purchases under the contract will be funded by the WRRF through the Sewage Disposal Fund. Currently, ABB drives are utilized throughout the Wastewater Plant and lift stations to assist with pumping operations, allowing for quick turnaround on orders and deliveries of drives that will be used as replacement equipment as needed, based on failures or end-of-life of the existing equipment.

A Contract will be prepared for the Mayor’s signature in a form to be approved by the City Attorney.

3. Accurate Background, Inc. (Pre-employment Screenings) NTE \$30,000.00  
Original Equipment Manufacturer (O.E.M.) provider is recommended for a one-year term contract with two, one-year renewal options for pre-employment background screening services for the Human resources Department from Accurate Background, Inc. for the annual not-to-exceed amount of \$30,000.00; the estimated three year total amount is \$90,000.00.

Services will be funded by Human Resources through the General Operating Fund; there is no bid tabulation for this item. Human Resources recently identified the need for more robust pre-employment background screening services, and reviewed various companies, including Background Check Central, HireRights, Accurate Background, and Verified First, and are recommending Accurate Background Inc. as providing the best value for the City, as it provides a more streamlined and user-friendly system for the HR staff as it integrates with current solutions (no additional platform to log into), as well as eliminating manual processing; additionally, from the candidate side it is an easier system to navigate. Total costs are based on a projected annual volume of approximately 332 candidates, at rates ranging from approximately \$78.43 to \$82.68 depending on the level of review needed (such as MVR check and continuous monitoring).

The need for this service is to ensure that pre-employment background screenings are conducted in a consistent and confidential manner, ensuring a comprehensive check for each candidate. Services include, but are not limited to:

- Integration with the current Applicant Tracking System (NEO GOV)
- Hiring Analysts can initiate checks within their working ATS system.

- Once initiated, an instruction link is sent to the candidate to complete the process.
- Background checks will include: criminal history, sex offender history, driving record, education and employment verification, etc.
- Option to conduct MVR checks and continuous monitoring for those in driving roles and/or role with CDL requirements.
- Notification to the designated HR Administrator for review and next steps.
- All adverse action communications with the candidate are system generated.

A Contract will be prepared for the Mayor's signature in a form to be approved by the City Attorney.

- Contract Extension
4. Primodal, Inc. (Modelling and Processing Support Svcs) NTE \$280,800.00  
On June 6, 2017 Proceeding No. 86806, the City Commission approved an additional three-year Agreement for continued real-time monitoring and process control consulting services, as well as the addition of biodigestion and watershed modelling and support services, for the Environmental Services Department from Primodal, Inc. for the total "not-to-exceed" amount of \$239,625.00.

On December 15, 2020 Proceeding No. 90419, the City Commission approved a three-year Agreement for real-time monitoring, modeling, and process control consulting services for the Environmental Services Department from Primodal, Inc. for the total "not-to-exceed" amount of \$280,800.00.

At this time, Environmental Services desires to continue with the work and services established with Primodal, as well as expand on the deliverables to be provided. Over the previous three years, Primodal has worked with WRRF staff in continued development and implementation of the real-time control system, providing improved plant processing and automations. Over the next three years, it is expected that Primodal will provide continuing support for the real-time control of the various PLC's in operation at the WRRF; provide continued general technical support services; provide calibration upgrades and maintenance for the Grand Rapids WRRF liquid and biosolids train model, including the phosphorus recovery system; continued commissioning of sludge and CW processing trains; integration of Bio-digestion processes; licensing renewals related to the system solution; and to provide as-needed training services and process consulting.

It is recommended to continue with the services provided by Primodal, Inc., and extend the Agreement for a new three-year term for continued real-time monitoring and process control consulting services for the total amount of \$280,800.00. These services will be funded by the Environmental Services Department through the Sewage Disposal Fund; there is no bid tabulation for this item.

A Contract will be prepared for the Mayor's signature in a form to be approved by the City Attorney.

5. Various (Stump Grinding, Tree Removal & Pruning) Contract Increase NTE \$1,300,000.00  
 On February 06, 2024 Proceeding No. 93256, the City Commission approved the recommendation for stump grinding, tree removal, and pruning services for a one-year term contract with two, one-year renewal options through various vendors for an annual “not-to-exceed” amount of \$900,000.00 (estimated 3-year total amount of \$2,700,000.00) as follows:

<u>Vendor</u>	<u>Annual Amount</u>
Alpine Tree Service, LLC	\$150,000.00
Chop	\$150,000.00
K&H Tree Service LLC	\$ 50,000.00
Midwest Tree Service	\$100,000.00
Monarch Tree Services LLC	\$ 50,000.00
JKohn Corporation (dba Monster Tree Serv.)	\$150,000.00
New Life Arboricultural Services	\$100,000.00
Tree Works Inc	\$100,000.00
Summit Tree Service	\$ 50,000.00

Due to greater than anticipated pruning service calls as well as individual vendor usage, at this time the Parks Department-Forestry Division requests a \$400,000.00 increase to the total annual Contract amount through the various vendors in order to maintain the needed stump grinding, tree removal and pruning services through the end of the fiscal year as follows:

<u>Vendor</u>	<u>Annual Amount</u>
Alpine Tree Service, LLC	\$200,000.00
Chop	\$ 50,000.00
K&H Tree Service LLC	\$ 50,000.00
Midwest Tree Service	\$300,000.00
Monarch Tree Services LLC	\$100,000.00
JKohn Corporation (dba Monster Tree Serv.)	\$ 50,000.00
New Life Arboricultural Services	\$300,000.00
Tree Works Inc	\$ 50,000.00
Summit Tree Service	\$200,000.00

The new total annual not-to-exceed amount is now \$1,300,000.00; the estimated three-year total amount is now \$3,900,000.00. Services will be funded by the Parks Department through the General Fund, Parks & Recreation Fund, Local Streets Fund, and the Cemeteries Operating Fund; there is no bid tabulation for this item.

6. PermitRocket Software LLC (Software Support, ePermitHub) Contract Extension NTE \$10,000.00  
 On October 26, 2021 Proceeding # 91176, the City Commission approved a one year term contract with two, one year renewal options directly with the Original Equipment Manufacturer (O.E.M) of the solution, PermitRocket Software, LLC for ongoing

software subscription services for ePermitHub Digital Plan Room for a first year annual amount of \$25,725.00. Renewals for additional years were processed as per the costs received from PermitRocket Software, LLC for each contract period.

On February 8, 2022 Proceeding #91383, the City Commission approved the purchase of additional support service to expand the digital plan room product to additional records, including the Planning Commission, Board of Zoning Appeals, and Design team records for the not-to-exceed amount of \$10,000.00.

At this time, it is recommended to extend the Contract with PermitRocket Software LLC for the Design & Development Department for a one-term with two, one-year renewal options for continued software subscription services from PermitRocket Software, LLC for a first year annual amount of \$22,500.00. Renewals for additional years will be processed as per the costs received from PermitRocket Software, LLC.

The ePermitHub solution allows for “digital first” plan review for building permits, land use (LUDS) permits, and other services that the City may wish to include in the future. Architects, contractors, and other professionals are able to submit plans and respond to review findings through a secure online portal with digital signature/seal capabilities. The software is integrated with the Accela Civic Platform, and allows for robust document management capabilities to track multiple plan versions at the individual page level.

This project will be funded by the Design & Development Department through the Building Inspections Fund. There is no bid tab for this item.

Your FISCAL COMMITTEE recommends the adoption of the following bid List Resolution for October 22, 2024.

WHEREAS, the Fiscal Committee has considered the attached bids; therefore

RESOLVED that contracts be prepared between the City and the following vendors, and that the Mayor be authorized to sign the contracts on behalf of the City, as follows, in a form to be approved by the City Attorney:

- 1. Haviland Products Company**  
One-year term contract with two, one-year renewal options for the purchase and delivery of bulk tanker loads of sodium bisulfite for the Environmental Services Department and for tote delivery for the Lake Michigan Filtration Plant from Haviland Products Company for the annual “not-to-exceed” amount of \$80,000.00 (three-year estimated total of \$240,000.00). Renewal costs for Years 2 and 3 will be obtained by the Purchasing Department and the contract renewed if costs are found to be competitive.
- 2. Kennedy Industries**  
Contract extension for a one-year term contract with two, one-year renewal options for the purchase and delivery of various “as needed” O.E.M. ABB frequency drives for the Water Resource Recovery Facility (WRRF) from Kennedy Industries for the annual “not-to-exceed” amount of \$85,000.00; the three-year estimated total is \$255,000.00.
- 3. Accurate Background, Inc.**  
One-year term contract with two, one-year renewal options for pre-employment background screening services for the Human resources Department from Accurate Background, Inc. for the annual not-to-exceed amount of \$30,000.00; the estimated three year total amount is \$90,000.00.
- 4. Primodal, Inc.**  
Contract extension for a three-year term for continued real-time monitoring and process control consulting services for the Water Resource Recovery Facility (WRRF) from Primodal Inc. for the total amount of \$280,800.00.
- 5. Various**  
Contract increase for “as needed” stump grinding, tree removal, and pruning services for the Parks and Recreation Department for a total annual “not-to-exceed” amount of \$1,300,000.00 as follows:

<u>Vendor</u>	<u>Annual Amount</u>
Alpine Tree Service, LLC	\$200,000.00
Chop	\$ 50,000.00
K&H Tree Service LLC	\$ 50,000.00
Midwest Tree Service	\$300,000.00

Monarch Tree Services LLC	\$100,000.00
JKohn Corporation (dba Monster Tree Serv.)	\$ 50,000.00
New Life Arboricultural Services	\$300,000.00
Tree Works Inc.	\$ 50,000.00
Summit Tree Service	\$200,000.00

The new total annual not-to-exceed amount is now \$1,300,000.00; the estimated three-year total amount is now \$3,900,000.00.

FURTHER RESOLVED that the Purchasing Agent be authorized to proceed with awards to the following vendors:

- 6. PermitRocket Software LC**  
Contract extension for an additional one-term with two, one-year renewal options for continued software subscription services for the Design & Development Department from PermitRocket Software, LLC for a first year annual amount of \$22,500.00. Renewals for additional years will be processed as per the costs received from PermitRocket Software, LLC.

  
 CORRECT IN FORM  
 CITY ATTORNEY