

GENERAL GOVERNMENT AND HEALTH AND HUMAN SERVICES COMMITTEE

AGENDA

January 6, 2020

7:30 PM

304 E. Grand River, Board Chambers, Howell MI 48843

Pages

1. **CALL TO ORDER**
2. **APPROVAL OF MINUTES** 2
 - a. Corrected Minutes of Meeting Dated: November 4, 2019
 - b. Minutes of Meeting Dated: December 2, 2019
3. **APPROVAL OF AGENDA**
4. **REPORTS**
5. **CALL TO THE PUBLIC**
6. **RESOLUTIONS FOR CONSIDERATION**
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7. **CALL TO THE PUBLIC**
8. **ADJOURNMENT**

GENERAL GOVERNMENT & HEALTH AND HUMAN SERVICES COMMITTEE

MEETING MINUTES

November 4, 2019, 7:30 p.m.

304 E. Grand River, Board Chambers, Howell MI 48843

Members Present: Robert Bezotte, William Green, Wes Nakagiri, Gary Childs

1. CALL TO ORDER

The meeting was called to order by Commissioner Bezotte at 7:34 p.m.

2. APPROVAL OF MINUTES

Minutes of Meeting Dated: October 7, 2019

Motion to approve the minutes as presented.

Moved by: W. Green

Seconded by: W. Nakagiri

Yes (4): R. Bezotte, W. Green, W. Nakagiri, and G. Childs

Motion Carried (4-0-0)

3. APPROVAL OF AGENDA

Motion to add Resolution Amending Resolution 2013-11-345 to Remove the Dog Licensing Late Fee from the County's Fee Structure - Treasurer as agenda item #6.4

Moved by: W. Nakagiri

Seconded by: G. Childs

Yes (4): R. Bezotte, W. Green, W. Nakagiri, and G. Childs

Motion Carried (4-0-0)

Motion to add Resolution Authorizing the County Treasurer to Establish Fund 272 US Treasury Equitable Sharing - Treasurer as agenda item #6.5.

Moved by: G. Childs

Seconded by: W. Green

Yes (4): R. Bezotte, W. Green, W. Nakagiri, and G. Childs

Motion Carried (4-0-0)

Motion to add Resolution to Provide a Grant to Meet the Existing and Future Needs for the Livingston County Senior Nutrition Meals on Wheels Program as Outlined in Goal #1 Sustainable Services in the Livingston County Strategic Plan - Board of Commissioners as agenda item #6.6.

Moved by: W. Green

Seconded by: ~~None.~~ R. Bezotte

Yes (2): R. Bezotte and W. Green

No (2): W. Nakagiri and G. Childs

Motion Failed (2-2-0)

Motion to approve the agenda as amended.

Moved by: G. Childs

Seconded by: W. Green

Yes (4): R. Bezotte, W. Green , W. Nakagiri, and G. Childs

Motion Carried (4-0-0)

4. REPORTS

None.

5. CALL TO THE PUBLIC

The following individuals spoke regarding Public Transportation in Livingston County: Lee Burton, Hamburg; Dale Brewer, Green Oak Twp.; Judy Daubenmeier, Brighton; Ron Kardos, Oceola Twp.; Cherie Mollison, Fowlerville; Marcia Dicks, Tyrone Twp.; Marie Jopik, Pickney; Lee Ansik, Brighton; Connie Robinson, Hartland; Meghan Reckling, Handy Twp.; Nancy Grant, Brighton; Janelle Best, Howell Chamber of Commerce President; Jeff Ray, Hamburg Twp.; Dan Wholihan, Brighton; Krystian Dembowski, Milford; Doug Hines, Howell; Rebecca Foster, Pinckney; Mark Hines, Howell; Sue Kelly, Brighton; Mark Robinson, Livingston County Catholic Charities; Julie Eddings, Hamburg Township Senior Program Director; Jay Drick, Howell; John Conely, Green Oak Twp.; David Domas, Tyrone Twp.; Robert Conaway, Parshallville; Pat Hohl, Hamburg Twp.; Nick Proctor, Howell. Dennis Dolan, Hamburg Twp. spoke regarding the Meals on Wheels Program in Livingston County.

6. RESOLUTIONS FOR CONSIDERATION

6.1 LETS

Resolution Authorizing Updated LETS Drug and Alcohol Policy

Recommend Motion to the Board of Commissioners.

Moved by: G. Childs

Seconded by: W. Green

Yes (4): R. Bezotte, W. Green , W. Nakagiri, and G. Childs

Motion Carried (4-0-0)

6.2 Health Department

Resolution Authorizing Livingston County Health Department to Enter into an Agreement with Washtenaw County Public Health to Share Medical Director Services

Recommend Motion to the Board of Commissioners.

Moved by: G. Childs

Seconded by: W. Green

Yes (4): R. Bezotte, W. Green , W. Nakagiri, and G. Childs

Motion Carried (4-0-0)

6.3 Board of Commissioners

Resolution Authorizing Millage Election for the Funding of Public Transportation Services and Resources and Certifying Ballot Language

Recommend Motion to the Board of Commissioners.

Moved by: G. Childs

Seconded by: None

Motion Failed

6.4 Treasurer

Resolution Amending 2013-11-345 to Remove the Dog Licensing Late Fee from the County's Fee Structure

Recommend Motion to the Board of Commissioners.

Moved by: W. Green

Seconded by: G. Childs

Yes (4): R. Bezotte, W. Green , W. Nakagiri, and G. Childs

Motion Carried (4-0-0)

6.5 Treasurer

Resolution Authorizing the County Treasurer to Establish Fund 272 US Treasury Equitable Sharing

Recommend Motion to the Board of Commissioners.

Moved by: W. Green

Seconded by: G. Childs

Yes (4): R. Bezotte, W. Green , W. Nakagiri, and G. Childs

Motion Carried (4-0-0)

7. CALL TO THE PUBLIC

The following individuals spoke regarding public transportation in Livingston County: Pat Hohl, Hamburg; Dale Brewer, Green Oak Twp.; Dan Wholihan, Brighton; Judy Daubenmeier, Brighton.

8. ADJOURNMENT

Motion to adjourn the meeting at 8:58 p.m.

Moved by: W. Nakagiri

Seconded by: W. Green

Yes (4): R. Bezotte, W. Green , W. Nakagiri, and G. Childs

Motion Carried (4-0-0)

A handwritten signature in blue ink, appearing to read "Natalie Hunt", is written over a horizontal line.

Natalie Hunt, Recording Secretary

GENERAL GOVERNMENT & HEALTH AND HUMAN SERVICES COMMITTEE

MEETING MINUTES

December 2, 2019, 7:30 p.m.

304 E. Grand River, Board Chambers, Howell MI 48843

Members Present: Robert Bezotte, William Green, Wes Nakagiri, Gary Childs

1. CALL TO ORDER

The meeting was called to order by Commissioner Bezotte at 7:30 p.m.

2. APPROVAL OF MINUTES

Minutes of Meeting Dated: November 4, 2019

Motion to approve the minutes as presented.

Moved by: G. Childs

Seconded by: W. Green

Yes (4): R. Bezotte, W. Green, W. Nakagiri, and G. Childs

Motion Carried (4-0-0)

3. APPROVAL OF AGENDA

Motion to approve the Agenda as presented.

Moved by: G. Childs

Seconded by: W. Green

Yes (4): R. Bezotte, W. Green, W. Nakagiri, and G. Childs

Motion Carried (4-0-0)

4. REPORTS

None.

5. CALL TO THE PUBLIC

Donald Parker, County Commissioner District 5, offered sympathies regarding the passing of Dick Winsett, a longtime employee of the Sheriff's Office.

6. RESOLUTIONS FOR CONSIDERATION

6.1 Health Department

Resolution Authorizing an Agreement with the Michigan Department of Environment, Great Lakes, and Energy to Conduct Environmental Health Services

Recommend Motion to the Finance Committee.

Moved by: W. Green
Seconded by: G. Childs

Yes (4): R. Bezotte, W. Green , W. Nakagiri, and G. Childs

Motion Carried (4-0-0)

6.2 Health Department

Resolution Accepting 2020 Grant Funding from the Department of Licensing and Regulatory Affairs, Bureau of Medical Marihuana Regulation

Recommend Motion to the Finance Committee.

Moved by: G. Childs
Seconded by: W. Nakagiri

Yes (4): R. Bezotte, W. Green , W. Nakagiri, and G. Childs

Motion Carried (4-0-0)

6.3 Airport

Resolution to Concur with the Livingston County Aeronautical Facilities Board to Enter Into a Grant Agreement with the Michigan Department of Transportation to Fund the Acquisition of Snow Removal Equipment - High Speed Broom at the Livingston County Airport

Recommend Motion to the Finance Committee.

Moved by: W. Nakagiri
Seconded by: G. Childs

Yes (4): R. Bezotte, W. Green , W. Nakagiri, and G. Childs

Motion Carried (4-0-0)

6.4 Airport

Resolution to Concur with the Livingston County Aeronautical Facilities Board to Enter Into an Agreement for the Transfer of FY 2015 FAA Entitlement Funds to the County of Lenawee Airport

Recommend Motion to the Finance Committee.

Moved by: G. Childs
Seconded by: W. Nakagiri

Yes (4): R. Bezotte, W. Green , W. Nakagiri, and G. Childs

Motion Carried (4-0-0)

6.5 Information Technology

Resolution Authorizing Issuance of Purchase Orders for Software Maintenance and Services Renewal for 2020

Recommend Motion to the Finance Committee.

Moved by: W. Green
Seconded by: G. Childs

Yes (4): R. Bezotte, W. Green , W. Nakagiri, and G. Childs

Motion Carried (4-0-0)

6.6 Information Technology

Resolution Authorizing an Intergovernmental Agreement with the State of Michigan to Participate in the MiSAIL Project to Obtain Digital Aerial Imagery

Recommend Motion to the Finance Committee.

Moved by: W. Green

Seconded by: G. Childs

Yes (4): R. Bezotte, W. Green , W. Nakagiri, and G. Childs

Motion Carried (4-0-0)

6.7 Fiscal Services

Resolution to Amend the County Employee Business Expense Policy for Livingston County

Recommend Motion to the Finance Committee.

Hilery DeHate, Acting Financial Officer, reviewed the changes and answered questions.

Moved by: G. Childs

Seconded by: W. Green

Yes (4): R. Bezotte, W. Green , W. Nakagiri, and G. Childs

Motion Carried (4-0-0)

7. CALL TO THE PUBLIC

Matt Bolang, Environmental Health Director, spoke regarding TCE use at a local business, they are looking into using other products that are more environmentally friendly.

8. ADJOURNMENT

Motion to adjourn the meeting at 7:55 p.m.

Moved by: W. Nakagiri

Seconded by: W. Green

Yes (4): R. Bezotte, W. Green , W. Nakagiri, and G. Childs

Motion Carried (4-0-0)

Natalie Hunt, Recording Secretary

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing an Agreement with The National Association of County and City Health Officials (NACCHO) to Support the Livingston County Health Department's Medical Reserve Corps (MRC) – Public Health

WHEREAS, the National Association of County and City Health Officials (NACCHO) has received a grant from the Department of Health and Human Services to build the capacity of local Medical Reserve Corps ('MRC') units in Public Health Departments; and

WHEREAS, NACCHO has awarded LCHD with a \$7,500 MRC Operational Readiness Award to support further development of our volunteer capabilities and strengthen our MRC unit capacity; and

WHEREAS, LCHD is working collaboratively with our preparedness partners in developing the training and utilizing the MRC to assist in the whole community inclusive planning approach to preparedness and wellness education in Livingston County.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes an agreement with National Association of County and City Health Officials to support the Livingston County Health Department's Medical Reserve Corps (MRC) in developing the *SAY LivReady Initiative* and educational outreach support team.

THEREFORE BE IT RESOLVED that the Board Chairperson be authorized to sign any agreements or documents needed for this funding award upon review of Civil Counsel.

THEREFORE BE IT RESOLVED that the Board of Commissioners authorize any budget amendment to effectuate the above award.

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
HEALTH DEPARTMENT

2300 East Grand River Ave. Suite 102
Phone 517.552.9850 Fax 517.546.6995
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Dianne McCormick
Date: 12/9/19
**Re: RESOLUTION AUTHORIZING AN AGREEMENT WITH THE NATIONAL ASSOCIATION OF
COUNTY AND CITY HEALTH OFFICIALS (NACCHO) TO SUPPORT THE LIVINGSTON COUNTY
HEALTH DEPARTMENT'S MEDICAL RESERVE CORPS (MRC)**

Dear Commissioners,

LCHD applied and received a \$7,500 grant from National Association of City and County Health Officials (NACCHO) to support further development of our volunteer capabilities and strengthen our MRC unit capacity. Specifically, the funding will be used to purchase additional training equipment for our senior and youth outreach program (*SAY LivReady*) and provide specialized training to our MRC support teams. The funding will also help us to increase our community preparedness outreach by participation in local Farmer's Market events and offering quarterly preparedness and wellness trainings to our community.

If you have any questions regarding this matter please contact me.

Dianne McCormick
(517) 552 - 6865

December 6, 2019

Dear Medical Reserve Corps Operational Readiness Award Applicant,

The National Association of County and City Health Officials (NACCHO) is pleased to inform you that your application for a 2020 Medical Reserve Corps (MRC) Operational Readiness Award was **approved** for Tier 2 funding at \$7,500.

You can expect an email within the next 1-2 weeks with an electronic copy of your fixed price award contract. Please read the contract carefully and notify us as soon as possible if there are any administrative errors for your agency name, address or person authorized to sign the contract.

By accepting the MRC Operational Readiness Award funding and signing the contract, you are agreeing to:

- ✓ Provide NACCHO an initial project survey by June 30, 2020 and final project survey by January 31, 2021. The survey will be sent out by NACCHO at least 30 days prior to the due date.
- ✓ Update your unit's profile on the Medical Reserve Corps Program website, <https://mrc.hhs.gov/HomePage> (including contact information, volunteer numbers, unit activities, and additional unit information) quarterly in alignment with the Federal fiscal calendar (Q1: October 1 – December 31, Q2: January 1 – March 31, Q3: April 1 – June 30 and Q4: July 1 – September 30).
- ✓ Participate in a Technical Assistance (TA) Assessment, when requested to do so by an MRC Regional Liaison.
- ✓ Use your MRC Operational Readiness Award funds as described in your award application and budget submission. Ensure that your budget is expended in accordance with all applicable guidelines, laws, and executive orders.
- ✓ Use MRC Operational Readiness Award funds for approved MRC related activities that build the operational readiness capabilities of MRC volunteers and units to meet the emergency preparedness and response needs of their local, regional, or statewide stakeholders. Any changes to your budget that exceed 10% of your submitted budget submitted will require a budget modification request. Include your budget as it was submitted, an explanation of where you are moving money from/to or the cost difference, and a date by which you will execute the work as you have proposed in your revision. All budget modification requests must be emailed to mrc@naccho.org. You should submit a copy of your initial budget, a narrative with a brief explanation of where you are moving monies from/to and a justification for doing so.



- ✓ Please see Federal Guidance [45 CFR Part 75](#) and [2 CFR Chapter I, Chapter II, Part 200](#) (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) for guidance on using the MRC Award funding.
- ✓ Any branding of durable equipment purchases must include the MRC brand to acknowledge the intent of the funding. Equipment purchases are not transferable to partner agencies or organizations.
- ✓ All contracts must be signed and returned to NACCHO by February 10, 2020, or risk possible non-funding of the award. Checks will be sent via USPS within 4 weeks of receipt of the signed contract.

We encourage you to capture your volunteer and unit activities throughout the project period so that they can be included in the project surveys and help us highlight the impact of the funding awards for the MRC Program Office and key stakeholders. If you have any questions, please contact NACCHO MRC staff at mrc@naccho.org.

Thank you for your support and commitment to the Medical Reserve Corps mission.

Sincerely,



Laura Biesiadecki, MSPH

Senior Director, Preparedness

National Association of County and City Health Officials (NACCHO)



Guidance on Successfully Submitting your MRC Award Contract

Award contracts are due to NACCHO **February 10, 2020**. No contract extensions will be granted.

Submitting your award contracts to NACCHO:

- Your MRC Award contract will be sent electronically to the email listed in the application for the person authorized to sign.
- The contract must be signed with an **original signature** of the individual authorized to sign contracts as identified in your original application.
- You must specify your organization's full mailing address (STREET ADDRESS). **Note: Contracts and checks cannot be mailed to a PO Box.** Failure to provide a street address will result in non-delivery.
- You **MUST** obtain an **original signature** on the last page of the contract and the **Certification of Non-Debarment or Suspension** for your contract to be processed.
- **Contracts received without signatures will not be processed.**
- Scan and email the **signed** copy of the contract and the Certification of Non-Debarment or Suspension to:
NACCHO MRC Team at mrc@naccho.org
****If you are unable to email a scanned copy, please mail original copy to:**
National Association of County and City Health Officials
1201 Eye St. NW
4th Floor
Washington, DC 20005
- Upon receipt of contract documents, assuming there are no errors, award checks and countersigned contracts will be sent via USPS within 25 business days.

Requesting Changes:

- 1) If you need to make changes to the **contact information** (i.e., Authorized Signer Name/Title, phone, EIN, address) you may do so by crossing out the incorrect information, hand-writing in the corrected information, and initialing next to all changes and submit as previously described.
- 2) **Changes to contract language are not allowed.** This is a "Fixed Price Agreement" award and awardees are expected to follow the award acceptance requirements outlined in the notification letter and contract.



Section	Item	Description	Qty	Unit Cost		Total
1: Adminstrative Cost and Fees						
2: Professional Service Fees						
	CISM Training	Critical Incident Stress Management Training for 10 MRC Volunteers	1	\$	500.00	\$ 500.00
	PFA Train-the-Trainer Training	Psychological First Aid Train-the-Trainer through NCTSM	1	\$	500.00	\$ 500.00
3: Facilities, Rentals and AV Fees						
	Booth/Tent Rental	Space rental for local Farmer's Market (May-Oct)	10	\$	30.00	\$ 300.00
4: Uniforms, Equipment and Resources						
	Wound in a Box	Stop the Bleed Training Equipment	1	\$	1,000.00	\$ 1,000.00
	AED Trainers	CPR Training Equipment	8	\$	120.00	\$ 960.00
	Fast Acting Choking Vests Adult	CPR Training Equipment	8	\$	120.00	\$ 960.00
	Fast Acting Choking Vests Child	CPR Training Equipment	8	\$	120.00	\$ 960.00
	Laptop	MRC Equipment for Presentations	1	\$	1,200.00	\$ 1,200.00
	Presentation Clicker	MRC Equipment for Presentations	1	\$	40.00	\$ 40.00
	Mouse for Laptop	MRC Equipment for Presentations	1	\$	40.00	\$ 40.00
	PFA Quikseries Guide	Training resource for PFA	8	\$	80.00	\$ 640.00
	MRC Car Magnet	MRC Resource for Outreach/Marketing	2	\$	100.00	\$ 200.00
5: Training and Exercise						
6: Travel/Transportation Services						
7: Awards, Recruitment and Outreach						
				TOTAL	\$	7,300.00

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing Issuance of Blanket Purchase Order for 2020 Election Supplies - County Clerk

WHEREAS, the Livingston County Clerk is mandated to conduct elections in Livingston County; and

WHEREAS, election supplies need to be procured including ballots, precinct supply kits, and other election related materials; and

WHEREAS, various vendors will be utilized based on quality, timeliness, and experience, we are requesting that the competitive bid process per the Purchasing Policy be waived; and

WHEREAS, the County will be reimbursed for election costs by various units of government where applicable; and

WHEREAS, this expenditure has been budgeted and approved in the 2020 budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the issuance of purchase order(s) for 2020 election supplies, which includes ballots, precinct supply kits, and other election related materials from line item # 10126200 726000 for an amount not to exceed \$130,000.00.

BE IT FURTHER RESOLVED that the competitive bid process per the Purchasing Policy be waived.

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MOVED:

SECONDED:

CARRIED:



ELIZABETH HUNDLEY LIVINGSTON COUNTY CLERK

County Clerk
200 E. Grand River Ave.
Howell, MI 48843
Phone: (517) 546-0500
countyclerk@livgov.com

Circuit Court Clerk
204 S. Highlander Way, Suite 4
Howell, MI 48843
Phone: (517) 546-9816
wclerks@livgov.com

TO: Livingston County Board of Commissioners

FROM: Elizabeth Hundley

RE: Resolution Authorizing Issuance of Blanket Purchase Order for 2020 Election Supplies

DATE: January 2, 2020

This is a request for the necessary purchase order(s) for the 2020 election cycle. The cost of ballots, precinct supply kits, and other necessary election materials will exceed \$100,000 and Board approval is necessary to comply with the Livingston County Procurement Policy.

The funding for these items is included within the approved 2020 budget.

Please do not hesitate to contact me if you have any specific questions.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing a Budget Transfer to the Fiscal Year 2020 GF Elections Budget – County Clerk

WHEREAS, the proposed amendment ensures compliance with the Uniform Budgeting and Accounting Act, as amended; and

WHEREAS, the project will include the furnishing and installation of a window system on a new counter area, a new partition wall, and a door that will require swipe card access to employee only areas within the Elections Division; and

WHEREAS, the U.S. Election Assistance Commission, the Michigan Bureau of Elections and other election administration specialists recognize that physical security of election equipment at the county level is critical to preventing unwanted access to ballot programming and voting tabulation systems; and

WHEREAS, in January 2017, the Department of Homeland Security (DHS) designated the infrastructure used to administer the nation's elections as critical infrastructure; and

WHEREAS, the Livingston County Clerk seeks to meet basic standards recommended for the physical security of our election equipment.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorize the project to insert a window system along the service counter and install a door limiting access to employee only areas of the Elections Division at a cost not to exceed \$8,500.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby authorize a budget transfer from General Fund Contingency to the Elections Division for \$8,500 for this project in Fiscal Year 2020.

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MOVED:
SECONDED:
CARRIED:



ELIZABETH HUNDLEY LIVINGSTON COUNTY CLERK

County Clerk
200 E. Grand River Ave.
Howell, MI 48843
Phone: (517) 546-0500
countyclerk@livgov.com

Circuit Court Clerk
204 S. Highlander Way, Suite 4
Howell, MI 48843
Phone: (517) 546-9816
wclerks@livgov.com

TO: Livingston County Board of Commissioners

FROM: Elizabeth Hundley

RE: Resolution Authorizing a Supplemental Appropriation to the Fiscal Year 2020 GF Elections Budget

DATE: January 3, 2020

The Board of Commissioners authorized funding for improvements to the Clerk's Office in 2018. Various improvements did take place during 2018 including improvements to the Vital Records portion. Improvements to the Election Division did not take place during 2018 and the funding for the improvements was rolled over to 2019.

Purchase Order # 19001305-00 for this project was issued on November 13, 2019. The goal was to have the project completed by December 20, 2019. For reasons beyond my control, the vendor was not able to complete this project during 2019.

Currently the Elections Division is not secured from access by the general public. Best practices in election security recommend election equipment used at the county level be secured from general access by the public. Completion of this project will bring us into compliance with recommended best practice in this area.

I request your support of the Elections Division and compliance with best practices of securing our election equipment.

I am happy to discuss this project further if you have any questions.



LIVINGSTON COUNTY, MICHIGAN

Purchase Order

Fiscal Year 2019

Page: 1 of: 1

**THIS NUMBER MUST APPEAR ON ALL INVOICES,
PACKAGES AND SHIPPING PAPERS.**Purchase Order # **19001305-00**Delivery must be made within doors of specified
destination.**Vendor**TOTAL SECURITY SOLUTIONS INC
170 NATIONAL PARK DRIVE
FOWLERVILLE, MI 48836**Bill To**CO CLERK HISTORICAL
COURTHOUSE
200 E GRAND RIVER AVE STE 1
HOWELL, MI 48843**Ship To**CO CLERK HISTORICAL
COURTHOUSE
200 E GRAND RIVER AVE STE 1
HOWELL, MI 48843

VENDOR PHONE NUMBER	VENDOR EMAIL ADDRESS	REQUISITIONER	REQUISITION NUMBER
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Csimmons

11805

DATE ORDERED	VENDOR NUMBER	DATE REQUIRED	FREIGHT METHOD/TERMS	DEPARTMENT/LOCATION
11/13/2019	1947	12/20/2019		CLERK

NOTES

LINE #	DESCRIPTION / PART #	QTY	UOM	UNIT PRICE	EXTENDED PRICE
1	FURNISH AND INSTALL HOWELL CLERKS OFFICE PER STATEMENT OF WORK DATED 10/31/2019. 1.) 1/2" thick Non-Bullet resistant uncoated acrylic fabricated into an arch window system on a new counter approximately 8' long with one (1) transaction area. 2.) Provide a new non-bullet resistant plastic laminate finished countertop and kneewall partition approximately 8' long. The countertop will be approximately 42" above the finished floor. 3.) Provide a new partition wall approximately 6' high at the right end of the counter extending forward approximately 7' to the existing full wall partition. 4.) Provide a new non-bullet resistant door, 3'0" x 6'8", with a plastic laminate finish. The door frame, continuous hinge, closer, standard lockset and electric strike are all inclusive. 101-60-67-215-21500-0000-973000-	1.0	LOT	\$8,428.00	\$8,428.00
					\$8,428.00

INSTRUCTIONS TO THE VENDOR:

1. This order is exempt from Sales & Use Tax Exemption #38-6005819.
2. Purchase Order number must appear on all invoices, packing slips and correspondence.
3. Send invoice to issuing Department.
4. By accepting this Purchase Order, the Seller agrees to the Terms and Conditions on the front and reverse sides hereof.
5. Seller agrees to provide applicable Material Safety Data Sheets as required by law.
6. Deliver all items to shipping location indicated on this Purchase Order.
7. FOB: Vendor carries all risk of loss and/or damage to items ordered occurring prior to their delivery to acceptance by the Department indicated.

By: Elizabeth J. Young
Procurement CoordinatorAgenda Page 19 of 25
DEPARTMENT COPY**PO Total****\$8,428.00**

PROJECT PROPOSAL

THE EXPERIENCE TO PROTECT. THE COMMITMENT TO RESPOND.



170 National Park Drive
Fowlerville, MI 48836



P: + 800.513.1468
F: + 517.223.0805



info@tssbulletproof.com
tssbulletproof.com

OUR VISION

TSS operates under three guiding principles: **Customer Service** - we deliver an outstanding customer experience on every project; **Customization** - we solve security problems and provide innovative, customized solutions; and **Speed** - we deliver bulletproof barrier systems in as little as four weeks using state-of-the-art equipment and highly-trained craftsmen.

ABOUT TSS

Why TSS

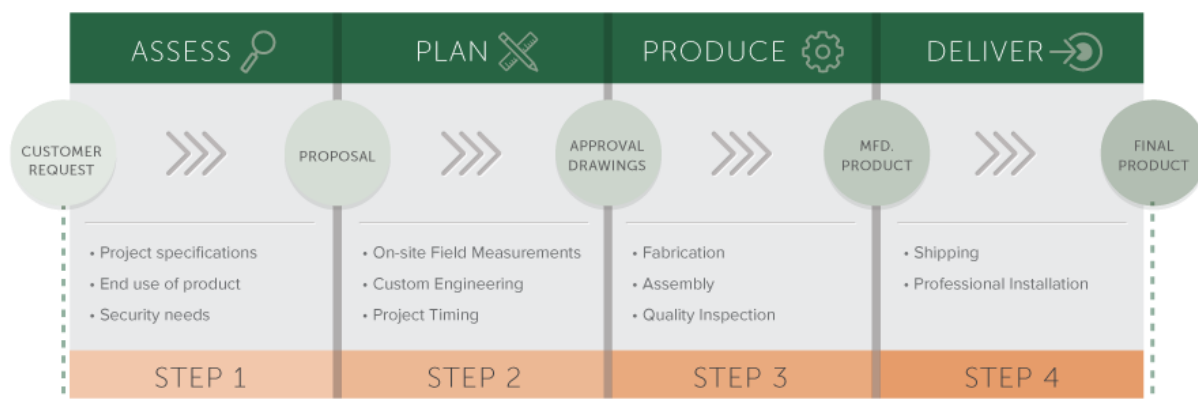
TSS plans, produces, and installs custom bulletproof barriers that fit the design of virtually any work environment - including government, banking, healthcare, utilities, corporate and educational facilities. We thrive on solving complex security problems, and we provide the most comprehensive line of bulletproof products in the industry.


By the Numbers

- Produced 12,367+ jobs
- Protected nearly 10,000 facilities
- Expanded our footprint in all 50 states
- Been recognized as an award winning company by:
 - Michigan's Top 50 Companies to Watch
 - Inc. 5000 Fastest Growing Companies
 - Crain's Detroit
 - Ernst and Young


Our Proven Process

TSS differentiates itself from the competition by designing and building custom bulletproof barrier systems. We respond to the customers needs rather than follow an "assembly line" approach. Our proven process allows us to provide a complete solution - from assessing the threat level all the way through to final installation of the barrier.



 170 National Park Drive
Fowlerville, MI 48836

 **P:** + 800.513.1468
F: + 517.223.0805

 info@tssbulletproof.com
tssbulletproof.com

ORDER INFORMATION

Quote Submitted To:

Livingston County, Michigan
150 S. Highlander Way
Howell, MI 48843

Project Information:

PROJECT NAME: Howell Clerks Office
PO NUMBER: #
CONTACT: Chris Folts
PHONE: (517) 404-3070
EMAIL: cfolts@livgov.com

Bill To Address:

Livingston County, Michigan
150 S. Highlander Way
Howell, MI 48843

Salesperson Information:

CONTACT: Bob Hoshaw
PHONE: (517) 223-7807
EMAIL: bhoshaw@tssbulletproof.com

Ship To Address:

Livingston County, Michigan
150 S. Highlander Way
Howell, MI 48843

Ship To Notes:

PO NUMBER	PROJECT NAME	SALES PERSON	DATE REQUIRED	PAYMENT TERMS
	Howell Clerks Office	Bob Hoshaw		Net 30

INITIAL: _____

October 31, 2019

SUMMARY OF PROPOSAL

Thank you for asking us to prepare a Statement of Work for your Howell Clerks Office Project. During our initial conversations, we have determined that the main objectives of this project are to:

Base Bid: Furnish and Install

- 1.) 1/2" thick Non-Bullet resistant uncoated acrylic fabricated into an arch window system on a new counter approximately 8' long with one (1) transaction area.
- 2.) Provide a new non-bullet resistant plastic laminate finished countertop and kneewall partition approximately 8' long. The countertop will be approximately 42" above the finished floor.
- 3.) Provide a new partition wall approximately 6' high at the right end of the counter extending forward approximately 7' to the existing full wall partition.
- 4.) Provide a new non-bullet resistant door, 3'0" x 6'8", with a plastic laminate finish. The door frame, continuous hinge, closer, standard lockset and electric strike are all inclusive.

Base Bid: \$ 8,428.00 Plus applicable tax

Qualifications & Exclusions:

- 1.) The price does not include any applicable tax.
- 2.) TSS will field measure, deliver and install the system listed above.
- 3.) Terms: Payment upon completion.

The prices, specifications and conditions listed are satisfactory and hereby accepted. Options will be initialed as approved or crossed out as declined. Payment terms included in attachment supplied with quote. In the event of conflicts or discrepancies among the contract documents, interpretations will give priority to the Total Security Solutions Approval Drawings over the Proposal or any other document provided or included in the agreement. This quote shall remain in effect for 60 days from the above date. Customer is responsible for payment of state sales tax.

Sub Total:	\$8,428.00
Tax: 0%	\$0.00
Total Due:	\$8,428.00

INITIAL: _____

October 31, 2019

Thank you for your business!

EXCLUSIONS

1. Structural calculations not included.
2. Testing for ballistics only. A fully tested assembly unit is not rated for air or water leakage, wind debris, forced entry, fire suppression and/or thermally broken characteristics.
3. Standard anodized selections limited to clear satin and dark bronze. Other options may be requested at an extra charge.
4. Proposal does not include installation unless noted. Customer responsible for their own material take-offs.
5. Warranty is from 1-year of ship date or installation (if noted).
6. 30% restocking fee for TSS approved returns. No returns on custom made items (i.e. doors, windows and/or systems).
7. Total Security Solutions will not pay for liquated damages for failure to meet customer's delivery or construction schedules.
8. In the event of conflicts or discrepancies among specifications and plans, Total Security Solutions' proposal document serves as the defining document.

SIGNATURE: _____

DATE: _____

SALES TERMS & CONDITIONS

Terms inconsistent with those stated herein which may appear on a purchaser's purchase order will not be binding. Typographical and clerical errors are subject to correction. All orders are subject to final acceptance by the seller.

PRICES: Market fluctuations and price discrepancies make it necessary for us to reserve the right to adjust prices without notice. All prices are in U.S. Dollars and must be paid in U.S. Dollars.

ORDERS: Purchase Orders are accepted from established Credit Accounts, and from Municipalities. Orders are considered FINAL upon receipt of a signed proposal, purchase order, or full payment.

CANCELLATIONS: Any purchase order canceled after receipt of a deposit will be subject to a \$250.00 administrative fee. For all other purchase orders canceled, the customer will be responsible for the work performed up to the date of cancellation including all special order material.

PAYMENT: Net 30 Days for established Credit Accounts from the date of invoice. For first time customers or where the purchaser has not established adequate credit, shipments will be made on a prepaid basis only. Advance deposits may be required on special order or unusually large purchases. TSS reserves the right to withhold deliveries on delinquent accounts and to curtail further purchases without prior notice. If Total Security Solutions, Inc proceeds with collection of amounts past due by Customer by law or through an attorney or under the advice thereof, the undersigned agrees to pay all of Total Security Solutions' costs of collection. Credit accounts may be established for projects totaling \$5,000 or more. To establish a Credit Account, please fill out and submit our Credit Application to our accounting department FAX: 517.223.0805.

CREDIT CARDS: We accept Visa, MasterCard, Discover and American Express. For amounts over \$10,000, a 3% finance charge will be assessed on credit card payments.

CHECKS: Projects paid by check must clear the bank prior to shipment. Returned checks will be assessed a service charge of \$25.00 and payment via wire transfer or cashier's check is required within 7 seven days or be placed in collection.

QUOTATIONS: All quotes are valid for 60 days from date of quotation unless otherwise stated. We reserve the right to correct any typographical errors in pricing, descriptions, and terms. For International Quotes, prices do not include Duties, Customs, or Banking Fees.

INTERNATIONAL ORDERS: We will gladly accept any order outside of the U.S.A. and Canada. The only accepted form of payment for an international order is Wire Transfer. Please place your order, and we will email you the Order Amount Total including all Fees and Wire Transfer information. Your order will be shipped as soon as the funds are received.

TAXES: Taxes are additional. We collect taxes on orders from customers in AL, AZ, CA, FL, GA, IL, IN, MI, MD, MS, NC, NJ, NY, PA, SC, TN, TX, VA, and WA. If you are tax exempt from these states please submit a tax exempt certificate to TSS to ensure your account is setup as such. All applicable taxes will be charged for points of delivery if a tax exemption form is not on file. No refunds will be issued should sales tax be assessed and collected due to not having a form on file. If taxes were not collected and tax liability is later determined by a governmental taxing agency, the purchaser agrees to reimburse all taxes paid plus applicable penalties.

SHIPPING: All orders are subject to Freight Charges. All orders are FOB Shipping Point except as agreed in writing. We do our best to get you the best Freight Rate available and ship from the closest location to the customer. Freight charges will be prepaid or added to invoices for open accounts. Separate freight charges may apply if your order contains items shipping from multiple locations. Additional charges may be assessed for other special charges not communicated prior to shipping (i.e. lift-gate, 24hr notice, reconsignment fees, etc.) TSS retains a security interest in each shipment of product until that shipment is paid in full.

SHIPPING CLAIMS: The customer is responsible for inspection of received goods on the **date of delivery**. Claims for short shipment or damaged goods must be noted on the carrier's delivery receipt. **Do Not Throw Out The Shipping Carton** – inspector must see the carton. TSS should be contacted immediately. TSS assumes no responsibility for delays, losses, or damage to goods in transit. Claims for inaccurate order filing or concealed damage must be made in writing within 15 days of material receipt.

SPECIAL ORDERS: Items that are non-stocked, custom ordered and/or fabricated just for you are noncancellable and non-returnable for any reason. Items ordered in unusually large quantities are also noncancellable and non-returnable.

RETURNED GOODS: Returns or exchanges are relative to product condition and warranty. Approval for returning any item must have a Return Merchandise Authorization number (**RMA Number**) prior to return. Returns must be in new and unused condition in original packaging. Discontinued, shop and weather worn, and unboxed items are excluded and will not be eligible for credit. Returns must be shipped prepaid. Returns are subject to a restocking fee of 30% depending upon the item and reason for return. Credits for returned goods will be issued less applicable handling and restocking charges. No returns after 30 days. **Important – Items shipped without an RMA number will not be considered for credit.**

MANUFACTURERS WARRANTY: TSS commits to being an advocate for the customer on all warranty issues. Our staff will work to resolve warranty issues in a timely and satisfactory manner. Purchaser shall not be entitled to recover from TSS any consequential damages, damages to property, damages for loss of use, loss of time, loss of profits or income, or any other incidental damages.

SIGNATURE: _____

DATE: _____