

# GENERAL GOVERNMENT AND HEALTH AND HUMAN SERVICES COMMITTEE

## AGENDA

May 4, 2020

4:30 PM

Zoom Virtual Meeting Room

Meeting ID: 399-700-0062 / Password: LCBOC

<https://zoom.us/j/3997000062?pwd=SUdLYVFFcmozWnFxbm0vcHRjWkVIZz09>

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## GENERAL GOVERNMENT & HEALTH AND HUMAN SERVICES COMMITTEE

### MEETING MINUTES

April 6, 2020, 4:30 p.m.

Zoom Virtual Meeting Room 399-700-0062

<https://zoom.us/j/3997000062>

Members Present: Wes Nakagiri, William Green, Kate Lawrence, Douglas Helzerman

#### 1. CALL TO ORDER

The meeting was called to order by Commissioner Nakagiri at 4:31 p.m.

Roll call indicated the presence of a quorum.

#### 2. APPROVAL OF MINUTES

Minutes of Meeting Dated: March 2, 2020

Motion to approve the minutes as presented.

**Moved by:** D. Helzerman

**Seconded by:** W. Green

Yes (4): W. Nakagiri, W. Green, K. Lawrence, and D. Helzerman

**Motion Carried (4-0-0)**

#### 3. APPROVAL OF AGENDA

Motion to approve the Agenda as presented.

**Moved by:** K. Lawrence

**Seconded by:** W. Green

Yes (4): W. Nakagiri, W. Green, K. Lawrence, and D. Helzerman

**Motion Carried (4-0-0)**

#### 4. REPORTS

None.

#### 5. CALL TO THE PUBLIC

None.

#### 6. RESOLUTIONS FOR CONSIDERATION

##### 6.1 Health Department

Resolution to Reclassify a Part Time Public Health Nurse (PHN) Program Coordinator Position (Grade 10) to a Part Time Public Health Nurse (PHN) (Grade 9) Position

Recommend Motion to the Board of Commissioners.

**Moved by:** K. Lawrence

**Seconded by:** D. Helzerman

Yes (4): W. Nakagiri, W. Green, K. Lawrence, and D. Helzerman

**Motion Carried (4-0-0)**

**6.2 Emergency Medical Services**

Resolution Approving Appointments of the Livingston County Medical Examiner & Deputy Medical Examiners

Recommend Motion to the Finance Committee.

**Moved by:** K. Lawrence

**Seconded by:** W. Green

Yes (4): W. Nakagiri, W. Green , K. Lawrence , and D. Helzerman

**Motion Carried (4-0-0)**

**6.3 Emergency Medical Services**

Resolution Authorizing the Write-off of Aged Receivables

Recommend Motion to the Finance Committee.

**Moved by:** D. Helzerman

**Seconded by:** W. Green

Yes (4): W. Nakagiri, W. Green , K. Lawrence , and D. Helzerman

**Motion Carried (4-0-0)**

**6.4 LETS**

Resolution Authorizing Grant Application and Contract for Supplemental FY 2020 Federal Section 5307 Funding for COVID-19 Response

Recommend Motion to the Finance Committee.

**Moved by:** W. Green

**Seconded by:** D. Helzerman

Yes (4): W. Nakagiri, W. Green , K. Lawrence , and D. Helzerman

**Motion Carried (4-0-0)**

**6.5 LETS**

Resolution Authorizing Temporary Waiver of Passenger Fares During COVID-19 Emergency

Recommend Motion to the Finance Committee.

**Moved by:** K. Lawrence

**Seconded by:** W. Green

Yes (4): W. Nakagiri, W. Green , K. Lawrence , and D. Helzerman

**Motion Carried (4-0-0)**

**7. CALL TO THE PUBLIC**

Dianne McCormick, Health Department Director, Public Health Officer, announced plans to celebrate Public Health Week have been cancelled.

Commissioner Nakagiri and committee members thanked all public health and safety employees for their efforts during this time.

**8. ADJOURNMENT**

Motion to adjourn the meeting at 5:04 p.m.

**Moved by:** K. Lawrence

**Seconded by:** D. Helzerman

Yes (4): W. Nakagiri, W. Green , K. Lawrence , and D. Helzerman

**Motion Carried (4-0-0)**

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Natalie Hunt, Recording Secretary

UNAPPROVED

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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**Resolution Authorizing Blanket Signature Resolution for Michigan Department of Transportation (MDOT) Master Agreement No. 2017-0082 - LETS**

**WHEREAS,** the Livingston County Board of Commissioners has the authority to contract with the Michigan Department of Transportation for State and/or Federal funds for passenger transportation related services; and

**WHEREAS,** the Livingston County Board of Commissioners previously approved Master Agreement No. 2017-0082, which is the legal document outlining all terms and conditions of MDOT Project Authorizations (grant contracts) within the fiscal years of 2017 through 2021, under Resolution 2016-09-147; and

**WHEREAS,** each individual Project Authorization requires Board approval per the County Grant Policy, and previously, each resolution included a separate signature authorization; and

**WHEREAS,** beginning in May 2020 MDOT is transitioning to electronic signatures for all Project Authorizations and is therefore requiring each contracting entity to have a blanket signature resolution on file naming the individual(s) authorized to electronically sign documents; and

**WHEREAS,** each Project Authorization will continue to require Board approval per the County Grant Policy, but this resolution shall approve execution of Project Authorizations for any programs designated by the Livingston County Board of Commissioners and/or Project Authorizations for any amount determined by the Livingston County Board of Commissioners with the Michigan Department of Transportation which are issued under Master Agreement Number 2017-0082.

**THEREFORE, BE IT RESOLVED** that the Chairperson of the Livingston County Board of Commissioners is authorized to enter into and execute on behalf of the Livingston County Board of Commissioners all such project Authorizations with the Michigan Department of Transportation for passenger transportation related services for the Agreement period.

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MOVED:  
SECONDED:  
CARRIED:

## Greg Kellogg

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**From:** Villarreal, Kelly (MDOT) <VillarrealK@michigan.gov>  
**Sent:** Monday, April 20, 2020 2:07 PM  
**To:** Greg Kellogg  
**Subject:** [EXT] Due Monday, April 27, 2020 - Electronic Contracting - Digital Signatures

**"The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin."**

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Dear Livingston County Board of Commissioners:

The Michigan Department of Transportation is moving to electronic contracting, which will require digital signatures on all authorizations, authorization revisions, contracts, and amendments. This will be especially beneficial at this time while we are social distancing due to COVID-19. In order to move forward with electronic contracting, each agency will be required to obtain a digital signature certificate for their authorized signer and possibly one back-up. This should be the authorized individual(s) on the current Signature Resolution on file with MDOT. If there is currently only one authorized signer, you may want to consider including a second individual as back-up in the absence of the primary signer. The additional individual will need to be included on the Signature Resolution. We must have a valid Signature Resolution for anyone being authorized to digitally sign documents. If you are unsure who is currently authorized to sign documents, please email me at [villarrealk@michigan.gov](mailto:villarrealk@michigan.gov) or your project manager and we can provide that information.

Once you have determined who should have a digital signature, simply complete Form 2122 (MDOT Digital Signature Certificate Request Form) using the following link: <https://mdotjboss.state.mi.us/webforms/GetDocument.htm?fileName=2122.pdf>, and return it electronically to [MDOT-eSign@Michigan.gov](mailto:MDOT-eSign@Michigan.gov) by **Monday, April 27, 2020**. A separate form should be completed for each person that needs a digital signature.

When you receive confirmation from the MDOT-eSign Office that your digital signature certificate is complete, please send an email to me at [villarrealk@michigan.gov](mailto:villarrealk@michigan.gov) and to your project manager with the agency name and the name(s) and email address(es) of the individual(s) authorized to sign digitally so that we may begin sending contracts to you electronically.

Thank you for your prompt attention to this matter. If you have any questions about completing Form 2122 or about electronic contracting in general, please contact me at [villarrealk@michigan.gov](mailto:villarrealk@michigan.gov).

Thanks,

*Kelly E. Villarreal*

Economic Development, Budget & Contracts  
Office of Rail and Office of Passenger Transportation  
Michigan Department of Transportation  
[villarrealk@michigan.gov](mailto:villarrealk@michigan.gov)

*Please note: As of March 18, 2020, I am working remotely as much as possible and getting files as I need them from the office. Please only contact me via email as I do not have a work cell phone.*



## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Greg Kellogg, Transportation Director**  
**Date: 04/29/2020**  
**Re: Resolution Authorizing Blanket Signature Resolution for Michigan Department of Transportation (MDOT) Master Agreement No. 2017-0082 - LETS**

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The Board previously approved Master Agreement No. 2017-0082, which is the legal document outlining all terms and conditions of MDOT Project Authorizations (grant contracts) within the fiscal years of 2017 through 2021, under Resolution 2016-09-147.

Each individual Project Authorization requires Board approval per the County Grant Policy, and previously, each resolution included a separate signature authorization. However, beginning in May 2020 MDOT is transitioning to electronic signatures for all Project Authorizations and is therefore requiring each contracting entity to have a blanket signature resolution on file naming the individual(s) authorized to electronically sign documents.

Each Project Authorization will continue to require Board approval per the County Grant Policy, but this resolution shall approve execution of Project Authorizations for any program or amount under Master Agreement Number 2017-0082 to comply with the new electronic signature policy.

Please see attached email from MDOT and contact me if you have any questions at x7843.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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## Resolution Authorizing Contractual Agreement for Generator Maintenance & Repair Services – Facility Services

**WHEREAS,** Livingston County has a need for generator maintenance services; and

**WHEREAS,** in accordance with the County’s Procurement Policy, a formal bid process was performed and submitted proposals were evaluated; and

**WHEREAS,** the bidder receiving the highest evaluation score, offering the lowest price for scheduled preventive maintenance, and reasonable pricing for unscheduled and emergency generator repairs has been selected; and

**WHEREAS,** Ancona Controls, Inc. submitted a proposal in response to RFP-LC-20-02 to provide annual scheduled maintenance at a cost of \$8,725 and prices for unexpected repairs, emergencies, etc. ranging from \$109.00 to \$189.00 per hour for a five (5) year period.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorize a contract with Ancona Controls, Inc. to provide annual scheduled maintenance at a cost of \$8,725 and prices for unexpected repairs, emergencies, etc. ranging from \$109.00 to \$189.00 per hour for a five (5) year period.

**BE IT FURTHER RESOLVED** that during each year the contract with Ancona Controls, Inc. is in effect the annual expenses for generator maintenance and repair services will not exceed the amount that has been budgeted and approved by the Livingston County Board of Commissioners for the year during which such expenses are incurred.

**BE IT FURTHER RESOLVED** that the Chairperson of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts/agreements and future amendments for monetary and contract language adjustments related to the above as prepared by Civil Counsel.

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MOVED:  
SECONDED:  
CARRIED:





**Bid Synopsis  
For  
Generator Preventive Maintenance, Repair and Emergency Services**

Solicitation: RFP-LC-20-02	RFP Issued & Publicly Posted: 02/26/2020
RFP Due Date: 03/18/2020	Public Postings: Livingston Co. Website (livgov.com) BidNet (bidnetdirect.com/mitn)
Proposals Received: 6	

The Evaluation Committee has completed the evaluation process for the Request for Proposals referenced above. Below is a recap of the bid evaluation.

Proposals were received from the following bidders on or before the February 28, 2020 due date:

- American Generators
- Ancona Controls
- Cummins
- PM Technologies
- Total Energy Systems
- Wolverine Power

The evaluation consisted of a review of the responses to the Request for Proposals Scope of Work, Proposer Business Profiles outlining their business organization, References, and Pricing.

Below is a summary of the evaluation of each bidder:

American Generators

American Generators responded to all Section 1: Scope of Services components. All required forms and certifications were signed and submitted. The line item pricing information was included, but Attachment A pricing was not submitted. The consensus proposal score was 91.25 out of 100.

Ancona Controls

Ancona Controls signed and submitted all required forms and certifications. They did not provide responses to all Section 1 components. Ancona submitted the lowest pricing for scheduled preventive maintenance, and a lower price than the County's last contract for these services. The consensus proposal score was 93.67 out of 100.

Cummins

Cummins took exception to Sections 1.6: Emergency Service/After Hours Service, and 1.8: Emergency Response Time. The County requirement is emergency response within 30 minutes by phone, and within two hours on-site unless travel to the site is hazardous. Cummins indicated every resource would be made available to be on site within four hours, and would prioritize life safety customers before all others. All required forms and certifications were submitted. The consensus proposal score was 88.64 out of 100.



### PM Technologies

PM Technologies responded to all Section 1 components. The PA 517 Certificate of Compliance was not signed. All other required forms were signed and submitted. The consensus proposal score was 79.20 out of 100.

### Total Energy Systems

Total Energy Systems responded to all Section 1 components. The PA 517 Certificate of Compliance was not signed or notarized, the Proposal Certification was not signed. Addendum #2 was not submitted, however, this bid was submitted prior to issuance of Addendum #2. The consensus proposal score was 85.03 out of 100.

### Wolverine Power

Wolverine Power responded to all Section 1 components. The PA 517 Certificate of Compliance was not signed or notarized. All other required forms were signed and submitted. The consensus proposal score was 86.06 out of 100.

The evaluation committee reviewed the pricing proposals submitted by all bidders. Below is a summary of the proposed pricing for scheduled maintenance:

	American Generators	Ancona Controls	Cummins	PM Technologies	Total Energy Systems	Wolverine Power
Annual PM Cost	9,050	8,725	9,035	15,219	9,450	12,835

The individual maintenance costs outside the scheduled preventive maintenance fees (i.e., for unexpected repairs, emergencies, etc.) ranged from \$105/hour - \$130/hour during regular business hours, and \$110/hour - \$195/hour during regular business hours for emergencies. In the experience of the evaluators, scheduled maintenance is most important as it is needed to maintain manufacturer warranties, and unscheduled repairs are rare.

Based on this evaluation, it is recommended that a five-year contract be offered to Ancona Controls as the bidder receiving the highest evaluation score, offering the lowest price for scheduled preventive maintenance, and reasonable pricing for unscheduled and emergency generator repairs.

Vendor Name	Ancona Controls									
Location	Address	Make	Model #	Serial #	KW	Transfer Switch (s)	Fuel Type	Per VISIT MAJOR P.M.	Per VISIT MINOR P.M.	Annual (X 2 P.M.)
Administration Building	304 E. Grand River Ave. Howell, MI 48843	Onan	GGHG-5670230	D040628068	85	OTPCB-5670227 / OTPCA-5670028	Natural Gas	\$ 450.00	\$ 200.00	\$ 650.00
Deerfield Tower	4410 Center Road, Linden, MI 48451	GenerAC	0058830	LP6239212	10	Guardian Model/ RTSD100A3	Propane	\$ 250.00	\$ 150.00	\$ 400.00
East Complex #1	2300 E. Grand River Ave., Howell, MI 48843	Kohler	12RES	2018814	12	Kohler Model/ G220-164233-0100 SAME SWITCH OPERATES BOTH GENERATORS	Natural Gas	\$ 250.00	\$ 150.00	\$ 400.00
East Complex #2	2300 E. Grand River Ave., Howell, MI 48843	GenerAC	QT02224ANA	6335179	22	Kohler Model/ G220-164233-0100 SAME SWITCH OPERATES BOTH GENERATORS	Natural Gas	\$ 350.00	\$ 150.00	\$ 500.00
West Complex - Sheriff (Jail) #1	150 S. Highlander Way, Howell, MI 48843	Kohler	300ROZD71	366981	300	K566341 / 800AMP	Diesel	\$ 650.00	\$ 250.00	\$ 900.00
West Complex - Sheriff (Jail) #2	150 S. Highlander Way, Howell, MI 48843	Kohler	125ROZl81	273632	125	K-168341-400	Diesel	\$ 550.00	\$ 175.00	\$ 725.00
Brighton EMS Base	5360 S. US-23 Brighton, MI 48116	Kohler	20RZ	742832	20	KCT-AFNC-0150S	Natural Gas	\$ 350.00	\$ 150.00	\$ 500.00
Hamburg EMS Base	3706 M-36, Pinckney, MI 48169	Kohler	45RZG	742873	40	KCT-ACTC-0225S	Natural Gas	\$ 350.00	\$ 150.00	\$ 500.00
Hartland EMS Base	5965 N. US23, Fenton, MI	Kohler	60TZG	744165	54	Kohler X 2 - KCT-AFNC X2	Natural Gas	\$ 350.00	\$ 150.00	\$ 500.00
Genoa EMS Base	3577 Grand Oaks Dr., Howell, MI 48843	Kohler	45RZG	742872	40	KCT-ACTA-02255	Natural Gas	\$ 350.00	\$ 150.00	\$ 500.00
Pulaski Safety Complex	911 Tooley Rd., Howell, MI 48843	Cummins	DQCB-1327220	F130514706	750	OTECD-1327218; OTECDA-1327215; OTECC-1327216	Diesel	\$ 700.00	\$ 250.00	\$ 950.00
Fowlerville Tower	224 E. Van Riper, Fowlerville, MI	GenerAC	0058831	7093839	10	Guardian Model/ RTSD100A3	Propane	\$ 250.00	\$ 150.00	\$ 400.00
Putnam Tower	3661 S M-36 Pinckney, MI	GenerAC	14681840200	D2.4K	10	GenerAC Model/ 14681840200	Diesel	\$ 250.00	\$ 150.00	\$ 400.00
Hillcrest Tower	3350 Sanitarium Rd., Howell, MI 48843	GenerAC	QTO7068-AVNNA	4869526	70	GenerAC Model/ QTO7068AVNNA	Natural Gas	\$ 350.00	\$ 150.00	\$ 500.00
911 Central Dispatch	300 S. Highlander Way, Howell, MI 48843	Cummins	HC.1434F1	X18J412619	400	ASCO/ G07AUBB31000C5XM	Diesel	\$ 650.00	\$ 250.00	\$ 900.00
Total Preventative Cost Per Year								\$ 6,100.00	\$ 2,625.00	\$ 8,725.00

Rate Per Hour	
Regular Business Hours (8am – 5pm)	\$ 109.00
Evening Hours (after 5pm)	\$ 159.00
Emergency Hours	\$ 189.00
Weekend Hours	\$ 189.00
Holiday Hours	\$ 189.00