

MEMORANDUM

DATE: April 24, 2020
TO: Tom Crawford, Interim City Administrator
FROM: Craig Hupy, Public Services Administrator
RE: Request for an Emergency Purchase Order for Cleaning and Sanitation Services to Belfor Property Restoration Services (\$21,265.11)

Council Resolution 15-1515 authorized a service purchase order with Belfor Property Restoration for cleaning and sanitation services of private properties as a result of city sanitary sewer backups. The contract period was January 1, 2016 through December 31, 2018 with the option to renew for two (2) additional one (1) year periods. Public Works elected to forego the final renewal year in favor of rebidding the contract.

ITB No. 4610, Cleaning and Sanitation Services was opened on December 27, 2019 and RACM, LLC, DBA Servpro of Michigan was the lone qualified bidder. A resolution was brought to Council and subsequently approved on March 2, 2020. Notice that the vendor's insurance was certified compliant was sent on February 18, 2020 but the policy expired on March 2, 2020. The expired insurance policy held up approval of a purchase order until March 20, 2020 when the vendor's insurance was certified compliant.

On March 10, 2020 the City experienced 2 sewer backups that resulted in damage to three residential basements. The Council approved vendor was non-compliant leaving no other option but to use Belfor Property Restoration to perform the emergency cleanup of the damaged basements. The cleanup of the three properties totaled \$21,265.11 pushing the total spent for the fiscal year to \$33,818.26 exceeding spending authority without prior approval by Council.

As provided in City Code 1:316, the Public Services Area requests the authorization of an emergency purchase order to Belfor Property Restoration Services in the amount of \$21,265.11 for a total purchase authorization of \$33,818.26. Funds for this purchase are available in the FY20 Sewage Disposal System operations and maintenance budget. Staff will prepare the appropriate resolution for approval of the purchase order for Council consideration at the next available meeting.



Approval
Tom Crawford
Interim City Administrator