

**CHARTER TOWNSHIP OF YPSILANTI**  
**MINUTES OF THE DECEMBER 7, 2021 REGULAR BOARD MEETING**

Supervisor Stumbo called the meeting to order at approximately 7:00PM in the Ypsilanti Township Civic Center Board Room, 7200 S. Huron River Drive, Ypsilanti Township. The Pledge of Allegiance was recited followed by a moment of silent prayer.

**Members Present:** Supervisor Stumbo, Clerk Heather Jarrell Roe, and Treasurer Eldridge  
Trustees: Debbie Swanson, John Newman,  
and Jimmie Wilson

**Members Absent:** Trustee Gloria Peterson

**Legal Counsel:** Wm. Douglas Winters

**PUBLIC COMMENTS**

- **THREE MINUTES PER PERSON**
- **ALL COMMENTS MUST BE ADDRESSED TO THE CHAIR**
- **PUBLIC COMMENTS ARE ALSO WELCOME AS THE BOARD ADDRESSES EACH AGENDA ITEM**

Roderick Casey, Township Resident & Delegate, stated he wanted to know the progress of the inspections at Huron Heights Apartment Complex. He said he submitted a Resolution last month to the Board and would like to know the status. He said he would appreciate if one of the Board Members could stay in touch with him. He said he would like to give his condolence to Doug for the loss of his Mother because we are all family and when we lose someone in our family we all feel the pain.

Alisha Dwyer, Township Resident, Co-Chair of the Ytown ARPA Committee with Alex Thomas. She said their committee has attended County listening sessions in the Township. She said it was great to see those who attended. She said they have gotten a lot of township residents engaged in their committee and have met four times. Ms. Dwyer stated they worked very hard on the Resolution that they sent to the Board. She said they welcome feedback from the Board and ask that the Resolution be put on the Agenda for a vote at the upcoming December 21, 2021 Board meeting. She said this has been an exciting process and they appreciate all the one on one conversations they have had with the Board and their hope is that they can continue to work together to do deep canvassing and engagement in the township to come up with a comprehensive ARPA plan. She said with the Resolution they want to formalize their partnership with the Board. She read a poem created for Board.

Clerk Jarrell Roe read a public comment:

From: Tajalli Hodge, Township Resident. Ms. Hodge stated she was supporting the Ytown ARPA Committee Resolution that was submitted to the Township Board and

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requested it be added at the next Board Meeting. She said the ARPA Committee has been working to engage residents from all areas in the township and she thinks it has been rather successful. She said the committee has diverse representation but they are committed to having regular meetings and keeping dialog flowing. She said the committee is passionate about the lives of our residents and neighbors as she knows we all are. She said that she feels these community members may get more accurate feedback from Ypsilanti Township residents that external consultants may not receive. She said we need the passion this committee brings to engage our residents. She asked for this Resolution to be placed on the next board meeting agenda.

From: Michelle Simmons stated she is a member of the Ytown ARPA Committee. She stated they submitted a Resolution to the Board for community engagement for Ypsilanti Township. She said she is agreeing with the Resolution and she thinks it would be a great idea for the community to stay engaged with how the ARPA funds are going to be allocated. She said since the money is for the people the people should have a voice in where the money should go for their individual community. She asked the Board to take their Resolution into consideration because we all care about our community.

From: Joshua Hurry, Ypsilanti Township resident who supports the Ytown ARPA Committee Resolution that has been submitted to the Board. He said he would like the Resolution be added to the next board meeting agenda for a vote. He said he feels it is important for all of us to work together and uniquely engage the community by allowing the ARPA committee to have ownership over the community engagement process and sometimes consultants cannot do the grassroots community engagement we can do and provide. He said he was excited to work together and have diverse representation from multiple neighborhoods in the township. Mr. Hurry stated the Ytown ARPA Committee is an invaluable group of people from all corners of Ypsilanti Township. He said the grassroots aspects of the committee is what makes it great. He said residents of our township have the ability to share their voices and ideas amongst each other and discuss pros and cons of the ideas being brought to the table. He said people want to be heard and this committee gives us the power without playing political jump rope. He said having the committee in place will be great for the community. Mr. Hurry stated the committee at its' core is the people of Ypsilanti Township and will benefit us by giving us a voice that is heard, sense of duty, and an overall sense of purpose in making positive change.

From: Tad Wiser, Township Resident stated he supports the Ytown ARPA Committee Resolution that the group submitted to the Board and request it be added to the December 21, 2021 Board Meeting Agenda for a vote. He said he has not been as active in the township as he could have but he is excited now to become a member of this new committee which is coming together at the right time at this rare moment when our Township is blessed with an unexpected pool of dollars that can be used in many different ways. He said it was a great chance to decide what the best way to spend these public funds without having to rob them from other worthy existing local programs. He said whether we are white, black or

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brown, whether we are newcomers or have been here for generations, we all care about a thriving Ypsilanti Township. He said none of us really thrive unless all of us thrive together. He said the Ypsilanti Board has a special opportunity by taking action to engage and challenge the Ytown ARPA Committee instead of an outside consultant. He said we should take responsibility and ownership over the community engagement process. He said the Board could meet its' goal and make sure that all of us from our backgrounds, neighborhoods, are being reached and heard in an open process. He said he would like to make sure in true Ypsi Township fashion we spend our ARPA money in ways that can raise everyone up. He said we will be pushing back at those ugly forces that are trying to divide us up and show others what it looks like to be one Ypsilanti Township.

From: Andrea Pierce, Township Resident stated she supports the Ytown ARPA Committee Resolution that the group submitted to the Board and she requests it be added to the December 21, 2021 Board Meeting Agenda for a vote. She said she is a member of the Ytown ARPA Committee and a precinct delegate and she said it is important that our citizens and our leaders work together, that we engage the community by allowing Ytown ARPA Committee to have ownership over the community engagement process. She said often times consultants are unable to address the community or complete the grassroots community engagement that we as citizens will provide. Ms. Pierce stated she is excited to work together with diverse representatives from multiple neighborhoods in the Township. She said citizens want to be included and to be at the table where decisions will be made that will impact us. She asked the board to vote in support of the Ytown ARPA Committee Resolution that will bring community engagement to make the decisions on where to allocate the monies.

Arloa Kaiser, Township Resident asked what ARPA stood for and where did it come from.

Supervisor Stumbo stated ARPA stands for the American Rescue Plan Act and it came from the Federal Government to the local government and its' part of the Virus funding. She said Ypsilanti Township will receive \$9 million.

**PUBLIC HEARING**

**A. 2022 FISCAL YEAR BUDGET**

(PUBLIC HEARING SET AT THE NOVEMBER 2, 2021 REGULAR MEETING)

**Supervisor Stumbo declared the Public Hearing opened at 7:11PM.**

**Supervisor Stumbo asked for Public Comments.**

**No Public Comments**

**Supervisor Stumbo declared the Public Hearing closed at 7:12PM.**

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**CONSENT AGENDA**

**A. MINUTES OF THE NOVEMBER 16, 2021 WORK SESSION AND REGULAR MEETING**

**A motion was made by Clerk Jarrell Roe, supported by Trustee Swanson to Table the Minutes until the December 21, 2021 Board Meeting.**

**The motion carried unanimously.**

**B. STATEMENTS AND CHECKS**

**1. STATEMENTS AND CHECKS FOR DECEMBER 2, 2021 IN THE AMOUNT OF \$987,961.08**

**A motion was made by Clerk Jarrell Roe, supported by Treasurer Eldridge to Approve the Consent Agenda.**

**The motion carried unanimously.**

**ATTORNEY REPORT**

**A. GENERAL LEGAL UPDATE**

Attorney Winters thanked all the Board Members, Administrative Staff, all the Township Employees, and others in the audience that have reached out to express their condolences for his mothers' passing. He said his Mother was a big champion and fan of Ypsilanti Township and she loved Ypsilanti Township. He said Clerk Jarrell Roe sent him a copy of her voter registration which she filled out in 1952. He said as a very young lady she participated in Ypsilanti Township process of elections. He said after moving from Kentucky to Michigan she lived the rest her life in Ypsilanti Township. He said she always wanted what was best for the Township. He said she was very supportive of what this Board stands for. Attorney Winters thanked all for their kind thoughts and prayers.

**NEW BUSINESS**

**1. RESOLUTION 2021-31, APPROVAL OF THE 2022 POVERTY EXEMPTION GUIDELINES AND APPLICATION**

**A motion was made by Clerk Jarrell Roe, supported by Treasurer Eldridge to Approve Resolution 2021-31, Approval of the 2022 Poverty Exemption Guidelines and Application (see attached).**

Clerk Jarrell Roe thanked the Assessing Department and Board of Review for all they do in assisting residents with their applications.

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The motion carried unanimously.

**2. REQUEST TO APPOINT AN INTERIM RECREATION SERVICES MANAGER  
WITH A WAGE ADJUSTMENT**

**A motion was made by Trustee Wilson, supported by Clerk Jarrell Roe Approve Request to Appoint an Interim Recreation Services Manager with a Wage Adjustment.**

Supervisor Stumbo stated Angela Verges will be retiring and we will miss her. John Hines has been the Deputy Supervisor for the past year will be taking over as Interim Recreation Services Manager. She said John Hines was brought over from the Recreation Department last year during COVID when the Recreation Center was closed. She said Mr. Hines' background is in recreation and he will do a great job there.

The motion was carried unanimously.

**3. REQUEST AUTHORIZATION TO APPROVE CHANGE ORDER #2 FOR THE  
LOONFEATHER POINT PARK RENOVATION IN THE AMOUNT OF \$10,335.60  
BUDGETED IN LINE ITEM #213-901-975-587**

**A motion was made by Treasurer Eldridge, supported by Clerk Jarrell Roe to Approve Request Authorization to Approve Change Order #2 for the Loonfeather Point Park Renovation in the Amount of \$10,335.60 Budgeted in Line Item #213-901-975-587 (see attached).**

Michael Hoffmeister, Residential Services Director stated that this should be done in the next few weeks. He said this was a grant that Clerk Lovejoy Roe applied for in 2019 and it has been a complete renovation of Loonfeather Point Park.

The motion was approved unanimously.

**4. REQUEST TO APPROVE THE UPDATED TOWNSHIP FINANCIAL POLICY**

**A motion was made by Clerk Jarrell Roe, supported by Trustee Wilson to Approve the Request to Approve the Updated Township Financial Policy (see attached).**

The motion was approved unanimously.

**5. BUDGET AMENDMENT #15**

**A motion was made by Clerk Jarrell Roe, supported by Trustee Swanson to Approve Budget Amendment #15 (See Attached).**

The motion was approved unanimously.

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**AUTHORIZATION AND BIDS**

- 1. REQUEST TO APPROVE THE CONTRACT WITH JFR ARCHITECTS FOR ARCHITECTURAL AND ENGINEERING PROFESSIONAL SERVICES FOR PHASE 1 OF THE 14B DISTRICT COURT AND CIVIC CENTER SITE SECURITY PROJECT IN THE AMOUNT OF \$21,500.00 BUDGETED IN LINE ITEM #101-272-801-000 CONTINGENT UPON ATTORNEY APPROVAL OF THE CONTRACT**

Michael Hoffmeister, Residential Services Director stated in July 2021 we accepted sealed bids for security upgrades at 14B District Court and the Civic Center. He said they had a walk through with 19 participants and then received 15 sealed bids. He said Clerk Jarrell Roe, Treasurer Eldridge, Attorney Winters, Travis McDugald and others were included in this entire process. He said they interviewed 3 firms and had a 2<sup>nd</sup> interview with JFR Architects which confirmed their desire to award the contract to JFR Architects for their services for Phase 1.

Attorney Winters stated once again we have seen the tragedy that happened at Oxford Schools and our concern has always been the security for 14B Court and the Township Civic Center. He said looking at this for a single point entry for both the 14B Court and the Civic Center, which could check for weapons that do not belong in a court room or a municipal building. He said every day we have a constant reminder in many parts of the Country as to the level of violence that we are seeing in places such as churches, schools, and other civic areas. He said this is step one in making this area more secure. He said this should be a high priority for 2022.

**A motion was made by Clerk Jarrell Roe, supported by Trustee Wilson to Approve the Request to Approve the Contract with JFR Architects for Architectural and Engineering Professional Services for Phase 1 of the 14B District Court and Civic Center Site Security Project in the Amount of \$21,500.00 Budgeted in Line Item #101-272-801-000 Contingent Upon Attorney Approval of the Contract.**

**The motion was approved unanimously.**

**OTHER BUSINESS**

Supervisor Stumbo stated they had a closed session regarding the Teamsters Contact. She said they agreed to add it to the Agenda.

- 1. REQUEST TO APPROVE THE CONTRACT WITH THE TEAMSTERS BARGAINING UNIT 214 THRU DECEMBER 31, 2024**

**A motion was made by Clerk Jarrell Roe, supported by Trustee Swanson to Approve the Contract with the Teamsters Bargaining Unit 214 Thru December 31, 2024.**

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Karen Wallin, Human Resources Director stated they had a closed session with the Board this evening and presented the contract. She said the Teamsters have already voted for the contract. Ms. Wallin asked if there were any questions from the Board regarding this contract. She said the salary increases were 2.7% for 2022, 3.0% increase for 2023 and 2024. She said they cleaned up some days that were mentioned in the contract to state whether they were calendar or work days. She said they took out some positions that are no longer positions in the Township. She said there was language regarding longevity and the teamsters wanted to meet with new employees regarding their union so that was included in the contract. She said there was an increase in PTO time to bring it more in line with the other bargaining units. She said there was new language with job postings that allow us to post both external and internal at the same time. She said there was clarification with the holidays.

Attorney Winters stated that it will allow the Teamsters employees that were hired after 2009 to bank up to 80 hours of PTO. He said that the 2020 Covid hours that were unused were allowed to be used in 2021 but they will not be carried over to 2022. Attorney Winters stated that it is a three year contract and hopefully will help in retaining employees.

Supervisor Stumbo stated that on the interviewing committee she wanted to clarify that the elected officials would be in on the interviews if the position was in their department. Karen Wallin stated that the officials would be involved.

**Motion carried unanimously.**

**BOARD MEMBER UPDATES**

Trustee Wilson wanted to clarify an email that the Board may have received about the potential Resolution. He said a group of residents got together and invited the Board to a zoom meeting to talk about community engagement about the American Recue Plan Act funds. He said our residents do not want us to spend the money on a consultant to do community engagement especially when we have residents that are willing to do the community engagement in conjunction with our Township Staff. He said that is the main purpose for the public comments you heard at the beginning of this meeting. He said they did understand that because the master plan was such a large project we needed to pay consultants for that. He stated that Supervisor Stumbo has stated that our staff is very busy and if we have a group of residents that are willing to help he thinks that is a good thing. He said he made sure it was sent to our legal staff and he would follow up with them. He said he will make sure the legal department looks over the Resolution and that it is okay to bring to the Board.

Trustee Swanson stated that unless she missed something as a Board she did not remember that the Board had ever said they were going to seek a consultant regarding the ARPA funds. She said she has heard the board say there is a need for community input. She said she thinks the Board has already stated that they are concerned about the opportunity index. She said they take the spending of those

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dollars very seriously and want them to be spent in the way it was meant to be used. She said she is confused about how a message got out that this board didn't care about protecting this community and how the dollars would be spent. She thinks that residents should be equally concerned about how the schools in this community should spend the ARPA dollars.

Clerk Jarrell Roe thanked Trustee Swanson for her comments. She said they are continuing to work on the rebranding process with Michael Hoffmeister, John Hines, and several others in the Township. She said they will bring those updates back to the Board. She said they just finished up interviewing business owners, residents, Church Leaders, and Township Staff focusing on engagement with our community.

Clerk Jarrell Roe stated she, along with Supervisor Stumbo, and some Planning Department Staff had a meeting regarding Forbes Dry Cleaners site and as that evolves they will bring that back to the Board.

Clerk Jarrell Roe stated that at the last meeting we voted on the bonding of the water and sewer and we are now in the 45 day referendum period. Clerk Jarrell Roe stated she and Supervisor Stumbo and Treasurer Eldridge met with Kirk Profit working to try and get some funds so all that burden will not fall on the residents. She said Supervisor Stumbo has been in contact with Senator Irwin and Ronnie Peterson about this matter also. She said today they just got an email from Luke Blackburn regarding a bill that he thinks some of our YCUA projects will benefit from that.

Clerk Jarrell Roe stated they will miss everyone who is retiring at the Township. She said Mrs. Ruby Walker has served the Township for 21 years and has been like her Mom in the office. She said she will miss her and has diligently served our residents and has great customer service and work ethic and she said she brings her a vitamin C every day.

Trustee Newman stated he is part of the Advisory Group for the AAATA and they are moving forward with their plans into 2045. He said Trustee Swanson had brought up at the last meeting that in all of the scenarios they presented there was only one that included a little bit of activity in Ypsilanti Township and that one had the most cost to residents. He said they still didn't deal with the opportunity index routes. Trustee Newman stated AAATA representatives would go back to the drawing board and redo some of those routes and they have extended the deadline.

Treasurer Eldridge wished Clerk Jarrell Roe a Happy Birthday.

Supervisor Stumbo stated they have had so many suggestions on ARPA. She said not only from the groups tonight but Evan Pratt has storm water suggestions because of the 44 homes in Ypsilanti Township that flooded. She said we have water and sewer projects that are in need. She said we have bike path and sidewalk gaps that need to be filled in. She said we have recreation improvements



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as well. She said we need a recreation center on the east side of Washtenaw County. She said she thinks everyone's heart is in the same place and everyone wants to do what's right for the community. She said \$9 million dollars is a lot of money, but one road is \$1 million dollars. She said we have met with the lab/stem group who are providing an educational place where the youth can go and hangout and learn things such as robotics and finances. She said her position with the County has always been that we need structural change. Supervisor Stumbo stated the County took \$15 million for structural change to take fiber network to Scio Township so they would have internet opportunities. She said we need that structural change in our area because that would change peoples' lives. She said if you give to a program you will have to continue to give to that program. She said structural change is sustainable. Supervisor Stumbo stated we shouldn't rush it and listen to all ideas.

Supervisor Stumbo stated that Carly Willis would be retiring at the end of the year. She said we have lost some wonderful people. Carly is the gold standard for customer service in Residential Services. She said Shawna Waibel will be there and we are hiring people in the Treasurers' Office because someone is moving from there to Residential Services. She said Ruby is a jewel, Rubys' a good name for her because she is a beautiful soul with good work ethics. She said we have some good workers and some are a little new but we will keep the government working for the people in Ypsilanti Township. She thanked everyone for their patience. She said to get internet into one neighborhood would cost \$1 million dollars but that neighborhood would be changed forever.

Trustee Wilson stated that he spoke with Debbie Dingell yesterday about the infrastructure bill and she said she needed to receive ideas from us on what we needed to use it for in our community.

**A motion was made by Clerk Jarrell Roe, supported by Treasurer Eldridge to Adjourn.**

**Motion carried unanimously.**

**The meeting was adjourned at approximately 7:59PM**

**Respectfully Submitted,**

**Brenda L. Stumbo, Supervisor  
Charter Township of Ypsilanti**

**Heather Jarrell Roe, Clerk  
Charter Township of Ypsilanti**

**CHARTER TOWNSHIP OF YPSILANTI**

**RESOLUTION NO. 2021-31**

**POVERTY EXEMPTION GUIDELINES & APPLICATION**

**WHEREAS**, the homestead of persons who, in the judgment of the Board of Review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under Section 7u of the Michigan Property Tax Act, Public Act 206 of 1893; and

**WHEREAS**, pursuant to Section 211.7u, Ypsilanti Charter Township, Washtenaw County adopts the following guidelines and application for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household;

To be eligible, a person shall do all the following on an annual basis:

- 1) Be an owner and occupy as a homestead (primary residence) the property for which an exemption is requested, as of Tax Day, December 31 of the preceding year.
- 2) File a completed Application for Poverty Exemption form 5737 with the Board of Review, accompanied by federal and state income tax returns for all persons residing in the homestead, including property tax credit returns, filed in the current or immediately preceding year or a Poverty Exemption Affidavit form 4988 for claimant and all persons residing in the household.
- 3) Meet the income threshold guidelines (maximum income) adopted by the Township Board. The income threshold as adopted is that all household income cannot exceed 30% of the median income for Ann Arbor (Washtenaw County) as published by the United States Department of Housing and Urban Development (HUD) as of December 31 of the preceding year. These income thresholds will be used as long as they are higher than the Federal Poverty Guidelines as determined annually by the United States Office of Management and Budget.
- 4) Complete and submit a Poverty Exemption Asset Test form and meet the maximum asset eligibility test as follows: Assets other than the taxpayer's primary residence, standard mode of transportation and usual household goods valued at more than \$25,000 will be considered and added to the household income to determine eligibility.
- 5) Due to the P.A. 253 of 2020 changes to MCL211.7u, the guidelines will provide for a partial exemption equal to 25% or 50% reduction in taxable value.

**NOW THEREFORE, BE IT RESOLVED**, that the Board of Review shall follow the above stated policy, guidelines and application in granting or denying exemptions.

I, Heather Jarrell Roe, Clerk of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan hereby certify the above resolution is a true and exact copy of Resolution No. 2021-31 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on December 7, 2021.



Heather Jarrell Roe, Clerk  
Charter Township of Ypsilanti

*Supervisor*  
**BRENDA L. STUMBO**  
*Clerk*  
**HEATHER JARRELL ROE**  
*Treasurer*  
**STAN ELDRIDGE**  
*Trustees*  
**JOHN P NEWMAN II**  
**GLORIA PETERSON**  
**DEBBIE SWANSON**  
**JIMMIE WILSON JR.**



*Charter Township of Ypsilanti*

**Assessor's Office**

7200 S. Huron River Drive  
Ypsilanti, MI 48197  
Phone: (734) 544-4000  
Fax: (734) 484-5159

**Income Thresholds**

**2022**

1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons
\$22,400	\$25,600	\$28,800	\$31,950	\$34,550	\$37,100	\$39,650

Find your household size; then find the annual income listed below it.

If the household income is more than that amount, you will not qualify for the poverty / hardship exemption.

These thresholds are authorized by local Resolution. These thresholds represent 30% of median income for the Ann Arbor area.

\*Updated by HUD 06/01/2021

**CHARTER TOWNSHIP OF YPSILANTI**  
**PROPERTY TAX REDUCTION APPLICATION INSTRUCTIONS**  
**Per MCL 211.7u as Amended and STC Guidelines**

In granting the poverty exemption, the Board of Review realizes that this represents a shift of that portion of the tax burden to the other taxpayers of the community and state.

A **completed application** to be considered for a poverty exemption, the following information must be provided:

1. For a complete and legible application, all sections of the Application must be filled out. An incomplete Application will delay the process and possibly result in a Denial.
2. Please be sure to sign the Application on page 4. An application without a signature will not be taken to the Board for consideration.
3. A completed and signed copy of each of the following should be submitted:
  - Your most recent Michigan Homestead Property Tax Credit Claim (MI 1040 CR).
  - Your most recent Federal Income Tax Return (1040), if you are required to file federal income tax.
  - The Most Recent Federal Income Tax Return (1040) for all other occupants of your home.

Please do not submit original tax returns or supporting documentation, as we must keep all documents submitted.

4. Submit a completed poverty exemption asset test information sheet with signature.
5. If an occupant of your home is not employed but has income from another source, you must include the income on page 3, part 5 "Income Sources" of your application.
6. If an occupant of the home is over 18 years of age but is not contributing to household income please submit a statement to explain why, understanding that the Township is unable to subsidize adult education.
7. Assets other than the taxpayer's primary residence, standard mode of transportation and usual household goods valued at more than \$25,000 will be considered and added to household income.
8. A copy of all bank statements, IRA statements, investment account statements and life insurance statements for the claimant and all persons residing in the household must be included with application.

## Application for MCL 211.7u Poverty Exemption

This form is issued under the authority of the General Property Tax Act, Public Act 206 of 1893, MCL 211.7u.

MCL 211.7u of the General Property Tax Act, Public Act 206 of 1893, provides a property tax exemption for the principal residence of persons who, by reason of poverty, are unable to contribute toward the public charges. This application is to be used to apply for the exemption and must be filed with the Board of Review where the property is located. This application may be submitted to the city or township the property is located in each year on or after January 1.

**To be considered complete, this application must:** 1) be completed in its entirety, 2) include information regarding all members residing within the household, and 3) include all required documentation as listed within the application. Please write legibly and attach additional pages as necessary.

PART 1: PERSONAL INFORMATION — Petitioner must list all required personal information.				
Petitioner's Name			Daytime Phone Number	
Age of Petitioner	Marital Status	Age of Spouse	Number of Legal Dependents	
Property Address of Principal Residence		City	State	ZIP Code
<input type="checkbox"/> Check if applied for Homestead Property Tax Credit		Amount of Homestead Property Tax Credit		
PART 2: REAL ESTATE INFORMATION				
List the real estate information related to your principal residence. Be prepared to provide a deed, land contract or other evidence of ownership of the property at the Board of Review meeting.				
Property Parcel Code Number		Name of Mortgage Company		
Unpaid Balance Owed on Principal Residence	Monthly Payment	Length of Time at this Residence		
Property Description				
PART 3: ADDITIONAL PROPERTY INFORMATION				
List information related to any other property owned by you or any member residing in the household.				
<input type="checkbox"/> Check if you own, or are buying, other property. If checked, complete the information below.			Amount of Income Earned from other Property	
1	Property Address	City	State	ZIP Code
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid
2	Property Address	City	State	ZIP Code
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid

**PART 4: EMPLOYMENT INFORMATION** — List your current employment information.

Name of Employer			
Address of Employer	City	State	ZIP Code
Contact Person	Employer Telephone Number		

**PART 5: INCOME SOURCES**

List all income sources, including but not limited to: salaries, Social Security, rents, pensions, IRAs (individual retirement accounts), unemployment compensation, disability, government pensions, worker's compensation, dividends, claims and judgments from lawsuits, alimony, child support, friend or family contribution, reverse mortgage, or any other source of income, for all persons residing at the property.

Source of Income	Monthly or Annual Income (indicate which)

**PART 6: CHECKING, SAVINGS AND INVESTMENT INFORMATION**

List any and all savings owned by all household members, including but not limited to: checking accounts, savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds, or similar investments, for all persons residing at the property.

Name of Financial Institution or Investments	Amount on Deposit	Current Interest Rate	Name on Account	Value of Investment

**PART 7: LIFE INSURANCE** — List all policies held by all household members.

Name of Insured	Amount of Policy	Monthly Payments	Policy Paid in Full	Name of Beneficiary	Relationship to Insured

**PART 8: MOTOR VEHICLE INFORMATION**

All motor vehicles (including motorcycles, motor homes, camper trailers, etc.) held or owned by any person residing within the household must be listed.

Make	Year	Monthly Payment	Balance Owed

**PART 9: HOUSEHOLD OCCUPANTS** — List all persons living in the household.

First and Last Name	Age	Relationship to Applicant	Place of Employment	\$ Contribution to Family Income

**PART 10: PERSONAL DEBT** — List all personal debt for all household members.

Creditor	Purpose of Debt	Date of Debt	Original Balance	Monthly Payment	Balance Owed

**PART 11: MONTHLY EXPENSE INFORMATION**

The amount of monthly expenses related to the principal residence for each category must be listed. Indicate N/A as necessary.

Heating	Electric	Water	Phone
Cable	Food	Clothing	Health Insurance
Garbage	Daycare	Car Expense (gas, repair, etc.)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	

**NOTICE:** Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year must be submitted with this application. Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year.

**PART 11: POLICY AND GUIDELINES ACKNOWLEDGMENT**

The governing body of the local assessing unit shall determine and make available to the public the policy and guidelines used for the granting of exemptions under MCL 211.7u. In order to be eligible for the exemption, the applicant must meet the federal poverty guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services under its authority to revise the poverty line under 42 USC 9902, or alternative guidelines adopted by the governing body of the local assessing unit so long as the alternative guidelines do not provide income eligibility requirements less than the federal guidelines. The policy and guidelines must include, but are not limited to, the specific income and asset levels of the claimant and total household income and assets. The combined assets of all persons must not exceed the limits set forth in the guidelines adopted by the local assessing unit.

The applicant has reviewed the applicable policy and guidelines adopted by the city or township, including the specific income and asset levels of the claimant and total household income and assets.

**PART 12: CERTIFICATION**

I hereby certify to the best of my knowledge that the information provided in this form is complete, accurate and I am eligible for the exemption from property taxes pursuant to Michigan Compiled Law, Section 211.7u.

Printed Name	Signature	Date
--------------	-----------	------

**This application shall be filed after January 1, but before the day prior to the last day of the local unit's December Board of Review.**

**Decision of the March Board of Review may be appealed by petition to the Michigan Tax Tribunal by July 31 of the current year. A July or December Board of Review decision may be appealed to the Michigan Tax Tribunal by petition within 35 days of decision. A copy of the Board of Review decision must be included with the petition.**

Michigan Tax Tribunal  
 PO Box 30232  
 Lansing MI 48909

Phone: 517-335-9760  
 E-mail: [taxtrib@michigan.gov](mailto:taxtrib@michigan.gov)



**POVERTY EXEMPTION ASSET TEST INFORMATION:**

DO YOU HAVE ANY OWNERSHIP INTEREST IN ANY OTHER REAL ESTATE? ( ) YES ( ) NO

ADDRESS: \_\_\_\_\_  
 (Additional Information May be Requested by the Board for Other Real Estate.)

**LIST THE CURRENT VALUE FOR EACH ASSET:**

CASH:	\$
CHECKING ACCOUNTS:	\$
SAVINGS ACCOUNTS:	\$
CERTIFICATES OF DEPOSIT:	\$
MONEY MARKET ACCOUNTS:	\$
STOCKS:	\$
BONDS:	\$
TREASURY BILLS:	\$
INSURANCE w/ CASH VALUE:	\$
MUTUAL FUND ACCOUNTS:	\$
IRA ACCOUNTS:	\$
KEOGH ANNUITIES:	\$
DEFERRED COMPENSATION:	\$
JEWELRY and/or GEMS:	\$
RARE COINS:	\$
ANTIQUE CARS:	\$
ANY OTHER COLLECTION:	\$
ANY OTHER ASSET:	\$

**LIST THE CURRENT VALUE FOR ALL HOUSEHOLD VEHICLES:**

(This includes Cars, Trucks, Trailers, Tractors & Boats)

MAKE:				
MODEL:				
YEAR:				
LEASED OR OWNED:				
MONTHLY PAYMENT:				

**I DECLARE THAT ALL OF THE INFORMATION SUBMITTED WITHIN THIS ASSET TEST IS TRUE TO THE BEST OF MY KNOWLEDGE.**

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

## Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty

This form is issued under the authority of Public Act 253 of 2020.

This form is to be used to affirm ownership, occupancy, and income status. MCL 211.7u(2) provides that, to be eligible for exemption under this section, a person shall, subject to subsection (6) and (8), annually affirm that the applicant owns and occupies, as a principal residence, the property for which an exemption is requested.

<b>PART 1: OWNER INFORMATION</b> — Enter information for the person owning and occupying the residence.			
Owner Name		Owner Telephone Number	
Mailing Address	City	State	ZIP Code
<b>PART 2: LEGAL DESIGNEE INFORMATION</b> (Complete if applicable.)			
Legal Designee Name		Daytime Telephone Number	
Mailing Address	City	State	ZIP Code
<b>PART 3: HOMESTEAD PROPERTY INFORMATION</b> — Enter information for property in which the exemption is being claimed.			
City or Township (check the appropriate box and enter name) <input type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village		County	
Name of Local School District			
Parcel Identification Number		Year(s) Exemption Previously Granted by Board of Review	
Homestead Property Address	City	State	ZIP Code
<b>PART 4: AFFIRMATION OF OWNERSHIP, OCCUPANCY, AND INCOME STATUS</b> (Check all boxes that apply.)			
<input type="checkbox"/> I own the property in which the exemption is being claimed. <input type="checkbox"/> The property in which the exemption is being claimed is used as my homestead. Homestead is generally defined as any dwelling with its land and buildings where a family makes its home. <input type="checkbox"/> After establishing initial eligibility for the exemption, my income and asset status has remained unchanged and/or I receive a fixed income solely from public assistance that is not subject to significant annual increases beyond the rate of inflation, such as federal Supplemental Security Income or Social Security disability or retirement benefits.			
<b>PART 5: CERTIFICATION</b>			
I hereby certify to the best of my knowledge that the information provided on this form is true and I am eligible to receive an exemption from property taxes by reason of poverty pursuant to Michigan Compiled Law, Section 211.7u.			
Owner or Legal Designee Name (print)		Signature of Owner or Legal Designee	Date
<b>Designee must attach a letter of authority.</b>			
<b>LOCAL GOVERNMENT USE ONLY (DO NOT WRITE BELOW THIS LINE)</b>			
<input type="checkbox"/> Approved <input type="checkbox"/> Denied (Attach appeal instructions and provide to owner.)		Tax Year(s) exemption will be posted to tax roll	
<b>CERTIFICATION</b> — I certify that, to the best of my knowledge, the information contained in this form is complete and accurate.			
Assessor Signature		Date Certified by Assessor	

## Poverty Exemption Affidavit

This form is issued under authority of Public Act 206 of 1893; MCL 211.7u.

**INSTRUCTIONS:** When completed, this document must accompany a taxpayer's Application for Poverty Exemption filed with the supervisor or the board of review of the local unit where the property is located. MCL 211.7u provides for a whole or partial property tax exemption on the principal residence of an owner of the property by reason of poverty and the inability to contribute toward the public charges. MCL 211.7u(2)(b) requires proof of eligibility for the exemption be provided to the board of review by supplying copies of federal and state income tax returns for all persons residing in the principal residence, including property tax credit returns, or by filing an affidavit for all persons residing in the residence who were not required to file federal or state income tax returns for the current or preceding tax year.

I, \_\_\_\_\_, swear and affirm by my signature below that I reside in the principal residence that is the subject of this Application for Poverty Exemption and that for the current tax year and the preceding tax year, I was not required to file a federal or state income tax return.

Address of Principal Residence: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Person Making Affidavit

\_\_\_\_\_  
Date



3754 Ranchero Dr.  
Ann Arbor, Michigan 48108-2771  
734-761-1010

# CONTRACT CHANGE ORDER

No: 2

To: Premier Group Associates Date: November 24, 2021 Project No: 2075154400

Contract: Loonfeather Park Improvements Owner: Charter Township of Ypsilanti

Location: Ypsilanti, MI 48197

You are hereby requested to comply with the following changes from the contract plans & specifications:

Item No.	Description of Changes - Quantities, Units, Unit Prices, Change in Completion Schedule, Etc.	Decrease in Contract Price	Increase in Contract Price
1	Tree Removals (2 additional)		\$ 3,400.00
2	Electrical Investigation, Switches & Sensors in Restroom Building		\$ 6,935.60
<b>Change in Contract Price Due to this Change Order:</b>			
Total Decrease		\$ -	
Total Increase			\$ 10,335.60
Net Decrease in Contract Price		\$ 10,335.60	
<b>Original Contract Price</b>			\$ 495,930.00
<b>Total Net Change by Previous Change Orders</b>			\$ (24,480.00)
<b>Total Amount of Contract Prior to this Change Order</b>			\$ 471,450.00
<b>Net Addition or Deduction this Change Order No. 2</b>			\$ 10,335.60
<b>Net Amount of Contract to Date</b>			\$ 481,785.60

This document shall become an amendment to the contract and all provisions of the contract will apply hereto.

\* This pay item shall be paid on a percentage of quantity installed.

Recommended by: Claire Martin  
Claire Martin, PE  
Project Manager

Approved By: Brenda Stunko  
Owner: Heather Jovanovic  
12-8-21

Accepted By: [Signature]  
Contractor

C.O. No. 2



# CHARTER TOWNSHIP OF YPSILANTI FINANCIAL POLICY

**PROCUREMENT, FEDERAL AWARDS,  
ETHICS, EQUIPMENT DISPOSAL, &  
SALE OF TOWNSHIP PROPERTY**

The Charter Township of Ypsilanti will engage in purchasing activities that are fair and equitable, and which provide the maximum purchasing value for public funds.



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## 1. Policy

- 1.1. The Charter Township of Ypsilanti will engage in purchasing activities that are fair and equitable, and which provide the maximum purchasing value for public funds. The Township will implement procedures designed to maintain a procurement system of quality and integrity. The provisions of this policy conform to the Township's charter and applicable code, laws and regulations. See: Code of Ordinance Numbers 69 and 116, as amended.

## 2. Statutory References

- 2.1. The Board may establish such rules and regulations regarding the business concerns of the Township as the Board considers necessary and proper. See: MCL 42; Act 359 of 1947, as amended.

## 3. Procedure

### 3.1. Operational Guidelines

#### 3.1.1. Intent

- 3.1.1.1. It is the intent of this policy to maximize the purchasing power and value of public funds through procurement policy that maintains a system of quality and integrity and promotes efficiency, effectiveness and equity in public purchasing. It is the goal of this Policy to recognize the obligation to the taxpayers to maximize the purchasing power of public funds to gain the best value for our residents. The Township will comply with all applicable federal and state laws concerning public purchasing.

#### 3.1.2. Application

- 3.1.2.1. This Policy applies to the procurement of supplies, goods, equipment, services, and construction entered into by Township and its constituent departments and agencies, after the effective date of this Policy. It shall apply to every expenditure of public funds by Township irrespective of the source of the funds. When the procurement involves the expenditure of federal or state assistance or contract funds, the procurement shall be conducted in accordance with any applicable federal or state laws and regulations. Nothing in this Policy shall prevent any public agency from complying with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with law.

#### 3.1.3. Administration

- 3.1.3.1. The Township Supervisor shall act as a purchasing agent of the Township unless they designate another officer (elected or deputy) of the township to act in this capacity, or delegate part of this responsibility to other employees of the township; provided further, that such delegation shall not relieve them of this responsibility as set forth in the Policy. All formal solicitations are administered through the Township Clerks Office.
- 3.1.3.2. Every purchase order and/or lease shall be approved by the Township Supervisor or their appointed Purchasing Agent before being issued as required in

[section 2.3](#). The Township Supervisor (agent) shall adopt any necessary rules respecting requisitions and purchase orders.

3.1.3.3. Signing of statements, checks, and warrants. All statements, checks, and warrants shall be signed as authorized as by the resolution of the Township Board.

#### 3.1.4. Sales Tax Exemption

3.1.4.1. The Township shall not be charged or pay sales tax. Ypsilanti Township, as a Michigan Municipal Corporation, is exempt from sales tax as provided in Act 167 of Public Acts of 1933. MCL 205.54(7); MSA 7.525(4)(7), and the Michigan Sales and Use Tax Rule, 1979 MAC Rule 205.79, provide that sales to the United States government, the State of Michigan, and their political subdivisions, departments and institutions are not taxable when ordered on a Purchase Order and paid for by warrant on government funds. In the alternative, the government may claim exemption at the time of purchase by providing the seller with a signed statement to the effect that the purchaser is a governmental entity. This position was affirmed by the Michigan Department of Treasury through its Revenue Administrative Bulletin 1990-32, approved on October 11, 1990.

3.1.4.2. The issuance of a Township Purchase Order or a Michigan Sales Tax Exemption Certificate does not, by itself, mandate the seller to exempt the sale. Therefore, all departments, divisions, and Elected Officials shall utilize Township's purchase order and accounts payable systems to the fullest extent possible when purchasing and paying for tangible personal property while still adhering to the other provisions within this Purchasing Policy.

#### 3.1.5. Cooperative Purchasing

3.1.5.1. The Township may join in cooperative purchasing arrangements with school districts and other government units. The Township may accept extended government pricing with appropriate documentation, if it is determined to be cost-effective and in the Township's best interest.

#### 3.1.6. Gratuities, Personal Benefits, and Kickbacks

3.1.6.1. It shall be a violation of this Policy for any person to offer, give or agree to give any Township employee or former Township employee, or for any Township employee or former Township employee to solicit, demand, accept or agree to accept from another person, a gratuity, personal benefit, or kickback in connection with any purchasing or contracting decision.

#### 3.1.7. Exemptions

3.1.7.1. The Township Supervisor and Accounting Director have established a list of commodities that may be procured throughout the year that do not require formal Board approval when exceeding the authorized purchasing limits. These commodities and services are typically not competitively bid annually or are typically awarded due to other factors other than price. Certain items (OPEB, Payroll, IRS, etc...) may not require a formal purchase order be created:

- Utilities – Water, Gas, Electric, Sewer, Phone, Internet, Gasoline, Radio Service, etc.

- Liability Insurance
- Health – Medical, Dental, Vision, Life and Disability, etc.
- Workers Compensation
- Legal Service
- Accounting & Audit Services
- United States Postal Service
- Membership Dues (MTA, SEMCOG, Huron River Watershed Council, etc.)
- Bond and Interest payments
- Local, County, State and Federal Mandated Fees

### 3.1.8. Unlawful Expenditures

- 3.1.8.1. Local units of government in Michigan are only allowed to incur expenditures for a valid “public purpose.” The local unit is the steward of public resources, and they may not be used for a private purpose. The Michigan Supreme Court defined Public Purpose, as having “for its objective the promotion of the public health, safety, morals, general welfare, security, prosperity, and contentment of all the inhabitants or residents within the municipal corporation, the sovereign powers of which are used to promote such public purpose.” As a guide, the following is a list of common types of questionable expenditures as provided by the State of Michigan’s Treasury Department. Employees should contact Finance if they have a question regarding an expenditure.
- 3.1.8.2. A township cannot loan its credit for any private purpose, or even public purpose, except as provided by law. Const 1963 art. VII, §26
- 3.1.8.3. A township may not lend its credit to any person, association, or corporation. Const 1963 art IX, §18
- 3.1.8.4. A township only has those powers that are “fairly implied” and not prohibited by the constitution. Const 1963 art VII, §34
- 3.1.8.5. Through court cases, the following have specifically been deemed “unlawful expenditures” by townships:
- Donations of cash or goods to churches or to improve church property
  - Donations of cash or goods to a private ambulance or EMS service
  - Donations of cash or goods to any community organizations
  - Donations of cash or goods to veterans or non-profit organizations
  - Donations of cash or goods to Little League, Scouts, Big Brothers/Big Sisters
  - Contributions/ Legal Expenses to lawsuits by taxpayers
  - Flowers for the sick or departed
  - Per Diem Payments, Mileage of officials to and from their residences to township hall or meeting rooms of the Board – see MCL 46.52 and 46.62
  - Office picnics
  - Office refreshments - providing coffee, food, plates, etc. must be for a public, not an individual or private group or purpose. These expenditures for use at a regular or special meeting where the public is also participating in the coffee, food, etc., for fire fighters, volunteer or full time employees, when working an extended period of time or when dedicating public buildings are normally considered expenditures for a public purpose.
  - Presents to officials

- Retirement/Recognition Functions/Events and Employee and Retiree Gifts
- Retroactive pay increases, excluding those subject to Public Act 312 arbitration.
- Private Roads – see PA 188 of 1954 MCL 41.721 – 41.738

### 3.1.9. Failure to Follow Policy

- 3.1.9.1. The Township shall not be responsible for the costs of goods and services ordered or purchased by any Township official or employee that are not obtained in accordance with this policy. Contracts negotiated outside of this policy will be considered invalid and non-binding.

## 3.2. Standards for Procurement

### 3.2.1. Procurement Procedures:

- 3.2.1.1. The procurement procedure to be used is determined by the dollar amount of the procurement. Contracts or purchases shall not be artificially divided to circumvent the purchasing procedures in this policy. An aggregate of regular, reoccurring purchases shall be determined on an annual basis; (for example: gasoline, paper products, cleaning supplies, etc.). Grant funded procurements will follow all grant procurement requirements and guidelines, see section 4.
- 3.2.1.2. A cost analysis is required for all procurement actions. This entails verification of the proposed cost data and evaluation of the specific elements of costs and profits, including comparison with the agency’s prior independent cost or price estimate. Funds must be budgeted and available in the cost center.
- 3.2.1.3. Purchase requests are required prior to purchase and will need the approval of the Township Supervisor or their appointed Purchasing Agent.
- 3.2.1.4. The Township Board has approved the use of BidNetDirect Michigan Inter-governmental Trade Network (MITN) purchasing group to request quotes and formal bids. The MITN system is also capable of requesting and accepting electronic sealed bids to be opened at a designated time. This online bidding system is used for local government purchasing departments to invite vendors to register for access to RFPs, bids and awards on the bid system. Vendor may register at no cost to compete in the bidding. Since this site is open to all vendors, this will cover the minimum requirement of three (3) quotes or bids.
- 3.2.1.5. The Township has approved using cooperative contract programs such as MiDeal, which is the State of Michigan’s extended purchasing program and evaluates vendor’s ensuring a fair price and high-quality contracts and Sourcewell National Joint Powers Alliance (NJPA), which has competitively solicited cooperative contracts available for government, education, and nonprofit organizations. These cooperative contract programs and any other ones approved by the Board and may be used as one (1) of the required quotes/bids where competitive sealed bids are not required.

### 3.2.2. Purchases from \$0 to \$1,000

- 3.2.2.1. Purchases in this dollar amount are approved by the department manager. A purchase order is required and must include quotes if applicable.

3.2.3. Purchases from \$1,000.01 to \$3,000

3.2.3.1. Purchases in this dollar amount are approved by the department manager. A minimum of three quotes for goods and services must be requested. The vendor's price quote may be written, electronic, or by reverse auction. Vendor selection and pricing should be reviewed annually for adequate and reasonable competition. A purchase order is required and must include quotes if applicable.

3.2.4. Purchases from \$3,000.01 to \$10,000:

3.2.4.1. Purchases in this dollar amount are approved by the department manager, department supervisor, and the Township Supervisor. A minimum of three quotes for goods and services must be requested. The vendor's price quote may be written, electronic, or by reverse auction. Vendor selection and pricing should be reviewed annually for adequate and reasonable competition. A purchase order is required and quotes must be attached to the purchase request.

3.2.5. Purchases from \$10,000.01 to \$15,000:

3.2.5.1. Posting bid requests on MITN is required.

3.2.5.2. Purchases in this dollar amount are approved by the department supervisor, Township Supervisor and 1 other Full-Time Elected Official. Such purchases or contracts shall be by competition and require the solicitation of a minimum of three (3) price quotations. The vendor's price quote may be written, electronic or by reverse auction and must be included and attached when requesting a purchase order. Award shall be made to the qualified vendor offering the best value in the opinion of the Supervisor.

3.2.5.3. Written memo with the approval from all is required and must be attached to the Purchase Order request and sent to the three full-time elected officials.

3.2.5.4. This provision shall not apply to purchases or contracts where quotations are impractical. Such purchases or contracts shall contain appropriate documentation.

3.2.6. Purchases \$15,000.00 and above:

3.2.6.1. Posting bid requests on MITN is required.

3.2.6.2. *Construction, repair, or improvement for public works or buildings*

3.2.6.2.1. Purchases in this dollar amount will require Board Approval.

3.2.6.2.2. Board approval to seek bids will be required on any public works projects. This includes improvements to buildings, land, and public works.

3.2.6.2.3. Formal competition required for all public work projects. Purchases or contracts estimated to exceed \$15,000 shall require formal competition as deemed appropriate, including but not limited to competitive sealed bids, requests for proposals, quality-based selection (QSB), negotiated purchases, etc. Award shall be made to the qualified vendor offering the best value in the opinion of the Board. See section [3.3. Complete Sealed Bidding](#)

3.2.6.2.4. Under MCL 339.2011, a township may not engage in a public works project costing \$15,000 or more, unless the plans and specifications for the project are prepared by a licensed architect or licensed professional engineer,

the land is surveyed by a licensed professional surveyor and the work is supervised by either a licensed professional architect or engineer.

3.2.6.3. *Asset purchases not requiring specifications from licensed professionals under \$100,000*

3.2.6.3.1. Purchases in this dollar amount will require Board Approval

3.2.6.3.2. Purchases of every kind, nature and description not needing specs provided by a licensed professional will require at least three competitive quotes/bids. This would include but not be limited to mowers, tractors, vehicles, computers, fuel, mulch, and sand. The vendor's price quote may be written, electronic or by reverse auction and must be *included when presenting to the Board*. Award shall be made to the qualified vendor offering the best value in the opinion of the Board.

3.2.6.4. *Asset purchases not requiring specifications from licensed professionals over \$100,000*

3.2.6.4.1. Purchases in this dollar amount will require Board Approval

3.2.6.4.2. Board approval to seek bids will be required.

3.2.6.4.3. Purchases of every kind, nature and description not needing specs provided by a licensed professional will require competitive sealed bids. This would include but not be limited to mowers, tractors, vehicles, computers, fuel, mulch, and sand. Award shall be made to the qualified vendor offering the best value in the opinion of the Board. See section [3.3. Complete Sealed Bidding](#)

3.2.6.5. *General Requirements*

3.2.6.5.1. Awards shall be made to the offeror determined to be best qualified based on the evaluation factors set forth and negotiation of fair and reasonable compensation, with the approval of the Board of Trustees

3.2.7. *Exceptions to bidding requirements*

3.2.7.1. Exceptions to competitive bidding requirements for purchases or contracts exceeding \$3,000 are as follows:

3.2.7.1.1. In the employment of professional services, in which case the Township shall have discretion as to their qualifications.

3.2.7.1.2. Where the Township Board shall determine that a public interest would best be served by the purchase from or joint purchase with another unit of government.

3.2.7.1.3. In the case of an emergency, where it is essential to health, safety or welfare of the people that immediate good faith action be taken. The word "emergency," as used in here and section 3.7 is defined as a condition which is present, immediate and existing, and not one which may or may not arise in the future, or one which reasonably may be foreseen in time to advertise for bids.

### 3.2.8. Geographic Location

- 3.2.8.1. Every attempt shall be made to make purchases in the following order: Charter Township of Ypsilanti, Washtenaw County, State of Michigan, and lastly outside the State of Michigan.
- 3.2.8.2. Public Act 517 of 2012, the Iran Economic Sanctions Act, MCL 129.311, requires townships to require a person submitting a bid on a request for proposal (RFP) to certify that it is not an Iran-linked business. The act prohibits individuals who have economic relations with Iran from submitting bids on RFPs with the State, any political subdivision of the state or any other public entities. The act also includes penalty provisions for those who submit false certification and is scheduled to take effect April 1, 2013.

## 3.3. Competitive Sealed Bidding

### 3.3.1. Conditions for Use

- 3.3.1.1. When competitive sealed bidding is required; all procurement contracts of the Township shall be awarded by competitive sealed bidding, except as otherwise provided in this Policy.

### 3.3.2. Invitation for Bids

- 3.3.2.1. An invitation for bids shall be issued and shall include specifications, and all contractual terms and conditions applicable to the procurement.

### 3.3.3. Public Notice

- 3.3.3.1. Public notice of the invitation for bids shall be given a reasonable time prior to the bid submission date set forth therein. Such notice may include publication in a newspaper of general circulation and/or online media for a reasonable time as determined by the Township Clerk prior to the bid opening. The public notice shall state the place, date and time of bid opening, and shall be in a format approved by the Township Clerk.
- 3.3.3.2. Prospective bidders may be notified by sending each a copy of the notice requesting bids and/or directing them to the preferred MITN purchase group bid site <https://ytown.link/mitn>. Sealed bids may be submitted to the Township Civic Center in person or by mail and online at MITN by the appointed deadline as defined in the bid solicitation.

### 3.3.4. Bidder's statement of qualifications.

- 3.3.4.1. Pursuant to Act No. 170 of the Public Acts of Michigan of 1933 (MCL 123.501 et seq., MSA 5.2311 et seq.), as amended, the agent may require that any person proposing to bid on any such work submit a sworn statement at least ten days before bids are opened on such standard form, in such detail and at such time as may be deemed necessary by the Township Board, setting forth the bidder's qualifications to satisfactorily carry out the work to be performed within the time specified for such performance. The qualifications may be judged by the Township Board upon the basis of the proposed bidder's past performance on work of a similar nature, his financial resources and his construction equipment and facilities which he proposes



to use on the work advertised for construction, as disclosed by such sworn statement and any other available information, and a determination made whether or not he proposed bidder is a suitable person to bid on the work. Any person determined not to be a suitable person to bid on any proposed work shall be notified in writing five days before bids are opened of such determination.

3.3.4.2. Such questionnaire and statement filed with the Township Board shall be deemed to be confidential and shall not be imparted to any other person without the written consent of the bidder.

3.3.4.3. Should the prospective bidder fail to file the statement as required by the Township Board within the time specified, or should they, in the judgment of the board, not be qualified to bid on the duly advertised proposed work, such board may refuse to furnish such person with plans, specifications and proposals and may reject any bid made.

3.3.4.4. It is further provided that when, in the judgement of the Township Board, the volume of work regularly advertised for construction would justify such course, bidders on a public work project may be rated according to their experience, equipment and resources and may be furnished with proposals, plans and specifications for only such type and quantity of work as their qualifications.

3.3.4.5. No action or proceeding of any nature or description in any court, except as stated in this section, shall lie against any officer of the township government because of their refusal to furnish plans, specifications or proposals or to award to any person a contract for the construction of a public work, maintenance or repair thereof for the satisfactory performance of which such person is not, in the opinion of the officer, fully qualified, or who has failed to comply with the provisions of this division.

3.3.4.6. Any person feeling aggrieved at the determination of any such officer, board, commission, committee or department shall have the right of appeal by mandamus, certiorari or other proper remedy to the state supreme court, or in any proper case to any circuit court having jurisdiction. See [section 6 Appeals and Remedies](#)

### 3.3.5. Bid Opening

3.3.5.1. Bids shall be opened in public following the deadline set for the submission of bids at the time and place designated in the invitation for bids. Opening shall be witnessed and recorded in the presence of the Township Clerk or a representative of the Township Clerk, one of the township board members (if available) and at least one other township official, preferably the head of the department most closely concerned with the subject of the contract. The amount of each bid, and such other relevant information as the Township Clerk deems appropriate, together with the name of each bidder shall be recorded. The record and each bid shall be open to public inspection in accordance with Act 442 of the Public Acts of 1976, MCL 15.231 et seq.

### 3.3.6. Bid Acceptance and Bid Evaluation

3.3.6.1. Bids shall be evaluated based on the requirements set forth in the invitation for bids, which may include criteria to determine acceptability such as inspection,

testing, quality, workmanship, experience, delivery, warranty, and suitability for a particular purpose. Bids which do not comply with all criteria set forth in the invitation to bid may be subject to disqualification.

### 3.3.7. Correction or Withdrawal of Bids; Cancellation of Awards

3.3.7.1. Correction or withdrawal of inadvertently erroneous bids before or after bid opening, or cancellation of awards or contracts based on such bid mistakes, may be permitted in the sole discretion of the Township. Mistakes discovered before bid opening may be modified or withdrawn by written notice received in the office designated in the invitation for bids, prior to the time set for bid opening. After bid opening, corrections in bids shall be permitted only to the extent that the bidder can show by clear and convincing evidence, as determined by the Purchasing Agent, that a mistake of a nonjudgmental character was made.

### 3.3.8. Award

3.3.8.1. Upon careful examination and tabulation the results shall be reported to the Township Board with the recommendation of the department manager for Township Board approval.

3.3.8.2. The Township Board reserves the right to reject any or all of the bids submitted under this section for any reason or for no reason at all.

3.3.8.3. Security deposits requirements. Unless required by the Township Board, the purchasing agent shall prescribe the amount of any security to be deposited with any bid, which deposit shall be in the form of cash, certified check, cashier's check or bond written by a surety company authorized to do business in the state. The amount of such security shall be expressed in terms of percentage of the bids as required by Act No. 213 of the Public Acts of Michigan of 1963 (MCL129.201 et seq., MSA 5.2321(1) et seq.). Unless fixed by the Township Board, the agent shall fix the amount of the performance bond and the amount of the labor and material bond to be required by the successful bidder.

3.3.8.4. The contract shall be awarded by appropriate notice to the responsible and responsive bidder whose bid meets the requirements and response selection criteria set forth in the invitation for bids. Nothing in the award process shall prevent the Township Board from acting in the Township's best interest when making the bid award, including awarding the bid to other than the low bidder, using a best value based selection process. No contract or purchase order shall knowingly be entered into with any company or business which is in bankruptcy, receivership or debarment. In the event the bid for a project exceeds available funds, the Township Board may authorize to negotiate an adjustment of the bid price when time or economic considerations preclude re-solicitation of work of a reduced scope, in order to bring the bid within the amount of available funds.

3.3.8.5. At the time the contract is executed by them, the contractor shall file a bond, executed by a security company authorized to do business in the state, to the Township, conditioned to pay all laborers, mechanics, subcontractors and material suppliers, as well as all just debts, dues and demands incurred in the performance of such work and shall file a performance bond when one is required. The contractor

shall also file evidence of liability insurance in an amount satisfactory to the agent and agree to save the Township harmless from any loss or damage caused to any person or property by reason of the contractor's negligence. Bid Security. [See exhibit A - Contract Provision Checklist.](#)

### 3.3.9. Tie Bids

3.3.9.1. Bids that are equal in all aspects shall be awarded to the vendor whose headquarters is closest to the Township delivery point. To determine the location of a vendor, the Township will use the address on file with the State of Michigan as the vendor's Registered Office Address as of the day the solicitation request was first issued by the Township. If a vendor does not have a Registered Office Address with the State of Michigan, that vendor will be deemed to be the vendor at the greatest distance from the Township. If multiple vendors are not registered with the State of Michigan, the state or township of incorporation will be used to determine the vendor's location.

### 3.3.10. Failure or refusal to enter into contract

3.3.10.1. All bids and deposits of certified or cashier's checks may be retained until the contract is awarded and signed. If any successful bidder fails or refuses to enter into the contract awarded to them within five days after same has been awarded, or file any bond required within the same time, the deposit accompanying their bid shall be forfeited to the Township and the Board may, in its discretion, award the contract to the next lowest qualified bidder or re-advertise the contract.

## 3.4. Request for Proposal (RFP)

### 3.4.1. Conditions for Use

3.4.1.1. When the Purchasing Agent determines that the use of competitive sealed bidding is either not practicable or not advantageous to the Township, a contract may be entered into by use of competitive sealed requests for proposals (RFP).

### 3.4.2. Request for Proposal

3.4.2.1. Proposals shall be solicited through a (RFP).

3.4.2.2. See ["What to include in a Request for Proposals" Exhibit B.](#)

### 3.4.3. Public Notice

3.4.3.1. Adequate public notice of the (RFP) shall be given in the same manner as provided in [Section 3.3.3](#) (Competitive Sealed Bidding, Public Notice).

### 3.4.4. Receipt of Proposals

3.4.4.1. No proposal shall be handled so as to permit disclosure of the content of any proposal to competing offerors until the time for the public opening of bids or proposals or if a public opening is not to be conducted, until the deadline for submission of bids or proposals has expired. A register of proposals shall be prepared containing the name of each offeror, the number of modifications received, if any, and a description sufficient to identify the item offered.

### 3.4.5. Public Bid Opening

- 3.4.5.1. Should public bid opening be required; Bid openings shall be given in the same manner as provided in [Section 3.3.5](#) (Competitive Sealed Bidding, Bid Opening).

### 3.4.6. Evaluation Factors

- 3.4.6.1. The request for proposal may state the relative importance of price and other evaluation and selection criteria, and may include specific criteria detailing a best value based method of determining and selecting the best bid.

### 3.4.7. Responsible Offerors and Revisions of Proposals

- 3.4.7.1. As provided in the (RFP), discussions may be conducted with responsible offerors to assure understanding of, and conformance to, the solicitation requirements. Responsible offers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of the identity of competing offerors or of any information derived from proposals submitted by competing offerors.

- 3.4.8. Discussions made through the Question and Answer portion shall be made available to all offerors.

### 3.4.9. Award

- 3.4.9.1. Award shall be made to the responsible offeror whose proposal is determined to be the most advantageous to the Township, as determined by the Purchasing Agent, taking into consideration price and the evaluation criteria set forth in the request for proposals.
- 3.4.9.2. Upon careful examination and tabulation the results shall be reported to the Township Board with the recommendation of the department manager for Board approval.

## 3.5. Request for Qualifications (RFQ)

- 3.5.1. When it is considered impractical to initially prepare a purchase description to support an award based on price, and/or where the capability of the prospective proposers or bidders are uncertain, a request for qualifications (RFQ) may be issued. Once the prospective bidders/offerors have submitted their responses to the RFQ and have been determined to be technically acceptable and qualified to perform, then an invitation to bid or RFP may be issued to the qualified bidders/offerors.

## 3.6. Sole Source Procurement

- 3.6.1. Sole source purchases are defined as those in which “only one vendor possesses the unique and singularly available capability to meet the requirements set. Such as technical qualifications, ability to deliver at a particular time, services from a public utility or in a situation where a particular supplier or person is identified as the only qualified source available.

- 3.6.2. Sole source purchases may also result because of compatibility with existing equipment or systems, the product or service is patented, copyrighted or has other proprietary information or trade secrets retained by the owner.
- 3.6.3. A contract may be awarded, without competition, when the Purchasing Agent determines, in writing, after conducting a good faith review of available sources, that there is only one appropriate source, and/or, when it is in the best interest of the Township to choose the one appropriate source, for the required supply, equipment, service, or construction item. The Township Supervisor, their delegated agent or department manager, shall conduct negotiations, as appropriate, as to price, delivery, and terms.

### 3.7. Emergency Procurements

- 3.7.1.1. Notwithstanding any other provisions of this Policy, the Township Supervisor may make, or authorize others to make emergency procurements of supplies, services, or construction items, when there exists a threat to public health, safety, welfare, or where it is in the Township's best interest to do so, provided that such emergency procurements shall be made with such competition as is practicable under the circumstances, and shall be documented in writing.
- 3.7.1.2. Whenever there is an imminent threat to the public health, safety or welfare of the Township or its citizens. The Township Supervisor should be made aware of the situation. If an emergency purchase is made, a memo or email describing the nature of the emergency and related purchase from the department manager must be submitted to the Township Supervisor no later than the next business day. The Township Supervisor or in their absence, 2 Full-Time Elected Officials may authorize the award of a contract, utilizing competition as may be practical and reasonable under the circumstances, for the emergency purchase of supplies, materials, equipment, services or construction. Such purchase must be reported to the Township Board as soon as possible.

### 3.8. Preferred Contractors

- 3.8.1. Skilled trades, such as; Carpenters, Electricians, HVAC repair technicians, automotive repair technicians, structured wiring installers, and etc may be necessary on an “as-needed” basis and whereas the cost of services are difficult to calculate prior to services being rendered.
- 3.8.2. Preferred Contractors undergo a RFP process whereas their service rates are defined prior to any services being performed and are called upon as services defined in the RFP are required. Preferred Contractor agreements shall not exceed five years. Preferred Contractor agreement shall be approved by the Township Board. Individual service requests shall not exceed amounts set and approved by the Township Board at the time of approval. Differences will be required to be bought back to the Board.

### 3.9. Cancellation of Bids or Requests for Proposals

- 3.9.1. A bid or a request for proposal, or other solicitation, may be cancelled, or any or all bids or proposals may be rejected in whole or in part, as may be specified in the solicitation, when it is in the best interest of the Township, as determined by the Purchasing Agent. Each solicitation issued by the Township shall state that the solicitation may be cancelled and

that any bid or proposal may be rejected in whole or in part when it is in the best interest of the Township.

### 3.10. Rejection of all Bids or Offerors; Responsibility of Bidders or Offerors

3.10.1. It shall be within the discretion of the Purchasing Agent not to award a contract to a bidder or offeror for any reason, including a determination that the party is not a responsible bidder or offeror.

### 3.11. Bid, Payment, and Performance Bonds on Contracts

3.11.1. To protect the Township's interests, bid surety, payment bonds, or performance bonds or other security may be required for contracts in conformance with State law, as determined by the Purchasing Agent. Any such requirements shall be set forth in the solicitation. Bid or performance bonds shall not be used as a substitute for a determination of a bidder or offeror's responsibility. Financial statements or performance bonds may be required from any company, if deemed appropriate by the Supervisor and/or Legal Counsel. [See Exhibit A – Contract Provision Checklist](#)

### 3.12. Types of Contracts

3.12.1. All contracts are to be reviewed by Legal Counsel. Subject to the limitations of this Section and subject to approval by the Township Board of Trustees. Any type of contract which is appropriate to the procurement and which will promote the best interest of the Township may be used. A cost reimbursement contract may be used only when a determination is made that such contract is likely to be less costly to the Township than any other type, or it is not practicable to obtain the supply, equipment, service, or construction item required except under such a contract.

3.12.2. All software licenses shall be reviewed by Computer Support and if necessary reviewed by Legal Counsel.

### 3.13. Multi-Term Contracts:

3.13.1. Specified Period. Unless otherwise provided by law, a contract may be entered into for any period of time deemed to be in the best interests of the Township. Payment and performance obligations shall be subject to the availability and appropriation of funds.

3.13.2. Determination Prior to Use. Prior to the utilization of a multi-term contract, it shall be determined:

3.13.2.1. That needs of the Township and the contract price are reasonably firm and continuing; and,

3.13.2.2. That such a contract will serve the best interests of the Township by encouraging effective competition or otherwise promoting economies in Township procurement.

3.13.3. Payment and performance obligations for succeeding period shall be subject to the availability and appropriation of funds as set forth in the annual budget.

### 3.14. Contract Clauses

3.14.1. Contract Clauses. All Township contracts shall include provisions necessary to define the responsibilities and rights of the parties to the contract. The Township's Legal Counsel,

may issue clauses appropriate for particular contracts, addressing among others, of the following subjects and be presented to the Board for approval:

- 3.14.1.1. The unilateral right of the Township to order, in writing, changes in the work within the scope of the contract;
  - 3.14.1.2. The unilateral right of the Township to order, in writing, the temporary stoppage of the work or delaying performance that does not alter the scope of the contract;
  - 3.14.1.3. Variations occurring between estimated quantities of work in the contract and actual quantities;
  - 3.14.1.4. Defective pricing;
  - 3.14.1.5. Liquidated damages;
  - 3.14.1.6. Specified excuses for delay or nonperformance;
  - 3.14.1.7. Termination of the contract for default;
  - 3.14.1.8. Termination of the contract in whole or in part for the convenience of the Township;
  - 3.14.1.9. Suspension of work on a project;
  - 3.14.1.10. Site conditions differing from those indicated in the contract, or ordinarily encountered, except that differing site conditions need not be included in a contract:
    - 3.14.1.10.1. When the contract is negotiated;
    - 3.14.1.10.2. When the contractor provides the site or design; or
    - 3.14.1.10.3. When the parties have otherwise agreed with respect to the risk of differing site conditions.
  - 3.14.1.11. Warranty clauses, including warranty of fitness for a particular purpose;
  - 3.14.1.12. Failure to meet contracted-for performance objectives.
- 3.14.2. Price Adjustments. Adjustments in price resulting from the use of contract clauses required by Subsection (1) of this Section shall be computed by one or more of the following ways:
- 3.14.2.1. by agreement on a fixed price adjustment before commencement of the pertinent performance or as soon thereafter as practicable;
  - 3.14.2.2. by unit prices specified in the contract or subsequently agreed upon;
  - 3.14.2.3. by the cost attributable to the events or situations under such clauses with adjustment of profit or fee, all as specified in the contract or subsequently agreed upon;
  - 3.14.2.4. in such other manner as the contracting parties may mutually agree; or
  - 3.14.2.5. in the absence of agreement by the parties, by a unilateral determination by the Township of the costs attributable to the events or situations under such clauses with adjustment of profit or fee as computed by the Township, as accounted for in accordance with generally accepted accounting principles and subject to the provisions of [Section 6 - Appeals and Remedies](#).
- 3.14.3. Standard Clauses and Their Modification. The Township's Legal Counsel may establish standard contract clauses for use in Township contracts. If the Township's Legal Counsel establishes any standard clauses addressing the subjects set forth in section 3.14.1, such clauses may be varied provided that the circumstances justify such variations.

### 3.15. Contract Administration

- 3.15.1. The assigned Township department manager or project leader shall provide assessments to the Purchasing Agent and shall oversee contract administration to ensure that a contractor is performing in accordance with the solicitation and proposal under which the contract was awarded, and according to the terms and conditions of the contract.
- 3.15.2. When external Contract Administration is used, the Township project leader is responsible for ensuring compliance.

### 3.16. Right to Inspect Place of Business, etc.

- 3.16.1. The Township may inspect the place of business or work site of a contractor or subcontractor at any time, if such inspection *is* pertinent to the performance of any contract awarded or to be awarded by the Township.

### 3.17. Right to Audit Records

#### 3.17.1. Audit of Cost or Pricing Data

- 3.17.1.1. The Township may audit the books and records of any contractor that has submitted cost or pricing data as a part of its bid or proposal, for three (3) years from the date of final payment under the contract.

#### 3.17.2. Contract Records to Be Maintained

- 3.17.2.1. The Township shall be entitled to audit the books and records of a contractor or a subcontractor at any time under any contract or subcontract, other than a firm fixed-price contract, to the extent that such books, documents, papers, and records are pertinent to the performance of such contract or subcontract. Such books and records shall be maintained by the contractor for a period of three (3) years from the date of final payment under the prime contract and by the subcontractor for a period of three (3) years, or longer if required, from the date of final payment under the subcontract.

### 3.18. Reporting of Anti-competitive Practices

- 3.18.1. When for any reason collusion or other anti-competitive practices are suspected among any bidders or offerors, the Township Supervisor shall give notice of the relevant facts to the Township Board and Township legal counsel.

### 3.19. Township Procurement Records

#### 3.19.1. Bid File

- 3.19.1.1. All determinations and other written records pertaining to solicitation and award of a contract done by the Purchasing Agent shall be maintained by the Township Clerk in a bid file.

#### 3.19.2. Retention of Procurement Records

- 3.19.2.1. All procurement records shall be retained and disposed of by the Township in accordance with the appropriate Records Retention Schedules.



### 3.20. Specifications

#### 3.20.1. Maximum Practicable Competition

- 3.20.1.1. Specifications shall be written so as to promote overall economy for the purposes intended and to encourage competition in satisfying the Township's needs, while still providing a fair opportunity to all qualified vendors. The policy enunciated in this Section applies to all specifications prepared by Township staff or prepared by others on the Township's behalf.

### 3.21. "Brand Name or Equal" Specification

- 3.21.1. "Brand name or equal" specifications may be used when the Purchasing Agent determines that use of a "brand name or equal" specifications is in the Township's best interest.
- 3.21.2. The Purchasing Agent shall seek to identify sources from which the designated brand name item or items may be obtained and shall solicit such sources to achieve whatever degree of price competition is practicable. If only one source can supply the requirement, the procurement shall be made under Section 3.6(Sole Source Procurement).

### 3.22. Nondiscrimination

- 3.22.1. Every contract or purchase order issued by the Township shall be entered into under provisions which require the contractor, subcontractor or vendor not to discriminate against any employee or applicant for employment because of race, religion, sexual orientation, gender identity, color, national origin, height, weight, disability or marital status.

### 3.23. Prevailing Wage and Living Wage Requirements

- 3.23.1. Prevailing wage occurs when a project involves employing construction workers (e.g., asbestos, hazardous material handling, boilermakers, carpenter, cement mason, electrician, office reconstruction and installation, laborer including cleaning debris, scraping floors, or sweeping floors in construction areas, etc.) and is sponsored or financed in whole or part by any federal funds in excess of \$2,000. This is referred to as the Davis-Bacon and Related Acts requirement and wage determinations are published online at [www.sam.gov](http://www.sam.gov).
- 3.23.2. Living Wage is the lowest wage at which life needs can be met by an employee. This is different than minimum wage which is mandated and enforced by legislation whereas living wages are not. Living wage can include benefits, such as health and dental care, and overtime pay. Living wage calculation for Washtenaw County can be found at [Living Wage Calculator - Living Wage Calculation for Washtenaw County, Michigan \(mit.edu\)](http://Living Wage Calculator - Living Wage Calculation for Washtenaw County, Michigan (mit.edu))

### 3.24. Procurement of Construction Services

#### 3.24.1. Responsibility for Selection of Methods of Construction Contracting Management

- 3.24.1.1. The Township Supervisor shall have discretion to select the method of construction contracting management for a particular project. In determining which method to use, the Township Supervisor shall consult with the appropriate Township officials and legal counsel; consider the Township's requirements, its resources, the project type and scope, and the potential contractor's capabilities.

### 3.24.2. Bid Security

#### 3.24.2.1. *Requirement for Bid Security*

3.24.2.1.1. Bid security may be required for competitive sealed bidding, for construction contracts when the price is estimated to exceed \$50,000. Bid security shall be a bond provided by a surety company authorized to do business in the State of Michigan, or the equivalent in cash, or otherwise supplied in a form satisfactory to the Township under MCL 129.201. Nothing herein shall prevent the requirement of such bonds on construction contracts under \$50,000 when the circumstances warrant. [See Exhibit A – Contract Provision Checklist.](#)

3.24.2.1.2. Amount of Bid Security. Bid security shall be in an amount equal to at least 5% of the amount of the bid.

3.24.2.1.3. Rejection of Bids for Noncompliance with Bid Security Requirements. When the invitation for bids requires security, the bid may be rejected for non-compliance.

3.24.2.2. Withdrawal of Bids. If the bidder is permitted to withdraw the bid before award as provided in Section [3.3.7 \(Competitive Sealed Bidding; Correction or Withdrawal of Bids, Cancellation of Awards\)](#), no action shall be taken against the bidder or the bid security.

### 3.24.3. Contract Performance and Payment Bonds – *See Exhibit A*

#### 3.24.3.1. *Bond Amounts: When Required*

3.24.3.1.1. When a construction contract is awarded the following bonds or security may be required and shall become binding on the parties upon the execution of the contract:

3.24.3.1.1.1. A performance bond satisfactory to the Township, executed by a surety company authorized to do business in the State of Michigan, or otherwise secured in a manner satisfactory to the Township, in an amount equal to 100% of the price specified in the contract; and

3.24.3.1.1.2. A payment bond satisfactory to the Township, executed by a surety company authorized to do business in the State of Michigan, or otherwise secured in a manner satisfactory to the Township, for the protection of all persons supplying labor and material to the contractor or its subcontractors for the performance of the work provided for in the contract. The bonds shall be an amount equal to 100% of the price specified in the contract.

#### 3.24.3.2. *Authority to Require Additional Bonds*

3.24.3.2.1. Nothing in this Section shall be construed to limit the authority of the Township to require a performance bond or other security in addition to those bonds, or in circumstances other than specified in Section 3.23.3.1.

3.24.3.3. *Actions on Payment Bonds*

3.24.3.3.1. Where and When Brought. Unless otherwise required by law, every action instituted upon a payment bond shall be brought in a court of competent jurisdiction within Township.

3.24.4. *Fiscal Responsibility*

3.24.4.1. Every contract modification, change order, or contract price adjustment which exceeds the authorized contract amount, plus contingency of the total contract amount under a construction contract with the Township, shall be subject to the applicable Township policies and approved by the Township Board.

## 4. Federal Awards:

### 4.1. Conflict of Interest

#### 4.1.1. Purpose

4.1.1.1. Federal Regulations 2CFR Part 200 requires that the Charter Township of Ypsilanti must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of Federal contracts.

### 4.2. Standards

4.2.1. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of Ypsilanti Township may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

### 4.3. Disclosure

4.3.1. Ypsilanti Township must disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with Federal awarding agency policy.

### 4.4. Violations

4.4.1. Except as it pertains to elected officials, repeated or intentional violations of the conflict of interest section may be grounds for disciplinary action up to and including removal and/or discharge, where applicable, adapted to the circumstances of the particular violation(s) and having as a primary objective furtherance of Ypsilanti Township's interest in preventing violations and making clear that violations are neither tolerated nor condoned. Violations of Ypsilanti Township's ethics and conflict of interest policies by township employees shall be dealt with through the appropriate governing office.

4.4.2. As to allegations of criminal conduct against an elected official, shall be refer County Sheriff or other appropriate enforcement agency for investigation/prosecution. This policy

recognizes the peculiarities of sanctioning or removing a duly elected official under state law. Election to public office includes protections not afforded other officials, employees, contractors, volunteers or groups.

#### 4.5. Procurement Rules

##### 4.5.1. Purpose

- 4.5.1.1. Federal Regulations 2CFR Part 200 requires that the Charter Township of Ypsilanti must document procurement standards which reflect applicable State, Local and tribal laws and regulations, provided that the procurements conform to applicable Federal law.

#### 4.6. Competition

- 4.6.1. All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements.

#### 4.7. Methods of Procurement

- 4.7.1. The Charter Township of Ypsilanti must use one of the following methods of procurement:
  - 4.7.1.1. Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (§200.67 Micro-purchase). Limits up to \$3,000 with no quotes needed.
  - 4.7.1.2. Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Limits up to \$150,000 with 3 quotes needed.
  - 4.7.1.3. Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction. For contracts over \$150,000.
  - 4.7.1.4. Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. For contracts over \$150,000.
  - 4.7.1.5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
    - 4.7.1.5.1. The item is available only from a single source;
    - 4.7.1.5.2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

- 4.7.1.5.3. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
- 4.7.1.5.4. After solicitation of a number of sources, competition is determined inadequate.
- 4.7.1.5.5. The Charter Township of Ypsilanti will adhere to these Federal rules by applying our own more restrictive rules spelled out in section 3.2 Standard for Procurement.

## 5. Suspensions

### 5.1. Authority to Suspend

- 5.1.1. The Township Supervisor, upon consultation with Legal Counsel, is authorized to suspend vendors whose performance of Township contracts and purchase orders has been materially deficient. Suspension shall include non-consideration of bids or quotes submitted and cancellation of awards, and other procedures to prevent the suspended vendor from receiving Township business. The suspension shall be for a period of not more than three years. The guidelines for making a suspension include, but are not limited to any one or more of the following:
  - 5.1.1.1. Conviction of a person for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract, or pending, unresolved charges thereof;
  - 5.1.1.2. Conviction of a person under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which seriously and directly affects responsibility as a Township contractor, or pending, unresolved charges thereof;
  - 5.1.1.3. Conviction of a person under state or federal statutes arising out of the submission of bids or proposals, or pending, unresolved charges thereof;
  - 5.1.1.4. A vendor may be removed from bidding by the Purchasing Agent if the vendor has failed to provide goods or services satisfactory in accordance with bid specifications and/or terms of the contract. It shall be the joint responsibility of the Purchasing Agent and the user department to document any acts of noncompliance or unsatisfactory performance on the part of the vendor. A vendor may be removed from bidding for a maximum of two (2) years
  - 5.1.1.5. Any other cause the Township Supervisor determines to be so serious and compelling as to affect responsibility as a Township contractor, including suspension or termination by another governmental entity for any cause substantially similar to those listed in this Section.

### 5.2. Notice to Suspend

- 5.2.1. The Township Clerk shall issue a written notice to suspend.

### 5.3. Finality of Decision

5.3.1.A notice under Section 5.2 (Notice to Suspend) shall be final and conclusive.

## 6. Appeals and Remedies

### 6.1. Bid Protests

6.1.1. Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may protest and submit a request in writing to the Township Clerk that the proposal receive a second review within seven (7) day of an award. Aggrieved persons are urged to seek resolution of their complaints initially with the appropriate department manager and/or the Purchasing Agent. A protest with respect to an invitation for bids or request for proposals shall be submitted in writing within seven (7) calendar days of the date the contract is awarded. The Township Supervisor and the Township Legal counsel shall make a determination on the merits of the protest, and, if appropriate, determine a remedy, and that determination shall be final and conclusive.

### 6.2. Contract Claims

#### 6.2.1. Claims By a Contractor

6.2.1.1. All claims by a contractor against the Township relating to a contract, except bid protests, shall be submitted in writing to the Purchasing Agent. The contractor may request a conference with the Township Supervisor and Township Legal counsel on the claim and taken to the Township Board for approval. Claims may include, without limitation, disputes arising under a contract, and those based upon breach of contract, mistake, misrepresentation, or other cause for contract modification or rescission.

#### 6.2.2. Notice of Decision

6.2.2.1. The decision of the Township Board and Legal Counsel shall be issued in writing, and shall be mailed or otherwise furnished to the contractor.

#### 6.2.3. Contractor's Right to Appeal

6.2.3.1. The Township Board's decision shall be final and conclusive unless, within seven (7) calendar days from the date of receipt of the decision, a written appeal is received by the Township Clerk. The Township Supervisor and Township Legal counsel shall make a determination on the merits of the appeal, and, if appropriate, determine a remedy, and those determinations shall be final and conclusive.

#### 6.2.4. Failure to Render Timely Decision

6.2.4.1. If the Township Supervisor does not issue a written decision regarding any contract controversy within seven (7) calendar days after written request for a final decision or within such longer period as may be agreed upon between the parties, then the contractor shall file an appeal with the Township Clerk to be reviewed by the Township Board.

### 6.3. Authority of the Township Board to Settle Bid Protests and Contract Claims

6.3.1. The Township Board is authorized to settle any protest regarding the solicitation or award of a Township contract, or any claim arising out of the performance of a Township contract, prior to an appeal to the Township Supervisor.

### 6.4. Remedies for Solicitations or Awards in Violation of Law

6.4.1. Prior to Bid Opening or Closing Date for Receipt of Proposals. If prior to the bid opening or the closing date for receipt of proposals, the Township Supervisor or Township Clerk, after consultation with the Township Legal counsel, determines that an invitation to bid or RFP is in violation of applicable law, it shall be canceled or revised to comply with applicable law.

#### 6.4.2. Prior to Award

6.4.2.1. If, after bid opening or the closing date for receipt of proposals, the Township Supervisor or Township Clerk after consultation with the Township Legal counsel, determines that an invitation to bid or RFP, or a proposed award of a contract is in violation of applicable law, then the invitation to bid, RFP, or proposed award shall be canceled.

#### 6.4.3. After Award

6.4.3.1. If, after an award, the Township Supervisor, after consultation with the Township Legal counsel, determines that an invitation to bid, RFP, or award of a contract was in violation of applicable law, then the contract shall be modified to be consistent with the law, or shall be terminated.

#### 6.4.4. Reservation of Right to Sue for Damages; Equitable Relief

6.4.4.1. Nothing herein shall prohibit, impair or bar the Township's right, to sue for damages or equitable relief, in addition to the remedies set forth herein.

#### 6.4.5. Venue

6.4.5.1. Any action filed by any party for relief on a determination under the terms of this Policy shall be filed in a court of competent jurisdiction within Township.

## 7. Ethics in Public Purchasing/Contracting

### 7.1. Criminal Penalties

7.1.1. To the extent that violations of the ethical standards of conduct set forth in this Policy constitute violations of federal statutes or Michigan law, they shall be punishable as those statutes provide therein. Such penalties shall be in addition to the civil and administrative sanctions set forth in this policy.

### 7.2. Employee's Duty to Abide by Township Policies

7.2.1. Township employees shall abide by existing Township policies including, but not limited to, policies regarding conflict of interest, gratuities or "kickbacks" and confidential information.

### 7.3. Overriding the Provisions of the Policy

- 7.3.1. Under no circumstance shall Township employees manipulate the circumstances of a purchase transaction to override the provisions of this policy. For example, a proposed or actual purchase for 26,000 may not be split into separate transactions of lesser amounts to avoid soliciting sealed bids.

### 7.4. Conflicts of Interest

#### 7.4.1. Board of Trustees

- 7.4.1.1. No member of the Board of Trustees, individually or through a business in which they are an owner, partner or has a financial interest other than as an employee, will be allowed to bid or perform as a contractor or sub-contractor on any Township construction or procurement projects.

#### 7.4.2. Professional Service Contracts with Former Township Employees

- 7.4.2.1. To avoid the potential for conflict of interest, or any appearance thereof, the Township requires that all requests for entering into professional service contracts with former Township employees be approved by the Board of Trustees.

#### 7.4.3. Vendor/Township Employee Relationships

- 7.4.3.1. To avoid any real or perceived conflict of interest, all proposals or contracts for professional services should, to the extent possible, identify any relative of the contractor or their employees who are presently employed by the Township.

#### 7.4.4. Contracts with Township Employees

- 7.4.4.1. Current employees are prohibited from doing business with the Township.

## 8. Equipment Disposition/Disposal

### 8.1. Equipment Disposition

- 8.1.1. Equipment, supplies or other Township property which have been determined by the department manager or the Township Supervisor to be obsolete, worn out or no longer needed, shall be disposed of in the following manner:

- 8.1.1.1. *For Items \$5,000 or greater (Original Cost).*

- 8.1.1.1.1. Disposal shall be by auction, sealed bid, public offering or any other method the Township Supervisor deems to be in the Township's best interest.
- 8.1.1.1.2. A file shall be maintained by the Accounting Director containing the following information on each item disposed of:
  - 8.1.1.1.2.1. Item Description
  - 8.1.1.1.2.2. Tag number
  - 8.1.1.1.2.3. Original Cost and Date of Purchase if available
  - 8.1.1.1.2.4. Date of Transfer or Sale
  - 8.1.1.1.2.5. Dollar Amount Received at Sale
  - 8.1.1.1.2.6. Method of Transfer - Auction, Sealed Bid, Public Offering, Other.



8.1.1.2. *For Items Under \$5,000 (Original Cost) or Lost, Stolen, Unclaimed and Other Property.*

8.1.1.2.1. The Residential Services Director shall dispose of these items in a manner which encourages competition and/or as appropriate for the situation.

8.1.1.2.2. A file shall be maintained by the Accounting Director indicating the date, amount of sale, and a description of the item sold, according to an applicable records retention schedule.

8.1.1.2.3. Any item lost, stolen, damaged beyond salvage value, or beyond economical repair shall be disposed in a manner confirmed by the Township Supervisor. A description of the item disposed to be maintained by the Accounting Director, according to an applicable records retention schedule.

## 9. Sale of Township Owned Real Property

- 9.1. Identify lots to sell, take to Township Board for authorization to enter into negotiations for sale of the property.
- 9.2. Conduct a valuation of the property based upon Assessing Department review and analysis. Determine the asking price as a starting point of negotiation.
- 9.3. Send letter to adjacent home owners. Priority is given to owner occupied homes.
- 9.4. Negotiate a sale price. No land contracts. Township will hold offer, assuming no other offer is received, up to 6 months or an otherwise agreed upon time period for buyer to pay.
- 9.5. Consent from Township Supervisor and Legal Counsel to proceed and prepare Letter of Agreement with buyer to take to the Township Board.
- 9.6. As a requirement to purchase the property, lots must be maintained and meet the criteria of the Ypsilanti Township Ordinance and all other specific requirements from the Township as agreed upon within the letter of agreement.
- 9.7. Present offer to the Ypsilanti Township board for their approval.
- 9.8. Closing. Quit Claim deed to be prepared and signed by Township Supervisor and Township Clerk. The buyer pays Township by certified check. Buyer is responsible for paying all closing costs associated with the purchase of the property, if applicable.

## 10. Review Period

- 10.1. A Policy Review Team will be appointed by the Supervisor to review this Policy at least once every four years, and will make recommendations for changes to the Board of Trustees.

## 11. Definitions

Whenever applicable, this Policy shall utilize the following definitions:

### "BRAND NAME OR EQUAL" SPECIFICATION

A specification limited to one or more items by manufacturers' names or catalogue numbers to describe the standard of quality, performance, and other salient characteristics needed to meet Township requirements and which provides for the submission of equivalent products.

### BRAND NAME SPECIFICATION

A specification limited to one or more items by manufacturers' names or catalogue numbers.

#### BUSINESS

Any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, or any other private legal entity.

#### COMPETITIVE SEALED BIDS

As determined by the Purchasing Division, the process of receiving two or more sealed bids, responses, or proposals submitted by responsive vendors. Whereas no knowledge of the bids contents is known till after the published bid opening date.

#### CONFIDENTIAL INFORMATION

Any information which is available to an employee only because of the employee's status as an employee of the Township and is not a matter of public knowledge or available to the public on request.

#### CONSTRUCTION

The process of building, altering, repairing, improving, or demolishing any public structure or building, or other public improvements of any kind to any public real property. It does not include the routine operation, routine repair, or routine maintenance of existing structures, buildings, or real property.

#### CONTRACT

All types of Township agreements, regardless of what they may be called, for the procurement of supplies, equipment, services, or construction.

#### CONTRACTOR

Any person having a contract with the Township or any agency thereof.

#### COOPERATIVE PURCHASING

The combination of procurement requirements of two or more public agencies in order to obtain the benefits of volume purchases and/or reduction in administration expenses.

#### COST-REIMBURSEMENT CONTRACT

A contract under which a contractor is reimbursed for costs which are allowable and allocable in accordance with the contract terms and the provisions of this Policy, and a fee or profit, if any.

#### EMPLOYEE

An individual drawing a salary or wages from the Township, whether elected or not; any non-compensated individual performing personal services for the Township or any department, agency, commission, council, board, or any other entity established by the executive or legislative branch of the Township.

#### ENCUMBRANCES

Setting aside funds; funds previously committed.

#### EQUIPMENT

All fungible, non-consumable personal property.

#### GRATUITY

A payment, loan, subscription, advance, deposit of money, service, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is received.

#### INVITATION FOR BIDS

All documents, whether attached or incorporated by reference, utilized for soliciting sealed bids.

#### PERSON

Any individual, business (including the partners, officers, directors, agents, employees and individual members of the business, association or their lessees, trustees, receivers or any combination thereof), union, committee, club, other organization, or group of individuals.

#### PROCUREMENT

The buying, purchasing, renting, leasing, or otherwise acquiring of any supplies, equipment, services, or construction. It also includes all functions that pertain to the obtaining of any supply, service, or construction including description of requirements, selection, and solicitation of sources, preparation and award of contract, and all phases of contract administration.

#### PROFESSIONAL SERVICES

Services rendered by members of a recognized profession which involve extended analysis, exercise of discretion, and independent judgment in their performance, and an advanced, specialized type of knowledge, expertise or training customarily acquired either by a prolonged course of study or equivalent experience in the field, and thus are unique and not subject to price competition in the usual senses.

#### REQUEST FOR PROPOSALS (RFP)

A method for acquiring goods, services and construction for public use in which other factors will be considered in the selection of a vendor in addition to the price, or when there is not sufficient information to prepare a specification suitable for competitive sealed bidding, or when it is expected that negotiations with one or more vendors may be required with respect to any aspect of the requirements.

#### REQUEST FOR QUALIFICATIONS (RFQ)

As determined by the Purchasing Division, the process of receiving proposals, documents, specifications, recommendations, samples, records, brochures, or personnel information, to establish that an offeror is fully qualified to provide a particular good or service in accordance with anticipated contract standards, requirements, and specifications.

#### RESPONSIBLE BIDDER OR OFFEROR

A person who has the capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit which will assure good faith performance.

#### RESPONSIVE BIDDER

A person who has submitted a bid which conforms in all material respects to the requirements set forth in the invitation for bids.

#### REVERSE AUCTION

A reverse auction (also called procurement auction, e-auction) is a real-time auction where sellers compete to sell goods or services for progressively lower prices.

#### SERVICES

The furnishing of labor, time, or effort by a contractor, not involving the delivery of a specific end product other than reports which are merely incidental to the required performance. This term shall not include employment agreements or collective bargaining agreements.

#### SPECIFICATION

Any description of the physical or functional characteristics or of the nature of supplies, services, or construction items. It may include a description of any requirement for inspecting, testing, or preparing a supplies, equipment, services, or construction items for delivery.

#### SUBCONTRACTOR

A person providing supplies, services, or construction items to or for the benefit of the Township, pursuant to a contract with a person who has a direct contract with the Township.

#### SUPPLIES

All consumable goods purchased by Township, materials, printing, insurance, and leases of personal property, excluding land or a permanent interest in land.

## *Purchasing Summary*

<b>Amount of Purchase</b>	<b>Line Item Budgeted Funds Required</b>	<b>Type of Quote/Bid Required</b>	<b>Award Authorization Required By</b>	<b>Purchase Order Required</b>
<b>\$0-\$1,000</b>	Yes	None	Department manager	Yes
<b>\$1,000.01 - \$3,000</b>	Yes	Minimal three written, electronic, or by reverse auction. Attach to purchase request	Department manager	Yes
<b>\$3,000.01 - \$10,000</b>	Yes	Minimal three written, electronic, or by reverse auction. Attach to purchase request	Department manager, Department supervisor, and the Township Supervisor	Yes
<b>\$10,000.01 - \$15,000</b>	Yes	Minimal three written, electronic, or by reverse auction. Attach to purchase request	Department supervisor, Township Supervisor, and 1 other Full-Time Elected Official with approval memo sent to all Full-Time Elected Officials and attached to purchase request	Yes
<b>\$15,000.01+ Non-Public Works</b>	Yes	Minimal three written or sealed bids	Board of Trustees	Yes
<b>\$15,000.01+ Public Works Projects</b>	Yes	Approval by Board of Trustees to seek Competitive Sealed Bids	Board of Trustees	Yes

## Exhibit A - Contract Provision Checklist

Prevailing wage provision (Ordinance No. 59) (If Applicable)	
Living Wage Ordinance (If Applicable)	
<b>Bonds: (If construction project is over \$50,000.00)</b>	
Performance-Labor-Materials Bond-(If Required) Guarantees Company will do the job correctly. Amount equal to the amount of the contract. Sometimes called a Labor & Materials bond.	
Maintenance-Guarantee Bond (If Required) Amount equal to the amount of the contract.	
Payment Bond (If Required) Guarantees contractor will pay subcontractors and suppliers. Amount equal to the amount of the contract.	
Bid Bond (If Required) Guarantees price of project. Usually 5% of their bid. Sometimes called a "Surety Bond"	
<b>Insurance Certificates:</b>	
Workers Compensation (\$1,000,000.00 Limit each accident)	
General Liability (Combined single limit of \$1,000,000.00 each occurrence for bodily injury & property damage) Must include 60 day written notice for: Change of coverage, Cancellation, or Non-Renewal of coverage. Must name: "The Charter Township of Ypsilanti and its past, present, and future elected Officials shall be named as "Additional Named Insured" on the General Liability Policy with respect to the services provided under this contact" – Occurrence basis.	
Owner's Protective Policy (Combined single limit of \$1,000,000.00 each occurrence for bodily injury & property damage)	
Automobile Liability Covers owned, hired, and non-owned vehicles with Personal Protection Insurance and Property Protection. Includes residual liability insurance with a combined single limit of \$1,000,000.00 each accident for bodily injury and property damage.	
Builder's Risk	
Umbrella Policy / Excess Coverage	

## Exhibit B - What to Include in a Request for Proposal

In order to receive comparable and informative bids and proposals, the Township should prepare comprehensive specifications for prospective candidates. In general, a request for proposals (RFP) should ask each candidate to describe:

1. The individual or firm's municipal and township experience.
2. Specific experience with the service or project.
3. The names, credentials and references of the specific individuals who will be assigned to work with the township.
4. Specific certification, such as certified public accountant, or memberships in an appropriate association, such as the Public Law Section of the Michigan Bar Association.
5. Potential conflicts of interest, such as Township property owned, interest owned in businesses located in the Township, or other clients who may have interests that are potentially adverse to the Township.
6. Services to be billed above the retainer amount, including the amount charged per hour, with a maximum amount for specific types of services such as additional meetings not covered under the retainer or whether the meetings are to be billed on a per diem or hourly basis.
7. The individual or firm's policy regarding reimbursement for travel time, phone bills, mileage, copying, postage and other incidental expenses.
8. [Public Act 517 of 2012, the Iran Economic Sanctions Act, MCL 129.311, et seq.](#), requires townships to require a person submitting a bid on a request for proposal (RFP) to certify that it is not an Iran-linked business. The act prohibits individuals who have economic relations with Iran from submitting bids on RFPs with the state, any political subdivision of the state or any other public entities. The act also includes penalty provisions for those who submit false certification and is scheduled to take effect April 1, 2013.
9. Formal bid requests shall also include a non-collusion and non-discrimination affidavit

The Township's RFP should also specify the services the Township requires and if those services are to be included in a retainer. The request should indicate the following items:

1. The Township's RFP should also specify the services the Township requires and if those services are to be included in a retainer. The request should indicate the following items:
2. The length of the contract period.
3. Any required qualifications, such as a certified public accountant's license.
4. If attendance is required at board or other meetings, and the number of meetings per year.
5. The amount of anticipated telephone consultation time.
6. The anticipated nature and number of the activities required, such as the average number of ordinance enforcement prosecutions for an attorney, the number and type of funds to be audited for an accountant, or the number of parcels for an appraiser.
7. The titles of the township officials authorized to direct or request services.
8. Whether the activity, such as auditing or appraisal, is to be performed at the Township Civic Center. (Note, all documents and records created in a governmental function are property of the Township and will be subject to the Freedom of Information Act.) Townships are not required to advertise for professional services. However, if a Township chooses to do so, the RFP and any advertisement should include the job title and description, the minimum and any

preferred qualifications, pay rate or range, application method, and a statement that the township will award the contract without regard to the applicant's race, creed, color, religion, sex, national origin or disability.

To allow the board some flexibility in its decisions, the RFP and any ad should also include a disclaimer stating, "The Township reserves the right to reject any and all bids."

Townships are not required to select the lowest bidder. All qualifications may be considered in selecting the consultant.

The Township may want to conduct a pre-bid conference for interested individuals and firms before the final applications are accepted. During a pre-bid conference, the applicants can ask questions about the township, the services required, and the selection process. This allows all the applicants to hear the same information from the township board at the same time.



**CHARTER TOWNSHIP OF YPSILANTI  
2021 BUDGET AMENDMENT #15**

December 7, 2021

AMOUNTS ROUNDED UP TO THE NEAREST DOLLAR

**101 - GENERAL OPERATIONS FUND**

**Total Increase \$243,358.00**

Request to increase budget for the November 2, 2021 Board approved increase for the elected officials for 2021. This increase coincides with all employee increases for 2021. This will be funded by an appropriation for prior year fund balance.

Revenues:	Prior Year Fund Balance	101-000-699.999	\$8,629.00
		Net Revenues	<u><u>\$8,629.00</u></u>
Expenditures:	Salaries - Elected Officials	101-101-703.000	\$1,536.00
	FICA	101-101-715.000	\$118.00
	Salaries - Elected Officials	101-171-703.000	\$2,159.00
	FICA	101-171-715.000	\$166.00
	Salaries - Elected Officials	101-215-703.000	\$2,159.00
	FICA	101-215-715.000	\$166.00
	Salaries - Elected Officials	101-253-703.000	\$2,159.00
	FICA	101-253-715.000	\$166.00
		Net Expenditures	<u><u>\$8,629.00</u></u>

Request to increase budget legal services for meetings, legal research and opinions for board of zoning meetings etc. Also due to the higher number of contract reviews and contract negotiations. This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	101-000-699.999	\$36,729.00
		Net Revenues	<u><u>\$36,729.00</u></u>
Expenditures:	Legal Services	101-266-801.002	\$36,729.00
		Net Expenditures	<u><u>\$36,729.00</u></u>

Request to increase budget legal services for prosecution and domestic violence for Court Due Process. This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	101-000-699.999	\$28,000.00
		Net Revenues	<u><u>\$28,000.00</u></u>
Expenditures:	Legal Service - Prosection	101-287-801.014	\$18,000.00
	Legal Service - Domestic Violence	101-287-801.020	\$10,000.00
		Net Expenditures	<u><u>\$28,000.00</u></u>

Request to increase budget legal services. This is due to the higher number of nuisance abatement, "padlock statute" and vacant abandoned properties this year. This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	101-000-699.999	\$170,000.00
		Net Revenues	<u><u>\$170,000.00</u></u>
Expenditures:	Public Nuisance - Legal Service	101-729-801.023	\$170,000.00
		Net Expenditures	<u><u>\$170,000.00</u></u>

CHARTER TOWNSHIP OF YPSILANTI  
2021 BUDGET AMENDMENT #15

December 7, 2021

252 - HYDRO STATION FUND

Total Increase \$1,374.00

Request to increase budget for PTO payout request of 72 hours to be paid at 75%. This will be funded by an appropriation for prior year fund balance.

Revenues:	Prior Year Fund Balance	252-000-699.999	\$1,374.00
		Net Revenues	<u><u>\$1,374.00</u></u>
Expenditures:	Salaries Pay Out - PTO & Sick	252-535-708.004	\$1,276.00
	FICA	252-535-715.000	\$98.00
		Net Expenditures	<u><u>\$1,374.00</u></u>

Motion to Amend the 2021 Budget (#15)

Move to increase the General Fund budget by \$243,358 to \$10,206,559 and approve the department line item changes as outlined.

Move to increase the Hydro Station Fund budget by \$1,374 to \$538,901 and approve the department line item changes as outlined.