

**WAYS AND MEANS COMMITTEE  
AGENDA**

**WEDNESDAY, JANUARY 3, 2024**

4:15 P.M. OR IMMEDIATELY FOLLOWING THE BOARD OF COMMISSIONERS' ORGANIZATIONAL MEETING
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**COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING**

**PAGE NO.**

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
- IV. CHANGES TO AGENDA
- V. APPROVAL OF AGENDA
- 1-3 VI. MINUTES (12/5/23)
- VII. PUBLIC INPUT
- VIII. PETITIONS AND COMMUNICATIONS
  - 4-5 A. Director, Veteran Affairs – 2024/2025 Michigan Veterans Affairs Agency Veteran Service Grant (Seeking authorization to submit letter of intent and application for the 2024/2025 Grant; authorization for Board Chair to sign; approval of required budget adjustments – proposed resolution attached)
  - B. Finance Officer
    - 6 1. Analysis of General Fund Equity 2024 (Receive)
    - 7 2. Update Regarding Executive Directive #2007-11 (Receive)
    - 8-10 3. Purchasing – Bid Award for Bay County Elevator Replacement to Otis Elevator (Seeking for the Board to receive the notification of intent to award bid award; authorization for Board Chair to sign all documents related to the bid award; approval of required budget adjustments – proposed resolution attached)
    - 11-13 4. Purchasing - Bid Award for Construction Manager and Design Professional for an Animal Services (Shelter) Facility to Spence Brothers (Seeking for the Board to receive the notification of intent to award bid award; authorization for Board Chair to sign all

documents related to the bid award; approval of required budget adjustments – proposed resolution attached)

14

C. Payables – General (Proposed resolution attached)

- IX. REFERRALS
- X. UNFINISHED BUSINESS
- XI. NEW BUSINESS
- XII. CLOSED SESSION (WHEN REQUIRED)
- XIII. MISCELLANEOUS
- XIV. ANNOUNCEMENTS
- XV. ADJOURNMENT

PLEASE NOTE: THE COMMITTEE CHAIR HAS REQUESTED THAT ANY ELECTED OFFICIAL DEPARTMENT/DIVISION HEAD PLACING AN ITEM ON THIS AGENDA BE PRESENT OR HAVE A REPRESENTATIVE PRESENT TO SPEAK TO THEIR REQUEST AND/OR ANSWER ANY QUESTIONS POSED BY COMMITTEEMEMBERS.

Join Zoom Meeting

<https://us02web.zoom.us/j/81694266170>

Meeting ID: 816 9426 6170

Passcode: 547697

One tap mobile

+13126266799,,81694266170#,,,,\*547697# US (Chicago)

+19292056099,,81694266170#,,,,\*547697# US (New York)

The County of Bay will provide necessary and reasonable auxiliary aids and services such as signers for the hearing impaired and audio tapes of printed materials to individuals with disabilities upon 10 days' notice to the County of Bay. Individuals with disabilities requiring auxiliary aids or services should contact the County of Bay by writing or calling:

Amber Davis-Johnson, ADA Coordinator

Corporation Counsel

515 Center Avenue

Fourth Floor, Bay County Building

Bay City, MI 48708

989-895-4131

**WAYS AND MEANS COMMITTEE**

**MINUTES**

MEETING OF THE BAY COUNTY WAYS AND MEANS COMMITTEE HELD ON TUESDAY, DECEMBER 5, 2023, FOURTH FLOOR, BAY COUNTY BUILDING.

CALL TO ORDER BY CHAIR BANASZAK AT 4:00 P.M.

**MOTION NO.**

COMMISSIONERS PRESENT:	1	2	3	4	5	6	7	8	9	10	11	12
TIM BANASZAK, CHAIR	p	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
KAYSEY L. RADTKE, V. CHAIR	P	S/Y	S/Y	S/Y	S/Y	Y	Y	S/Y	Y	Y	Y	M/Y
KATHY NIEMIEC	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
COLLEEN MAILLETTE	P	Y	Y	Y	M/Y	S/Y	Y	Y	M/Y	Y	Y	Y
THOMAS M. HEREK	P	Y	Y	Y	Y	M/Y	Y	M/Y	S/Y	S/Y	M/Y	Y
DENNIS R. POIRIER	p	M/Y	M/Y	Y	Y	Y	M/Y	Y	Y	M/Y	S/Y	M/Y
VAUGHN J. BEGICK, EX OFFICIO	P	Y	Y	M/Y	Y	Y	S/Y	Y	Y	Y	Y	S/Y

**MOTION NO.**

COMMISSIONERS PRESENT:	13	14	15	16	17	18	19	20	21	22	23	24
TIM BANASZAK, CHAIR	P	Y	Y	Y	Y	Y	Y	Y	Y			
KAYSEY L. RADTKE, V. CHAIR	P	Y	Y	Y	Y	Y	Y	Y	Y			
KATHY NIEMIEC	P	Y	Y	Y	Y	Y	Y	Y	Y			
COLLEEN MAILLETTE	P	S/Y	S/Y	Y	S/Y	M/Y	Y	Y	Y			
THOMAS M. HEREK	P	M/Y	Y	S/Y	M/Y	Y	M/Y	Y	S/Y			
DENNIS R. POIRIER	p	Y	M/Y	M/Y	Y	S/Y	S/Y	M/Y	M/Y			
VAUGHN J. BEGICK, EX OFFICIO	P	Y	Y	Y	Y	Y	Y	S/Y	Y			

**MOTION NO.**

COMMISSIONERS PRESENT:	25	26	27	28	29	30	31	32	33	34	35	36
TIM BANASZAK, CHAIR												
KAYSEY L. RADTKE, V. CHAIR												
KATHY NIEMIEC												
COLLEEN MAILLETTE												
THOMAS M. HEREK												
DENNIS R. POIRIER												
VAUGHN J. BEGICK, EX OFFICIO												

OTHERS PRESENT: J. Barcia, A. Davis-Johnson, S. Walraven, C. Gignac, M. Beaver, T. Jerry, N. Paige, H. Wentz, J. O'Malley, B. K. Zanotti, T. Cunningham, C. Mausolf, J. Reynolds, M. Rankin, K. Priessnitz, L. Ogar, J. Stasz

M- MOVED; S-SUPPORTED; Y-YEA; ABS.-ABSTAIN; E-EXCUSED; A-ABSENT; W-WITHDRAWN

WAYS AND MEANS COMMITTEE  
MINUTES  
TUESDAY, DECEMBER 5, 2023  
PAGE 2

MOTION NO.

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NOTE: In addition to these typed minutes which provide an overview of the meeting and are not verbatim, this Committee meeting was also videotaped and those tapes are available for review in the Executive's Office or can be viewed on Bay County's website [www.baycounty-mi.gov/executive/videos](http://www.baycounty-mi.gov/executive/videos).

1. MOVED, SUPPORTED AND CARRIED TO APPROVE THE DECEMBER 5, 2023, WAYS AND MEANS COMMITTEE AGENDA AS PRINTED.
2. MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE NOVEMBER 7, 2023, WAYS AND MEANS COMMITTEE MINUTES AS PRINTED.

Public input was called. Laura Ogar, Director of Environmental Affairs and Community Development, spoke to the Committee to discuss a housekeeping error that was discovered in Resolution 2023-248. The original Resolution passed by the Bay County Board of Commissioners in December 2022 for the funding contribution to the Linwood Scenic Access Site, needed clarification in the resolved to clearly identify the seawall and greenspace. It was explained that editing would ensure the funding expenditure on the project description would be clear and not questionable. The resolution is requested to be on the December 2023 Board agenda for consideration to amend with the clarification.

Mark Rankin, District Director for MSU Extension, addressed the Committee to offer an overview of the foundation. He noted that MSUE is offered in all 83 Counties in Michigan and their mission is to improve lives through research based educational programs. Mr. Rankin explained the fundamentals of the requested Agreement with Bay County. It was,

3. MOVED, SUPPORTED AND CARRIED TO RECEIVE THE PRESENTATION BY MARK RANKIN RE: MICHIGAN STATE UNIVERSITY EXTENSION (MSUE).
4. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: 2024 MSU EXTENSION AGREEMENT OF SERVICES (MSUE).
5. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: CIVICPLUS CONTRACT (CLERK).

At the request of Commissioner Herek, Sherriff Cunninham explained the need for the additional supplemental actuarial valuation. It was

6. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: \$3,000 APPROPRIATION FOR ADDITIONAL SUPPLEMENTAL ACTUARIAL VALUATION (SHERIFF).
7. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: \$40,000 BUDGET ADJUSTMENT FOR MEDICAL AND TREATMENT COST OF 1 (ONE) INMATE (SHERIFF).

8. **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: BUDGET ADJUSTMENT OF UP TO \$20,000 (JUVENILE HOME).**
9. **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: REGIONAL PERINATAL QUALITY INITIATIVE AGREEMENT WITH SAGINAW COUNTY COMMUNITY MENTAL HEALTH AUTHORITY (SCCMHA) FY 2024 (HEALTH DEPARTMENT).**
10. **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS (LARA) MEDICAL MARIHUANA OPERATION AND OVERSIGHT GRANT FOR 2024 (HEALTH DEPARTMENT).**
11. **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: COMMUNITY HEALTH ASSESSMENT 2024 (HEALTH DEPARTMENT).**
12. **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: MDARD WELFARE GRANT (ANIMAL SERVICES).**
13. **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: 2024 RENEWAL OF PROPERTY AND LIABILITY INSURANCE WITH MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY (CORPORATION COUNSEL).**
14. **MOVED, SUPPORTED AND CARRIED TO RECEIVE GENERAL FUND EQUITY 2023 (FINANCE).**
15. **MOVED, SUPPORTED AND CARRIED TO RECEIVE EXECUTIVE DIRECTIVE #2007-11 (FINANCE).**
16. **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: AWARD OF FIRE PANEL REPLACEMENT FOR COUNTY BUILDING AND LAW ENFORCEMENT FACILITY (FINANCE/PURCHASING).**
17. **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: AGREEMENT WITH BMC TRACK IT! (FINANCE/ISD).**
18. **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: PAYABLES (FINANCE).**

The Board of Commissioners 2024 budget was considered. The main topic of discussion was the appropriation of \$250,000 to the Bay County Road Commission for the Kawkawlin River Dredging Project. After discussion amongst the Commissioners and Administration, it was

19. **MOVED, SUPPORTED AND CARRIED TO REFER THE 2024 BAY COUNTY BUDGET FOR ADOPTION AT FULL BOARD MEETING ON 12/12/23 (BOARD OF COMMISSIONERS).**
20. **MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:45 P.M.).**

Submitted By:

Lindsey Arsenault

Board Coordinator



**BAY COUNTY  
Veteran Affairs**

**James A. Barcia**  
County Executive

**Matthew Beaver**  
Director  
[beaverm@baycounty.net](mailto:beaverm@baycounty.net)

Tel: 989-895-2055

To: Chair, Ways & Means Committee

From: Matthew Beaver

Date: January 3, 2023

Subject: 2024/2025 Michigan Veterans Affairs Agency Veteran Service Grant

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**Background:** The State of Michigan has allocated funds to enhance counties' abilities to provide veteran benefit claims assistance. This would be the 7th year that the State of Michigan has accepted applications for this grant and Bay County has applied and received funds the 6 previous grant cycles.

**Request:** To gain approval from the Board of Commissioners to submit a letter of intent as well as apply for the fiscal year 2024/2025 Michigan Veterans Affairs Agency Veteran Service Grant. In addition, approve any necessary budget adjustments and authorize the Bay County Chairman to sign all necessary documentation for this grant.

**Economics:** There is no financial impact to Bay County's General Fund by applying for this grant.

**Recommendation:** It is recommended that the Board authorizes submitting the letter of intent and application for the 2024/2025 Michigan Veterans Affairs Agency Veteran Service Grant as well as approve any required budget adjustments and for the Board Chairman to sign any required documentation.

Cc: Shawna Walraven  
Kim Priessnitz  
Jim Barcia

BAY COUNTY BOARD OF COMMISSIONERS

JANUARY 16, 2024

RESOLUTION

**BY:** WAYS AND MEANS COMMITTEE (1/3/2024)  
**WHEREAS,** The State of Michigan has allocated funds to enhance counties' abilities to provide veteran benefit claims assistance; and  
**WHEREAS,** This would be the 7th year that the State of Michigan has accepted applications for this grant and Bay County has applied and received funds the 6 previous grant cycles; and  
**WHEREAS,** There is no financial impact to Bay County's General Fund by applying for this grant; and  
**WHEREAS,** It is necessary to submit a letter of intent as well as apply for the fiscal year 2024/2025 Michigan Veterans Affairs Agency Veteran Service Grant; Therefore, Be It  
**RESOLVED** That the Bay County Board of Commissioners authorizes submittal of a letter of intent and submittal of an application for the 2024/2025 Michigan Veterans Affairs Agency Veteran Service Grant; Be It Further  
**RESOLVED** That the Chairman of the Board is authorized to execute all required grant application documents as well as grant award documents on behalf of Bay County following Finance and Corporation Counsel review and approval; Be It Finally  
**RESOLVED** That related budget adjustments, if required, are approved.

TIM BANASZAK, CHAIR  
 AND COMMITTEE

Veterans Affairs - 2024/2025 Michigan Veterans Affairs Agency Veteran Service Grant

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE				DENNIS R. POIRIER			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_ NAYS \_\_\_ EXCUSED \_\_\_

VOICE: YEAS \_\_\_ NAYS \_\_\_ EXCUSED \_\_\_

DISPOSITION: ADOPTED \_\_\_ DEFEATED \_\_\_ WITHDRAWN-\_\_\_

AMENDED \_\_\_ CORRECTED \_\_\_ REFERRED \_\_\_ NO ACTION TAKEN \_\_\_

2023 Fund Balance
\$5,374,639
\$222,359
\$4,074,553
<u>\$9,671,551</u>
(\$4,074,553)

Description	Journal Number	2023 Fund Balance
Unassigned Fund Balance or (Deficit) 12/31/2022		\$5,374,639
Previous years Assigned Fund Balance for P.O.'s		\$222,359
Previous years Assigned Fund Balance for designation to balance 2023 budget		\$4,074,553
Unassigned & Assigned Fund Balance or (Deficit) at 12/31/2022		<u>\$9,671,551</u>
2023 Budgeted Surplus/(Deficit)		(\$4,074,553)
<b>BUDGET ADJUSTMENTS POSTED IN JANUARY THROUGH DECEMBER 2023</b>		
Increase 2023 budget for Board of Commissioners new Typist Clerk position. BOC approved per Resolution 2023-05	23-02-400	-48,481
Budget for open 2022 P.O.'s rolled over into the 2023 year. BOC approved per Resolution 2022-269*	23-04-210	-222,359
Budget for retirement pay out. BOC approved per Resolution 2022-269	23-04-390	-17,597
Budget for up to \$10,000 for partnership agreement with Essexville Hampton Public Schools to provide swim lessons. BOC approved per Resolution 2023-100	23-06-164	-10,000
Budget for a supplemental actuarial valuation for the Sheriff Department. BOC approved per Resolution 2023-102	23-07-382	-3,000
Adjust to match grant expenses & contributions which netted to a reduction in the use of General Fund balance. BOC approved per Resolution 2023-02	23-08-079	10,675
Budget for Sheriff Grant rolled over in error in to 2023 Budget. BOC approved of this correction of a budget per Resolution 2022-269	23-08-027	-67,200
Budget for a boiler cone for the Bay County building. BOC approved per Resolution 2023-135	23-08-247	-13,000
Increase Juvenile Division of Circuit Court budget for State of MI. Child Fund increase and the matching G.F. increase. BOC approved per Resolution 2023-180	23-09-479	-10,000
Budget for additional funds from G.F. to cover the extra costs for the fire panels project in the elevators. BOC approved per Resolution 2023-165	23-10-175	-133,000
Budget for bad debt write offs for old billings to State of MI. BOC approved per Resolution 2022-269 correction of a Budget.	23-10-383	-50,386
Increase 10127101 budget under the family division of Circuit Court for the Indigent attorney's. BOC approved per Resolution 2023-200	23-11-094	-150,000
Increase Jail's inmate medical services budget due to billing error. BOC approved this B.A. per Resolution 2023-231	23-11-399	-37,000
Increase Juvenile Home's budget for medical, food and custodial supplies. 50% reimbursement from State of MI. BOC approved B.A. per Resolution 2023-232	23-12-158	-40,000
	23-12-159	-10,000

<u>-801,348</u>
<u>\$4,795,650</u>

DECEMBER 19, 2023

Estimated Unassigned Fund Balance or (Deficit) 12/19/2023





**BAY COUNTY  
FINANCE DEPARTMENT**

**James A. Barcia**  
County Executive

**Shawna S. Walraven**  
Finance Officer  
[walravens@baycounty.net](mailto:walravens@baycounty.net)

**Kimberly A. Priessnitz**  
Assistant Finance Officer  
[priessnitzk@baycounty.net](mailto:priessnitzk@baycounty.net)

**Frances A. Moore**  
Purchasing  
[moorefa@baycounty.net](mailto:moorefa@baycounty.net)

**Julie A. O'Malley**  
Information Systems Manager  
[omalleyj@baycounty.net](mailto:omalleyj@baycounty.net)

TO: Tim Banaszak, Chairperson  
Ways and Means Committee

FROM: Shawna S. Walraven, Finance Officer 

DATE: December 22, 2023

RE: Executive Directive #2007-001

**REQUEST:**

Please place this memo on the January 3, 2024, Ways & Means Agenda for your committee's information.

**BACKGROUND:**

On December 11, 2023, an email was sent requesting departments to contact their grantor agencies to confirm their level of grant funding for the current year. As stated previously, the Finance Department would request monthly updates from these departments regarding their grant funding status and then provide a status update to your committee at your monthly meeting.

**ECONOMICS:**

As of the date of this communication, the following are the updates to the previous correspondence:

1. The federal/state grantor agencies that have responded to department's requests indicate that funding levels for the federal/state grants with regard to fiscal year 2023 and/or 2024 appear to have no changes.

**RECOMMENDATION:**

To receive.

cc: Jim Barcia, County Executive  
Kim Priessnitz, Assistant Finance Officer



**BAY COUNTY  
FINANCE DEPARTMENT**

**James A. Barcia**  
County Executive

**Shawna S. Walraven**  
Finance Officer  
[walravens@baycounty.net](mailto:walravens@baycounty.net)

**Kimberly A. Priessnitz**  
Assistant Finance Officer  
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**Frances A. Moore**  
Purchasing  
[moorefa@baycounty.net](mailto:moorefa@baycounty.net)

**Julie A. O'Malley**  
Information Systems Manager  
[omalleyj@baycounty.net](mailto:omalleyj@baycounty.net)

To: Chair  
Ways and Means Committee

From: Frances Moore *FM*  
Purchasing Agent

Date: December 19, 2023

Subject: Bid Award Notification – Elevator Modernization

**Request:**

Receive the notification of intent to award RFP 2023-17 Bay County Elevator Replacement to Otis Elevator and authorize the Board Chair to sign all documents relating to this award after review by Corporation Counsel.

**Background:**

On September 8, 2023, an RFP was released seeking firm to provide and replace the two (2) elevators located in the County Building.

The technical proposals were reviewed by VDA Elevator and Escalator Consultant, the County's contracted consultant, and based on this review all three (3) firms were then scheduled for a question-and-answer session to clarify some points of the bid and to gain a greater understanding of the firm's process. The sessions were conducted by VDA with committee members in attendance and able to ask questions and seek clarifications.

Upon completion of the meeting and review of the modernization and long-term maintenance pricing the committee accepted VDA's recommendation to award the bid to Otis Elevator.

Also, within the RFP maintenance cost was requested for the elevators located at the Law Enforcement Center, this request is reflected in the long-term maintenance pricing. This will now secure all five (5) elevators under one maintenance agreement.

This award was based upon pricing, equipment proposed, overall knowledge of the facility, and best value provided to the County.

**Finance/Economics:**

The base price for this project is \$978,000 which includes a complete turn-key project. The long-term maintenance pricing of \$1,300 per month is based on the lump sum monthly rate for five (5) elevators referenced within the RFP.

**Recommendation:**

Receive the award of this RFP and authorize the Board Chair to sign all documents relating to the award of this bid after review by Corporation Counsel and to approve all future budget adjustments relating to this award.

cc: Jim Barcia, Vaughn Begick, Amber Davis-Johnson, Shawna Walraven, Cristen Gignac, Jon Morse, DJ Ross.

BAY COUNTY BOARD OF COMMISSIONERS

JANUARY 16, 2024

RESOLUTION

**BY:** WAYS AND MEANS COMMITTEE (1/3/2024)

**WHEREAS,** On September 8, 2023, a Request for Proposal (RFP) was released seeking a firm to provide and replace the two (2) elevators located in the Bay County Building; and

**WHEREAS,** The technical proposals were reviewed by VDA Elevator and Escalator Consultant, Bay County's contracted consultant, and based on this review all three (3) firms were then scheduled for a question-and-answer session to clarify some points of the bid and to gain a greater understanding of the firm's process; and

**WHEREAS,** The sessions were conducted by VDA with committee members in attendance and able to ask questions and seek clarifications; and

**WHEREAS,** Upon completion of the meeting and review of the modernization and long-term maintenance pricing the committee accepted VDA's recommendation to award the bid to Otis Elevator; and

**WHEREAS,** Within the RFP maintenance cost was requested for the elevators located at the Law Enforcement Center, as this request is reflected in the long-term maintenance pricing and will now secure all five (5) elevators under one maintenance agreement; and

**WHEREAS,** The award was based upon pricing, equipment proposed, overall knowledge of the facility, and best value provided to Bay County; and

**WHEREAS,** The base price for this project is \$978,000 which includes a complete turn-key project. The long-term maintenance pricing of \$1,300 per month is based on the lump sum monthly rate for five (5) elevators referenced within the RFP; Therefore, Be It

**RESOLVED** That the Bay County Board of Commissioners receives the notification of intent to award the Request for Proposal (RFP) 2023-17, Bay County Elevator Replacement to Otis Elevator and authorizes the Chairman of the Board to sign all documents related to the bid award following Corporation Counsel review and approval; Be It Finally

**RESOLVED** That related budget adjustments, if required, are approved.

TIM BANASZAK, CHAIR  
AND COMMITTEE

Purchasing – Bid Award for Bay County Elevator Replacement to Otis Elevator

MOVED BY COMM. \_\_\_\_\_  
SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE				DENNIS R. POIRIER			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:  
ROLL CALL: YEAS \_\_\_ NAYS \_\_\_ EXCUSED \_\_\_  
VOICE: YEAS \_\_\_ NAYS \_\_\_ EXCUSED \_\_\_

DISPOSITION: ADOPTED \_\_\_ DEFEATED \_\_\_ WITHDRAWN-\_\_\_  
AMENDED \_\_\_ CORRECTED \_\_\_ REFERRED \_\_\_ NO ACTION TAKEN \_\_\_



**BAY COUNTY  
FINANCE DEPARTMENT**

**James A. Barcia**  
County Executive

**Shawna S. Walraven**  
Finance Officer  
[walravens@baycounty.net](mailto:walravens@baycounty.net)

**Kimberly A. Priessnitz**  
Assistant Finance Officer  
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**Frances A. Moore**  
Purchasing  
[moorefa@baycounty.net](mailto:moorefa@baycounty.net)

**Julie A. O'Malley**  
Information Systems Manager  
[omalleyj@baycounty.net](mailto:omalleyj@baycounty.net)

To: Tim Banaszak  
Chair, Ways and Means Committee

From: Frances Moore *FM*  
Purchasing Agent

Date: December 12, 2023

Subject: Bid Award Notification

**Request:**

Receive the notification of intent to award RFQu 2202-15 Construction Manager and Design Professional for an Animal Services (Shelter) Facility to Spence Brothers and authorize the Board Chair to sign all documents relating to this award after review by Corporation Counsel.

**Background:**

On August 25, 2023, an RFQu was released seeking a Construction Manager and Design Professional (CM) to coordinate the renovation of the current facility or constructing a new Animal Services and Adoption Center facility. The bids were reviewed, and the technical proposals were scored in relation to the proposal meeting the requirement of the bid request. The top three companies were then scheduled for a question-and-answer session to clarify some points of the bid and to gain a greater understanding of the firm's process. The committee decided to construct a new facility.

This award was based upon overall project approach and best value provided to the County.

**Finance/Economics:**

The price for the project is \$1,123,810 which includes architectural design, construction administration, oversight, inspection services, soil report, needs assessment, feasibility study,

building program study and plan pre-construction services that include, but are not necessarily limited to: drawing reviews and reports; constructability reviews; value engineering reports; detailed cost estimates; and scheduling.

The Contractor shall be responsible for complete construction including permitting, licensing, utilities, facilities engineering, building site preparation, slab and footers, building erection, electrical and plumbing service, HVAC, and all other work associated with complete construction.

**Recommendation:**

Receive the award of this RFQ and authorize the Board Chair to sign all documents relating to the award of this bid after review by Corporation Counsel and to approve all future budget adjustments relating to this award.

cc: Jim Barcia, Vaughn Begick, Amber Davis-Johnson, Shawna Walraven, Cristen Gignac, Jon Morse, DJ Ross, Oliva Shields, Matthew Beaver.

BAY COUNTY BOARD OF COMMISSIONERS

JANUARY 16, 2024

RESOLUTION

**BY:** WAYS AND MEANS COMMITTEE (1/3/2024)

**WHEREAS** On August 25, 2023, a Request for Qualification (RFQu) was released seeking a Construction Manager and Design Professional (CM) to coordinate the renovation of the current Animal Services and Adoption Center facility or constructing a new facility; and

**WHEREAS,** The bids were reviewed, and the technical proposals were scored in relation to the proposal meeting the requirement of the bid request. The top three companies were then scheduled for a question-and-answer session to clarify some points or the bid and to gain a greater understanding of the firm's process. The committee decided to construct a new facility; and

**WHEREAS,** This award was based upon overall project approach and best value provided to Bay County; and

**WHEREAS,** The price for the project is \$1,123,810 which includes architectural design, construction administration, oversight, inspection services, soil report, needs assessment, feasibility study, building program study and plan pre-construction services that include, but are not necessarily limited to: drawing reviews and reports; constructability reviews; value engineering reports; detailed cost estimates; and scheduling; and

**WHEREAS,** The Contractor shall be responsible for complete construction including permitting, licensing, utilities, facilities engineering, building site preparation, slab and footers, building erection. electrical and plumbing service, HVAC, and all other work associated with complete construction; Therefore, Be It

**RESOLVED** That the Bay County Board of Commissioners receives the notification of intent to award the Request for Qualification (RFQu) 2202-15, Construction Manager and Design Professional for an Animal Services (Shelter) Facility to Spence Brothers and authorizes the Chairman of the Board to sign all documents related to the bid award following Corporation Counsel review and approval; Be It Finally

**RESOLVED** That related budget adjustments, if required, are approved.

TIM BANASZAK, CHAIR  
AND COMMITTEE

Purchasing – Bid Award for Construction Manager and Design Professional for an Animal Services (Shelter) Facility to Spence Brothers

MOVED BY COMM. \_\_\_\_\_  
SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE				DENNIS R. POIRIER			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:  
 ROLL CALL: YEAS \_\_\_ NAYS \_\_\_ EXCUSED \_\_\_  
 VOICE: YEAS \_\_\_ NAYS \_\_\_ EXCUSED \_\_\_

DISPOSITION: ADOPTED \_\_\_ DEFEATED \_\_\_ WITHDRAWN-\_\_\_  
 AMENDED \_\_\_ CORRECTED \_\_\_ REFERRED \_\_\_ NO ACTION TAKEN \_\_\_

BAY COUNTY BOARD OF COMMISSIONERS

JANUARY 16, 2024

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (1/3/24)

RESOLVED That the Bay County Board of Commissioners hereby approves the claims against the County as follows:

ACCOUNTS PAYABLE:

12/06/2023	\$490,820.25
12/13/2023	\$994,559.56
12/28/2023	\$282,565.96

TIM BANASZAK, CHAIR  
AND COMMITTEE

Payables

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE				DENNIS R. POIRIER			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_ NAYS \_\_\_ EXCUSED \_\_\_

VOICE: YEAS \_\_\_ NAYS \_\_\_ EXCUSED \_\_\_

DISPOSITION: ADOPTED \_\_\_ DEFEATED \_\_\_ WITHDRAWN \_\_\_

AMENDED \_\_\_ CORRECTED \_\_\_ REFERRED \_\_\_ NO ACTION TAKEN \_\_\_