

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

735 EAST MICHIGAN AVE • P.O. BOX 30044

LANSING, MICHIGAN 48909

MICHIGAN.GOV/MSHDA

M E M O R A N D U M

TO: Kevin Elsenheimer, Executive Director
Brian Mills, Chief Operations Officer

FROM: Procurement Office

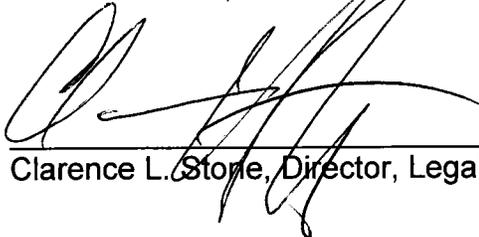
DATE: September 8, 2016

RE: Request Signature – City of Lansing Parking (AM Fall Conference)

The attached contract and addendum have been reviewed by the undersigned and found to be acceptable as to content and form and is, therefore, approved. The selected contractor **was not** chosen through a competitive bid process. The Asset Management fall conference is being held at the Lansing Center and parking is available on site.



Scott Grammer, Procurement Officer



Clarence L. Stone, Director, Legal Affairs

Bob Johnson, Director
Planning & Neighborhood Development



Virg Bernero, Mayor

Parking Services Office
219 N. Grand Ave.
Lansing, Michigan 48933
PH: 517.483.4240 – FAX: 517.483.4395
www.lansingmi.gov/parking-services

September 8, 2016

MSHDA
ATTN: Maureen Carden
735 E. Michigan Ave.
PO Box 30044
Lansing, MI 48909
PH# (517) 335-6971
CardenM1@michigan.gov

Dear Ms. Carden:

I am writing to confirm parking arrangements that have been made for your event scheduled on Tuesday and Wednesday, September 20-21, 2016, at the Lansing Center.

1. Merchant #91 has been set up for your use at the Lansing Center lots located behind the Lansing Center on City Market Drive. **This parking agreement doesn't cover the North Grand ramp.** Please purchase validation coupons from your event coordinator to give to the people who park in the North Grand ramp. One validation coupon is good for one day's of parking, if they are staying multiple days they need multiple coupons.
2. Our parking attendants have been instructed to validate parking for those people stating MSHDA Conference.
3. Parking for this event will be **\$7.00 per entry** at the Lansing Center . The Lansing Center lots are staffed from 6:00 a.m. to 7:00 p.m., Monday thru Friday. The North Grand Ramp is \$1.00 per half hour with the daily maximum of \$10.00 per day.
4. You will be invoiced at the end of the month for the amount of parking that is validated for your guests. The invoice will be sent to the above address.

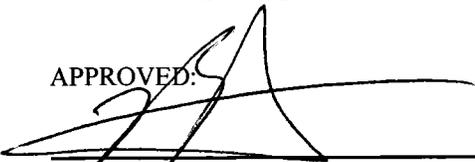
If you have questions on any of the information provided or if we can be of any further assistance please call me (517) 483-7821. If you concur with these arrangements, please sign and return one copy of this letter. You may fax it directly to my office at (517)483-4395 or scan it and e-mail it back to me.

Thank you for selecting the Lansing Center and downtown Lansing for your event. The Parking Services office stands ready to serve you and your organization in every way possible in order to make your event successful and enjoyable for you and your attendees.

Sincerely,

Traci Shell
Interim Parking Manager

APPROVED:



Brian Mills
Chief Operating Officer

9-16-16

Date