

Lansing, Michigan

April 21, 2020

A regular meeting of the State Administrative Board was held on Tuesday, April 21, 2020, at 11:00 a.m.

Present: Shenique Moss, representing Gretchen Whitmer, Governor, Chairperson  
Kate Barnes, representing Garlin Gilchrist, Lt. Governor  
Cindy Paradine, representing Jocelyn Benson, Secretary of State  
Dan Sonneveldt, representing Dana Nessel, Attorney General  
Stacey Bliesener, representing, Rachael Eubanks, State Treasurer  
Ross Fort, representing Micheal F. Rice, Superintendent of Public Instruction  
Laura Mester, representing Paul Ajegba, Director, Department of  
Transportation  
Shelby Troub, Secretary

Others Present:

1. CALL TO ORDER:

Ms. Moss called the meeting to order and led the Pledge of Allegiance to the Flag.

2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Ms. Barnes moved to approve the minutes of the regular meeting of April 7, 2020. Supported by Mr. Fort, the motion was unanimously adopted.

3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION OF THE BOARD:

None

4. COMMUNICATIONS

Chief Compliance Officer's report for FY20 Q2. This report covers January 1, 2020 through March 31, 2020. Report to be submitted to the State Administrative Board at its April 21, 2020 meeting.

5. UNFINISHED BUSINESS:

None

6. NEW BUSINESS:

None

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:

DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET

Requests approval of a resolution entitled, "State Administrative Board Resolution 2020-1 "Allowing Approved Retention and Disposal Schedules To Be Signed Electronically To Promote Better Efficiency Of State Government"

Ms. Mester moved to approve the Resolution. Supported by Mr. Sonneveldt, the motion was unanimously adopted.

(Please see the following pages)

**COMMITTEE REPORT TO THE  
STATE ADMINISTRATIVE BOARD**

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The Honorable Gretchen Whitmer, Governor  
and  
Members of the State Administrative Board

A regular meeting of the **Building** Committee was held at **11:00 a.m.** on **April 21, 2020.**  
Those present being:

Chairperson:     Stacey Bliesener, representing                     Approved \_\_\_\_\_  
                               State Treasurer Eubanks

Member:             Shenique Moss, representing                     Approved \_\_\_\_\_  
                               Governor Whitmer

Member:             Kate Barnes, representing                     Approved \_\_\_\_\_  
                               Lt. Governor Gilchrist

Others:                 Jim Shell, Dan Sonneveldt, Attorney General's Office, Ross Fort, Department of  
                               Education; Cindy Paradine, Department of State; Shelby Troub, Department of  
                               Technology, Management and Budget; Laura Mester, Department of Transportation

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Ms. Bliesener called the meeting to order.

The Building Committee regular agenda was presented.

Following discussion, Ms. Moss, moved that the regular agenda be recommended to the State Administrative Board. The motion was supported by Ms. Barnes, and unanimously adopted.

Ms. Bliesener adjourned the meeting.

# A G E N D A

## BUILDING COMMITTEE / STATE ADMINISTRATIVE BOARD

April 21, 2020 / April 21, 2020  
Virtual Meeting

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This agenda is for general informational purposes only. At its discretion, the Building Committee may revise this agenda and may take up other issues at the meeting.

### **REVISIONS TO CONSTRUCTION CONTRACT**

1. DEPARTMENT OF CORRECTIONS, WHITMORE LAKE – Woodland Center  
Correctional Facility – Building Controls Replacement  
File No. 472/16310.APL - Index No. 64060 - Contract No. Y18115  
Goyette Mechanical Company, Flint; CCO No. 8, Increase \$40,744.00

#### **Description and Justification**

The purpose of this change order is to replace the existing non-functioning pump #2 that serves as a backup circulation pump for the boilers. This repair is needed to provide heat to the facility if the main pump fails. The completion date will be revised after the Executive Order has been lifted.

#### **Funding Source**

100% Agency Operating Funds

Base Contract	\$ 1,150,000.00	
Change Order No. 1	\$95,654.00	Approved on Director's Agenda 07/20/2018
Change Order No. 2	\$ 0.00	No Cost Agenda
Change Order No. 3	\$ 48,120.42	Approved on Director's Agenda 05/10/2019
Change Order No. 4	\$52,416.54	Approved on Director's Agenda 08/30/2019
Change Order No. 5	\$122,776.00	Approved on Ad Board Agenda 09/12/2019
Change Order No. 6	\$10,404.11	Approved on Ad Board Agenda 11/05/2019
Change Order No. 7	\$11,190.00	Approved on Ad Board Agenda 03/10/2020
Change Order No. 8	\$40,744.00	See Justification Above
<b>Total Contract</b>	<b>\$1,531,305.07</b>	

### **LEASE FOR PRIVATE PROPERTY**

2. DEPARTMENT OF HEALTH AND HUMAN SERVICES, MT. PLEASANT -  
Renewal Lease No. 11344 with Parkland DHS, LLC, 655 Meadowbrook Drive,  
Mt. Pleasant, MI 48858, as Lessor, and the State of Michigan by the Department

of Technology, Management & Budget for the Department of Health and Human Services, as Lessee, for 20,683 square feet of office space located at 1919 Parkland Drive, Mt. Pleasant, MI 48858. The Lease is effective upon obtaining State Administrative Board approval and required signatures. The annual per square foot rental rate for this space beginning August 1, 2019 is \$23.37 (\$40,280.14 per month). This rate does not include utilities. The annual per square foot rate for this space beginning August 1, 2024 is \$25.27 (\$43,554.95 per month). This Lease contains one 5-year renewal option with an annual per square foot rental rate of \$25.27 (\$43,554.95 per month). This Lease contains a Standard cancellation clause with 90-days' notice. The Attorney General has approved this Lease as to legal form.

**Purpose/Business Case:**

The purpose of this Lease is to enter into a lease with the current Lessor at the current location with renegotiated rental rates to the benefit of the State.

**Benefit:**

Allows the Department to remain in the existing space, which works well for them with a rent savings over the next 10 years. The rate is within current market rates.

**Funding Source:**

45% General Fund; 55% Federal Funds

**Commitment Level:**

Through July 31, 2029; however, this Lease contains one 5-year renewal option and a Standard cancellation clause with 90 days' notice.

**Risk Assessment:**

Non-approval of this Lease will hinder the Department from realizing a savings in rent costs over the next 10 years.

**Zip Code:**

48858

**CONTRACT CHANGE ORDER**

3. DEPARTMENT OF HEALTH AND HUMAN SERVICES, HOWELL - CCO No. 5 for Lease No. 10440 approved by the State Administrative Board on April 1, 1997 between County of Livingston, as Lessor, and the State of Michigan by the Department of Technology, Management and Budget for the Department of Health and Human Services, as Lessee. This CCO provides for renovations to the lobby area by adding an accounting window for EBT cards; replacement of the entire service counter; new paint to the soffit and ceiling area sections and replacement of carpet in hallway between visitation rooms, as requested by the Department of Health and Human Services, at a cost not-to-exceed \$22,280.76. The space is located at 2300 E. Grand River, Howell, MI 48844.

**Purpose/Business Case:**

The purpose of this CCO is to renovate the lobby area by adding an accounting window for EBT cards; replacement of the entire service counter; new paint to soffit and ceiling area sections and replacement of carpet in hallway between visitation rooms. These

renovations will improve the efficiency of the Department allowing for customers to receive their EBT cards expeditiously as intended.

**Benefit:**

This CCO allows for the space to be used efficiently, based on current business needs.

**Source of Funds:**

40% General Fund; 60% Federal Funds

**Commitment Level:**

Present through June 30, 2022; however, this Lease contains a Standard cancellation clause with 180-days' notice.

**Risk Assessment:**

Non-approval of this CCO will hinder the Department from having a flowing work space that meets the needs of both staff and customers, while creating greater efficiencies in service.

**ZIP Code:**

48844

Ms. Bliesener presented the Building Committee Report for the regular meeting of April 21, 2020. After review of the foregoing Building Committee Report, Ms. Bliesener moved that the Report covering the regular meeting of April 21, 2020, be approved and adopted. The motion was supported by Ms. Mester, and unanimously approved.

# APPROVED

April 21, 2020

Michigan State  
Administrative Board

## COMMITTEE REPORT TO THE STATE ADMINISTRATIVE BOARD

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The Honorable Gretchen Whitmer, Governor  
and  
Members of the State Administrative Board

A regular meeting of the **Finance and Claims** Committee was held at **11:00 a.m.** on **April 21, 2020**. Those present being:

Chairperson: Stacey Bliesener, representing Approved \_\_\_\_\_  
State Treasurer Eubanks

Member: Shenique Moss, representing Approved \_\_\_\_\_  
Governor Whitmer

Member: Dan Sonneveldt, representing Approved \_\_\_\_\_  
Attorney General Nessel

Others: Jim Shell, Attorney General's Office; Ross Fort, Department of Education; Kate Barnes, Lt. Governor's Office; Cindy Paradine, Department of State; Shelby Troub, Department of Technology, Management and Budget; Laura Mester, Department of Transportation

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Ms. Bliesener called the meeting to order.

The Finance and Claims Committee regular agenda was presented.

Following discussion, Ms. Moss moved the regular agenda be recommended to the State Administrative Board. The motion was supported by Mr. Sonneveldt and unanimously adopted.

Ms. Bliesener adjourned the meeting.

4/17/2020 12:30 p.m. FINAL

## **A G E N D A**

### **FINANCE AND CLAIMS COMMITTEE**

April 21, 2020, 11:00 a.m.  
Virtual Meeting

### **STATE ADMINISTRATIVE BOARD**

April 21, 2020, 11:00 a.m.  
Virtual Meeting

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This agenda is for general informational purposes only.  
At its discretion the Finance and Claims Committee may revise this  
agenda and may take up other issues at the meeting.

### **SECTION 1 - AGENCY SUBMITTED – NEW CONTRACTS**

### **SECTION 2 - AGENCY SUBMITTED – CONTRACT CHANGES**

#### **1. DEPARTMENT OF CORRECTIONS**

- 1.) Jail Education Solutions, Inc. dba Edovo, Chicago, IL
  - \$600,000.00 Amendment
  - \$2,450,000.00 New Total
  - FY20-21 100% General Funds
  - Add funds and exercise an option year to provide tablets with web-housed educational programming software for prisoners
- 2.) Unitex Direct, Inc., Walled Lake, MI
  - \$98,430.00 Amendment
  - \$944,630.00 New Total
  - FY20-21 100% Revolving Funds (*Correctional Industries Fund*)
  - Add funds and exercise an option year to provide sweaters to correctional officers
- 3.) Various (*See bid tab*)
  - \$2,000,000.00 Amendment
  - \$54,667,000.00 New Total
  - FY20 100% General Funds
  - Add funds and extend the contract 2 ½ months to provide temporary health care staffing

## 2. DEPARTMENT OF EDUCATION

- 1.) Clinton County Regional Educational Agency Services, St. Johns, MI
  - \$57,533.43 Amendment
  - \$806,192.35 New Total
  - FY20 100% Federal Funds
  - Add funds to cover additional scope of work and revised budget for the Great Start Readiness Program

## 3. DEPARTMENT OF HEALTH AND HUMAN SERVICES

- 1.) Adoption Option, Inc., Midland, MI
  - \$67,000.00 Amendment
  - \$307,000.00 New Total
  - FY20-22 100% Federal Funds
  - Add funds to continue providing Parenting Time Visitation Support-Services to families in need of supervised visitation
- 2.) Catholic Charities of Southeast Michigan, Royal Oak, MI
  - \$100,000.00 Amendment
  - \$500,000.00 New Total
  - FY20-21 100% Federal Funds
  - Add funds and exercise an option year to continue providing Parenting Time Visitation Support- Services to families in need of supervised visitation
- 3.) Orchards Children's Services, Southfield, MI
  - \$65,000.00 Amendment
  - \$260,000.00 New Total
  - FY20-21 100% Federal Funds
  - Add funds and exercise an option year to continue providing Parent Education – Home Based services to families at risk of having their children removed from their home due to child abuse and/ or neglect
- 4.) Professional Counseling Center, Port Huron, MI
  - \$20,000.00 Amendment
  - \$335,500.00 New Total
  - FY20 100% Federal Funds
  - Add funds to continue providing Parenting Time Visitation Support-Services to families in need of supervised visitation

3. DEPARTMENT OF HEALTH AND HUMAN SERVICES continued

5.) Various (*See bid tab*)

- \$33,000,000.00 Amendment
- \$66,500,000.00 New Total
- FY20-23 Various (*See bid tab*) 50% General Funds; 50% Federal Funds
- Add funds to provide lead-based paint hazard control services through lead abatement in eligible, privately owned rental and owner-occupied homes

4. DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS

1.) Stinson, LLP, Washington, D.C.

- \$100,000.00 Amendment
- \$300,000.00 New Total
- FY20 100% Restricted Funds (*Public Utility Assessment*)
- Add funds for ongoing legal services

5. DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

1.) Elder Eye Care Group, Spring Lake, MI

- \$125,000.00 Amendment
- \$624,232.00 New Total
- FY20-21 42% Federal Funds; 13% Restricted Funds (*Income Assessment*); 45% General Funds
- Add funds for dental services at the Grand Rapids Home for Veterans

**SECTION 3 - AGENCY SUBMITTED – NEW GRANTS**

6. DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY

1.) Detroit Water and Sewage Department, Detroit, MI

- \$500,000.00 Total
- FY20 100% Restricted Funds (*Renew Michigan Funds*)
- Provide funds to local communities to support costs to reconnect homes to the water supply and other related COVID-19 response activities necessary to minimize public health risks

## **7. DEPARTMENT OF HEALTH AND HUMAN SERVICES**

- 1.) Saginaw County Youth Protection Council, Saginaw, MI
  - \$503,312.00 Total
  - FY20 100% Federal Funds
  - Provide funds for assessments, street outreach, case management, counseling, community education, basic care short-term housing, transitional living long-term housing, and skill building to youth ages 16 through 20 who are homeless, have runaway, and/or are at risk of homelessness or running away throughout the state of Michigan

## **SECTION 4 - AGENCY SUBMITTED – GRANT CHANGES**

## **8. DEPARTMENT OF HEALTH AND HUMAN SERVICES**

- 1.) Altarum Institute, Ann Arbor, MI
  - \$3,834,256.00 Amendment
  - \$7,719,756.00 New Total
  - FY20 50% General Funds; 50% Federal Funds
  - Add funds to provide for technical support for data hub projects
- 2.) Autism Alliance of Michigan, Bingham Farms, MI
  - \$581,250.00 Amendment
  - \$1,206,250.00 New Total
  - FY20 84.97% General Funds; 15.03% Local Funds
  - Add funds to implement an autism navigation service to assist Michigan families in locating and accessing needed resources across systems of care and to provide autism trainings statewide
- 3.) Michigan Public Health Institute, Okemos, MI
  - \$10,447,314.00 Amendment
  - \$142,462,183.00 New Total
  - FY20 .09% Bequest; 78% Federal Funds; 14.45% General Funds; 1.96% Local Funds; 3.56% Private Funds; 2.93% Restricted Funds
  - Add funds for and allocates grant funds to various health and human services projects
- 4.) Trinity Health Senior Communities, Livonia, MI
  - \$777,596.00 Amendment
  - \$1,645,296.00 New Total
  - FY20 100% Private Funds
  - Add funds to implement an autism navigation service to assist Michigan families in locating and accessing needed resources across systems of care and to provide autism trainings statewide

8. DEPARTMENT OF HEALTH AND HUMAN SERVICES

5.) Various (*See bid tab*)

- \$12,595,698.00 Amendment
- \$164,056,879.96 New Total
- FY20 58.04% Federal Funds; 2.85% Local Funds; 1.85% Private Funds; 2.56% Restricted Funds; 34.70% General Funds
- Add funds for improved access to critical health services

**SECTION 5 - DTMB SUBMITTED – NEW CONTRACTS**

9. DEPARTMENT OF EDUCATION

1.) Data Recognition Corporation, Maple Grove, MN

- NOT TO EXCEED
- \$23,355,095.00 (5 Years)
- FY20-25 20% Federal Funds; 80% Restricted Funds (*School Aid Appropriations*)
- 200000000393 Item development for K-12 assessments

10. DEPARTMENT OF TREASURY

1.) TIAA-CREF Tuition Financing, Inc., Charlotte, NC

- \$55,000,000.00 (5 Years)
- FY20-25 100% Restricted Funds (*MET and Tuition Program*)
- 200000000793 Program management/ administration and investment services for the Michigan Education Savings Program (MESP) and the Michigan 529 Advisor Plan (MAP)

**SECTION 6 - DTMB SUBMITTED – CONTRACT CHANGES**

11. DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET

1.) EMC Corporation, Farmington Hills, MI

- \$57,627,284.00 Amendment
- \$124,527,895.00 New Total
- FY20-24 100% Restricted Funds (*Legacy, NGDI Storage and EBUR Accounting*)
- 071B7700099 Add funds to provide storage and backup services for the State of Michigan agencies

11. DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET  
continued

- 2.) Examination Resources, LLC, Atlanta, GA
- \$500,000.00 Amendment
  - \$1,055,555.55 New Total
  - FY20-21 100% Restricted Funds (*Deferred Presentment Fund*)
  - 071B6600059 Add funds for examination resources and analysis services
- 3.) Michigan Tractor & Machinery, Novi, MI
- \$0.00 Amendment
  - \$1,123,000.00 New Total
  - FY20-21 100% Various Funds (*Varies by agency*)
  - 071B5500092 Extend the contract six-months for generator maintenance services

12. DEPARTMENT OF TREASURY

- 1.) Pace & Partners Inc. dba/ Gud Marketing, Lansing, MI
- \$700,000.00 Amendment
  - \$15,575,730.57 New Total
  - FY20-21 100% General Funds
  - 071B6600070 Add funds for advertising services for the Michigan Marketing Trust Program

13. DEPARTMENT OF CORRECTION, DEPARTMENT NATURAL RESOURCES AND DEPARTMENT OF MICHIGAN STATE POLICE

- 1.) Kiesler Police Supply, Jeffersonville, IN
- \$910,000.00 Amendment
  - \$5,560,633.76 New Total
  - FY20-21 100% General Funds
  - 071B6600124 Add funds for ammunition

**SECTION 7 - CLAIMS – PERSONAL PROPERTY LOSS**

14. DEPARTMENT OF CORRECTIONS

Prisoner Claims

1. Murtadda Albunjaim #866312 \$26.61  
The claimant (20-SAB/DOC-8964) requests \$26.61 reimbursement for his missing beard trimmers. This item was not present at the time of pack up. The Committee recommends DENIAL for this claim.

14. DEPARTMENT OF CORRECTIONS (continued)

2. Theodore Bell #453940 \$122.08  
The claimant (20-SAB/DOC-8782) requests \$122.08 reimbursement for his missing footlocker and athletic shorts. Athletic shorts were present at the time of unpack and the prisoner signed the unpack receipt. A claim for the loss of the footlocker was addressed in a previous claim filed by the prisoner for the same date of loss. The Committee recommends DENIAL for this claim.
3. Shaun Benns #316815 \$47.45  
The claimant (20-SAB/DOC-8940) requests \$47.45 reimbursement for his fan and headphones that were damaged while in transport. The Committee recommends approval of \$35.65 for this claim.
4. Collin Biondo #950697 \$100.92  
The claimant (20-SAB/DOC-8920) requests \$100.92 reimbursement for fund removed from his account for a store order he did not receive. The Committee recommends approval of \$100.92 for this claim.
5. Jeffrey Chapman #457264 \$69.63  
The claimant (20-SAB/DOC-8473) requests \$69.63 reimbursement for his fan, headphones, shaver and shoes he alleges were disposed of by MDOC in error. The Committee recommends approval of \$7.92 for this claim.
6. Elmoe Dozier #679290 \$46.00  
The claimant (20-SAB/DOC-8896) requests \$46.00 reimbursement for his JP5 player and earbuds he alleges were damaged during a cell search. There is no documentation to support this claim. The Committee recommends DENIAL for this claim.
7. Richard Gentry #132047 \$42.39  
The claimant (20-SAB/DOC-8873) requests \$42.39 reimbursement for his damaged JP5 player. The prisoner's JP5 was examined during investigation of this claim and was found to be undamaged. The Committee recommends DENIAL for this claim.
8. Anthony Givens #259094 \$79.00  
The claimant (20-SAB/DOC-8927) requests \$79.00 reimbursement for his footlocker that was damaged while in transit. The Committee recommends approval of \$7.90 for this claim.
9. Marshawn Grafton #664974 \$67.00  
The claimant (20-SAB/DOC-7932) requests \$67.00 reimbursement for his damaged coat. The Committee recommends approval of \$6.00 for this claim.

14. DEPARTMENT OF CORRECTIONS (continued)

10. Brandon Moreno #982165 \$139.92  
The claimant (20-SAB/DOC-8929) requests \$139.92 reimbursement for his missing television. The prisoner's television was located and returned to him in good working condition after this claim was filed. The Committee recommends DENIAL for this claim.
11. Unzay Pacely #592353 \$36.57  
The claimant (20-SAB/DOC-8694) requests \$36.57 reimbursement for his unnumbered sweatpants that were confiscated and destroyed per MDOC policy. The Committee recommends DENIAL for this claim.
12. Harvey Preston #235170 \$317.90  
The claimant (20-SAB/DOC-8195) requests \$317.90 reimbursement for his alleged missing personal hygiene items, batteries, bowl, tumbler, pencils, headphones, radio/cassette player, television, adapter, shoes, shoelaces, and baseball cap. Documentation does not support the majority of the allegations. The Committee recommends approval of \$2.71 for this claim.
13. Kyle Swarthout #751794 \$42.39  
The claimant (20-SAB/DOC-8883) requests \$42.39 reimbursement for his missing JP5 tablet. This item was not present at the time of pack up. The Committee recommends DENIAL for this claim.
14. Christopher Tank #105281 \$154.89  
The claimant (20-SAB/DOC-8367) requests \$154.89 reimbursement for his missing trimmers, radio, adapter, books, hygiene items, earbuds, extensions, mirror, sewing kit, undergarments and headphones. The Committee recommends approval of \$45.25 for this claim.
15. Robert Treadwell #124392 \$117.96  
The claimant (20-SAB/DOC-8958) requests \$117.96 reimbursement for his footlocker and padlock that were damaged during transport. The Committee recommends approval of \$9.40 for this claim.
16. Michael Walker #391847 \$116.30  
The claimant (20-SAB/DOC-8688) requests \$116.30 reimbursement for his books that became missing while in possession of MDOC. The Committee recommends approval of \$11.63 for this claim.
17. Taejuan Walker #893272 \$139.99  
The claimant (20-SAB/DOC-8906) requests \$139.99 reimbursement for his damaged television. The prisoner signed the unpack receipt. No items were noted as missing or damaged. The Committee recommends DENIAL for this claim.

14. DEPARTMENT OF CORRECTIONS (continued)

18. Antonio Webster #796217 \$31.79

The claimant (20-SAB/DOC-8878) requests \$31.79 reimbursement for his shoes that went missing while in possession of MDOC. The Committee recommends approval of \$26.19 for this claim.

19. Jeffrey Woodard #159374 \$13.00

The claimant (20-SAB/DOC-8815) requests \$13.00 reimbursement for items he purchased that were rejected upon arrival. An Administrative Hearing was held and the prisoner had 30 days to return the items at his own expense. The items were destroyed by MDOC after 30 days. The Committee recommends DENIAL for this claim.

20. David Woodfork #329972 \$147.99

The claimant (20-SAB/DOC-8984) requests \$147.99 reimbursement for his food items that were stolen from his cell. The Committee recommends DENIAL for this claim.

15. DEPARTMENT OF HEALTH AND HUMAN SERVICES

Employee Claims

1) Mitchell Burcham \$100.00

The claimant (20-SAB-027) requests \$100.00 reimbursement for replacement boots. The Committee recommends approval of \$99.99 for this claim.

16. DEPARTMENT OF STATE POLICE

Civilian Claims

1) James Estle \$758.71

The claimant (19-SAB-149) requests \$758.71 reimbursement a replacement door and door frame. The Committee recommends approval of \$758.71 for this claim.

17. DEPARTMENT OF TRANSPORTATION

Civilian Claims

1) Dennis Sam \$242.88

The claimant (20-SAB-007) requests \$242.88 reimbursement towing and lodging. The Committee recommends DENIAL for this claim.

## **SECTION 8 - CLAIMS – PERSONAL INJURY LOSS**

## **SECTION 9 - SPECIAL ITEMS**

### **18. DEPARTMENT OF HEALTH AND HUMAN SERVICES**

- 1). Reporting an emergency purchase per Michigan Procurement Policy 5.7.7 State Administrative Board and Administrative Guide Procedure 0620.01 Obtaining State Administrative Board Approval – PCard in the amount of \$5,842.50, with Dental Health Products, on 03/24/2020, for dental health products due to COVID-19
- 2). Reporting an emergency purchase per Michigan Procurement Policy 5.7.7 State Administrative Board and Administrative Guide Procedure 0620.01 Obtaining State Administrative Board Approval – PCard in the amount of \$5,490.00, with Biomerieux, Inc., on 03/25/2020, for COVID-19 testing materials
- 3). Reporting an emergency purchase per Michigan Procurement Policy 5.7.7 State Administrative Board and Administrative Guide Procedure 0620.01 Obtaining State Administrative Board Approval – PCard in the amount of \$8,910.72, with Tecan U.S., on 03/25/2020, for COVID-19 testing materials

### **19. DEPARTMENT OF MILITARY AND VETERANS AFFAIRS**

- 1). Reporting an emergency purchase per Michigan Procurement Policy 5.7.7 State Administrative Board and Administrative Guide Procedure 0620.01 Obtaining State Administrative Board Approval – PCard in the amount of \$8,250.00, with Pantero, Inc., on 03/29/2020, for the purchase hand sanitizer for State Active Duty National Guard Soldiers

### **20. DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET**

- 1). Reporting an emergency purchase per Michigan Procurement Policy 5.7.7 State Administrative Board and Administrative Guide Procedure 0620.01 Obtaining State Administrative Board Approval – P.O. 2000000006004 in the amount of \$115,000.00, with Akervall Technologies, Inc., on 03/27/2020, for the purchase of 23,000 disposable face shields for COVID-19
- 2). Reporting an emergency purchase per Michigan Procurement Policy 5.7.7 State Administrative Board and Administrative Guide Procedure 0620.01 Obtaining State Administrative Board Approval – P.O. 2000000006001 in the amount of \$3,600,000.00, with Joneszylon Company, LLC, on 03/27/2020, for the purchase of 600,000 FDA approved N95 face masks for COVID-19

20. DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET continued

- 3). Reporting an emergency purchase per Michigan Procurement Policy 5.7.7 State Administrative Board and Administrative Guide Procedure 0620.01 Obtaining State Administrative Board Approval – P.O. 2000000006176 in the amount of \$500,001.75, with Spefichem Kimyeve, on 04/02/2020, for the purchase of 91,075 gowns for COVID-19
- 4). Reporting an emergency purchase per Michigan Procurement Policy 5.7.7 State Administrative Board and Administrative Guide Procedure 0620.01 Obtaining State Administrative Board Approval – P.O. 2000000006159 in the amount of \$1,160,000.00, with Unispace of North America, LLC., on 04/02/2020, for the purchase of 2,000,0000 new 3 ply masks for COVID-19
- 5). Reporting an emergency purchase per Michigan Procurement Policy 5.7.7 State Administrative Board and Administrative Guide Procedure 0620.01 Obtaining State Administrative Board Approval – P.O. 2000000006183 in the amount of \$11,000,000.00, with Hype Labs, LLC., on 04/02/2020, for the purchase of 2,000,000 FDA approved N95 face masks for COVID-19
- 6). Reporting an emergency purchase per Michigan Procurement Policy 5.7.7 State Administrative Board and Administrative Guide Procedure 0620.01 Obtaining State Administrative Board Approval – P.O. 2000000006204 in the amount of \$27,248,220.00, with RACM, LLC Servepro of Saginaw, on 04/06/2020, for the purchase of cleaning services for COVID-19 at the TCF Center in Detroit
- 7). Reporting an emergency purchase per Michigan Procurement Policy 5.7.7 State Administrative Board and Administrative Guide Procedure 0620.01 Obtaining State Administrative Board Approval – P.O. 2000000006212 in the amount of \$10,000.00, with Art Craft Display, Inc., on 04/06/2020, for the purchase of forklift services for COVID-19 at the Suburban Collection Showcase in Novi

The Director of the Department of Technology, Management and Budget recommends approval by the State Administrative Board of the items contained in Sections 1, 2, 3, 4, 5 and 6 of this agenda. Approval by the State Administrative Board of these award recommendations does not require or constitute the award of same. Award of contracts shall be made at the discretion of the DTMB Director or designee.

4/20/2020 11:30 a.m. Final

## **SUPPLEMENTAL AGENDA**

### **FINANCE AND CLAIMS COMMITTEE**

April 21, 2020, 11:00 a.m.  
Virtual Meeting

### **STATE ADMINISTRATIVE BOARD**

April 21, 2020, 11:00 a.m.  
Virtual Meeting

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agenda and may take up other issues at the meeting.

### **SECTION 1 - AGENCY SUBMITTED – NEW CONTRACTS**

#### **1. DEPARTMENT OF HEALTH AND HUMAN SERVICES**

##### **1.) Medefis, Inc., Omaha, NE**

- NOT TO EXCEED
- \$76,800,000.00 Total
- FY20 25% General Funds; 75% Federal Funds
- To address the urgent need for healthcare workers to staff the Federal Medical Station – Alternative Care sites in response to the COVID-19 pandemic

### **SECTION 2 - AGENCY SUBMITTED – CONTRACT CHANGES**

### **SECTION 3 - AGENCY SUBMITTED – NEW GRANTS**

### **SECTION 4 - AGENCY SUBMITTED – GRANT CHANGES**

### **SECTION 5 - DTMB SUBMITTED – NEW CONTRACTS**

### **SECTION 6 - DTMB SUBMITTED – CONTRACT CHANGES**

#### **2. DEPARTMENT OF MICHIGAN STATE POLICE**

##### **1.) Kiesler Police Supply, Jeffersonville, IN**

- \$2,500,000.00 Amendment
- \$4,532,794.30 New Total
- FY20 100% General Funds
- 071B5500117 Add funds for primary and back up weapons

### 3. DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET

#### 1.) IBM Corporation, East Lansing, MI

- \$911,295.00 Amendment
- \$16,146,190.97 New Total
- FY20-21 100% General Funds
- 071B9200124 Add funds for the Michigan.gov test and production environment hosting used by the Sitecore platform

### **SECTION 7 - CLAIMS – PERSONAL PROPERTY LOSS**

### **SECTION 8 - CLAIMS – PERSONAL INJURY LOSS**

### **SECTION 9 - SPECIAL ITEMS**

The Director of the Department of Technology, Management and Budget recommends approval by the State Administrative Board of the items contained in Sections 1, 2, 3, 4, 5 and 6 of this agenda. Approval by the State Administrative Board of these award recommendations does not require or constitute the award of same. Award of contracts shall be made at the discretion of the DTMB Director or designee.

Ms. Bliesener presented the Finance and Claims Committee Report for the regular meeting of April 21, 2020. After review of the foregoing Finance and Claims Committee Report, Ms. Bliesener moved that the Report covering the regular meeting of April 21, 2020, be approved and adopted. The motion was supported by Ms. Barnes and unanimously approved.

# APPROVED

April 21, 2020

Michigan State  
Administrative Board

## COMMITTEE REPORT TO THE STATE ADMINISTRATIVE BOARD

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The Honorable Gretchen Whitmer, Governor  
and  
Members of the State Administrative Board

A regular meeting of the **Transportation and Natural Resources** Committee was held at **11:00 a.m.** on **April 21, 2020**. Those present being:

Chairperson: Cindy Paradine, representing Approved \_\_\_\_\_  
Secretary of State Benson

Member: Kate Barnes, representing Approved \_\_\_\_\_  
Lt. Governor Gilchrist

Member: Jim Shell, representing Approved \_\_\_\_\_  
Attorney General Nessel

Others: Dan Sonneveldt, Attorney General's Office; Ross Fort, Department of Education;  
Shenique Moss, Governor's Office, Shelby Troub, Department of Technology,  
Management and Budget; Laura Mester, Department of Transportation; Stacey  
Bliesener, Department of Treasury

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Ms. Paradine called the meeting to order.

The Department of Transportation Agenda was presented.

Following discussion, Ms. Barnes moved that the Transportation Agenda be recommended to the State Administrative Board. The motion was supported by Mr. Shell and unanimously adopted.

Ms. Paradine adjourned the meeting.

4.21.20 **FINAL**

## AGENDA

### DEPARTMENT OF TRANSPORTATION

#### TRANSPORTATION and NATURAL RESOURCES COMMITTEE STATE ADMINISTRATIVE BOARD

T&NR Meeting: April 14, 2020– Virtual Meeting

State Administrative Board Meeting: April 21, 2020 – Virtual Meeting

This agenda is for general informational purposes only. At its discretion, the Transportation and Natural Resources Committee may revise this agenda and may take up other issues at the meeting.

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### **CONTRACT PRE-APPROVALS**

1. **HIGHWAYS – Design Services**  
Contract (2020-0466) between MDOT and Bergmann Associates, Architects, Engineers, Landscape Architects & Surveyors, D.P.C., will provide for design services to be performed for the reconstruction of I-696 between I-275 and Lahser Road in Oakland County, including the bridge over Pebble Creek and the design of preventative maintenance repairs on nine other bridges (CS 63101 – JNs 201222 PE and 131589PE). The work items will include performing design surveys; preparing required plans, typical cross-sections, details, and specifications; computing and verifying all plan quantities; and preparing staging plans and special provisions for maintaining traffic during construction. The contract amount will not exceed \$10,591,000. Source of Funds: 81.85% Federal Highway Administration Funds and 18.15% State Restricted Trunkline Funds.
2. **HIGHWAYS – Design Services**  
Contract (2020-0472) between MDOT and AECOM Great Lakes, Inc., will provide for design services to be performed for the milling and two-course hot mix asphalt overlay of M-54 from Atherton Road to Leith Street in Genesee County (CS 25072 – JN 205326PE). The project will include partial reconstruction with watermain replacement, joint repairs, sidewalk ramp upgrades, and signal modernization. The work items will include performing design surveys; preparing required plans, typical cross-sections, details, and specifications; computing and verifying all plan quantities; and preparing staging plans and special provisions for maintaining traffic during construction. The contract will be in effect from the date of award through April 26, 2023. The contract amount will not exceed \$2,957,112. Source of Funds: 81.85% Federal Highway Administration Funds and 18.15% State Restricted Trunkline Funds.

3. HIGHWAYS – Design Services  
Contract (2020-0480): MDOT will enter into a contract with a consultant that will provide for design services to be performed for the reconstruction of US-31 northbound from US-12 to M-139 in various townships in Berrien County (CSs various - JN 2019874PE). The work items will include preparing required plans, typical cross-sections, details, and specifications; computing and verifying all plan quantities; and preparing staging plans and special provisions for maintaining traffic during construction. The contract will be in effect from the date of award through April 1, 2023. The contract amount will not exceed \$1,380,260. Source of Funds: 100% State Restricted Trunkline Funds.
4. HIGHWAYS – Design Services  
Contract (2020-0481): MDOT will enter into a contract with a consultant that will provide for design services to be performed for the rehabilitation of US-23 from the US-23 connector north to Grove Street in the City of Standish and in Lincoln and Standish Townships, Arenac County (CS 06071 – JNs 210026PE and 210029PE). The work items will include performing design surveys; preparing required plans, typical cross-sections, details, and specifications; computing and verifying all plan quantities; and preparing staging plans and special provisions for maintaining traffic during construction. The contract will be in effect from the date of award through December 31, 2021. The contract amount will not exceed \$795,080. Source of Funds: 100% State Restricted Trunkline Funds.
5. HIGHWAYS – Design Services  
Contract (2020-0485) between MDOT and AECOM Great Lakes, Inc., will provide for design services to be performed for the reconstruction of US-31/M-72/M-37 from west of Division Street to just east of M-37/Garfield Road in the City of Traverse City, Grand Traverse County (CS 28013 – JNs 200948PE and 131655PE). The work items will include preparing required plans, typical cross-sections, details, and specifications; computing and verifying all plan quantities; and preparing staging plans and special provisions for maintaining traffic during construction. The contract will be in effect from the date of award through December 30, 2022. The contract amount will not exceed \$1,703,395.49. Source of Funds: 100% State Restricted Trunkline Funds.
6. HIGHWAYS – Design Services  
Contract (2020-0498) between MDOT and Fishbeck, Thompson, Carr & Huber, Inc., will provide for design services to be performed for the milling and resurfacing of I-94 and associated improvements from the Jackson/Washtenaw county line to Freer Road in the City of Chelsea and in Lima and Sylvan Townships (JN 201015PE – CS 81104). The work items will include performing design surveys; preparing required plans, typical cross-sections, details, and specifications; computing and verifying all plan quantities; and preparing staging plans and special provisions for maintaining traffic during construction. This project will be designed in two phases; this contract provides for Phase I. The contract will be in effect from the date of award through June 15, 2023. The contract amount will not exceed \$2,116,000. Source of Funds: 100% State Restricted Trunkline Funds.

## **CONTRACTS**

7. HIGHWAYS (Maintenance) - Construction of Chemical Storage Facility  
Contract (2020-0433) between MDOT and the Alger County Road Commission will provide for the construction of a chemical storage facility in Alger, Michigan. The contract will be in effect from the date of award through two years. The contract amount will be \$850,000. Source of Funds: 92% State Restricted Trunkline Funds and 8% Alger County Road Commission Funds.
  
8. \*HIGHWAYS – Structural Analysis Services  
Contract (2020-0468) between MDOT and Modjeski and Masters, Inc., will provide for bridge load rating analysis to be performed for the Blue Water Bridge in accordance with the National Bridge Inspection Standards (CS 77111 – JN 201386OPS). The work items will include completing structural analysis and reviews, compiling results and preparing summaries, and performing quality assurance and quality control procedures. The contract will be in effect from the date of award through April 30, 2021. The contract amount will be \$1,007,482.33. Source of Funds: 100% State Restricted Trunkline Funds.
  
9. HIGHWAYS – Design Services  
Contract (2020-0469) between MDOT and Rowe Professional Services Company will provide for design services to be performed for the non-freeway rehabilitation of US-127 from M-57 northerly to Bagley Road in Gratiot County (CS 29011 – JNs 132043PE and 210145PE-S). The work items will include preparing required plans, typical cross-sections, details, and specifications; computing and verifying all plan quantities; and preparing staging plans and special provisions for maintaining traffic during construction. The contract will be in effect from the date of award through June 3, 2022. The contract amount will be \$767,574.23. Source of Funds: 81.85% Federal Highway Administration Funds and 18.15% State Restricted Trunkline Funds.
  
10. HIGHWAYS – Design Services  
Contract (2020-0471) between MDOT and WSP Michigan, Inc., will provide for design services to be performed for the reconstruction of I-69 from M-24 to Lake George Road and the rehabilitation of I-69 from Newark Road to the east Lapeer County line in Lapeer County (CS 44044 – JNs 204418PE and 210066PE). The work items will include performing design surveys and geotechnical investigation; preparing required plans, typical cross-sections, details, and specifications; computing and verifying all plan quantities; and preparing staging plans and special provisions for maintaining traffic during construction. The contract will be in effect from the date of award through February 5, 2021. The contract amount will be \$4,322,761.28. Source of Funds: 100% State Restricted Trunkline Funds.

**PRE- LETTING BID LETTING**

**STATE PROJECT**

- |     |                               |                         |
|-----|-------------------------------|-------------------------|
| 11. | Letting of May 1, 2020        | Prequalification Level: |
|     | Letting Call: 2005 005        | <b>\$2,111,000.00</b>   |
|     | Project: STG 14061-200366     |                         |
|     | Local Agreement: 20-5069      |                         |
|     | Start Date: October 19, 2020  |                         |
|     | Completion Date: May 27, 2021 |                         |

Traffic signal modernizations, sidewalk ramp upgrades and ITS/connected vehicle installation on various routes in the cities of New Buffalo, Niles and Dowagiac, Berrien, Cass and Kalamazoo Counties.

3.00 % DBE participation required

- |     |                                   |                         |
|-----|-----------------------------------|-------------------------|
| 12. | Letting of May 1, 2020            | Prequalification Level: |
|     | Letting Call: 2005 006            | <b>\$876,000.00</b>     |
|     | Project: ER 31013-206005          |                         |
|     | Local Agreement:                  |                         |
|     | Start Date: 10 days after award   |                         |
|     | Completion Date: October 16, 2020 |                         |

0.06 mi of culvert replacement, scouring countermeasures and approach reconstruction on M-26 at Unnamed Creek north of Junction Road, Houghton County. This project includes a 5-year materials and workmanship pavement warranty.

2.00 % DBE participation required

- |     |                                |                         |
|-----|--------------------------------|-------------------------|
| 13. | Letting of May 1, 2020         | Prequalification Level: |
|     | Letting Call: 2005 007         | <b>\$504,000.00</b>     |
|     | Project: HSIP 50111-209356     |                         |
|     | Local Agreement:               |                         |
|     | Start Date: June 1, 2020       |                         |
|     | Completion Date: July 31, 2020 |                         |

0.79 mi of high friction surface treatment and pavement markings on I-94 from Masonic Boulevard to 14 Mile Road and from Harper Avenue to Shook Road in the city of St. Clair Shores, Macomb County.

0.00 % DBE participation required

- |     |                                    |                         |
|-----|------------------------------------|-------------------------|
| 14. | Letting of May 1, 2020             | Prequalification Level: |
|     | Letting Call: 2005 009             | <b>\$700,000.00</b>     |
|     | Project: M 41131-209675            |                         |
|     | Local Agreement:                   |                         |
|     | Start Date: 10 days after award    |                         |
|     | Completion Date: November 15, 2020 |                         |

\* Denotes a non-standard contract/amendment

Bridge rehabilitation including PCI-Beam repair on 4 structures and steel beam repair on 4 structures on various routes in the cities of Wyoming and Grand Rapids, Allegan, Kent and Ottawa Counties.

0.00 % DBE participation required

- |     |  |  |
|-----|--|--|
| 15. | Letting of May 1, 2020<br>Letting Call: 2005 010<br>Project: ST 83031-204745<br>Local Agreement:<br>Start Date: November 2, 2020<br>Completion Date: April 3, 2021 | Prequalification Level:<br><b>\$740,000.00</b> |
|-----|--|--|

Installation of 3 environmental and 2 traffic signal sensor station camera sites and 1 bridge deck warning system on US-131 and 3 RWIS Stations on M-22, M-32 and I-75 and ESS Cameras on M-68 and M-72, Leelanau, Montmorency, Ogemaw, Oscoda, Presque Isle and Wexford Counties.

0.00 % DBE participation required

- |     |  |  |
|-----|--|--|
| 16. | Letting of May 1, 2020<br>Letting Call: 2005 034<br>Project: M 02041-209695<br>Local Agreement:<br>Start Date: June 16, 2020<br>Completion Date: June 25, 2021 | Prequalification Level:<br><b>\$1,155,000.00</b> |
|-----|--|--|

Bridge rehabilitation including replacement of expansion joints, bearings, end headers, concrete backwall removal, substructure repair, deck patching, epoxy overlay, partial painting, steel diaphragm installation and temporary supports on M-28 over Au Train River, Alger County. This project includes a 5-year epoxy overlay performance warranty.

0.00 % DBE participation required

- |     |   |  |
|-----|---|--|
| 17. | Letting of May 1, 2020<br>Letting Call: 2005 038<br>Project: ST 37021-132949<br>Local Agreement:<br>Start Date: September 9, 2020<br>Completion Date: July 30, 2021 | Prequalification Level:<br><b>\$1,908,000.00</b> |
|-----|---|--|

Pump station rehabilitation including removal and replacement of mechanical and electrical components and structure repairs on M-20 in the city of Mt. Pleasant, Isabella County.

0.00 % DBE participation required

18. Letting of May 1, 2020  
Letting Call: 2005 064  
Project: M 82112-209913  
Local Agreement:  
Start Date: June 1, 2020  
Completion Date: October 1, 2020  
  
0.13 mi of retaining wall replacement and utility relocations along M-10 at Outer Drive in the city of Detroit, Wayne County. This project includes a 2-year concrete surface coating warranty.  
  
0.00 % DBE participation required  
  
Prequalification Level:  
**\$5,553,000.00**
19. Letting of May 6, 2020  
Letting Call: 2005 601  
Project: ST 25000-209686  
Local Agreement:  
Start Date: July 7, 2020  
Completion Date: 53 Working Days  
  
Up to 182.57 mi of hot mix asphalt crack treatment on various routes in various cities and villages, Genesee, Huron, Lapeer, Sanilac, Shiawassee, St. Clair and Tuscola Counties. This project will be constructed using an innovative contracting method, Fixed Price Variable Scope. This project includes a 2-year pavement performance warranty.  
  
0.00 % DBE participation required  
  
Prequalification Level:  
**\$598,000.00**
20. Letting of May 6, 2020  
Letting Call: 2005 602  
Project: ST 36000-209611  
Local Agreement:  
Start Date: June 15, 2020  
Completion Date: September 25, 2020  
  
Up to 312.82 Inmi of hot mix asphalt crack treatment and overband crack filling on various routes, Delta, Dickinson, Gogebic, Iron and Menominee Counties. This project will be constructed with an innovative contracting method, Fixed Price Variable Scope.  
  
0.00 % DBE participation required  
  
Prequalification Level:  
**\$595,000.00**
21. Letting of May 6, 2020  
Letting Call: 2005 603  
Project: ST 52000-209353  
Local Agreement:  
Start Date: 10 days after award  
Completion Date: August 14, 2020  
  
Up to 271.86 Inmi of hot mix asphalt crack treatment and overband crack filling on various state trunkline routes in Baraga, Houghton, Keweenaw, Marquette and Ontonagon Counties. This project will be constructed with an innovative contracting method, fixed price variable scope. This project includes a 2-year pavement performance warranty.  
  
Prequalification Level:  
**\$550,000.00**

0.00 % DBE participation required

22. Letting of May 6, 2020  
 Letting Call: 2005 604  
 Project: ST 48042-205231  
 Local Agreement:  
 Start Date: 0 days after award  
 Completion Date: September 18, 2020
- Prequalification Level:  
**\$560,000.00**

Up to 247.86 Inmi of hot mix asphalt crack treatment and overband crack filling on various state trunklines in Alger, Schoolcraft, Luce, Mackinac, and Chippewa counties. This project will be constructed with an innovative contracting method, Fixed Price Variable Scope. This project includes a 2-year pavement performance warranty.

0.0 % DBE participation required

### LOCAL PROJECTS

23. Letting of May 1, 2020  
 Letting Call: 2005 001  
 Project: STU 41000-130594  
 Local Agreement: 20-5124  
 Start Date: 10 days after award  
 Completion Date: August 28, 2020
- Prequalification Level:  
**\$1,394,000.00**

0.99 mi of hot mix asphalt cold milling and resurfacing, subbase, aggregate base, drainage and pavement markings on 84th Street from Kalamazoo Avenue to Breton Avenue, Kent County. This is a Local Agency project.

3.00 % DBE participation required

24. Letting of May 1, 2020  
 Letting Call: 2005 002  
 Project: STL 41000-209318  
 Local Agreement: 20-5092  
 Start Date: 10 days after award  
 Completion Date: July 3, 2020
- Prequalification Level:  
**\$1,200,000.00**

4.60 mi of hot mix asphalt cold milling and resurfacing, guardrail and pavement markings on Grand River Drive SE from Snow Avenue to Segwun Avenue, Kent County. This is a Local Agency project.

4.00 % DBE participation required

25. Letting of May 1, 2020  
 Letting Call: 2005 013  
 Project: STU 41000-205251  
 Local Agreement: 20-5123  
 Start Date: July 20, 2020  
 Completion Date: September 24, 2021
- Prequalification Level:  
**\$1,266,000.00**

0.23 mi of hot mix asphalt reconstruction, concrete curb, gutter, sidewalk and ramps, water main and pavement markings on Hastings Street from Prospect Avenue to College Avenue in the city of Grand Rapids, Kent County. This is a Local Agency project.

5.00 % DBE participation required

- |     |   |  |
|-----|---|--|
| 26. | Letting of May 1, 2020<br>Letting Call: 2005 014<br>Project: EDC 41000-130586<br>Local Agreement: 20-5136<br>Start Date: July 6, 2020<br>Completion Date: October 2, 2020 | Prequalification Level:<br><b>\$971,000.00</b> |
|-----|---|--|

0.55 mi of hot mix asphalt reconstruction, widening and resurfacing, sewers, concrete curb and gutter, guardrail and pavement markings on Alden Nash Avenue SE from south of Segwun Avenue (Alden Nash Avenue) to Grand River Drive, Kent County. This is a Local Agency project.

0.00 % DBE participation required

- |     |   |  |
|-----|---|--|
| 27. | Letting of May 1, 2020<br>Letting Call: 2005 015<br>Project: STL 09000-209419<br>Local Agreement: 20-5130<br>Start Date: May 4, 2020<br>Completion Date: October 10, 2020 | Prequalification Level:<br><b>\$795,000.00</b> |
|-----|---|--|

0.97 mi of hot mix asphalt base crushing, shaping and overlay, ditching, shoulders, signing and pavement markings on Salzburg Road from Eleven Mile Road east to Garfield Road, Bay County. This is a Local Agency project.

4.00 % DBE participation required

- |     |  |  |
|-----|--|--|
| 28. | Letting of May 1, 2020<br>Letting Call: 2005 016<br>Project: STU 70000-130597<br>Local Agreement: 20-5137<br>Start Date: 10 days after award<br>Completion Date: June 12, 2020 | Prequalification Level:<br><b>\$840,000.00</b> |
|-----|--|--|

1.69 mi of hot mix asphalt cold milling and resurfacing, bridge deck sealing, sidewalk ramps and pavement markings on 44th Avenue/Port Sheldon Street from Chicago Drive to 8th Avenue, Ottawa County. This is a Local Agency project.

3.00 % DBE participation required

- |     |   |  |
|-----|---|--|
| 29. | Letting of May 1, 2020<br>Letting Call: 2005 017<br>Project: STL 46000-206251<br>Local Agreement: 20-5128 | Prequalification Level:<br><b>\$788,000.00</b> |
|-----|---|--|

Start Date: July 13, 2020  
Completion Date: October 30, 2020

5.71 mi of hot mix asphalt surfacing, approaches, shoulders and pavement markings on Holloway Road/Ridge Highway from Rogers Highway to M-50, Lenawee County. This is a Local Agency project.

3.00 % DBE participation required

- |     |   |  |
|-----|---|--|
| 30. | Letting of May 1, 2020<br>Letting Call: 2005 018<br>Project: TAL 16000-208869<br>Local Agreement: 20-5129<br>Start Date: 10 days after award<br>Completion Date: September 19, 2022 | Prequalification Level:<br><b>\$1,559,000.00</b> |
|-----|---|--|

0.61 mi of hot mix asphalt cold milling and resurfacing, concrete curb, gutter, sidewalk and ramps, storm sewer, signing, pedestrian safety improvements and pavement markings on South Straits Highway from Dorothy Avenue to River Street, Cheboygan County. This is a Local Agency project.

4.00 % DBE participation required

- |     |  |  |
|-----|--|--|
| 31. | Letting of May 1, 2020<br>Letting Call: 2005 019<br>Project: MCS 56000-202396<br>Local Agreement: 20-5143<br>Start Date: April 12, 2021<br>Completion Date: September 30, 2021 | Prequalification Level:<br><b>\$2,835,000.00</b> |
|-----|--|--|

Bridge reconstruction with 2 span steel tub girder, concrete substructure, prefabricated superstructure, piles, riprap and pavement markings on Coleman Road over Chippewa River, Midland County. This is a Local Agency project.

0.00 % DBE participation required

- |     |  |  |
|-----|--|--|
| 32. | Letting of May 1, 2020<br>Letting Call: 2005 020<br>Project: MCS 81000-202458, ETC<br>Local Agreement: 20-5118<br>Start Date: June 15, 2020<br>Completion Date: October 31, 2020 | Prequalification Level:<br><b>\$1,796,000.00</b> |
|-----|--|--|

0.01 mi of single lane roundabout, hot mix asphalt resurfacing, shoulder widening, pavement markings and bridge reconstruction with a four-sided culvert and approach work on Miller Road at Wagner Road and Miller Road over Honey Creek, Washtenaw County. This is a Local Agency project.

5.00 % DBE participation required

33. Letting of May 1, 2020  
Letting Call: 2005 021  
Project: HRRR 39000-207249  
Local Agreement: 20-5149  
Start Date: June 15, 2020  
Completion Date: May 30, 2021
- Prequalification Level:  
**\$776,000.00**
- 2.02 mi of hot mix asphalt wedging, concrete curb and gutter, earth work, shoulder widening, drainage, guardrail and pavement markings on G Avenue from 2nd Street to 6th Street, Kalamazoo County. This is a Local Agency project.
- 0.00 % DBE participation required
34. Letting of May 1, 2020  
Letting Call: 2005 023  
Project: STL 09000-206159  
Local Agreement: 20-5146  
Start Date: 10 days after award  
Completion Date: June 12, 2021
- Prequalification Level:  
**\$1,257,000.00**
- 1.77 mi of hot mix asphalt cold milling, cold in place recycling and resurfacing, drainage, signing and pavement markings on Garfield Road from Hotchkiss Road to US-10, Bay County. This is a Local Agency project.
- 3.00 % DBE participation required
35. Letting of May 1, 2020  
Letting Call: 2005 025  
Project: EDD 55555-120964  
Local Agreement: 20-5126  
Start Date: 10 days after award  
Completion Date: September 4, 2020
- Prequalification Level:  
**\$951,000.00**
- 0.22 mi of hot mix asphalt reconstruction, concrete curb, gutter and sidewalk, earth work, aggregate base, storm and sanitary sewer, water main and pavement markings on Samuel Street from Railroad Street to Section Street in the city of Stephenson, Menominee County. This is a Local Agency project.
- 0.00 % DBE participation required
36. Letting of May 1, 2020  
Letting Call: 2005 028  
Project: TA 25000-203233  
Local Agreement: 20-5162  
Start Date: June 1, 2020  
Completion Date: October 30, 2020
- Prequalification Level:  
**\$1,139,000.00**
- 2.10 mi of hot mix asphalt shared use path, concrete sidewalk, remote drop off lot, driveways and drainage on LAFF Pathway from Chestnut Way to Haviland Beach Drive, Genesee County. This is a Local Agency project.

5.00 % DBE participation required

37. Letting of May 1, 2020  
 Letting Call: 2005 030  
 Project: MCS 63000-205755  
 Local Agreement: 20-5165  
 Start Date: 10 days after award  
 Completion Date: July 1, 2021
- Prequalification Level:  
**\$2,308,000.00**

0.10 mi of bridge rehabilitation including replacement of existing traffic barrier, pedestrian railing, concrete sidewalk and guardrail on Grand River Avenue over CSX railroad in the city of Novi, Oakland County. This is a Local Agency project.

0.00 % DBE participation required

38. Letting of May 1, 2020  
 Letting Call: 2005 032  
 Project: STU 82000-203577  
 Local Agreement: 20-5145  
 Start Date: July 13, 2020  
 Completion Date: May 31, 2021
- Prequalification Level:  
**\$2,465,000.00**

1.24 mi of hot mix asphalt cold milling and resurfacing, concrete pavement repairs, storm sewer, concrete sidewalk and ramps, drainage, signing and pavement markings on Outer Drive from Michigan Avenue to Golfview Drive in the city of Dearborn, Wayne County. This is a Local Agency project.

4.00 % DBE participation required

39. Letting of May 1, 2020  
 Letting Call: 2005 039  
 Project: STL 09000-209418  
 Local Agreement: 20-5148  
 Start Date: 10 days after award  
 Completion Date: June 12, 2021
- Prequalification Level:  
**\$1,333,000.00**

3.00 mi of hot mix asphalt base crushing, shaping, cold-in-place recycling and resurfacing, drainage, signing and pavement markings on Mackinaw Road from Townline 16 Road north to Cody-Estey Road, Bay County. This is a Local Agency project.

3.00 % DBE participation required

40. Letting of May 1, 2020  
 Letting Call: 2005 040  
 Project: NH 81000-203639  
 Local Agreement: 20-5107  
 Start Date: May 18, 2020  
 Completion Date: August 31, 2020
- Prequalification Level:  
**\$820,000.00**

0.78 mi of hot mix asphalt cold milling and resurfacing, replace pedestrian island, concrete sidewalk and ramps and storm sewer on Plymouth Road from Upland Drive to Nixon Road in the city of Ann Arbor, Washtenaw County. This is a Local Agency project.

3.00 % DBE participation required

- |     |  |  |
|-----|--|--|
| 41. | Letting of May 1, 2020<br>Letting Call: 2005 041<br>Project: STU 82000-203593<br>Local Agreement: 20-5159<br>Start Date: June 15, 2020<br>Completion Date: September 4, 2020 | Prequalification Level:<br><b>\$2,043,000.00</b> |
|-----|--|--|

0.97 mi of hot mix asphalt cold milling and resurfacing, concrete pavement repair, sidewalk ramps and pavement markings on Goddard Road from Beech Daly Road to Telegraph Road in the city of Taylor, Wayne County. This is a Local Agency project.

4.00 % DBE participation required

- |     |  |  |
|-----|--|--|
| 42. | Letting of May 1, 2020<br>Letting Call: 2005 042<br>Project: STU 41000-130607<br>Local Agreement: 20-5138<br>Start Date: 10 days after award<br>Completion Date: November 13, 2020 | Prequalification Level:<br><b>\$3,938,000.00</b> |
|-----|--|--|

1.22 mi of hot mix asphalt reconstruction, storm sewer, concrete curb, gutter, sidewalk and ramps and pavement markings on Alger Street from Madison Avenue to Kalamazoo Avenue in the city of Grand Rapids, Kent County. This is a Local Agency project.

5.00 % DBE participation required

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| 43. | Letting of May 1, 2020<br>Letting Call: 2005 043<br>Project: CM 41000-130578, ETC<br>Local Agreement: 20-5167<br>Start Date: 10 days after award<br>Completion Date: October 15, 2020 | Prequalification Level:<br><b>\$1,748,000.00</b> |
|-----|---|--|

2.09 mi of hot mix asphalt cold milling, resurfacing and widening, retaining wall, concrete curb, gutter, sidewalk and ramps and pavement markings on Byron Center Avenue at 44th Street and Byron Center Avenue from the south city limit to 44th Street in the city of Wyoming, Kent County. This is a Local Agency project.

5.00 % DBE participation required

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| 44. | Letting of May 1, 2020<br>Letting Call: 2005 044<br>Project: STUL 63000-200124<br>Local Agreement: 20-5174<br>Start Date: 10 days after award | Prequalification Level:<br><b>\$1,457,000.00</b> |
|-----|---|--|

Completion Date: October 16, 2020

0.33 mi of hot mix asphalt cold milling and resurfacing, water main, drainage, concrete curb, gutter and ramps, signing and pavement markings on Saginaw Street from Airport Drive to Oakwood Street in the village of Holly, Oakland County. This is a Local Agency project.

5.00 % DBE participation required

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| 45. | Letting of May 1, 2020<br>Letting Call: 2005 045<br>Project: TIGR 63000-204564<br>Local Agreement: 20-5175<br>Start Date: 10 days after award<br>Completion Date: June 14, 2021 | Prequalification Level:<br><b>\$4,401,000.00</b> |
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4.52 mi of hot mix asphalt cold milling and resurfacing, segmented block wall, guardrail and traffic signal on Holly Road from north of Grange Hall Road north to the north Oakland County line, Oakland County. This is a Local Agency project. This project includes 5 year and 1-year Local Agency Program warranties.

5.00 % DBE participation required

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| 46. | Letting of May 1, 2020<br>Letting Call: 2005 046<br>Project: STL 71555-130339<br>Local Agreement: 20-5142<br>Start Date: 10 days after award<br>Completion Date: October 21, 2020 | Prequalification Level:<br><b>\$531,000.00</b> |
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1.19 mi of hot mix asphalt base crushing, shaping and resurfacing, aggregate shoulders, guardrail, culverts, signing and pavement markings on County Road 451 from Mill Highway north to Ristow Highway, Presque Isle County. This is a Local Agency project.

3.00 % DBE participation required

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| 47. | Letting of May 1, 2020<br>Letting Call: 2005 047<br>Project: STL 09000-209417<br>Local Agreement: 20-5147<br>Start Date: 10 days after award<br>Completion Date: June 12, 2021 | Prequalification Level:<br><b>\$864,000.00</b> |
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1.75 mi of hot mix asphalt base crushing, shaping, cold-in-place recycling and resurfacing, drainage and signing on Bullock Road and German Road from Trumbull Road east to M-15, Bay County. This is a Local agency project.

3.00 % DBE participation required

48. Letting of May 1, 2020  
 Letting Call: 2005 048  
 Project: HSIP 29000-207412  
 Local Agreement: 20-5131  
 Start Date: 10 days after award  
 Completion Date: September 18, 2020
- Prequalification Level:  
**\$739,000.00**
- 0.35 mi of hot mix asphalt cold milling and resurfacing, drainage, signals and pavement markings on Begole Road at Cheeseman Road, Gratiot County. This is a Local Agency project.
- 4.00 % DBE participation required
49. Letting of May 1, 2020  
 Letting Call: 2005 050  
 Project: STL 40141-130373  
 Local Agreement: 20-5203  
 Start Date: 10 days after award  
 Completion Date: August 31, 2020
- Prequalification Level:  
**\$742,000.00**
- 12.41 mi of hot mix asphalt wedging, crack seal, chip seal and fog seal on Plum Valley Road from Rapid City Road east to US-131 and Twin Lake Road from US-131 east to Darragh Road (CR 517), Kalkaska County. This is a Local Agency project.
- 0.00 % DBE participation required
50. Letting of May 1, 2020  
 Letting Call: 2005 052  
 Project: STL 16000-205301  
 Local Agreement: 20-5139  
 Start Date: June 1, 2020  
 Completion Date: October 16, 2020
- Prequalification Level:  
**\$766,000.00**
- 1.85 mi of hot mix asphalt base crushing, shaping, and resurfacing, concrete curb and gutter, culverts and pavement markings on South River Road from south of Wylie Road northwest to Orchard Beach Road, Cheboygan County. This is a Local Agency project.
- 5.00 % DBE participation required

51. Letting of May 1, 2020  
 Letting Call: 2005 054  
 Project: STUL 38000-130211  
 Local Agreement: 20-5168  
 Start Date: 10 days after award  
 Completion Date: August 27, 2021
- Prequalification Level:  
**\$2,403,000.00**

0.33 mi of hot mix asphalt reconstruction, concrete curb and gutter, sanitary sewer and pavement markings on Martin Luther King Jr. Drive from Morrell Street to Mason Street in the city of Jackson, Jackson County. This is a Local Agency project.

4.00 % DBE participation required

52. Letting of May 1, 2020  
 Letting Call: 2005 058  
 Project: STL 58000-133384, ETC  
 Local Agreement: 20-5178  
 Start Date: 10 days after award  
 Completion Date: December 12, 2020
- Prequalification Level:  
**\$2,823,000.00**

13.42 mi of hot mix asphalt cold milling and resurfacing, ultra-thin overlay, joint repairs, aggregate shoulders, shoulder widening, guardrail and pavement markings on Custer Road from Doty Road to Raisinville Road, Sterns Road from US-24 to Summit Street, Summerfield Road from Consear Road to St. Anthony Road, North Custer Road from North Raisinville Road to Pinnacle Boulevard, Secor Road from Consear Road to St. Anthony Road, Sterns Road from east of Wellesley Road to Douglas Road and Sterns Road from US-23 to Whiteford Road, Monroe County. This is a Local Agency project.

3.00 % DBE participation required

53. Letting of May 1, 2020  
 Letting Call: 2005 059  
 Project: TAUL 28000-202468  
 Local Agreement: 20-5179  
 Start Date: 10 days after award  
 Completion Date: August 13, 2021
- Prequalification Level:  
**\$2,034,000.00**

4.52 mi of construction of sidewalk, multi-use trails and pavement markings at several locations in the city of Traverse City, Grand Traverse County. This is a Local Agency project.

3.00 % DBE participation required

54. Letting of May 1, 2020  
 Letting Call: 2005 060  
 Project: STUL 34445-132895  
 Local Agreement: 20-5170  
 Start Date: 10 days after award  
 Completion Date: October 30, 2020
- Prequalification Level:  
**\$2,059,000.00**

0.55 mi of hot mix asphalt reconstruction and shared use path, storm sewer, concrete curb and gutter and pavement markings on Steele Street from Adams Street to M-66 (Dexter Street) in the city of Ionia, Ionia County. This is a Local Agency project.

4.00 % DBE participation required

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| 55. | Letting of May 1, 2020<br>Letting Call: 2005 061<br>Project: BRT 31000-202444<br>Local Agreement: 20-5160<br>Start Date: 10 days after award<br>Completion Date: September 18, 2020 | Prequalification Level:<br><b>\$1,359,000.00</b> |
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Remove and replace bridge with three side segmental concrete culvert, guardrail and approach reconstruction on Superior Road over the Pilgrim River, Houghton County. This is a Local Agency project.

0.00 % DBE participation required

- |     |  |  |
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| 56. | Letting of May 1, 2020<br>Letting Call: 2005 062<br>Project: STL 57000-206182<br>Local Agreement: 20-5133<br>Start Date: 10 days after award<br>Completion Date: November 15, 2020 | Prequalification Level:<br><b>\$1,748,000.00</b> |
|-----|--|--|

1.96 mi of hot mix asphalt base crushing, shaping and paving, peat excavation, swamp backfill and pavement markings on Burkett Road from Geers Road north to Falmouth Road, Missaukee County. This is a Local Agency project.

3.00 % DBE participation required

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| 57. | Letting of May 1, 2020<br>Letting Call: 2005 063<br>Project: HSIP 63000-207437<br>Local Agreement: 20-5157<br>Start Date: 10 days after award<br>Completion Date: June 25, 2021 | Prequalification Level:<br><b>\$1,406,000.00</b> |
|-----|---|--|

Traffic signal modernization, lighting, concrete curb and gutter, sidewalk and ramps and aggregate base at multiple intersections in the city of Pontiac, Oakland County. This is a Local Agency project.

3.00 % DBE participation required

58. Letting of May 1, 2020  
 Letting Call: 2005 066  
 Project: STL 37000-130259  
 Local Agreement: 20-5177  
 Start Date: 10 days after award  
 Completion Date: August 31, 2020
- Prequalification Level:  
**\$942,000.00**

27.48 mi of single course chip seal, fog seal and pavement markings on various routes in the village of Shepard, Isabella County. This is a Local Agency project.

0.00 % DBE participation required

59. Letting of May 1, 2020  
 Letting Call: 2005 276  
 Project: STU 41000-130600  
 Local Agreement: 20-5016, 50-2016  
 Start Date: 10 days after award  
 Completion Date: July 1, 2022
- Prequalification Level:  
**\$3,204,000.00**

0.79 mi of hot mix asphalt pavement, aggregate base, subbase, concrete curb, gutter, sidewalk and ramps, drainage structures, storm sewer, signing, landscaping and pavement markings on Hall Street from Fuller Avenue to Colorado Avenue, from Kalamazoo Avenue to Fuller Avenue and from Colorado Avenue to Sylvan Avenue in the city of Grand Rapids, Kent County. This is a Local Agency project.

5.00 % DBE participation required

60. Letting of May 6, 2020  
 Letting Call: 2005 605  
 Project: STUL 56000-129775  
 Local Agreement: 20-5154  
 Start Date: 10 days after award  
 Completion Date: November 15, 2020
- Prequalification Level:  
**\$1,365,000.00**

Up to 2.02 mi of adding center left-turn lane including hot mix asphalt cold milling and resurfacing, geosynthetic interlayer, concrete curb and gutter, storm sewer and pavement markings on Eastman Avenue from north of Commerce Drive to south of Monroe Road, Midland County. This project will be constructed using an innovative contracting method, Fixed Price Variable Scope. This is a Local Agency project.

4.00 % DBE participation required

**PURCHASING**

61. Michigan Trailer Mart, Inc \$400,000.00  
 DBA American Trailer Mart FY 20-25  
 Waterford, MI 100% State Trunkline Maintenance

This is a contract for the purchases of covered cargo and open light duty trailers for construction, scheduled maintenance and response to emergency situations on roads, bridges and facilities. This contract includes two, 1-year renewal options.

62. Timothy Rajala \$216,347.10 Amendment  
 DBA-Blue Line Site \$514,481.90 New Total  
 Atlantic Mine, MI FY 20-23 100% Restricted Funds  
 State Trunkline Maintenance

Additional funds for three option years of State Trunkline Mowing Contract for Superior Region, Ishpeming Transportation Services Center.

63. C & H Mowing, Inc. \$330,693.30 3-year Total  
 FY 20-23 100% Restricted Funds  
 State Trunkline Maintenance

This contract request for Roadside Mowing for MDOT, Lansing Transportation Services Center Williamston Garage area on the State of Michigan Trunkline.

64. Progressive Sweeping Contractor, Inc. \$333,534.00 Amendment  
 Redford, MI \$7,182,338.04 New Total  
 FY 20-22 100% Restricted Funds  
 State Trunkline Maintenance

Additional funds added for the new locations added State Trunkline Sweeping Contract for Monroe County, Brighton Transportation Center.

65. KBK Landscaping, Inc. \$195,420.00 Amendment  
 Clinton, MI \$679,720.00 New Total  
 FY 20-21 100% Restricted Funds  
 State Trunkline Maintenance

Additional funds added for the new locations added State Trunkline Mowing Contract for Monroe County, Brighton Transportation Center.

66. Kevin's Lawncare and \$ 50,761.93 Amendment  
 Snow Removal, Inc. \$315,933.29 New Total  
 St. Clair, MI FY16-21 100% Restricted Funds  
 State Trunkline Maintenance

Additional funds for one option year renewal of Mowing and Lawn Care Maintenance for the Blue Water Bridge.

\* Denotes a non-standard contract/amendment

The approval by the State Administrative Board of these contracts does not constitute the award of same. The award of contracts shall be made at the discretion of the Director-Department of Transportation when the aforementioned requirements have been met. Subject to exercise of that discretion, I approve the contracts described in this agenda and authorize their award by the responsible management staff of MDOT to the extent authorized by, and in accordance with, the December 14, 1983, resolution of the State Transportation Commission and the Director's delegation memorandum of February 11, 2019.

Respectfully submitted,

Paul C. Ajegba P.E.  
Director

Ms. Paradine presented the Transportation and Natural Resources Committee Report for the regular meeting of April 21, 2020. After review of the Transportation and Natural Resources Committee Reports, Ms. Bliesener moved that the report covering the regular meeting of April 21, 2020, be approved and adopted. The motion was supported and unanimously approved.

8. MOTIONS AND RESOLUTIONS:

None

9. ADJOURNMENT:

Ms. Moss adjourned the meeting.

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SECRETARY

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CHAIRPERSON



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
OFFICE OF THE CHIEF COMPLIANCE OFFICER  
LANSING

KEVIN FRAN CART, ESQ.  
CHIEF COMPLIANCE OFFICER

## MEMORANDUM

April 1, 2020

TO: Honorable Gretchen Whitmer  
Governor and Chairperson of the State Administrative Board.

Mark Burton  
President  
Michigan Strategic Fund Board

FROM: Kevin L. Francart  
Chief Compliance Officer

RE: FY2020 Q2 Report of the Chief Compliance Officer.

The Chief Compliance Officer is required to report quarterly to the State Administrative Board and the Michigan Strategic Fund Board regarding compliance with internal policies and procedures and with applicable laws related to 21st century jobs fund programs. I am pleased to report that all compliance matters addressed during the second quarter of the 2020 fiscal year were either successfully resolved, are being appropriately addressed, or are undergoing review and are currently being evaluated.

With respect to the Michigan Strategic Fund Board, the Michigan Strategic Fund Act requires the Chief Compliance Officer to review and evaluate compliance with internal policies and procedures along with applicable state and federal law.

The Chief Compliance Officer assisted the MSF with creating the Michigan Small Business Loan Relief Program, a program to respond to the Covid-19 virus' impact on small businesses. The Chief Compliance Officer assisted the AG with Rules of Order and Parliamentary Procedure for later presentation to the MSF Board. The Chief Compliance Officer assisted a Board Member with a question regarding the permissibility of a Board Member discussing MSF actions and material coming before the MSF with legislators and members of the public and expressing their opinion on such matters. The Chief Compliance Officer opined that a Board Member may express their opinion and otherwise discuss matters before the MSF Board with others so long as no confidential information obtained as a result of being a Board member is disclosed. The Chief Compliance Officer assisted the AG with an issue of conflict of interest concerning employees of the MEDC serving on the Boards of organizations being recommended for funding. As reported previously, because of staffing changes the site visit guidelines were modified. Because of the staffing changes the site visit guidelines were changed by the MEDC compliance section to no longer require a minimum number of site visits. Site visits are being performed pursuant to the site visit guidelines. The Chief Compliance Officer provided informal

April 1, 2020

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advice regarding various issues arising this quarter concerning such topics as the conflict of interest determination, breadth of delegated Board authority, authorized use of 21st century job fund funds, and compliance with established Board policy and limitations.

**APPROVED**

April 21, 2020

Michigan State  
Administrative Board

STATE ADMINISTRATIVE BOARD

RESOLUTION 2020-1

ALLOWING APPROVED RETENTION AND DISPOSAL SCHEDULES  
TO BE SIGNED ELECTRONICALLY TO PROMOTE BETTER  
EFFICIENCY OF STATE GOVERNMENT.

Effective April 21, 2020

WHEREAS, under Section 3 of 1921 PA 2, MCL 17.3, the State Administrative Board (“Board”) exercises general supervisory control over the functions and activities of all administrative departments, boards, commissioners, and officers of this state, and of all state institutions;

WHEREAS, MCL 18.1284-1292 (Management and Budget Act, Records Management) establishes that state agencies are responsible for maintaining the records that document their activities. It requires the Department of Technology, Management and Budget (“DTMB”) to have a records management program that provides direction, training and services to state agencies. The records management program is responsible for establishing Retention and Disposal Schedules for the official records of each state agency;

WHEREAS, all Retention and Disposal Schedules must be formally approved by DTMB’s Records Management Services, the Archives of Michigan in the Department of Natural Resources, and the Board;

WHEREAS, under Section 2 of 1921 PA 2, MCL 17.2, the Board may adopt rules governing its procedure and providing for the general conduct of its business and affairs; and

WHEREAS, the need to revise and specify procedures for the State Administrative Board’s approval of Retention and Disposal Schedules is necessary and is the Board’s duty to promote the efficiency of State Government.

NOW THEREFORE BE IT RESOLVED that the Director of DTMB or the Director’s delegate to the Board may use a digital e-signature to electronically sign approved State Administrative Board Retention and Disposal Schedules.

This Resolution is effective April 21, 2020.