

APPROVED

MAR 10 2015

MICHIGAN STATE  
ADMINISTRATIVE BOARD

Lansing, Michigan

February 24, 2015

A regular meeting of the State Administrative Board was held in the Lake Superior Room, 1st Floor, Michigan Library and Historical Center, on Tuesday, February 24, 2015, at 11:00 a.m.

Present: James Redford, representing Rick Snyder, Governor, Chairperson  
Nat Forstner, representing Brian Calley, Lt. Governor  
Rose Jarois, representing Ruth Johnson, Secretary of State  
Dan Sonneveldt, representing Bill Schuette, Attorney General  
Melissa Castro, representing, R. Kevin Clinton, State Treasurer  
Laura Mester, representing Kirk T. Steudle, Director, Department of  
Transportation  
Kyle Guerrant, representing Michael P. Flanagan, Superintendent of Public  
Instruction  
Shelby Troub, Secretary

Others Present:

Paul Smith, Governor's Office; Kelly Hamilton, Pat Mullen, Department of Technology,  
Management and Budget; Bill Rottiers, Department of Transportation

1. CALL TO ORDER:

Mr. Redford 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. Mester moved to approve the minutes of the regular meeting of February 3, 2015.  
Supported by Ms. Jarois, the motion was unanimously adopted.

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

None

4. COMMUNICATIONS:

None

5. UNFINISHED BUSINESS:

None

6. NEW BUSINESS:

RETENTION AND DISPOSAL SCHEDULE

AGRICULTURE AND RURAL DEVELOPMENT  
Environmental Stewardship Division, 02/24/2015

ENVIRONMENTAL QUALITY  
Resource Management Division, 02/24/2015

INSURANCE AND FINANCIAL SERVICES  
Consumer Services, 02/24/2015  
Credit Unions, 02/24/2015  
Insurance Rates and Forms, 02/24/2015

LICENSING AND REGULATORY AFFAIRS  
Michigan Public Service Commission Service Quality Division, 02/24/2015  
Public Service Commission Financial Analysis and Audit Division, 02/24/2015  
Public Service Commission Motor Carrier Division, 02/24/2015

MICHIGAN ASSOCIATION OF COUNTY DRAIN COMMISSIONERS  
General Schedule 36 - Drain and Water Resources Commissioner, 02/24/2015

TRANSPORTATION  
Bureau of Transportation Planning, 02/24/2015  
Transportation Commission, 02/24/2015

Ms. Jarois moved to approve the Retention and Disposal Schedules. Supported by Ms. Mester, the motion was unanimously adopted.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:

Please see the following pages)

**APPROVED**

February 24, 2015

February 24, 2015 No. 3

Michigan State  
Administrative Board

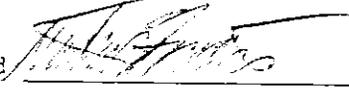
**COMMITTEE REPORT TO THE  
STATE ADMINISTRATIVE BOARD**

The Honorable Rick Snyder, Governor  
and  
Members of the State Administrative Board

A regular meeting of the Building Committee was held at 11:00 a.m.  
on February 10, 2015. Those present being:

Chairperson: David Boyne, representing Approved   
State Treasurer Clinton

Member: Not Available, representing Approved   
Governor Snyder

Member: Nat Forstner, representing Approved   
Lt. Governor Calley

Others: Iris Lopez, James Shell, Department of Attorney General; Rose  
Jarois, Department of State; Kelly Hamilton, Shelby Troub,  
Department of Technology, Management and Budget; Bill Rottiers,  
Department of Transportation

Mr. Boyne called the meeting to order.

The Building Committee Regular Agenda was presented.

Following discussion, Mr. Forstner, moved that the Regular Agenda be  
recommended to the State Administrative Board for approval. The  
motion was supported by Mr. Boyne and unanimously adopted.

Mr. Boyne adjourned the meeting.

At the State Administrative Board meeting on February 24, 2015, Item  
10 was withdrawn by the Department of Technology, Management and  
Budget.

# AGENDA

## BUILDING COMMITTEE / STATE ADMINISTRATIVE BOARD

February 10, 2015 / February 24, 2015  
11:00 A.M. Lake Superior Room, 1<sup>st</sup> Floor  
Michigan Library and Historical Center

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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.

### **AWARD OF CONSTRUCTION CONTRACT**

1. DEPARTMENT OF COMMUNITY HEALTH, KALAMAZOO – Kalamazoo Psychiatric Hospital – Improvement Projects  
File No. 391/13398.CAK - Index No. 46000 - Contract No. Y15110  
Recommended Contract Award: Frederick Construction, Inc., Vicksburg;  
\$815,000.00

#### **Description and Justification**

The purpose of this contract is to provide construction services for various improvements. These include installing an electronic entry control system, connecting elevator #5 to emergency power, installing a data logging system, upgrading the hot water system and air handling controls, installing a water softener system, repairing the tunnel infrastructure, and replacing a low-pressure steam line expansion joint. These projects will upgrade outdated systems, while improving occupancy safety and providing better energy efficiency.

#### **Funding Source**

100% Agency Operating Funds

2. DEPARTMENT OF CORRECTIONS, KINCHELOE – Chippewa Correctional Facility – Fire Alarm System Upgrades  
File No. 472/13423.RAA - Index No. 52260 - Contract No. Y15114  
Low Responsive Bidder: Master Electric, Inc., Gladwin; \$313,641.00

#### **Description and Justification**

The purpose of this contract is to replace the existing fire alarm system. This project is necessary to upgrade existing systems, add additional system components, and meet agency safety and regulatory code requirements. This project will comply with current Bureau of Fire Services and ADA requirements, and will also allow future fire alarm system maintenance and system testing without proprietary service and software agreements.

#### **Funding Source**

100% Agency Operating Funds

3. DEPARTMENT OF CORRECTIONS, KINGSLEY – Pugsley Correctional Facility  
– Fire Alarm System Upgrades  
File No. 472/13427.RAA - Index No. 66220 - Contract No. Y15111  
Recommended Contract Award: J. Ranck Electric, Inc., Mount Pleasant;  
\$287,498.00

**Description and Justification**

The purpose of this contract is to replace the existing fire alarm system. This project is necessary to upgrade existing systems, add additional system components, and meet agency safety and regulatory code requirements. This project will comply with current Bureau of Fire Services and ADA requirements, and will also allow future fire alarm system maintenance and system testing without proprietary service and software agreements.

**Funding Source**

100% Agency Operating Funds

4. DEPARTMENT OF CORRECTIONS, LAPEER – Thumb Correctional Facility –  
Video Management and Surveillance Enhancements  
File No. 472/14099.RMP - Index No. 34660 - Contract No. Y15112  
Recommended Responsive Proposal: J. Ranck Electric Inc., Mt. Pleasant;  
\$985,945.00

**Description and Justification**

The purpose of this contract is to upgrade the video security system. The contract includes the installation of new interior and exterior cameras, prison perimeter fence cameras, recording servers, and a new camera viewing software for the CCTV system. The CCTV systems will include central viewing and recording stations, fiber optics and 480 volt infrastructure.

**Funding Source**

100% Agency Operating Funds

**MODIFICATION TO PROFESSIONAL SERVICES CONTRACTS**

5. DEPARTMENT OF MILITARY AND VETERANS AFFAIRS, DETROIT – Detroit  
Light Guard Armory – Electrical Power Damage  
File No. 511/12167.MNB - Index No. 13782 & 13982 - Contract No. Y12275  
G.H.Forbes Associates Architecture; Royal Oak; Modification No. 5, Increase  
\$34,519.74

**Description and Justification**

The purpose of this modification is to provide additional design and construction administration services to repair electrical power damage in the basement caused by a flood in the boiler room.

**Funding Source**

100% Federal Funds

Base Contract	\$191,660.00	Purpose of this contract is to provide professional design, construction administration services and contract bidding documents for phase 3 and 4 modifications to this facility. Work includes adding toilets, personal equipment storage rooms, install a generator, HVAC, lighting, fire alarm, repair clogged drains in the previous vehicle service area and other miscellaneous repairs. Approved Director's Agenda – 06/15/2012
Modification No. 1	\$9,625.00	Purpose of this modification is to provide additional inspection of the existing exhaust fans, ductwork dampers and reheat coils in the armory's basement to determine if these units are reusable. This work was not included in the original Request for Proposal. Approved Director's Agenda – 11/09/2012
Modification No. 2	\$10,910.00	Purpose of this modification is to provide additional design services for replacement and consolidation of condensate pumps throughout the basement and coordination of the abatement and demolition of the firing range. Approved Director's Agenda – 04/26/2013
Modification No. 3	\$73,804.80	Purpose of this modification is to provide additional design and construction administration services for modifications in response to unknown field conditions and the client agency's needs. Approved Director's Agenda – 2/28/2014
Modification No. 4	\$40,598.37	Purpose of this modification is to provide engineering and construction administration services to replace the main switch gear, the hot water storage tank and the condensate receiver tanks. Approved Ad Board Agenda –

		4/22/2014
Modification No. 5	\$34,519.74	See justification above
<b>Total Contract</b>	<b>\$361,117.91</b>	

### **REVISIONS TO CONSTRUCTION CONTRACTS**

6. DEPARTMENT OF COMMUNITY HEALTH, WESTLAND – Walter Reuther Psychiatric Hospital – New Activity Building/Generator/Site Work  
File No. 391/13046.MNB - Index No. 53326 - Contract No. Y14107  
Daniels Building Company; Farmington Hills; CCO No. 3, Increase \$562,912.79

#### **Description and Justification**

The purpose of this change order is to provide reinforced structural members to the parapet wall and the building's foundation, and provide site lighting at the building and in the parking lot at the agencies request.

#### **Funding Source**

100% State Building Authority Funds

Base Contract	\$5,619,000.00	Purpose of this contract is to construct a new activity and rehabilitation building, add a new generator and refurbish the existing parking. Approved Ad Board Agenda – 3/11/2014
Change Order No. 1	\$100,000.00	100% Scope Change Approved Director's Agenda – 06/13/2014
Change Order No. 2	\$70,000.00	100% Scope Change Approved Ad Board Agenda – 10/14/2014
Change Order No. 3	\$562,912.79	87% Scope Change 03% Field Condition 10% Design Error See Justification Above
<b>Total Contract</b>	<b>\$6,351,912.79</b>	

7. DEPARTMENT OF NATURAL RESOURCES, Holly – Holly Recreation Area – Campgrounds and Day Use Roads Improvements  
File No. 751/12181.BDW - Index No. 59700 - Contract No. Y13222  
SDVGC; Eaton Rapids; CCO No. 5 Increase \$34,802.20

#### **Description and Justification**

The purpose of this change order is to repair approximately 1,150 additional square yards of existing road surfaces. The existing road surfaces are in poor condition and these areas were prioritized by the Agency to make the best use of the remaining project funds.

#### **Funding Source**

100% Recreation and Passport Fees

Base Contract	\$830,440.00	Purpose of this contract is to repave sections of the campground loops, demolish and reconstruct the sanitation station, repave the sections of the day use area roadways/parking and construct a second (back) entrance drive. Approved Ad Board Agenda – 6/04/2013
Change Order No. 1	\$98,747.89	100% Scope Change Approved Director's Agenda – 8/2/2013
Change Order No. 2	\$0.00	Zero Cost Change Order
Change Order No. 3	\$0.00	Zero Cost Change Order
Change Order No. 4	\$11,206.52	100% Field Condition Approved Ad Board Agenda – 6/10/2014
Change Order No. 5	\$34,802.20	100% Scope Change See Justification Above
<b>Total Contract</b>	<b>\$975,196.61</b>	

- 8. DEPARTMENT OF NATURAL RESOURCES, ROSCOMMON – Forest Fire Experiment Station – Forest Fire Experiment Station Replacement  
File No. 751/12385.CAK - Index No. 53323 - Contract No. Y13428  
Eckler Building Solutions, LLC, Traverse City; CCO No. 16, Increase \$105,645.75

**Description and Justification**

The purpose of this change order is to furnish and install plugged cord ends for equipment in the machine shop to allow for easy moving of equipment when needed. The change order will also furnish and install a point source exhaust system for the Vehicle Bay, Weld Shop and Machine Shop.

**Funding Source**

100% State Building Authority Funds

Base Contract	\$1,980,000.00	Purpose of this contract is to replace the existing undersized and inefficient Department of Natural Resources' (DNR) Forest Fire Experiment Station near Roscommon. The DNR staff at this unique facility design, constructs, and tests specialized firefighting equipment used throughout the State to protect against, and fight fires on State owned property.
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		Approved Ad Board Agenda – 8/6/2013
Change Order No. 1	\$0.00	Extended Contract Date Approved Director's Agenda – 8/6/2014
Change Order No. 2	\$(6,643.00)	100% Scope Change Approved Directors Agenda – 02/21/2014
Change Order No. 3	\$3,634.96	100% Scope Change Approved Director's Agenda – 3/7/2014
Change Order No. 4	\$(1,980.00)	100% Scope Change Approved Director's Agenda – 3/21/2014
Change Order No. 5	\$2,747.52	100% Scope Change Approved Director's Agenda – 4/25/2014
Change Order No. 6	\$0.00	Extended Contract Date Approved Director's Agenda – 6/6/2014
Change Order No. 7	\$74,507.50	100% Field Condition Approved Director's Agenda – 8/8/2014
Change Order No. 8	\$39,259.84	100% Scope Change Approved Director's Agenda – 8/15/2014
Change Order No. 9	\$0.00	Reallocation of Funds
Change Order No. 10	\$3,640.35	100% Scope Change Approved Director's Agenda – 9/12/2014
Change Order No. 11	\$38,181.58	80% Scope Change, 20% Design Error Approved Ad Board Agenda – 10/28/2014
Change Order No. 12	\$17,325.00	100% Scope Change See Justification Above
Change Order No. 13	\$685.55	100% Scope Change Approved Director's Agenda – 11/14/2014
Change Order No. 14	\$3,573.15	100% Scope Change Approved Director's Agenda – 12/30/2014
Change Order No. 15	\$105,645.75	100% Scope Change See Justification Above
<b>Total Contract</b>	<b>\$2,260,578.20</b>	

**LEASE FOR PRIVATE PROPERTY**

9. DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS, KALAMAZOO - Renewal Lease No. 10810 with West Pointe Development, L.L.C., 2221 Health Drive SW, Suite 2200, Wyoming, MI 49519, as Lessor, and the State of Michigan by the Department of Technology, Management & Budget for the Department of Licensing and Regulatory Affairs, as Lessee, for 4,001 square feet of office space located at 940 N. 10<sup>th</sup> Street, Kalamazoo, MI 49009. 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, 2015, is \$19.80 (\$6,601.65 per month). This is a full-service Lease. This Lease contains one 1-year renewal option with an annual per square foot rental rate of \$20.69 (\$6,898.39 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 project is to continue to provide the Department of Licensing and Regulatory Affairs with an office location that fulfills their client and operational needs in Kalamazoo County.

**Benefit:**

The current location allows staff to serve customers within the jurisdiction and meets the needs of the Department and customers. The rental rate is within current market rates for comparable space.

**Funding Source:**

100% Restricted funds

**Commitment Level:**

Five-year Lease with one 1-year renewal option; however, this Lease contains a Standard cancellation clause with 90-days' notice.

**Risk Assessment:**

Non-approval of this Lease will hinder the Department from continuing to provide uninterrupted service and may require the Department to relocate to a new location and incur increased costs.

**Zip Code:**

49009

10. DEPARTMENT OF CORRECTIONS, FORT GRATIOT – New Lease No. 11762-2014 with Port Builders, Inc. and Greenacre Investments, LLC, 4335 24<sup>th</sup> Avenue, Fort Gratiot, Michigan 48059, as Lessor, and the State of Michigan by the Department of Technology, Management & Budget for the Department of Corrections, as Lessee, for 3,067 square feet of office space located at 4355 24<sup>th</sup> Avenue, Suite No. 6, Fort Gratiot, MI 48059. The Lease is effective upon obtaining State Administrative Board approval and required signatures. The annual per square foot rental rate for this space beginning June 1, 2015, or upon substantial completion is \$14.43 (\$4,650.07 per month). This rate does not include: utilities, water and/or sewer, janitorial services and supplies, replacement of tubes and bulbs. This Lease contains two 5-year renewal options

with an annual per square foot rental rate of \$15.67 (\$5,049.66 per month) for each option. 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 relocate the Department of Correction's staff to a more central location that will allow them to better service their clientele. It has been determined that most of their clients are located in this part of St. Clair County.

**Benefit:**

A new office space designed to meet the needs of the Department of Correction's employees and clientele. The new centrally located office in St. Clair County is both close to public transportation and offers ample parking for employees and clientele. The rental rate is within the current market rate for comparable space.

**Funding Source:**

100% General Fund

**Commitment Level:**

10-year Lease with two 5-year renewal options; however, this Lease contains a Standard cancellation clause with 90-days' notice.

**Risk Assessment:**

Non-approval of this Lease will hinder the Department from moving to a centrally located space within the County, which will allow ease of access for their clients, allowing the Department to better service their clientele.

**ZIP Code:**

48059

**ADDENDUM TO LEASE FOR PRIVATE PROPERTY**

11. DEPARTMENT OF STATE POLICE, GAYLORD - Addendum No. 2 to Lease No. 10777 approved by the State Administrative Board on February 15, 2000, between Hayes and Bentz, Ent., and subsequently assigned to Hayes and Bentz, Ent., LLC, 119 Fairview, Gaylord, Michigan 49735, as Lessor, and the State of Michigan by the Department of Technology, Management & Budget for the Michigan State Police, as Lessee, for 5,200 square feet of space located at 123 Fairview, Gaylord, Michigan 49735. This Addendum provides for adding two 5-year renewal options with no increase in rent and to replace the flooring. This Addendum is effective upon obtaining State Administrative Board approval and required signatures and continues to the termination date of the Lease, or any extension. The annual per square foot rental rate for this space beginning April 1, 2012, is \$9.23 (\$4,000.00 per month); which will continue through the subsequent renewal option. This Addendum contains a Standard cancellation clause with 90-days' notice. The Attorney General has approved this Addendum as to legal form.

**Purpose**

This purpose of this Addendum is to continue to provide the Michigan State Police with a location that fulfills their client and operational needs in Otsego County while adding renewal options to the current Lease.

**Benefit:**

This Addendum will allow the Department to remain at their present location while maintaining their current square foot rate and will preclude relocation costs. The rental rate is within the current market rate for comparable space in Gaylord.

**Source of Funds:**

100% General Fund

**Commitment Level:**

The Addendum provides for a 5-year commitment upon approval of this Addendum and one 5-year renewal option; however, this Lease contains a Standard cancellation clause with 90-days' notice.

**Risk Assessment:**

Non-approval of this Lease will hinder the Department from continuing to provide uninterrupted service and could possibly bring about increased costs if they are forced to relocate.

**Zip Code:**

49735

**LICENSE FOR USE OF STATE-OWNED FACILITIES**

12. DEPARTMENT OF COMMUNITY HEALTH, CARO—A License Agreement (License), under the authority of Section 18.1221 of the Management and Budget Act, 1984 PA 431, between the State of Michigan, by its Department of Technology, Management and Budget (DTMB) as Licensor, for the Department of Community Health (DCH), and Wahjamega Country Church, a Michigan Ecclesiastical Corporation, as Licensee, whose address is 2551 Center Street, Caro, MI 48723. This License authorizes Licensee's continued use of the DCH Caro Center's sewer system (System). This License is effective upon approval by the State Administrative Board and execution by the DTMB and continues until either Licensee or Licensor no longer own their respective properties; until Licensee has a sewer service alternative; or for cause.

**Purpose/Business Case:**

This License allows Licensee the continued use of the System (to which it has been connected for approximately 40 years), subject to the License's terms and conditions. The Licensee does not have public sewer service available and is not expected to have one anytime soon.

**Benefit:**

This License allows the State to formally establish terms and conditions for Licensee's use of the System, which was not done when the Licensee was allowed to physically connect to the System approximately 40 years ago; it established a fee for its use; and avoid potential liability from unilaterally cutting off sewer services to Licensee after informally providing them for approximately 40 years.

**Commitment Level:**

This License continues until either Licensee or Licensor no longer owns their respective properties; until Licensee has a public sewer service alternative; or for cause as set forth in the License.

**Risk Assessment:**

The State has been providing Sewer services to the Licensee for approximately 40 years without the benefit of a formal agreement to establish terms and conditions for its use, or to protect the State from risks of potential liabilities that could arise from providing the Sewer services. The proposed License corrects this 40-year oversight and greatly reduces the State's potential risks relating to the provision of the Sewer services. Non-approval of this License Agreement will preclude the overdue corrective action the parties have agreed to under the terms of the License.

**ZIP Code:**

48723

**13. DEPARTMENT OF COMMUNITY HEALTH, CARO—A License Agreement** (License), under the authority of Section 18.1221 of the Management and Budget Act, 1984 PA 431, between the State of Michigan, by its Department of Technology, Management and Budget (DTMB) as Licensor, for the Department of Community Health (DCH), and Mr. Terry Klein and Ms. Kathleen Klein, private homeowners, as Licensees, whose address is 2531 Center Street, Caro, MI 48723. This License authorizes Licensees' continued use of the DCH Caro Center's sewer system (System). This License is effective upon approval by the State Administrative Board and execution by the DTMB and continues until either Licensees or Licensor no longer own their respective properties; until Licensees have a sewer service alternative; or for cause.

**Purpose/Business Case:**

This License allows Licensees the continued use of the System (to which it has been connected for approximately 40 years), subject to the License's terms and conditions. The Licensees do not have public sewer service available and is not expected to have one anytime soon.

**Benefit:**

This License allows the State to formally establish terms and conditions for Licensee's use of the System, which was not done when the Licensees were allowed to physically connect to the System approximately 40 years ago; it established a fee for its use; and avoid potential liability from unilaterally cutting off sewer services to Licensee after informally providing them for approximately 40 years.

**Commitment Level:**

This License continues until either Licensees or Licensor no longer owns their respective properties; until Licensee has a public sewer service alternative; or for cause as set forth in the License.

**Risk Assessment:**

The State has been providing Sewer services to the Licensees for approximately 40 years without the benefit of a formal agreement to establish terms and conditions for its use, or to protect the State from risks of potential liabilities that could arise from providing the Sewer services. The proposed License corrects this 40-year oversight and greatly reduces the State's potential risks relating to the provision of the Sewer services. Non-approval of this License Agreement will preclude the overdue corrective action the parties have agreed to under the terms of the License.

**ZIP Code:**

48723

**14. DEPARTMENT OF COMMUNITY HEALTH, CARO—A License Agreement** (License), under the authority of Section 18.1221 of the Management and Budget Act, 1984 PA 431, between the State of Michigan, by its Department of Technology, Management and Budget (DTMB) as Licensor, for the Department of Community Health (DCH), and Ms. Geogene Lynch, a private homeowner, as Licensee, whose address is 2525 Center Street, Caro, MI 48723. This License authorizes Licensee's continued use of the DCH Caro Center's sewer system (System). This License is effective upon approval by the State Administrative Board and execution by the DTMB and continues until either Licensee or Licensor no longer own their respective properties; until Licensee has a sewer service alternative; or for cause.

**Purpose/Business Case:**

This License allows Licensee the continued use of the System (to which it has been connected for approximately 40 years), subject to the License's terms and conditions. The Licensee does not have public sewer service available and is not expected to have one anytime soon.

**Benefit:**

This License allows the State to formally establish terms and conditions for Licensee's use of the System, which was not done when the Licensee was allowed to physically connect to the System approximately 40 years ago; it established a fee for its use; and avoid potential liability from unilaterally cutting off sewer services to Licensee after informally providing them for approximately 40 years.

**Commitment Level:**

This License continues until either Licensee or Licensor no longer owns their respective properties; until Licensee has a public sewer service alternative; or for cause as set forth in the License.

**Risk Assessment:**

The State has been providing Sewer services to the Licensee for approximately 40 years without the benefit of a formal agreement to establish terms and conditions for its use, or to protect the State from risks of potential liabilities that could arise from providing the Sewer services. The proposed License corrects this 40-year oversight and greatly reduces the State's potential risks relating to the provision of the Sewer services. Non-approval of this License Agreement will preclude the overdue corrective action the parties have agreed to under the terms of the License.

**ZIP Code:**

48723

**CONTRACT CHANGE ORDER**

**15. DEPARTMENT OF MICHIGAN STATE POLICE, FLINT - CCO No. 7 for Lease** No. 10235 approved by the State Administrative Board on June 6, 1995, between Genesee County 911 Consortium, as Lessor, and the State of Michigan by the Department of Technology, Management and Budget for the Department of Michigan State Police, as Lessee. This CCO provides for installation of a new

12'x20' storage shed at the MSP Flint Post at a cost not-to-exceed \$3,896.20.  
The space is located at 4481 Corunna Road, Flint, MI 48532.

**Purpose/Business Case:**

The purpose of this CCO is to purchase and install a secure storage facility in which to store evidence at the Michigan State Police Flint Post.

**Benefit:**

This CCO allows the Police Post to have adequate long-term evidence storage space.

**Source of Funds:**

100% General Funds

**Commitment Level:**

Present through December 19, 2025; however, this Lease contains an Executive cancellation clause with 60-day' notice through December 19, 2015 and a Standard cancellation clause with 90-days' notice after December 20, 2015.

**Risk Assessment:**

Non-approval of this CCO will hinder the Department from having adequate space to store evidence required for police work.

**ZIP Code:**

48532

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Ms. Castro presented the Building Committee Report for the regular meeting of February 10, 2015. After review of the foregoing Building Committee Report, Ms. Castro moved that the Report covering the regular meeting of February 10, 2015 be approved and adopted with Item 10 withdrawn by the Department of Technology, Management & Budget. The motion was supported by Mr. Forstner and unanimously approved.

**APPROVED**

February 24, 2015

Michigan State  
Administrative Board

**COMMITTEE REPORT TO THE  
STATE ADMINISTRATIVE BOARD**

The Honorable Rick Snyder, 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 February 10, 2015. Those present being:

Chairperson: David Boyne, representing Approved David Boyne  
State Treasurer Clinton

Member: Not Available, representing Approved N/A  
Governor Snyder

Member: Iris Lopez, representing Approved Iris Lopez  
Attorney General Schuette

Others: James Shell, Department of Attorney General; Nat Forstner, Lt.  
Governor's Office; Rose Jarois, Department of State; Kelly  
Hamilton, Shelby Troub, Department of Technology, Management and  
Budget; Bill Rottiers, Department of Transportation

Mr. Boyne called the meeting to order.

The Finance and Claims Committee Regular Agenda was presented.

Following discussion, Ms. Lopez moved that the Regular Agenda be  
recommended to the State Administrative Board for approval. The motion  
was supported by Mr. Boyne and unanimously adopted.

Mr. Boyne adjourned the meeting.

*At the State Administrative Board meeting on February 24, 2015 this  
report was corrected to note that Items 12(2) was amended by the  
Department of Technology, Management & Budget.*

02/06/2015 11:49 a.m. FINAL

**A G E N D A**

**FINANCE AND CLAIMS COMMITTEE**

February 10, 2015, 11:00 a.m.  
Lake Superior Room  
1<sup>st</sup> Floor, Michigan Library  
and Historical Center

**STATE ADMINISTRATIVE BOARD**

February 24, 2015, 11:00 a.m.  
Lake Superior Room  
1<sup>st</sup> Floor, Michigan Library  
and Historical Center

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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 I - AGENCY SUBMITTED - NEW CONTRACTS**

**SECTION II - AGENCY SUBMITTED - CONTRACT CHANGES**

1. DEPARTMENT OF COMMUNITY HEALTH

1)	National Health Resources, Inc. Lansing, MI	\$ 272,000.00 Amendment \$ 631,424.00 New Total FY15-17 100% General Funds Additional funds and two option years for dental services for patients at Caro Center
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2. DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS

1)	VHS Detroit Receiving Hospital Nashville, TN	\$ 295,171.00 Amendment \$ 1,561,103.00 New Total FY15 79% Federal Funds 21% General Funds Ten-month option and funding to continue personal adjustment services for clients of the Bureau of Services to Blind Persons
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3. DEPARTMENT OF NATURAL RESOURCES

1) The Yaffee Group \$ 117,000.00 Amendment  
 Southfield, MI \$ 484,318.00 New Total  
 FY15 100% Federal Funds  
 To utilize an option year for  
 one-year and add funds to  
 support the Wildfire Prevention  
 Campaign

4. DEPARTMENT OF MILITARY & VETERANS AFFAIRS

1) Elder Eye Care Group, PLC. \$ 146,061.00 Amendment  
 Muskegon, MI \$ 532,941.00 New Total  
 FY15-16 30% General Funds  
 40% Federal Funds, 30%  
 Restricted Funds  
*Income Assessment*  
 Add funds for one-year option  
 for dental services for the  
 DMVA, Grand Rapids Home for  
 Veterans

SECTION III - AGENCY SUBMITTED - NEW GRANTS

5. DEPARTMENT OF COMMUNITY HEALTH

1) Health Care Association \$ 1,135,150.00 Total  
 Of Michigan FY15-18 100% Restricted Funds  
 Lansing, MI *Civil Monetary Penalties*  
 Three-year grant agreement to  
 create a quality insurance  
 performance improvement  
 training model for Michigan  
 nursing homes through  
 utilization of the Interact III  
 tools

6. DEPARTMENT OF ENVIRONMENTAL QUALITY

1) City of Muskegon \$ 1,000,000.00 Total  
 Muskegon, MI FY15-17 100% Restricted Funds  
*Clean Michigan Initiative*  
 A multiphase development to  
 help revitalize the Muskegon  
 Lake shoreline

7. DEPARTMENT OF MILITARY & VETERANS AFFAIRS

1) Starbase, Inc. \$ 11,610,000.00 Total  
Detroit, MI FY15-20 100% Federal Funds  
For Starbase Program for the  
DMVA at Alpena CRTC, Battle  
Creek and Selfridge Air  
National Guard Base

SECTION IV - AGENCY SUBMITTED - GRANT CHANGES

8. DEPARTMENT OF COMMUNITY HEALTH

1) Michigan Blood \$ 50,000.00 Amendment  
Grand Rapids, MI \$ 250,000.00 New Total  
FY15 100% General Funds  
Additional funding to increase  
the number of donors in the Be  
The Match registry

9. DEPARTMENT OF ENVIRONMENTAL QUALITY

1) University of Maryland \$ 162,041.32 Amendment  
College Park, MD \$ 438,041.32 New Total  
FY15-16 100% Restricted Funds  
*Clean Michigan Initiative*  
To increase funds and extend  
grant for one-year for the  
continued analysis of samples  
collected from bald eagles and  
herring gulls for  
bio-accumulative chemicals of  
concern

**SECTION V - DTMB SUBMITTED - NEW CONTRACTS**10. **DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET**

- |    |                                                        |                                                                                                                                                                                                                                                                         |
|----|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1) | AmerisourceBergen Drug Corporation<br>Chesterbrook, PA | \$ 19,500,000.00 (2 years)<br>FY15-16 100% Various Funds<br><i>Varies by agency</i><br>071B5500077 Pharmaceutical<br>Wholesaler Distribution through<br>the MMCAP Agreement for<br>Department of Community Health<br>and Department of Military and<br>Veterans Affairs |
|----|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**SECTION VI - DTMB SUBMITTED - CONTRACT CHANGES**11. **DEPARTMENT OF COMMUNITY HEALTH**

- |    |                                                   |                                                                                                                                                                                                                                                                                                                                              |
|----|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1) | Qiagen, Inc.<br>Valencia, CA                      | \$ 75,000.00 Amendment<br>\$ 303,766.18 New Total<br>FY15-16 55% Federal Funds<br>24% General Funds<br>21% Restricted Funds<br><i>Newborn Screening; Michigan<br/>Health Initiative</i><br>071B1300322 Exercise the<br>second option year, add items,<br>and additional funding for<br>laboratory testing kits,<br>reagents, and consumables |
| 2) | Roche Diagnostics Corporation<br>Indianapolis, IN | \$ 0.00 Amendment<br>\$ 443,079.52 New Total<br>FY15 N/A Funds<br>071B9200252 To extend the<br>contract for six-months for HIV<br>monitor test kits                                                                                                                                                                                          |

12. DEPARTMENT OF CORRECTIONS

- 1) North Eastern Uniforms & Equipment, Inc.  
Saline, MI
- \$ 40,000.00 Amendment  
\$ 1,304,393.00 New Total  
FY15 100% Other Funds  
*Correctional Industries  
Revolving Fund for Michigan  
State Industries*  
071B9200150 Add funds and  
extend the contract six-months  
for officer sweaters
- 2) Peterson Paletta, PLC  
Grand Rapids, MI
- \$ 564,000.00 Amendment  
\$ 4,699,525.00 New Total  
FY15-16 100% General Funds  
071B9200245 Add funds for a  
nine-month extension for Legal  
Writer Services for Prisoners

13. DEPARTMENT OF ENVIRONMENTAL QUALITY

- 1) Air Chek Inc.  
Mills River, NC
- \$ 42,000.00 Amendment  
\$ 322,000.00 New Total  
FY15-16 100% Federal Funds  
071B0200122 One-year extension  
and increase funds for Radon  
Testing Kits
- 2) Scientific Specialties  
Service, Inc.  
Hanover, MD
- \$ 100,000.00 Amendment  
\$ 545,682.76 New Total  
FY15-16 100% Restricted Funds  
*RD-LAB-DW LAB FEES & RD-LAB-ENV  
LAB IDT*  
One-year extension and add  
funds for laboratory bottles

14. DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET

- 1) Conlin Travel, Inc.  
Ann Arbor, MI
- \$ 0.00 Amendment  
\$ 444,105.00 New Total  
FY15 N/A Funding  
071B9200302 One-month and  
fifteen day extension for  
Travel Administrator Services



14. DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET continued

- |    |                                                                   |                                                                                                                                                                                                                                                                                                                                                                       |
|----|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6) | Philips Healthcare<br>Layfayette, IN                              | \$           0.00 Amendment<br>\$ 240,640.00 New Total<br>FY15 N/A Funding<br>071B0200130 One-year extension<br>for Automated External<br>Defibrillators (AEDs)                                                                                                                                                                                                       |
| 7) | Saginaw Valley<br>Rehabilitation Services,<br>Inc.<br>Saginaw, MI | \$     74,773.51 Amendment<br>\$ 2,076,190.32 New Total<br>FY15-16 100% Various Funds<br><i>Varies by agency</i><br>071B9200142 To add funds and a<br>fourteen-month extension for<br>Janitorial Services, Bay<br>Region, DTMB - Flint State<br>Office Building and Jerome T.<br>Hart Building; DHS- Huron and<br>Bay County DHS Offices; MDOT -<br>Bay Region Office |

15. DEPARTMENT OF TREASURY

- |    |                                             |                                                                                                                                                                                                                                                                                                                              |
|----|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1) | TIAA-CREF Tuition Financing<br>New York, NY | \$ 2,000,000.00 Amendment<br>\$ 38,079,975.46 New Total<br>FY15-16 100% Other Funds<br><i>Self-Funded by Program Mgmt.</i><br><i>Fees assessed to account owners</i><br>071B9200164 Add funds and<br>exercise a one-year option to<br>the contract for Advisor-Sold<br>Michigan Education Savings<br>Program (MESP) Services |
|----|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**SECTION VII - CLAIMS - PERSONAL PROPERTY LOSS**16. DEPARTMENT OF CORRECTIONS

## Prisoner Claims

- |    |                               |          |
|----|-------------------------------|----------|
| 1) | <u>David Aldridge #142476</u> | \$116.55 |
|----|-------------------------------|----------|

The claimant (15-SAB/DOC-632) requests \$116.55 reimbursement for damaged mp3 player. The Committee recommends approval of \$105.96 for this claim

16. DEPARTMENT OF CORRECTIONS continued

- 2) Douglas Allen #823417 \$24.21

The claimant (15-SAB/DOC-877) requests \$24.21 reimbursement for missing headphones. The Committee recommends approval of \$23.80 for this claim

- 3) Mathew Mann #850998 \$155.77

The claimant (15-SAB/DOC-867) requests \$155.77 reimbursement for stolen television. The Committee recommends approval of \$155.65 for this claim

- 4) Delfino Moya #764662 \$169.75

The claimant (15-SAB/DOC-845) requests \$169.75 reimbursement for damage to his television. The Committee recommends approval of \$135.80 for this claim

- 5) Ghalib Muntaqim #130425 \$60.00

The claimant (15-SAB/DOC-1209) requests \$60.00 reimbursement for lost books and calendar. The Committee recommends approval of this claim

- 6) Anthony Wallace #837447 \$29.91

The claimant (15-SAB/DOC-960) requests \$29.91 reimbursement for damaged headphones. The Committee recommends approval of this claim

17. DEPARTMENT OF NATURAL RESOURCES

Citizen Claims

- 1) Jeff Blair \$999.99

The claimant (15-SAB-003) requests \$999.99 reimbursement for damage to his property. The Committee recommends denial of this claim

17. DEPARTMENT OF NATURAL RESOURCES continued

Employee Claims

- 2) Sharon Hanshue \$285.00

The claimant (15-SAB-006) requests \$285.00 reimbursement for damage to personal vehicle while conducting state business. The Committee recommends approval of this claim

18. DEPARTMENT OF TRANSPORTATION

Citizen Claims

- 1) William Zimmer \$769.28

The claimant (14-SAB-165) requests \$769.28 reimbursement for damage to his vehicle after hitting a pothole. The Committee recommends approval of this claim

SECTION VIII - CLAIMS - PERSONAL INJURY LOSS

SECTION IX - 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 I, II, III, IV, V, and VI 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.

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James Redford, State Administrative Board Chair, for the Governor's office, requested changes to the recommendations to Item 12(2) for DOC's legal writer's services at the February 24, 2015 Board Meeting. Item 12(2) contract expires on February 28, 2015. There was discussion that this contract needs further review and was decided to revise the recommendation for this item on Finance and Claims agenda. Following the discussion the contract extension was changed from DTMB's requested nine-months to one-month, expiring March 31, 2015, and decreased to \$60,000.00 from the requested \$564,000.00 increase amount.

Ms. Castro presented the Finance and Claims Committee Report for the regular meeting of February 10, 2015. After review of the foregoing Finance and Claims Committee Report, Ms. Castro moved that the Report covering the regular meeting of February 10, 2015, be approved and adopted with Item 12(2) amended. The motion was supported by Ms. Mester and unanimously approved.

# APPROVED

February 24, 2015

Michigan State  
Administrative Board

## COMMITTEE REPORT TO THE STATE ADMINISTRATIVE BOARD

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The Honorable Rick Snyder, 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 February 10, 2015. Those present being:

Chairperson: Rose Jarois, representing  
Secretary of State Johnson

Approved Rose Jarois

Member: Nat Forstner, representing  
Lt. Governor Calley

Approved Nat Forstner

Member: James Shell, representing  
Attorney General Schuette

Approved James Shell

Others: Iris Lopez, Department of Attorney General; Kelly Hamilton, Shelby Troub, Department of Technology, Management and Budget; Bill Rottiers, Department of Transportation; David Boyne, Department of Treasury

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Ms. Jarois called the meeting to order.

The Department of Environmental Quality Agenda was presented.

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

The Department of Transportation Regular Agenda was presented.

Following discussion, Mr. Shell moved that the Transportation Agenda be recommended to the State Administrative Board with Item 1 contingent upon approval from the Office of Commission Audit. The motion was supported by Mr. Forstner and unanimously adopted.

The Department of Transportation Supplemental Agenda was presented.

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

Ms. Jarois adjourned the meeting.

AGENDA

DEPARTMENT OF ENVIRONMENTAL QUALITY  
WATER RESOURCES DIVISION

TRANSPORTATION AND NATURAL RESOURCES COMMITTEE  
STATE ADMINISTRATIVE BOARD

Transportation and Natural Resources Committee February 10, 2015

State Administrative Board February 24, 2015

**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.**

SUBMERGED LANDS

**PROPOSED USE AGREEMENTS**

1. Proposed Private Use Agreement (1.21 acres) of Lake Michigan public trust bottomlands, Garfield Township, Mackinac County.

Applicant: King's Fish Market (File LM 285)

Consideration: **\$0 annual fee** - No annual fee shall be charged by the Department of Environmental Quality (DEQ) for use of the subject bottomlands as long as the subject bottomlands are used for the described purposes of dockage for tribal commercial fishing, tribal law enforcement boats, and tribal biological research boats to assist tribal commercial fishers in engaging in Great Lakes treaty fishing activities pursuant to the 2000 Consent Decree or any valid successor agreement with the State of Michigan for the management of the fishery.

- A. Purpose/Business Case (Why should the State do this now?): To authorize the use of the State's public trust ownership of the subject Lake Michigan bottomlands under Part 325, Great Lakes Submerged Lands, of the NREPA.
- B. Benefit: Compliance with Part 325.
- C. Funding Source/Income to the State: \$0 annual fee
- D. Commitment Level (is the contract cost fixed for the project; is the contract optional use; is the contract based on estimates, therefore, no quantity is guaranteed?) or not applicable (N/A): N/A.
- E. Risk Assessment (i.e., is there risk to the State associated with the award, etc.?). If no, enter N/A: N/A.

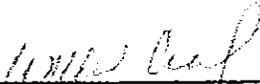
**MARINA LEASES**

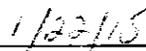
2. Proposed Marina Lease (12.06 acres) of Lake St. Clair public trust bottomlands, city of St. Clair Shores, Macomb County.

Applicant: Littoral Associates LLC (File LSC 667)

Consideration: \$22,600 annual fee

- A. Purpose/Business Case (Why should the State do this now?): To authorize the lease of the State's public trust ownership of the subject Lake St. Clair bottomlands under Part 325, Great Lakes Submerged Lands, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA).
- B. Benefit: Compliance with Part 325.
- C. Funding Source/Income to the State: \$22,600 annual fee.
- D. Commitment Level (is the contract cost fixed for the project; is the contract optional use; is the contract based on estimates, therefore, no quantity is guaranteed?) or not applicable (N/A): N/A.
- E. Risk Assessment (i.e., is there risk to the State associated with the award, etc.?). If no, enter N/A: N/A.

  
\_\_\_\_\_  
William Creal, Chief  
Water Resources Division  
Department of Environmental Quality

  
\_\_\_\_\_  
Date

FINAL 2.6.15

AGENDA

DEPARTMENT OF TRANSPORTATION

TRANSPORTATION and NATURAL RESOURCES COMMITTEE  
STATE ADMINISTRATIVE BOARD

T&NR Meeting: February 10, 2015– Lake Superior Room,  
1st Floor, Michigan Library and Historical Center, 11:00 AM  
State Administrative Board Meeting: February 24, 2015 – Lake Superior Room,  
1st Floor, Michigan Library and Historical Center, 11:00 AM



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.

CONTRACTS

1. HIGHWAYS – Design Services  
Contract (2015-0120) between MDOT and Alfred Benesch & Company will provide for design services to be performed for the reconstruction of I-75 from the north I-675 junction to north of Crane Road in Saginaw County (CS 73112 – JN 100014C). The work items will include preparing required plans, including maintaining traffic and construction staging plans and pavement marking plans; performing surveys and drainage studies; and computing and verifying all plan quantities. The contract will be in effect from the date of award through August 5, 2016. The contract amount will be \$958,507.84. Source of Funds: 90% Federal Highway Administration Funds and 10% State Restricted Trunkline Funds.
  
2. HIGHWAYS – Design Services  
Contract (2015-0130) between MDOT and Tetra Tech of Michigan, P.C. will provide for design services to be performed for the resurfacing, rehabilitation, and restoration of M-24 from Harriet Road to Davison Lake Road, Oxford Township, Oakland County (CS 63112 – JN 111375C). The work items will include performing surveys, preparing required plans and typical cross-sections, computing and verifying plan quantities, and reporting and record-keeping. The contract will be in effect from the date of award through December 31, 2020. The authorization amount will be \$912,918.88. Source of Funds: 81.85% Federal Highway Administration Funds and 18.15% State Restricted Trunkline Funds.

\* Denotes a non-standard contract/amendment  
2/6/2015

3. HIGHWAYS - IDS Engineering Services  
Contract (2015-0131) between MDOT and Anderson, Eckstein and Westrick, Inc. will provide for services for which the consultant is prequalified to be performed on an as needed/when needed basis. The contract will be in effect from the date of award through three years. The maximum contract amount will be \$4,000,000, and the maximum amount of any authorization will be \$1,000,000. Authorizations over \$500,000 will be submitted to the State Administrative Board for approval. Source of Funds: Federal, Restricted State, or local funds, depending on the particular project authorized.
  
4. HIGHWAYS - Construction Staking Services  
Contract (2015-0158) between MDOT and Surveying Solutions, Inc., will provide for as-needed construction staking services to be performed on I-75 from Dixie Highway to I-275 in Monroe County. The work items will include establishment of horizontal and vertical alignment, drainage staking, and preparation and documentation of project records. The contract will be in effect from the date of award through March 31, 2017. The contract amount will be \$883,762.11. Source of Funds: Federal Highway Administration Funds, State Restricted Trunkline Funds, or local funds, depending on the particular project authorized.
  
5. \*HIGHWAYS (Maintenance) – Increase Services and Amount, Extend Term  
Amendatory Contract (2012-0423/A3) between MDOT and the Calhoun County Board of Commissioners will increase the size of the shed to add a brine holding tank, a pumping system, and a required secondary containment system to the facility, will increase the contract amount by \$250,000, and will extend the contract term by approximately four months to provide sufficient time for the County to complete the project. The original contract provides for the construction of a chemical storage facility in the city of Marshall, Calhoun County. The revised contract term will be May 17, 2012, through January 31, 2016. The revised contract amount will be \$750,000; MDOT's share of the project cost will not exceed \$555,000. Source of Funds: 74% State Restricted Trunkline Funds and 26% Calhoun County Board of Commissioners Funds.
  
6. \*RAIL – Triennial On-Site Review and As-Needed Technical Services  
Contract (2015-0129) between MDOT and Transportation Resource Associates, Inc., will provide for the conduct of the triennial on-site review of the Rail Transit Agency's implementation of its safety and security plans and the provision of as-needed technical services for Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) related activities. Under 49 CFR Part 659.15, MDOT is responsible for state safety and security oversight of rail fixed guideway systems in Michigan and is required by the Federal Transit Administration to conduct the triennial audit. The contract will be in effect from February 1, 2015, through January 31, 2018. The contract amount will be \$500,000. Source of Funds: Federal Transit Administration Funds: \$500,000.

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\* Denotes a non-standard contract/amendment

**BID LETTING PRE-APPROVALS****STATE PROJECTS**

7. Letting Of March 6, 2015      Prequalification Level: **\$4,281,000.00**  
 Letting Call: 1503 001  
 Project: ST 79081-109334-2  
 Local Agreement:  
 Start Date: 10 days after award  
 Completion Date: October 16, 2015

3.87 mi of hot mix asphalt cold milling, two-course overlay, concrete curb, gutter, sidewalk and ramps, drainage, and pavement marking on M-25 and M-24 from Bay Park Road to the Tuscola/Huron county line in the village of Unionville, Tuscola County.

4.00 % DBE participation required

8. Letting Of March 6, 2015      Prequalification Level: **\$103,855,000.00**  
 Letting Call: 1503 016  
 Project: IM 58152-110616, ETC  
 Local Agreement:  
 Start Date: 10 days after award  
 Completion Date: September 19, 2018

5.60 mi of concrete reconstruction, grading, drainage and geometric improvements, traffic signals, ITS, signing, pavement markings, lighting, landscaping, bridge reconstruction and widening on 5 structures, riprap, and slope protection on I-75 from Dixie Highway to I-275, Monroe County. This project includes a 5 year materials and workmanship pavement warranty.

6.00 % DBE participation required

9. Letting Of March 6, 2015      Prequalification Level: **\$1,447,000.00**  
 Letting Call: 1503 017  
 Project: ST 49025-113189, ETC  
 Local Agreement:  
 Start Date: 10 days after award  
 Completion Date: October 30, 2015

0.77 mi of hot mix asphalt cold milling and resurfacing, pavement removal, drainage, guardrail, concrete curb and gutter, deep concrete overlay, railing, substructure repair, and pavement marking on I-75BL from south of Mackinac Trail northerly to north of the Castle Rock interchange, Mackinac County. This project includes a 5 year materials and workmanship pavement warranty.

3.00 % DBE participation required

10. Letting Of March 6, 2015 Prequalification Level: \$1,806,000.00  
Letting Call: 1503 020  
Project: ST 21024-118804  
Local Agreement:  
Start Date: 10 days after award  
Completion Date: September 25, 2015

Bridge removal and replacement with a concrete, precast, three-sided culvert, hot mix asphalt approach work, guardrail, and pavement marking on US-2 over Ogontz River, Delta County.

2.00 % DBE participation required

11. Letting Of March 6, 2015 Prequalification Level: \$1,576,000.00  
Letting Call: 1503 021  
Project: RRRF 50092-116508-2  
Local Agreement: 14-5452  
Start Date: 10 days after award  
Completion Date: August 30, 2015

0.83 mi of hot mix asphalt cold milling, widening and resurfacing, slip ramp removal and shared-use path, modernize traffic signal, pedestrian crossing, and drainage on M-19 at New Haven Road, Gratiot Avenue, and Main Street in the village of New Haven, Macomb County. This project includes a 5 year materials and workmanship pavement warranty.

7.00 % DBE participation required

12. Letting Of March 6, 2015 Prequalification Level: \$5,760,000.00  
Letting Call: 1503 037  
Project: NH 82102-118749, ETC  
Local Agreement:  
Start Date: 10 days after award  
Completion Date: August 1, 2015

4.70 mi of hot mix asphalt cold milling and resurfacing, pavement markings, drainage structure cleaning, bridge approach patching and healer sealer, abutment repairs, and substructure repairs on M-14/I-96 from Sheldon Road easterly to Newburgh Road in the city of Livonia, Wayne County. This project includes two 3 year materials and workmanship pavement warranties.

6.00 % DBE participation required

13. Letting Of March 6, 2015 Prequalification Level: **\$3,710,000.00**  
Letting Call: 1503 038  
Project: HSIP 82081-116524, ETC  
Local Agreement:  
Start Date: 10 days after award  
Completion Date: August 1, 2015

2.97 mi of hot mix asphalt cold milling and resurfacing, full-depth concrete patches, extension of turn lanes and sidewalk, lane additions, single-face barrier, permanent pavement markings, and signing on M-153 from west of Haggerty Road to west of Lotz Road, on the I-275 southbound exit ramp to M-153, on M-153 from Marlowe Street to Lotz Road, and on the M-153/I-275 interchange ramps, Wayne County. This project includes a 3 year materials and workmanship pavement warranty and a 5 year materials and workmanship pavement warranty.

7.00 % DBE participation required

14. Letting Of March 6, 2015 Prequalification Level: **\$2,707,000.00**  
Letting Call: 1503 039  
Project: HSIP 84917-125486  
Local Agreement:  
Start Date: 10 days after award  
Completion Date: December 5, 2015

Application of longitudinal pavement markings on various trunklines and parking lots, Macomb, Oakland, St. Clair, and Wayne Counties.

0.00 % DBE participation required

15. Letting Of March 6, 2015 Prequalification Level: **\$2,288,000.00**  
Letting Call: 1503 040  
Project: HSIP 84915-125496  
Local Agreement:  
Start Date: May 1, 2015  
Completion Date: December 1, 2015

Application of permanent pavement markings on various trunkline routes, Allegan, Barry, Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph, and Van Buren Counties.

0.00 % DBE participation required

16. Letting Of March 6, 2015 Prequalification Level: **\$1,754,000.00**  
 Letting Call: 1503 041  
 Project: ST 31041-118767  
 Local Agreement:  
 Start Date: May 18, 2015  
 Completion Date: October 16, 2015

Bridge replacement with prestressed, concrete box beam and approach work on M-38 over the Silver River, Houghton County.

3.00 % DBE participation required

17. Letting Of March 6, 2015 Prequalification Level: **\$1,254,000.00**  
 Letting Call: 1503 042  
 Project: IM 82021-113815, ETC  
 Local Agreement:  
 Start Date: 10 days after award  
 Completion Date: August 31, 2015

14.04 mi of corrugated shoulder rumble strips, full-depth concrete pavement repairs, and transverse and longitudinal crack and joint sealing on I-94 (Detroit Industrial Expressway) from the county line to east of I-275 eastbound, to east of Ozga Rd westbound, and to I-275 in the city of Romulus, Wayne County.

0.00 % DBE participation required

18. Letting Of March 6, 2015 Prequalification Level: **\$1,069,000.00**  
 Letting Call: 1503 043  
 Project: NH 29014-119184  
 Local Agreement:  
 Start Date: 10 days after award  
 Completion Date: October 2, 2015

Full-depth deck patching, epoxy overlay, steel beam, substructure, and pack rust repairs, heat straightening structural steel, and partial painting on US-127BR (Alger Road) over US-127, Gratiot County.

4.00 % DBE participation required

19. Letting Of March 6, 2015 Prequalification Level: **\$560,000.00**  
 Letting Call: 1503 044  
 Project: STG 84916-110093  
 Local Agreement:  
 Start Date: August 17, 2015  
 Completion Date: November 13, 2015

42.37 mi of non-freeway sign upgrading on various routes, Livingston, Monroe, and Washtenaw Counties.

0.00 % DBE participation required

20. Letting Of March 6, 2015 Prequalification Level: **\$13,734,000.00**  
 Letting Call: 1503 048  
 Project: ST 73051-110522, ETC  
 Local Agreement:  
 Start Date: April 13, 2015  
 Completion Date: September 19, 2018

7.46 mi of hot mix asphalt cold milling and resurfacing, concrete curb, gutter, sidewalk and ramp, bridge replacements and repairs with approach work on M-13 at various locations in the city of Saginaw, Saginaw County. This project includes a 2 year bridge painting warranty and 3 year and 5 year materials and workmanship pavement warranties.

5.00 % DBE participation required

21. Letting Of March 6, 2015 Prequalification Level: **\$581,000.00**  
 Letting Call: 1503 049  
 Project: ST 77091-123936  
 Local Agreement:  
 Start Date: July 6, 2015  
 Completion Date: August 31, 2015

4.01 mi of hot mix asphalt double chip sealing, fog sealing, and pavement marking on M-136 (Pine Grove and Keewahdin Road) from North Road easterly to M-25, St. Clair County. This project includes a 2 year pavement performance warranty.

0.00 % DBE participation required

### LOCAL PROJECTS

22. Letting Of March 6, 2015 Prequalification Level: **\$1,235,000.00**  
 Letting Call: 1503 003  
 Project: MCS 79018-122775  
 Local Agreement: 15-5008  
 Start Date: 10 days after award  
 Completion Date: May 20, 2016

Bridge replacement with 27-inch, prestressed concrete box beams, hot mix asphalt paving, concrete pavement, curb and gutter, aggregate base, guardrail, and pavement markings on Cemetery Road over the Cass River, Tuscola County.

4.00 % DBE participation required

23. Letting Of March 6, 2015 Prequalification Level: \$996,000.00  
Letting Call: 1503 004  
Project: STL 39111-120237  
Local Agreement: 14-5676  
Start Date: 10 days after award  
Completion Date: April 25, 2016

0.90 mi of hot mix asphalt cold milling and resurfacing, aggregate base, culvert replacement, drainage, traffic signal flasher replacement, and pavement markings on D Avenue from Adobe Road easterly to Rolling Meadow Drive, Kalamazoo County.

5.00 % DBE participation required

24. Letting Of March 6, 2015 Prequalification Level: \$1,191,000.00  
Letting Call: 1503 008  
Project: HSIP 81609-123797  
Local Agreement: 15-5002  
Start Date: April 20, 2015  
Completion Date: June 12, 2015

2.02 mi of hot mix asphalt cold milling and resurfacing, concrete curb, gutter, driveway, sidewalk and ramps, drainage, traffic signals, and pavement markings on West Huron River Drive from Hewitt Road easterly to Cornell Road and on Hewitt Road from north of Michigan Avenue northerly to Packard Road, Washtenaw County.

3.00 % DBE participation required

25. Letting Of March 6, 2015 Prequalification Level: \$801,000.00  
Letting Call: 1503 009  
Project: HSIP 83609-123806  
Local Agreement: 14-5671  
Start Date: May 26, 2015  
Completion Date: June 19, 2015

8.86 mi of hot mix asphalt overlay, shoulder paving with safety edge, trenching, guardrail installation, permanent signing, and pavement markings on 16 Road from M-37 east to 31 Road, Wexford County.

4.00 % DBE participation required

26. Letting Of March 6, 2015 Prequalification Level: **\$577,000.00**  
Letting Call: 1503 010  
Project: MCS 33005-118675  
Local Agreement: 15-5001  
Start Date: 10 days after award  
Completion Date: November 30, 2015

Deck replacement, shallow overlay, hot mix asphalt cold milling and resurfacing, concrete curb, gutter and bridge railing replacement, cleaning and coating structural steel, placing scour countermeasures, and pavement markings on Columbia Road over Doan Creek, on Meech Road over Doan Creek, and on Clark Road over Deer Creek, Ingham County.

0.00 % DBE participation required

27. Letting Of March 6, 2015 Prequalification Level: **\$507,000.00**  
Letting Call: 1503 011  
Project: HSEIP 34609-120517  
Local Agreement: 15-5021  
Start Date: April 1, 2015  
Completion Date: July 17, 2015

1.77 mi of hot mix asphalt removal and resurfacing, concrete curb and gutter, aggregate base, trenching, drainage, 1.77 mi of hot mix asphalt removal and resurfacing, concrete curb and gutter, aggregate base, trenching, drainage, guardrail, and pavement markings on Keefer Highway from the Lyons village limits south to Lyons Road, Ionia County.

3.00 % DBE participation required

28. Letting Of March 6, 2015 Prequalification Level: **\$777,000.00**  
Letting Call: 1503 013  
Project: MCS 38017-118681  
Local Agreement: 15-5007  
Start Date: 10 days after award  
Completion Date: July 31, 2015

Bridge removal and replacement with 27-inch, prestressed concrete box beams, hot mix asphalt surfacing, concrete curb and gutter, aggregate base, and pavement markings on Hague Road over the Grand River, Jackson County.

0.00 % DBE participation required

29. Letting Of March 6, 2015 Prequalification Level: **\$1,881,000.00**  
Letting Call: 1503 022  
Project: TAUL 34445-123243  
Local Agreement: 14-5656  
Start Date: 10 days after award  
Completion Date: October 1, 2017

2.30 mi of hot mix asphalt shared-use path, concrete block retaining wall, concrete curb, gutter, sidewalk and ramps, grading, drainage, pavement marking, and prefabricated pedestrian bridge on Fred Meijer Grand River Valley Rail Trail from Adams Court east to Prairie Creek in the city of Ionia, Ionia County.

5.00 % DBE participation required

30. Letting Of March 6, 2015 Prequalification Level: **\$682,000.00**  
Letting Call: 1503 023  
Project: TAU 82457-118189-2  
Local Agreement: 14-5499  
Start Date: April 20, 2015  
Completion Date: November 14, 2015

0.33 mi of hot mix asphalt shared-use path including boardwalk, concrete substructure, curb, gutter, sidewalk and ramps, piles, and slope restoration on River Rouge Gateway Trail from Brady Street easterly to Elm Street in the city of Dearborn, Wayne County.

5.00 % DBE participation required

31. Letting Of March 6, 2015 Prequalification Level: **\$1,401,000.00**  
Letting Call: 1503 030  
Project: EDC 41544-124396  
Local Agreement: 15-5043  
Start Date: 10 days after award  
Completion Date: July 31, 2015

0.93 mi of hot mix asphalt cold milling and resurfacing, concrete pavement, storm sewer, concrete curb and gutter, and pavement markings on 52nd Street from Patterson Avenue east to Kraft Avenue, Kent County.

0.00 % DBE participation required

32. Letting Of March 6, 2015 Prequalification Level: **\$752,000.00**  
Letting Call: 1503 031  
Project: MCS 77023-118576  
Local Agreement: 15-5033  
Start Date: 10 days after award  
Completion Date: August 31, 2015

Bridge removal and replacement with a three-sided concrete precast culvert, hot mix asphalt pavement removal and paving, aggregate base, guardrail, and pavement markings on Wales Center Road over Apply Drain, St. Clair County.

0.00 % DBE participation required

33. Letting Of March 6, 2015 Prequalification Level: **\$675,000.00**  
Letting Call: 1503 032  
Project: TAU 41401-122963-3  
Local Agreement: 14-5445  
Start Date: 10 days after award  
Completion Date: October 1, 2017

0.39 mi of hot mix asphalt shared-use path, concrete curb, gutter, sidewalk and ramps, pedestrian bridge, retaining wall, signing, and fencing on Joyce Street from Cannonsburg Road north to Townsend Park, Kent County.

3.00 % DBE participation required

34. Letting Of March 6, 2015 Prequalification Level: **\$667,000.00**  
Letting Call: 1503 033  
Project: TAUL 78434-124259  
Local Agreement: 15-5023  
Start Date: April 13, 2015  
Completion Date: July 10, 2015

0.12 mi of brick street reconstruction, hot mix asphalt surfacing, concrete base course, header, curb and gutter, 0.12 mi of brick street reconstruction, hot mix asphalt surfacing, concrete base course, header, curb and gutter, sidewalk and ramps, sewer, drainage, watermain, and pavement markings on South Nottawa Street from Mechanic Street north to Congress Street in the city of Sturgis, St. Joseph County.

4.00 % DBE participation required

35. Letting Of March 6, 2015 Prequalification Level: **\$621,000.00**  
Letting Call: 1503 034  
Project: FLH 21012-124258-2  
Local Agreement: 14-5531  
Start Date: 10 days after award  
Completion Date: September 30, 2015

0.71 mi of hot mix asphalt crushing, shaping and resurfacing, aggregate base, bridge rehabilitation with hydrodemolition, concrete deck overlay, concrete patching, bridge railing, joints, guardrail, and pavement markings on Federal Forest Highway 13 over the Sturgeon River, Delta County.

2.00 % DBE participation required

36. Letting Of March 6, 2015 Prequalification Level: **\$502,000.00**  
Letting Call: 1503 035  
Project: STUL 73404-125408  
Local Agreement: 15-5017  
Start Date: May 4, 2015  
Completion Date: September 4, 2015

0.25 mi of pavement removal, hot mix asphalt surfacing, machine grading, aggregate base, drainage, and concrete driveway, curb, gutter, sidewalk and ramps on Lapeer Avenue from Veterans Parkway east to 19th Street and on 19th Street from Lapeer Avenue south to Janes Avenue in the city of Saginaw, Saginaw County.

3.00 % DBE participation required

37. Letting Of March 6, 2015 Prequalification Level: **\$1,291,000.00**  
Letting Call: 1503 052  
Project: STU 41481-124556  
Local Agreement: 15-5044  
Start Date: 10 days after award  
Completion Date: July 15, 2016

0.25 mi of hot mix asphalt cold milling, removal and resurfacing, drainage, concrete pavement, curb, gutter, driveway, sidewalk and ramps, landscaping, street lighting, watermain, sanitary sewer, and pavement markings on Eastwick Avenue from Lyon Street north to Crescent Street and on State Street from Jefferson Avenue southeasterly to Lafayette Avenue in the city of Grand Rapids, Kent County.

6.00 % DBE participation required

38. Letting Of March 6, 2015      Prequalification Level: \$500,000.00  
Letting Call: 1503 053  
Project: CMG 63400-122599-2  
Local Agreement: 14-5560  
Start Date: 10 days after award  
Completion Date: December 10, 2015

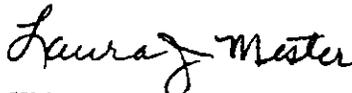
Traffic signal modernization including box spans, countdown pedestrian signals, wireless video detection, and concrete ramps on Franklin Road at four locations from Walnut Lake Road north to Long Lake Road, Oakland County.

3.00 % DBE participation required

In accordance with MDOT's policies and procedures and subject to concurrence by the Federal Highway Administration, the preparation and award of the appropriate documents approved by the Attorney General, and compliance with all legal and fiscal requirements, the Director recommends for approval by the State Administrative Board the items on this agenda.

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 June 17, 2014.

Respectfully submitted,



*K* Kirk T. Steudle  
Director

SUPPLEMENTAL AGENDA

DEPARTMENT OF TRANSPORTATION

TRANSPORTATION and NATURAL RESOURCES COMMITTEE  
STATE ADMINISTRATIVE BOARD

T&NR Meeting February 10, 2015-- Lake Superior Room,  
1st Floor, Michigan Library and Historical Center, 11:00 AM  
State Administrative Board Meeting: February 24, 2015 – Lake Superior Room,  
1st Floor, Michigan Library and Historical Center, 11:00 AM

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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.

**BID LETTING POST-APPROVALS**

**STATE PROJECTS**

1. Letting Of January 9, 2015  
Letting Call: 1501 049  
Project: IM 81063-124032  
Local Agreement:  
Start Date: 10 Days After Award  
Completion Date: August 21, 2015

Low Bid: \$2,405,502.12  
Engineer Estimate: \$2,052,850.89  
Pct Over/Under Estimate: 17.18 %

5.04 mi of hot mix asphalt cold milling and resurfacing, and drainage structure repairs on I-94 from Carpenter Road to the east junction of US-12, Washtenaw County. This project includes a 3 year materials and workmanship pavement warranty.

3.00 % DBE participation required

Bidder	As-Submitted	As-Checked	
Ajax Paving Industries, Inc.	\$2,405,502.12	Same	1 **
Cadillac Asphalt, L.L.C.	\$2,645,222.62	Same	2
Barrett Paving Materials Inc.	\$2,801,480.80	Same	3

Total Number of Bidders: 3

\* Denotes a non-standard contract/amendment

2. Letting Of January 9, 2015  
 Letting Call: 1501 220  
 Project: IM 82251-119015  
 Local Agreement:  
 Start Date: 10 Days After Award  
 Completion Date: October 15, 2015

Low Bid: **\$554,264.45**  
 Engineer Estimate: \$320,168.67  
 Pct Over/Under Estimate: 73.12%

Full length welded repairs to fascia beams, bolted beam end repairs and bearing repairs at I-75/M-3 Connector over I-375/I-75 in the city of Detroit, Wayne County.

No DBE participation required

Bidder	As-Submitted	As-Checked	
Z Contractors, Inc.	\$554,264.45	Same	1 **
C. A. Hull Co., Inc.	\$619,493.23	Same	2
Toebe Construction LLC	\$743,704.23	Same	3
Anlaan Corporation	\$757,923.16	Same	4

Total Number of Bidders: 4

### LOCAL PROJECTS

3. Letting Of January 9, 2015  
 Letting Call: 1501 014  
 Project: MCS 81014-118688  
 Local Agreement: 14-5610  
 Start Date: 10 Days After Award  
 Completion Date: September 2, 2015

Low Bid: **\$1,287,998.06**  
 Engineer Estimate: \$920,042.36  
 Pct Over/Under Estimate: 28.57 %

Hot mix asphalt paving, concrete pavement, curb, gutter, spillway, barrier, and patching, epoxy overlay, aggregate base, riprap, guardrail, and pavement markings on Zeeb Road over the Huron River, on North Territorial Road over the Huron River, and on Dixboro Road over Conrail and over the Huron River, Washtenaw County.

No DBE participation required

Bidder	As-Submitted	As-Checked	
C. A. Hull Co., Inc.	\$1,287,998.06	Same	1 **
Anlaan Corporation	\$889,489.85	Same	WD
Davis Construction, Inc.	\$1,350,785.71	Same	2
Z Contractors, Inc.	\$1,420,501.12	Same	3
Nashville Construction Company	\$1,601,436.64	Same	4

4. Letting Of January 9, 2015  
 Letting Call: 1501 043  
 Project: STU 63459-123218  
 Local Agreement: 14-5632  
 Start Date: 10 Days After Award  
 Completion Date: June 18, 2016

Low Bid: **\$2,818,623.83**  
 Engineer Estimate: \$2,497,000.00  
 Pct Over/Under Estimate: 12.88 %

1.11 mi of hot mix asphalt cold milling, removal and resurfacing, concrete driveway, curb, gutter, and spillway, earth excavation, embankment, aggregate base, storm sewer, drainage, guardrail, and pavement markings on Griswold Road from 8 Mile Road north to 9 Mile Road, Oakland County.

6.00 % DBE participation required

Bidder	As-Submitted	As-Checked	
<b>Ajax Paving Industries, Inc.</b>	<b>\$2,818,623.83</b>	<b>Same</b>	<b>1 **</b>
Pamar Enterprises, Inc.	\$2,898,040.95	Same	2
Fonson Company, Inc.	\$2,963,330.74	Same	3
Angelo Iafrate Construction Co	\$2,973,533.36	Same	4
Fenton Excavating & Construction	\$3,239,307.16	Same	5

Total Number of Bidders: 5

In accordance with MDOT's policies and procedures and subject to concurrence by the Federal Highway Administration, the preparation and award of the appropriate documents approved by the Attorney General, and compliance with all legal and fiscal requirements, the Director recommends for approval by the State Administrative Board the items on this agenda.

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 June 17, 2014.

Respectfully submitted,

*Kirk T. Steudle*  
 Kirk T. Steudle  
 Director

\* Denotes a non-standard contract/amendment  
 2/10/2015

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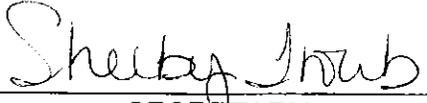
Ms. Jarois presented the Transportation and Natural Resources Committee Report for the regular meeting of February 10, 2015. After review of the foregoing Transportation and Natural Resources Committee Report, Ms. Jarois moved that the Report covering the regular meeting of February 10, 2015, be approved and adopted. The motion was supported by Mr. Sonneveldt and unanimously approved.

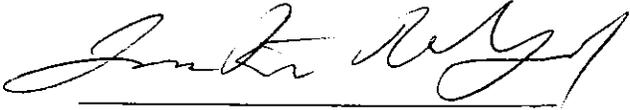
8. MOTIONS AND RESOLUTIONS:

None

9. ADJOURNMENT:

Mr. Redford adjourned the meeting.

  
\_\_\_\_\_  
SECRETARY

  
\_\_\_\_\_  
CHAIRPERSON