

CITY OF GROSSE POINTE WOODS
Electronic Special City Council Meeting Agenda
Monday, September 28, 2020
7:00 p.m.

The City Council will be conducting a meeting of the Grosse Pointe Woods City Council by video (Zoom) and telephone conference in accordance with the City of Grosse Pointe Woods City Council resolution adopted May 4, 2020. This notice is being provided to ensure that those wishing to participate in the meeting have an opportunity to do so. Additional instructions are listed below.

Join Zoom Meeting:

<https://zoom.us/j/95437616412?pwd=S1Jib3JUUFtaEpibVnQb1hsK2lQdz09>

Meeting ID: 954 3761 6412

Passcode: 782591

Join by Phone:

Dial by your location

877 853 5247 US Toll-free

888 788 0099 US Toll-free

Meeting ID: 954 3761 6412

Passcode: 782591

Facilitator's Statement

1. CALL TO ORDER
2. ROLL CALL
3. ACCEPTANCE OF AGENDA
4. COMMUNICATIONS
 - A. Purchase/Budget Amendment: Elections – High Speed Letter Openers
 1. Memo 09/23/20 – City Clerk
 2. Quote Rec'd 09/22/20 – Pitney Bowes
 - B. Purchase/Budget Amendment: Elections – Laptops for ePoll Books (EPB)
 1. Memo 09/23/20 – City Clerk
 2. Quote Rec'd 09/23/20 - Dell
5. NEW BUSINESS/PUBLIC COMMENT
6. ADJOURNMENT

Lisa Kay Hathaway, MiPMC-3/MMC
City Clerk

IN ACCORDANCE WITH PUBLIC ACT 267 (OPEN MEETINGS ACT)

POSTED AND COPIES GIVEN TO NEWSPAPERS

The City of Grosse Pointe Woods will provide necessary, reasonable auxiliary aids and services to individuals with disabilities. Closed captioning and audio will be provided for all electronic meetings. All additional requests must be made in advance of a meeting.

Instructions for meeting participation

1. To join through Zoom: The meeting may be joined by clicking on the link provided on the agenda at the start time posted on the agenda, enter the meeting identification number, and password. Zoom may provide a couple of additional instructions for first time use. As an alternative to using the link, accessibility to the meeting may be obtained by using the browser at join.zoom.us. If having trouble logging in, try a different browser e.g. Chrome.

Join Zoom Meeting:

<https://zoom.us/j/95437616412?pwd=S1Jib3JUUFtaEpibVnQb1hsK2lQdz09>

Meeting ID: 954 3761 6412

Passcode: 782591

2. Join by telephone: Dial the toll-free conferencing number provided and enter the meeting identification number, and password. Dial *9 to be heard under Public Comment.

Dial by your location

877 853 5247 US Toll-free

888 788 0099 US Toll-free

Meeting ID: 954 3761 6412

Passcode: 782591

In an effort to alleviate feedback and disruption of the meeting, choose one of the media options, either phone or Zoom, not both.

Meeting notices are posted on the City of Grosse Pointe Woods website home page at www.gpwmi.us and the on-line calendar, both containing a link to the agenda. The agenda contains all pertinent information including business to be conducted at the meeting, a hyperlink to participate using Zoom, and call-in telephone number with necessary meeting identification, and a password. Agendas will also be posted on six (6) City bulletin boards along Mack Avenue.

The following are procedures by which persons may contact members of the public body to provide input or ask questions:

1. To assist with meeting flow and organization, all public comment will be taken at the end of the meeting unless it is moved to a different location on the agenda upon a consensus of the City Council;
2. The phone-in audience, when making public comment please state your name (optional) when called upon;
3. Audience participants will be muted upon entry and will have a chance to speak during the public comment portion of the meeting at the end of the agenda, at which time the microphones will be unmuted.
4. Those joining by Zoom will also be muted and may use the virtual raised “hand” to request to be heard under Public Comment.

5. Those joining by telephone need to dial in using the phone number provided on the agenda. When prompted, enter the meeting number and the password also located on the agenda. Dial *9 to be heard under Public Comment.
6. The published agenda invites participants from the community to provide written questions, comments, and concerns in advance of the meeting to any Elected Official or the City Clerk regarding relevant City business and may be read under Public Comment. Emails may be sent to:

Mayor Robert E. Novitke	mayornovitke@comcast.net	586 899-2082
Art Bryant, Council Member	arthurwbryant@gmail.com	313 885-2174
Ken Gafa, Council Member	kgafa@comcast.net	313 580-0027
Vicki Granger, Council Member	grangergpw@aol.com	313 460-5250
Mike Koester, Council Member	koester.gpw@gmail.com	313 655-4190
Todd McConaghy, Council Member	todd.mcconaghygpw@yahoo.com	248 765-0628
George McMullen, Council Member	george@grmcmullen.net	313 549-6363
Lisa Hathaway, City Clerk	lhathaway@gpwmi.us	313 343-2447

You may contact Lisa Hathaway, City Clerk, at lhathaway@gpwmi.us should you have any questions prior to the meeting starting.

NOTE TO PETITIONERS: YOU, OR A REPRESENTATIVE, ARE REQUESTED TO BE IN ATTENDANCE AT THE MEETING SHOULD COUNCIL HAVE QUESTIONS REGARDING YOUR REQUEST

CITY OF GROSSE POINTE WOODS


Office of the City Clerk

4A

Memorandum

DATE: September 23, 2020

TO: Mayor and City Council

FROM: Lisa Hathaway, City Clerk 

SUBJECT: Purchase/Budget Amendment: High Speed Letter Openers

The City currently owns four (4) 1990 High Speed Pitney Bowes Model 1250 Letter Openers that were purchased used from eBay for \$99.00 each. This uses a razor to slice open the ballot envelopes which increases the chance of slicing a ballot if the envelope is not "tapped" down fully, ultimately increasing the number of ballots to be duplicated. These machines were used during the March and August elections and found to be very useful by speeding up processing time in the Absent Voter Counting Boards. However, parts are no longer available and the ability to service them cannot be guaranteed.

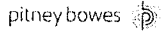
The City Council, at the meeting held September 21, 2020, authorized the City Clerk to apply for the Elections COVID-19 Grant. The purchase of high-speed letter openers should be reimbursable under the grant. The state contract was established by obtaining bids (MiDeal). Local communities have been extended the state contract pricing on the Ovation 210 w/install and training at a cost of \$4,204.13 each. This model uses a milling technique that eliminates the possibility of damage to the ballots. I am requesting approval to purchase three (3) letter openers, one for each of the Absent Voter Counting Boards. A one-year warranty is provided with the openers and I do not recommend purchasing the additional service agreements. The total cost to purchase three (3) Ovation 210 letter openers is \$12,612.39.

This purchase was not included in the FY 2020/21 budget and would require a budget amendment in the amount of \$12,612.39 from Prior Year Fund Balance Account No. 101-000-699.000 into the City Clerk's Election Account No. 101-215-731.000.

I recommend approval to purchase three (3) Ovation 210 High-Speed Letter Openers including installation and training at a cost of \$4,204.13 each, for a total cost of \$12,612.39, authorize the City Administrator to sign the Agreement; and, approval of a budget amendment in the amount of \$12,612.39 from Prior Year Fund Balance Account No. 101-000-699.000 into the City Clerk's Election Account No. 101-215-731.000.

RECEIVED

SEP 22 2020



CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

Purchase Agreement/Equipment and Software Maintenance Agreement

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Agreement Number

Your Business Information

Full Legal Name of Client / DBA Name of Client

Tax ID # (FEIN/TIN)

CITY OF GROSSE PTE WDS

Sold-To: Address

20025 MACK PLAZA DR, GROSSE POINTE WOODS, MI, 48236-2377, US

Sold-To: Contact Name

Sold-To: Contact Phone #

Sold-To: Account #

Bruce Smith

(313) 343-2440

0011194657

Bill-To: Address

20025 MACK PLAZA DR, GROSSE POINTE WOODS, MI, 48236-2377, US

Bill-To: Contact Name

Bill-To: Contact Phone #

Bill-To: Account #

Bill-To: Email

Bruce Smith

(313) 343-2440

0011194657

bsmith@gpwwi.us

Ship-To: Address

20025 MACK PLAZA DR, GROSSE POINTE WOODS, MI, 48236-2377, US

Ship-To: Contact Name

Ship-To: Contact Phone #

Ship-To: Account #

Lisa Hathaway

(313) 343-2440

0011194657

PO #

Your Business Needs

Qty	Item	Business Solution Description	Sales Type	Price
1	LETTEROPENERS	Letter Openers	PURCHASE	\$ 0.00
1	DLA3	Omaton 210 W/Install & Training 120v	PURCHASE	\$ 4,204.13
	F90I	Basic Installation and Training	PURCHASE	\$ 0.00
1	STD SLA	Standard SLA-Equipment Service Agreement (for Letter Openers)	SLA	\$ 496.00
1	LETTEROPENERS	Letter Openers	PURCHASE	\$ 0.00
1	DLA3	Omaton 210 W/Install & Training 120v	PURCHASE	\$ 4,204.13
	F90I	Basic Installation and Training	PURCHASE	\$ 0.00
1	STD SLA	Standard SLA-Equipment Service Agreement (for Letter Openers)	SLA	\$ 496.00
1	LETTEROPENERS	Letter Openers	PURCHASE	\$ 0.00
1	DLA3	Omaton 210 W/Install & Training 120v	PURCHASE	\$ 4,204.13
	F90I	Basic Installation and Training	PURCHASE	\$ 0.00

1	STD SLA	Standard SLA-Equipment Service Agreement (for Letter Openers)	SLA	\$ 496.00
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Purchase Total**	\$ 12,612.39
Monthly Total**	\$ 0.00
Annual Total**	\$ 1,488.00

**Plus applicable taxes which will be applied at the time of billing.

Your Payment Plan

Quarterly Billing Total**		Annual Billing Total**	
Type	Fees	Type	Fees
N/A	N/A	Equipment Maintenance	\$ 1,488.00

Tax Exempt

- () Tax Exempt Certificate Attached
 () Tax Exempt Certificate Not Required
 () Purchase Power® transaction fees included
 () Purchase Power® transaction fees extra

Shipping and Handling	\$ 0.00
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Initial Term : 12 Months

**Plus applicable taxes which will be applied at the time of billing.

Your Signature Below

By signing below, you agree to be bound by your State's/Entity's/Cooperative's contract, which is available at <http://www.pb.com/states>. The terms and conditions of this contract will govern this transaction.

NASPO VALUEPOINT ADSP016-169897; ADSP016-169897; 171180000000011
 State/Entity's Contract #

Client Signature _____
 Print Name _____
 Title _____
 Date _____
 Email Address _____

Sales Information

Andrew Shahin andrew.shahin@pb.com
 Account Rep Name Email Address

CITY OF GROSSE POINTE WOODS


Office of the City Clerk

Memorandum

4B

DATE: September 23, 2020

TO: Mayor and City Council

FROM: Lisa Hathaway, City Clerk 

SUBJECT: Purchase/Budget Amendment: Election ePoll Book Laptops

The City administers elections out of six (6) precincts and deploys two laptops in each precinct to issue ballots to voters. The laptops are also used for in-person Election Inspector training. Six (6) of the laptops were purchased in 2016 and have been found to not be reliable caused by compatibility issues when updating operating systems and during use.

While working with the I.T. Manager during FY 2020/21 budget preparation, and subsequent discussions with the Deputy City Clerk, three (3) laptops were included and subsequently removed from the proposed 2020/21 budget. The intent was to budget three laptop replacements in the 2020/21 budget and three laptop replacements in the 2021/22 budget.

The City Council, at the meeting held September 21, 2020, authorized the City Clerk to apply for the Elections COVID-19 Grant. The purchase of laptops should be reimbursable under the grant to maintain open in-person polling places on Election Day. The I.T. Manager obtained a quote from Dell for the Latitude 3510 laptop at a cost of \$774.91 each, a total of \$4,649.46 for six (6) laptop replacements.

This purchase was not included in the FY 2020/21 budget and would require a budget amendment in the amount of \$4,649.46 from Prior Year Fund Balance Account No. 101-000-699.000 into the City Clerk's Election Account No. 101-215-731.000.

I recommend City Council approve the purchase of six (6) Dell Latitude 3510 laptops at a cost of \$774.91 each, a total of \$4,649.46 for six (6) election laptop replacements; and, approve a budget amendment in the amount of \$4,649.46 from Prior Year Fund Balance Account No. 101-000-699.000 into the City Clerk's Election Account No. 101-215-731.000.



A quote for your consideration.

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your **Premier page**, or, if you do not have Premier, use this **Quote to Order**.

Quote No.	3000069494632.1	Sales Rep	Justin Hobby
Total	\$4,649.46	Phone	(800) 456-3355, 6179030
Customer #	14695717	Email	Justin_Hobby@Dell.com
Quoted On	Sep. 23, 2020	Billing To	MR GARY CAPPS
Expires by	Oct. 23, 2020		CITY OF GROSSE POINTE WOOD
Deal ID	20801549		S
			20025 MACK PLAZA DR
			GROSSE POINTE WOODS, MI
			48236-2343

Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,
Justin Hobby

Shipping Group

Shipping To	Shipping Method
GARY CAPPS	Standard Delivery
CITY OF GROSSE POINTE WOODS	
20025 MACK PLAZA DR	
GROSSE POINTE WOODS, MI	
48236-2343	
(313) 343-2430	

Product	Unit Price	Qty	Subtotal
Dell Latitude 3510	\$774.91	6	\$4,649.46

Subtotal:	\$4,649.46
Shipping:	\$0.00
Non-Taxable Amount:	\$4,649.46
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00

Total:	\$4,649.46
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Special lease pricing may be available for qualified customers. Please contact your DFS Sales Representative for details.

Shipping Group Details

Shipping To	Shipping Method
GARY CAPPS	Standard Delivery
CITY OF GROSSE POINTE WOODS	
20025 MACK PLAZA DR	
GROSSE POINTE WOODS, MI	
48236-2343	
(313) 343-2430	

Dell Latitude 3510	\$774.91	Qty	Subtotal
		6	\$4,649.46

Estimated delivery if purchased today:
Nov. 18, 2020
Contract # C000000181093
Customer Agreement # MHEC-07012015

Description	SKU	Unit Price	Qty	Subtotal
Dell Latitude 3510 BTX	210-AVLN	-	6	-
10th Generation Intel Core i5-10210U (4 Core, 6M cache, base 1.6GHz, up to 4.2GHz)	379-BDZM	-	6	-
Win 10 Pro 64 English, French, Spanish	619-AHKN	-	6	-
No Microsoft Office License Included – 30 day Trial Offer Only	658-BCSB	-	6	-
Integrated Intel UHD for 10th Generation Intel Core i5-10210U	338-BVBN	-	6	-
8GB, 1x8GB, DDR4 Non-ECC	370-AFEH	-	6	-
Not selected in this configuration	817-BBBC	-	6	-
M.2 256GB PCIe NVMe Class 35 Solid State Drive	400-BIJP	-	6	-
15.6" LCD Display Back Cover, WLAN	320-BDSQ	-	6	-
15.6" FHD WVA (1920 x 1080) Anti-Glare Non-Touch, Camera & Microphone	391-BFEH	-	6	-
Non-Backlit Power Button with No Fingerprint Reader	346-BGIP	-	6	-
Single Pointing Non Backlit Keyboard, US English	583-BGJF	-	6	-
WLAN Driver Intel AX201, CML /9260, KBL-R (with Bluetooth)	555-BFSF	-	6	-
Intel Dual Band Wi-Fi 6 AX201 2x2 802.11ax 160MHz + Bluetooth 5.1	555-BFNI	-	6	-
No Mobile Broadband Card	556-BBCD	-	6	-
4 Cell 53Whr ExpressCharge Capable Battery	451-BCPS	-	6	-
65 Watt AC Adapter	450-ADTR	-	6	-
No Anti-Virus Software	650-AAAM	-	6	-
OS-Windows Media Not Included	620-AALW	-	6	-
US Power Cord	537-BBBL	-	6	-
Latitude 3510 Quick Start Guide	340-CPVC	-	6	-
US Order	332-1286	-	6	-
SERI Guide (ENG/FR/Multi)	340-AGIK	-	6	-
Fixed Hardware Configuration	998-ECIW	-	6	-
Regulatory Label, FCC	389-DPGZ	-	6	-
SupportAssist	525-BBCL	-	6	-
Software Driver	555-BFUC	-	6	-

Dell(TM) Digital Delivery Cirrus Client	640-BBLW	-	6	-
Dell Client System Update (Updates latest Dell Recommended BIOS, Drivers, Firmware and Apps)	658-BBMR	-	6	-
Waves Maxx Audio	658-BBRB	-	6	-
Dell Power Manager	658-BDVK	-	6	-
Dell SupportAssist OS Recovery Tool	658-BEOK	-	6	-
Dell Optimizer	658-BEQP	-	6	-
Direct Ship Info Mod	340-AASO	-	6	-
Min Model Packaging	340-CQVH	-	6	-
System Ship Info	640-BBJB	-	6	-
Intel(R) Core(TM) i5 Processor Label	340-CNBZ	-	6	-
No Mouse	570-AADK	-	6	-
No Resource DVD / USB	430-XXYG	-	6	-
ENERGY STAR Qualified	387-BBOO	-	6	-
Smart Selection Shipment (S)	800-BBQI	-	6	-
EAN label	389-BKKL	-	6	-
EPEAT 2018 Registered (Silver)	379-BDTO	-	6	-
Latitude 3510 Bottom Door Included	321-BFKI	-	6	-
No AutoPilot	340-CKSZ	-	6	-
Dell Limited Hardware Warranty Extended Year(s)	975-3461	-	6	-
Thank you choosing Dell ProSupport. For tech support, visit //support.dell.com/ProSupport	989-3449	-	6	-
ProSupport: Next Business Day Onsite, 1 Year	997-6662	-	6	-
ProSupport: Next Business Day Onsite, 2 Year Extended	997-6664	-	6	-
ProSupport: 7x24 Technical Support, 3 Years	997-6673	-	6	-
Dell Limited Hardware Warranty	997-6727	-	6	-

Subtotal:	\$4,649.46
Shipping:	\$0.00
Estimated Tax:	\$0.00
Total:	\$4,649.46

Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/oemterms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions : Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dell.com/en-us/customer-services/product-warranty-and-service-descriptions.htm

Offer-Specific, Third Party and Program Specific Terms : Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offeringspecificterms ("Offer Specific Terms").

In case of Resale only : Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

In case of Financing only : If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

^Dell Business Credit (DBC):

OFFER VARIES BY CREDITWORTHINESS AS DETERMINED BY LENDER. Offered by WebBank to Small and Medium Business customers with approved credit. Taxes, shipping and other charges are extra and vary. Minimum monthly payments are the greater of \$15 or 3% of account balance. Dell Business Credit is not offered to government or public entities, or business entities located and organized outside of the United States.

Customer agrees to accept delivery of its order within a reasonable amount of time from when the order is shipped.