

# Southgate City Council Agenda

## Council Chambers

Wednesday December 4, 2019

6:30pm

### Work Study Session

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1. Presentations
2. Officials Reports
3. Memo from Administrator; Re: Adoption of 2018 international Property Maintenance Code

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7:00 pm

### Regular Meeting

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#### *Pledge of Allegiance*

#### **Roll Call:**

Colovos, Farrah, George, Graziani, Rauch, Rollet, Zamecki.

#### **Minutes:**

1. Work Study Session Minutes dated November 20, 2019.
2. Regular City Council Meeting Minutes dated November 20, 2019.

#### **Scheduled Persons in the Audience:**

#### **Consideration of Bids:**

#### **Scheduled Hearings:**

#### **Communications "A" –**

1. Letter from Mayor; Re: Purchase of Video Surveillance System
2. Letter from Mayor; Re: Appointment to Library Commission

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#### **Communications "B" – (Receive and File)**

#### **Ordinances:**

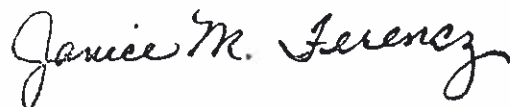
#### **Old Business:**

#### **New Business:**

#### **Unscheduled Persons in the Audience:**

**Claims & Accounts: Warrant #1390      \$8,299,335.54**

#### **Adjournment:**



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**Janice M. Ferencz, City Clerk**

City Council

## **Work Study Session**

November 20, 2019

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An Informal Meeting of the Council of the City of Southgate was held on November 20, 2019 at 6:30 P.M. in the Council Chambers of the Municipal Building, 14400 Dix-Toledo Highway, Southgate, Michigan.

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Present: Bill Colovos, Mark Farrah, Karen George, John Graziani, Phillip Rauch, Chris Rollet, Dale Zamecki

Absent:

Also Present: Mayor Joseph G. Kuspa, City Administrator Dustin Lenti, City Attorney Ed Zelenak, City Clerk Jan Ferencz, City Engineer John Miller, Public Safety Director Jeff Smith, Police Chief Brett Selby, Fire Chief Mike Sypula, and Building Inspections Director Bob Casanova.

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City Auditors Plante Moran gave a presentation on the 2018/2019 Annual Audit of the City's Financial Condition.

This meeting ended at 6:59 pm.

# City of Southgate

## Regular City Council Meeting

### November 20, 2019

A Regular Meeting of the Council of the City of Southgate was held in the Municipal Council Chambers, 14400 Dix-Toledo Highway, Southgate, Michigan on Wednesday, November 20, 2019 and was called to order at 7:00 PM by Council President John Graziani.

**This meeting began with the Pledge of Allegiance, followed by roll call.**

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Present: Bill Colovos, Mark Farrah, Karen George, John Graziani, Phillip Rauch, Chris Rollet, Dale Zamecki

Absent:

Also Present: Mayor Joseph G. Kuspa, City Administrator Dustin Lent, City Ed Zelenak, City Engineer John Miller, City Clerk Jan Ferencz, Public Safety Director Jeff Smith, Police Chief Brett Selby, Fire Chief Mike Sypula, and Building Inspections Director Bob Casanova.

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#### **Minutes:**

Moved by George, supported Colovos, RESOLVED, that the minutes of the City Council Work Study Session dated November 6, 2019 be approved as presented. Carried unanimously.

Moved by Rauch, supported by Zamecki, RESOLVED, that the minutes of the Regular City Council Meeting dated November 6, 2019 be approved as presented. Carried unanimously.

#### **Communications A:**

1. Memo from ACA/Finance Director; Re: Audit FY 2018/2019 moved by Farrah, supported by Rollet, RESOLVED that the Southgate City Council adopts and accepts the Audit for FY 2018/2019. BE IT FURTHER RESOLVED THAT due to GASB # 54 (Fund Balance Reporting and Government Fund Type Definitions), the City Council restates the fund balance as follows:

#### **General Fund**

Nonspendable Prepaids	\$ 179,403
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#### **Restricted**

Unspent property tax – P&F Pension	\$ 500,437
Low income housing	\$ 9,163
Recreation	\$ 0
Building Dept.	\$ 47,764

Committed	County Property Tax Chargeback's	\$ 289,000
	Computer Software Acquisition	\$ 2,635
	SINC	\$ 136,000

## Regular City Council Meeting

### November 20, 2019

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#### Assigned

Workers Compensation	\$ 330,000
Severance Reserve	\$ 800,000
Future Working Capital	\$ 275,000
Future OPEB	\$ 168,000
Golf Course Debt	\$ 94,000
Fire Truck Lease	\$ 50,000

#### Capital Projects Funds

Restricted	Donation	\$ 153,831
Committed	Police Cars	\$ 438,567
	Property Acquisition	\$ 115,116
	Fire Rescue Equipment	\$ 160,000
Assigned	Capital Projects	\$ 226,072

Motion carried unanimously.

2. Letter from Mayor; Re: Cross Connection Control Program moved by Rollet, supported by Colovos, RESOLVED THAT the Southgate City Council concurs with the recommendation for the one year extension of the contract for the Cross Connection Control Program with HydroCorp (5700 Crooks Rd., Ste. 100, Troy, MI 48098) in the amount of \$33,120. BE IT FURTHER RESOLVED THAT sufficient funds are available in the Water and Sewer Fund.

Motion carried unanimously.

3. Letter from Mayor; Re: Appointments to Boards/Commissions moved by George, supported by Zamecki, RESOLVED THAT the Southgate City Council concurs with the Mayor's appointments to the following boards/commissions:

#### Dangerous Buildings Hearing Board (for a term expiring December 2022)

Robert Hines                      12055 Fordline

#### Board of Zoning Appeals (for a term expiring December 2022)

Linda Clark                      19278 Orchard  
Jerry Orman                      12160 Helen

#### Municipal Employees Civil Service Commission (for a term expiring December 2022)

Sam Galanis                      12669 Ward

#### Plan Commission (for a term expiring December 2022)

Ed Gawlik                      15121 Windemere  
Chad Godbout                      14524 Yorkshire  
Marie Henegar                      15127 Ludington

Motion carried unanimously.

4. Letter from Mayor; Re: Appointments to Boards/Commissions moved by Colovos, supported by Rauch, RESOLVED THAT the Southgate City Council concurs with the Mayor's appointments to the following boards/commissions:

## Regular City Council Meeting November 20, 2019

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Building Authority (for a term expiring December 2025)

Robert Hines                      12055 Fordline

Building Authority (for a term expiring December 2021)

Joseph Kuspa\*                      12374 Helen

Police & Fire Civil Service Commission (for a term expiring December 2022)

Chris Poirier                      12689 Phelps

Police & Fire Retirement Board (for a term expiring December 2021)

Jim Dallos\*                      15240 Windemere

Lary Lynn                      13470 Agnes

Gordon Mydlarz                      16911 Club Drive

Tax Increment Finance Authority (for a term expiring December 2023)

Tony DiCarlo                      15568 Applewood

*\*These appointments are made due to the City Charter.*

Motion carried unanimously.

### **New Business:**

1. Letter from Mayor; Re: Purchase of Road Salt

Moved by Farrah, supported by Rollet, RESOLVED THAT the Southgate City Council hereby concurs with the recommendation to extend the current contract for two (2) years through the DCC with Detroit Salt Company at the new unit quantity amounts of \$55.00 per ton for the 2019/2020 year and \$56.93 per ton for the 2020/2021 year. BE IT FURTHER RESOLVED THAT sufficient funds are available in the Department of Public Services budget for this contract.

Discussion took place.

Motion carried unanimously.

### **Claims and Accounts:**

Moved by Farrah, supported by Zamecki, RESOLVED, that Claims and Accounts be paid as outlined on Warrant # 1389 in the amount of \$1,201,061.53.

Motion carried unanimously.

### **Adjournment:**

Moved by George, supported by Rauch, RESOLVED, that this Regular Meeting of the Southgate City Council be adjourned at 7:17 P.M. Carried unanimously.

JOSEPH G. KUSPA  
*Mayor*

JANICE M. FERENCZ  
*City Clerk*

JAMES E. DALLOS  
*Treasurer*



## City of Southgate

- CITY COUNCIL -

JOHN GRAZIANI  
*Council President*

MARK FARRAH

KAREN E. GEORGE

BILL COLOVOS

DALE W. ZAMECKI

PHILIP J. RAUCH

CHRISTOPHER P. ROLLET

### Memorandum

**To:** Honorable City Council Members

**From:** Dustin Lent, City Administrator

**Date:** November 26, 2019

**Re:** Adoption of the 2018 International Property Maintenance Code

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The Building Department Director is requesting that the Southgate City Council adopt the attached ordinance amendment incorporating the 2018 International Property Maintenance Code. The Code serves as the enforcing guidelines for the Code Enforcement Division.

The City Attorney has reviewed the request and has no objection to adopting the updated code. Please do not hesitate to contact me with any questions.



# City of Southgate

DEPARTMENT OF BUILDING AND SAFETY ENGINEERING  
14400 DIX-TOLEDO ROAD, SOUTHGATE MICHIGAN 48195

PHONE: (734) 258-3030

FAX: (734) 281-6670

[www.southgatemi.org](http://www.southgatemi.org)

## MEMORANDUM

TO: Dustin Lent, City Administrator

FROM: Robert A. Casanova, Building Inspections Director

RE: Adoption of 2018 International Property Maintenance code

DATE: November 26, 2019

Attached please find a copy of the proposed revised Ordinance for the adoption of the 2018 International Property Maintenance Code.

Once you and Ed Zelenak's review has been completed, with your approval, I would like to forward to the City Council as soon as possible for their approval.

If you have any questions, feel free to call me.

Attachment

RAC/dm



## City of Southgate

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14400 DIX-TOLEDO ROAD, SOUTHGATE MICHIGAN 48195

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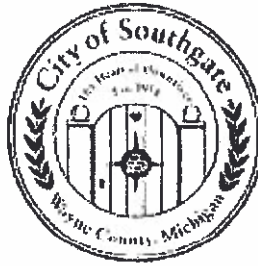
### 1422.01 ADOPTION BY REFERENCE; FILE COPIES.

The "2018 International Property Maintenance Code" as published by the International Code Council, Inc., is hereby adopted as the Property Maintenance Code of the City of Southgate, County of Wayne, State of Michigan; for the control of buildings and structures as herein provided; and each and all of the regulations, provisions, penalties, conditions and terms of said Property Maintenance Code are herein referred to, adopted, and made a part hereof, as if fully set out in this chapter, with the additions, insertions, deletions and changes, if any, prescribed in Section 1422.02. A copy of the 2018 International Property Maintenance Code and the provisions thereof, shall be filed in the Building Department.

JOSEPH G. KUSPA  
Mayor

JANICE M. FERENCZ  
City Clerk

JAMES E. DALLOS  
Treasurer



## City of Southgate

- CITY COUNCIL -

JOHN GRAZIANI  
Council President

MARK FARRAH

KAREN E. GEORGE

BILL COLOVOS

DALE W. ZAMECKI

PHILLIP J. RAUCH

CHRISTOPHER P. ROLLET

November 26, 2019

To the Honorable  
City Council  
Southgate, Michigan 48195

Re: Recommendation for Purchase for In House Video Surveillance System –  
Police/Court

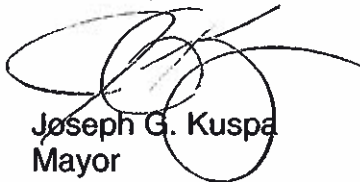
Ladies and Gentlemen:

It is recommended by the Director of Public Safety and I concur, that we award the purchase for the replacement of our In House Video Surveillance System for the Police Department and Court to D/A Central, Inc. in the amount of \$96,000.00. In addition, D/A Central will upgrade the video surveillance system in the Police Department for \$3,260.00. The total amount of this purchase is \$99,260.00.

Sufficient funds are available in the Police Department Federal Drug Forfeiture Account for this purchase.

Your favorable consideration of this matter is requested.

Sincerely,



Joseph G. Kuspa  
Mayor

JGK/law

# MEMO

To: Honorable Mayor Kuspa

From: Office of the Director of Public Safety

Re: **Request for Waiver of bid/Purchase approval**

Date: 11-26-2019

Dear Mayor,

The in house video surveillance system that operates the Police Department and Court is 15 years old and it has far exceed its lifespan. D/A Central made an onsite visit and offered us a video surveillance upgrade package that will include all new high resolution cameras at a reduced cost, upgraded fiber cables, all new workstations, monitors and training for the new software and system. DA Central is also waving the install labor cost for the new cameras.

As previously stated the current system is 15 years old and the technology has become outdated and unstable. There have been several incidents where do to the clarity of the cameras and picture quality the recorded footage has not been clear or able to have been used in court proceedings. The video/surveillance system is responsible for recording booking, lodging, and the stay of prisoners in the jail, the exterior and interior of the police department and most areas in the court and in the court rooms.

It is my recommendation that the purchase and up-grade of the complete new video system as described in detail in the attached not to exceed proposal be awarded to D/A Central, Inc. 13155 Cloverdale Ave. Oak Park, Mi. 48237 in the amount of not to exceed \$96,000.00. With your concurrence, I respectfully request this item be placed on the City Council's agenda for the meeting scheduled on December 4, 2019 for purposes of a waiver of bid request and purchase approval.

Adequate funding is available in the Federal Forfeiture Account, this purchase falls under the guidelines that governs the use of these funds.

Sincerely,



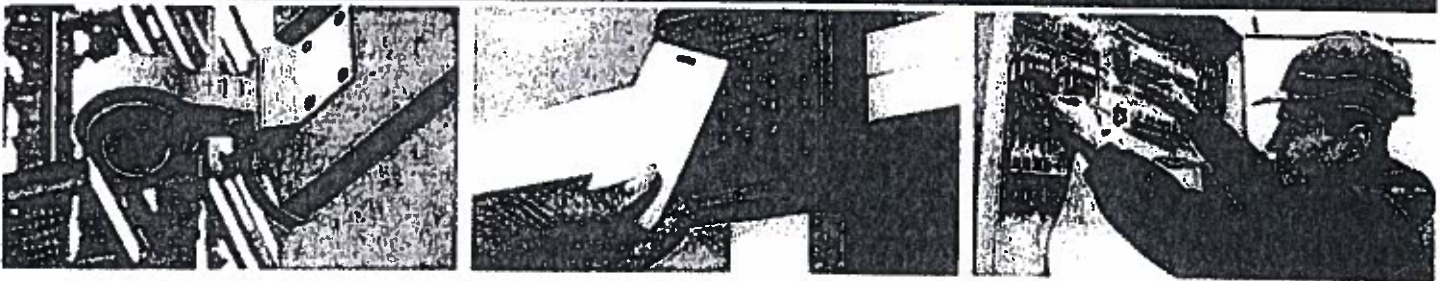
Jeffrey M. Smith  
Director of Public Safety

cc: Finance Director, City Administrator, Public Safety Commission (7), file



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# Not To Exceed Proposal



## **City of Southgate Police and 28<sup>th</sup> District Court** *Video Surveillance Upgrade*

### **CITY OF SOUTHGATE**

14710 Reaume Parkway  
Southgate, Michigan 48195

**Date: September 6, 2019**

Joseph A. Vanwelsenaers  
System Specialist  
**D/A Central, Inc.**  
13155 Cloverdale Ave.  
Oak Park MI, 48237  
Phone: 248/399-0600 x 122  
Email: [joe.vanwel@dacentral.com](mailto:joe.vanwel@dacentral.com)



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Jeffrey Smith  
Director of Public Safety  
**Southgate Police Department**  
14710 Reaume Parkway  
Southgate, MI 48195

Dear Jeff,

Per our previous discussions for the need to bring your Lenel Access Control and Video Software current, we are providing this information to upgrade your video surveillance system, upon request.

This information is for the Southgate Police Department and the 28<sup>th</sup> District Court.

This proposal takes into account the existing security systems full replacement service agreement and the software support agreements. Additional information on what is being submitted and what is already included with the service agreements will be provided later in the document.

Sincerely,



Joseph A. Vanwelsenaers  
System Specialist

**D/A Central, Inc.**

13155 Cloverdale

Oak Park, Michigan 48237

PH: 248/399-0600 122

Email: joe.vanwel@dacentral.com

Date: September 6, 2019

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# Executive Summary

## Overview of Proposal / Purpose of Proposal

After reviewing your needs with you to upgrade your Lenel software and replace the existing network video recorder, we are providing you with the additional information to upgrade your existing analog video cameras (that are still working) and have been in service for over 15 years, well exceeding the normal lifecycle.

As mentioned above, the network video recorder will be replaced under the ongoing service agreement. However, the cameras are still operation and are of a different type (analog-coax), than today's high resolution security cameras (IP), that also utilize a different type of cable (data cable-CAT6).

New cable would need to be run for these cameras, and this would be outside of the service agreement. Also, the new style cameras, replacing functioning cameras, is also outside of the agreement, though D/A Central will provide these cameras at a discount price and install them with free labor cost.

### What we are proposing:

- Provide a new Network Video Recorder (provided as part of the ongoing service agreement)
- Provide new video encoders-as needed (provided as part of the ongoing service agreement)
- Provide new cameras at a reduced rate (installed with no labor cost)
- Provide new software for each camera and free integration license (included in the price)
- Run new cable (included in the price)
- Provide new 48 Port PoE network switches (2) one at Court one at PD with patch panels and fiber cable connection between the two switches (included in the price)

An equipment list and a not to exceed total, along with options, will be provided later in this proposal.

# D/A Overview

## Who is D/A Central?

D/A Central is a Michigan-based technology integrator. Founded in 1957, D/A Central has a legacy of innovation starting from the early days of film camera surveillance to the latest in Cloud based IT technology and services.

D/A Central has provided systems integration for organizations by managing increasingly complex technology to protect and enhance the workplace. As a proud Michigan company, D/A provides effective security solutions including access control systems, surveillance systems and network management services for over 60 years. We provide the expertise through system design, consulting and integration of disparate systems, utilizing open standards. This philosophy helps enterprises whether they are installing a new system or upgrading a system, by protecting the future value of the investment.

With specialties in forward thinking security and data networks, D/A serves a wide variety of clientele on a local, national & global basis. Industrial clients like Eaton Corporation, Herman Miller, Steelcase and municipalities infrastructure like City of Detroit, City of Taylor, City of Dearborn, City of Warren, State of Michigan and Great Lakes Water Authority showcase our technology and engineering expertise. Many of our clients have relied on our service, support and training for over 20 years. We provide best in class, integrated solutions which best meet the needs of our clients...nothing less.

At D/A, our values center around good stewardship and taking responsibility. We support our clients with:

1. Ongoing investment in factory trained technicians and support personnel. Our knowledge and efficiency often create significant reductions in Total Cost of Ownership.
2. Dedicated project managers to see projects executed from start to finish. We often take project management issues beyond the scope for the project to assist in getting things done.
3. Utilize cost controls for our clients by utilizing existing system components when possible.
4. Build electronic documentation for system design by site
5. Use ticket management support software to identify and measure service response and effectiveness.
6. Manage lifecycle management for both hardware and software to maximize the useful life of the system



# Our Mission

## Technology

Technology is the foundation of all we do. Networks are the lifeblood of your organization. D/A takes a holistic approach to managing your technology. That includes expertise for network architecture and management down to training for systems to support your employees. Our wide range of experience means that you can count on us to advise and protect your decisions with a view to the future and system life cycle management.

## Integration

In the IOT world of today, D/A continues to expand the integration of devices and data to create the future. As systems morph, we are looking to focus technology integration decisions to protect the overall security and efficacy of your system. This eye to building efficiency for your employees means that Innovation and Integration go hand in glove to build solutions for you.

## Physical Security

D/A's roots come from decades of experience with physical security. Our integrated physical security solutions range from municipal command centers to multi-campus health care organizations. Our solutions take the basic features of Video, Access Control and Intrusion and make them tools for managing your enterprise. That includes the ability to provide key metrics from your systems to give you actionable insight beyond security.

## Data Driven

D/A believes that the ongoing data your system generates is not waste product but inherently valuable. In fact, the underlying system data (especially video meta data) can prompt action and metrics to bring more insight and new uses of your system. We believe that the intersection of disparate system data creates new opportunities.

# System Overview

## Scope of Work (SOW)

### General Requirements

#### Responsibilities

##### *By D/A Central, Inc*

D/A will provide and install a complete working security system as listed in this document for the newly proposed IP Video for the Southgate Police Department and the 28<sup>th</sup> District Court.

We will coordinate and work with the City for the identification and configuration of each camera at each location.

##### *By Sub Contractor*

We will perform all work with our own team. No subcontractors are planned for this project.

##### *By Others*

IP addresses are to be provided by others. It is anticipated that this project will require 70-80 IP addresses for the new devices being installed.



## Site Requirements

The site is to provide sufficient wall space for the mounting of the control panels, racks and power supplies.

Working hours, unless otherwise agreed upon, is between the hours of 8:00 am and 5:00 pm Monday-Friday.

Installation crews must be provided free access to the areas needed for this solution. Please inform us if there are certain considerations of which we should be aware.

Site will be left clean and free of installation debris at the end of each day and the end of the project in general.

### *Exclusions and Clarifications*

110/120v power is to be made available at the defined locations, usually in Telcom or IDF/MDF rooms.

If existing cable is used to pull through the new CAT6 cable, removal of the existing coax will not be additionally charged. Abandoned cable will be left in the ceiling or can be removed at an additional charge.

D/A is non-union therefore union Labor is not included in this proposal unless indicated otherwise.



## Solution Project Scope - Details

D/A Central is proposing the provision and installation of the equipment listed in this proposal.

### **CCTV- IP Video**

- (1) New Network Video Recorder (covered under the ongoing service agreement)
- (2) Axis Outdoor 1080P Surface Mount Fixed Dome Cameras
- (4) Axis Indoor PTZ 1080P Cameras
- (7) Axis Outdoor PTZ 1080P Cameras
- (57) Axis Indoor 1080P Surface Mount Fixed Dome Cameras
- (2) Ubiquiti 48 Port Managed PoE Switch
- (2) Patch Panels
- (77) Camera Licenses (covered under the ongoing service agreement)
- (77) Care Plus Camera Licenses (covered under the ongoing service agreement)
- (77) Camera Integration Licenses (covered under the ongoing service agreement)
- (1) Custom Fiber cable
- (2) Fiber panels and fiber patch cables (one at each switch)
- (10,000') CAT 6 cable for new cameras
- (2) Workstations (computers one each at Police desk and Court front desk)
- (3) 32-40" Large Monitors (2 at Police Desk, one at Court front desk)

**Not to Exceed Total for Complete Video System Upgrade listed above including installation, programming, training and verification of proper operation would be \$96,000**

**\*\* Please see email with additional discounts associated with the Complete Video System Upgrade.**

### **Inclusions:**

*D/A will provide the programming for the new devices and cameras(covered under the ongoing service agreement) .*

*Take out any obsolete un-used video equipment*

### **Exceptions:**

*This does not include replacing the VCR/DVR and the 2 cameras for the Interview Rooms that will function as they currently are. I can quote new replacements for these devices but will add to the cost.*

*This assumes existing cameras in the Treasury are compatible with the new software*

Date: September 6, 2019

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***\*\*The above total from the previous page, or Option 1 below, are strongly recommended for your system upgrade. The Matrix Switcher, which is the centerpiece of your existing analog video equipment, has been "End of Lifed" long ago with replacement parts extremely difficult to find or no longer available.***

### ***Options for Consideration:***

#### **Option 1-New Head End:**

Performing the work listed in the above total with the exception of not providing the new IP cameras and camera cable installation, would be approximately **\$17,500**.

This would include the new NVR and software (not charged-Included with the on going service agreement) and would include the new 48 port PoE switches and patch panels, armored fiber cable linking the 2 switches, two new video monitoring workstations with three (3) new 32" monitors (2 at PD-1 at the Court entrance).

#### **Estimate for IP Camera Changeout**

Should you not choose the recommended "not to exceed proposal", below are some cost estimates for replacing individual camera types:

Replacing one (1) Outdoor PTZ IP Cameras (free camera installation) with new cable into the upgraded system would be approximately **\$3,600**.

Replacing one (1) Indoor fixed 1080P IP Cameras (free camera installation) with new cable into the upgraded system would be approximately **\$1,250**.



## Implementation Plan

### General Project Expectations

- ☒ D/A Central expects that all work will be performed in a normal hourly/daily continuous timeline.
- ☐ D/A Central anticipates that this work will be accomplished in stages and is dependent on others/clients and therefore additional planning will be required to complete the project.
- ☐ D/A Central anticipates work to be outside normal business hours.

### Timeline/Schedule

☒ Typical Lead times for this type project are 3 to 4 weeks for equipment. D/A Central will order equipment upon client's signed acceptance of this proposal. A D/A Central Operations representative will contact client within a few business days to identify any clarity available of timeline and tentative schedule.

- ☐ - **Expedited** – Work to begin in less than 4 Weeks

### Equipment Description

See pricing page

### D/A Offerings needed for this Scope of Work – Check All that Apply

- |                                           |                                              |                                           |
|-------------------------------------------|----------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Access control   | <input type="checkbox"/> ID Credentials      | <input type="checkbox"/> Remote Services  |
| <input checked="" type="checkbox"/> CCTV  | <input type="checkbox"/> Office 365 Mgmt.    | <input type="checkbox"/> Network Security |
| <input type="checkbox"/> Alarm System     | <input type="checkbox"/> Cloud Based         |                                           |
| <input type="checkbox"/> Alarm Monitoring | <input type="checkbox"/> Managed IT Services |                                           |
| <input type="checkbox"/> Intercom System  | <input type="checkbox"/> Managed Security    |                                           |

### Check List for Scope of Work – Check All that Apply

- |                                                           |                                             |                                            |
|-----------------------------------------------------------|---------------------------------------------|--------------------------------------------|
| <input checked="" type="checkbox"/> Standard Order        | <input type="checkbox"/> Bid Project        | <input type="checkbox"/> License Changes   |
| <input type="checkbox"/> Special Order                    | <input type="checkbox"/> Leased Project     | <input type="checkbox"/> Special Invoicing |
| <input type="checkbox"/> Box Sale                         | <input type="checkbox"/> Subcontractor      |                                            |
| <input type="checkbox"/> Multi Year Equipment Maintenance | <input type="checkbox"/> Expedited Timeline |                                            |
|                                                           | <input type="checkbox"/> Permit Needed      |                                            |

Date: September 6, 2019

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## Summary of Solution Provided

Thank you for allowing D/A Central the opportunity to demonstrate why we are a leader technology in system integration with very high levels of client satisfaction.

D/A Central Inc. submits this proposal for your review.

This proposal represents a solid solution for your need, as laid out above, for your access control and IP Video security requirements.

Should you have any questions please feel free to contact me at 248/399-0600 x 122. If you find this proposal acceptable, please sign and date or acknowledge acceptance in an email to [joe.vanwel@dacentral.com](mailto:joe.vanwel@dacentral.com)



# Standard Terms and Conditions

## Clarifications

1. Where applicable, the above systems are subject to the approval of the "Authority Having Jurisdiction" (AHJ); any changes required by the AHJ are not included. Any required permits are not included.
2. Customer must provide building power source where required. 110 VAC power on 20-amp dedicated circuit, no more than .5V to ground, clear of spikes and surges, where required with insulated earth ground.
3. Customer will provide network drops where required.
4. Customer must provide environmentally safe location for the area where the work is to be performed.
5. Customer is solely responsible for compliance with any applicable ADA requirements for equal access.
6. If applicable, the customer must provide connection to fire alarm system to interface into their equipment. All costs associated with the fire contractor's scope of work are the customer's responsibility and are not included in this proposal. This proposal assumes that all fire related inspections will occur during normal business hours. Any fees required by the inspection authority and/or the fire contractor are the customer's responsibility and are not included in this proposal.
7. Customer must provide proper working hardware. All doors are assumed to be properly aligned and all existing hardware is presumed to be in good working condition and remains the responsibility of the customer. Any hardware found to be non-working or insufficient for the needs of the system will be replaced as necessary but will require a change order to be issued prior to any additional work being completed.
8. Programming is included in this proposal and is defined as the input of system software information. D/A Central will assist the customer in the input of schedules while the actual input of data will remain the responsibility of the customer.
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16. Customer must provide proper lighting in all work areas as required.
17. All drawings and related documentation created or provided by D/A Central, Inc. are proprietary and will remain the property of D/A Central, Inc., any use or reproduction of same are strictly prohibited.
18. Customer must provide permanent signage related to life safety codes as needed.
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21. While D/A Central works to the best of its knowledge and industry practice, neither D/A Central nor its engineers are professionally registered. The services, review, stamp or seal of an experienced, registered, professional engineer may be required to complete a particular task, application or project and if so, this may require a separate engagement of an outside registered engineering firm, and this service is available at an additional charge.

## Standard Terms

1. This Proposal will remain firm for Sixty (60) Calendar Days.
2. Upon contract award, lump sum or fixed price contracts will be billed 30% of the total contract price for engineering and mobilization, unless otherwise stated.
3. Payment terms are Net 30 days from date of invoice.
4. All work is to be performed during Straight-Time Hours unless Specifically quoted. After-Hours, Shift Work, and Premium Time are not included but are available at the applicable rate.
5. No additional work will be performed under this contract unless approved by an authorized representative.
6. Projects exceeding one calendar month will be billed for work completed during each month (progressive billing). Progressive billing will include invoicing for engineering, programming prior to on-site installation as well as for materials stored at D/A Central Inc. offices and/or delivered to site. Progressive billing for Project Management will also be done based on a monthly percentage of the proposed total upon commencement of installation.

## Warranty

D/A Central Inc. will warranty its equipment and workmanship for One (1) Year from the time of system activation and acceptance. Any deficiencies found in workmanship will be the responsibility of the D/A Central Inc. except acts of God, misuse, or vandalism. Repairs or attempted repairs by others will void the D/A Central Warranty. User understands and agrees that D/A is NOT AN INSURER. D/A makes no guarantee or warranty, including any implied warranty of merchant-ability or fitness that the equipment or services supplied will avert or prevent occurrences or the consequences thereof, which the system/equipment is designed to detect or avert. It is agreed that damages or losses suffered are not allocable to performance and shall be fixed at \$250. Insurance that D/A carries for its own protection and indemnification for its customers is stated on the Certificate of Insurance available at User's request. Extended service-maintenance agreements providing for after hour coverage and preventative maintenance are available. Monthly or Quarterly billing on Preventive Maintenance Agreements.

## Signature and Project Plan Acceptance

Approval Signature: \_\_\_\_\_

Name \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_



Main: 248.399.0600  
Toll Free: 800.486.4855



[info@dacentral.com](mailto:info@dacentral.com)



13155 Cloverdale Ave,  
Oak Park, MI 48237



[www.dacentral.com](http://www.dacentral.com)



[/DACentralInc](https://twitter.com/DACentralInc)



[/company/d-a-central-inc.](https://www.linkedin.com/company/d-a-central-inc.)

# MEMO

To: Honorable Mayor Kuspa

From: Office of the Director of Public Safety

Re: **Request for Waiver of bid/Purchase approval**

Date: 11-26-2019

Dear Mayor,

The in house video surveillance system that operates the Police Department Interrogation cameras is 15 years old and has far exceed its lifespan.

D/A Central has offered us a video surveillance upgrade package that will include all new high resolution cameras, upgraded fiber cables, and upgraded hard drive storage, installation and programing. DA Central is also including a one year prime support service and labor warranty.

As previously stated the current system is 15 years old and the technology has become outdated and unstable. There have been several incidents where do to the clarity of the cameras and picture quality the recorded footage has not been clear or able to have been used in court proceedings.

It is my recommendation that the purchase and up-grade the new video system as described in detail in the attached quote be awarded to D/A Central, Inc. 13155 Cloverdale Ave. Oak Park, Mi. 48237 in the amount of \$3620.00. With your concurrence, I respectfully request this item be placed on the City Council's agenda for the meeting scheduled on December 4, 2019 for purposes of a waiver of bid request and purchase approval.

Adequate funding is available in the Federal Forfeiture Account, this purchase falls under the guidelines that governs the use of these funds.

Sincerely,



Jeffrey M. Smith  
Director of Public Safety

cc: Finance Director, City Administrator, Public Safety Commission (7), file



**D/A CENTRAL**  
intelligent security solutions

www.dacentral.com

D/A Central  
13155 Cloverdale  
Oak Park, MI 48237  
(248) 399-0600  
(248) 399-3636 fax

D/A Central  
400 76th St SW Unit 13  
Byron Center, MI 49315  
(616) 246-8000  
(616) 246-7955 fax

**Quote**  
**12155**

Printed 11/22/2019

**Bill To:**

City Of Southgate Police  
City Of Southgate Police Department  
Jeffrey Smith  
14710 Reaume Parkway  
Southgate, MI 48195

Work: (734) 258-3040

**Work Location:**

City Of Southgate Police  
City Of Southgate Police Department  
Jeffrey Smith  
14710 Reaume Parkway  
Southgate, MI 48195

Work: (734) 258-3040

**Scope of Work:**

**November 22, 2019**

Jeffrey Smith  
Director of Public Safety  
Southgate Police Department  
14710 Reaume Parkway  
Southgate, Mi 48195

Dear Jeffrey,

Thank you for the opportunity to quote the price of upgrading the Interrogation cameras to new standard dome IP cameras, that will be recorded on the new system.

Also included is an upgrade to the hard drive storage for these new cameras, that require more storage and bandwidth.

This proposal includes all equipment, installation, programming and verification of proper system operation.

Also included is our D/A one year Prime Support service and labor warranty.

The next page will list equipment and a project total.

An authorized signature on the next page can signify acceptance, if approved, please sign email or fax a copy back to me and we can get the process started.

Please contact me if you have any questions, thank you for the privilege of serving,

Sincerely,

***Joseph A. Vanwelsenaers***

Joseph A. Vanwelsenaers

System Specialist

**D/A Central, Inc.**

13155 Cloverdale

Oak Park, Michigan 48237

PH: 248/399-0600 x 122

Fax: 248/399-3636

email: joe.vanwel@dacentral.com

Project Name: <b>Southgate Police Department Interrogation Camera Upgrade to IP</b>	
Quantity	Description

	Project Contingency and Miscellaneous Hardware
	Installation, Engineering, CAD, Programming and Project Management
2.00	Axis indoor 1080P Surface Mount Dome P3375-V
1.00	Hard Drive Upgrade
	Installation
3.00	CAT6, Plenum, Unshielded, Black
2.00	Patch Cable, CAT6, 3', Blue
1.00	CCTV - Project Miscellaneous Hardware
1.00	Labor not listed below will be costed to the full replacement service agreement.

Subtotal:	<b>\$3,620.00</b>
Tax:	<b>\$0.00</b>
<b>Total:</b>	<b>\$3,620.00</b>

**Proposal Acceptance**

To accept this proposal, please sign and return this page. Be sure to include any necessary purchase order or tax exempt information. Fax # 248-399-3636.

Quote:	12155	\$3,620.00	November 22, 2019	Joseph Vanweisenaers
Project Name: <b>Southgate Police Department Interrogation Camera Upgrade to IP</b>				

I, the undersigned, have read the terms and agree to pay to D/A Central Inc. the above amount listed as total upon acceptance of the project.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Tax ID/Exempt Number (if Applicable): \_\_\_\_\_

P.O. #: \_\_\_\_\_

#### CLARIFICATIONS

1. Where applicable, the above systems are subject to the approval of the "Authority Having Jurisdiction" (AHJ); any changes required by the AHJ are not included. Any required permits are not included.
2. Customer must provide building power source where required. 110 VAC power on 20 amp dedicated circuit, no more than .5V to ground, clear of spikes and surges, where required with insulated earth ground.
3. Customer will provide network drops where required.
4. Customer must provide environmentally safe location for the area where the work is to be performed.
5. Customer is solely responsible for compliance with any applicable ADA requirements for equal access.
6. If applicable, the customer must provide connection to fire alarm system to interface into their equipment. All costs associated with the fire contractor's scope of work are the customer's responsibility and are not included in this proposal. This proposal assumes that all fire related inspections will occur during normal business hours. Any fees required by the inspection authority and/or the fire contractor are the customer's responsibility and are not included in this proposal.
7. All permits and fees associated with permits are excluded from this proposal and is the responsibility of the customer. The customer is responsible for the cost for any and all permits required from local government before project commencement. The cost for permits is not included with this proposal and is to be determined when filed for with the local authorities before installation can begin.
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#### STANDARD TERMS

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JOSEPH G. KUSPA  
Mayor

JANICE M. FERENCZ  
City Clerk

JAMES E. DALLOS  
Treasurer



## City of Southgate

- CITY COUNCIL -

JOHN GRAZIANI  
Council President

MARK FARRAH

KAREN E. GEORGE

BILL COLOVOS

DALE W. ZAMECKI

PHILLIP J. RAUCH

CHRISTOPHER P. ROLLET

November 27, 2019

To The Honorable  
Southgate City Council  
Southgate, Michigan 48195

**Re: Appointments to Boards/Commissions**

Ladies and Gentlemen:

Please be advised I have made the following appointment:

**Library Commission – expiring April 2022**

Haley Picklo            13630 Mark

Haley is replacing Christian Grasso who resigned from the commission.

Your concurrence on these appointments is greatly appreciated.

Sincerely,

Joseph G. Kuspa  
Mayor

Cc: Janice Ferencz, City Clerk

JGK/law