

Board of Trustees

2020 Information Packet



Wednesday
December 9, 2020
6:30pm
YDL-Virtual



Ypsilanti District Library
YDL Special Board Meeting, December 9, 2020 6:30 pm, YDL – Virtual Meeting
AGENDA

AGENDA ITEM	Information	Discussion	Action
Call to Order	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*Roll Call Brian Steimel <input type="checkbox"/> Kay Williams <input type="checkbox"/> Jean Winborn <input type="checkbox"/> Patricia Horne McGee <input type="checkbox"/> Theresa M. Maddix <input type="checkbox"/> Bethany Kennedy <input type="checkbox"/> Kristy Cooper <input type="checkbox"/>			
Approval of the Agenda	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Public Comment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approval of minutes from 11/18/20 Budget Hearing and regular Board meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
New Business			
A. Award of contract for Whittaker lighting controls system replacement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Old Business			
A. Closed session for Library Director's annual evaluation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Adjournment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Ypsilanti District Library
Board of Trustees
Virtual Budget Hearing Minutes, November 18, 2020 (Unapproved)

CALL TO ORDER

President Jean Winborn called the Budget Hearing to order at 6:21 p.m.

Attendance

Trustees Present: Kay Williams (Washtenaw County, Superior Township, Michigan), Theresa M. Maddix (Washtenaw County, Ypsilanti, Michigan), Bethany Kennedy (Washtenaw County, Ypsilanti Township, Michigan), Kristy Cooper (Washtenaw County, Ypsilanti, Michigan) Jean Winborn (Washtenaw County, Superior Township, Michigan) Patricia Horne McGee (Washtenaw County, Ypsilanti, Michigan) and Brian Steimel (Washtenaw County, Ypsilanti Township, Michigan)

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith and Business Office Manager Monica Gower

APPROVAL OF THE AGENDA

Trustee McGee moved to approve the meeting agenda. Trustee Williams supported this motion.

Vote: Ayes: Williams, Winborn, Maddix, McGee, Kennedy, Cooper and Steimel
Nays: None
Motion passed.

Public Comment

NONE

Adjournment

Trustee McGee moved to adjourn at 6:27p.m. Trustee Williams seconded this motion.

Vote: Ayes: Williams, Winborn, Maddix, Kennedy, McGee, Cooper and Steimel
Nays: None
Motion passed.

Ypsilanti District Library
Board of Trustees - Virtual Meeting
Minutes, November 18, 2020 (Unapproved)

CALL TO ORDER

President Jean Winborn called the Regular Meeting to order at 6:30 p.m.

Attendance

Trustees Present: Kay Williams (Washtenaw County, Superior Township, Michigan), Theresa M. Maddix (Washtenaw County, Ypsilanti, Michigan), Bethany Kennedy (Washtenaw County, Ypsilanti Township, Michigan), Kristy Cooper (Washtenaw County, Ypsilanti, Michigan) Jean Winborn (Washtenaw County, Superior Township, Michigan) Patricia Horne McGee (Washtenaw County, Ypsilanti, Michigan) and Brian Steimel (Washtenaw County, Ypsilanti Township, Michigan)

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith and Business Office Manager Monica Gower

APPROVAL OF THE AGENDA

Trustee Williams moved to approve the meeting agenda with the following revisions: Table Director evaluation to December special meeting; add a discussion about the GPS air purification systems as New Business G. Trustee Kennedy supported this motion.

Vote: Ayes: Williams, Winborn, Cooper, Kennedy, Maddix, McGee and Steimel
Nays: None
Motion passed.

PUBLIC COMMENT

NONE

CONSENT AGENDA

Trustee Kennedy moved to approve the consent agenda (October 28, 2020 Virtual Meeting minutes, and October 2020 Financials and Check Registers) Trustee Maddix supported this motion.

Vote: Ayes: Williams, Winborn, Maddix, Kennedy, Cooper, McGee and Steimel
Nays: None
Motion passed.

COMMITTEE REPORTS

- Superior Township Planning:
 - The township Board met on Monday 11/16. They considered and passed the Road improvement agreement with the WCRC for the Harris Road widening project along with the easement that is on tonight's agenda.
 - Tonight was supposed to be the Superior Planning Commission meeting; it was cancelled. The township engineer asked for a few additional tweaks. The next meeting is December 16th.
- Fundraising committee:
 - The annual appeal letter with an appeal for contributions to help purchase NPBI air purification systems for Whittaker and Michigan Ave went out on Friday.
 - The capital campaign committee is continuing to gain momentum. They have a meeting tomorrow. The total raised so far for Superior is about \$166,000.

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REPORT OF THE LIBRARY DIRECTOR

In addition to submitted Director's report, Director Hoenig relayed the following:

- Terracon is making progress every day. The engineering team did a water filtration test on the sill installation of the Whittaker curtain wall and there were no leaks.
- Terracon is recommending as a next step sealing the vertical joints between the windows and bricks on the outside of each bay.
- Two long time librarians Molly Beedon (Whittaker Youth Department) and Susan Brown (Whittaker Adult Services) will be retiring from the library in January. Former part time outreach Librarian Psyche Castro Jetton will be returning to take on the full-time youth librarian role. Lisa just confirmed today that Robert Neil who is one of our circulation clerks at Whittaker will replace Susan Brown in the Whittaker Adult Services Department.

Trustee Williams made a motion to seal the vertical joints between the windows and the bricks on the outside of each bay of the Whittaker curtain wall if there is money left in the budget allocated. Trustee McGee supported this motion.

Vote: Ayes: Williams, Winborn, Maddix, Kennedy, Cooper, McGee and Steimel
Nays: None
Motion passed.

NEW BUSINESS

- A. Consider approval of proposed FY 2020-21 budget and set millage rate

**RESOLUTION TO ADOPT THE 2020-21 LIBRARY OPERATING BUDGET
AND SET THE MILLAGE RATE**

Whereas the Ypsilanti District Library Board of Trustees is required to adopt an annual budget prior to the December 1 start of each fiscal year, and

Whereas the Library Director proposed a draft budget which was recommended by the Board Finance Committee and reviewed by the Board as a whole, and

Whereas a public hearing notice was posted and a hearing on the proposed budget was held as required by Michigan Public Act 43 of 1963, Budget Hearings of Local Governments,

Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

Ypsilanti District Library
Board of Trustees - Virtual Meeting
Minutes, November 18, 2020 (Unapproved)

The 2020-21 Library Operating budget is hereby adopted as presented, with the operating millage rate set at 2.5252 mills.

OFFERED BY: Kay Williams

SUPPORTED BY: Patricia Horne McGee

YES: 7 NO: 0 ABSENT: 0 VOTE: 7-0

B. Amendment of FY 2019-20 budget

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-34

November 18, 2020

RESOLUTION TO AMEND THE 2019-20 BUDGET TO REFLECT PROJECTED YEAR-END
SPENDING

Whereas, the Ypsilanti District Library Board of Trustees approves an annual budget prior to the December 1 start of each fiscal year, and

Whereas, the budget is a working document and unforeseen changes can and do occur during the course of a fiscal year, and

Whereas, accurate budget figures for each revenue and expenditure account have been approximated for year-end spending, Now therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Ypsilanti District Library budget for the fiscal year ending November 30, 2020 be amended as presented.

OFFERED BY: Brian Steimel

SUPPORTED BY: Theresa M. Maddix

YES: 7 NO: 0 ABSENT: 0 VOTE: 7-0

Ypsilanti District Library
Board of Trustees - Virtual Meeting
Minutes, November 18, 2020 (Unapproved)

C. Resolution to adopt an addendum to the MERS agreement

- See attachment

OFFERED BY: Patricia Horne McGee

SUPPORTED BY: Brian Steimel

YES: 7 NO: 0 ABSENT: 0 VOTE: 7-0

D. Approval of shared driveway easement with Superior Township

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-36

November 18, 2020

RESOLUTION TO APPROVE A DECLARATION OF EASEMENTS AND AGREEMENT FOR
MAINTENANCE WITH SUPERIOR TOWNSHIP FOR THE NEW SUPERIOR LIBRARY
BUILDING SITE

Whereas, the Ypsilanti District Library intends to build a new facility in Superior Township, and

Whereas, Superior Township will retain the adjoining property for potential future development, and

Whereas, both parties wish to utilize and share responsibility for the driveway and allow thre present construction to proceed smoothly, and

Whereas, the Superior Township Board approved the easement drafted by the Library's attorney at its regular meeting of 11/16/2020, Now therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to sign to enter YDL into the proposed easement as presented.

OFFERED BY: Kay Williams

SUPPORTED BY: Patricia Horne McGee

YES: 7 NO: 0 ABSENT: 0 VOTE: 7-0

E. Scheduling of 2021 Annual Board meeting

YPSILANTI DISTRICT LIBRARY

Ypsilanti District Library
Board of Trustees - Virtual Meeting
Minutes, November 18, 2020 (Unapproved)

RESOLUTION NO. 2020-37

November 18, 2020

RESOLUTION TO SCHEDULE THE YDL BOARD'S ANNUAL MEETING FOR 2021

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Annual Meeting for 2021 shall be held at 6:30 p.m. on Wednesday, January 27th.

OFFERED BY: Bethany Kennedy

SUPPORTED BY: Patricia Horne McGee

YES: 7 NO: 0 ABSENT: 0 VOTE: 7-0

F. State of Michigan Public Act 152 (80/20 health care split affirmation)

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO 2020-38

November 18, 2020

RESOLUTION TO REAFFIRM ADOPTION OF THE 80/20 EMPLOYEE HEALTH CARE SPLIT

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

In accordance with Public Act 152 of 2011, (MCL 15.561 et seq.) the *Publically Funded Health Insurance Act*, for the calendar year 2021, The Ypsilanti District Library opts out of the "Hard Cap" of contributions to employee health insurance; and

Adopts the 80/20 contribution split, with the Ypsilanti District Library to pay 80% of the cost of employee health care insurance and the employees to pay 20%.

OFFERED BY: Kay Williams

SUPPORTED BY: Patricia Horne McGee

YES: 7 NO: 0 ABSENT: 0 VOTE: 7-0

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G. Discussion GPS air purification systems

Trustee Williams made a motion to install GPS air purifications systems as discussed, using the capital asset replacement fund. Trustee McGee supported this motion.

Vote: Ayes: Williams, Winborn, Maddix, Kennedy, Cooper, McGee and Steimel
Nays: None
Motion passed.

BOARD MEMBER COMMENTS

Trustee	Comment
Bethany	I wanted to say congratulations to the retirees. Congratulations to our newly re-elected board members
Theresa	Thank you to the board members who ran and congratulations on winning. I love Podcasts and listened to the first Ypsi Stories today. I really recommed it. It was fantastic I can't wait to listen to the next episode that comes out. I am pleased that we are able to offer that.
Kay	I am glad we have new people coming and I'm going to miss the ones leaving, especially Susan. Can you tell Susan I will miss her and all the times she's directed me to books she thinks I would read and like and I usually do. Thank you for approving the GPS system ... Thank you!
Pat	No comments
Kristy	I think that its fantastic the free covid testing went so well.
Brian	I continue to be really happy with the services. I am very impressed with everything the library is doing now.
Jean	Thank you again a thousand times to the librarians and the staff and Lisa. Everything is so wonderful at our library. We chose to operate so that everybody was safe. I feel good about that.
Lisa	No comments

Adjournment

Trustee McGee moved to adjourn at 7:36p.m. Trustee Williams seconded this motion.

Vote: Ayes: Williams, Winborn, Maddix, Cooper, Kennedy, McGee and Steimel
Nays: None
Motion passed.

Defined Contribution Plan Adoption Agreement Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Contribution (DC) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Effective Date

The effective date shall be the first day of **January, 2021**.

II. Employer name Ypsilanti Dist Lib

Municipality number 812501

This is an amendment of the existing MERS Defined Contribution Agreement.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

Division number 812501110429

Division name FT EEs except (see notes)

Note: This division should reflect how you currently define employees who are eligible to participate, for example, All full-time Employees, New hires after 1/1/2019, etc.

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Contribution Plan. If an employee classification is **included** in the plan, then employees that meet this definition are required to participate in the plan and earn time toward vesting. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS, such as "Clerical staff working more than 160 hours in a month," "Elected Officials" or "Admin working >32 hours per week," etc.:

All Full and Part-time employees except pages, subs and temporary employees.

Employee classification contains **public safety employees:** ☐ Yes ☒ No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Ypsilanti Dist Lib

DIV: 812501110429

If you elect to include a special classification (chart below), then the employee will be required to participate in the employer and employee contributions adopted in your plan. An excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than <u>48</u> months in total.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Part-Time Employees: Those who regularly work fewer than <u>1040</u> per <u>year</u> .	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seasonal Employees: Those who will work for the municipality from _____ to _____ only.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Voter-Elected Officials	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appointed Officials: An official appointed to a voter-elected office.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Contract Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Probationary Periods (select one):

- ☒ Contributions will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, contributions will not be reported and service toward vesting will begin when probationary period has ended.

The probationary period will be 12 month(s).

Comments:

This will begin after 12 months.

- ☐ Contributions will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Ypsilanti Dist Lib

DIV: 812501110429

IV. Provisions

1. Leaves of Absence

Regardless of whether an employee is earning a wage while on the following types of leave:

- Third-party wages are not used in determining contributions for periods of leave.
- Vesting under elapsed time continues to accrue even if wages are not earned and contributions are zero.

Note: Employers who determine vesting based on an “hours-reported” method, should report actual worked hours for the month where there was a leave.

Types of leave include:

- Short Term and Long Term Disability
- Workers Compensation
- Unpaid Family Medical Leave Act (FMLA)

Leaves of absence due to military service are governed by the federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Ypsilanti Dist Lib

DIV: 812501110429

2. Definition of Compensation

The Definition of Compensation is used to determine participant and employer contributions. Wages are strongly recommended to be reported with regular wage/contribution reports to MERS. Contributions cannot exceed IRS limitations.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	<input type="radio"/> Base Wages	<input checked="" type="radio"/> Box 1 Wages	<input type="radio"/> Gross Wages
Types of Compensation			
Regular Wages Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
Other Wages Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
Lump Sum Payments PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
Taxable Payments Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
Reimbursement of Nontaxable Expenses (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
Types of Deferrals			
Elective Deferrals of Employee Premiums/Contributions 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
Types of Benefits			
Nontaxable Fringe Benefits of Employees Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
Mandatory Contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
Taxable Fringe Benefits Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
Other Benefits / Lump Sum Payments Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Ypsilanti Dist Lib

DIV: 812501110429

SKIP THIS TABLE if you selected one of the standard definitions of compensation on page 4.

☒ **CUSTOM:** If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

Types of Compensation

Regular Wages

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Salary or hourly wage X hours | <input type="checkbox"/> On-call pay |
| <input type="checkbox"/> PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) | <input type="checkbox"/> Other: _____ |

Other Wages apply: YES ☐ NO ☐

- | | |
|--|--|
| <input type="checkbox"/> Shift differentials | <input type="checkbox"/> Severance issued over time (weekly/bi-weekly) |
| <input type="checkbox"/> Overtime | <input type="checkbox"/> Other: _____ |

Lump Sum Payments apply: YES ☐ NO ☐

- | | |
|---|--|
| <input type="checkbox"/> PTO cash-out | <input type="checkbox"/> Educational degrees |
| <input type="checkbox"/> Longevity | <input type="checkbox"/> Moving expenses |
| <input type="checkbox"/> Bonuses | <input type="checkbox"/> Sick payouts |
| <input type="checkbox"/> Merit pay | <input type="checkbox"/> Severance (if issued as lump sum) |
| <input type="checkbox"/> Job certifications | <input type="checkbox"/> Other: _____ |

Taxable Payments apply: YES ☐ NO ☐

- | | |
|---|--|
| <input type="checkbox"/> Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) | <input type="checkbox"/> Car allowance |
| <input type="checkbox"/> Prizes, gift cards | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Personal use of a company car | |

Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES ☐ NO ☐

- | | |
|---|---|
| <input type="checkbox"/> Gun, tools, equipment, uniform | <input type="checkbox"/> Mileage reimbursement |
| <input type="checkbox"/> Phone | <input type="checkbox"/> Travel through an accountable plan (i.e. tracking mileage for reimbursement) |
| <input type="checkbox"/> Fitness | <input type="checkbox"/> Other: _____ |

Types of Deferrals

Elective Deferrals of Employee Premiums/Contributions apply: YES ☐ NO ☐

- | | |
|--|--|
| <input type="checkbox"/> 457 employee and employer contributions | <input type="checkbox"/> IRA contributions |
| <input type="checkbox"/> 125 cafeteria plan, FSAs and HSAs | <input type="checkbox"/> Other: _____ |

Types of Benefits

Nontaxable Fringe Benefits of Employees apply: YES ☐ NO ☐

- | | |
|--|--|
| <input type="checkbox"/> Health plan, dental, vision benefits | <input type="checkbox"/> Group term or whole life insurance < \$50,000 |
| <input type="checkbox"/> Workers compensation premiums | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Short- or Long-term disability premiums | |

Mandatory Contributions apply: YES ☐ NO ☐

Taxable Fringe Benefits apply: YES ☐ NO ☐

- | | |
|---|---|
| <input type="checkbox"/> Clothing reimbursement | <input type="checkbox"/> Group term life insurance > \$50,000 |
| <input type="checkbox"/> Stipends for health insurance opt out payments | <input type="checkbox"/> Other: _____ |

Other Benefits / Lump Sum Payments apply: YES ☐ NO ☐

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Workers compensation settlement payments | <input type="checkbox"/> Other: _____ |
|---|---------------------------------------|

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Ypsilanti Dist Lib

DIV: 812501110429

3. Forfeiture

A forfeiture occurs when a participant separates from employment prior to meeting the associated elapsed time (or hours reported) to receive vesting. The percentage of his/her employer contribution account balance that has not vested as of the date of termination will forfeit after 12 consecutive months following the termination date reported by the employer, or earlier, if the System distributes the participant's vested portion. MERS will utilize an available forfeiture balance as an automatic funding source applied to reported employer contributions at the time of reporting.

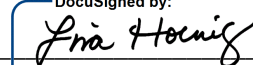
V. Execution:

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by Ypsilanti District Library

at a Board Meeting which took place on: 11/18/2020
(mm/dd/yyyy)

Authorized Signature: _____

DocuSigned by:

195ADB1E3DF74BA...

Printed Name: Lisa Hoenig

Title: Library Director

Date: November 20, 2020

☒ I understand that approved board minutes are required to complete this request.

Board minutes should be sent to: DataCollectionProject@mersofmich.com

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 12/9/2020
Re: Award of contract for Whittaker lighting controls system replacement

The Whittaker lighting controls system is 18 years old and no longer supported by the manufacturer. Back in January, we contracted with Strategic Energy Solutions (SES) to provide electrical engineering services to identify and specify system requirements and provide construction administration services for \$11,500. Prior to the Covid closure we worked with SES to identify the system requirements, but had to wait until we returned to the building to complete and approve the specifications.

The attached RFP for Lighting Controls System Replacement was released on 10/13 along with the final specifications. Two walk throughs with Facilities Manager Jim Reed and SES Engineer Scott Townsend were held, and two firms attended and submitted proposals (attached) by the 11/20 deadline: Siemens Industry Inc. and Enlighten Solutions. (YDL released a revision in scope to the RFP which eliminated some light fixtures SES was to remove prior to posting. The Enlighten proposal still mentions these light fixtures, but the prices have been modified.) The bids are as follows:

Enlighten:	\$82,493.20	Siemens:	\$63,379.00
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SES reviewed the proposals and deemed both are viable. Siemens proposes a more complete system replacement, while Enlighten would remove some of our existing Lutron components while leaving others. Although the two proposals each have strengths, Jim, Scott and I recommend the Siemens proposal.

- Cost is \$19,100 less, under ¾ the price proposed by Enlighten.
- Reputable international firm with local office located in Plymouth for 42 years. Locally, they have approximately 120 employees, nationwide 95,000 and globally 300,000.
- They expect to be able to complete the project in under 3 months.
- Compatible with existing equipment; life cycle of system is approximately 25 years.
- Includes 3 year warranty.
- Gama system includes a dimming feature that is compatible with our existing fixtures.
- Includes training for Jim.
- Uses a combination of server and web interface. The existing PC will be replaced by a touch screen display installed on the wall.
- Will apply for DTE incentive program on YDL's behalf. They believe our project would have qualified for the 2020 program; 2021 program details are not yet available.
- Good communication during bid process; Jim was impressed with representatives on walk through.

The attached resolution would award the contract to Siemens and use Capital Asset Replacement funds to fund the project.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-39

December 9, 2020

RESOLUTION TO AWARD A CONTRACT AND AUTHORIZE CAPITAL ASSET
REPLACEMENT FUND MONIES FOR LIGHTING CONTROLS REPLACEMENT AT
WHITTAKER ROAD

Whereas, the Library maintains a Capital Asset Replacement Fund to provide for higher-cost building maintenance and repairs necessary from time to time, and

Whereas, the Whittaker lighting controls system is 18 years old and no longer supported by the manufacturer, and parts are no longer available except through eBay, and

Whereas, the Library Board contracted with Strategic Energy Solutions to identify and specify replacement system requirements and provide construction administration services, and

Whereas, a Request for Proposal for Lighting Control System Replacement was issued on October 13, 2020, and two bids were received, and

Whereas, after review of the proposals, the Library Director, Facilities Manager, and Strategic Energy Solutions engineer recommend awarding the contract to the low bidder, Siemens Industry, Inc. Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The contract to replace the Whittaker lighting controls system is awarded to Siemens Industry, Inc. for an amount not to exceed \$68,000, using monies from the Capital Asset Replacement Fund.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Request for Proposal
Lighting Control System Replacement
Ypsilanti District Library – 5577 Whittaker Road
Ypsilanti, Michigan

Introduction

The Ypsilanti District Library seeks an electrical contractor to replace the lighting control system for its main facility, located at 5577 Whittaker Road. The 60,000 sf building opened in 2002 equipped with a Lutron Grafik 5000 System which is at end of life and no longer supported.

The Library will accept sealed bids for the project in care of Library Director Lisa Hoenig, 5577 Whittaker Road, Ypsilanti, Michigan 48197 until 2:00 p.m. local time, Friday, November 20, 2020. Bids will be privately opened and evaluated. Faxed, emailed, late, or unsealed bids will be rejected. Proposal shall be for the complete work as required by the attached electronic documents. Questions concerning the documents should be addressed to Ypsilanti District Library.

Interested parties should plan to attend a walk-through of the site, to be held Wednesday, November 4 at 9:30 a.m. Email Facilities Manager Jim Reed at jreed@ypsilibrary.org for details on building access and Covid safety procedures.

Firms desiring to bid shall document at least five years successful experience on projects similar in both type and scope/scale as this project and provide references to attest to successful completion of similar work; be licensed as required by state or local law; and maintain required insurance including general liability and worker's compensation.

Project Scope

Contractor will:

- Consider, recommend, and execute work to replace the lighting control system as specified on the attached documents to satisfactorily complete this project.
- Remove and dispose of all materials and debris resulting from the work.
- Insure that all work, materials, and installation meet Building and Fire Code in all aspects.
- Execute all work at a time agreeable to the Library.

Proposal Requirements

- A cover letter describing the firm or individual, providing name, address, phone, email, and fax of contact person.
- A summary of the contractor's experience and qualifications.
- References for at least 3 previous clients from projects of similar scope and scale.
- A quote of costs for providing the work, materials, and installation, including detailed recommendations.
- A list of any exceptions to the specifications or requirements.
- A date by which the firm can realistically complete the work, assuming a contract is awarded by 1/8/2021.
- Any additional information that you might deem helpful in the selection process.

Further Instructions

1. Additional Information: If additional information is needed by the Bidder, or if revisions in the work are to be included in the proposal, written instructions covering such items will be issued by the Engineer to the Bidder, and such items shall be included in the proposal. No verbal instructions or interpretations will be considered as binding on the Owner unless confirmed by an addendum.
2. Site Visit: Bidders shall visit the existing site on the November 4 coordinated walk-through, examine and verify conditions under which their work must be conducted.
3. Taxes: All proposals in original Contract work, and for all other work there under, shall include all applicable taxes, including social security, unemployment, and sales or use taxes, and any other taxes specifically levied on the work or on wages by local, city, state or federal government, except real property taxes on the site. Proposals shall also include all premiums, assessments and other like payments, charges and costs incidental to the work covered by the Contract documents.
4. Owner's Right to Reject Bids: All proposals submitted shall remain firm for a period of sixty (60) days after the date specified for receipt of proposals. The Library reserves the right to accept any bid, to reject any or all bids, to waive any irregularities and/or informalities in any bid, and to make the award in the manner deemed in the best interest of the Library. Only bids submitted in accordance with the specifications will be considered.
5. Addenda: Bidders will be notified of Addenda via Ypsilanti District Library. Bidders shall provide contact information to Ypsilanti District Library as needed for notification. Ypsilanti District Library will not be responsible for Bidders not

receiving notices for Addenda. It is the Bidder's responsibility to check with Ypsilanti District Library for Addenda prior to submitting a bid.

No Addenda will be issued later than three (3) days prior to the date for the receipt of Bids except an Addendum withdrawing the request for bids or one which includes postponement of the date for receipt of bids.

Each bidder shall ascertain prior to submitting his bid that he has received all Addenda issued.

6. Permits: Contractor shall apply, purchase, and pick up all permits from applicable municipalities or agencies. Contractor's bid shall include permit fees.
7. Consideration of Bids: It is expressly understood that Ypsilanti District Library reserves the right to award a contract based solely on criteria as established by Ypsilanti District Library. Ypsilanti District Library reserves the right to award a contract based solely on what they determine to be in the best interest of the Library.
8. Phases and Sequencing of Construction: The bidder, if awarded, agrees to proceed with construction as outlined within the Contract Documents and carry the project to completion without delay. Bidder agrees to sequence work to accommodate Library operations as agreed upon by the Owner.

Complete and deliver your response by 2:00 p.m. Friday, November 20, 2020 to:

Lisa Hoenig, Director
Ypsilanti District Library
5577 Whittaker Road
Ypsilanti, Michigan 48197

Phone: (734) 879-1300

Email: lisa@ypsilibrary.org

Please direct any questions to Lisa Hoenig before Saturday, November 14.

November 4 site visit details can be obtained from Facilities Manager Jim Reed, (734) 879-1309 or jreed@ypsilibrary.org.

Respondents will be notified within 60 days of the proposal deadline.

**Lighting Control System Replacement
Ypsilanti District Library – 5577 Whittaker Road
Ypsilanti, Michigan**

ATTACHMENT A

INSURANCE REQUIREMENTS

1. The Contractor shall maintain at its expense during the term of this Contract, the following insurance:
 - a. **Worker's Compensation** insurance with the Michigan statutory limits and Employer's Liability insurance with minimum limits of **\$100,000** (One Hundred Thousand Dollars) each accident.
 - b. **Commercial General Liability Insurance** – The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance, Personal Injury, Bodily Injury and Property Damage on an "Occurrence Basis" with limits of liability not less than **\$250,000** (Two Hundred Fifty Thousand Dollars) per occurrence combined single limit.
 - c. **Automobile Liability** insurance covering all owned, hired and non-owned vehicles with Personal Protection insurance to comply with the provisions of the Michigan No Fault Insurance Law including Residual Liability insurance with minimum bodily injury limits of **\$250,000** (Two Hundred Fifty Thousand Dollars) each person and **\$250,000** (Two Hundred Fifty Thousand Dollars) each occurrence and minimum property damage limits of **\$250,000** (Two Hundred Fifty Thousand Dollars) each occurrence.
 - d. The Contractor shall provide proof of **Professional Liability** coverage in the amount of not less than **\$250,000** (Two Hundred Fifty Thousand Dollars) per occurrence and/or aggregate.
2. The Contractor shall be responsible for payment of all deductibles contained in any insurance required hereunder.
3. If, during the term of this Contract, changed conditions or other pertinent factors should in the reasonable judgment of the Library render inadequate insurance limits, the Contractor will furnish on demand such additional coverage as may reasonably be required under the circumstances. All such insurance shall be effected at the Contractor's expense, under valid and enforceable policies, issued by the insurers of recognized responsibility which are well-rated by national rating organizations and are acceptable to the Library.
4. All policies shall name the Contractor as the insured and shall be accompanied by a commitment from the insurer that such policies shall not be canceled or reduced without at least thirty (30) days prior notice date to the Library.

All policies except Professional Liability insurance shall name the Ypsilanti District Library, its officers, agents and employees as additional insured. Certificates of Insurance evidencing such coverage shall be submitted to Lisa Hoenig, Director, Ypsilanti District Library, 5577 Whittaker Road, Ypsilanti, Michigan 48197 prior to commencement of performance under this Contract and at least fifteen (15) days prior to the expiration dates of expiring policies.

5. If any work is sublet in connection with this Contract, the Contractor shall require each subcontractor to effect and maintain at least the same types and limits of insurance as fixed for the Contractor.
6. The provisions requiring the Contractor to carry said insurance shall not be construed in any manner as waiving or restricting the liability of the Contractor under this contract.
7. The Library has the authority to vary from the specified limits as deemed necessary.

ADDITIONAL REQUIREMENTS

Indemnity

1. The Contractor agrees to save harmless and defend the Library against and from any or all liability, loss or damages (including without limitations, fees and expenses of attorneys, expert witnesses and other consultants) which the Library may suffer as a result of claims, demands, costs, or judgments against it arising from, out of or in consequence of the performance of this Agreement, excepting only such liability, loss or damage as shall have been occasioned by the sole negligence of the Ypsilanti District Library, its trustees or employees.
2. The Contractor agrees that it is its responsibility and not the responsibility of the Library of safeguarding the property and materials used in performing this Contract. Further the Contractor agrees to hold the Library harmless for any loss of such property and materials used pursuant to the Contractor's performance under this Contract.
3. The Contractor shall not discriminate against any employee, or applicant for employment because of race, color, sex, age, or handicap, religion, ancestry, marital status, national origin, place of birth, or sexual preference. The Contractor further covenants that it will comply with the Civil Rights Act of 1973, as amended; and the Michigan Civil Rights Act of 1976 (78. Stat. 252 and 1976 PA 453) and will require a similar covenant on the part of any consultant or subcontractor employed in the performance of this contract.

Warranty

1. Contractor warrants to the Ypsilanti District Library that the goods and/or services covered by this order will conform to the drawings, specifications, samples,

description and time provisions furnished by the Library and will be of first class material and workmanship and free from defects, and the Ypsilanti District Library reserves the right to cancel the unfilled portion of an order without liability to contractor if the warranty is breached. Goods will be received, subject to inspection and acceptance at destination by the Ypsilanti District Library, and risk of loss before acceptance shall be on contractor. Defective goods rejected by the Library may, without prejudice to any other legal remedy, be held at contractor's risk and returned to contractor at contractor's expense. Defects are not waived by acceptance of goods or by failure to notify contractor thereof.

2. Warranties shall run for a minimum of twelve (12) months after acceptance by the Ypsilanti District Library. Claims for damages may include direct damages, such as cost to repair, as well as incidental and consequential damages.



Updated Controls Proposal

Whittaker Library

5577 Whittaker Rd, Ypsilanti, MI 48197



Cover Letter

Summary

Enlighten Solutions is pleased to present a proposal to upgrade and replace the Lighting Control System at the Whittaker library in Ypsilanti, Michigan. The control system will provide simpler use by on-site facility, the ability to integrate replacement parts that are and will continue to be supported by the manufacturer, and Lutron's 8-year warranty (2 -year full warranty and prorated warranty thereafter). I have broken this quote into two parts. Part A provides the replacement of all components needed to update the Lighting Control System as well as enable it to accept Lutron supported replacement parts in the future should they be needed. Part B in addition to part A provides full replacement of all lighting control panels. There are reasons discussed in this proposal to potentially delay Part B, and thus why the quote was broken into two parts. See page 3 for details on that discussion.

Work Completion

If awarded the work on 1/8/2020, we can begin as soon as parts arrive. Lutron parts have a 2 – 3 week lead time. In short, we can finish most of the work within a 30 – 45 day period after being awarded the work.

Experience

Enlighten has helped many clients with their control systems. Two of the more advanced projects are listed below. In addition, to the experience I have with Enlighten, I also have significant experience troubleshooting, updating, and managing control systems as a facility manager (see AMLI Residential). Furthermore, Lutron and their local representative are both very knowledgeable on the site and have excellent documentation on the existing system components and software configuration. They would be involved in guiding the replacement of parts, programming the updated system to maintain previous functionality, and providing Library staff training on operating and maintaining the new system. Finally, Lutron has a commitment to support any discontinued system for 10 years after the stoppage of production. With the proposed system not scheduled for discontinuation any time in the future, the new system will be supported for a many years into the future.

I will be your project manager and point of contact throughout the project. We appreciate this opportunity to assist on this project. If you would like to discuss any aspects of this proposal, please don't hesitate to contact.

Contact Information

Brennan Booms CEM, LC, MSE
Enlighten | 21580 Garfield Rd. | Northville, MI 48167
313-300-2843 (Phone) | www.enlightensolns.com

References

Project: Advanced Controls At Campus of Apartment Sites
Year Completed: 2020
Client: North Coast Partners
Client Contact: Zach DiGia | Director of Asset Management | zdigia@ncp-re.com | 313-603-5995

Project: Advanced Controls at Campus of Auto Dealers
Year Completed: 2019
Client: Gabus Automotive Group
Client Contact: Dee Kading | President/CEO Gabus Automotive Group | dee@charlesgabus.com | 515-333-5786

Project: Chilled Water Control and Metering System at Campus of Retail Sites
Years Managed: 2011 - 2015
Company: AMLI Residential
Contact: Dustin Fjeld | dustin@fjeldconsulting.com

Part A: Upgrade

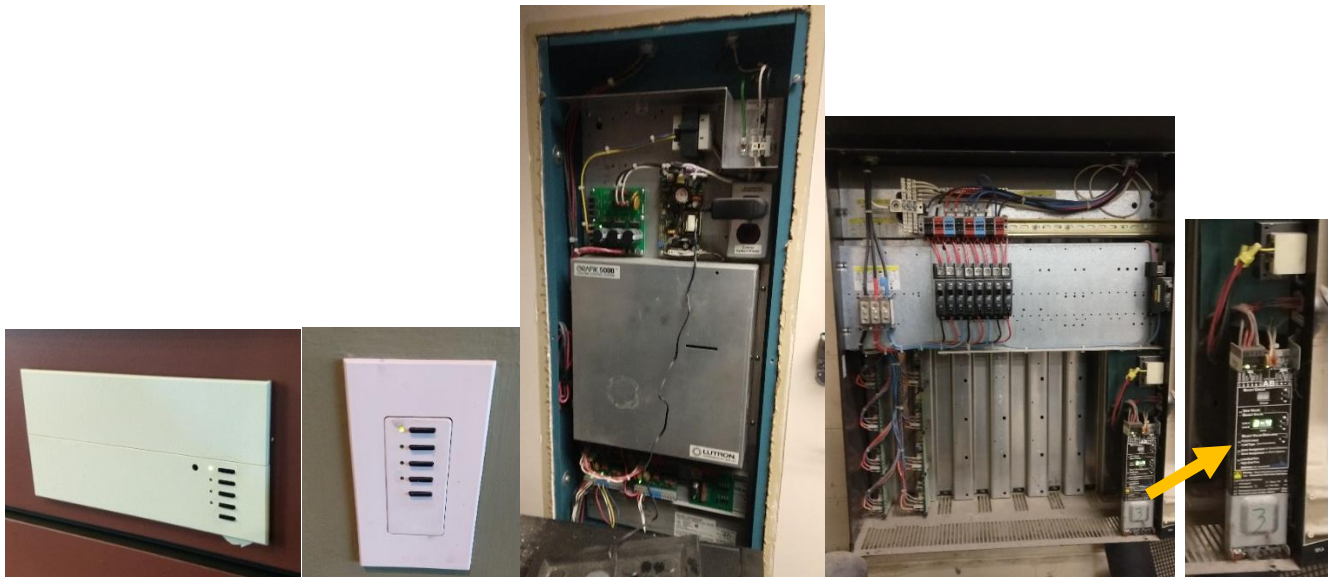
Cost: \$38,193.20

Qty	Abbrv	Model	OEM	Base	Warranty
1	Gateway	QP3-1PL-100-240	Lutron	Panel Mount	8 Years*
8	Circuit Selector		Lutron	Panel Mount	8 Years*
1	Desktop	QS-A-CMP-D-0	Lutron	Desktop	8 Years*
1	AV Control	QSE-IO	Lutron	Wall	8 Years*
1	License	QSE-IO	Lutron	n/a	8 Years*
1	Programming	LSC-OS-PST-QTM	Lutron	n/a	8 Years*
7	Wall Switch Sm	QSW2-5BI-WH	Lutron	Wall	8 Years*
2	Wall Switch Lg	QSGRJ-6P-WH	Lutron	Wall	8 Years*
3	Wall Switch Remove	n/a	Lutron	Wall	n/a

Part A includes:

- Replacement of 11 table lights in the library and installation Grommets in 8 tables.
 - Note that Gasser would not quote the part number provided by SES on 11/13, but quoted the above part #'s for the Vode table lights.
- Adapting current base plate or providing new base plate to ensure clean mounting of lights to tables
- Replacement of all parts currently not supported by Lutron (see new parts list above) and the upgrade of the control panels (i.e. dimming panels and switching panels) via a new Circuit Selector enabling any parts that fail within the panels in the future to be replaced by supported Lutron parts.
- A license for Lutrons newest Lutron Quantum Vue software and a new desktop computer. The software can also be operated on the Library's server.
- Lutron's configuration service ensuring functionality previously provided by the Lighting Control System is translated to the new system.
- Lutron's on-site visit providing instruction on operation and maintenance of new Lighting Control System.
- *Lutron 8 year pro-rated warranty (Years 1 – 2: 100% warranty on parts and any Lutron labor / Years 3 – 5: 50% discount on parts / Years 6 – 8: 25% discount on parts)

Pictorial References



From left to right: Wall Switch Lg, Wall Switch Sm, Gateway (large metal box), Open Dim Panel, Circuit Selector within open Dim Panel.

Part B: Replacement

Cost: \$44,300

Qty	Abbrv	Model	OEM	Base	Warranty
1	Switch Panel 8	XP8-FT	Lutron	Wall	8 Years*
2	Switch Panel 12	XP12-FT	Lutron	Wall	8 Years*
1	Switch Panel 16	XP16-FT	Lutron	Wall	8 Years*
1	Dim Panel Sm HV	GP3-2774M-20	Lutron	Ceiling	8 Years*
1	Dim Panel Md HV	GP8-2774ML-20	Lutron	Wall	8 Years*
1	Dim Panel Md LV	GP8-1204ML-20	Lutron	Wall	8 Years*
1	Dim Panel Lg LV	GP12-1204ML-20	Lutron	Wall	8 Years*

Part B includes:

- Replacement of all 8 control panels.
- Note according to the drawings, in addition to the 4 control panels viewed on the 11/12/20 site walkt there are 4 more additional panels which would need be replaced.
- *Lutron 8 year pro-rated warranty (Years 1 – 2: 100% warranty on parts and any Lutron labor / Years 3 – 5: 50% discount on parts / Years 6 – 8: 25% discount on parts)
- Replacement of panels predicated on ability of Enlighten to access all 8 panels (e.g. panels have not been drywalled over or made inaccessible in any other fashion).

Panel Replacement Discussion

It may be beneficial to have a deeper discussion and analysis around future goals (e.g. LED lighting conversion) before moving ahead with a full replacement of dimming and switching panels. There are several consiredations to make which are touched on below.

- Part A enables the Library to have full operation of the Lighting Control System and use Lutron supported parts for any future part failures in the control panels.
- The current fluorescent lights use Lutron fluorescent dimming ballasts. Therefore the current dimming panels dim based on this protocol and the replacement panels would likewise follow suit. There are some but not many manufacturers who make Lutron-based dimming LED retrofit kits. Therefore LED conversion options may be limited and costs may be higher. Certain lights (e.g. wall lights) may not have an appropriate replacement option.
- Below are a few of the more modern dimming control approaches:
 - 0 – 10V
 - This is the most widely used LED dimming protocol. There are hundreds if not thousands of manufacturers who make LED retrofit applications with 0-10V dimming protocols. Converting to 0-10V dimming protocols will provide very competitve LED conversion bids. Since it's a non-proprietary protocol, replacement lights will be ubiquotously and competitively availaible into the distant future.
 - Lutron makes a 0-10V dimming panel although new wire would have to be pulled to the dimmed fixtures.
 - Lutron makes an adapter for its existing fluorescent dimming panels that converts them to 0-10V. Again new wire would have to be pulled to enable any fixtures for which dimming is desired.
 - There are other dimming technologies such as wireless power packs and Power Over Ethernet that may be considered as well for a future LED conversion.
- Since the library doesn't use much of the dimming functionality, performing the panel conversion at the time of an LED conversion would provide the opportunity to utilize more switching panels instead of dimming panels further reducing overall panel replacement cost. Likewise, less of the LED retrofits will require dimming capability where it is no longer desired again reducing the cost of an LED conversion.
- Enlighten can assist with an analysis to examine the cost tradeoff of a proprietary Lutron system and a more ubiquotous one such as 0-10V.

Part B: Control Panel Replacement

Pictorial References



Items below show from left to right as pictured above.

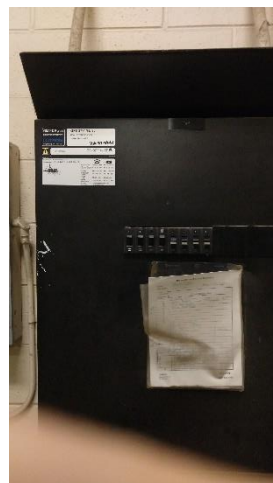


a)



b)

Pictures above: a) is an example of a Dim Panel / b) is an example of a Switch Panel



a)



b)

Pictures above: a) is an example of another Dim Panel with cover on | b) is an example of another Switch Panel with cover on

Proposal Summary

- *This estimate includes Enlighten providing any of the following lights options: (A) \$38,193.20 (B) \$44,299.72 (A&B) \$82,492.92*

Part	Qty	Abbrv	Part	Qty	Abbrv
A	1	Gateway	B	1	Switch Panel 8
A	8	Circuit Selector	B	2	Switch Panel 12
A	1	Desktop	B	1	Switch Panel 16
A	1	AV Control	B	1	Dim Panel Sm HV
A	1	License	B	1	Dim Panel Md HV
A	1	Programming	B	1	Dim Panel Md LV
A	7	Wall Switch Sm	B	1	Dim Panel Lg LV
A	2	Wall Switch Lg			
A	3	Wall Switch Remove			

- *Cost includes supply, shipping, installation, and programming of the parts described in this proposal as well as disposal of replaced equipment.*
- *Cost does not include sales tax as it is assumed the Library is tax exempt. 6% add'l MI state sales tax will be applied to final invoice if applicable.*
- *Enlighten will accommodate minor deviations from scope at no extra cost. Material changes will be priced @ \$100 per hour and a reasonable time estimate.*
- *Cost does not included repair and/or troubleshooting of existing lighting circuit wiring.*
- *Pricing shown in this proposal valid for 60 days.*
- *Unit pricing and total cost in this proposal for listed quantities. Pricing subject to change should final ordered quantities or parts change.*
- *This project is likely not eligible for utility rebates but Enlighten will pursue any rebates available.*
- *A down payment of 25% is required to order parts and begin the work with the remainder of payment due upon completion.*
- *Postponements may occur due to COVID-19 related delays.*
- *All specifications outlined in the RFP "Lighting Control System Replacement" shall be met including insurance requirements apart from any exceptions explicitly outlined in this proposal.*

PROPOSAL

Lighting Control System Replacement

PREPARED BY

Siemens Industry, Inc.

PREPARED FOR

Ypsilanti District Library

DELIVERED ON

November 20, 2020



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Contact Information

Proposal #:	5386796
Date:	November 20, 2020

Sales Executive:	Trey Lim
Branch Address:	45470 Commerce Center Dr. Michigan, 48170
Telephone:	734.928.9071
Email Address:	trey.lim@siemens.com

Customer Contact:	Lisa Hoenig, Director
Customer:	Ypsilanti District Library
Address:	5577 Whittaker Road Ypsilanti MI 48197
Services shall be provided at:	5577 Whittaker Road Ypsilanti MI 48197

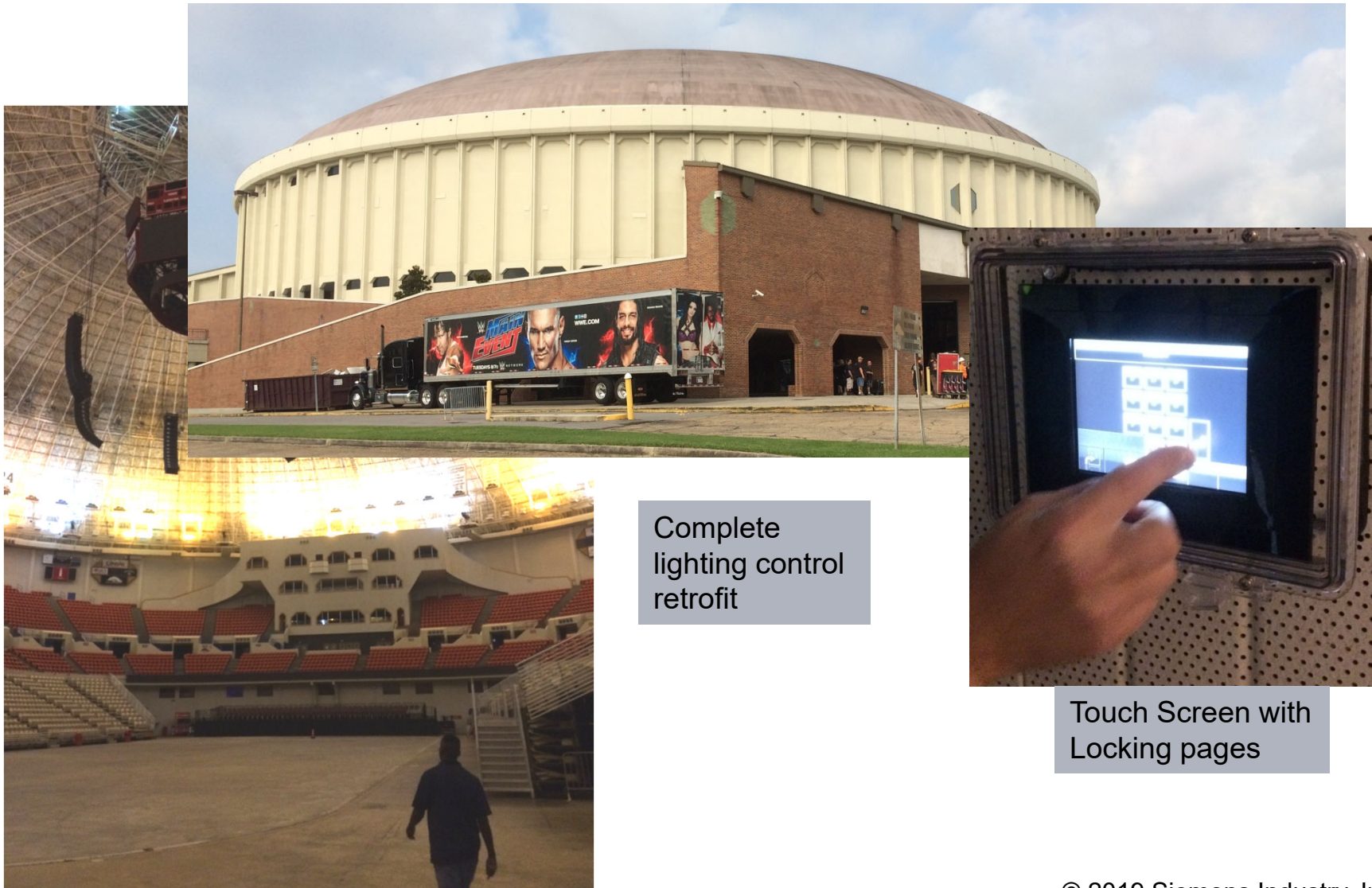
Vancouver Convention Centre

SIEMENS



- Built for the 2010 Winter Olympics, Vancouver Convention Center has the most sophisticated lighting controls and the highest flexibility for future modifications.
- The DALI system allows for dimming of compact fluorescent lamps individually and obtaining each lamp's life cycle information.
- Has over 2,100 DALI ballasts, totaling more than 10,350 control points.

Cajun Dome Arena & Convention Center



Complete
lighting control
retrofit

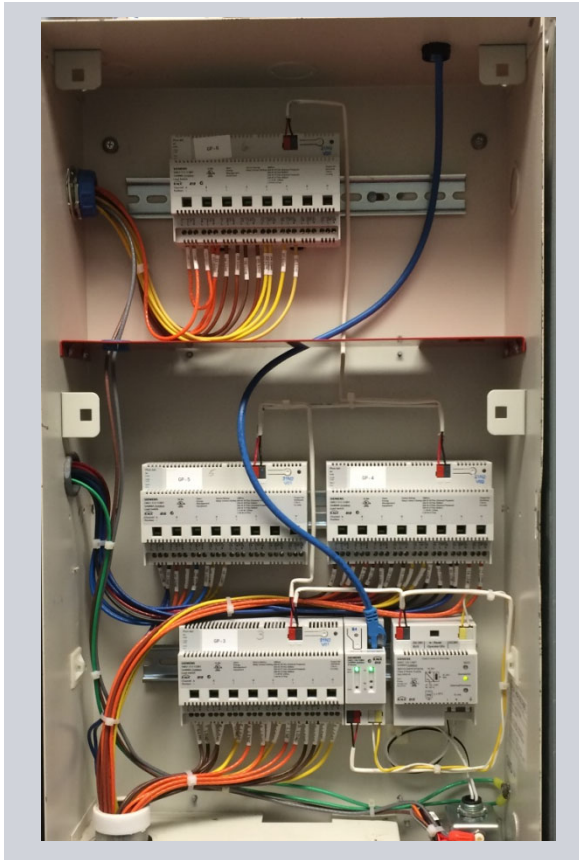
Touch Screen with
Locking pages

KNX Sports Venues

SIEMENS

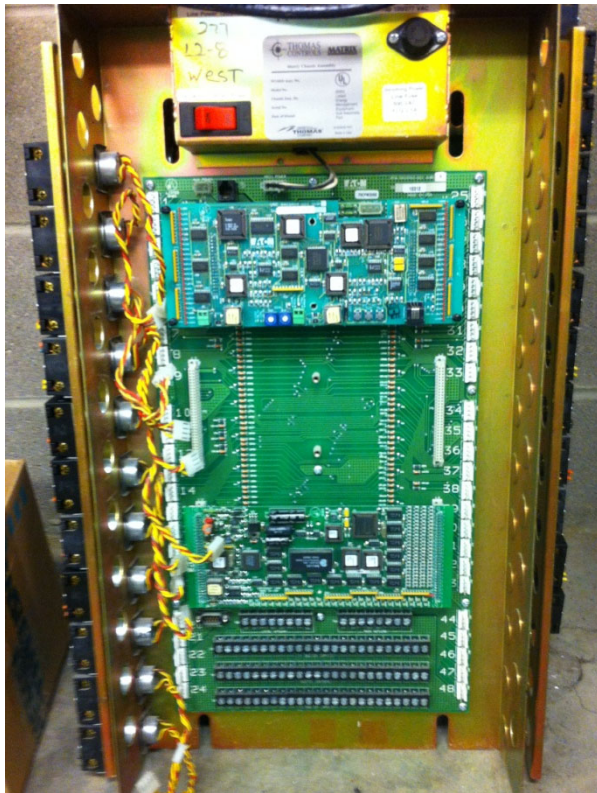
- Reser Stadium – Corvallis Oregon

Project
8 Relay panel on IP network
back to facility office

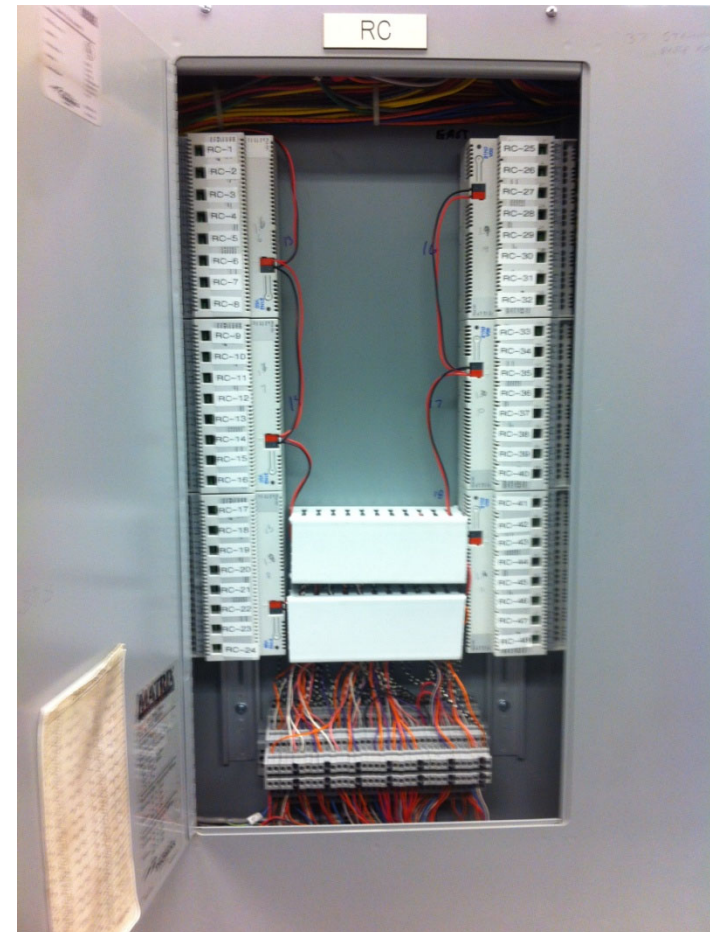
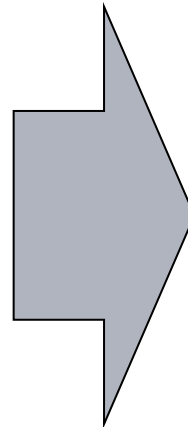


RETROFIT APPLICATIONS

SIEMENS



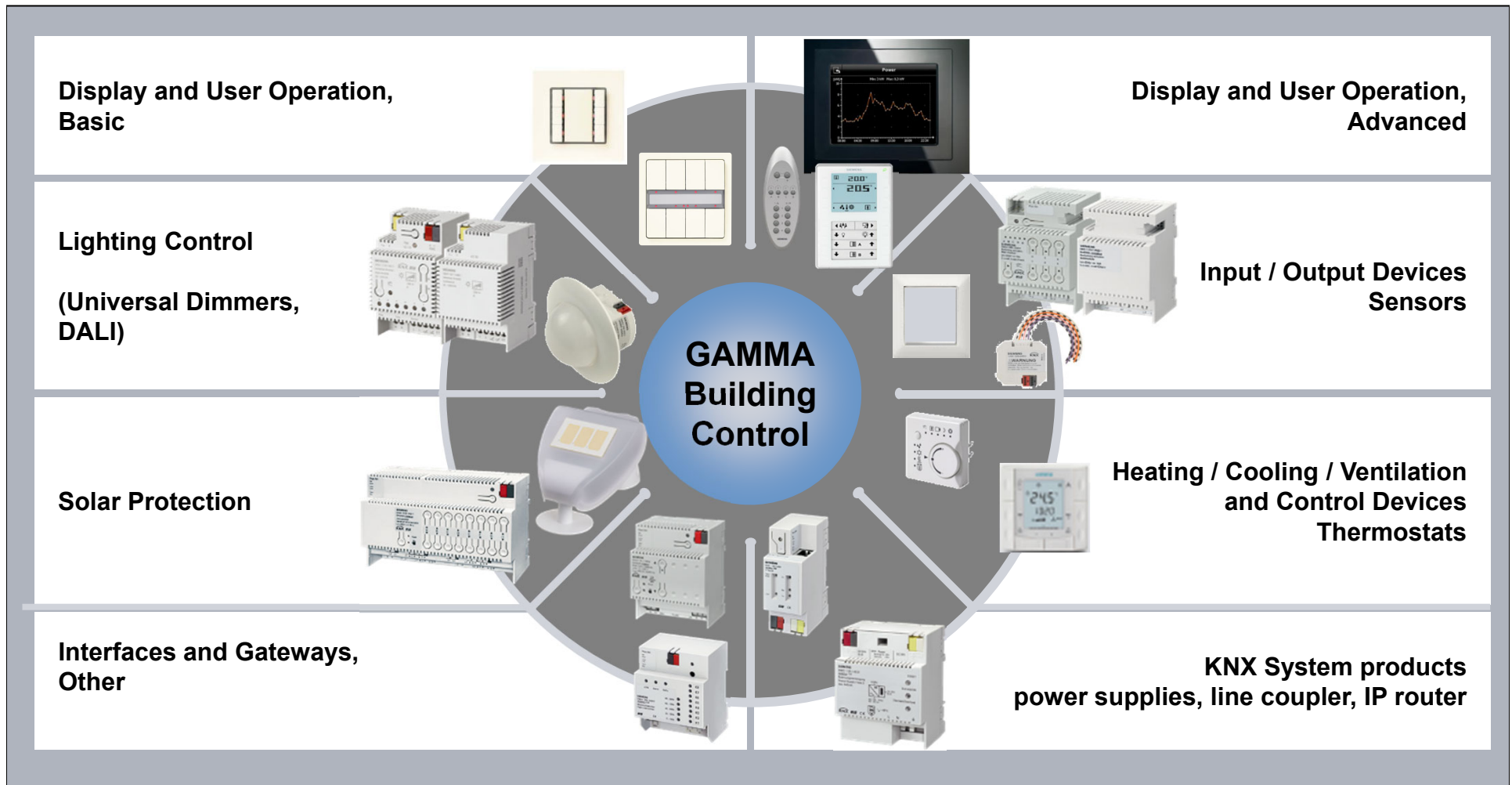
OLD 48 relay insert from
Microlite panel



NEW 48 relay installed in
Existing enclosure

GAMMA LIGHTING CONTROL

SIEMENS



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[siemens.com/perfect-places](https://www.siemens.com/perfect-places)

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Siemens Industry, Inc. 2018

Building Technologies Division
1000 Deerfield Parkway
Buffalo Grove, IL 60089
Tel: (847) 215-1000

Part # 153-SBT-431 (07/2018)

Subject to changes and errors. The information given in this document only contains general descriptions and/or performance features which may not always specifically reflect those described, or which may undergo modification in the course of further development of the products. The requested performance features are binding only when they are expressly agreed upon in the concluded contract.

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Ingenuity for life









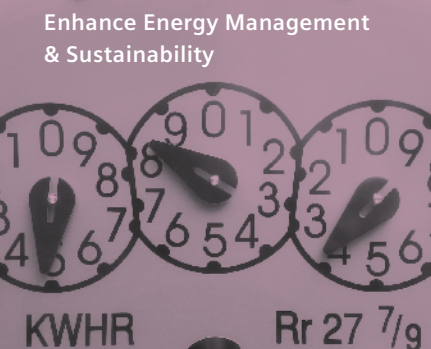
Service Offerings

Advisory and Performance Services

Achieve optimal results for the life of your facility.

usa.siemens.com/service

Advisory and Performance Services

	<div>Building Automation Ensures automation systems and controls are performing at optimal levels, maintaining occupant comfort, and maximizing productivity and energy efficiency.</div>	<div>Mechanical Extends the life of mechanical equipment and maintains optimal performance for increased energy savings and occupant comfort.</div>	<div>Electrical Ensures the reliability, uptime, performance, safety, and lifecycle management of the electrical systems infrastructure.</div>	<div>Fire Safety Ensures critical systems are operating properly and are in compliance with local and national codes and industry-specific requirements.</div>	<div>Security Ensures systems are fully functional and optimized to provide protection of people, assets, and property with minimal business interruption.</div>
<div>Manage System Operation & Compliance</div>	<ul style="list-style-type: none">• Compliance Audits• Preventive Maintenance Services<ul style="list-style-type: none">- Data Driven Services<ul style="list-style-type: none">- Proactive- Software- Controllers- Network- Third Party Services• Data Backup & Restore Services• Sensor Verification• Calibration Services• Responsive Services• Repair & Replacement Services• System Performance Monitoring	<ul style="list-style-type: none">• Preventive Maintenance Services<ul style="list-style-type: none">- Boilers- Chillers- Air Handlers- Cooling Towers- Fans- Package Units- VFDs- VAV Boxes- Computer Room Units- Motors & Pumps- Filtration	<ul style="list-style-type: none">• Preventive Maintenance Services<ul style="list-style-type: none">- Low Voltage Distribution- Medium Voltage Distribution• Power Monitoring Systems• Performance Reporting• Responsive Services• Repair & Replacement Services	<ul style="list-style-type: none">• Fire Safety Assessment• Test & Inspection<ul style="list-style-type: none">- Exit/Emergency Lights- Extinguishing / Chemical- Fire Doors- Kitchen Hood Suppression- Fire Alarm System- Fire Smoke Dampers- Portable Fire Extinguishers- Sprinklers- Third Party Services• UL / ULC Listed Monitoring Service• Responsive Services• Repair & Replacement Services	<ul style="list-style-type: none">• Security Compliance & Policy Planning• Security Assessment• Test & Inspection• Preventive Maintenance<ul style="list-style-type: none">- Software- Controllers- Network- End Devices Including Cameras and Readers• Data Backup & Restore Services• Performance Reporting• System Documentation Management & Update• Corrective Services<ul style="list-style-type: none">- Emergency Response Services- Repair & Replacement Services
<div>Optimize Performance & Productivity</div>	<ul style="list-style-type: none">• Analytic Services<ul style="list-style-type: none">- CloudOps Automation• System Optimization Services• Control Loop Tuning• Integration Services• Education Services• Operator Coaching• On-site System Operator / Staffing Support Services• Remote Management Services• System Performance & Event Management	<ul style="list-style-type: none">• Analytic Services<ul style="list-style-type: none">- CloudOps Mechanical• Eddy Current Testing• Thermographic Studies• Vibration Analysis• System Optimization Services• Non Chemical Water Treatment• Education Services• Operator Coaching• On-site System Operator / Staffing Support Services	<ul style="list-style-type: none">• Arc Flash Hazard Analysis• Low & Medium Voltage Cable Testing• Power Quality Analysis• Thermographic Studies• System Optimization Services• Education Services• Operator Coaching• On-site System Operator / Staffing Support Services	<ul style="list-style-type: none">• System Optimization Services• Integration Services• Education Services• Operator Coaching• Alarm Management Services• On-site System Operator / Staffing Support Services	<ul style="list-style-type: none">• Physical Security Assessment• System Optimization Services• Integration Services• Education Services• Operator Coaching• Access Control Management• Alarm Management Services• Hosting Services• On-site System Operator / Staffing Support Services• Video Monitoring & Management
<div>Protect Lifecycle Investment</div>	<ul style="list-style-type: none">• Lifecycle Planning• Firmware Updates• Software Updates• Server and Client Workstation Upgrades• Technology Migration• System Retrofit & Extension Services	<ul style="list-style-type: none">• Comprehensive Maintenance Services<ul style="list-style-type: none">- Lifecycle Planning- Preventive Maintenance- Predictive Maintenance- Emergency Response Services- Repair & Replacement Services• Limited Access Equipment Installation for Confined Space• System Retrofit & Extension Services	<ul style="list-style-type: none">• Arc Flash Mitigation Solutions• MV and LV Circuit Breaker Refurbishment• Protective Relay Upgrades• Power System Studies & Engineering• Startup & Commissioning<ul style="list-style-type: none">- Breaker Retrofit- Electrical Equipment- Warranty Services	<ul style="list-style-type: none">• Lifecycle Planning• Software Upgrades• Disposal of Fire Detectors• Technology Migration	<ul style="list-style-type: none">• Lifecycle Planning• Firmware Updates• Software Upgrades• Technology Migration
Sustainability and Planning		Energy Conservation	Energy Production and Storage		Energy Procurement
<div>Enhance Energy Management & Sustainability</div>	<ul style="list-style-type: none">• Strategic Energy Planning• Sustainability Strategy and Planning• Emissions Management• Renewable Energy Strategies	<ul style="list-style-type: none">• Energy Audits• Analytic Services<ul style="list-style-type: none">- CloudFIMs- Analytics for Labs• Commissioning Advantage• Monitoring-Based Commissioning• Green Migrations• Facility Improvement Measures (FIMs)• Demand Flow Optimization Services• Performance Assurance	<ul style="list-style-type: none">• Central Utility Plants<ul style="list-style-type: none">- Solar- Microgrids- Battery Storage- Combined Heat and Power (CHP) / Cogeneration (Cogen)- Chillers/Boilers	<ul style="list-style-type: none">• Asset Planning and Optimization<ul style="list-style-type: none">- Supply Concepts & Studies- Evaluations of On-Site Generation- Existing Asset Optimization- Demand Response Evaluation	<ul style="list-style-type: none">• Intelligent Energy Sourcing• Risk Management• Budgeting & Forecasting• Intelligent Load Service• Tariff & Contract Negotiations• Clean Power Purchasing

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- More than 3,100 service employees at 100+ offices across North America
- Local knowledge and expertise backed by global resources
- Dedicated, experienced, and highly trained service professionals that know your systems and building codes
- On-call service technicians available 24/7 for expedited service response



SIEMENS

Optimal control for superior lighting performance

Siemens Gamma provides lighting controls that maximize efficiency and energy savings.



Integrated lighting controls that improve budgets and occupant comfort

With Siemens Gamma, you can now provide lighting levels that are precisely what your building's occupants need – nothing more, nothing less. Gamma is a new, integrated lighting control system that can achieve significant energy savings. Gamma's distributed control architecture lets you easily manage all aspects of your facility's lighting without worrying about single points of failure.

Designed for buildings of any size, Gamma's seamless integration with Siemens industry-leading building automation systems allow you to manage your entire facility from a single seat of operation. With Siemens, you have a reliable partner for energy-saving, feature-rich lighting controls.

Flexible ways to save

Designed to reduce costs

ENERGY STAR® reports that lighting alone accounts for about 35% of a commercial building's electricity use, making it one of the most significant costs for your facility. That's why Gamma is designed to enhance lighting performance and occupant comfort while reducing energy expenses.

Gamma lets you choose the right application to provide the right lighting for any space or user need. Studies supported by the U.S. Department of Energy reveal lighting controls can deliver 20% to 60% energy savings compared to stand-alone lighting systems. Through Gamma's range of applications, your facility can take advantage of this level of savings.

Gamma supports energy-saving applications.

Daylight harvesting – Responding to the available natural light in a room, brightness sensors reduce artificial lighting in a space. This strategy retains the quality of the visual environment while reducing your energy costs. Maximizing your use of sunlight helps you gain immediate savings, and it helps meet local and national standards such as ASHRAE 90.1, LEED® and California Title 24.

Occupancy control – In order to maximize energy savings when the space is not occupied, Gamma occupancy controls can dim, reduce or increase lighting, as well as adjust window shading and change temperature setpoints via your Siemens building automation system (BAS).

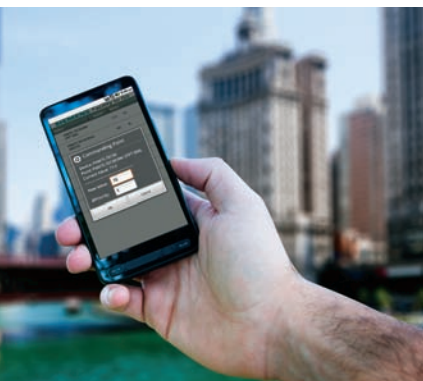
Task tuning – Preset the default light levels of a particular space based on the specific tasks associated with that space. You can control lighting levels of individual fixtures or areas throughout your facility and provide just the right amount of light for the activities in each area. Giving occupants the ability to adjust the lighting to fit their own needs allows further comfort and energy savings.

Scheduling – Automate dimming and/or switching preferences and space use/occupancy through your Siemens BAS. You can pre-program lighting activity in various rooms all from your Siemens workstation.

Blind/Shade control – Control blinds to meet the illumination and comfort needs of occupants, either manually or automatically. The Gamma Weather Station can calculate the position of the sun to control the blinds, so the glare of direct sunlight is never bothersome. When you can limit the amount of direct sunlight in a room, you also keep the room from getting uncomfortably warm. Savings are realized through lowered dependence on HVAC.

Ballast-level control – Control lighting zones and groups as well as individual lights. This level of granular control delivers the greatest savings and flexibility of use. Gamma supports On/Off control, analog dimming control and Digital Addressable Lighting Interface (DALI) control. Through individually addressable lighting, we flexibly meet your needs for functionality and comfort, as well as energy savings.

Gamma supports a range of smart applications that save energy on lighting and improve the visual environment for your facility's occupants.

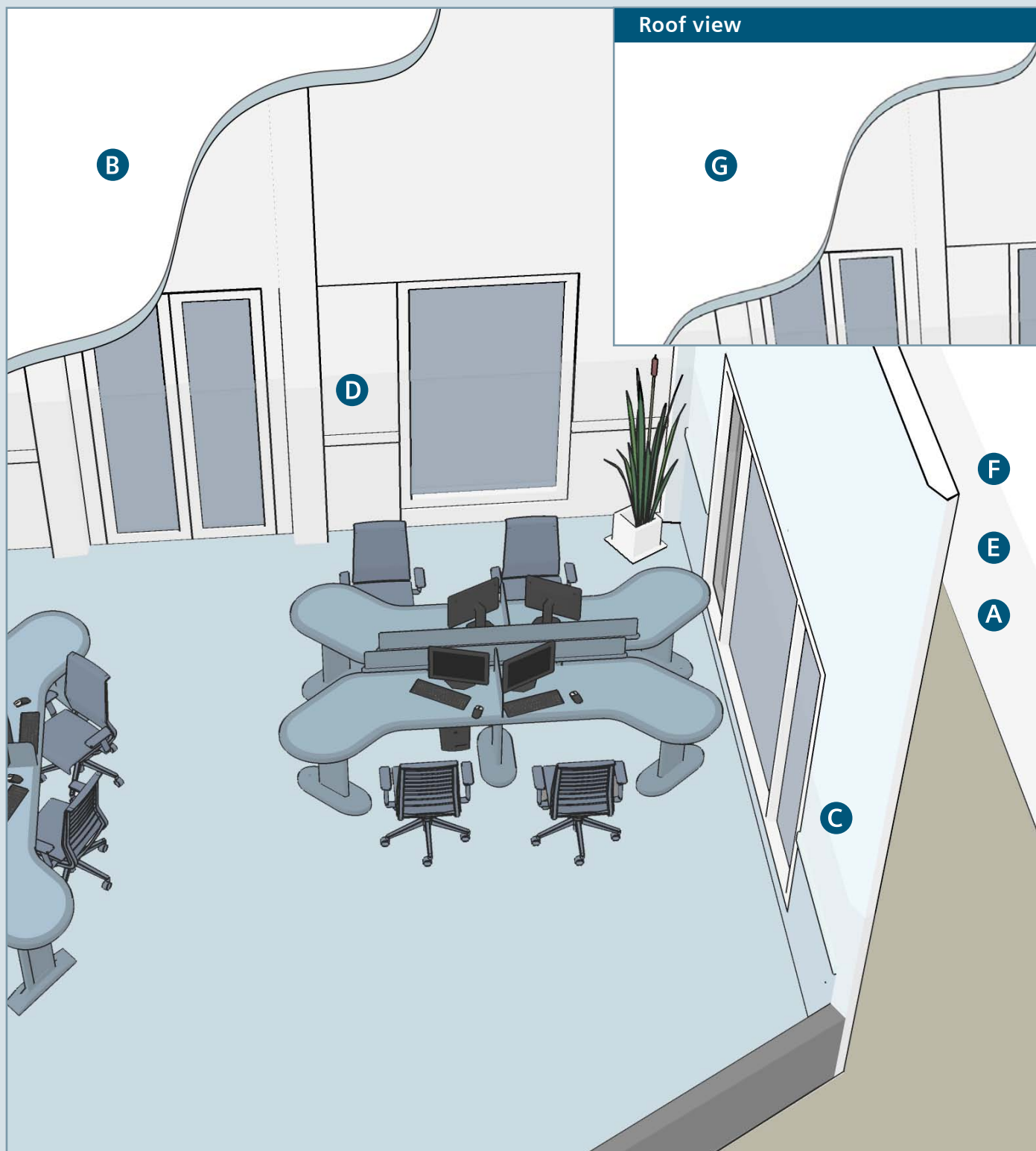


Whether you use an iPhone, iPad or Android device, you can remotely access your Gamma installations and securely monitor, control or troubleshoot your installations from anywhere.



A family of innovative products

Gamma products provide your facility with the latest in time-, daylight- and presence-dependent lighting control technologies.



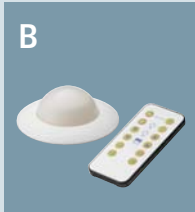
A



Touchpanel Interface

- Full-color touchpanel – 5.7" diagonal screen
- Monitor and command any Gamma control point such as lighting, shading, setpoints or values through BAS integration
- Create up to 20 scrollable interface pages using four templates
- Supports alarm monitoring, trend display, date and time display, and password protection
- Customize your own startup screen or up to 100 alternating slideshow images

B



Opticontrol – Combo Presence Detection and Light Level Sensor

- Brightness control sends dimming or On/Off signals to maintain a constant light level and reduces energy usage when "free" lighting from windows is available
- Fully adjustable motion range, field and light sensitivity and brightness setpoints
- Fully configurable on-time, off-time and behavior in different scheduled periods
- Use an optional infrared (IR) remote to control lights and blinds and to access scenes via the Opticontrol built-in IR receiver

C



Gamma Switches

- Available in one-pair, two-pair and four-pair
- Each button is configurable for different functions
- Software configuration – with no hard wiring – gives you flexibility to switch individual devices or groups
- Variants with LED indication and with IR remote control
- Uses any architect's switches through separate switch interfaces

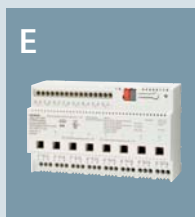
D



Motion Sensing/Occupancy Control

- Detects motion and sends switching commands
- Software configuration – with no hard wiring – gives you flexibility to switch individual devices or groups
- Fully adjustable motion range, field and light sensitivity
- Fully configurable on-time, off-time and behavior in different scheduled periods

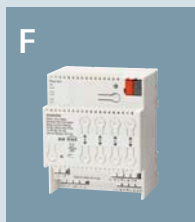
E



Relay and Analog Dimming Outputs

- Switches lights or other loads through eight individually controllable 20A relays
- Dims up to 60 analog lighting ballasts with each of eight individually controllable analog outputs
- Supports manual or automatic On/Off, dimming, daylight harvesting and scene control
- Allows for manual overrides and delivers visualization of output status
- With separate DALI controller, control up to 64 DALI ballasts individually or in groups

F



Blind/Shading Control

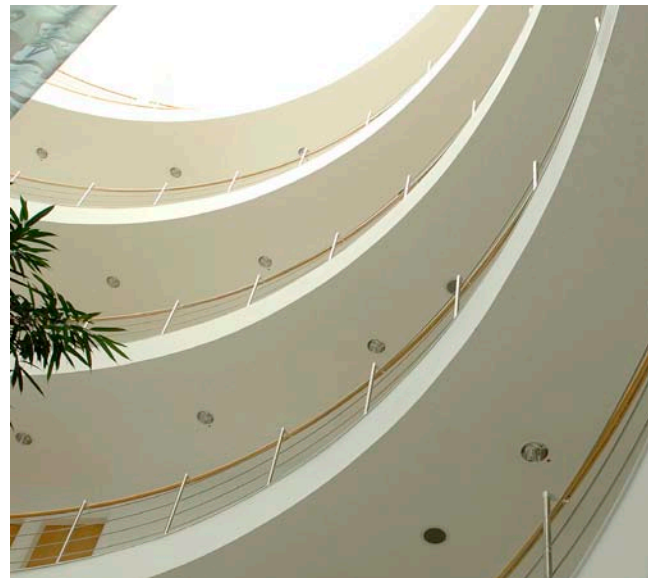
- Blind actuator uses outputs specifically designed to detect end positions and control up to four separate shade and blind motors
- Raises and lowers shades, sets positions and tilts louvers
- Works with motorized projection screens
- Utilizes manual control with switches, automatic control as part of defined scenes or automatic control with the Weather Station

G



Weather Station

- Measures solar intensity, calculates the position of the sun and measures wind speed and air temperature
- Uses weather measurements to automatically manage blinds/shading on all sides of your building
- Uses wind speed to protect external blinds by moving them to a defined safe position so they will not be damaged by high winds
- Uses frost detection to separate the slats so they will not freeze together



Gamma grows with you.

For an updated list of available rebates and state incentives, visit usa.siemens.com/gamma

Benefit from distributed control.

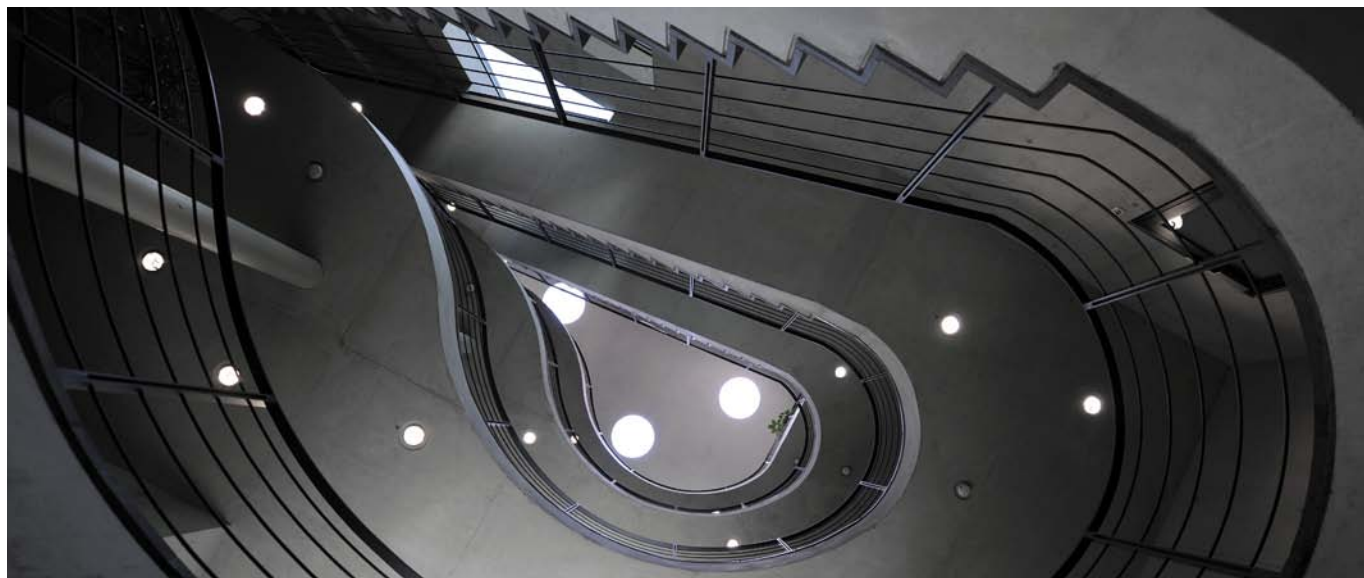
Gamma lighting controls can be installed in a traditional centralized panel configuration, but the greatest energy-saving benefits come when Gamma is implemented as a fully distributed system. Gamma controls can be local to each lighting fixture, meaning there's no single point of failure. The highest level of control distribution comes when you select the Gamma DALI interface. From On/Off control, dimming to scheduling, the Gamma DALI interface communicates to individual ballasts or groups of ballasts. It also provides controls for LED fixtures, allowing for diverse lighting controls and greater energy savings. This kind of granular control lets you deliver the right level of lighting to any space for any occupant's needs.

Gamma's components communicate with each other over a low-voltage network. This network can simplify the line voltage circuitry, making it easy and inexpensive to install and to introduce Gamma into any facility. Because the "control wiring" is independent of the "power wiring," you gain the flexibility to install devices where you need them.

Starting as small as a single room or expanding to a full building or multiple buildings as your organization grows, our distributed controls make it easy to add new functionalities as your needs evolve. Gamma can accommodate lighting functionality changes efficiently for new constructions, expanding facilities or retrofitting projects. You can also adjust functionalities and applications easily through software, eliminating any need for costly rewiring.

Integrate your controls.

Gamma delivers single-seat control so you can better regulate your building's lighting. Integrated into your Siemens BAS, it improves how you control, monitor and coordinate lighting with other building systems. Along with HVAC and fire and life safety, Siemens BAS incorporates Gamma using BACnet, the industry standard protocol for interoperability among multiple building systems. You can easily manage lighting levels from the intuitive interface of your Siemens workstation.



Through BAS integration, Gamma not only lets you operate lights precisely as needed, it also lets you better manage energy-reduction practices. Because Gamma can coordinate with other building systems, it simplifies load shedding for demand response needs. Now you can easily reduce power in less critical areas during peak demand times.

Gain more control with Gamma.

No matter if you operate a hospital, university or multi-purpose campus, you only need one Gamma lighting control system for your many lighting requirements. The Gamma tools let you easily program lighting groups throughout your facility, so you determine and command the proper level of light for any space.

Using Gamma's IP interface or your Siemens BAS, you can take advantage of smartphone apps. Whether you use an iPhone, iPad or Android device, you can remotely access your Gamma installations and securely monitor, control or troubleshoot your installations from anywhere.

The partner you can depend on.

When Gamma is integrated with your Siemens BAS, you can coordinate proper levels of light for any situation, at any time. Integration gives you smarter lighting control and the dynamic energy savings you want.

Siemens is the world's leading provider of safe, secure and energy-efficient solutions for buildings and building infrastructure. From schools to offices to complex campuses, Siemens lighting control expertise extends to a broad range of markets and facilities of all sizes. We have more than 160 years of engineering breakthroughs behind us, so you can trust that we'll be around to support you long into the future.

Highlights

- Discover energy savings between 20% and 60%*.
- Select the right energy-saving applications to fit the needs of each space.
- Helps you comply with local and national standards for lighting such as California Title 24, ASHRAE 90.1 and LEED.
- Gain the most energy savings and flexibility through distributed control.

*Meta-analysis of 240 savings estimates from 88 papers and case studies funded by the U.S. Department of Energy

Siemens Industry, Inc.
Infrastructure & Cities Sector
Building Technologies Division
1000 Deerfield Parkway
Buffalo Grove, IL 60089
Tel: (847) 215-1000
Fax: (847) 215-1093

This document contains a general description of available technical options. Any specific solution(s) will be based on a client's particular requirements and will be addressed in the contract for the project.

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Answers for infrastructure.

Our world is undergoing changes that force us to think in new ways: demographic change, urbanization, global warming, and resource shortages. Maximum efficiency has top priority – and not only where energy is concerned. In addition, we need to increase comfort for the well-being of users. Also, our need for safety and security is constantly

growing. For our customers, success is defined by how well they manage these challenges. Siemens has the answers.

“We are the preferred partner for energy-efficient, safe, and secure buildings and infrastructure.”

Scope of Work

Base Bid Scope of Work:

1. Quotation is based on plans and specs by SES dated 8/11/2020
2. Siemens is providing the Distributed Digital Lighting Controls Scope per Spec on drawing E-800
3. Siemens PM will sit down with the Facilities Manager to comprehend the existing Lighting Controls System including lighting schedules, existing lighting zones and the presets of the existing light switch prior to any work to ensure a smooth transition during the retrofit construction period
4. Siemens will demolish/remove the existing Grafik 5000 System as necessary and retain the existing enclosures
 - a. Siemens will verify and tag all existing wires within the existing enclosures prior to any equipment removal
 - b. Siemens will remove the existing light switches and provide blank cover plates
(Note L2)
5. Siemens will provide and install new Siemens - Gamma Lighting Controls System in the existing enclosures as indicated on E-700
 - a. All existing fixture circuit wiring will be re-used. Repair/troubleshooting of the existing light fixtures is not included in this proposal
 - b. Siemens will provide and wire new power transformers and control wiring from the circuit to the new lighting controllers as necessary
 - c. Siemens will provide and install new light switches as indicated on EL-101A, EL-101B, EL-102A, and EL-102B.
 - d. Existing light switch communication wiring will be re-used as Siemens KNX wiring
 - e. Existing 24V will be abandoned in its place and will be disconnected from the source/existing enclosure
 - f. Siemens will provide and install a new touch display in 114 - FM WORKROOM for control of the new Siemens Gamma Lighting Control System
 - g. Siemens will provide programming of the new Gamma Lighting Controls System and match the existing lighting schedules, existing lighting zones and the presets of the existing light switch
6. Siemens excludes any work associated with notes R1, L5, L6 and L7 as indicated on EL-101A through EL-102B
 - a. This work has been removed from the contract per e-mail received on 11/18/2020 3:23PM
7. Siemens will provide 16 Hours of training to Facility Manager
8. Siemens will provide 36 Months (3 Years) of Parts & Labor Warranty
9. On behalf of Ypsilanti District Library, **Siemens will submit 2021 DTE Energy Efficiency Program for Business Application** for energy savings incentive. If approved by DTE, **Ypsilanti District Library will receive an incentive check** based on 2021 DTE Energy Efficiency Program (Amount will be announced in 2021 DTE Program Application)

Bill of Material

Siemens Part No.	Qty	Material Description
5WG12872DB13	9	UP287/13 SWITCH, WALL 4-PAIR, STYLE W/ LED (68MM) BTM (PL)
5WG12818UB12	9	S281U12 FRAME, 68MM MIRO (4X4) STYLE, WHITE, EACH
5WG11172CB12	9	UP117C12 BTM, 2X4 MOUNTING BRACKET VERTICAL (USA)
S55623-H131	1	PXM30-1, TCP/ IP Touch Panel 7"
5WG1513-1AB11	4	N513/11 RELAY LOAD CHECK 3X20A, 120-277V (16A 347V) MAIN
5WG1513-1AB21	12	N513/21 RELAY LOAD CHECK 3X20A, 120-277V (16A 347V) SUB
5WG1528-1DB01	17	N528D01 UNIVERSAL DIMMER, 2 X 150 VA (PL)
5WG11251AB22	3	N125/22 POWER SUPPLY, 640MA KNX AUX
5WG11401AB13	3	N140/13 LINE / BACKBONE COUPLER, TP TO TP
5WG11481AB12	1	N148/12 USB INTERFACE TO EIB (Requires 1 per Job)
5WG11431AB01	1	N143 IP GATEWAY KNX/BACnet
5WG11938AB01	1	TP1 KNX BUS CONNECTOR, (PLUGS), 25-PACK (Order at least 1)
LCE-6400-120	30	EXTENDER, POWER DIMMER 1000W/120VAC
LCE-6270-FLD	5	EXTENDER, POWER DIMMER 3000W/277VAC MARKX

Exclusions

1. All existing fixture circuit will be re-used. Repair/Troubleshoot of the existing light fixtures is excluded
2. New wiring of communication (KNX) is excluded
3. Any work associated with notes R1, L5, L6 and L7 as indicated on EL-101A through EL-102B is excluded

Clarifications

1. 36 Months Warranty (Parts & Labor)
2. All work is straight time. No overtime is included.
3. We exclude small business and minority participation
4. We exclude any requirement for full time superintendent.
5. Project Management: We exclude any requirement for full time project manager. We include participation in project meetings when we have workers on site and not otherwise. Siemens will attend projects meetings as required for proper project coordination.
6. Project Safety: We exclude full time, project dedicated non-working, on-site dedicated safety person. Safety issues will be addressed by Siemens project manager.
7. Project Clean-up: We include identifiable clean up and final cleaning as it pertains to our work only. We exclude participation in project level cleaning crews or Friday cleaning crews.
8. Within two weeks after award of contract, the Siemens Project Manager will meet with all concerned parties to develop a submittal schedule for the project.

Sell Price

Total Quote Price	\$63,379.00
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Payment Terms

Payment Terms Acceptance Agreement

The total price of: \$63,379.00 and the estimated return on investment are based on the items outlined in this proposal. ANY statements made herein regarding savings that may be achieved by implementing the services offered in this proposal are estimates only. No warranty, either expressed or implied, shall be construed to arise from such statements, nor shall such statements be construed as constituting a guarantee by Siemens that such savings will occur if the services are implemented.

Terms and Conditions Disclaimer

The Customer acknowledges that when approved by the Customer and accepted by Siemens Industry, Inc.: (i) the Proposal and the Contract Terms and Conditions, (together with any other documents incorporated into the forgoing) shall constitute the entire agreement of the parties with respect to its subject matter (collectively, hereinafter referred to as the "Agreement") and (ii) in the event of any conflict between the terms and conditions of the Proposal and the terms and conditions of The Contract Terms and Conditions, the Contract Terms and Conditions shall control.

BY EXECUTION HEREOF, THE SIGNER CERTIFIES THAT (S)HE HAS READ ALL OF THE TERMS AND CONDITIONS AND DOCUMENTS, THAT SIEMENS OR ITS REPRESENTATIVES HAVE MADE NO AGREEMENTS OR REPRESENTATIONS EXCEPT AS SET FORTH THEREIN, AND THAT (S)HE IS DULY AUTHORIZED TO EXECUTE THE SIGNATURE PAGE ON BEHALF OF THE CUSTOMER.

This Proposal is based on the Siemens Industry, Inc. Standard Terms and Conditions and the "Scope of Work" and are to be considered part of this proposal. Proposal is valid for thirty (30) days from the delivery date of November 20, 2020. Payment is due within 30 days of invoice date.

Payment Terms: 25% mobilization in advance, progress payments

Total: \$63,379.00

Terms & Conditions Link(s)

Terms and Conditions (Click to download)
Terms & Conditions (Projects) (http://go.siemens.net/15156302)
Terms & Conditions (Products Only) (http://go.siemens.net/15492770)

As a result of the global Covid-19 Virus outbreak, temporary delays in delivery, labor or services from Siemens and its sub-suppliers or subcontractors may occur. Among other factors, Siemens' delivery is subject to the correct and punctual supply from sub-suppliers or subcontractors, and Siemens reserves the right to make partial deliveries or modify its labor or services. While Siemens shall make every commercially reasonable effort to meet the delivery or service or completion date mentioned above, such date is subject to change.

(http://go.siemens.net/30872411)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/23/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MARSH USA, INC. 445 SOUTH STREET MORRISTOWN, NJ 07960-6454				CONTACT NAME: .. PHONE (A/C, No. Ext): E-MAIL ADDRESS:		FAX (A/C, No):	
				INSURER(S) AFFORDING COVERAGE			
100129-SBT--19/20 233 KNAPP NOC60				INSURER A: HDI Global Insurance Company 41343			
INSURED SIEMENS INDUSTRY, INC. 1000 DEERFIELD PARKWAY BUFFALO GROVE, IL 60089-4513				INSURER B: Travelers Property Casualty Co. of America 25674			
				INSURER C: The Travelers Indemnity Company 25658			
				INSURER D:			
				INSURER E:			
				INSURER F:			

COVERAGES

CERTIFICATE NUMBER:

NYC-010716428-11

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			GLD1110111	10/01/2019	10/01/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 100,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ INCL
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			TC2J-CAP-7440L34A-19	10/01/2019	10/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ N/A BODILY INJURY (Per accident) \$ N/A PROPERTY DAMAGE (Per accident) \$ N/A
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			CUD1110211	10/01/2019	10/01/2020	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	TC2J-UB-8049X508-19 (AOS) TRK-UB-8049X51A-19 (AZ, MA, OR, WI) TWXJ-UB-7440L338-19 (OH & WA) *****\$500K LIMIT / \$500K SIR*****	10/01/2019 10/01/2019 10/01/2019	10/01/2020 10/01/2020 10/01/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

IF THESE POLICIES ARE CANCELLED FOR ANY REASON OTHER THAN NON-PAYMENT OF PREMIUM, THE INSURER WILL DELIVER NOTICE OF CANCELLATION TO THE CERTIFICATE HOLDER UP TO 60 DAYS PRIOR TO THE CANCELLATION OR AS REQUIRED BY WRITTEN CONTRACT, WHICHEVER IS LESS.

CERTIFICATE HOLDER

CANCELLATION

SIEMENS INDUSTRY, INC. 1000 DEERFIELD PARKWAY BUFFALO GROVE, IL 60089	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE of Marsh USA Inc. Manashi Mukherjee <i>Manashi Mukherjee</i>

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Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Siemens Industry Inc

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

1000 Deerfield Parkway

6 City, state, and ZIP code

Buffalo Grove IL 60089

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - _____

or

Employer identification number

1 3 - 2 7 6 2 4 8 8

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Terri A Martin

Date ►

2-4-2020

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Signature Page

Proposed by:

Siemens Industry, Inc.

Company

Trey Lim

Name

5386796

Proposal #

\$63,379.00

Proposal Amount

November 20, 2020

Date

Accepted by:

Ypsilanti District Library

Company

Name (Printed)

Signature

Title

Date

Purchase Order #