



Detroit Water and Sewerage Department

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Legislation Text

File #: 2024-110, Version: 1

The Board of Water Commissioners for the City of Detroit, Water and Sewerage Department authorizes the Director to **approve Amendment No. 1 to DWSD Contract 6005239 (CS-1984) with Human Fliers, LLC, to continue providing outreach canvassing by adding \$200,000.00 for a total amended not-to-exceed amount of \$500,000.00 and no change to the term end date 6/30/25.** This also authorizes the Director to take such other action as may be necessary to accomplish the intent of this vote.

Agenda of July 18, 2024

Item No.: 2024-110

Proposed Amendment No. 1

Contract No.: 6005239 (CS-1984)

Contractor: Human Fliers, LLC, 19220 Pelkey, Detroit, MI 48205

Current Contract Amount: \$300,000.00

Proposed Amendment No. 1 Amount: \$200,000.00

Proposed New Total Contract Amount: \$ 500,000.00

Contract Term: 4/1/23 - 6/30/25

TO: The Honorable
Board of Water Commissioners
City of Detroit, Michigan

FROM: Gary Brown, Director
Water and Sewerage Department

RE: Proposed Amendment No. 1 to DWSD Contract 6005239 (CS-1984)
Provide outreach canvassing
Human Fliers, LLC

MOTION

Upon recommendation of Marqaiha Welch, Procurement Manager, the Board of Water Commissioners for the City of Detroit, Water and Sewerage Department authorizes the Director to **approve Amendment No. 1 to DWSD Contract 6005239 (CS-1984) with Human Fliers, LLC, to continue providing outreach canvassing by adding \$200,000.00 for a total amended not-to-exceed amount of \$500,000.00 and no change to the term end date 6/30/25.** This also authorizes the Director to take such other action as may be necessary to accomplish the intent of this vote.

BACKGROUND / JUSTIFICATION

DWSD Public Affairs found an increased need for door to door canvassing. Unfortunately, that service was not covered by the existing contract that DWSD Customer Service has with Human Fliers for door tag notices. Due to the launch of the new income-based water affordability program, the DWSD Lifeline Plan, and the historic increase of State and Federal funding for water affordability and infrastructure, Public Affairs found there was an increased need for advance outreach through door notifications that included a new scope for door knocking to inform the residents of the programs and encourage them to apply in the case of the Lifeline Plan or sign the agreement in the case of the Lead Service Line

Replacement Program.

The Contract allows for:

- Door knock the house or business to inform them of programs and encourage them to apply
- Contractor may be requested to require their staff to ask specific questions and record the responses
- Contractor may be asked to distribute notifications or program fliers to families through public and charter schools, places of worship and community groups

This proposed Amendment No.1 is requesting to add an additional \$200,000, which will provide funding due to overspending and over usage, due to the increased canvassing for the Lead Service Line Replacement Program and Itron Automated Meter Reading System project.

PROCUREMENT METHOD

The Contract was initiated through requisition 505875 and approved by Budget on 4/5/23. The Contract was created as a single source, with an approved Exception to Competitive solicitation, due to Human Fliers already having a contract with DWSD Customer Service for distributing door tag notices. The Exception to Competitive Solicitation was approved on 4/5/23 by Director Brown.

This Proposed Amendment No. 1 was initiated through requisition #520631 and approved by Budget on 5/29/24. The DWSD Public Affairs Department is requesting to add an additional \$200,000.00 for an amended total contract amount not-to-exceed \$500,000.00.

This Amendment No. 1 is conditional upon Human Fliers clearances being approved. A formal contract document will be routed for signature and is expected to be signed before the BOWC regular meeting. Per DWSD procurement protocol, and past precedence, no further approvals are required.

SUMMARY

A. Contract No:	6005239 (CS-1984)
B. Contract Term:	4/1/23 - 6/30/25
C. Current Contract Amount:	\$300,000.00
D. Proposed Amendment No. 1 Amount:	\$200,000.00
E. Proposed New Total Contract Amount:	\$500,000.00
F. Anticipated FY Spend:	FY 24-25: \$200,000
G. Funding Source:	O&M Funds
H. GL String:	
	5720-20169-484161-617900-000207-10790-0000-000000 - 47.1% Water
	5820-20180-494161-617900-000228-15805-0000-000000 - 52.9% Sewer

This proposed amendment was presented to the BOWC Finance Committee on June 5, 2024. Per the DWSD Procurement Policy, and past precedence, no further approvals are required.