

HASTINGS PUBLIC LIBRARY BOARD OF TRUSTEES

April 4, 2022 4:30pm

1. Call to order
2. Public Comments
3. Communications
4. Approval of Minutes
 - a. March 7, 2022 p. 1-2
5. Financial Reports
 - a. February invoices p. 3-4
 - b. February budget report p. 5-8
6. Library Director's Report p. 9-11
7. Committees
 - a. Budget and Finance – set meeting date
 - b. Building and Grounds
 - c. Personnel
 - d. Policy
 - e. Marketing
 - f. Capital Campaign - report
8. Unfinished Business
 - a. none
9. New Business p. 12-31
 - a. Consider approving the bid contract to replace the lights in the high ceiling to Engineered Electrical Systems for \$24,999.00 as recommended by Library Director Hemerling. This was the only bid received.
10. Board Member Comments
11. Adjourn

MINUTES OF THE HASTINGS PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes for March 7, 2022 - 4:30PM

1. CALL TO ORDER

The meeting was called to order by Kelli Newbery at 4:32 PM.

- a. Board members present were Jeff Kniaz, David Koons, Kelli Newberry, Jane Cybulski, Chloe Oliver and John Resseguie.
- b. Also present were Peggy Hemerling and David Edelman.
- c. Absent were Mary Rivett, Audrey Burton

2. APPROVAL OF AGENDA

It was moved by Kniaz, supported by Resseguie that the agenda be approved.
Motion Approved

3. COMMENTS FROM THE PUBLIC: none

4. COMMUNICATIONS: none

5. APPROVAL OF MINUTES of February 7, 2022

It was moved by Resseguie, supported by Oliver that the minutes of February 7, 2022 be approved as written. Motion Approved.

6. FINANCIAL REPORTS AND INVOICES

- a. January invoices
- b. January budget report

It was moved by Kniaz, supported by Acker to approve the January invoices and budget report as presented. Motion Approved.

7. COMMITTEES

- a. Budget and Finance:
 - i. Meeting to be scheduled in March
- b. Building and Grounds:
- c. Personnel:
- d. Policy:
- e. Marketing:
- c. Capital Campaign:
 - i. Meeting with Rep. Julie Calley soon to discuss possible public fund support.
 - ii. Windows to be decorated and auctioned are being picked up by artists to be returned mid-May 2022.

8. LIBRARY DIRECTOR'S REPORT

- a. The March report was in the board packet.

9. UNFINISHED BUSINESS:

- a. none

10. NEW BUSINESS:

1. Hastings Banner Digitization Project
 - a. Moved by Acker, supported by Kniaz to approve the Director's recommendation to hire Smith Imaging to digitize the Banner newspapers. Motion approved.
2. Repair parking lot light – discussion tabled pending updated quote

11. BOARD MEMBER COMMENTS: none

12. ADJOURNMENT:

It was moved by Resseguie, supported by Kniaz to adjourn the meeting at 5:01 pm. Motion approved.

HASTINGS PUBLIC LIBRARY
Invoices for February 2022
 Prepared for April 4, 2022 Board meeting

Account	Vendor	Amount	Total
Salaries & Wages			\$ 18,168.25
	February	\$ 18,168.25	
Social Security Taxes			\$ 1,334.82
	February	\$ 1,334.82	
Overtime			\$ 6.50
	Mangrove Payroll Services	\$ 6.50	
Fringe Benefits			\$ 15,233.98
	Benefits	\$ 15,233.98	
Supplies:			\$ 457.17
	Baker & Taylor	\$ 17.37	
	Culligan	\$ 25.20	
	Quill	\$ 264.54	
	Amazon	\$ 24.75	
	Demco	\$ 101.06	
	Reg Howard	\$ 7.89	
	ACE	\$ 16.36	
Disposable Technology			\$ (300.39)
	CDW-G	\$ (300.39)	
Program Supplies			
	Barry County Chamber		\$ 98.44
	Amazon	\$ 98.44	
	Family Fare		
Subscriptions & Publications			\$ 71.99
	Wall Street Journal	\$ 49.99	
	Michigan Blue magazine	\$ 22.00	
Electronic Media			\$ 516.17
	Midwest Tape - Hoopla	\$ 516.17	
Professional Services			\$ 2,500.00
	Kennari Consulting	\$ 2,500.00	
Contracted IT Services			\$ 2,055.00
	Clark Tech. Services	\$ 2,055.00	
Pre-employment screening			\$ 146.00
	Spectrum Health Pennock	\$ 146.00	
Telephone & Fax			\$ 419.58
	MEI Telecom	\$ 212.54	
	Fusion	\$ 207.04	
Mail/Postage			\$ 69.97
	U.S.P.S.	\$ 69.97	
Internet			\$ 495.00
	MEI Telecom	\$ 495.00	
Community Promo & Ads			\$ 140.00
	Indeed	\$ 140.00	

Newsletter			\$ 45.00
	Constant Contact	\$ 45.00	
Conf/workshop & Profess. Dev,			\$ 400.00
	Paige Brandli - Spring Institute	\$ 250.00	
	Martha Ports - Spring Institute	\$ 150.00	
Membership			\$ 170.00
	Paige Brandli - MLA	\$ 85.00	
	Martha Ports - MLA	\$ 85.00	
Dues & Fees			\$ 151.25
	Kiwanis	\$ 151.25	
Public Utilities			\$ 3,255.94
	City - water & sewer	\$ 283.56	
	Consumers - electric	\$ 2,003.33	
	Consumers - natural gas	\$ 969.05	
Waste Disposal			\$ 10.00
	Les's Sanitary Service	\$ 10.00	
Snowplowing/Snow Removal			\$ 258.00
	P.S. Fencing	\$ 258.00	
Building Repair & Maintenance			\$ 3,160.00
	TLT Drywall, Inc	\$ 1,800.00	
	Bailtek	\$ 825.00	
	Brush Works	\$ 435	
	Jimmy Mayer Lock Repair	\$ 100	
Inspection Services			\$ 240.00
	VFP Fire Systems	\$ 240.00	
Collection Services			\$ 53.70
	Unique Management	\$ 53.70	
Lost/Damaged Materials Fees			\$ 29.95
	Rachel Blocher	\$ 8.00	
	Brenda Ficelli	\$ 21.95	
Equipment/Furniture - Deprec			\$ 3,215.62
	First Telecommunications	\$ 3,215.62	
Collection Materials - Books			\$ 1,998.75
	Baker & Taylor	\$ 1,320.51	
	Amazon	\$ 63.80	
	Book Farm	\$ 607.44	
	Henika District Library	\$ 7.00	
Collection Materials - AV			\$ 163.03
	Baker & Taylor	\$ 68.13	
	Amazon	\$ 94.90	
Total Invoices			\$ 54,563.72

CITY OF HASTINGS
DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2022

FUND 271 - LIBRARY FUND

OPERATIONS

	THIS MONTH	THIS YEAR	REVISED	THIS YEAR	LAST YEAR	REVISED	LAST YEAR	LAST YEAR	
	ACTUAL 28-FEB-22	FISCAL YTD 28-FEB-22	BUDGET 2021-2022	YTD % OF BUDGET	FISCAL YTD 28-FEB-21	BUDGET 2020-2021	YTD % OF BUDGET	FULL YEAR ACTUAL	
OPERATING REVENUES									
271-100-502-000	UNIVERSAL SERVICE FUND - ERATE	.00	5,193.98	6,000	87%	4,917.00	6,418	77%	7,293.00
271-100-523-000	FEDERAL GRANTS - REC & CULTURL	.00	.00	0	0%	1,823.50	0	0%	1,823.50
271-100-528-000	FEDERAL GRANTS - OTHER	.00	.00	0	0%	1,354.00	0	0%	1,354.00
271-100-540-000	STATE AID	.00	5,786.97	10,000	58%	5,342.16	7,000	76%	11,032.16
271-100-566-000	STATE GRANT - LIBRARY OF MICH	.00	.00	0	0%	.00	1,860	0%	.00
271-100-583-000	CONTRIBUTIONS FROM OTHR TWNESH	38,393.36	240,219.27	420,000	57%	267,629.10	375,000	71%	394,951.47
271-100-649-000	PRINTING/FAX FEES	631.60	5,060.73	5,000	101%	2,813.72	8,500	33%	5,048.76
271-100-651-000	NON-RESIDENT FEES	25.25	875.25	400	219%	225.00	300	75%	675.25
271-100-658-000	PENAL FINES	.00	11,619.84	8,500	137%	8,904.70	4,500	198%	8,904.70
271-100-659-000	OVERDUE FINES	93.29	1,499.91	200	750%	918.99	1,000	92%	1,494.68
271-100-665-000	INTEREST EARNED ON DEP & INVST	30.36	103.70	4,750	2%	2,444.06	5,000	49%	2,546.75
271-100-667-000	FACILITY RENTALS	.00	740.00	200	370%	.00	350	0%	.00
271-100-672-000	OTHER REVENUE	249.50	4,176.23	1,700	246%	1,421.88	1,700	84%	2,689.07
271-100-674-000	PRIVATE CONTRIBTNS & DONATIONS	803.50	43,622.39	20,000	218%	17,856.50	21,200	84%	51,445.80
271-100-674-010	BCF CONTRIBUTIONS	.00	.00	16,250	0%	.00	16,000	0%	10,000.00
271-100-674-020	OTHER CONTRIBUTIONS & DONATNS	.00	.00	0	0%	.00	3,050	0%	.00
271-100-676-000	REIMBURSEMENT OF EXPENDITURES	.00	.00	50	0%	84.49	50	169%	259.49
271-100-687-000	REFUNDS AND REBATES	.00	.00	0	0%	.00	200	0%	.00
271-100-899-101	TRANSFERS IN - GENERAL FUND	.00	.00	151,170	0%	112,610.00	112,610	100%	112,610.00
	TOTAL OPERATING REVENUES	40,226.86	318,898.27	644,220	50%	428,345.10	564,738	76%	612,128.63
	TOTAL REVENUE & INCOMING TRANSFERS	40,226.86	318,898.27	644,220	50%	428,345.10	564,738	76%	612,128.63

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DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2022

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OPERATIONS

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	ACTUAL	FISCAL YTD	BUDGET	YTD % OF BUDGET	FISCAL YTD	BUDGET	YTD % OF BUDGET	FULL YEAR ACTUAL
	28-FEB-22	28-FEB-22	2021-2022		28-FEB-21	2020-2021		
LIBRARY OPERATIONS								
271-790-702-000	7,878.96	61,457.74	97,544	63%	61,030.84	91,738	67%	92,088.85
271-790-703-000	4,121.62	35,033.76	53,581	65%	36,000.40	52,016	69%	52,008.80
271-790-704-000	5,187.96	57,386.73	91,505	63%	54,134.05	91,876	59%	84,913.82
271-790-704-010	979.71	8,080.44	12,051	67%	7,826.51	12,729	61%	9,883.51
271-790-709-000	1,334.82	11,846.84	19,483	61%	11,633.78	18,999	61%	17,471.61
271-790-713-000	6.50	62.01	0	0%	.00	0	0%	33.73
271-790-716-000	351.70	2,547.44	5,540	46%	1,651.24	4,303	38%	1,816.72
271-790-717-000	4,662.76	33,484.63	65,592	51%	28,434.68	40,008	71%	42,074.30
271-790-717-010	425.35	3,484.03	4,214	83%	3,143.98	4,872	65%	4,849.96
271-790-718-000	9,466.60	36,915.89	55,717	66%	32,862.73	41,623	79%	51,306.39
271-790-718-010	.00	1,300.92	0	0%	2,814.06	12,314	23%	2,814.06
271-790-719-000	287.62	2,300.96	3,460	67%	2,300.96	2,703	85%	3,451.44
271-790-724-000	39.95	319.60	510	63%	319.60	490	65%	479.40
271-790-726-000	.00	.00	0	0%	.00	1,422	0%	.00
271-790-727-000	.00	.00	0	0%	.00	215	0%	.00
271-790-751-000	364.29*	1,793.36	1,400	128%	1,122.89	1,500	75%	1,290.98
271-790-756-000	16.36	198.79	700	28%	771.83	300	257%	835.86
271-790-760-000	13.58	182.38	350	52%	147.56	700	21%	338.01
271-790-761-000	44.26	1,102.97	1,300	85%	473.24	2,950	16%	2,509.72
271-790-762-000	.00	169.84	530	32%	646.19	280	231%	691.77
271-790-766-000	(300.39)	753.90	1,900	40%	4,148.02	2,050	202%	5,602.67
271-790-767-000	.00	.00	300	0%	.00	0	0%	.00
271-790-770-000	98.44	827.39	1,750	47%	1,193.15	3,050	39%	2,304.80
271-790-772-000	.00	.00	500	0%	.00	50	0%	459.56
271-790-777-000	18.68	306.43	1,100	28%	591.70	1,250	47%	980.49
271-790-778-000	.00	119.10	500	24%	99.00	500	20%	375.88
271-790-791-000	71.99	1,272.47	1,430	89%	672.79	1,500	45%	1,378.53
271-790-792-000	.00	2,751.90	4,455	62%	637.89	1,870	34%	2,809.39
271-790-793-000	.00	6,111.64	7,350	83%	5,264.72	5,500	96%	5,908.28
271-790-794-000	516.17	3,313.16	4,250	78%	2,373.81	4,000	59%	4,591.35
271-790-795-000	.00	.00	0	0%	765.63	1,400	55%	765.63
271-790-796-000	.00	1,741.38	1,745	100%	1,741.38	1,750	100%	1,741.38

CITY OF HASTINGS
DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2022

FUND 271 - LIBRARY FUND

OPERATIONS

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	ACTUAL	FISCAL YTD	BUDGET	YTD % OF BUDGET	FISCAL YTD	BUDGET	YTD % OF BUDGET	FULL YEAR ACTUAL
	28-FEB-22	28-FEB-22	2021-2022		28-FEB-21	2020-2021		
271-790-798-000 LIBRARY CARDS	.00	21.90	0	0%	.00	0	0%	.00
271-790-802-000 PROFESSIONAL SERVICES	2,500.00	25,700.00	0	0%	.00	0	0%	.00
271-790-806-000 LEGAL SERVICES	.00	1,080.00	150	720%	.00	150	0%	.00
271-790-809-000 CONTRACTED IT SERVICES	2,055.00	11,900.03	24,275	49%	17,569.50	21,280	83%	28,008.50
271-790-812-000 PRE-EMPLOYMENT SCREENINGS	146.00	816.00	100	816%	158.00	200	79%	158.00
271-790-813-000 DELIVERY SERVICES	.00	1,679.25	1,912	88%	571.00	500	144%	1,472.50
271-790-816-000 SECURITY SERVICES	.00	299.88	325	92%	299.88	325	92%	299.88
271-790-817-000 LAKELAND LIBRARY CO-OP SERVICE	.00	2,082.25	3,158	66%	1,346.50	2,577	52%	2,817.00
271-790-818-000 MAINTENANCE CONTRACTS	.00	4,770.00	8,510	56%	4,770.00	7,690	62%	8,456.76
271-790-823-000 OTHER CONSULTING SERVICES	.00	288.50	1,550	19%	383.00	550	70%	470.50
271-790-825-000 LATE/SERVICE FEES	.00	41.92	25	168%	.00	50	0%	.00
271-790-850-000 TELEPHONE	419.58	3,186.81	4,760	67%	2,763.93	4,700	59%	4,823.63
271-790-851-000 MAIL/POSTAGE	69.97	265.97	400	66%	444.94	450	99%	465.93
271-790-852-000 INTERNET/TELECOMM SERVICES	495.00	5,040.00	7,620	66%	4,320.00	6,000	72%	6,975.00
271-790-861-000 TRANSPORTATION - MILEAGE REIMB	.00	.00	300	0%	.00	300	0%	.00
271-790-879-000 WEBSITE	.00	.00	210	0%	326.17	206	158%	326.17
271-790-880-000 COMMUNITY PROMOTIONS	.00	.00	600	0%	.00	400	0%	100.00
271-790-881-000 ADVERTISING	140.00	689.63	400	172%	143.98	400	36%	280.45
271-790-887-000 SPEAKERS/PERFORMERS	.00	375.00	1,000	38%	.00	1,000	0%	187.50
271-790-890-000 ILS FEES	.00	10,205.42	11,667	87%	7,711.42	13,989	55%	12,659.59
271-790-891-000 LICENSES AND FEES	.00	122.86	460	27%	.00	500	0%	406.00
271-790-892-000 SOFTWARE LICENSES	.00	763.75	750	102%	640.00	750	85%	640.00
271-790-900-000 PRINTING AND PUBLISHING	.00	350.00	150	233%	120.00	150	80%	155.00
271-790-902-000 NEWSLETTER	45.00	45.00	400	11%	405.00	400	101%	405.00
271-790-906-000 PROMOTIONS/MARKETING	.00	.00	450	0%	.00	100	0%	.00
271-790-907-000 SPONSORSHIPS/DONATIONS	.00	.00	100	0%	.00	100	0%	.00
271-790-909-000 TRAINING	.00	128.50	400	32%	15.00	400	4%	124.00
271-790-910-000 PROFESSIONAL DEVELOPMENT	.00	1,806.00	500	361%	287.95	500	58%	287.95
271-790-911-000 CONFERENCES	400.00	400.00	2,550	16%	410.00	2,000	21%	540.00
271-790-912-000 MEETINGS	.00	.00	75	0%	.00	75	0%	.00
271-790-915-000 MEMBERSHIPS	170.00	1,069.97	1,228	87%	1,146.04	1,053	109%	1,212.30
271-790-916-000 DUES AND FEES	151.25	557.50	1,350	41%	336.00	1,250	27%	586.00
271-790-918-000 WATER/SEWER	283.56	2,035.76	3,000	68%	1,881.33	3,000	63%	2,603.63
271-790-919-000 WASTE DISPOSAL	10.00	173.92	330	53%	123.92	210	59%	267.84

CITY OF HASTINGS
DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2022

FUND 271 - LIBRARY FUND

OPERATIONS

	THIS MONTH	THIS YEAR	REVISED	THIS YEAR	LAST YEAR	REVISED	LAST YEAR	LAST YEAR
	ACTUAL	FISCAL YTD	BUDGET	YTD % OF BUDGET	FISCAL YTD	BUDGET	YTD % OF BUDGET	FULL YEAR ACTUAL
	28-FEB-22	28-FEB-22	2021-2022		28-FEB-21	2020-2021		
271-790-920-000 ELECTRIC	2,003.33	17,082.65	22,000	78%	13,212.56	24,000	55%	20,330.44
271-790-921-000 NATURAL GAS	969.05	2,295.07	4,250	54%	2,453.31	4,500	55%	4,153.63
271-790-929-000 GROUNDS REPAIR AND MAINTENANCE	.00	1,600.00	2,475	65%	256.19	1,000	26%	256.19
271-790-929-010 SNOWPLOWING/SNOW REMOVAL	258.00	348.00	2,000	17%	.00	2,100	0%	885.00
271-790-930-000 BUILDING REPAIR & MAINTENANCE	3,160.00	19,234.70	33,150	58%	11,693.60	9,125	128%	24,584.43
271-790-931-000 EQUIPMENT REPAIR & MAINTENANCE	.00	.00	1,300	0%	.00	300	0%	.00
271-790-935-000 PROPERTY LIABILITY INSURANCE	.00	8,263.00	9,000	92%	8,536.00	8,000	107%	8,536.00
271-790-939-000 WORKERS COMPENSATION INSURANCE	.00	519.60	900	58%	568.86	760	75%	1,028.66
271-790-941-000 PRINTER/COPIER LEASEMAINT	.00	2,135.28	4,275	50%	2,135.28	4,275	50%	4,270.56
271-790-944-000 INSPECTION SERVICES	240.00	240.00	600	40%	240.00	1,710	14%	596.10
271-790-950-000 COLLECTION SERVICES	53.70	143.20	200	72%	196.90	200	98%	250.60
271-790-962-000 LOST/DAMAGED MATERIALS FEES	29.95	109.95	150	73%	57.00	200	29%	121.95
271-790-965-000 PROPERTY TAX REIMBURSEMENT	.00	.00	100	0%	.00	100	0%	.00
271-790-974-010 LAND IMPROVEMENTS - NON-DPRCBL	.00	.00	0	0%	2,450.00	0	0%	2,450.00
271-790-975-000 BLDGS AND BUILDING IMP - DEPR	.00	.00	0	0%	.00	24,000	0%	.00
271-790-975-010 BLDG & BLDG IMP - NON-DEPRECL	.00	907.82	8,800	10%	10,675.77	14,500	74%	13,282.99
271-790-978-010 TECHNOLOGY - NON-DEPRECIABLE	3,215.62	9,646.85	0	0%	.00	0	0%	.00
271-790-980-000 EQUIPMENT/FURNITURE - DEPREC	.00	3,293.96	11,730	28%	.00	0	0%	20,941.11
271-790-980-010 EQUIPMENT/FURNITURE - NON-DEPR	1,998.75	13,198.36	15,000	88%	10,740.64	15,000	72%	17,311.71
271-790-982-000 COLLECTION MATERIALS - BOOKS	163.03	1,604.52	2,000	80%	991.51	2,000	50%	1,296.92
271-790-982-010 COLLECTION MATS - BEYOND BOOKS	.00	2,038.08	2,000	102%	2,797.26	1,000	280%	3,723.91
TOTAL LIBRARY OPERATIONS	54,563.72	433,422.56	637,992	68%	375,981.07	587,983	64%	594,524.22
TOTAL EXPENDITURES & OUT TRANSFERS	54,563.72	433,422.56	637,992	68%	375,981.07	587,983	64%	594,524.22
NET REVENUES OVER EXPENDITURES	(14,336.86)	(114,524.29)	6,228		52,364.03	(23,245)		17,604.41



HASTINGS PUBLIC LIBRARY

Explore • Imagine • Grow

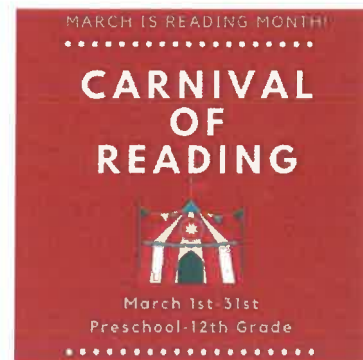
Library Director's Report for the April 4, 2022 Board Meeting

March was a good month at the Library. We had several fun programs. Our new staff person finished training and is doing a great job and we celebrated March is Reading month.

I'll start with the programs. In March, we celebrated the 110th birthday of the Oreo® cookie. In honor of this milestone, we hosted an Oreo® taste test. Martha Ports found twelve flavors of Oreos and invited the community to come and vote for their favorite flavor. Ninety people of all ages, from toddlers to older retirees, came to cast their vote. Mint and Golden Lemon were the fan favorites.

On March 19, we hosted 12 Hours of Gaming. This was the first time we've held this event since before the pandemic. There were many games to choose from. Online gaming was available in the Michigan room, provided by Smalltown Computers. The community room had role play games, chess, mahjong and other board games. I want to thank Thornapple Sports Cards & Games for sponsoring the event. They provided pizza for participants at lunch and dinner. The Friends of the Library provided snacks for the day. Eighty people came to play and from what we heard, had a very good time.

The theme for the March reading club was "Carnival of Reading." Kids and teens were invited to join. They could check out reading recommendations, try delicious recipes, and play games! They logged their reading and completed activities to earn colorful badges and prizes all month long. When they were half way through they received a drawstring backpack with goodies inside. When they finished they got to select a book to keep and received a coupon for \$2.00 from the General Store. We had 85 sign up and 29 finished. They have through April 4 to keep logging their reading, so we may have a few more finishers.



The Arm Chair Travel Nights are growing in popularity. The first three monthly meetings featured video tours of Europe, Iceland and Ireland. Coordinator Barbara Haywood obtained permission from travel authority Rick Steves to use his virtual tours for these programs. Each month attendance has doubled from the month before, from six people at the first one to twenty-three at the third. April's destination is China. Library and teen services assistant, Martha Ports will be the presenter. Martha lived and taught in China for three years, so she will have firsthand stories and pictures to share. I'm excited to see how the Travel Nights will continue to develop and grow moving forward.

The items displayed in the show case for the month from Terry Dennison's collection of movie memorabilia. We had many individuals and groups visit the Library specifically to see the display. I want to thank Terry for sharing these historical items with us and the community.



Work to refurbish the floor tiles in the Library's restrooms started March 23. The difference is remarkable and Customized Cleaning Services assures us the work will hold up for years and the tile will be much easier to maintain.



Before



After

The work will be finished on all six restrooms April 4.

Upcoming April special events:

- Spring break week for kids:
 - LEGO Event, April 5, 10:30 am-noon – play with LEGOs.
 - Movie Event, April 7, 10:30 am-noon – a Disney movie will be shown.
- Earth Day Film Screening, April 22, 3:30 pm – come see YOUTH v. GOV.
- Maggie Murphy Book Launch, April 23, 10:30 am – local author book talk and signing.
- Samantha Abbott Book Launch, April 27, 6:00 pm – local author book talk and signing.
- TAC Jazz Festival, April 28-30 – the Library will be a venue for middle and high school jazz bands to play and be critiqued.

A lot happened in March. We had fun programs for every age group, a wonderful display in our showcase and a big improvement to the restrooms. It definitely feels like Spring is in the air and good things will continue to happen.



HASTINGS PUBLIC LIBRARY

Explore • Imagine • Grow

HASTINGS PUBLIC LIBRARY

HASTINGS, MICHIGAN

REQUEST FOR PROPOSAL (RFP) FOR

Lighting System Update

PROCUREMENT NAME: Lighting System

RFP ISSUE DATE: Friday, March 11, 2022

PROPOSAL DUE DATE: Wednesday, March 30, 2022 at 5:00pm

WORK COMPLETION DATE: All work associated with this proposal is requested to be completed by Friday, June 24, 2022 at 5:00pm. Issues with equipment availability or conflicting job scheduling forcing later completion are open to discussion.

Requests for Proposals and related documents may be obtained during normal business hours from:

Hastings Public Library
227 E. State St.
Hastings, MI 49058

Phone: (269) 945-4263 | Fax: (269) 948-3874

Contact: Peggy Hemerling, Library Director

Email: phemerling@HastingsPublicLibrary.org

OVERVIEW OF THE PROCUREMENT PROCESS

Hastings Public Library (the "Library") is employing a formal proposal/ bid process in this procurement. All General and Specific Terms and Conditions as described below apply.

Potential vendors who receive copies of this RFP will be notified of any addendum to the RFP and provided an equal opportunity to comply with all specifications.

CONTENTS OF THE REQUEST FOR PROPOSAL

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I. GENERAL TERMS AND CONDITIONS

Hastings Public Library assumes no responsibility of any kind or nature for any costs incurred by any potential vendor in the preparation of a response to this RFP. This applies to and includes any costs of delivery for a timely Proposal.

Hastings Public Library's Rights

Hastings Public Library reserves the exclusive, unencumbered right to:

- A. Cancel, revise, or amend the RFP;
- B. Reject any proposal or bid or all proposals or bids submitted in response hereto in whole or in part;
- C. Waive any irregularities in any proposal or bid;
- D. Award the whole or part of the work or goods that are the subject of this RFP to that offeror whose proposal or bid is, as determined at the sole discretion of Hastings Public Library, to be in the best interest of the Library considering such factors as it may deem pertinent.
- E. Sealed proposals or bids must be received on or before **Wednesday, March 30, 2022 at 5:00pm** at the main desk of the Hastings Public Library or via email. Date and time will be recorded on delivery. Deadline is for physical delivery to the specified location; postmarks or other indicators of sending or delivery will not be accepted. Proposals or bids should be delivered to:

Hastings Public Library
Library Director
227 E. State St.
Hastings, MI 49058

phemerling@HastingsPublicLibrary.org

- a) If delivering bids via email, please ensure all details and proposals are contained in attachments and not the body or subject of the email to ensure emailed bids are not able to be "opened" prior to the announced opening date and time.
- F. Hastings Public Library may request additional information, clarification, or presentations from any of the offerors after review of the proposals received.
- G. Hastings Public Library has the right to use any or all ideas presented in reply to this RFP, subject only to the limitations regarding proprietary/confidential data of offeror.

Bid/Proposal Submissions

Proposals must be submitted in accordance with the instructions and requirements contained in this RFP. Failure to do so may result in the proposal or bid being considered non-responsive and it may be rejected.

An offeror must promptly notify the Library Director of any ambiguity, inconsistency, or error, which may be discovered upon examination of the RFP. An offeror requesting clarification or interpretation of this RFP should contact Peggy Hemerling, Library Director.

- A. Any questions regarding the RFP must be submitted in writing/via email before **Friday, March 25, 2022 at 5:00pm**. If necessary, an addendum to the RFP will be provided to all holders of the RFP of record.

- B. Any interpretation, correction, or change of the RFP will be made by an addendum. Interpretations, corrections, or changes to this RFP made in any other manner will not be binding and offerors must not rely upon such interpretations, corrections, or changes. The Library Director will issue Addenda. Addenda will be emailed, faxed, or mailed to all known recipients of the RFP.
- C. Any bidder may withdraw their bid response by written request at any time prior to the scheduled bid opening.
- D. No proposal or bid may be withdrawn for a period of sixty (60) days after the opening of the proposals or bids except as provided in the RFP.
- E. Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal or modification of the bid after it has been opened.
- F. If either a unit price or extended price is obviously in error, and the other is obviously correct, the incorrect price will be disregarded.
- G. Proposals should demonstrate the offeror's successful experience in providing the services and/or items requested by this RFP.
- H. Proposals must state whether any of offeror's owners, officers, employees, or agents, or their immediate family members, is currently, or has been in the past year, an employee of the Hastings Public Library or has any responsibility or authority with the Library that might affect the procurement transaction or any claim resulting there from. If so, the complete name and address of each such person and their connection to the Hastings Public Library must be disclosed in the response.
- I. Any proposal submitted shall be deemed conclusive assurance that the offeror does not discriminate in any manner against any class of protected persons under federal or state law. This includes non-discrimination on the basis of gender, race, national origin, age, and other categories specified by law. Non-discrimination applies to consideration for employment and services.
- J. By submission of this proposal, the bidder certifies that the pricing structure offered has been arrived at independently without consultation, communication, or agreement of such prices for the purpose of restricting competition with any other bidder or competitor.
- K. Proposals must explicitly and completely describe and present all components of the price proposed for work or goods. **The Hastings Public Library is exempt from State of Michigan Sales and Use Taxes.** However, property purchased by a contractor to be used in the construction, alteration, repair, or improvement of fixed property owned by the library is taxable to the contractor. Therefore, the price bid for contracts other than construction contracts must be exclusive of taxes and will be so construed. Construction contracts will be construed to include all applicable taxes unless the contract specifies otherwise.
- L. Any proposal submitted shall be deemed conclusive assurance that the offeror understands that **all work associated with this proposal is requested to be completed by Friday, June 24, 2022 at 5:00pm.** Issues with equipment availability or conflicting job scheduling forcing later completion are open to discussion.
- M. Offerors should note that any and all work intended to be subcontracted as part of this bid submittal must be accompanied by background references for proposed subcontractor(s).
- N. Bids received prior to the time of bid opening will be securely kept unopened. No responsibility will attach to any officer or employee of the library for the premature opening of a bid not properly addressed or identified.

References

Hastings Public Library may make investigations to determine the ability of the offeror to perform or supply the services and/or items as described in this RFP.

- A. References may be requested as a part of the solicitation or after the opening of bids. When requested they are to be furnished as called for. Failure to honor this request will cause the bidder to be subject to rejection.

Disclosure

- A. Ownership of all data, materials, and documentation originated and prepared for the Hastings Public Library pursuant to the RFP shall belong exclusively to the Library and be subject to public inspection in accordance with the Michigan Freedom of Information Act.
- B. Only Hastings Public Library will make news releases or other public announcements pertaining to this RFP or the proposed award of a contract.
- C. All of the information included in your bid response is subject to the "Freedom of Information Act" and may be disclosed in its entirety after the formal, public bid opening has been completed.
- D. No information regarding the contents of responses to the RFP will be released prior to award. Once an award has been made, all proposals will be open to public inspection subject to the provisions set forth above.
- E. The successful offeror must comply with all applicable City, State, and Federal laws, codes, provisions, and regulations.

Indemnification

The contractor agrees to hold and save the Library, its officers, agents, and employees harmless from liability of any kind, including costs and expenses, with respect to any claim, action, cost or judgment for patent, copyright or trademark infringement arising out of the purchase or use of equipment or use of equipment, materials, supplies, or services covered by this contract.

Brand Names

Wherever in the specifications or proposal form brand names, trade names, manufacturer, or catalog numbers are used, **it is for establishing a grade or quality level only and the phrase "or equal" is deemed to follow unless a prequalified list or the term "only", "no exceptions", or similar phrase is included.**

II. SPECIFIC TERMS AND CONDITIONS

Hastings Public Library is soliciting proposals for the acquisition and installation of a Lighting System Update.

Specific or Technical Requirements of the Work or Goods

- A. See Attachment "A"

Evaluation Criteria

- A. The ability, capacity, and skill of the offeror to provide items described in this RFP in a prompt and timely manner without delay or interference.
- B. The character, integrity, reputation, judgment, experience, efficiency, and effectiveness of the offeror.
- C. The quality and timeliness of performance of previous contracts or services of the nature described in this RFP.
- D. Compliance by the offeror with laws and ordinances regarding prior contracts, purchases, or services.
- E. The conditions, if any, specified in offeror's proposal; i.e. what expectations or requirements the offeror might have of the Library as a condition of, or related to the proposal.
- F. Bids shall be submitted in an easy-to-read form with any exceptions, deviations or modifications to the published requirements clearly noted and explained.
- G. Compliance by the offeror with the Library's insurance requirements policy.
- H. Price.

Selection Process

- A. Sealed proposals will be publicly opened and read aloud after the deadline for submitting proposals. **Bids will be opened at the Hastings Public Library, 227 E. State Street, Hastings, MI, 49058, on Thursday March 31, 2021 at 10:00am.**
- B. Proposals not received by the published deadline will not be opened or considered.
- C. Library staff will evaluate proposals according to the evaluation criteria noted in the RFP and prepare a recommendation to the Board of Directors.
- D. The Board of Directors will make the final, binding decision as to the award of the contract or the rejection of any or all proposals.
- E. Library staff or the Board of Directors may request additional information or clarification from any offeror. Failure to supply requested additional information may result in a proposal being rejected or not considered further.
- F. Hastings Public Library shall award the contract to the proposal that best accommodates the various project requirements, reserves the right to award the contract to more than one offeror, and to refuse any proposal or contract without obligation to either Hastings Public Library or to any offeror.
- G. Prior to award, Hasting Public Library shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the offeror(s).
- H. A Purchase Order or formal contractual agreement will be entered into to effect the arrangements with the awarded offeror(s). *Offerors should submit any requested contract terms as part of their proposal.*

III. RESPONSE SUBMITTAL FORMS

Every valid response to this RFP will include the next nine (9) items completed in full and returned to the Library by the stated deadline. Forms follow this page and/or are included in attachments as listed below unless noted:

1. Certification (form follows)
2. Related Parties Disclosure (form follows)
3. Insurance Documents (see Attachment "B")
 - a. Attach certificates of required insurance.
4. IRS W-9 (vendor provided)
5. Contractor's Checklist (see Attachment "C")
6. Full Product Information
 - a. Attach complete description of the manufacture, features, and capabilities of materials and goods proposed to be provided.
 - b. Attach other information necessary to describe the proposed vendor and the goods and services proposed to be provided.
7. Equipment or Service
 - a. List any and all equipment or service(s) required for this proposed project and the number of each.
 - b. Detailed estimated cost for each piece of equipment or service.
 - c. List any equipment or service requiring a subcontractor, along with a brief explanation.
 - d. List any accommodations, services, or space required from Hastings Public Library, along with a brief explanation.
8. Cost Proposal
 - a. A detailed list of any and all expected costs or expenses related to the proposed project.
 - b. Summary and explanation of any other contributing expense to the total cost.
 - c. Brief summary of the total cost of the proposal.
9. Proposed layout schematic for the light panels
 - a. Please include a drawing/layout of where panels are proposed to go in the ceiling to maximize light coverage.
 - b. If fewer/more panels than the listed 27 are recommended, please explain why.**

IV. ATTACHMENTS AND EXHIBITS LIST

1. Attachment "A": Bid Specifications
2. Attachment "B": Hastings Public Library Insurance Requirements
3. Attachment "C": Contractor's Checklist

CERTIFICATION

In compliance with this request for proposal and subject to all terms and conditions imposed therein, which are incorporated in this proposal by reference, the undersigned offers and agrees to furnish the services and/or items requested in this solicitation if the undersigned is selected as the successful offeror.

Legal Name of Entity Submitting Proposal: Engineered Electrical Systems LLC

Address: Street: 32 Jonquil St SW

City, State: Grand Rapids, MI ZIP: 49548

Phone: 517-500-0125

Email: sales@eesystemsusa.com

Legal form of Entity: LLC, Sub S Corp Date company formed: 10-15-20
(e.g. sole proprietorship, partnership, corporation)

Federal Employee Identification Number (FEIN): 85-352-1231

Description of company in terms of size, range, types of services offered and clientele:

Commercial Electrical Contracting for municipal, private, and end user work. Project size ranges from \$10,000.00 to 1,000,000.00. Annual sales revenue projection for 2022 is 4,000,000.00 in sold work. Current back log allows us to perform on this project right after bid award. We would anticipate being done with this project in a 2 week period.

Evidence of legal authority to conduct business in Michigan: 6113292 SOM Contractor
(e.g. business license number)

Has offeror or its parent company (if any) ever filed for bankruptcy? (Yes/No) No

Has offeror or its parent company (if any) ever received any sanctions or are currently under investigation by any regulatory or governmental body? (Yes/No) No

Authorized Official: Name: Paul Adrianson

Title: Owner

Signature:  Date: 3/30/2022

RELATED PARTIES DISCLOSURE
(CHECK AND COMPLETE AS APPROPRIATE)

THIS PAGE MUST BE RETURNED SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE OFFEROR

NONE of offeror's owners, officers, employees, or agents, or their immediate family members, is currently, or has been in the past year, an employee of the Hastings Public Library nor has any responsibility or authority with the Library that might affect the procurement transaction or any claim resulting there from.

EXCEPTIONS TO THE ABOVE STATED ARE AS FOLLOWS:

Name: _____

Address: _____

Connection or Relationship to Hastings Public Library:

Name: _____

Address: _____

Connection or Relationship to Hastings Public Library:

USE ADDITIONAL SHEETS IF NECESSARY

Authorized Official:

Name: Paul Adrianson

Title: Owner

Signature: 

Date: 3-30-2022

ATTACHMENT "A"

BID SPECIFICATIONS

GENERAL INFORMATION

Hastings Public Library is requesting a proposal to install a Lighting System update replacing light fixtures in the high ceilings of the first floor and the lighting controller system.

MINIMUM REQUIREMENTS

- All training for use of the controller, light switches and associated functionality must be included in the proposal.
- Bidder will disclose ability to service and maintain system after installation with a description of hourly costs and number of service staff.
- Bidder will provide information regarding warranty on all newly installed equipment and installation.
- All licensing to activate all equipment and any associated software will be included.
- Records will be provided to the library at the end of the installation showing numbers and types of equipment installed as well as locations.
- Proposal will include the removal and disposal off all light fixtures and bulbs being replaced as well as all controller hardware being removed.

Existing System and Conditions

The current lighting system is located at 227 E State Street Hastings, MI 49058. Lights being replaced are located in the high ceiling location of the first floor, approximately 25 feet 8 inches high. Scaffolding and/or a powered man-lift will be required to reach the ceiling.

New System Configuration Requirements

Note: the below listed equipment can be specifically provided or equivalents can be offered.

- 27 - 2'x2' Switchable Flat Panel LED light fixtures equivalent to Lithonia Lighting model CPX-2X2-AL07-SWW7-M4 (We will provide 28 lights)
 - ***If fewer/more panels than the listed 27 are recommended please explain why.*** The photometric layout can be from 26 to 28 lights.
- Lighting controller equipment equivalent to Acuity Brands nLight equipment listed:
 - 1 – NECY-MVOLT-ENC-NW (controller)
 - 1 – NECYD-NLTAIR-G2 (wireless adapter)
 - 23 – RPP20-D-EFP-G2 (power/relay pack)
 - 12 – RP0DB-2P-AL-G2 (battery powered RF wall switch, 2 pole; light almond color to match current)
 - 4 – RP0DB-AL-G2 (battery powered RF wall switch, single pole; light almond color to match current)

Project Execution

- Installers
 - Contractor personnel shall comply with all applicable state and local licensing requirements.
- Installation
 - Contractor shall follow all Manufacturer published installation procedures and guidelines.
 - Contractor will work with Library IT Contractor on all IT room installations and network configurations as needed.
- Storage
 - All Contractor provided hardware shall be stored in an environment where temperature and humidity are in the range specified by the Manufacturer.
 - The Library is not responsible for storage of equipment, materials, installation hardware, tools or other contractor provided items. If onsite storage is required (whether inside or outside the building), the Contractor should discuss with the Library Director ahead of need to make appropriate arrangements.
- Scope of Work
 - Remove existing light fixtures from the high ceiling on the first floor.
 - Install new flat panel LED light fixtures in high ceiling on the first floor per the recommended contractor supplied layout.
 - Remove the existing controller and lighting control panels.
 - Install new controller and lighting control panels along with necessary wireless hardware.
 - Program and configure the new controller, coordinating with the IT contractor as needed based on network requirements.
 - Train Library staff on use of the new controller and control panels.
 - The Contractor is responsible for any man lift or other equipment needed for the lighting installation.
 - **NOTE: aisles are as narrow as 34" so a narrow man lift may be required. Book shelving cannot be moved to accommodate a lift.**
 - Contractor must provide plywood or appropriate material to protect flooring surfaces from damage by a man lift or scaffold.
 - The Contractor will cordon off work areas as appropriate to minimize interference or risk of falling debris to staff and library patrons.
 - The Contractor will clean up the work area daily for any debris due to installation, including vacuuming affected carpeted areas, wiping down impacted hard surfaces and disposing of trash.
 - The Contractor will provide timely notification to the Library Director of any unanticipated issues affecting installation and/or agreed to completion timing.

END OF ATTACHMENT A

ATTACHMENT "B"

INSURANCE POLICY FOR HASTINGS PUBLIC LIBRARY

The purpose of this policy statement is to establish guidelines requiring insurance for contractors, organizations, groups or individuals that carry on activities or do work on Library property. All Certificates of Insurance shall be maintained by the Library and updated as necessary.

I. Doing work on Library Property.

Certificates indicating insurance coverage shall be required by all contractors or individuals that do work on Library property.

The following coverage is required:

	Type	Limit of Liability
1	Workers Compensation Statutory Coverage B and Employers Liability	\$500,000.00
2	Public Liability (Including products and completed operations liability)	\$500,000.00 Each Person
	Bodily Injury	\$1,000,000.00 Each Accident
	Property Damage	\$500,000.00 Each Accident
		\$1,000,000.00 Each Aggregate
3	Automobile Liability (Including hired cars and automobile non- ownership)	
	Bodily Injury	\$250,000.00 Each Person
		\$500,000.00 Each Accident
	Property Damage	\$250,000.00 Each Accident
		\$5,000,000.00 Each Aggregate
4	Additional Insured – Hastings Public Library to be specifically named in clause on policy and certificate as an "additional insured."	

ATTACHMENT "C"

Contractors Checklist

I Certificate of Insurance

A Workers Compensation Date Received See attached sample
B Liability Date Received COI 3/30/2022


II Loss History

A Provided by Agent

III Safety Program

	Yes	No
A Familiar with MIOSHA regulations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B Are safety standards used daily?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C Written safety program?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D Designated Safety Coordinator?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E Michigan Right to Know Program?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F Permit required Confined Space Entry?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
G Power lock out/tag out program?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
H First aid personnel on site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I Fire safety and suppression plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
J Personal protective equipment used?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
K Auto safety (CDL Certifications)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L Preventative maintenance program?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
M Process safety management of hazardous chemicals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

I attest that the above responses are true to the best of my knowledge.



Paul Adrianson

Contractor or Representative

Owner

Title

3/30/2022

Date



Proposal

To: Hastings Public Library

Site: Hastings Public Library 227 E State St Hastings, MI 49058

Attn: Facility Director

From: Paul Adrianson

Date: 3/30/2022

Expiration: This offer to perform work expires 30 days from the date of this proposal.

RFP:

Engineered Electrical Systems is pleased to provide our proposal based on issued instructions in the Hastings Public Library RFP for Lighting System replacement of 28 light fixtures with new lighting control per the design narrative of the RFP. We shall include the following:

1. Remove the existing fixtures and recycle at the nearest facility where it is appropriate to do so.
2. Make areas safe with Caution Tape where work is being performed at all times. We will follow our company safety procedures and adhere to MIOSHA requirement for construction standards.
3. We will schedule with the facility director in a timely manner to ensure safety and timely installation.
4. Work to be performed in normal working hours from 7:00 am to 5:00 pm. This may necessitate early access to the library before normal operating hours. It may be possible to do earlier work in the day if allowable which will avoid a lot of public traffic. We would be open to working at 5:00 am to 3:30 pm shift which would give us 4 hours with no public present.
5. We will use proper rigging and scaffolding to access the high reach area where the work needs to be performed. We have included hardboard laydown sheets rated at 2000 pounds per sheet to accommodate the load distribution on the raised floor system. A push lift, scaffold and scissor lift may be utilized for the work to be performed. All scaffolding will be reviewed by a qualified EE Systems person prior to use and tagged as such for safety. We will use harness with retractable while on equipment higher than 6 feet.
6. All new items including 2 by 2 lighting, lighting control and accessory components will be tested to ensure proper fit and function.
7. All components provided shall be based on the written instructions of the RFP date March 11, 2022.
8. An electrical permit with PCI shall be provided for this project.
9. We are including tax where applicable to our installed components.
10. We are including all necessary labor to provide a complete working system.



Proposal

Engineered Electrical Systems excludes the following:

- 1. Ceiling replacement pads by others where existing fixture removal supports reveals a hole and occupies the same space as a sprinkler head. Note, we should gain ceiling pads and will be happy to set existing pads in place where possible. The smaller support canopies are recommended to be left in place as they are good from an aesthetics point of view. This will keep ceiling pad replacement costs lower.*
- 2. We exclude any wiring in the area that is not related to the light fixtures for consideration in the RFP.*
- 3. We exclude any battery replacement that may be needed at the inverter when the lighting is tested with the battery backup system. We can provide a budget analysis for this should it be needed. We would need the original building set to review requirements.*
- 4. We exclude any work in the existing lighting control panel besides bypassing the existing relays to serve the new standalone N Light lighting control system or approved equal.*
- 5. We will provide system training to the personnel at the library when the system start up technician comes to the project site. Additional trainings will be an additional cost to the base bid of the proposal and shall be \$1,000.00 per additional training.*

Labor and Material per RFP:

\$24,900.00

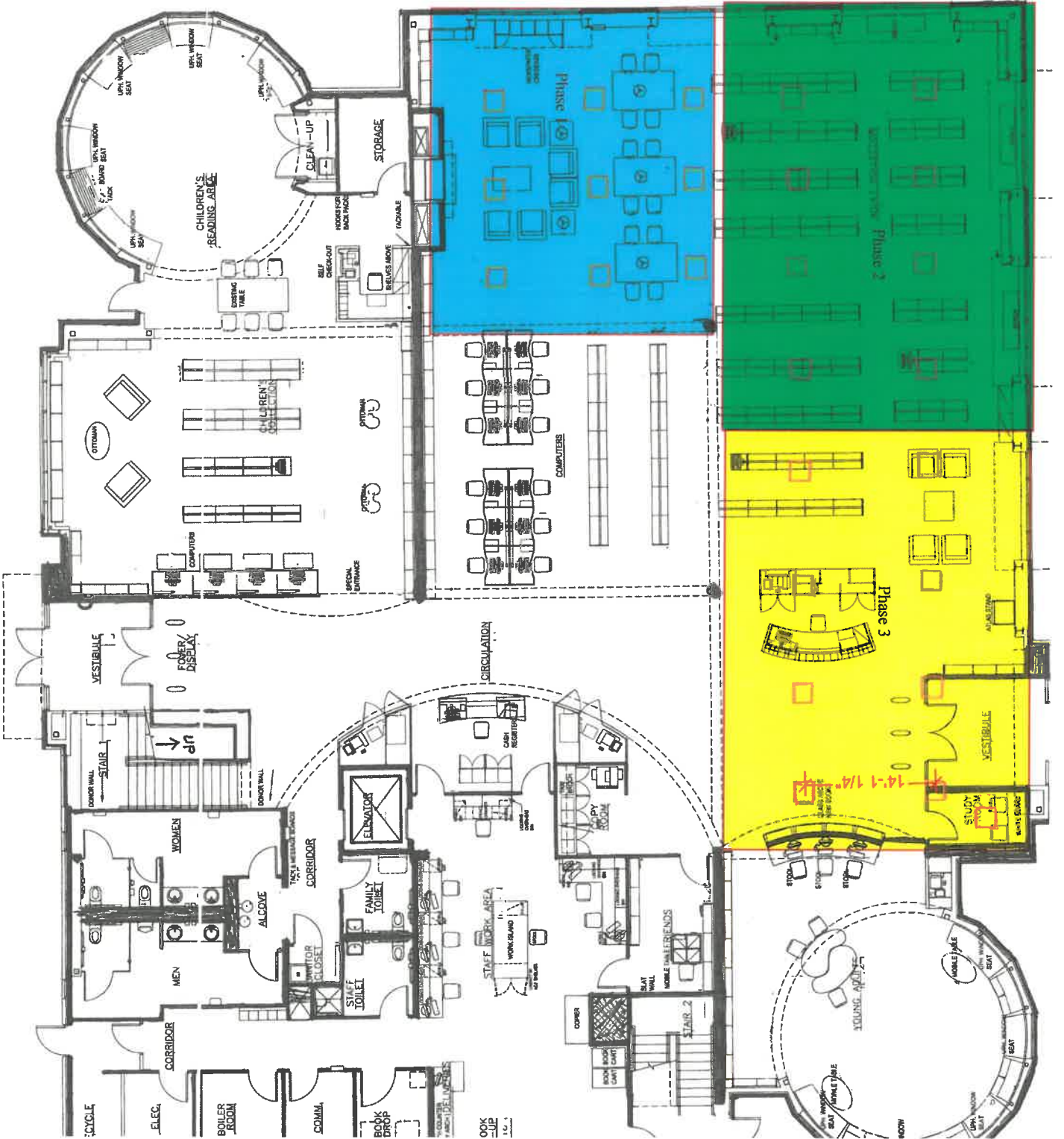
Thank you for the opportunity.

Sincerely,

Paul B Adrianson
Owner EE Systems



Proposed Project Phasing
This may need to be modified
after field verification.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/23/2022

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 Meyering Insurance Agency, Inc. 241 S. State Street Zeeland MI 49464		CONTACT NAME: Kamelia Szarowicz PHONE (A/C, No, Ext): (616) 772-3600 FAX (A/C, No): (616) 772-3601 E-MAIL ADDRESS: kamelia@meyeringins.com	
INSURED Engineered Electrical Systems LLC, DBA: EE Systems 32 Jonquil St SW Grand Rapids MI 49548		INSURER(S) AFFORDING COVERAGE INSURER A: Benchmark Insurance Company NAIC # 41394 INSURER B: Grand River Insurance Agency LLC INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** CL2162313902 **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 type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		Y	CP5008996	05/10/2021	05/10/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$	
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/>			CA5014631	02/14/2022	05/10/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$	
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			UM5008994	09/28/2021	05/10/2022	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ \$	
A	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 type="checkbox"/>	N/A	WC5005075	05/10/2021	05/10/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER 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)
BRR Architecture Inc. are Additional Insureds in regards to General Liability Only.
Woodspring Suites East Lansing Project No. 31000433
3552 West Rd., E Lansing, MI 48823

CERTIFICATE HOLDER BRR Architecture Inc. 8131 Metcalf Avenue, STE 300 Overland Park KS 66204	CANCELLATION 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

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/23/2022

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 Meyerling Insurance Agency, Inc. 241 S. State Street Zeeland MI 49464	CONTACT NAME: Kamelia Szarowicz PHONE (A/C, No, Ext): (616) 772-3600 E-MAIL ADDRESS: kamelia@meyerlingins.com FAX (A/C, No): (616) 772-3601																					
INSURED Engineered Electrical Systems LLC, DBA: EE Systems 32 Jonquil St SW Grand Rapids MI 49548	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td>Benchmark Insurance Company</td> <td>41394</td> </tr> <tr> <td>INSURER B:</td> <td>Grand River Insurance Agency LLC</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Benchmark Insurance Company	41394	INSURER B:	Grand River Insurance Agency LLC		INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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INSURER F:																						

COVERAGES CERTIFICATE NUMBER: CL2162313902 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 type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		Y	CP5008996	05/10/2021	05/10/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 \$	
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY			CA5014631	02/14/2022	05/10/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$	
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			UM5008994	09/28/2021	05/10/2022	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ \$	
A	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 type="checkbox"/>	N/A	WC5005075	05/10/2021	05/10/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER 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)

Concord WP COL Wixom LLC; Choice Hotels,
 Concord Hospitality are Additional Insureds in regards to General Liability only.

Woodspring Suites East Lansing Project No. 31000433
 3552 West Rd., E Lansing, MI 48823

CERTIFICATE HOLDER Concord WP COL Wixom LLC; Choice Hotels, Concord Hospitality 11410 Common Oaks Dr Raleigh NC 27614	CANCELLATION 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
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/23/2022

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PRODUCER Meyering Insurance Agency, Inc. 241 S. State Street Zeeland MI 49464	CONTACT NAME: Kamelia Szarowicz PHONE (A/C, No, Ext): (616) 772-3600 E-MAIL ADDRESS: kamelia@meyeringins.com	FAX (A/C, No): (616) 772-3601
	INSURER(S) AFFORDING COVERAGE	
INSURED Engineered Electrical Systems LLC, DBA: EE Systems 32 Jonquil St SW Grand Rapids MI 49548	INSURER A: Benchmark Insurance Company	NAIC # 41394
	INSURER B: Grand River Insurance Agency LLC	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES **CERTIFICATE NUMBER:** CL2162313902 **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 type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		Y	CP5008996	05/10/2021	05/10/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$	
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY			CA5014631	02/14/2022	05/10/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$	
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			UM5008994	09/28/2021	05/10/2022	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ \$	
A	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 type="checkbox"/>	N/A	WC5005075	05/10/2021	05/10/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER 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)

LSG Engineers and Surveyors are additional insured in regards to General Liability only.

Woodspring Suites East Lansing Project No. 31000433
3552 West Rd., E Lansing, MI 48823

CERTIFICATE HOLDER


LSG Engineers and Surveyors
3135 Pine Tree Rd., STE D

Lansing MI 48911

CANCELLATION

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





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/23/2022

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PRODUCER Meyering Insurance Agency, Inc. 241 S. State Street Zeeland MI 49464	CONTACT NAME: Kamelia Szarowicz PHONE (A/C, No, Ext): (616) 772-3600 FAX (A/C, No): (616) 772-3601 E-MAIL ADDRESS: kamelia@meyeringins.com
INSURED Engineered Electrical Systems LLC, DBA: EE Systems 32 Jonquil St SW Grand Rapids MI 49548	INSURER(S) AFFORDING COVERAGE INSURER A: Benchmark Insurance Company NAIC # 41394 INSURER B: Grand River Insurance Agency LLC INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** CL2162313902 **REVISION NUMBER:**

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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 type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y		CP5008996	05/10/2021	05/10/2022	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000						
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY			CA5014631	02/14/2022	05/10/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	BODILY INJURY (Per person) \$						
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			UM5008994	09/28/2021	05/10/2022	EACH OCCURRENCE \$ 5,000,000
	AGGREGATE \$						
							\$
A	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	N/A	WC5005075	05/10/2021	05/10/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER
	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)

NRC Builders are Additional Insureds in regards to General Liability only.

Woodspring Suites East Lansing Project No. 31000433
 3552 West Rd., E Lansing, MI 48823

CERTIFICATE HOLDER NRC Builders 24404 Catherine Industrial Dr. Novi MI 48375	CANCELLATION 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
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