Southgate City Council Agenda

Council Chambers
14400 Dix-Toledo Rd., Southgate, Michigan 48195
Wednesday October 21, 2026

6:30pm Work Study Session

1. Proclamation
2. Officials Reports
3. Discussion of Agenda Items

7:00 pm Regular Meeting

Pledge of Allegiance

Roll Call: Ayres-Reiss, Gawlik, George, Graziani, Kuspa, Price, Rauch

Minutes:
1. Work Study Meeting Minutes dated October 7, 2026
2. Regular City Council Meeting Minutes dated October 7, 2026

Scheduled Persons in the Audience:
1. Boy Scout Troop 1783 – Wreath Sale — Page 6

Consideration of Bids:
1. Letter from Mayor; Re: Library Shelving — Page 10
2. Letter from Mayor; Re: Library Furniture — Page 25

Scheduled Hearings:

Communications "A"
1. Letter from Mayor; Re: Pro Shop Concessions Agreement — Page 37

Communications "B" – (Receive and File):

Ordinances:

Old Business:

New Business:

Unscheduled Persons in the Audience:

Claims & Accounts: **Warrant #1555 $1,347,562.69**

Adjournment:

Janice M. Ferencz

Janice M. Ferencz, City Clerk

City Council

Work Study Session

October 7, 2026

An Informal Meeting of the Council of the City of Southgate was held on October 7, 2026 at 6:30 P.M. and called to order by Council President Zoey Kuspa.

Present:	Priscilla Ayres-Reiss, Edward Gawlik, Jr., Karen George, Zoey Kuspa, Adriene Price, Phil Rauch
Absent:	Christian Graziani (excused)
Also Present:	Mayor Joseph G. Kuspa, City Attorney Edward Zelenak, City Administrator Daniel Marsh, City Clerk Janice Ferencz, City Treasurer Chris Rollet, City Engineer John Hennessey, Police Chief Mark Mydlarz, Deputy Chief Brent Newsted, Fire Chief Justin Graves, DPS Director Phil Ferro, Recreation Director Julie Goddard

Discussed the following agenda items:

- Scheduled Person in the Audience-Jeff Grauer; Water Billing & Separate Irrigation Meter
- Scheduled Person in the Audience-Max Sturgeon; Replacement of Reeck Road Fence
- Police Prep Radios-Waiver of Bid
- Tree Pruning and Maintenance Services-Waiver of Bid
- Cybersecurity Penetration Testing Services-Waiver of Bid
- Concessions Agreement-Southgate Ice Arena
- Southwinds Club House Lease-Receive & File

This meeting ended at 6:42 p.m.

City of Southgate
Regular City Council Meeting
October 7, 2026

A Regular Meeting of the Council of the City of Southgate was held on Wednesday, October 7, 2026 in the Southgate City Hall Council Chambers and was called to order at 7:00 PM by Council President Zoey Kuspa.

This meeting began with the Pledge of Allegiance.

Present:	Priscilla Ayres-Reiss, Edward Gawlik, Jr., Karen George, Zoey Kuspa, Adriene Price, Phil Rauch
Absent:	Christian Graziani (excused)
Also Present	Mayor Joseph G. Kuspa, City Attorney Edward Zelenak, City Administrator Daniel Marsh, Assistant City Administrator/Finance Director Doug Drysdale, City Clerk Janice Ferencz, City Treasurer Chris Rollet, City Engineer John Hennessey, Police Chief Mark Mydlarz, Deputy Chief Brent Newsted, Fire Chief Justin Graves, DPS Director Phil Ferro, Recreation Director Julie Goddard

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Minutes:

Moved by George, supported Ayres-Reiss, RESOLVED, that the minutes of the City Council Work Study Session dated September 16, 2026 be approved as presented. Motion carried unanimously.

Moved by Rauch, supported by Price, RESOLVED, that the minutes of the Regular City Council Meeting dated September 16, 2026 be approved as presented. Motion carried unanimously.

Scheduled Persons in the Audience:

1. Jeff Grauer; Separate Irrigation Meter Mr. Grauer addressed Council regarding the use of a separate irrigation meter and presented information concerning his request.

2. Max Sturgeon; Reeck Road Fence Mr. Grauer addressed Council regarding the replacement of the fence along Reeck Road.

Communications "A":

1. Letter from Mayor; Re: Purchase of Police Prep Radios (Waiver of Bid) moved by Gawlik, supported by George, THAT the Southgate City Council waive the city bid process and approve the purchase of portable prep and mobile radios for the police department from Digicom Global 911 Inc. in the amount of $238,170.94, under the State of Michigan MiDeal extended purchasing program. Motion carried unanimously.

2. Letter from Mayor; Re: Tree Removal (Waiver of Bid) moved by Rauch, supported by Ayres-Reiss, THAT the Southgate City Council waive the city bid process and approve the a 2 year extension with CHOP Tree Services for tree removal services with 5% rate increases annually, commencing January 1, 2027 and expiring December 31, 2028. Motion carried unanimously.

3. Letter from Mayor; Re: Tree Pruning and Maintenance Services (Waiver of Bid) moved by George, supported by Gawlik, THAT the Southgate City Council waive the city bid process and approve an agreement with CHOP Tree Services for tree pruning and maintenance services through December 31,

2028, at the rates approved under the agreement with the previous contractor Limb Walkers Tree & Snow. Motion carried unanimously.

4. Letter from Mayor; Re: Cybersecurity Penetration Testing Services (Waiver of Bid) moved by Ayres-Reiss, supported by Rauch, THAT the Southgate City Council waive the city bid process and approve the proposal from CNWR, Inc. for cybersecurity penetration testing in an amount not to exceed $20,000.00 with funding provided by a Michigan State Police/FEMA State and Local Cybersecurity Grant in the amount of $25,000.00. Motion carried unanimously.

5. Letter from Mayor; Re: Approval of Concessions Agreement-Southgate Ice Arena moved by George, supported by Price, THAT the Southgate City Council approve one year renewal of concession vendor agreement with Sin Bin Concessions, beginning September 1, 2026 through August 31, 2027, for concessions operations at the Southgate Ice Arena. Motion carried unanimously.

Communications "B" – (Receive and File):

1. Memo from Administrator; Re: Southwinds Club House Lease moved by Rauch, supported by Ayres-Reiss, THAT the Southgate City Council receive and file the Memo from City Administrator extending the Southwinds Club House Lease with Crystal Gardens, through November 1, 2026 with an option to continue operating through December 1, 2026. Motion carried unanimously.

Claims and Accounts:

Moved by Rauch, supported by George, RESOLVED, that Claims and Accounts be paid as outlined on Warrant # 1554 for $22,808,695.17. Motion carried unanimously.

Adjournment:

Moved by Ayres-Reiss, supported by Gawlik, RESOLVED THAT this Regular Meeting of the Southgate City Council be adjourned at 7:26 P.M. Motion carried unanimously.

Zoey Kuspa
Council President

Janice M. Ferencz
City Clerk

PROCLAMATION

WHEREAS, the history and culture of our great nation have been significantly influenced by American Indians and indigenous peoples; and

WHEREAS, the contributions of American Indians have enhanced the freedom, prosperity, and greatness of America today; and

WHEREAS, their customs and traditions are respected and celebrated as part of a rich legacy throughout the United States; and

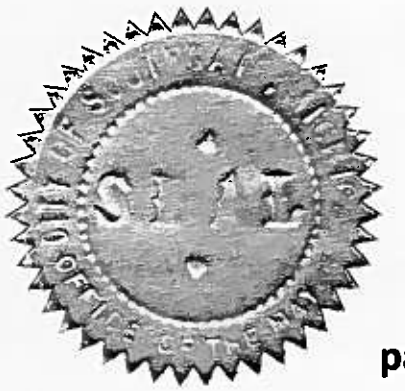
WHEREAS, Native American Awareness Week began in 1976 and recognition was expanded by Congress and approved by President George Bush in August 1990, designating the month of November as National American Indian Heritage Month; and

WHEREAS, in honor of National American Indian Heritage Month, community celebrations as well as numerous cultural, artistic, educational and historical activities have been planned;

NOW THEREFORE, I, Joseph G. Kuspa, by virtue of the authority vested in me as Mayor of the City of Southgate, Michigan do hereby proclaim November 2026 as the National American Indian Heritage Month, in the City of Southgate and urge all citizens to observe this month with appropriate programs, ceremonies and activities.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Southgate, Michigan be affixed this 21st day of October, Two-thousand and Twenty-Six.

Mayor Joseph G. Kuspa



Laura Walsh

Subject: FW: FW: FW: [EXTERNAL] Re: FW: Request for October Council Meeting - Boy Scott Troop 1783

From: Liza Hennessy [mailto:lhennessy@mssandco.com]
Sent: Monday, October 5, 2026 11:30 AM
To: Laura Walsh <lwalsh@southgatemi.gov>
Subject: Re: FW: FW: [EXTERNAL] Re: FW: Request for October Council Meeting - Boy Scott Troop 1783

Received and notified Ari of the sale.

I hope that they do well at the center.

Thanks Laura!

On Fri, Oct 2, 2026 at 10:05 AM Laura Walsh <lwalsh@southgatemi.gov> wrote:

Hi Liza. Here you go. thank you so much for your help. Have a great weekend!

Laura

From: Steve Ibershoff [mailto:iberdude@gmail.com]
Sent: Thursday, October 1, 2026 4:56 PM
To: Laura Walsh <lwalsh@southgatemi.gov>
Subject: Re: FW: [EXTERNAL] Re: FW: Request for October Council Meeting - Boy Scott Troop 1783

Hi Laura, thank you very much, attached is the signed Hold Harmless form. If anything is needed, please let me know.

Best Regards,

Steve Ibershoff

On 10/1/2026 10:07 AM, Laura Walsh wrote:

Hi Steve. Please see attached. Thanks!

Laura Walsh

Subject: FW: Request for October Council Meeting - Boy Scott Troop 1783

Hi Laura, Steve Ibershoff from Boy Scout Troop 1783 here. You helped us last year with this and we are looking to again request permissions needed to hold our annual Wreath Sale at the Southgate Plaza on Eureka road during the dates of Nov 27-29 and potentially Dec 4-6. If the troop needs to appear before city council to submit the request, please let us know a day and time and we will be there. I've CCed our Scout Master, Joseph Thompson, on this email as well should you have any questions for either us.

We are also in need of a meet & greet with an elected official to help some of our scouts complete their Citizenship in Society merit badge. Is there any chance we could schedule a meeting at city hall one evening in the next few weeks? Or even better if an official would like to come visit one of our weekly meetings on Monday nights we would be honored! and would probably have snacks available for the occasion too.

Thank you very much,
Steve Ibershoff
Committee Chair BSA Troop 1783

HOLD HARMLESS AGREEMENT

The group represented by the undersigned (hereinafter defined as PARTICIPANT) hereby agrees to indemnify, defend and hold harmless, Southgate, LLC, Southgate Shopping Center, Southgate Shopping Center Association and Michael S. Sisskind & Company (hereinafter defined as ENTITIES), their officers, members and tenants, from and against any and all claims, actions, liability and expense, including attorney fees and court costs, in connection with loss of life, personal injury and/or damage to property arising from or out of the use of a portion of 13545-13777 Eureka Road, Southgate, Michigan (hereinafter defined as PROPERTY), or any part hereof or any part of the Property, occasioned wholly or in part by any act or omission of the undersigned, its officers, agents, contractors or employees, or if signed by an individual, myself.

The PARTICIPANT agrees to be solely responsible for loss or damage to its personal property while on the Property and hereby waives any claim for personal injury or property damage related to its presence on the property pursuant to this Hold Harmless Agreement. Further, the PARTICIPANT agrees that it has inspected the area in which the Event is the subject of this Hold Harmless Agreement will occur and accepts it as suitable for its intended use and agrees that it will use the area at its sole risk. By signing this Hold Harmless Agreement, I agree to abide by all guidelines set forth by PROPERTY & ENTITIES.

The PARTICIPANT hereby covenants and agrees to defend, indemnify, and hold harmless PROPERTY & ENTITIES, its agents, officers, and employees of and from all liability, claims, actions, causes of action, lawsuits and demands including attorney fees and costs, fines and/or penalties arising out of or in any way related to the project / construction project. The foregoing covenant and agreement shall apply to all such liabilities, claims actions, causes of action, lawsuits and demands where it is charged, alleged or proven that the PARTICIPANT (or its agents or employees) was/were in any way at fault in causing or contributing to such injury, death, or property damage (including but limited to personal injury or death of the PARTICIPANT and all related parties). The PARTICIPANT shall provide proof of liability insurance policy(ies) and name PROPERTY & ENTITIES as additional insureds and shall contain contractual liability insurance coverage for the covenants and obligations of this section.

I understand that PROPERTY & ENTITIES does not insure my group or its participants. I understand that taking part in an activity at the PROPERTY, I am assuming all risk and liability for the group.

(Information & Signature Required on Following Page)

Group Name/Participant Name: Boy Scout Troop 1783

Leader/Contact: Joseph Thompson (Scout Master)

Address: 3618 9th St.

City: Wyandotte Zip: 48192

Email: Joeinmi@gmail.com Phone: 313-401-3121

Cell: 313-401-3121

Secondary/Emergency Contact: Stephen Ibershoff

Relationship: BSA Troop 1783 Committe Chair Phone: 734-493-2066

Participant Signature: Joe Thompson

Date: 10-1-2026

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer

- CITY COUNCIL -

ZOEY KUSPA
Council President
CHRISTIAN GRAZIANI
KAREN E. GEORGE
PRISCILLA AYRES-REISS
PHILLIP J. RAUCH
ADRIENE PRICE
ED GAWLIK JR.

City of Southgate

October 14, 2026

To the Honorable
City Council
Southgate, Michigan 48195

Re: Bid recommendation for Library Shelving

Ladies and Gentlemen:

Bids for library shelving were received and reviewed by the administration. It is recommended by the Library Director and I concur to award this bid to The Casper Corporation, Farmington Hills, Michigan, in the total amount of $15,349.62.

Adequate funds are available in the Library Fund for this bid award.

Your favorable consideration of this matter is greatly appreciated.

Sincerely,

Joseph G. Kuspa
Mayor

NORMA J. WURMLINGER MUNICIPAL BUILDING
14400 DIX-TOLEDO ROAD • SOUTHGATE, MICHIGAN 48195 • 734-258-3022 • FAX: 734-246-1414

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer

City of Southgate

- CITY COUNCIL -

ZOEY KUSPA
Council President
CHRISTIAN GRAZIANI
KAREN E. GEORGE
PRISCILLA AYRES-REISS
PHILLIP J. RAUCH
ADRIENE PRICE
ED GAWLIK JR.

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Douglas Drysdale, Assistant City Administrator / Finance Director DWD

DATE: October 14, 2026

RE: Recommendation to Award Bid for Library Shelving

I have reviewed the above bids with the Library Director and concur with his recommendation to award the bid for Library Shelving to The Casper Corporation (Farmington Hills MI) in the total amount of $15,349.62.

Funds are available in the Library Fund fund balance for this bid award.

Proposed Motion

Award bid for Library Shelving to The Casper Corporation in the amount of $15,349.62.

NORMA J. WURMLINGER MUNICIPAL BUILDING
14400 DIX-TOLEDO ROAD • SOUTHGATE, MICHIGAN 48195 • 734-258-3022 • FAX: 734-246-1414

SOUTHGATE VETERANS MEMORIAL LIBRARY

14680 Dix-Toledo Rd.
Southgate, MI 48195
734-258-3002
https://southgate.lib.mi.us

To: Dan Marsh
From: Donald Priest
Date: September 26, 2026
Re: Library Shelving

The Southgate Veterans Memorial Library has accepted 4 bids for library shelving. A breakdown of the bids can be found on the accompanying document, *Shelving Accepted Bids.*

It is my recommendation that The Casper Corporation be awarded the full bid contract for $15,349.62.

1. The Casper Corporation has provided the lowest bid.
2. The Casper Corporation bid using a substitute for the Estey cantilever steel shelving specified in the bid. I was assured that the shelving will meet all other bid specifications, and approved the substitution.
3. Southgate Library Commission has not had a chance to review these bids. They are aware that we have been working on this project, approve of it, and knew that we would be seeking and accepting bids.

There are sufficient funds in the library fund balance to cover the costs of this bid.

Donald C Priest II
Director
Southgate Veterans Memorial Library

			Library Design Associates		The Casper Corporation		Library Bureau Steel	
ITEM #	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
Furniture								
1	1	Paperback shelving	$15,008.00	$15,008.00	$ 8,933.62	$8,933.62	$ 6,701.58	$6,701.58
2	1	Parenting shelving	$3,616.00	$3,616.00	$ 2,016.00	$2,016.00	$ 3,181.15	$3,181.15
3				$0.00				
4				$0.00				
5				$0.00				
6				$0.00				
7				$0.00				
8				$0.00				
9				$0.00				
10				$0.00				
11				$0.00				
12				$0.00				
13				$0.00				
14				$0.00				
15				$0.00				
16				$0.00				
17				$0.00				
18				$0.00				
19				$0.00				
20				$0.00				
21				$0.00				
22				$0.00				
Labor/Installation						$3,400.00		
Freight						$1,000.00		
Laminate end panels/tops								$ 6,696.55
No truck dock lift gate service								$ 195.00
Limited access								$ 150.00
			Grand Total	$18,624.00 *		$15,349.62		$16,924.28
			Alternative	*				

*Library Design Associates provided consulting services when preparing this bid. services total $3,000, and will be waived if they are awarded either bid.

Interior Systems Contract Group

ITEM #	DESCRIPTION	UNIT PRICE	TOTAL PRICE
Furniture			
1	**Paperback shelving**	$ 19,301.14	$19,301.14
2	**Parenting shelving**	$ 4,623.86	$4,623.86
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
Labor/Installation			$ 2,239.14
Freight			
Laminate end panels/tops			
No truck dock lift gate service			
Limited access			
			$26,164.14

Item 1: Paperback Shelving
Qty: (1) Lot
Description: Estey cantilever steel shelving consisting of (1) 84" high x 36" wide single face and (2) 84" high x 30" wide sections, and(4) 60" high x 36" wide double face sections.

84" high shelving consists of (1) range with (3) sections. Each section includes (1) 84" high frame, (1) 9" deep sloped divider base shelf, (7) 8" deep sloped divider adjustable shelves, and steel tops. Oak end panels provided for each range end.

60" high shelving consists of (2) ranges of (2) sections. Each section includes (1) 60" high frame, (1) 18" deep sloped divider base shelf and (5) 8" deep sloped divider adjustable shelves per side. Entire range to have a laminate shelving top with 3mm PVC edge bands, and Oak end panels on each end.

- Steel finish: Estey Sand
- Wood finish: Clear Oak
- Laminate: Formica Natural Oak #346-58
- PCV: Match Formica Natural Oak #346-58

Item 2: Parenting Shelving
Qty: (1) Lot
Description: Estey cantilever steel shelving consisting of the (2) 60" high x 30" wide single face sections.

Shelving consists of (1) range of (2) sections. Each section includes (1) 60" high frame, (1) 12" deep divider base shelf, (3) 12" deep divider adjustable shelves, and steel top. Entire range to have a laminate shelving top with 3mm PVC edge bands, and Oak end panels on each end.

- Steel finish: Estey Sand
- Wood finish: Clear Oak
- Laminate: Formica Natural Oak #346-58
- PVC: Match Formica Natural Oak #346-58

Specificatons:

Shelving

DESIGN:
Shelving is a cantilever design manufactured by Estey/Tennsco Corp., Dickson, TN. The book stack section may be removed as a modular unit from any range without disturbing adjacent units in any way. Relocation and reuse of removed section(s) can be accomplished without acquiring additional parts. The uprights and cross member supports make up the fully welded frame construction, available with either closed fixed base shelf.
Uprights are punched for bolting additional Weld Frame units into the book stack range.
Shelving design allows for either static or mobile installation.

TEST REQUIREMENTS:
All shelving shall meet the standards of the "The American National Standard for Single-Tier Steel Bracket Library Shelving". Test data published in Library Technology Reports, Volume 34 No. 6, November/December 1998.

MATERIAL AND WORKMANSHIP:
The shelving is made from only the finest materials and workmanship. All sheet metal is commercial quality furniture stock steel, hot & cold rolled, reannealed, fully pickled or equivalent. All gauge thicknesses conform to U.S. standards.

CAPACITY REQUIREMENTS:
Each shelf has a minimum clearance between end brackets of 35 13/32". Unit widths are 36" nominal overall. When properly installed, units are capable of supporting 50 lbs. evenly distributed weight per linear foot of shelving, multiplied times the number of shelves per unit, without deflection considered excessive by industry standards.

COLOR:
Shelving colors may be selected from Estey's standard color chart, or ordered special as requested.

FINISHES:
Shelving colors are as described above, with an epoxy powder applied electrostatically. The finish yields a minimum average thickness of 1.0 to 1.8 mils and has a medium gloss. Abrasion resistance requires a minimum of 60 liters of sand to remove finish to bare metal, as determined by Library Technology test guidelines.

NOTE:
The following are the Estey standard Manufacturing Specifications for the Weld Frame system. For special application requirements not listed below contact factory.

1) UPRIGHT COLUMNS of the Weld Frame are formed of not less than #16 gauge steel into a channel shape with a total of 3/4" of stiffening flanges on the inside of the upright. Overall dimensions are 2 1/2" in the web and 1 1/4" across the front and rear area surfaces. Uprights are perforated the full height with a series of 1/4" x 5/8" slots spaced 1" on vertical centers and located within 5/16" of the outer web surface. Every fifth and sixth slot has square corners as viewed against the remaining rounded corner slots to aid visual alignment of shelves. This pattern is repeated over the full height of the upright.

2) TOP SPREADERS are formed of not less than #14 gauge tubular steel measuring 1"x 3" in cross section. The spreader is electrically welded to the uprights.

3) BOTTOM SPREADER of the Weld Frame is a channel shape measuring 1" x 1 3/4" in cross section, and consists of not less than #16 gauge steel. The outer ends of the channel are punched to receive leveling nuts and floor levelers. The bottom channel is electrically welded to the uprights with the open face of the channel positioned upward. Weld Frames heights are as specified; widths are 36" standard. Weld Frames are equipped with two (2) adjustable floor levelers. Levelers can be provided with an optional elastomeric plastic shoe to prevent "walking" of units. Levelers are either inverted hex head mushroom type standard for regular floors or conical (pin) point type, optional.

4) CLOSED BASE BRACKETS are designed to fit snugly in and around the welded frame upright. Material is no less than #16 gauge steel. Brackets have a 90 degree flange at the bottom to rest on the floor covering. Hardware for leveling the book stack is included. Top and front edge of the base bracket are flanged outward approximately 1/4". The profile of the bracket matches that of the adjustable shelf end bracket. The embossed area incorporates a hole to allow attaching of adjoining base brackets with a fastener.

5) CLOSED BASE SHELVES are formed from not less than #18 gauge steel into a one piece construction designed to fit snugly around base brackets without the need for fasteners. Front height is 3 5/16", and sides have stiffening flanges.

6) ADJUSTABLE SHELVES are formed of #18 gauge steel with the front and rear edges having a box-formed, 13/16" high profile capable of receiving wire book supports and snap-on label holders. The nominal depth of shelf is 1" greater than the actual dimension. The sides of the shelf are flanged for locking into end bracket lances. Shelves are capable of supporting 50 lbs. per linear foot without deflection in excess of 3/16".

7) SHELF END BRACKETS are formed of not less than #16 gauge steel; with all but the rear edge flared outward approximately 1/4". The rear edge has two crimped hooks at the top for engaging frame upright slots, and a positioning tab at the bottom to prevent accidental dislodgement. The bracket incorporates two lances with protruding dimples in the sides for securing shelf side flanges. Bracket design allows for shelf adjustment upward and downward (i.e. "walking-the-shelf") without disturbing any of the other shelves. Bracket emboss prevents overlapping of adjoining brackets. Brackets extend at least 6" above the shelf surface.

End panels
- 1.25" nominal thickness after finishing.
- 3-ply particleboard with select Grade A Oak veneer surfaces.
- Solid 3/8" thick Oak edge bands on all (4) sides. Corners are eased.
- Natural Oak wood finish
- Slatwall panels to have MDF cores

Canopy Tops
- 1.25" nominal thickness after finishing.
- 3-ply particle board with high-pressure plastic laminate surface and engineered backer.
- 3mm PVC edge bands to match surface laminate.
- HPL: Formica Natural Oak 346-58.

General notes
- Vendor should be able to demonstrate experience installing steel cantilever library shelving.
- Vendor is responsible for all installation and assembly of these items, including all appropriate wall-anchoring of single face shelving.
- Vendor is responsible for the appropriate sizing of all end panels and tops to fit appropriately on the shelving.

BID PROPOSAL FORM

We offer to furnish the City of Southgate, Southgate, Michigan the items listed below and more fully described in the specifications for **Library Shelving.**

Prices in bid are F.O.B. City of Southgate. Bids to be submitted not later than **2:00 p.m., Thursday, September 17th.**

(time) *(day)* *(date)*

ITEM #	QUANTITY		UNIT PRICE	TOTAL PRICE
1	1 lot	Paperback Shelving		
2	1 lot	Parenting Shelving		15,349.62

TOTAL 15,349.62

Acceptance time allowed 30 Days.

Delivery in 45 - 60 days from acceptance of bid _____.

Are the quoted items according to specifications? _____. If not, please state exceptions SpaceSaver Shelving

Name of Firm: Casper Corporation
Firm's Address: 24081 Research Dr
City/State/Zip: 48335
Telephone #: 248-442-9000
E-Mail: Ccadmin@CasperCorp.com
Authorized Signature: Sara R
Printed Signature: Sara Rothenberg
Title: Sales Specialist

PLEASE NOTE: ALL BIDS SHALL BE SUBMITTED SEALED IN AN ENVELOPE AND CLEARLY MARKED ON THE OUTSIDE WITH THE WORDS "Library Shelving"
DATE:

Casper Corporation, The
24081 Research Drive
Farmington Hills, MI 48335
Phone: (248) 442-9000
Fax: (248) 442-9010
http://www.caspercorp.com

CUSTOMER QUOTE

21932-55142

TIN: 38-2016782

Expires: 10/23/2026

Bill To

City of Southgate
Veterans Memorial Library
14680 Dix-Toledo Rd
Southgate, MI 48195

Install To

City of Southgate
Veterans Memorial Library
14680 Dix-Toledo Rd
Southgate, MI 48195

Project #	Salesperson	Quote Name	Payment Terms	Print Date
21932	Sara Rothenberg	SR21932-1A - 9-23-26	Deposit / Balance Upon Receipt	9/23/2026

Line	Qty	Unit	Part # / Description	Price Ea	Ext Price
1	1.00	Lot	Library Shelving / Per plans and specifications paperback 2 Sections of shelving 30"W X 8"D X 84"H and 1 section of shelving 36"W X 8"D X 84"H with end panels 2 each - 2 Sections of shelving 36"W X 18"D X 60"H with 2 end panels and 1 counter top	$8,933.62	$8,933.62
2	1.00	Lot	Additional Library Shelving / Per plans and specifications 2 Sections of shelving 30"W X 18"D X 60"H with 2 end panels and 1 countertop	$2,016.00	$2,016.00
3	1.00	Lot	Installation Services / Labor to receive, stage, redeliver, install, and remove packaging debris to customer supplied dumpster	$3,400.00	$3,400.00
4	1.00	EA	Freight / Charges	$1,000.00	$1,000.00

Customer Sign-Off

SR21932-1A - 9-23-26 (Option Total)

Subtotal	$15,349.62
Sales Tax	$0.00
Total	**$15,349.62**

Authorized Signature

Accepted Date

Print Name

Casper Corporation, The
24081 Research Drive
Farmington Hills, MI 48335
Phone: (248) 442-9000
Fax: (248) 442-9010
http://www.caspercorp.com

CUSTOMER QUOTE

21932-55142

TIN: 38-2016782

Standard Terms and Conditions

Delivery (Dock, Elevator, and Dumpster): The Casper Corporation will notify your designated contact person twenty-four (24) hours prior to delivery. Dock space and /or elevator availability will be arranged by you and made available at no cost to The Casper Corporation. A dumpster for removal of all shipping and packing materials will be provided at no charge to The Casper Corporation. Dumpster must be conveniently located and easily accessible at all times during installation of the equipment.

Storage: If, for any reason, you are not ready to receive the materials and storage is required, storage and handling fees will be added to your invoice. If product is stored on site, it was must be in a dry environment and kept in the same packaging materials as delivered. If product is stored by customer, customer takes responsibility for product at time of delivery.

Space Requirements: The space shall be ready for installation and free and clear of all obstructions. If it is not and there is a resulting delay, then the additional man hours will be billed. The space shall be properly lighted. If additional lighting is required to perform the work safely, the additional cost will be invoiced. It is your responsibility to be certain the space is suitable for the installation of this equipment, i.e., adequate fire protection, clearances, and floor load capacity.

Electrical: Electrical power for tools, equipment and lighting will be supplied to The Casper Corporation at no cost.

Freight: Materials will be shipped pre-paid and added to the invoice if necessary. If any freight damage occurs, please notify The Casper Corporation within 24 hours to report back to vendor.

Installation: Installation is in addition to the price of the materials. Labor is planned as straight time unless otherwise noted. Overtime occurring not at Casper's discretion will be added to your invoice.

Taxes: All applicable sales taxes, as required by law, will be billed.

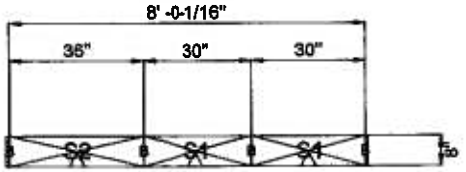
Payment: This product has been specifically designed and will be specifically manufactured for your unique requirements. A non-refundable down payment of 50% of the contract amount is due within ten (10) calendar days of contract award. The balance will be invoiced upon substantial completion and is due net ten (10) days. One and one-half percent (1.5%) interest per month will be charged on any unpaid balance after thirty (30) days. If the installation is not totally complete upon final invoicing, a holdback of reasonable value is allowed without incurring interest charges.

Warranty: See Manufacturers Warranty.

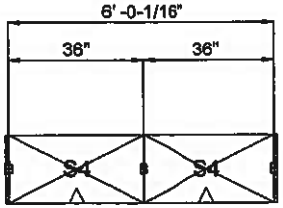
Insurance Certificates, Permits, and Fees: We reserve the right to pass on any additional costs to obtain insurance certificates, building permits, or miscellaneous fees that have not been previously identified and/or specified in our proposal but are required to complete the project.

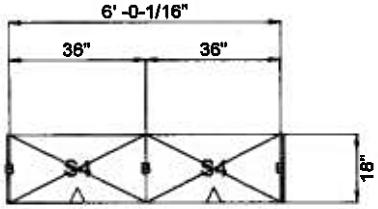
Change Orders and / Or Cancellation: If, for any reason, you cancel the order, any cancellation, restocking and handling charges will be invoiced. Change orders requested after receipt of your purchase order may also incur additional charges.

_____**Initial for Acceptance of Terms**

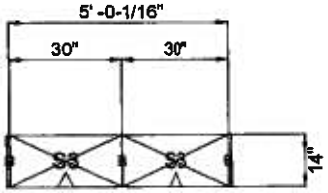


Frame Depth 2"
Shelf Depth 6"



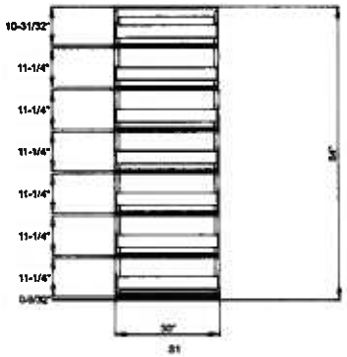


Frame Depth 2"
Shelf Depth 8" each side

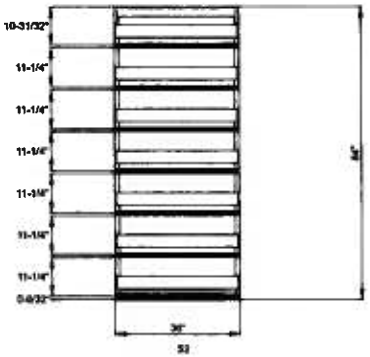


Frame Depth 2"
Shelf Depth 12"

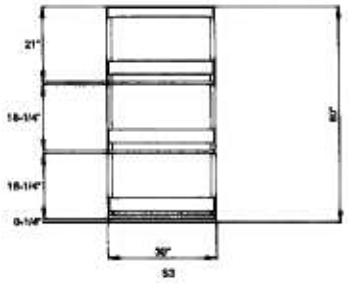
STATIONARY - CANTILEVER SHELVING
30" W x 6" D x 84" H



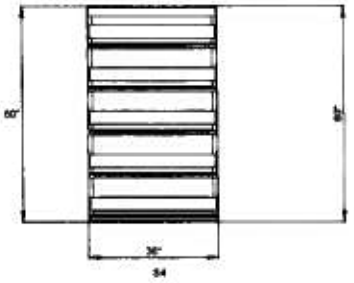
STATIONARY - CANTILEVER SHELVING
36" W x 6" D x 84" H



STATIONARY - CANTILEVER SHELVING
30" W x 14" D x 60" H



STATIONARY - CANTILEVER SHELVING
36" W x 18" D x 60" H

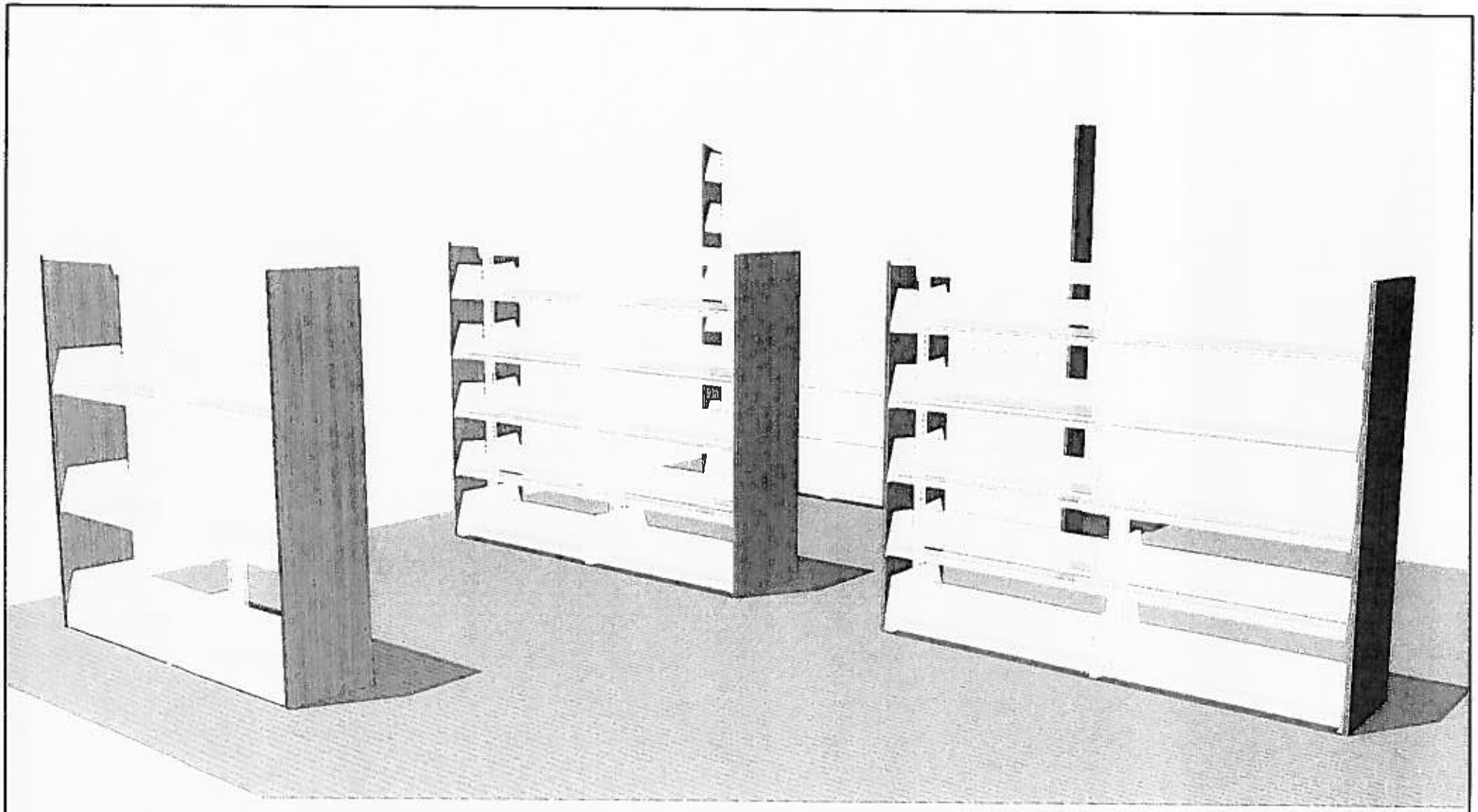


The Casper Corporation

Project name:
City of Southgate - Library

Rev. level:	Project #:	APPROVAL
1A	SR21932-1A	This drawing is approved by:
Page:	Drawn by:	
1/2	DSW	DATE:
	Date printed: 8/31/2026	

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The Casper Corporation

Project name:

City of Southgate - Library

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From: Don Priest <dpriest@southgate.lib.mi.us>
Sent: Thursday, August 27, 2026 3:11 PM
To: Sara Rothenberg <srothenberg@caspercorp.com>
Subject: Re: library shelving bid

Yes, as long as Spacesaver cantilever shelving meets all other specifications, we can consider it as an acceptable alternative to ESTEY.

Donald Priest
Director
Southgate Veterans Memorial Library
14680 Dix-Toledo Rd.
Southgate MI 48195
734-258-3002

From: "Sara Rothenberg" <srothenberg@caspercorp.com>
To: "dpriest" <DPRIEST@SOUTHGATE.LIB.MI.US>
Sent: Wednesday, August 26, 2026 4:55:17 PM
Subject: library shelving bid

https://www.spacesaver.com/products/shelving/cantilever-shelving

Please confirm if Spacesaver library cantilever shelving is acceptable alternative for ESTEY. We meet the specifications laid out in the bid.

Please advise



THE CASPER CORPORATION

Sara Rothenberg

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer

City of Southgate

- CITY COUNCIL -

ZOEY KUSPA
Council President
CHRISTIAN GRAZIANI
KAREN E. GEORGE
PRISCILLA AYRES-REISS
PHILLIP J. RAUCH
ADRIENE PRICE
ED GAWLIK JR.

October 14, 2026

To the Honorable
City Council
Southgate, Michigan 48195

Re: Bid recommendation for Library Furniture

Ladies and Gentlemen:

Bids for library furniture were received and reviewed by the administration. It is recommended by the Library Director and I concur to award this bid to Library Design Associates, Inc., Plymouth, Michigan, in the amount of $77,139.00.

Adequate funds are available in the Library Fund for this bid award.

Your favorable consideration of this matter is greatly appreciated.

Sincerely,

Joseph G. Kuspa
Mayor

NORMA J. WURMLINGER MUNICIPAL BUILDING
14400 DIX-TOLEDO ROAD • SOUTHGATE, MICHIGAN 48195 • 734-258-3022 • FAX: 734-246-1414

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

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City of Southgate

- CITY COUNCIL -

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ED GAWLIK JR.

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Douglas Drysdale, Assistant City Administrator / Finance Director

DATE: October 14, 2026 DWD

RE: Recommendation to Award Bid for Library Furniture

I have reviewed the above bids with the Library Director and concur with his recommendation to award the bid for Library Furniture to Library Design Associates, Inc. (Plymouth MI) in the total amount of $77.139.00. Library Design Associates previously provided consulting services with a value of $3,000.00, which will be waived and not billed.

Funds are available in the Library Fund fund balance for this bid award.

Proposed Motion

Award bid for Library Furniture to Library Design Associates, Inc. in the amount of $77,139.00.

SOUTHGATE VETERANS MEMORIAL LIBRARY

14680 Dix-Toledo Rd.
Southgate, MI 48195
734-258-3002
https://southgate.lib.mi.us

To: Dan Marsh
From: Donald Priest
Date: September 26, 2026
Re: Library Furniture

The Southgate Veterans Memorial Library has accepted 2 bids for library furniture. A breakdown of the bids can be found on the accompanying document, *Furniture Accepted Bids.*

It is my recommendation that Library Design Associates, Inc., be awarded the full bid contract for $77,139.

1. Another accepted bid was priced lower; however, that bid left out 3 items, that we would have to obtain elsewhere, potentially raising the price for all furniture beyond the Library Design Associates quote.
2. Library Design Associates provided consulting services when preparing this bid, and an associated bid for shelving. The fees for those services total $3,000, and will be waived if they are awarded either bid.
3. Southgate Library Commission has not had a chance to review these bids. They are aware that we have been working on this project, approve of it, and knew that we would be seeking and accepting bids.

There are sufficient funds in the library fund balance to cover the costs of this bid.

Donald C Priest II
Director
Southgate Veterans Memorial Library

ITEM #	QUANTITY	DESCRIPTION	Library Design Associates UNIT PRICE	Library Design Associates TOTAL PRICE	Interior Systems Contract Group UNIT PRICE	Interior Systems Contract Group TOTAL PRICE	
1	36	ALL DESCRIPTIONS AND DETAILS	$303.00	$10,908.00	$ 277.38	$9,985.68	
2	1	IN ACCOMPANYING	$450.00	$450.00	$ 396.52	$396.52	
2.1	1	SPECIFICATIONS DOCUMENTS	$450.00	$450.00	$ 396.52	$396.52	
2.2	1		$463.00	$463.00	$ 410.32	$410.32	
2.3	2		$463.00	$926.00	$ 410.32	$820.64	
2.4	2		$463.00	$926.00	$ 410.32	$820.64	
2.5	1		$463.00	$463.00	$ 410.32	$410.32	
2.6	1		$484.00	$484.00	$ 410.32	$410.32	
3	30		$140.00	$4,200.00	$ 120.06	$3,601.80	
3.1	1		$218.00	$218.00	$ 183.54	$183.54	
4	2		$1,357.00	$2,714.00	$ 1,115.14	$2,230.28	
4.1	8		$746.00	$5,968.00	$ 610.63	$4,885.04	
5	2		$1,478.00	$2,956.00	$ 1,177.73	$2,355.46	
5.1	1		$1,574.00	$1,574.00	$ 1,859.32	$1,859.32	
5.2	4		$2,903.00	$11,612.00	$ 2,621.00	$10,484.00	
5.3	2		$1,545.00	$3,090.00	$ 1,830.79	$3,661.58	
6	3		$896.00	$2,688.00	NO BID		
7	1		$11,200.00	$11,200.00	NO BID		
8	1		$5,246.00	$5,246.00	NO BID		
9	6		$1,501.00	$9,006.00	$ 1,244.00	$7,464.00	
10	1		$1,597.00	$1,597.00	$ 1,273.45	$1,273.45	
Freight TMC					$ 444.09	$444.09	
Finish Upcharge Media					$ 177.65	$177.65	
Freight Media					$ 1,704.55	$1,704.55	
Labor/Installation					$ 6,659.09	$6,659.09	
			Grand Total	$77,139.00 *		$60,634.81	
			Alternative	*			

*Library Design Associates provided consulting services when preparing this bid. The fees for those services total $3,000, and will be waived if they are awarded either bid.

Item 1: Public Chairs
Qty: (36)
Description: Sit On It Focus side chair with mesh back, armless, standard glides, and upholstered seat

- Seat Upholstery: Sit On It Slide, colors: (9) Fire, (9) Apple, (9) Electric Blue, (9)
- Tangerine
- Frame: Silver
- Mesh: (9) Tangerine, (9) Fire, (9) Apple, (9) Electric Blue
- Fabric and mesh finishes to be identical on each chair
- Specifications:
    - Sit On It Model #5651

Item 2: Staff Chairs
Qty: (1)
Description: Sit On It Novo high back task chairs, Black frame, F mechanism, multi-adjustable arms, Black base, carpet casters.

- Seat Upholstery: Malibu, color: Violet
- Lumbar: Black
- Lumbar Accent: Grape
- Mesh: Grape
- Specifications
    - Sit On It model #1033

Item 2.1: Staff Chairs
Qty: (1)
Description: Sit On It Novo high back task chairs, Black frame, F mechanism, multi-adjustable arms, Black base, carpet casters.

- Seat Upholstery: Venice, color: Deep Sea
- Lumbar: Black
- Lumbar Accent: Fire
- Mesh: Fire
- Specifications
    - Sit On It model #1033

Item 2.2: Staff Chairs
Qty: (1)
Description: Sit On It Novo high back task chairs, Black frame, F mechanism, multi-adjustable arms, Black base, carpet casters.

- Seat Upholstery: Dice, color: Onyx
- Lumbar: Black
- Lumbar Accent: Black
- Mesh: Electric Blue
- Specifications
    - Sit On It model #1033

Item 2.3: Staff Chairs
Qty: (2)
Description: Sit On It Novo high back task chairs, Black frame, F mechanism, multi-adjustable arms, Black base, carpet casters.

- Seat Upholstery: Dice, color: Onyx
- Lumbar: White
- Lumbar Accent: Lemon
- Mesh: Lemon
- Specifications
    - Sit On It model #1033

Item 2.4: Staff Chairs
Qty: (2)
Description: Sit On It Novo high back task chairs, Black frame, F mechanism, multi-adjustable arms, Black base, carpet casters.

- Seat Upholstery: Dice, color: Onyx, (10
- Lumbar: White
- Lumbar Accent: Ocean
- Mesh: Ocean
- Specifications
    - Sit On It model #1033

Item 2.5: Staff Chairs
Qty: (1)
Description: Sit On It Novo high back task chairs, Black frame, F mechanism, multi-adjustable arms, Black base, carpet casters.

- Seat Upholstery: Dice, color: Onyx
- Lumbar: White
- Lumbar Accent: Aqua
- Mesh: Aqua
- Specifications
    - Sit On It model #1033

Item 2.6: Staff Chairs
Qty: (1)
Description: Sit On It Novo high back task chairs, White frame, F mechanism, multi-adjustable arms, Black base, carpet casters.

- Seat Upholstery: Cue, color: flirt
- Lumbar: White
- Lumbar Accent: Aqua
- Mesh: (1) Aqua
- Specifications
    - Sit On It model #1033

Item 3: Meeting Room Chairs
Qty: (30)
Description: Sit On It Sprout stacking chair with metal frame, plastic seat and back.

- Frame: Chrome
- Glides: Clear
- Shell: Lagoon
- Wood leg: Vanilla
- Specifications
    - Sit On It model #1181

Item 3.1: Stacking Cart
Qty: (1)
Description: Stacking cart for Sprout chairs in Item 3.

- Specifications
    - Sit On It model #CART

Item 4: Youth Tables
Qty: (2)
Description: Media Technologies Orbit Table, 48" diameter x 27" high with laminate work surface, 5/8" Oak bullnose edge.

- Base: Charcoal
- Wood finish: Natural Oak
- Laminate: Wilsonart Crisp Linen 4942-38
- Specifications:
    - Media Tech Part #O22-G0048-27
    - **Table Top:** Tops are 1-1/4" thick, three ply engineered wood construction with .050" high pressure laminate (HPL) and a phenolic backer sheet. 5/8" hardwood bullnose ("G" prefix to the table size in the part number)
    - **17", 22" & 27" Disc – Single Column:** 14-gauge, 3" diameter column, 5/16" thick steel disc plate (size varies depending on table top dimension), 11-gauge stamped steel mounting plate, 9.5" x 9.5". Mini-levelers come standard and will position the base 3/8" off floor.

Item 4.1: Youth Chairs
Qty: (8)
Description: TMC Flick perimeter chair with wire sled base, Maple shell, Leaf perimeter shape, 15" seat height

- Shell finish: Clear 01
- Leaf Finish: Fern 46
- Base finish: Black
- Specifications:
    - TMC Part # SFPC11315PC.FLF
    - Molded plywood shell with select American rotary-cut Maple veneer.
    - Base constructed of 7/16" solid steel rod finished with electrostatically applied epoxy paint or nickel-plated chrome finish. Nylon glide.

Item 5: Adult Tables
Qty: (2)
Description: Media Technologies Orbit Table, 60" long x 30" wide x 29" high with laminate work surface, 5/8" Oak bullnose edge.

- Base: Charcoal
- Wood finish: Natural Oak
- Laminate: Wilsonart Crisp Linen 4942-38
- Include power on (2) tables
- Specifications:
    - Media Tech Part #O22-G3060-29
    - **Table Top:** Tops are 1-1/4" thick, three ply engineered wood construction with .050" high pressure laminate (HPL) and a phenolic backer sheet. 5/8" hardwood bullnose ("G" prefix to the table size in the part number)
    - **17", 22" & 27" Disc – Single Column:** 14-gauge, 3" diameter column, 5/16" thick steel disc plate (size varies depending on table top dimension), 11-gauge stamped steel mounting plate, 9.5" x 9.5". Mini-levelers come standard and will position the base 3/8" off floor.

Item 5.1: Adult Table
Qty: (1)
Description: Media Technologies Orbit Table, 72" long x 36" wide x 29" high with laminate work surface, 5/8" Oak bullnose edge.

- Base: Charcoal
- Wood finish: Natural Oak
- Laminate: Wilsonart Crisp Linen 4942-38
- Include power
- Specifications:
    - Media Tech Part #O22-G3672-29
    - **Table Top:** Tops are 1-1/4" thick, three ply engineered wood construction with .050" high pressure laminate (HPL) and a phenolic backer sheet. 5/8" hardwood bullnose ("G" prefix to the table size in the part number)
    - **17", 22" & 27" Disc – Single Column:** 14-gauge, 3" diameter column, 5/16" thick steel disc plate (size varies depending on table top dimension), 11-gauge stamped steel mounting plate, 9.5" x 9.5". Mini-levelers come standard and will position the base 3/8" off floor.

Item 5.2: Adult Booths
Qty: (4)
Description: Shirley Single Face Booth, 60" long x 24" deep x 42" high overall.

- Wood finish: Natural Oak
- Back Fabric: Pallas Flux, color: Dim
- Seat Fabric: ArcCom Rodeo, color: Ruby
- Specifications:
    - Media Tech Part #SBS-2442-L
    - Bench base assembly & back panel available in premium veneer.
    - 4" high, veneer base and toe assemblies receive 3mm wood edge-banding.
    - Bench base is a 7/8" engineered wood assembled frame and bench back panel is a

2" engineered wood assembly.
  - Seat cushion is 3-1/2" thick high-density foam on a 1/2" thick engineered wood base. Seat cushion is high density foam that tapers from 4-1/2" at the bottom to 2-
  - 1/2" at the top and is on a 1/2" engineered wood base.
  - Seat cushions are attached to booth base and back with hook and loop fasteners.
  - Wood finish: Natural Oak

Item 5.3 Booth Tables
Qty: (2)
Description: Media Technologies Orbit Table, 60" long x 36" wide x 29" high with laminate work surface, 5/8" Oak bullnose edge.

- Base: Charcoal
- Wood finish: Natural Oak
- Laminate: Wilsonart Crisp Linen 4942-38
- Include power
- Specifications:
  - Media Tech Part #O22-G3660-29
  - **Table Top:** Tops are 1-1/4" thick, three ply engineered wood construction with .050" high pressure laminate (HPL) and a phenolic backer sheet. 5/8" hardwood bullnose ("G" prefix to the table size in the part number)
  - **17", 22" & 27" Disc – Single Column:** 14-gauge, 3" diameter column, 5/16" thick steel disc plate (size varies depending on table top dimension), 11-gauge stamped steel mounting plate, 9.5" x 9.5". Mini-levelers come standard and will position the base 3/8" off floor.

Item 6: Study Room Counters
Qty: (3)
Description: 72" long x 30" deep laminate counter tops with 5/8" Oak bullnose edge on (1) long side and (2) short sides. Counter to be mounted directly to the wall with cantilever brackets.

- Wood finish: Natural Oak
- Laminate: Wilsonart Crisp Linen 4942-38
- Include power
- Specifications:
  - 1-1/4" thick, three ply engineered wood construction with .050" high pressure laminate (HPL) and a phenolic backer sheet. 5/8" hardwood bullnose
  - Use under-counter speedbrace to cantilever shelf off of wall.

Item 7: Mel Bin storage
Qty: (1)
Description: Storage cabinet per the drawing provided with space for (4) Mel book bins.
Laminate construction.

- Laminate: Castle Oak
- Specifications:
  - Three-play engineered wood construction with .050" high pressure laminate (HPL) on all finished sides. Phenolic backer sheet on all unfinished/unseen sides.

Item 8: Backpack Storage
Qty (1)
Description: Backpack storage cabinet/shelving per the provided drawing. Laminate construction.

- Laminate: Castle Oak
- Specifications:
  - Three-play engineered wood construction with .050" high pressure laminate (HPL) on all finished sides. Phenolic backer sheet on all unfinished/unseen sides.

Item 9: Meeting Room Tables
Qty: (6)
Description: Mediatechnologies Milestone table, 72" long x 30" wide x 29" high with laminate work surface with Oak edge, T-leg base with casters, and flip-top mechanism.

- Base: Charcoal
- Wood finish: Natural Oak
- Laminate: Wilsonart Crisp Linen 4942-38
- Specifications
  - Table tops are 1-1/4" thick, three-ply 45# particle board construction, with .050" high-pressure laminate top surface and a .030" phenolic backer. Square corners on banded tops have 1/8" radius, square corners have 1/2" radius and rounded corners on all tops have a 2" radius.
  - All bases are supplied with 1" diameter levelers
  - T-base single column and double column: 13 gauge, 2" diameter column and mainbar, 11 gauge stamped steel mounting plate, 10" x 10"
  - Flip-top mechanism: Two-part steel mechanism is joined via a pivot system. Upper component attaches to the underside of work surface using 1" #12 wood screws.
  - Lower component bolts to the leg frame via a threaded insert.
  - (4) casters

Item 10: Display
Qty (1)
Description: Mediatechnologies Pinwheel display, 66" high x 23" square. Laminate construction with casters, (4) slatwall display panels arranged in a "pinwheel" arrangements.

- Panel finish: Castle Oak
- PVC Edge: Castle Oak
- Specifications
  - Media Tech Park #DS-2366-L-SWPDT
  - Panels: Four 1" thick engineered wood panels with high-pressure laminate faces and 3mm PVC banding on all exposed edges, arranged in a "pinwheel" construction.
  - Corners on display top are radiused.
  - Slats: Each fully exposed face is slatwall. Slats are on 6" centers. Casters: Four panel mount locking casters are mounted to the display base with caster bracket.

General Notes:
- All pricing should include shipping to the library, as well as all receiving and installation labor by appropriately trained installation personnel, including disposal of any packaging materials.
- No substitutions on product selections or finish selections.

Library Design Associates

BID PROPOSAL FORM

We offer to furnish the City of Southgate, Southgate, Michigan the items listed below and more fully described in the specifications for **Library Furniture.**

Prices in bid are F.O.B. City of Southgate. Bids to be submitted not later than **2:00 p.m., Thursday, September 17th.**

(time) (day) (date)

ITEM #	QUANTITY		UNIT PRICE	TOTAL PRICE
1	36	Public Chairs	303.00	10,908.00
2	1	Staff Chairs	450.00	450.00
2.1	1	Staff Chairs	450.00	450.00
2.2	1	Staff Chairs	463.00	463.00
2.3	2	Staff Chairs	463.00	926.00
2.4	2	Staff Chairs	463.00	926.00
2.5	1	Staff Chairs	46.00	463.00
2.6	1	Staff Chairs	484.00	484.00
3	30	Meeting Room Chairs	140.00	4,200.00
3.1	1	Stacking Cart	218.00	218.0
4	2	Youth Tables	1,357.00	2,714.00
4.1	8	Youth Chairs	746.00	5968.00
5	2	Adult Tables	1,478.00	2,956.00
5.1	1	Adult Table	1,574.00	1,574.00
5.2	4	Adult Booths	2,903.00	11,612.00
5.3	2	Booth Tables	1,545.00	3,090.00
6	3	Study Room Counters	896.00	2,688.00
7	1	Mel Bin Storage	11,200.00	11,200.00
8	1	Backpack Storage	5,246.00	5,246.00
9	6	Meeting Room Tables	1,501.00	9,006.00
10	1	Display	1,597.00	1,597.00

TOTAL 77,139.00

Acceptance time allowed 30 days.

Delivery in 75 - 90 days from acceptance of bid _____.

Are the quoted items according to specifications? Yes. If not, please state exceptions

_____

Name of Firm: Library Design Associates, Inc.
Firm's Address: 1149 South Main St.
City/State/Zip: Plymouth, MI 48170
Telephone #: 734-459-5000
E-Mail: mdebear@librarydesign.com
Authorized Signature: [signature]
Printed Signature: Matt de Bear
Title: Vice President

PLEASE NOTE: ALL BIDS SHALL BE SUBMITTED SEALED IN AN ENVELOPE AND CLEARLY MARKED ON THE OUTSIDE WITH THE WORDS "Library Furniture"

DATE: 9/14/20

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer

- CITY COUNCIL -

ZOEY KUSPA
Council President
CHRISTIAN GRAZIANI
KAREN E. GEORGE
PRISCILLA AYRES-REISS
PHILLIP J. RAUCH
ADRIENE PRICE
ED GAWLIK JR.

City of Southgate

October 16, 2026

To the Honorable
City Council
Southgate, Michigan 48195

Re: Approval of Pro Shop Concessions Agreement – Southgate Ice Arena

Ladies and Gentlemen:

I concur with the recommendation from the Parks & Recreation Director to approve the agreement with Pond of Dreams Pro Shop for a three-year period beginning November 1, 2026 through October 31, 2039 for the operation of a professional skating pro shop at the Ice Arena.

Under the agreement, Pond of Dreams will compensate the City on a monthly basis for the right to operate at the ice arena.

The City attorney has reviewed and approved the agreement.

Your favorable consideration of this matter is requested.

Sincerely,

Joseph G. Kuspa
Mayor

NORMA J. WURMLINGER MUNICIPAL BUILDING
14400 DIX-TOLEDO ROAD • SOUTHGATE, MICHIGAN 48195 • 734-258-3022 • FAX: 734-246-1414

JOSEPH G. KUSPA
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ADRIENE PRICE
ED GAWLIK JR.

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Douglas Drysdale, Assistant City Administrator / Finance Director DWD

DATE: October 16, 2026

RE: Approve Agreement for Pro Shop Sports Services Concessions – Southgate Ice Arena

I have reviewed the above with the Parks & Recreation Director and concur with her recommendation to approve the agreement with POD Productions, LLC, dba Pond of Dreams Pro Shop, for a three-year period beginning November 1, 2026 through October 31, 2029 for the operation of a professional skating pro shop at the Southgate Ice Arena.

Under the agreement, Pond of Dreams will compensate the City on a monthly basis for the rights to operate at the ice arena.

The city attorney has reviewed the agreement and has approved the terms and language.

Proposed Motion

Approve the agreement with POD Productions, LLC, dba Pond of Dreams Pro Shop, for a three-year period beginning November 1, 2026 through October 31, 2029 for the operation of a professional skating pro shop at the Southgate Ice Arena, and authorize the Parks & Recreation Director to execute the agreement on behalf of the City of Southgate.

NORMA J. WURMLINGER MUNICIPAL BUILDING
14400 DIX-TOLEDO ROAD • SOUTHGATE, MICHIGAN 48195 • 734-258-3022 • FAX: 734-246-1414

Southgate Michigan
PARKS & REC
14700 Reaume Parkway—Southgate, MI 48195 (734)258-3035

To: Dan Marsh, City Administrator

From: Julie Goddard, Parks & Recreation Director

Date: October 15, 2026

Re: Sports Services Concession Agreement - Southgate Ice Arena

I respectfully recommend that the City of Southgate enter into an agreement with POD Productions, LLC, doing business as Pond of Dreams Pro Shop, for the operation of a professional skating pro shop within the designated pro shop space located in Arena A.

Pond of Dreams Pro Shop is an established business within the Downriver skating community, currently operating the pro shop located inside the Trenton Ice Arena, as well as maintaining a retail storefront on Fort Street in Lincoln Park. Their experience serving both the figure skating and hockey communities makes them a valuable addition to the Southgate Ice Arena.

In addition to retail merchandise, Pond of Dreams Pro Shop will offer professional skate sharpening, equipment maintenance, and repair services. These services will provide added convenience to arena users who would otherwise need to travel to another facility or retail location for their skating equipment needs. An additional benefit of this agreement is the maintenance of the City's rental skate inventory. As part of the proposed agreement, Pond of Dreams Pro Shop will sharpen, repair, and maintain the City's rental skates on a monthly basis. By incorporating this service into the agreement, the City will receive an additional operational benefit beyond the monthly rental revenue generated by the pro shop.

The proposed rental rate is comparable on a per-square-foot basis to the current pro shop rental arrangements at both the Taylor and Trenton ice arenas.

Taylor and Trenton are currently the only surrounding municipal ice arenas identified as having in-house pro shop operations that serve both the hockey and figure skating communities. Other neighboring communities, including Allen Park, Lincoln Park, Dearborn, and Garden City, do not currently offer on-site pro shops within their municipal ice arena facilities. Additionally, the ice arenas in Canton and Bloomfield Hills have pro shops; however, these operations are primarily focused on figure skating merchandise, equipment, and services rather than serving both the hockey and figure skating communities.

Other ice arena pro shops throughout Michigan are commonly operated by independent third-party vendors within facilities managed by private corporations or professional arena management companies, this distinction is important when comparing rental rates and operating arrangements.

This partnership also presents an opportunity for the City of Southgate to offer a service that is not widely available in surrounding municipally operated ice arenas. By providing professional services for both hockey players and figure skaters, Southgate will enhance its overall customer experience, improve convenience for arena patrons, and further position the Southgate Ice Arena as a competitive destination for ice sports, tournaments, competitions, and recreational skating throughout the Downriver area.

An important financial benefit of the proposed agreement is the opportunity to increase revenue generated from existing space within the Southgate Ice Arena.

Currently, the designated room proposed for the Pond of Dreams Pro Shop generates approximately $350.00 per month, or $4,200.00 annually, through existing room reservations and bookings.

Under the proposed agreement, the City would receive increased monthly rental revenue from Pond of Dreams Pro Shop for the use of this space. Furthermore, the existing room reservations and activities can be relocated to another available room within the Southgate Ice Arena, allowing the Parks & Recreation Department to continue generating approximately $350.00 per month from those bookings, provided current rental demand is maintained.

Combined with the monthly maintenance and sharpening of the City's rental skate inventory, the agreement provides both direct financial benefits and valuable operational services to the Southgate Ice Arena.

Based on the additional revenue opportunities, comparable rental rates, operational benefits, and enhanced services that this partnership will provide, I respectfully recommend that the City Council approve the agreement between the City of Southgate and POD Productions, LLC, DBA Pond of Dreams Pro Shop, for the operation of the designated pro shop space in Arena A at the Southgate Ice Arena and authorize the Parks & Recreation Director to execute the agreement on behalf of the City of Southgate.

Respectfully Submitted,

Julie Goddard

Julie Goddard
Parks & Recreation Director
City of Southgate

SPORTS SERVICES CONCESSION AGREEMENT

This Sports Services Concession Agreement ("**Agreement**") dated ____ day of October, 2026, is made between the **City of Southgate** ("**City**"), a Michigan Municipal Corporation located at 14400 Dix-Toledo Road, Southgate, Michigan 48195 and ***POD Production LLC.*** **DBA: Pond of Dreams Pro Shop** ("**Concessionaire**"), a Michigan corporation located at 18054 Meridian Road, Grosse Ile, Michigan 48138 (both referred to collectively herein as the "**Parties**").

RECITALS:

WHEREAS, the City owns recreation facilities within the City of Southgate, one of which being the Southgate Arena Ice Rink ("**Arena**") located at 14700 Reaume Pkwy, Southgate, Michigan 48195, which requires a concessionaire to operate a sports services concession at its Arena; and

WHEREAS, the Concessionaire wishes to provide said sports services concession at the Arena in accordance with the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual promises and undertakings of the Parties herein, the Parties agree as follows:

I. CONCESSON GRANT.

The City grants to Concessionaire, and Concessionaire accepts, the exclusive right and the duty to operate a sports services concession ("**Concession**"), which includes skate sharpening and marketing, distributing miscellaneous ancillary supplies such as laces, guards, tape, repair parts, hockey sticks, protective equipment, and hockey cards, and the establishment of a hockey vending machine for hockey related items when the Concessionaire is closed, at the Arena during hours in alignment with current Arena operating hours. The City will not grant any other person, firm or corporation the right to establish and operate a similar Concession at the Arena during the term of this Agreement.

Notwithstanding the foregoing, the City reserves the right to permit organizations that lease the Arena to market their own products and to perform their own skate sharpening.

The approximate space to be occupied by the Concessionaire shall be the auxiliary room and office located inside of Arena A and designated by the City.

II. TERM.

This Agreement shall commence on November 1, 2026 and shall last for three (3) years through October 31, 2029. At the end of the term, the City will choose to offer to Concessionaire the first right to extend the agreement for a new term and may renegotiate the length of the term and payment provisions increase of no more than 5% rate increase for each subsequent year of the term period.

III. TERMINATION.

This Agreement may be terminated as follows:

(a) By either party without liability, upon mutual written consent; or

(b) By either party in the event of a material breach of any term, condition, warranty or representation in this Agreement which the breaching party fails to cure within 7 days after receiving written notice of such breach. Should such breach remain uncured after 7 days, written notice of termination, signed by the non-breaching party, specifying the reasons for termination, shall be sent to the breaching party at least 7 days prior to the effective date of termination; or

(c) By the City without liability upon 30 days written notice to Concessionaire if at any time the City is dissatisfied with the Concessionaire's performance under the Agreement for reasons to be set forth in writing and delivered to Concessionaire; or

(d) By the City immediately:

i. Upon failure to receive monthly concession fee by the 10th day of each month.

ii. Upon termination, cancellation, or non-renewal of Concessionaire's insurance coverage; or

iii. In the event Concessionaire becomes insolvent or shall take the benefit of any present or future insolvency statute or shall make a general assignment for the benefit of creditors or file a voluntary petition in bankruptcy; or

iv. In the event Concessionaire shall cease, abandon, desert, stop or discontinue its services hereunder for any reason whatsoever;

v. Upon failure of Concessionaire to provide City with each required certificate of insurance;

vi. Upon failure of Concessionaire to make timely payment of local property taxes.

IV. NON-ASSIGNMENT OR TRANSFER BY CONCESSIONAIRE.

The operation of this Concession or any part thereof shall not be assigned or transferred by the Concessionaire without the prior written consent of the City, in its sole discretion.

V. CITY'S RESPONSIBILITIES.

The City shall:

(a) Provide heat, light, and space for housing the Concession operation, approved by Concessionaire.

(b) Provide access to electrical power sufficient to operate Concessionaire's equipment.

VI. CONCESSIONAIRE'S RESPONSIBILITIES.

The Concessionaire shall:

(a) Pay concession fee on a timely basis.

(b) Secure and install appropriate equipment to service patron's skating needs at the Arena at its own expense.

(c) Obtain at its expense insurance sufficient to protect its equipment investment from all hazards and risks.

(d) Maintain all equipment in safe and operable condition at all times including its repairs, cleaning, installation and removal. All repairs to be made on a timely basis so as to minimize downtime.

(e) Obtain and maintain in force at own expense all licenses and permits required by applicable governmental units having appropriate jurisdiction. The Concessionaire shall pay all fees and service charges assessed by said governmental units.

(f) Provide service to patrons of Arena in accordance with Arena operating hours.

(g) Provide services at reasonable rates, competitive with similar concessions located in the Downriver area and keep all City rental skates sharpened at no charge to the City. The City specifically reserves the right to reasonably reject Concessionaire's rates and can direct the Concessionaire to take such other reasonable action as it deems appropriate to satisfy the City's requirements or terminate the Agreement.

(h) Advance the City's primary objective of providing convenient and necessary services to the community in its Arena and to take no action contrary to that purpose.

(i) Make timely payment of local property taxes.

VII. INDEPENDENT CONTRACTOR.

Notwithstanding certain obligations of the Concessionaire pursuant to the terms, conditions and provisions of this Agreement, it is expressly agreed and understood that the Concessionaire is in all respects an independent contractor as to the work performed under this Agreement, and that the Concessionaire shall in no respect be regarded as either an agent, servant or employee of the City. As such, Concessionaire shall pay all applicable Federal, State and local taxes including unemployment and workers' compensation sales taxes, social security taxes, federal and state withholding taxes and personal property taxes, etc., which may be chargeable against any of the labor, material, equipment, real estate, or any other items necessary in the performance of this Agreement, provided, however, that Concessionaire shall not be responsible for any taxes relative to the equipment owned by the City.

VIII. INDEMNIFICATION.

The Concessionaire shall release, indemnify, defend, and save harmless the City, its elected officials, officers, agents, representatives and employees from and against any and all lawsuits, claims, loss and damages of any nature whatsoever including, but not limited to: death, injury or property damage occurring to a patron or visitor of the Arena; theft or vandalism; damage to property of the Concessionaire; death or injury of City employees or agents of the City; or other adverse occurrence arising out of any operations or actions of the Concessionaire and its agents, representatives, employees or the like, except such lawsuits, claims, loss and damages arising out of the sole negligence of the City, its officials, officers, agents, representatives or employees, or the City.

IX. INSURANCE.

The Concessionaire, at its own expense and in its own name, shall maintain comprehensive general liability insurance coverage of not less than one million dollars ($1,000,000) and worker's compensation insurance (if required by State statute), in amounts satisfactory to the City during the entire term of this Agreement and shall name the City as additional insured and furnish the City with certificates of insurance as evidence of the coverage prior to commencing its operations under this Agreement and within thirty (30) days of each renewal of said policies. The Concessionaire shall cease all operations and services upon failure to comply with above insurance requirements and shall not perform any operations or services until it has fully complied herewith.

X. VANDALISM OR PROPERTY DAMAGE.

Neither party shall be held responsible for acts of theft, vandalism, or destruction to the other's property located within the Arena caused by patrons, except as otherwise provided herein.

XI. CONCESSION FEE.

The Concessionaire shall compensate the City for the privilege of operating the Concession each year (beginning October 2026 – August 2029) as follows:

a. The sum of $650.00 Dollars per month for the 2026-27 year;

b. The sum of $680.00 Dollars per month for the 2027-28 year;

c. The sum of $715.00 Dollars per month for the 2028-29 year;

Such sums shall be payable monthly, no later than the 10th day of each month, with late payments accruing interest at 5% per month.

XII. GOVERNING LAW.

This Agreement shall be construed and enforced in accordance with, and governed by, the laws of the State of Michigan.

XIII. WAIVER.

One or more waivers of any term or condition of this Agreement by either party shall not be construed as a waiver of a subsequent breach of the same term or condition. No breach of a term or condition of this Agreement by either party shall be deemed waived by the other, unless such waiver is in writing.

XIV. ENTIRE AGREEMENT.

This Agreement constitutes the entire Agreement between the Parties. Any prior agreements, whether written or oral, shall be of no force or effect. Any amendments to the Agreement must be in writing and signed by both Parties.

XV. NOTICES.

All notices, communications, statements, or payments required by this Agreement shall be sent to the following address:

City of Southgate

Parks and Recreation Department

14700 Reaume Parkway, Southgate MI 48195

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above:

City of Southgate Parks & Recreation

By: _____
Name: Julie Goddard
Title: Parks & Recreation Director

POD Production LLC. ***(DBA: Pond of Dreams Pro Shop)***

By: _____
Name: Robert Brooks
Title: Owner/Operator