



CITY OF DETROIT  
OFFICE OF THE CHIEF FINANCIAL OFFICER  
OFFICE OF CONTRACTING & PROCUREMENT

Coleman A. Young Municipal Center  
2 Woodward Avenue, Suite 1008  
Detroit, MI 48226  
Phone: (313) 224-4600  
Fax: (313) 628-1160  
E-Mail: [purchasing@detroitmi.gov](mailto:purchasing@detroitmi.gov)

June 21, 2024

HONORABLE CITY COUNCIL:

RE: CITY COUNCIL RECESS: Wednesday, July 31, 2024 through Monday, September 2, 2024

Chapter 17, Article V of the 2019 Detroit City Code requires the approval of your Honorable Body for the purchase of goods and services over the value of \$25,000, all contracts for personal services renewals or extensions of contracts, or the exercise of an option to renew or extend a contract. Chapter 17, Article IV of the 2019 Detroit City Code requires approval of your Honorable Body of an application for a federal, state or grant to be awarded, in whole or in part to fund any City program, service or activity.

Based upon the above scheduled Recess, there will be a delay in obtaining your approval. As a result, we will be unable to meet our obligation to obtain needed goods and services, approve Donations, Grant Applications and accept Grant Awards for the user agencies, and they, in return, will be unable to meet their obligation to supply mandated services to the people of the City of Detroit. Therefore, during the Recess, we request that your Honorable Body approve our purchases of Goods and Services requiring your approval in the manner limited by the attached resolution.

The first list under the Recess procedures will be prepared by the Office of Contracting and Procurement for Wednesday, July 7, 2024.

Respectfully Submitted,

Respectfully Submitted,

Sandra Yu Stahl,

Terri Daniels,

Chief Procurement Officer

Director, Office of Development and Grants

CC: Jay Rising, Chief Financial Officer  
Stephanie Washington, Chief of Staff, Mayor's Office  
Conrad Mallet, Corporation Counsel  
Tanya Stoudemire, Chief Deputy Chief Financial Officer

BY COUNCILMEMBER:

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RESOLVED, that the Chief Procurement Officer of the Office of Contracting and Procurement is hereby authorized to purchase goods and services requiring City Council approval under Chapter 17, Article V, and to apply for, accept and appropriate Donations and Grant Applications and Awards under Chapter 17, Article IV of the Detroit City Code, during the period of the City Council Recess from **Wednesday, July 31, 2024 through Monday, September 2, 2024**, in accordance with the following procedures and conditions:

1. Procurement or contract approvals and donation or grant applications, acceptances and awards must be submitted as part of a weekly distribution of a list of Contract Agenda Items submitted by the Office of the City Clerk to Council Members on Thursday with items submitted held as unapproved until the end of the following Wednesday.
2. In the event any Council Member objects to a proposed Procurement, Contract, or Donation or Grant application, acceptance, or appropriation prior to the end of the following Wednesday, the item to which the objection related will be held either until formal action by City Council or until withdrawal of the objection by the objecting Council Member. If no objection is made by this deadline or if an objection is subsequently withdrawn, the item submitted shall be considered as approved.
3. No contract or purchase order related to a procurement shall be issued if a protest has been filed prior to issuance of the proposed contract or purchase order, or if the vendor to which the contract or purchase order would be issued has not obtained required insurance, tax or other adequate clearances or affidavits.
4. Contracts and purchase orders related to a procurement that will be funded with any ARPA funds shall not be submitted except those otherwise authorized by Council or those that are related to: a) Housing Accessibility; b) Recreation; c) Mental Health, d) Construction, and e) Workforce and Economic Development.