



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

Coleman A. Young Municipal Center  
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June 26, 2025

HONORABLE CITY COUNCIL:

RE: CITY COUNCIL RECESS: Wednesday, July 30, 2025 through Monday, September 1, 2025

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 procurement review threshold, all contracts for personal services, and revenue contracts. 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 30, 2025.

Respectfully Submitted,

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Sandra Yu Stahl,  
Chief Procurement Officer

Respectfully Submitted,

Signed by:  
  
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Tanya Stoudemire, Chief Financial Officer

CC: Terri Daniels, Director, Grants & Development  
Ray Solomon, Chief of Staff, Mayor's Office  
Conrad Mallet, Corporation Counsel  
LaTonia Stewart-Limmitt, Deputy Chief Procurement 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 and make amendments 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 30, 2025 through Monday, September 1, 2025**, 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 is 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. In the event two or more Council members object to a proposed Minor Purchase pursuant to the delegation of authority in Subsection (c) of 17-5-91 within seven days of provision of the minor purchase information, the item to which the objection is related will be held either until formal action by City Council or until withdrawal of the objection by the objecting Council Members. If no objection is made by this deadline or if an objection is subsequently withdrawn, the item submitted shall be considered as approved.
4. 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.